OFFICE OF THE CHIEF DIRECTOR: TEACHER DEVELOPMENT & LEARNING INSTITUTIONS
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MEMORANDUM

TO : **DISTRICT DIRECTORS**
CMC HEADS
CIRCUIT MANAGERS
SUBJECT ADVISORS
PRINCIPALS OF SCHOOLS

CC : **CHIEF DIRECTORS – CURRICULUM, HRM&D, IOM, AND RSA**
DIRECTORS – HRD, IDDO, PCM, RSA, AND SCM
PTDI HEADS
EDC MANAGERS

FROM : **THE CHIEF DIRECTOR – TEACHER DEVELOPMENT & LEARNING INSTITUTIONS**

DATE : **27 OCTOBER 2026**

SUBJECT : **IMPORTANCE OF PARTICIPATION IN CONTINUING PROFESSIONAL TEACHER DEVELOPMENT (CPTD) SYSTEM AND ESTABLISHMENT OF PROFESSIONAL LEARNING COMMUNITIES (PLCs)**

The Eastern Cape Department of Education (ECDoE) reaffirms its commitment to continuous professional development of all educators as a cornerstone for improving teaching and learning outcomes across the province.

In line with the South African Council for Educators (SACE) Act and the CPTD Management System, participation in CPTD is not optional - it is a professional and ethical obligation as per Section 7 of the SACE Code of Professional Ethics.

1. PARTICIPATION IN THE CPTD SYSTEM

1.1 Every SACE-registered educator must achieve a minimum of 150 Professional Development (PD) points per 3-year cycle, covering Type 1 (Teacher-initiated), Type 2 (School-initiated), and Type 3 (Externally initiated).

1.2 Responsibility of School Managers: Principals and SMTs must ensure:
1.2.1 All teachers have active SACE CPTD-IS accounts and PDP files
1.2.2 Staff meeting time is allocated for Type 2 activities
1.2.3 Attendance registers and evidence are submitted for SACE upload within 21 days.

1.3 Benefits: SACE awards Bronze (150 points), Silver (200+ points), Gold (300+ points). The Department will further recognise exceptional achievement through MEC Commendation Letters and District CPTD Excellence Awards.

The Department has also adopted online platforms to strengthen Continuing Professional Teacher Development (CPTD) and Professional Learning Communities (PLCs). A SACE CPTD Self-Service Portal (sace.org.za), all teachers must upload CPTD activities. An ECDoE Virtual Teacher Development Plartform/Teacher Connect is where self-paced short courses are accessed. There are online PLCs where teachers are required to join.

Non-compliance may lead to SACE deregistration and inability to teach.

2. ESTABLISHMENT OF PROFESSIONAL LEARNING COMMUNITIES (PLCs)

What is a PLC? A group of 4-8 teachers meeting regularly to solve common classroom problems - not a staff meeting.

Minimum Requirements:

2.1 Composition: By phase/subject (e.g., Foundation Phase PLC, Mathematics PLC).
2.2 Frequency: At least twice per term, 1 hour, timetabled.
2.3 Focus: CAPS coverage, EGRA results, lesson study, assessment moderation
2.4 Evidence: Minutes, attendance, classroom application task - this earns Type 2 CPTD points.

Role of Districts: Circuit Managers to monitor and report PLC functionality. Subject Advisors to support with facilitation guides.

3. ACTION REQUIRED

3.1 All line-function Managers are requested to circulate this memorandum to all staff and Principals should encourage staff to file it in SACE CPTD file.
3.2 Schools should also submit PLC Establishment Forms in the file and share with the District Subject Advisory services DTDCs.
3.3 Teachers to log all 2026 activities on SACE CPTD-IS.
3.4 Teachers are encouraged to log and do the Online Teacher Development Programmes (OTDP) in numbers (as there is a low number registered) to improve their knowledge and skills.

Your commitment to professional growth is essential to realising our goal of quality education for every learner in the Eastern Cape.

Your cooperation in this matter is highly appreciated.

Yours in quality education service,

MR M. A. JACK
CHIEF DIRECTOR: TD&LI

27/10/2026
DATE