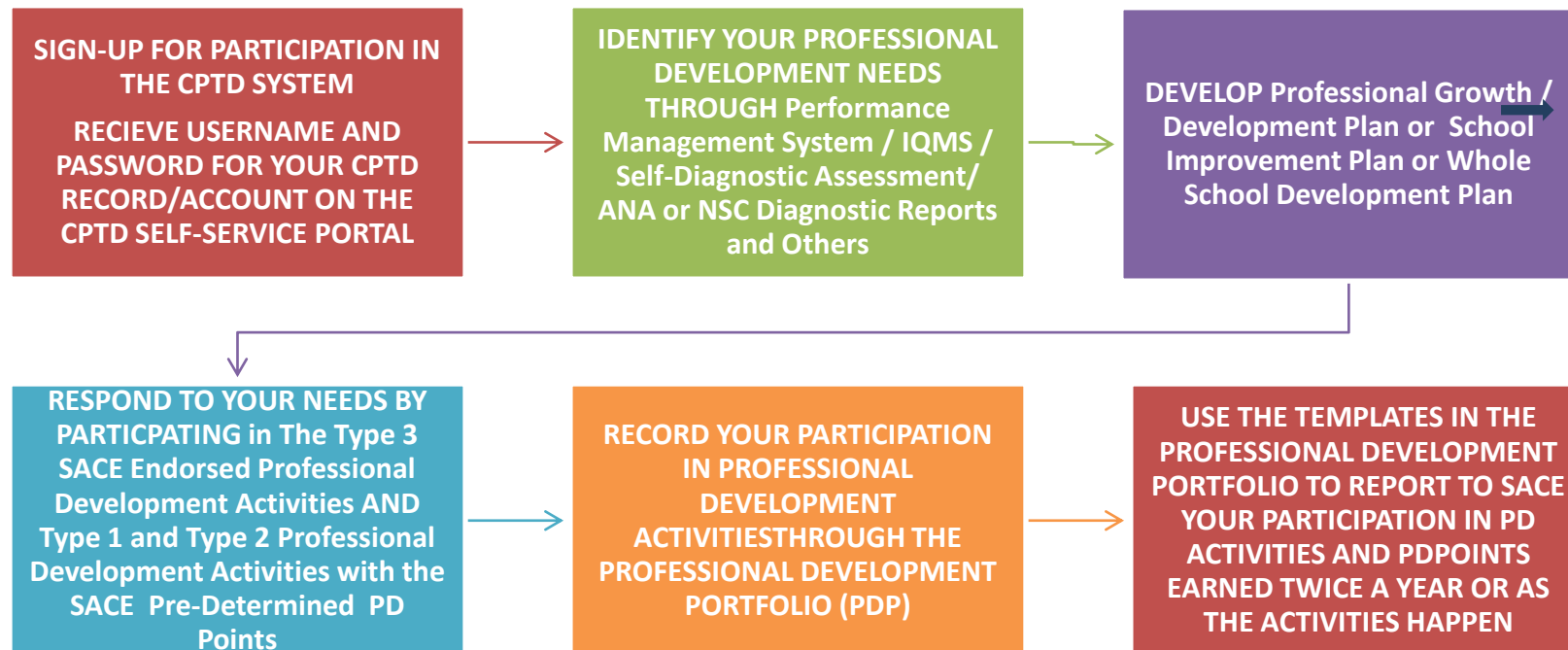


# PROFESSIONAL DEVELOPMENT POINTS SCHEDULE

## HOW DO I EARN MY PROFESSIONAL DEVELOPMENT POINTS AND REPORT THEM TO SACE?

You have to earn at least 150 Professional Development (PD) Points in every three years of your CPTD cycle. You must participate in all three different types of professional development activities/programmes to earn the 150 PD Points. These are:

- Type 1 Activities/Programmes: (Teacher Initiated);
- Type 2 Activities/Programmes : (School-Initiated) and
- Type 3 Activities/Programmes: (Externally Initiated).



