



Province of the
EASTERN CAPE
EDUCATION

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CURRICULUM INSTRUCTION G 01/2018

**TO: DEPUTY DIRECTOR – GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF/ SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 8 MARCH 2018

**THE ECDoE CONTINUING PROFESSIONAL TEACHER DEVELOPMENT
(CPTD) PROGRAMME IMPLEMENTATION FOR ALL SCHOOL BASED
EDUCATORS**

1. The Eastern Cape Department of Education ECDoE has made it a priority to embark on the implementation processes of the Continuing Professional Teacher Development (CPTD) management system in collaboration with the South African Council of Educators (SACE) for all school based educators.
2. SACE is a professional council established in terms of the SACE Act no. 31(2000) as amended. The Act mandate SACE to register educators and manage a system for Continuing Professional Development of all educators.
3. The CPTD is a system therefore that recognizes all useful teacher development activities by allocating professional development points to such activities. It provides educators with clear guidance about which Professional Development (PD) activities will contribute to their professional growth.
4. Teachers can engage in three kinds of SACE Endorsed Professional Development (PD) activities/programmes:
 - 4.1. Teacher initiated activities can be personal, school or externally initiated

activities (offered largely by SACE approved providers). Teachers should earn 150 points within a three year cycle from each of the three types of Professional Development activities.

5. The key objective of the CPTD system is to ensure that all professional development programmes contribute effectively and directly to the improvement of teaching and learning by emphasizing and reinforcing the professional status of teaching.
6. The CPTD system is implemented according to three different cohorts as follows:

CATEGORY 1	CATEGORY 2	CATEGORY 3
Principals and Deputy Principals	Heads of Departments(HOD's)	PL 1 teachers
From 2014 onwards	From 2015 onwards	From 2016 onwards

7. Please note that all cohorts mentioned above **MUST** be oriented by the all Inclusive District Core Training i.e
 - 7.1 Teams and sign – up for CPTD system a year before their three-year cycle starts
 - 7.2 All educators **MUST** sign the attendance register of every workshop attended as this is a compulsory requirement from SACE.

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8. THE SIGN UP PROCESS

The sign up is done as follows:

8.1 Manually

- By completing the Principal/Deputy Principals/HOD/PL1 profile form obtainable from the SACE website/ offices, CPTD workshop sessions, and Provincial Education Department Professional Teacher Development and Support units.
- The completed form should be:
 - Handed over to the workshop facilitators (if sign-up took place during the workshop session)
 - Fax to SACE (0865715260)
 - Posted to SACE (Private Bag x127, Centurion,0046)
 - E-mail to member@sace.org.za

8.2 Electronically through the following steps

- Go to www.sace.org.za
- Click on the CPTD Tab on top and choose "CPTD self-service portal"
- It will take you to the sign-up screen. Then choose **Educator sign -up**

- Choose South African Educator or Foreign Educator
- Enter your details (Name, Surname, SACE Number and ID number is a mandatory field).
- **PLEASE NOTE THAT YOUR REGISTRATION NUMBER AND ID NUMBER ARE COMPULSORY.**
If you do not have your SACE number with you, please check it on your pay slip next to SACE deduction or visit the SACE website under educator query status to obtain it.
- Choose your position (Principal, Deputy Principal, HOD, PL1 teacher) and **SAVE**
- It will take you to a screen with your personal details to complete
- Once you are done with filling in information on the screen, **SAVE**
- **It will take you back to the LOGIN Screen and give you a USERNAME and PASSWORD** (Please save them somewhere where they will not get lost). You will also get your username and password through an SMS on your cell phone.
- Then choose **EDUCATOR LOGIN** on the same screen
- Enter **USERNAME** and **PASSWORD** as they were when you received them.
- Fill in your qualification, subjects etc.
- You can navigate through the self-service portal update your personal information, enter your qualifications, subject, report a CPTD related problem, etc.
- **PLEASE GIVE US FEEDBACK ON THE CPTD SELF-PORTAL**
- Please note that you can sign -up electronically through the following:
 - (a) **Any electronic Gadget** (Desktop Computer, laptop, IPAD/tablet, cell phone etc.
 - (b) **SACE Mobisite** -www.sace.cptd.za
 - (c) **CPTD Self-Service Walk-in Centre**.

9. HOW TO RECORD PROFESSIONAL DEVELOPMENT ACTIVITIES?

Teachers will be required to record their

- Identified Needs
- Participation and reflection in PD activities / programmes in their Professional Development Portfolios(PDPs)
 - The PDP is available online and offline
 - The PDPs will be used by SMTs and SACE representatives to monitor and support teachers' participation in the CPTD system and Professional Development uptake.

10. HOW DO EDUCATORS REPORT THEIR PROFESSIONAL DEVELOPMENT ACTIVITIES AND POINTS EARNED

- ❖ An educator will report his/her participation in type 1 (teacher initiated) PD activities in line with SACE PD points Schedule.
- ❖ An educator must use the exact copies of the completed PDP Templates to report his/her participation in PD activities to SACE.
- ❖ For example, if you participated in workshops, meetings and conferences by May/June, only scan /copy or email the PD templates completed on those areas you participated in and send them to SACE as your report.
- ❖ Educators **MUST** report their participation in Professional Development twice a year **manually** through the templates in the Professional Development Portfolio or **electronically** on the CPTD self -service portal twice a year- **May to June** and **October to November**.
- ❖ The Report on PD activities **MUST** be sent through the following mechanisms:

Fax to SACE (0865715260)

Posted to SACE (Private Bag x127, Centurion,0046)

E-mail to member@sace.org.za



MS. P VINJEVOLD
DEPUTY DIRECTOR GENERAL: EPM