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Enquiries: G de Bruyn

Cape Teaching and Leadership Minute: 0007/2021

To: Chief Directors, Directors (Head Office and district offices), Heads: Subdirectorates and Sections (Head Office), Heads: Curriculum Support, Heads: Management and Governance, Circuit Managers, Subject Advisers and Principals of public schools

**Subject: Teacher development courses and webinars to be offered at the Cape Teaching and Leadership Institute in 2022**

1. The Cape Teaching and Leadership Institute (CTLI) will again be offering SACE-endorsed teacher development courses and webinars to principals, deputy principals, departmental heads and teachers, either during school terms or school holidays (Annexure A).
2. All courses that will be presented by the CTLI in 2022 will be made available on the CTLI website: [www.wcedctli.co.za](http://www.wcedctli.co.za) by 30 November 2021.
3. Courses will be presented in different modalities and will include online engagements, face-to-face sessions, or hybrid mode, i.e., combination of online and face-to-face engagements. The applicable mode is indicated in Annexure A.
4. Due to the unpredictability of possible COVID-19 waves during 2022, only courses for Term 1 are communicated initially. A further update of available courses for the remainder of 2022 will be distributed during the first term of 2022.
5. Teachers interested in attending these courses must sign up via the CTLI website (the sign-in and registration process is explained in Annexure B).
6. Where courses will be presented in face-to-face mode, i.e., 10 days continuously, the Western Cape Education Department will employ substitute teachers for the duration of courses being attended by teachers at the CTLI during school terms, provided that:
  - there is no teacher in excess at the school;
  - the teacher is not paid by the governing body; and
  - the teacher is not already substituting for another teacher.

7. It is the responsibility of the school to find and nominate a suitable substitute for a teacher attending a course as per paragraph 6.
8. The number of teachers to attend face-to-face sessions will be limited as per the COVID-19 venue capacity protocol.
9. For further information regarding CTLI interventions in 2022, please do not hesitate to contact the following CTLI programme coordinators:

<b>Name</b>	<b>Tel. no.</b>	<b>Fax. no.</b>	<b>Email</b>
<b>School Management and Leadership Development courses and seminars</b>			
Tamaryn Petersen	021900 5035	021900 5114	Tamaryn.Petersen@westerncape.gov.za
Brandon Jantjies	021900 5029	021900 5114	Brandon.Jantjies@westerncape.gov.za
<b>Foundation Phase courses and the Language and Mathematics Webinars</b>			
Magdalena Benn	021900 5016	086 6145151	Magdalena.Benn@westerncape.gov.za
<b>Intermediate and Senior Phase courses and the Language and Mathematics Webinars</b>			
Natasha Fouché	021900 5018	086 4436276	Natasha.Fouche@westerncape.gov.za
<b>Inclusive Education courses and the Language and Mathematics solutions Webinars</b>			
Liesl Robinson	021900 5020	021900 5013	Liesl.Robinson@westerncape.gov.za
<b>ICT Integration interventions</b>			
Christo Davids	021900 5021	086 7316833	Christo.Davids2@westerncape.gov.za

10. Kindly bring the contents of this minute to the attention of all teachers.

**SIGNED:** H MAHOMED

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

**DATE:** 2021-12-03