## Recording Your Participation in PD Activities

- It is very important to note that **all the PD activities have to add value. It must develop you professionally and must address your own professional development needs** as an individual teacher.
- **Always RECORD your participation in Type 1 activities in your Professional Development Portfolio (PDP).** Refer to your PDP Templates on the SACE website, CPTD Self-Service Portal, or by calling the SACE office.
- **The School will report your type 2 PD Activities and the Provider will report type 3 PD activities on your behalf.**
- Use your Portfolio to show your professional journey and reflective practice. It must also provide evidence of participation in PD activities, and assess the extent to which your participation in PD activities has addressed your needs / improved your professional competence.
- **DO NOT SEND YOUR WHOLE PDP TO SACE. SELECT THE PAGES THAT ARE RELEVANT FOR REPORTING YOUR PARTICIPATION IN TYPE 1 PROFESSIONAL DEVELOPMENT ACTIVITIES AND SEND THEM TO SACE FOR REPORTING PURPOSES.**
- Your PDP will also be used by SACE / Employers to **MONITOR AND SUPPORT** your Professional Development Uptake during the school visits or when you are contacted to avail it.

## TYPE 1 (TEACHER-INITIATED) PROFESSIONAL DEVELOPMENT (PD) ACTIVITIES

**Type 1 Activities/Programmes** are also called “Teacher-Initiated” activities. In other words, these are the activities that are self-chosen. As a teacher, you will decide on your own to participate in them in order to address some of your identified professional development needs – thus taking responsibility for your own professional development. As a teacher, you must take responsibility for your own development. Continuing Professional Development is an ongoing learning process that takes place throughout an individual’s life and career span. Knowledge, Skills, and Attitudes change with time. It is therefore, imperative that you engage in a self-development process and the professional development activities that come your way in order to equip yourself for changes that affect your life, career and professional work.

### **What Counts as Type 1 (Self-Chosen) PD Activity/Programme?**

Type 1 PD activities/programmes, excluding full qualifications, short courses and 6 days and above activities carry pre-determined PD Points as reflected in the table in the next pages. The nature of these activities does not require that they be submitted to SACE for evaluation and endorsement purposes. All qualifications, skills programmes, 6 days and above PD activities, and short-courses under type 1 activities/programmes are submitted to SACE by the providers for evaluation and endorsement. You will contact the SACE website (for a catalogue of approved providers and endorsed PD activities/programmes), office or CPTD self-service portal to check the number of PD points allocated to the qualification/short course/skills programme you participate in. In addition, the provider must prove to you, through an endorsement certificate, that the qualification/short course/skills programme has been endorsed by SACE and how many PD Points it carries.

Type 1 activities/programmes could also be based, amongst others, on personal/self-development, work integrated learning, on-the-job learning, and professional membership activities as follows:

**EXAMPLES OF WHAT COUNTS AS PD ACTIVITY / PROGRAMME – TYPE 1 (Self-Chosen)**  
**Personal/Self Development, Work-Based Learning (on-the-job learning), Professional Activities**

- Reading Educational Material in a variety of Publications and from various Sources
- Engaging in Electronic Media Educational Activities (**webinars, viewing / listening to an educational programme, telematics**)
- Attending relevant Educational Meetings / Breakfast Sessions (**Excluding the ones by Employers / Provincial Education Departments. Please note that Employer-led meetings are reported under type 3 in terms of employer-led activities**)
- Attending Educational Conferences / Seminars / Workshop Sessions (**Excluding the Employer/Provincial Education Departments driven ones**)
- Mentoring and Coaching other teachers
- Researching and Developing
- Kick-starting and / leading a community project
- Facilitating an educational workshop session
- Presenting a conference paper
- Organising the activities of a conference / workshop / seminar / subject committee / professional association / professional learning community
- Being an Examiner / Assessor / Moderator
- External Marking and Assessing (**e.g. ANA, NSC Exams**)
- Secondment (**e.g. to office-based position, in another school / organisation, project and others**)
- Participating in a Professional Learning Community outside the school environment (PLC)
- Completing a qualification / short course / skills programme **which you have funded yourself**
- Participating in a professional association (**e.g. AMESA, SAPA, EMASA, SACEE and others**)
- Developing learning / workshop material and / or other teaching resources
- Discussion with colleagues
- Participating in online PD activities / programmes
- Participating in educational book clubs
- Keeping and completing your Professional Development Portfolio every year (**As a part of Reflective Practice and your Professional Journey**)
- Visiting other schools (local, district, provincial, national, regional and international), reporting back and implementing what you have learned
- Peer Review and Feedback
- Writing articles for various educational purposes (**e.g. union publications, SACE publications, PEDs/DBE publications, journals, magazines, newspapers, periodicals, websites, school publications, university publications and others**)
- Responding to a minimum of two (2) developmental needs from the needs identification processes (performance management system, diagnostic assessment, ANA/NSC subject diagnostic report, WSPs and others) and showing evidence of implementing what you have learned.
- Participating in 1 self-funded PD activity responding to the national priorities / key strategic areas as determined by the Minister / CEM / HEDCOM / SACE Council from time to time and showing evidence of implementing what you have learned (over a one year period). **For example, PD activity/programme in:**
  - **Teaching children how to read**
  - **Mathematics (especially, Senior Phase Mathematics)**
  - **Science**
  - **CAPS**
  - **Technology**
  - **ICT**
  - **Languages**

