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The CPTD Management System at a glance

The following are extracts from the "CPTD" Management System Handbook", January 2013, published by SACE and SACE website: www.sace.org.za

1. Professional Development

Like all professionals, teachers need to grow their knowledge and skills throughout their careers.

Like all professions, teaching requires a knowledge which is continuously being updated and broadened, and involves complex skills that need to be continually adapted to new circumstances.

Because teachers are entrusted by parents with profound responsibilities, they need to continuously strengthen their capacity to help children along the path of learning, understanding and development.

Teachers need to continuously renew their commitment to their profession, expressing their pride in its ideals of service, their dedication to our children's development and their determination to contribute to a just and thriving nation.

That is professional development.

One of SACE's main functions is to promote and facilitate the professional development of teachers.

2. The CPTD Management System at a glance

CPTD stands for Continuing Professional Teacher Development.

Each teacher will have a **personal Professional Development Portfolio (PDP)** developed according to SACE guidelines. The PDP will provide advice and support on professional development. It will also be a personal record of a teacher's professional development journey.

SACE will allocate **professional development (PD) points** to teachers' professional development activities according to a **schedule of points** approved by SACE.

Each teacher will **sign up with SACE** by filling in a form and will get a personal PD points account (PPDPA) that will be kept by SACE. A copy of the sign-up form must also be kept in the PDP.

When teachers achieve points for their professional development activities, the points will be reported to SACE and **added to their Personal Professional Development Points Account (PPDPA)**.

Each teacher will be expected to achieve 150 PD points on their PPDPA in an every three year cycle.

SACE will issue a **Certificate of Achievement**

to each teacher who achieves the target number of PD points within the three years, as follows:

- **150 points: Certificate of Achievement (Bronze)**
- **151-200 points: Certificate of Achievement (Silver)**
- **201+ points: Certificate of Achievement (Gold)**

PD points are not carried over to the next three year cycle. At the end of the teacher's three year cycle the PPDPA is reset at zero.

SACE will issue a **Certificate of Achievement** to each teacher who achieved the target of PD points within the three years.

What is the CPTD Management System for?

It is to help teachers organise and focus their professional development in order to achieve maximum benefit and recognition and to ensure that external providers meet high standards.

How will they do this?

The CPTD Management System will promote and recognise teachers' professional development.

Firstly, teacher's own individual efforts to improve themselves as professionals will be encouraged and recognised.

Secondly, what schools do to grow teachers' knowledge, skills, commitment and service will be encouraged and their teachers' school-based professional development activities will be recognised.

Thirdly, external providers will be assisted by SACE to improve and maintain the quality, effectiveness and relevance of their programmes for teachers. Providers must be approved by SACE and their activities endorsed by SACE. Only SACE endorsed programme activities will carry PD points. Teachers' participation in such programmes will be recognised and their feedback will be encouraged. Poor quality activities will be identified. Sub-standard activities and providers will be excluded from the system.

What ideas lie behind the CPTD Management System?

The main ideas are to encourage teachers to become better at their jobs and to encourage school communities to become better sites of teaching, learning and development.

Will the CPTD Management System benefit teachers?

Yes, the system will facilitate their professional development by helping teachers focus their PD activities, by giving recognition to what teachers do for themselves and their schools, and by helping providers to offer high quality, meaningful and relevant service to teachers.

So the CPTD Management System aims to assist all teachers to get good value from their professional development activities, whether undertaken on their own, in school or externally.

Some provider activities could form part of a qualification pathway, meaning that teachers could apply for credit transfers towards formal qualifications.

Will the CPTD Management System provide professional development to teachers?

No. Such programmes are offered by employers, NGOs, HEIs, teacher unions, professional associations and other bodies through the CPTD system. SACE will approve such providers and endorse their activities. SACE will work with teachers and providers to improve the provision and take-up of professional development activities.

How is SACE involved?

SACE is empowered by the SACE Act to manage the CPTD Management System. SACE will manage the CPTD Management System with support from the Department of Education and education stakeholders.

