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Cape Teaching and Leadership Institute Minute: 0003/2024

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

Subject: 2024 National Teaching Awards

1. The National Teaching Awards (NTAs) recognise excellence and high levels of professionalism and provide the education fraternity with the opportunity to celebrate the achievements of outstanding educators by highlighting the exceptional work done by educators.
2. The Western Cape Education Department (WCED) is, therefore, proud to present and host the 24th edition of the annual provincial awards ceremony, scheduled to take place on **23 August 2024**, a preliminary event before the 24th annual NTAs ceremony.
3. An electronic version of the *Nomination and Information Guide*, containing the nomination forms and qualifying criteria, is available using the link below. A copy of the *Nomination and Information Guide* is also attached. Please note that no printed copies will be supplied to schools. Schools are requested to download the said documents via the following link: <https://wcedonline.westerncape.gov.za/national-teaching-awards>
4. All educators, governing bodies, and district officials are invited to submit nominations, based on the criteria contained in the *Nomination and Information Guide*, to their principals or centre managers.
5. The "2023 Care and Support Awards" have been integrated into the NTAs as a new category, namely "Excellence in Teaching Life Skills" for Grades 1–6 as from 2024 onwards.

6. Deserving educators may be nominated in the following 15 categories:
- Excellence in Grade R Teaching
 - Excellence in Primary School Teaching (Grades 1–7)
 - Excellence in Primary School Leadership
 - Excellence in Secondary School Teaching (Grades 8–12)
 - Excellence in Secondary School Leadership
 - Excellence in Special Needs Teaching
 - Excellence in Special Needs School Leadership
 - Excellence in Teaching Mathematics (GET)
 - Excellence in Teaching Mathematics (FET)
 - Excellence in Teaching Natural Sciences
 - Excellence in Teaching Physical Sciences
 - Excellence in Teaching Life Skills (Grades 1–6)
 - Excellence in Technology – Enhanced Teaching and Learning
 - Best Teacher Award
 - Kader Asmal Lifetime Achievement Award
7. Only educators, i.e. principals, deputy principals, educators, therapists, and psychologists at public schools for learners with special needs may enter the “*Excellence in Special Needs Teaching*” category and the “*Excellence in Special Needs School Leadership*” category. Please refer to paragraphs 11.1.11, 11.1.12 and 11.1.13 (page 55) of the *Nomination and Information Guide* for further clarification.
8. Principals and centre managers are requested to forward the completed nomination forms **to their respective district offices for the attention of the district coordinators**. Should you require additional information, please contact the relevant district coordinator listed in paragraph 10 below.
9. Please refer to **Annexure A** and the **Checklist** for details of the submission of nomination forms and the subsequent adjudication process.
10. Should you require additional information, please contact the relevant district coordinator listed below:

District	District coordinator(s)	Tel. no.	Email address
Metropole North	Ms Kaydy Cheng	021 938 3174	Kaydy.Cheng@westerncape.gov.za
Metropole Central	Mr Ronaldo Louis	021 514 6945	Ronaldo.Jean-Louis@westerncape.gov.za
Metropole South	Ms Genine Erfort	021 374 4107	Genine.Erfort@westerncape.gov.za
Metropole East	Mr Craig Paulsen	021 900 7035	Craig.Paulsen@westerncape.gov.za

West Coast	Ms Janine Adonis	021 860 1208	Janine.Adonis@westerncape.gov.za
Cape Winelands	Mr Bertram Jacobs	023 348 4682	Bertram.Jacobs@westerncape.gov.za
Overberg	Mr Edward Kies	084 583 5008	Edward.Kies@westerncape.gov.za
Eden and Central Karoo	Ms Yolande Damons	044 803 8344	Yolande.Damons@westerncape.gov.za
Provincial Office (CTLI)	Mr Gavin de Bruyn	021 900 5053	Gavin.deBruyn@westerncape.gov.za
	Ms Tamaryn Petersen	021 900 5039	Tamaryn.Petersen@westerncape.gov.za

11. Nominees are requested to familiarise themselves with the criteria and process for adjudication.
12. A step-by-step guide in the form of a video has been uploaded on the NTAs' webpage to assist educators/schools in completing the nomination forms. The video can be accessed using the following link: <https://wcedonline.westerncape.gov.za/national-teaching-awards>
13. For the selection of winners at district, provincial, and national levels, nominees will be required to submit a presentation (PowerPoint or poster) on both the general and specific criteria, highlighting their work to be considered for this coveted award. This will serve as the final interview for determining district, provincial and national winners.
14. A maximum of five educators may form a team per category.
15. The closing date for the submission of all nomination forms to the Directorate: Cape Teaching and Leadership Institute is **31 May 2024**.
16. The following dates serve as important milestones for the 2024 process:

No.	Activity	Applicable date
1	Closing date for nominations	31 May 2024
2	District adjudication process	07–15 June 2024
3	Announcement of district winners and runners-up (District ceremony)	21 June–13 July 2024
4	Provincial adjudication process	22 July–29 July 2024
5	Provincial awards ceremony	23 August 2024
6	National adjudication process	01–06 September 2024
7	National awards ceremony	05 October 2024 (to be confirmed)

17. At district level, shortlisted candidates will do their interviews and presentations in person at the district office.
18. For the provincial round of adjudication, district winners will do their interviews and presentations at the Cape Teaching and Leadership Institute.
19. District winners and runners-up and provincial winners and runners-up will receive prizes as determined by the WCED.
20. The NTAs are supported by the Provincial Minister of Education, Head of Education, unions and governing body associations.
21. All members of the school community are encouraged to participate in nominating deserving educators for the NTAs.
22. Kindly bring the contents of this minute to the attention of all teaching staff.

SIGNED: B LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-05-03