Please note that the Type 1 Professional Development Activities/Programmes list on page 5 is not exhaustive, it serves as an example only. If you participate in an activity that is not listed in this PD Points Schedule, please contact SACE so that we can assist you with the correct PD Points allocation.

YOU MUST ALSO REMEMBER THAT YOU CANNOT EARN ALL 150 PD POINTS FROM TYPE 1 ACTIVITIES ONLY. ALWAYS TRY TO STRIKE A BALANCE BETWEEN THE THREE TYPES OF PROFESSIONAL DEVELOPMENT ACTIVITIES OVER YOUR THREE YEAR CYCLE.

### Type 1: Self-Chosen PD Activities with Pre-Determined PD Points

EXAMPLES OF TYPE 1 PROFESSIONAL DEVELOPMENT ACTIVITIES	PRE-DETERMINED PD POINTS PER SEMESTER	PRE-DETERMINED PD POINTS PER ANNUM	PRE-DETERMINED PD POINTS PER THREE YEAR CYCLE
<p><b>1. Reading Educational Material from Various Publications and Sources</b>  <i>(Such as publishers, teacher unions, print media, libraries, virtual libraries, resource centres, employers, professional associations, Higher Education Institutions, conferences, seminars, workshops, Internet/electronic sources, and others).</i> For example:</p> <ul style="list-style-type: none"> <li>• Magazines</li> <li>• Newspapers</li> <li>• Journals</li> <li>• Periodicals</li> <li>• Books</li> <li>• Research Papers / Reports / Theses</li> <li>• Articles</li> <li>• Education Information from webpage and others</li> </ul>	5	10	30
<p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>• You need to read at least <b>FOUR (4)</b> educational articles out of the sources and examples listed above in order to earn <b>10 PD points</b> per annum</li> </ul>			

<ul style="list-style-type: none"> <li>If you read <b>TWO (2)</b> educational articles out of the sources and examples listed above, you will earn <b>5 PD points</b></li> <li>Include evidence of what you have read in the PDP as well as how it contributed to your development.</li> </ul> <p>Always remember that your reading should help you to develop professionally and should be focused and relevant to what you, as a teacher, are supposed to be doing. In other words, you will not be able to earn points for reading things that do not contribute to your professional development.</p>			
<p><b>2. Engaging in Electronic Media Educational Activities for 30 – 60 minutes</b> (Such as, radio, television, broadcasting, virtual programme, computer, and others)</p> <ul style="list-style-type: none"> <li>Listening to educational programmes on radio/CD</li> <li>Viewing educational programmes on TV</li> <li>Participating in a PD Programme through live/recorded broadcast from a studio / webinars / telematics, online,</li> <li>Watching/Viewing educational DVD/Video</li> <li>Completing online self-diagnostic assessment on your own (without the involvement of the employers)</li> </ul> <p><b>PLEASE NOTE</b></p> <ul style="list-style-type: none"> <li>You must engage with or participate in a total of at least <b>8 such educational activities per annum</b> in order to earn <b>12 points</b> per annum.</li> <li>If you participate in <b>4 activities</b> per annum, you will earn <b>6 points</b> per annum.</li> <li>If you participate in <b>2 activities</b> per annum you will earn <b>3 points</b> per annum.</li> <li>Include evidence of what you viewed or listened to where possible and, most importantly, reflect on how it contributed to your development in your PDP. These electronic media PD activities must add value to your professional development.</li> <li>If you have visited a website please indicate the web address, date and time visited</li> </ul>	-	12 /6/3	36 /18/9
<p><b>3. Participating in Online Professional Development Activity for a period of 61 minutes and more</b></p> <ul style="list-style-type: none"> <li><b>Please note that you will earn 10 PD Points per online PD activity you participate in.</b></li> </ul>		8	24
<p><b>4. Attending Educational Meetings lasting for a period of 1 hour and more</b> Examples:</p> <ul style="list-style-type: none"> <li>Attending and participating in a minimum of <b>8 educational meetings</b> for a duration of <b>1 hour and more (per meeting)</b> from a combination of the following:</li> </ul>	6	10	15

