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File no.: 23/2/13/1/ Teacher Development Courses and Webinars  
Reference: 20240320-2703

Cape Teaching and Leadership Minute: 0001/2024

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: Educator development courses and webinars to be offered at the Cape Teaching and Leadership Institute in Terms 2 and 3 (2024) and Term 1 (2025)**

1. In Cape Teaching and Leadership Minute 0003/2023, dated 02 May 2023, the Cape Teaching and Leadership Institute (CTLI) stated that it will be offering SACE-endorsed educator development courses, conferences, webinars, and seminars to principals, deputy principals, departmental heads, and educators again, either during school terms or school holidays.
2. The said 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 educator professional learning opportunities, i.e. courses and webinars available for Terms 2 and 3 of 2024 (Annexure A.1) and Term 1 of 2025.
4. All courses and webinars that will be presented by the CTLI in Terms 2 and 3 (2024) and Term 1 (2025) 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. The CTLI will also be piloting decentralised training within selected rural districts for the 2024/2025 financial year. The decentralised opportunities are also listed in Annexure A.1.

7. Educators interested in attending CTLI professional learning opportunities must sign up via the CTLI registration website (the sign-in and registration process is explained in Annexure B).
8. Where courses will be presented in face-to-face mode, i.e. 10 days continuously, the Western Cape Education Department (WCED) will employ substitute educators for the duration of these courses attended by educators at the CTLI during school terms, provided that:
  - there is no educator in excess at the school;
  - the educator is not paid by the governing body; and
  - the educator is not already substituting for another teacher.
9. It is the responsibility of the school to find and nominate a suitable substitute for an educator attending a course as per paragraph 7. Please refer to WCED Circular 0036/2022, dated 22 September 2022, regarding the appointment of unqualified educators.
10. The number of educators attending face-to-face sessions will be limited as per the venue's capacity.
11. Please note that the CTLI will be the primary delivery site for these face-to-face interventions.
12. Decentralised CTLI interventions as highlighted in bold letters in Annexure A.1 will only service the educators within the district as indicated.
13. 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>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>		
Adele Smith	021 900 5055	<a href="mailto:Adele.Smith@westerncape.gov.za">Adele.Smith@westerncape.gov.za</a>

<b>Further Education and Training Band courses and webinars</b>		
Gaironesa Daniels	021 900 5020	<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>
<b>Leadership Academy (School Leadership and Management)</b>		
Melvina September	021 900 5031	<a href="mailto:Melvina.September@westerncape.gov.za">Melvina.September@westerncape.gov.za</a>

14. Kindly bring the contents of this minute to the attention of all educators.

**SIGNED:** H MAHOMED

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

**DATE:** 2024-03-26