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Cape Teaching and Leadership Institute Minute: 0001/2023

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

**Subject: 2023 Bursaries for Continuing Professional Development of in-service teachers**

- The Western Cape Education Department (WCED) in collaboration with the Education Training and Development Practices Sector Education Training Authority (ETDP SETA) has made bursaries available to teachers for the 2023 academic year to study towards obtaining the following full qualifications:

	<b>Course</b>	<b>NQF Level</b>
i	Advanced Certificate in Teaching (ACT) Foundation Phase (ETDP SETA funded – offered by the University of Cape Town)	6 120 Credits
ii	ACT Intermediate Phase (WCED funded – offered by the University of Cape Town)	6 120 Credits
iii	ACT Senior Phase Mathematics (ETDP SETA funded – offered by the University of Cape Town)	6 120 Credits
iv	Advanced Diploma in Education (ADE) Senior Phase Mathematics (ETDP SETA funded – offered by Stellenbosch University)	7 120 credits
v	ADE Senior Phase Natural Sciences (ETDP SETA funded – offered by Stellenbosch University)	7 120 credits
vi	ADE Intermediate Phase Mathematics (WCED funded – offered by Stellenbosch University)	7 120 Credits
vii	ADE Mathematical Literacy Further Education and Training (FET)	7

(Grades 11 and 12) (WCED funded – offered by Stellenbosch University)	120 Credits
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2. Teachers fulfilling the following criteria may apply for the bursaries:

	<b>Course</b>	<b>Minimum Requirements</b>
i	ACT Foundation Phase	<ul style="list-style-type: none"> <li>• Teachers in possession of a formal teaching qualification at Relative Educational Qualification Value (REQV) 13 (M+3) or higher;</li> <li>• Teachers currently teaching Foundation Phase without a formal qualification; and</li> <li>• Prospective students must also satisfy the entry requirements for formal studies at contracted university.</li> </ul>
ii	ACT Intermediate Phase	<ul style="list-style-type: none"> <li>• Teachers in possession of a formal teaching qualification at REQV 13 (M+3) or higher;</li> <li>• Teachers currently teaching in the Intermediate Phase without a formal qualification; and</li> <li>• Prospective students must also satisfy the entry requirements for formal studies at contracted university.</li> </ul>
iii	ACT Senior Phase Mathematics	<ul style="list-style-type: none"> <li>• Teachers in possession of a formal teaching qualification at REQV 13 (M+3) or higher;</li> <li>• Teachers currently teaching in the Senior Phase without a formal qualification; and</li> <li>• Prospective students must also satisfy the entry requirements for formal studies at contracted university.</li> </ul>
iv	ADE Senior Phase Mathematics	<ul style="list-style-type: none"> <li>• Teachers in possession of a formal teaching qualification at REQV 14 (M+4) or higher;</li> <li>• Teachers currently teaching Mathematics in the Senior Phase. Preference will be given to teachers</li> </ul>

		<p>with a formal teaching qualification (certificate, diploma or degree) in Mathematics;</p> <ul style="list-style-type: none"> <li>• Prospective students must also satisfy the entry requirements for formal studies at the contracted university.</li> </ul>
v	ADE Senior Phase Natural Sciences	<ul style="list-style-type: none"> <li>• Teachers in possession of a BEd degree, specialising in Senior Phase teaching and currently teaching Natural Sciences in the Senior Phase; or</li> <li>• Teachers in possession of a B degree plus a Post Graduate Certificate in Education (PGCE), specialising in Senior Phase teaching and currently teaching Natural Sciences in the Senior Phase; or</li> <li>• Teachers in possession of a Higher Diploma in Education (HDE – NQF level 7), specialising in Senior Phase Teaching and currently teaching Natural Sciences in the Senior Phase; or</li> <li>• Teachers in possession of an Advanced Certificate in Education (ACE) (previous NQF level 6), specialising in Senior Phase teaching and currently teaching Natural Sciences in the Senior Phase; and</li> <li>• Prospective students must also satisfy the entry requirements for formal studies at the contracted university.</li> </ul>
vi	ADE Intermediate Phase Mathematics	<ul style="list-style-type: none"> <li>• Teachers in possession of a formal teaching qualification at REQV 14 (M+4) or higher;</li> <li>• Teachers currently teaching Mathematics in the Intermediate Phase. Preference will be given to teachers with a formal teaching</li> </ul>

