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Curriculum GET Minute: 0002/2023

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Support, Heads: Management and Governance, Circuit Managers, Deputy Chief Education Specialists, GET Coordinators, Senior Phase Subject Advisers and Principals of all ordinary public and independent schools

Subject: Notice of Economic Management Sciences teacher professional development workshop for Grade 7 teachers

1. The Western Cape Education Department (WCED), in collaboration with Stellenbosch University (SU), invites all Grade 7 Economic and Management Sciences (EMS) teachers to a training course at the Cape Teaching and Leadership Institute (CTLI) in Financial Literacy.
2. The purpose of the teacher professional development training sessions is to strengthen the teaching of EMS (Financial Literacy) in Grade 7 by providing knowledge and skills for teachers.
3. The course will be presented by lecturers from SU, as well as the Senior Curriculum Planner, Dr Antoinette Venter. All course materials are endorsed by SU, the WCED as well as the South African Council of Educators.
4. The training will take place on **Friday, 31 March 2023**, and **Saturday, 01 April 2023**.
5. The sessions will be conducted in English and Afrikaans.
6. Teachers are requested to **register online**, using the following link: <https://forms.gle/8Yro9hjBHe43c7pQA>, **on or before Tuesday, 28 February 2023**. Schools must provide accurate registration information so that any logistical problems can be avoided at the training. The principal will be held responsible for teachers who registered, but did not attend the training, due to financial implications.

7. Travel

7.1 A travel allowance will be paid subject to the following conditions:

- Full training course attendance must be confirmed.
- The total distance travelled for the **two days** must **exceed 100 km**.
- The total distance claimed for the **two days** may **not exceed 800 km**.

7.2 Travel claims will be assessed according to the following criteria:

Use of own car	As far as possible, teachers must share transport. Only the driver/owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. Scanning of vehicles licence disks will be done at the entrance of the CTLI.	
Use of a lift club (paid or free) in a private car	Only the driver/owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. Scanning of vehicles licence disks will be done at the entrance of the CTLI.	
Use of the school bus	The school must submit a letter indicating that the school bus was used for this course and stating the names of the passengers and the distance travelled. Scanning of vehicles licence disks will be done at the entrance of the CTLI.	
Use of a registered service provider <i>NB: prior approval must be obtained, in writing, from the district GET coordinator.</i>	Step 1	The school must obtain three quotations before the training.
	Step 2	The school must submit these quotations to the GET coordinator. The lowest quotation will be accepted.
	Step 3	The GET coordinator must provide written confirmation to the principal that the service can be contracted.
	Step 4	The school must arrange for the hiring of the service.
	Step 5	After the service, the school must pay the service provider and obtain a receipt.
	Step 6	For reimbursement, the school must submit a letter to the district claims manager, indicating that the service provider was used and listing the names of the passengers and details of the distance travelled. The quotations, the approval of the GET coordinator and the final paid invoice must be attached.
	All paperwork must be kept as evidence for the internal auditor. The WCED will ONLY reimburse the school upon receipt of signed documentation, including the prior written approval of the district GET coordinator. Teachers must arrange a group pick-up at a central point.	

Use of public transport, e.g. a public taxi, bus, or train for short-distance travel	Claims must indicate the start and end point of each stage of the journey. Reimbursements will be made according to standard rates. Evidence (tickets) may be requested by the claims official so that the claim can be validated. No metered taxi fares may be claimed.
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8. Accommodation and meals (applicable to teachers from rural districts only)

- 8.1 Accommodation and meals will be provided at the CTLI, **subject to the following conditions:**
- The distance to the training venue must **exceed 60 km** one way, i.e. a 120 km return trip.
 - Full training course attendance must be confirmed.
 - Registration must be completed in advance.
- 8.2 Accommodation will be provided from the first to the last day of the training course, with the option of checking in from 14:00 until 17:00 on the day before the start of the workshop.
9. For any further information kindly contact the provincial coordinator, Dr Antoinette Venter, at Antoinette.venter@westerncape.gov.za or 021 467 2501.
10. Principals are requested to bring this minute to the attention of Grade 7 EMS teachers.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-02-14