<ul style="list-style-type: none"> <li>- Teacher Unions</li> <li>- Subject Association or cluster Meetings</li> <li>- Professional Association Meetings</li> <li>- SACE / ELRC / ETDP SETA / OTHER SETAs / SAQA / UMALUSI</li> <li>- Other Government Departments (e.g. Health, Environmental Affairs, Social Development, Safety and Security, Sports and Recreation</li> <li>- Higher Education Institutions</li> <li>- Donor/NGO Funded or Led educational Projects</li> <li>- National and other broadcasters</li> <li>- Other relevant educational meetings</li> <li>• Participating in community development initiatives</li> <li>• Discussing educational topics with colleagues</li> </ul> <p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>• You must attend at <b>least 8 relevant educational meetings</b> per annum in order to claim <b>10 PD Points</b> for the year, including discussing educational topics with colleagues.</li> <li>• If you attend <b>4 meetings per annum</b> you will earn <b>5 PD Points per annum</b></li> <li>• <b>If you earn 2 meetings per annum you will earn 2 PD Points per annum</b></li> <li>• Merely attending meetings and not benefitting from them, will not add any value to your professional development and you will not be able to gain points from them. It is very important for these meetings to help you in your development as a teacher. Always make sure that you record these meetings, and how they helped you as a teacher, in your Professional Development Portfolio and report them to SACE as well.</li> </ul> <p><b>These exclude meetings convened by the 9 Provincial Education Departments, Education District Offices, Circuit Cluster Offices, Circuit Offices, SGB Associations, Independent Schools Boards/Associations)</b></p>			
<p><b>5. Attending Educational Conferences / Workshop Sessions / Breakfast or Dinner Sessions</b>  <i>(Note! You will earn points every time you participate in a different workshop, conference, or breakfast/dinner session.</i></p> <p><b>PLEASE NOTE:</b>          (Organised, for example, by Teacher Unions, Professional Associations, Higher Education Institutions, Various Educational Bodies, Other Government Departments, NGOs, CBOs/ Embassies, Donor Funders, Schools, Private Providers, SACE, ELRC, ETDP-SETA, Other SETAs, CHE, SAQA,</p>	-		



UMALUSI, Research Organisations and others)			
Half-Day (2 – 5 hours) <i>(Evidence of participation and reflections in the PDP is required)</i>		5	15
Full Day to One and Half Days <i>(evidence of participation and reflections in the PDP required)</i> <i>e.g day one from 9h00 - 16h00 or 17h00 and Day 2 from 8h30/09h00 to at least 12h30</i>	-	10	30
2 full days and more <i>(evidence of participation and reflections in the PDP is required)</i> <i>e.g. day one from 09h00 – 17h00, day two from 08h30 to 16h30, day three 08h30 to at least 13h00</i>	-	15	45
<b>PLEASE NOTE:</b> <ul style="list-style-type: none"> <li>• <b>Points will be earned per workshop, breakfast/dinner session or conference.</b> For example,</li> <li>• <b>Participating in a self-funded “ICT in Classroom” Workshop for 3 days by a provider will earn your 15 PD Points</b></li> <li>• <b>Attending teacher union education policy conference for one and a half days will earn you 10 PD Points</b></li> <li>• <b>Attending a self-funded Professional Association conference for one day will earn you 10 PD Points</b></li> <li>• <b>Attending self-funded breakfast session by a Professional Association or Teacher Union or NGO from 08h00-10h00 will earn you 5 PD Points</b> <i>(In this instance, a teacher would have earned <b>40 PD Points</b> by the end of the year under conference/workshops/breakfast sessions category)</i></li> </ul> <b>(These exclude conferences / workshops organised and facilitated by the 9 Provincial Education Departments, Education District Offices, Circuit Cluster Offices, Circuit Offices, SGB Associations, Independent Schools Boards/Associations)</b>			
<b>6. Mentoring and Coaching</b> <i>Examples:</i> <ul style="list-style-type: none"> <li>• Mentoring and coaching less experienced colleagues/student teachers</li> <li>• Coaching learners</li> <li>• Teaching KhariGude learners</li> </ul>		10	30
<b>PLEASE NOTE:</b> <b>10 PD Points will be earned from 8 sessions of coaching learners or 8 sessions of teaching KhariGude learners, or 6 sessions of coaching and mentoring novice/student teachers over a period of 1 year)</b>			
<b>7. Facilitating two sessions or more per annum (workshops, training and others).</b>		10	30
<b>8. Secondment for a period of six months in an educational project / programme</b>	10		30



