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Enquiries: C Davids

Cape Teaching and Leadership Institute Minute: 0004/2021

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Curriculum Support, Heads: Management and Governance, Heads: Learner Support, Circuit Managers, Cel Service Managers, Subject Advisers, Principals of public schools, Heads of registered Grade R sites and Chairpersons of governing bodies at public schools

**Subject: Invitation to Microsoft Partners in Learning (MS PiL) "ICT Skills for Teachers" course**

1. In partnership with the Western Cape Education Department (WCED), the Information and Communication Technology (ICT) Training Unit (Centre for e-Innovation) is facilitating an online ICT training course for WCED educators across the province. Please refer to [Circular 0050/2016](#), dated 26 November 2016.
2. The aim of this course is to assist educators to acquire the ICT skills necessary for participation in advanced ICT integration courses, which require a higher level of ICT competence.
3. This **100% online training opportunity** is for educators who cannot attend a face-to-face computer course but want to develop their personal computer skills.
- 3.1 Online training gives busy educators the chance to develop skills that will help them achieve their personal and professional goals. Some of the many important benefits of eLearning include:
  - improved knowledge retention;
  - fits more easily into busy schedules; and
  - customised learning experiences.
4. **Eligibility for the course**
- 4.1 The following educators are eligible for the course. Educators who–
  - have not completed an "ICT Skills for Teachers" computer course before;
  - preferably have already mastered the first steps of word processing;

- will take the integration of ICT into the curriculum, to the next level; and
- serve in governing body posts.

- 4.2 The following educators are NOT eligible for the course. Educators who–
- teach the subjects Information Technology and Computer Applications Technology;
  - have previously completed MS PiL; and
  - have completed an International Computer Driving License (ICDL)/Internet and Computer Core Certification (IC<sup>3</sup>), Web Quest, Intel Teach Essentials or an Advanced Certificate in Education (ICT-based).

## 5. **Course details**

- 5.1 Please refer to **Annexure A** for details of the course content.
- 5.2 The course will run from **13 September 2021 to 19 November 2021**.
- 5.3 The course is **NOT** for **beginners**.
- 5.4 Training will be **ONLINE** with **NO face-to-face contact sessions**. However, participants will have an eFacilitator to support and assess their tasks.
- 5.5 Participants will work at their own pace and have a maximum of 40 hours to complete the course between the period of 13 September 2021–19 November 2021.
- 5.6 A total of 30 tasks successfully completed equals 30 Continuing Professional Development points. As from 01 January 2017, South African Council for Educators registration numbers are required.

## 6. **Course registration and attendance**

- 6.1 Please refer to **Annexure B** for the registration and application process.
- 6.2 Late bookings and faxes will **NOT** be considered.
- 6.3 Successful applicants will be notified via email; therefore, correct personal email addresses are vital.
- 6.4 Participants will be held responsible for costs if they do not fulfil their obligations of completing the sponsored online training. Participants' online presence will be monitored and will be used to **verify attendance**. Please refer to [Internal Human Capital Development Minute 0009/2008](#), dated 15 October 2008, with regards to withdrawal from training interventions.

7. Requests for further assistance or queries can be directed to Ms Ronwynne Rhoda on [info.icttraining@westerncape.gov.za](mailto:info.icttraining@westerncape.gov.za).
8. Principals are kindly requested to bring the contents of this minute to the attention of all teaching staff.

**SIGNED:** H MAHOMED

**ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2021-08-24