		<p>qualification (certificate, diploma or degree) in Mathematics; and</p> <ul style="list-style-type: none"> <li>• Prospective students must also satisfy the entry requirements for formal studies at the contracted university.</li> </ul>
vii	ADE FET Mathematical Literacy	<ul style="list-style-type: none"> <li>• Teachers in possession of a BEd degree, specialising in FET Mathematics teaching or with cognate subject knowledge of FET Mathematics, with at least one Mathematics module in after-school qualifications, and currently teaching FET Mathematical Literacy (Grades 11 &amp; 12); or</li> <li>• Teachers in possession of a B degree plus a PGCE, specialising in FET Mathematics teaching or with cognate subject knowledge of FET Mathematics, with at least one Mathematics module in after-school qualifications, and currently teaching FET Mathematical Literacy (Grades 11 &amp; 12); or</li> <li>• Teachers in possession of an HDE (NQF level 7), specialising in FET Mathematics teaching, or with cognate subject knowledge of FET Mathematics, with at least one Mathematics module in after-school qualifications, and currently teaching FET Mathematical Literacy (Grades 11 &amp; 12); or</li> <li>• Teachers in possession of an ACE (previous NQF level 6), specialising in FET Mathematics teaching with cognate subject knowledge of FET Mathematics, with at least one Mathematics module in after-school qualifications, and currently teaching FET Mathematical Literacy (Grades 11 and 12); and</li> <li>• Prospective students must also satisfy the entry requirements for</li> </ul>

		formal studies at the contracted university.
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3. Only teachers in the above-mentioned categories may apply.
4. Applications will be considered subject to each applicant meeting all the following requirements:
  - (i) Must be **permanently** employed by the WCED.
  - (ii) Must meet the admission requirements of the applicable university.
  - (iii) Must **not** be in receipt of another state bursary or any other bursary.
  - (iv) May **not** be registered at any other university upon application or registration.
  - (v) Commitment from the principal of the school that the applicant will remain in the applicable phase and/or subject for the two years of study and the subsequent three years upon obtaining the qualification.
5. Both the ACT and ADE qualification programmes will be offered on a part-time basis over a period of two years, from February 2023 to December 2024. The course work will involve network education, as well as compulsory contact sessions during school holidays.
6. Each bursary awarded will cover registration and tuition fees. The ETDP SETA and/or the WCED will settle costs relating to registration and tuition fees directly with the higher education institution concerned.
7. Accommodation for contact sessions where applicable will be arranged by the WCED and will only be provided to teachers travelling from rural areas. Accommodation for block sessions and Saturday sessions (where applicable) will be at the Cape Teaching and Leadership Institute.
8. Where applicable, transport costs to and from the training venue will be covered by the WCED, provided that successful candidates from the same town or school share transport.
9. Successful applicants will be responsible for the costs of their learning support material, where applicable.
10. Successful applicants will be informed as to which university will offer the different programmes.
11. Applicants who wish to be considered for the different courses and bursaries are requested to complete the attached **Annexure A** (Application Form) and **Annexure B** (Agreement Form) and submit both, via their principals, by **16 February 2023**.
12. Applications must be submitted online via the link provided below:  
<https://forms.gle/MPxaxY3igqZHbjGC9>

13. The applicant's attention is drawn to **Annexure C** that will provide him/her with a step-by-step guide for the uploading of supporting documents. Please follow carefully as submission of incomplete documents will lead to disqualification.
14. All enquiries must be directed to the following email address: [ctlibursaries@wced.info](mailto:ctlibursaries@wced.info)
15. **Kindly note that:**
- **No hand-delivered applications will be accepted;**
  - **incomplete or illegible applications will not be considered; and**
  - **faxed applications will not be accepted.**
16. Applications received after the closing date of **16 February 2023** will not be considered.
17. **Applicants should note the following:**
- The **course of your choice** must be clearly stated on the application form.
  - **Certified copies** of your:
    - (i) matric certificate,
    - (ii) academic record,
    - (iii) professional qualification certificate(s), and
    - (iv) identity document must be submitted with your application.
  - The application **must be signed and endorsed** (signed application form) by the **applicant, his/her principal and the circuit manager.**
  - Without the endorsement of the principal and circuit manager, an application will be deemed incomplete and disqualified.
18. By completing **Annexure B**, successful applicants will enter into a formal agreement with the WCED to render a year's service for each year for which the bursary is awarded, as well as to comply with the other stipulations outlined in the agreement.
19. Kindly ensure that the content of this minute is brought to the attention of all teaching staff members at your school.

**SIGNED:** H MAHOMED

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

**DATE:** 2023-02-07