
2024 National Teaching Awards – Nomination submission process

1. The process for the submission of National Teaching Awards (NTA) nominations has been revised.
2. Please take note of the award categories as per Cape Teaching and Leadership Minute: 003 /2024.
3. The 24th edition of the NTA will see the inclusion of the **“Excellence in teaching Life Skills”** for Grades 1 – 6.
4. Nominees must note the following:
 - 4.1 All nomination forms must be duly completed and signed by the relevant signatories.
 - 4.2 The prescribed nomination form must be used.
 - 4.3 A checklist is included on page 3 to guide the submission of nomination forms.
 - 4.4 Nomination forms and supporting documents must **not exceed 13 pages**.
 - 4.5 All nomination forms, including supporting documents, **MUST** be submitted for the attention of the relevant district co-ordinator.
5. **Interview process: District level**
 - 5.1 Shortlisted nominees will be informed by the relevant District Co-ordinator of the date and time for their interview.
 - 5.2 The interview will be in the form of a presentation.
 - 5.3 Nominees will be required to prepare a presentation that will cover both the specific criteria first, followed by the general criteria as per the category they have been nominated for.
 - 5.4 Each nominee will be given 35 minutes to cover both the specific and general criteria.
 - 5.5 Nominees for the Kader Asmal Lifetime Achievement Award will be afforded 45 minutes for their presentation.

5.6 Interviews will take place at the Cape Teaching and Leadership Institute as indicated in the minute mentioned in paragraph 2. Further details regarding the exact dates for each category will be shared with the nominated and shortlisted nominees.

6. **Interview Process: Provincial level**

6.1 District winners (provincial finalists) will be informed by the Directorate: Cape Teaching and Leadership Institute of the date and time for their interview.

6.2 The interview will be in the form of a presentation.

6.3 Provincial Finalists representing their respective districts will be required to prepare a presentation that will cover both the specific criteria first, followed by the general criteria as per the category they have been nominated for.

6.4 Each nominee will be given 35 minutes to cover both the specific and general criteria.

6.5 Nominees for the Kader Asmal Lifetime Achievement Award will be afforded 45 minutes for their presentation.

6.6 Interviews will take place at the Cape Teaching and Leadership Institute as indicated in the minute mentioned in paragraph 2. Further details regarding the exact dates for each category will be shared with the provincial finalists.

Checklist for the submission of NTA nomination forms

No.	Process	✓
1	Nomination forms (including self/team portrait form and motivation form) must be printed and completed by the nomination team in black ink . Writing must be neat and legible.	
2	Nomination teams must ensure that all supporting documentation is signed by the following: <ul style="list-style-type: none"> • Principal and governing body chairperson/designated person; • Nominee; and • Chairperson of the nomination team (with school stamp). 	
3	The following must be included in the supporting documentation: <ul style="list-style-type: none"> • Certified copy of nominee's South African Council for Educators certificate; • Certified copy of nominee's identity document; and • Certified copies of nominee's teaching qualifications. 	
5	Submission of nomination forms: <ul style="list-style-type: none"> • All documentation must be submitted to the relevant district co-ordinator 	