
2023 National Teaching Awards – Nomination submission process

1. The process for the submission of National Teaching Awards (NTA) nominations has been revised.
2. Please take note of the award categories as per Cape Teaching and Leadership Minute: 0004/2023.
3. The 23rd edition of the NTA will see the inclusion of the “**Best Teacher Award**”.
4. Nominees must note the following:
 - 4.1 All nomination forms must be submitted online.
 - 4.2 The prescribed nomination form must be used.
 - 4.3 A checklist is included on page 3 to guide the submission of nomination forms.
 - 4.4 Nomination forms and supporting documents must **not exceed 13 pages**.
 - 4.5 All nomination forms, including supporting documents, **MUST** be submitted via the following email address: nta2023@wced.info
5. When submitting nominations, please use the following in the subject line of the email for the specific category entered:
 - Primary School Teaching: Name & surname of nominee
 - Secondary School Teaching: Name & surname of nominee
 - Leadership Primary School: Name & surname of nominee
 - Leadership Secondary School: Name & surname of nominee
 - Grade R Teaching: Name & surname of nominee
 - Special Needs Education: Name & surname of nominee
 - Leadership Special Needs Education: Name & surname of nominee
 - GET Mathematics Teaching: Name & surname of nominee
 - GET Natural Sciences: Name & surname of nominee
 - FET Mathematics Teaching: Name & surname of nominee
 - Physical Sciences: Name & surname of nominee

- Technology Enhanced Teaching and Learning Award: Name & surname of nominee
- Best Teacher: Name & surname of nominee
- Kader Asmal Lifetime Achievement Award: Name & surname of nominee

6. **Interview process**

- 6.1 Nominees will be informed by the Directorate: Cape Teaching and Leadership Institute of the date and time for their interview.
- 6.2 The interview will be in the form of a presentation.
- 6.3 Nominees will be required to prepare a presentation that will cover both the specific criteria first, followed by the general criteria as per the category they have been nominated for.
- 6.4 Each nominee will be given 35 minutes to cover both the specific and general criteria.
- 6.5 Nominees for the Kader Asmal Lifetime Achievement Award will be afforded 45 minutes for their presentation.
- 6.6 Interviews will take place at the Cape Teaching and Leadership Institute as indicated in the minute mentioned in paragraph 2. Further details regarding the exact dates for each category will be shared with the nominated and shortlisted nominees.

Checklist for the submission of NTA nomination forms

No.	Process	✓
1	Nomination forms (including self/team portrait form and motivation form) must be printed and completed by the nomination team in black ink . Writing must be neat and legible.	
2	Nomination teams must ensure that all supporting documentation is signed by the following: <ul style="list-style-type: none"> • Principal and governing body chairperson/designated person; • Nominee; and • Chairperson of the nomination team (with school stamp). 	
3	The following must be included in the supporting documentation: <ul style="list-style-type: none"> • Certified copy of nominee's South African Council for Educators certificate; • Certified copy of nominee's identity document; and • Certified copies of nominee's teaching qualifications. 	
4	Documents must be: <ul style="list-style-type: none"> • converted into PDF format; • scanned; • uploaded; and • supporting documents must be included in ONE attachment (including nomination forms – 6 pages + 3 pages + supporting documents (maximum 4 pages) = 13 pages total (as per paragraph 4(d)). <p>*No extra photos should be included as attachments over and above the 13 pages submitted.</p>	
5	Submission of nomination forms: <ul style="list-style-type: none"> • All documentation must be submitted via email to the following email address ONLY: nta2023@wced.info • Please create a file name as per paragraph 5. • Please use email subject line as per paragraph 5. 	