

File no.: 23/2/7/4/ School Leadership and Management
Reference: 20240320-2673

Cape Teaching and Leadership Minute: 0002/2024

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Curriculum Support, Heads: Management and Governance, Heads: Inclusive Specialised Learner Education Support, Circuit Managers, Subject Advisers and Principals of public schools

Subject: Continuing Professional Development bursaries available: Advanced Diploma in Education: School Leadership and Management

1. The Western Cape Education Department (WCED), in collaboration with the Education, Training and Development Practices Sector Education and Training Authority (ETDP SETA), will make **100 bursaries** available for the 2024 academic year to study towards obtaining the full Advanced Diploma School Leadership and Management (AdvDip SLM) qualification.
2. The first cohort of students is in the process of completing their qualification and a second cohort will now be recruited and approved to be part of a new intake of school leaders to obtain this sought-after qualification.
3. The AdvDip SLM replaced the Advanced Certificate in Education School Management and Leadership.
4. Key features of the AdvDip SLM are:
 - (a) National Qualification Framework (NQF) exit Level 7;
 - (b) Minimum total credits of 120; and
 - (c) Minimum credits at Level 7.
5. The AdvDip is a continuing professional development qualification aimed at empowering school leaders to lead and manage schools effectively in a time of diverse changes, challenges and fresh opportunities.

6. The programme is targeted at permanently appointed School Management Team members on post levels 2 and 3 who have management experience or are aspirant principals. Prospective applicants must be permanently appointed on either post level 2 or 3 to qualify for admission to the programme.
7. For this cohort/intake (**2024**) only **deputy principals** (post level 3) and **departmental heads** (post level 2) will be considered.
8. The following minimum requirements must be met by prospective students:

Programme	Minimum requirements
AdvDip SLM	<ul style="list-style-type: none"> • A former (before 2018) 4-year BEd degree (480 credits, NQF old exit Level 6); or • A 4-year BEd degree (after 2018) (480 credits, NQF Level 7); or • A former general first degree (360 credits, NQF previous exit Level 6) or diploma (360 credits, NQF old exit Level 6) and Postgraduate Certificate in Education (120 credits, NQF Level 7); or • A new general first degree (360 credits, NQF exit Level 7) or diploma (360 credits, NQF exit Level 7) and Advanced Diploma in Teaching (120 credits, NQF exit Level 7); or • A former Higher Diploma in Education (120 credits, NQF exit Level 7); or • A former Advanced Certificate in Education (120 credits, old exit Level 6); or • A former college Higher Diploma in Education (480 credits, old exit Level 5/6); or • A former Further Diploma in Education (120 credits, old exit Level 5/6).

9. Applications will be considered, subject to each applicant meeting all the following requirements:
 - (a) Must be an appointed deputy principal on post level 3 or departmental head on post level 2;
 - (b) Must be **permanently** employed by the WCED;
 - (c) Must meet the admission requirements of the applicable university as per point 8 above;
 - (d) Must **not** be in receipt of another state bursary or any other bursary;
 - (e) Must **not be** registered at any other university upon submitting the application or at registration; and
 - (f) Must have the approval and commitment from both the circuit manager and principal of the school that the applicant will be supported throughout the programme, especially with regards to the practise-based component of the programme.

10. The AdvDip SLM qualification programme will be offered on a part-time basis over a period of two years, from April 2024 to March 2026. A blended approach of delivery will be followed.
11. The course work will involve network education communities of practice and contact sessions during school holidays; it could initially include Saturday sessions also. Further details will be provided upon registration.
12. Each bursary awarded will cover registration and tuition fees and the ETDP SETA will settle costs relating to registration and tuition fees directly with the Higher Education Institution (HEI) concerned.
13. Accommodation for contact sessions, where applicable, will be arranged by the WCED and will only be provided to teachers travelling from rural areas. Accommodation for block sessions will be at the Cape Teaching and Leadership Institute (CTLI), as per the CTLI accommodation policy.
14. Where applicable, transport costs to and from the training venue will be covered by the WCED as per the CTLI transport policy, provided that successful candidates from the same town or school share transport, where possible.
15. Successful applicants will be responsible for the costs of their learning support material, where applicable.
16. Deputy principals or departmental heads who wish to be considered for the AdvDip SLM programme and bursaries are requested to click on the link below. Applicants need to upload the attached **Annexure A** (Application form) and **Annexure B** (Agreement form). Please note that both forms must be submitted and all other relevant documents uploaded using the link provided below by **03 May 2024**.
17. The link to upload documents is: <https://forms.gle/eb5ttjwpKMohQrEe9>
18. **Kindly note the following:**
 - **Incomplete or illegible applications will not be considered.**
 - **No faxed or hand-delivered applications will be accepted.**
 - Applicants will be clustered according to geographical areas (school location) and the contracted HEI's location.
 - **Certified copies** of the applicant's matric certificate, academic and/or professional qualification certificate(s), WCED appointment letter indicating permanent appointment at post level 2 or 3 and identity document must be submitted with his/her application.
 - The application form **must be signed and endorsed** by the **applicant, his/her principal and the circuit manager**.
 - Without the endorsement of the principal and circuit manager, an application will be deemed incomplete and disqualified.

19. Applications received after the closing date of **03 May 2024** will not be considered.
20. By completing the agreement form (Annexure B), successful applicants enter into a formal agreement with the WCED to render a year's service for each year for which the bursary is awarded, as well as to comply with the other stipulations outlined in the agreement.
21. Kindly ensure that the contents of this minute is brought to the attention of all teaching staff members at your school.

SIGNED: B LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-04-16