SACE and the Education Departments have co-operated to design the CPTD Management System, with advice from a broadly-based stakeholder reference group.

The CPTD Management System is the way SACE will fulfil its mandate to encourage and help teachers to develop themselves professionally.

SACE will:

- Provide all teachers with information on how to develop themselves professionally.
- Keep a record of teachers' professional development on its CPTD Information System (CPTD-IS).
- Screen external providers professional development activities and approve those that meet SACE's quality criteria.
- Evaluate activities proposed by external providers and endorse those that meet SACE's criteria of relevance, effectiveness and quality.
- Monitor and evaluate the CPTD Management System in order to ensure that it helps improve teachers' professionalism and the quality of teaching and learning in schools.

How are stakeholders involved?

Teacher Unions, Higher Education Institutions and other stakeholders have advised SACE and the Departments of Education as the CPTD Management System has been developed.

The CPTD Management System has become a part of the National Plan for Teacher Education and Development which is an outcome of the Teacher Development Summit held in 2009. All stakeholders in the summit and all Education Departments have given their blessing to the system and will help it to succeed and improve.

How will the CPTD Management System help teachers to develop?

The CPTD Management System is a new way of organising and recognising teachers' professional development.

The CPTD Management System will encourage and recognise:

- what teachers do on their own to develop themselves and improve learning;
- what teachers do as part of the

school collective to develop themselves and improve teaching, learning, assessment and service to the community;

- what teachers do to develop themselves and improve teaching, learning assessment and service to the community by taking advantage of good quality services provided by employers, unions, professional associations and others.

Is participation in professional development compulsory?

Yes. Participation in professional development is mandatory for all teachers.

Professional development is part of SACE's Code of Professional Ethics for educators. Each educator pledges to uphold the Code when they register with SACE. Section 7 of the SACE Code says that all educators must "keep abreast of educational trends and developments" and promote the on-going development of teachers as a profession.

Since all teachers commit themselves to observe the code, professional development is not an option but an obligation for all teachers.

Moreover, all state-employed teachers and many privately-employed teachers are required to undertake professional development as part of their condition of service.

Principals, Deputy Principals and Heads of Department are required, as part of their duties and responsibilities, to help teachers develop professionally. Principals, Deputy Principals and Heads of Department are also required to develop themselves professionally.

So, professional development is an all-teacher and all-school affair.

SACE expects and encourages all teachers to sign up for the CPTD Management System as it rolls out so that they keep up to date and on their toes professionally.

How will SACE monitor the CPTD Management System?

SACE will monitor teachers' participation in the CPTD Management System in two ways:

- As the system is rolled out, authorised SACE representatives will visit a sample of schools every year. They will talk to teachers, look

at teachers' PDPs and gather information on teachers' PD successes and problems.

- Each year SACE will analyse the trends in teachers' involvement in the system through its CPTD information system (CPTD-IS).

3. Professional Development (PD) Points

What are PD points?

PD points are just a way of assigning a numerical value to teachers' professional development activities.

Is teaching the only profession whose members have to accumulate PD points?

No, the professional bodies for Medical Professionals, Engineers, Managers and many other professions use PD points for the same purpose, both here and in other countries. Each professional body develops its own system. The idea is the same for all.

How are PD points recorded?

When a teacher signs up for CPTD Management System, a Personal Professional Development Points Account (PPDPA) in the teachers' name will be created automatically by SACE. The teacher must keep a record of engagement in PD activities.

How does a teacher sign up?

A teacher signs up by completing a profile form. The form will be available as a paper document to be completed by hand or as an electronic document to be completed online. The online sign-up form can be accessed at www.sace.org.za.

