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Cape Teaching and Leadership Institute Minute: 0004/2023

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

**Subject: 2023 National Teaching Awards**

1. The National Teaching Awards (NTAs) recognise excellence and high levels of professionalism and provide the education fraternity with the opportunity to celebrate the achievements of outstanding teachers by highlighting the exceptional work done by teachers.
2. The Western Cape Education Department (WCED) is, therefore, proud to present and host the 23rd edition of the annual provincial awards ceremony, a preliminary event before the 23rd annual NTAs ceremony, scheduled to take place on **25 August 2023**.
3. An electronic version of the *Nomination and Information Guide*, containing the nomination forms and qualifying criteria, is available using the link below. A copy of the *Nomination and Information Guide* is also attached. Please note that no printed copies will be supplied to schools. Schools are requested to download the said documents via the following link: <https://wcedonline.westerncape.gov.za/national-teaching-awards>
4. All teachers, governing bodies, and district officials are invited to submit nominations, based on the criteria contained in the *Nomination and Information Guide*, to their principals or centre managers.
5. Deserving teachers may be nominated in the following 14 categories:
  - Excellence in Grade R Teaching
  - Excellence in Primary School Teaching (Grades 1–7)

- Excellence in Primary School Leadership
  - Excellence in Secondary School Teaching (Grades 8–12)
  - Excellence in Secondary School Leadership
  - Excellence in Special Needs Teaching
  - Excellence in Special Needs School Leadership
  - Excellence in Teaching Mathematics (GET)
  - Excellence in Teaching Mathematics (FET)
  - Excellence in Teaching Natural Sciences
  - Excellence in Teaching Physical Sciences
  - Excellence in Technology – Enhanced Teaching and Learning
  - Best Teacher Award
  - Kader Asmal Lifetime Achievement Award
6. Only teachers, i.e. principals, deputy principals, teachers, therapists, and psychologists at public schools for learners with special needs may enter the “*Excellence in Special Needs Teaching*” category and the “*Excellence in Special Needs School Leadership*” category. Please refer to paragraphs 11.1.11, 11.1.12 and 11.1.13 (page 55) of the *Nomination and Information Guide* for further clarification.
7. Principals and centre managers are requested to forward the completed nomination forms to the following email address: [nta2023@wced.info](mailto:nta2023@wced.info)
8. Please refer to **Annexure A** and the **Checklist** for details of the submission of nomination forms and the subsequent adjudication process.
9. Should you require additional information, please contact the relevant district coordinator listed below:

District	District coordinator(s)	Tel. no.	Email address
<b>Metropole North</b>	Mr Owen Weeder	021 938 3174	<a href="mailto:Owen.Weeder@westerncape.gov.za">Owen.Weeder@westerncape.gov.za</a>
<b>Metropole Central</b>	Ms Lesley Hutchings	021 514 6945	<a href="mailto:Lesley.Hutchings@westerncape.gov.za">Lesley.Hutchings@westerncape.gov.za</a>
<b>Metropole South</b>	Ms Genine Erfort	079 526 9264	<a href="mailto:Genine.Erfort@westerncape.gov.za">Genine.Erfort@westerncape.gov.za</a>
<b>Metropole East</b>	Mr Craig Paulsen	021 900 7035	<a href="mailto:Craig.Paulsen@westerncape.gov.za">Craig.Paulsen@westerncape.gov.za</a>
<b>West Coast</b>	Ms Janine Adonis	021 860 1208	<a href="mailto:Janine.Adonis@westerncape.gov.za">Janine.Adonis@westerncape.gov.za</a>
<b>Cape Winelands</b>	Mr Bertram Jacobs	021 348 0633	<a href="mailto:Bertram.Jacobs@westerncape.gov.za">Bertram.Jacobs@westerncape.gov.za</a>
<b>Overberg</b>	Mr Edward Kies	084 583 5008	<a href="mailto:Edward.Kies@westerncape.gov.za">Edward.Kies@westerncape.gov.za</a>
<b>Eden &amp; Central Karoo</b>	Ms Yolande Damons	044 803 8344	<a href="mailto:Yolande.Damons@westerncape.gov.za">Yolande.Damons@westerncape.gov.za</a>

<b>Provincial Office (CTLI)</b>	Mr Gavin de Bruyn	021 900 5053	<a href="mailto:Gavin.deBruyn@westerncape.gov.za">Gavin.deBruyn@westerncape.gov.za</a>
	Ms Tamaryn Petersen	021 900 5039	<a href="mailto:Tamaryn.Petersen@westerncape.gov.za">Tamaryn.Petersen@westerncape.gov.za</a>

10. Nominees are requested to familiarise themselves with the criteria and process for adjudication.
11. A step-by-step guide in the form of a video has been uploaded on the NTA webpage to assist teachers/schools in completing the nomination forms. The video can be accessed through the following link: <https://wcedonline.westerncape.gov.za/national-teaching-awards>
12. For the selection of winners at provincial and national levels, nominees will be required to submit a presentation (PowerPoint or poster) on both the general and specific criteria, highlighting their work to be considered for this coveted award. This will serve as the final interview for determining provincial and national winners.
13. A maximum of five teachers may form a team per category.
14. The closing date for the submission of all nomination forms to the Directorate: Cape Teaching and Leadership Institute is **24 July 2023**.
15. The following dates serve as important milestones for the 2023 process:

<b>No.</b>	<b>Activity</b>	<b>Applicable date</b>
1	Closing date for nominations	<b>24 July 2023</b>
2	Provincial adjudication process	31 July – 04 August 2023
3	Provincial awards ceremony	25 August 2023
4	National adjudication process	03 – 08 September 2023
5	National awards ceremony	05 October 2023

16. Shortlisted candidates will do their interviews and presentations in person at the Cape Teaching and Leadership Institute.
17. Provincial runners-up and winners will receive prizes as determined by the WCED.
18. The NTAs are supported by the Provincial Minister of Education, Head of Education, unions and governing body associations.
19. All members of the school community are encouraged to participate in nominating deserving teachers for the NTAs.

20. Kindly bring the contents of this minute to the attention of all teaching staff.

**SIGNED:** H MAHOMED

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

**DATE:** 2023-06-12