

File no.: 23/2/13/1 Teacher Development Courses and Webinars  
Reference: 20230424-3760

Cape Teaching and Leadership Minute: 0003/2023

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 Terms 2 and 3 (2023) and Term 1 (2024)**

1. In Cape Teaching and Leadership Minute 0008/2022, dated 12 December 2022, the Cape Teaching and Leadership Institute (CTLI) stated that it will be again be offering SACE-endorsed teacher development courses, conferences, webinars and seminars to principals, deputy principals, departmental heads, and teachers, either during school terms or school holidays.
2. That minute further stated that only courses for Term 1 would be available and further communication will be forwarded to update courses available for Terms 2 and 3.
3. This minute serves to inform schools and staff of all CTLI teacher professional learning opportunities, i.e. courses and webinars available for Terms 2 and 3 of 2023 (Annexure A.1) and Term 1 of 2024.
4. All courses and webinars that will be presented by the CTLI in Terms 2 and 3 (2023) and Term 1 (2024) are available on the CTLI website: [www.wcedctli.co.za](http://www.wcedctli.co.za).
5. Courses will be presented in different modalities and will include online engagements, face-to-face sessions, or blended mode, i.e. combination of online and face-to-face engagements. The applicable mode is indicated in Annexure A.1.
6. Teachers interested in attending these courses must sign up via the CTLI registration website (the sign-in and registration process is explained in Annexure B).

7. Where courses will be presented in face-to-face mode, i.e. 10 days continuously, the Western Cape Education Department (WCED) will employ substitute teachers for the duration of these courses 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.
8. It is the responsibility of the school to find and nominate a suitable substitute for a teacher attending a course as per paragraph 7. Please refer to WCED Circular 0036/2022, dated 22 September 2022, regarding the appointment of unqualified teachers.
9. The number of teachers attending face-to-face sessions will be limited as per the venue's capacity.
10. For further information regarding CTLI professional learning opportunities, please do not hesitate to contact the following CTLI programme coordinators:

<b>Name</b>	<b>Tel. no.</b>	<b>Email</b>
<b>School Management and Leadership Development and Professional Development courses and seminars</b>		
Tamaryn Petersen	021 900 5039	<a href="mailto:Tamaryn.Petersen@westerncape.gov.za">Tamaryn.Petersen@westerncape.gov.za</a>
Cleopatra Pienaar	021 900 5039	<a href="mailto:Cleopatra.Pienaar@westerncape.gov.za">Cleopatra.Pienaar@westerncape.gov.za</a>
<b>Foundation Phase courses and webinars</b>		
Magdalena Benn	021 900 5016	<a href="mailto:Magdalena.Benn@westerncape.gov.za">Magdalena.Benn@westerncape.gov.za</a>
Lucia Booysen	021 900 5054	<a href="mailto:Lucia.Booyesen@westerncape.gov.za">Lucia.Booyesen@westerncape.gov.za</a>
<b>Intermediate and Senior Phase courses and webinars</b>		
Natasha Fouché	021 900 5018	<a href="mailto:Natasha.Fouche@westerncape.gov.za">Natasha.Fouche@westerncape.gov.za</a>
<b>Inclusive Education courses and webinars</b>		
Liesl Robinson	021 900 5020	<a href="mailto:Liesl.Robinson@westerncape.gov.za">Liesl.Robinson@westerncape.gov.za</a>
<b>Further Education and Training Band courses and webinars</b>		
Gaironesa Daniels	021 900 5055	<a href="mailto:Gaironesa.Daniels@westerncape.gov.za">Gaironesa.Daniels@westerncape.gov.za</a>
<b>ICT integration interventions, seminars and webinars</b>		
Christo Davids	021 900 5021	<a href="mailto:Christo.Davids2@westerncape.gov.za">Christo.Davids2@westerncape.gov.za</a>

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

**SIGNED:** H MAHOMED

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

**DATE:** 2023-05-02