CPTD System Phased-In Implementation

SACE Council approved the CPTD Implementation Plan in November 2012. Thereafter, the Professional Development and Research Division had 25 national and provincial meetings with stakeholders and provincial education departments to share the CPTD Implementation Plan, get buy-in, clarify roles and responsibilities and identify areas of collaboration. In addition, the Division continues to share the CPTD System Implementation Plan at various educational gatherings such as Departments of Education meetings, Teacher Union conferences/meetings, SAPA district/provincial and national conferences, Independent Schools Associations and Principal meetings in

the districts.

The CPTD System Implementation Plan will be phased-in to the educators from January 2014 according to the three identified cohorts – Principals and Deputy Principals, Heads of Department, and PL1 Teachers. This means, the first CPTD implementation cohort will start participating in the SACE Endorsed Professional Development activities provided by the SACE approved providers and earn points from them.

1st Cohort (first CPTD Cycle starts from January 2014 – December 2016 and thereafter every three years)

The first cohort will combine **Principals and Deputy-Principals**. This will assist the phasing-in process because the numbers are small as compared to the HoDs and the rest of the teachers. Secondly, having learned from the processes on introducing new initiatives and policies in the system, it is important that the Principals and Deputy-Principals go through the system first so that they can be able to (a) create a culture of on-going development in their schools, (b) be in a strong position to support their educators from an informed position, and (c) manage the implementation of the CPTD system at school level.

2nd Cohort (first CPTD Cycle starts from January 2015 – December 2017 and thereafter every three years)

The second cohort will be Heads of Departments (HoDs). Again the HoDs will be in a better position to support their staff on the implementation of the CPTD system.

3rd Cohort (first CPTD Cycle starts from January 2016 – December 2018 and thereafter every three years)

The third cohort will be Post Level 1 teachers. Their buy-in into the CPTD system will be enhanced since their seniors would have gone through the process already.

The CPTD National Orientation and Sign-up team was established and capacitated on 11-12 February 2013. This team is made up of SACE, Department of Basic Education (Teacher Development / EMGD / Educator Performance Management and Development Directorates), National Teacher Unions, SAPA and NAISA. This team is assisting SACE with the process of orientating

educators on the CPTD Management System and signing them up on the CPTD Information System (CPTD-IS).

Signing up on the CPTD Information System

All educators must sign-up manually or electronically on the CPTD-IS before they participate in their 1st CPTD Cycle. The following are the SIGN-UP YEARS for the three identified cohorts:

- **1st Cohort Sign-Up:** All Principals and Deputy Principals **MUST** sign-up on the CPTD-IS from 1 March to 6 December 2013 in preparation for their 1st CPTD Cycle from January 2014 onwards.
- **2nd Cohort Sign-Up:** All HoDs **MUST** sign-up on the CPTD-IS from January to 31 October 2014 in preparation for their 1st CPTD Cycle from January 2015 onwards.
- **3rd Cohort Sign-Up:** All Post Level 1 Teachers **MUST** sign-up on the CPTD-IS from January to 31 October 2015 in preparation for their 1st CPTD Cycle from January 2016 onwards.

For registration forms, contact SACE:

Postal Address:

Attention: Senior Manager PD and Research, Private Bag X127, Centurion, 0048

OR

Physical Address:

SACE Building, Block 1, Krossway Park, 240 Lenchen Avenue, Centurion, 0157

Fax-to-Email: 086 571 5260;

Email: member@sace.org.za;

Tel: 012 663 9517 (Ella T/Zama)

How will a teacher accumulate PD points?

A teacher will accumulate PD points by engaging in three types of professional development activities:

- Type 1: Activities initiated by the teacher
- Type 2: Activities initiated by the school

- Type 3: Activities initiated externally

How have the PD points values been allocated?

The PD points are a way of recognising the professional development teachers achieve through their own actions both individually and as part of a school collective, or community of practice.

PD Points values have been allocated by SACE using professional judgement based on:

- The need to ensure that all teachers, regardless of their school circumstances and their professional qualifications and experience, have a fair chance to reach the target of 150 points every three years.
- The importance of all three types of professional development (teacher initiated, school initiated, externally initiated).
- The need to give special recognition to Type 1 and Type 2 activities (teacher initiated and school initiated). These should be part of the normal professional work of all teachers.
- Appreciation that teachers have limited time for professional development both within and outside normal school hours.
- The importance of maintaining a balance between different types and categories of activities.
- The need to keep the CPTD Management System as simple as possible.

