Western Cape Education Department
Christo Davids
Cape Teaching and Leadership Institute (including Edulis)
Christo.Davids2@westerncape.gov.za | 021 900 5021

File no.:   23/2/12/1/3/ ICT SKILLS FOR TEACHERS
Reference: 20230915-8111

Cape Teaching and Leadership Institute Minute: 0005/2023

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

Subject: Invitation: Training for WCED school management staff and teachers

1.   In partnership with the Western Cape Education Department (WCED), the Information and Communication Technology (ICT) Training Unit (Centre for e-Innovation) is facilitating online digital training courses for WCED school management staff and teachers across the province. Please refer to Circular 0050/2016, dated 26 November 2016.

2.   The aim of these courses is to assist school management staff and teachers to acquire the ICT skills necessary for participation in advanced ICT integration courses, which requires a higher level of ICT competence.

3.   These courses are **100% online training opportunities**.

3.1   Online training gives participants the chance to develop skills that will help them achieve personal and professional goals. Some of the many important benefits of eLearning include:
  • improved knowledge retention;
  • fits easily into busy schedules; and
  • customised learning experiences.

4.   **Eligibility for the course**

4.1   WCED school management staff and teachers (including governing body posts) who:
  • want to acquire basic ICT skills;
  • want to develop their intermediate to advanced ICT skills; and
  • will take the integration of ICT into the curriculum to the next level.

1
wcedonline.westerncape.gov.za
Employment and salary enquiries: 0861 819 919 | Safe Schools: 0800 45 46 47
Western Cape Education Department

5.   **Course details**

5.1   Please refer to **Annexure A** for course content, schedule and online registration, and application process.

5.2   The courses will run from 02 October 2023–22 March 2024. (Please refer to schedule.)

5.3   The courses are aimed at acquiring beginner to advanced ICT skills.

5.4   Reminder: Training will be **ONLINE only,** with **NO face-to-face contact sessions**.

6.   **Course registration and attendance**

6.1   Successful applicants will be notified via email; therefore, correct email addresses are vital.

6.2   Participants will be held responsible for costs if they do not fulfil their obligations of completing the sponsored online training. Participants' online progress will be monitored. Please refer to Internal Human Capital Development Minute 0009/2008, dated 15 October 2008, with regards to withdrawal from training interventions.

7.   Requests for further assistance or queries can be directed to info.icttraining@westerncape.gov.za.

8.   Principals are kindly requested to bring the contents of this minute to the attention of all staff.

SIGNED: H MAHOMED
DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT
DATE: 2023-10-09