Can a teacher earn more than 150 points in a three-year cycle?

Yes. 150 points is the minimum requirement. SACE acknowledges teachers' PD efforts by the award of Certificates of Achievement at the end of each three year cycle, as follows:

- 150 points: Certificate of Achievement (Bronze)
- 151-200 points: Certificate of Achievement (Silver)
- 201+ points: Certificate of Achievement (Gold)

Can additional points be carried over to the next three year cycle?

No. The Personal PD Points Account (PPDPA) for each teacher is reset to zero at the end of the three year cycle. However, each teacher's PD points record is permanently stored by SACE.

4. Approving Professional Development Providers

Can anyone provide professional development activities to teachers?

Only providers approved by SACE will be allowed to offer professional development activities with PD points value. They will be called "**SACE Approved Providers**". They will offer professional development activities that are endorsed by SACE.

The intention is that only SACE Approved Providers will be engaged and funded by employers, unions or other bodies supporting professional development of teachers.

What does SACE Approved Provider status mean?

SACE Approved Provider status means that a provider:

- Has met SACE's criteria for approval of providers.
- Has signed up to SACE's Code of Practice for Providers.
- Is fit to offer professional development activities endorsed by SACE.
- Will provide SACE with list of successful teacher participants in endorsed activities.
- Agrees to feedback from participants and monitoring by SACE.

5. Where can I get a Professional Development Portfolio document?

You can visit the SACE website www.sace.org.za and download the portfolio from there. File the document in a lever arch file. This will help you to organise your PD point activities.

PD Pointer

Your new resource towards accumulating your Professional Development Points and effectively closing your competency gap

“EDUTEL – SACE APPROVED PROVIDER”

Edutel Skills Development Accreditation

Edutel Skills Development (Pty) Ltd is fully accredited by the ETDP SETA and all its programmes are approved by the ETDP SETA ETQA.

Teachers will not only earn PD points when they are declared competent on the unit standards completed, but also the credits linked to these unit standards.

Edutel is also a SACE Approved Provider and registered with the Department of Higher Education as a Private FET College, Registration: 2007/FE07/08.

Some of the endorsed programmes can count as credits towards full qualifications.

Mode of delivery of programmes

Mixed mode, namely distance learning with the possibility of contact lectures and/or webinars in school holidays.

Note: Special school workshops can be arranged pending on the number of teachers enrolling for a specific course!!

Online training

Edutel will be introducing online training in the near future. Please enquire with us for more information.

Where are contact lectures offered?

In major centres of South Africa or at schools - if number of enrolled teachers allow it.

Will these short programmes lead to full qualifications?

Many of these unit standards form part of full qualifications meaning that once you have completed these programmes you can apply for credits towards the full qualification in which they appear. Credits are granted in line with the RPL policy of the relevant institution offering the qualification it appears in.

Must I buy extra books?

No. All material will be provided.

What about exams and certification?

No exams. You build a Portfolio of Evidence and complete a Knowledge Questionnaire. This you do in your own time. Once this is assessed and you are declared competent, you will receive a Certificate of Competence from Edutel and a statement of results from the relevant SETA, e.g. ETDP SETA.

Can I register any time of the year?

Yes. You can register when you are ready.

How do I pay for my course?

You can pay cash, by credit card or by bank debit order.

When do I receive my books?

You will receive your material once we have confirmed payment of your course.

How long do I get to complete my course?

You are allowed one year.

The logo features the letters 'PD' in a large, white, bold, sans-serif font inside a red square. To the right of this square, the word 'Pointer' is written in a large, bold, black, sans-serif font.

Your new resource towards accumulating your Professional Development Points and effectively closing your competency gap