<ul style="list-style-type: none"> <li>• Organising 1 – 2 day workshop session</li> <li>• Organising 2 days and more workshop session</li> </ul>		7 10	21 30
<ul style="list-style-type: none"> <li>• Organising 1 – 5 hours meeting</li> <li>• Organising 6 hours and more meeting</li> </ul>		3 6	9 18
13. Being a member of and participating in a Professional Learning Community / Learning Circle outside the school environment for 6 – 12 months		12	36
14. Being a member of and participating in a Subject Committee / Professional Association/ Network Group for twelve months		12	
<p><b>15. Researching and Developing</b></p> <p><i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Undertaking research in teaching and learning</li> <li>• Researching and writing an article for a newsletter, newspaper, magazine or journal</li> <li>• Researching and presenting at educational meeting, conference, seminar, workshop, on radio or on TV</li> <li>• Researching and writing a script for educational radio, television</li> <li>• Researching and developing materials for teaching and learning</li> </ul> <p><i>Often you will find yourself in a position where you need more information to address a particular problem or to enrich yourself, and sometimes you can even find yourself in a position where you write articles for newspapers/educational magazines etc.</i></p> <p><b>For example:</b></p> <p>(a) <i>Undertaking a <b>12 months</b> research on reading in the foundation phase will earn you <b>20 PD Points</b></i></p> <p>(b) <i>Researching and writing an article for your teacher union / professional association / SACE newsletter or newspaper or magazine or journal (<b>within the 6 months period</b>) will earn you <b>10 PD Points</b></i></p> <p>(c) <i>Researching and developing material for teaching and learning (<b>with six months period</b>) will earn you <b>10 PD Points</b></i></p> <p><b>Please note that you will earn PD Points per Research and Developing PD Activity</b></p> <p><i>If you only complete activity (a) above in a year, you will earn 20 PD Points only</i></p>	10	20	60



### Example of Participation in Type 1 PD Activities and Reporting to SACE per Semester

TYPE 1 PD ACTIVITY	PRE-DETERMINED PD POINTS	REPORTING TO SACE
<p><b>Attended four (8) Educational Meetings (Between January and November)</b></p> <ol style="list-style-type: none"> <li>2 X 3-5 hour Teacher Union Regional/Branch Education Meeting (focusing for example, on: ELRC draft resolutions on the table, CPTD Management System and IQMS, Teacher Union Collaboration Projects)</li> <li>2 X 1-2 hour Teacher Union Site Meeting (focusing, for example on feedback on CAPS implementation, Labour-related matters, updates on teacher union matters, updates on matters in the ELRC, feedback on the implementation of the CPTD Management System)</li> <li>Principals Network Meeting (3 hour meeting focusing on: school discipline, instructional leadership and others)</li> <li>4 hour Breakfast Session organised by AMESA for Mathematics Teachers</li> <li>1-2 hour community-based meeting where you are discussing a community project you are participate in</li> <li>2 – 3 hour SAPA meeting (focusing on, for example, principalship standards, curriculum management, and others)</li> </ol>	10 Points per year	<p>Please report all the meetings that you participated in between <b>January and June</b> by end June to SACE using the reporting template found in section 4 of the Professional Development Portfolio Templates.</p> <p>Please report all the meetings you participated in between <b>July and November</b> by end November to SACE using the reporting template found in section 4 of the Professional Development Portfolio Templates</p> <p><b>PLEASE NOTE:</b></p> <p>If you are reporting online, through the CPTD Self-Service Portal, you are encouraged to report as soon as you are done with your meeting.</p>
<p><b>Conferences / Symposium / Workshops. For example,</b></p> <ol style="list-style-type: none"> <li>2 days and more National Conference (for example, AMESA June in Kimberly, SAPA October in PLK)</li> <li>Half (1/2) day workshop session on Assessment by private providers / NGO / Examination Board</li> <li>2 days teacher union educational policy / leadership conference</li> <li>Half Day workshop session on how to teach reading by an NGO / Private Provider</li> <li>1 and ½ day conference by the Department of Environmental Affairs (DEA) and Fundisa for Change (NGO) on Environmental Issues for Teachers and Teacher Educators</li> </ol>	<p>15 Points 5 Points 15 Points 5 Points</p> <p>10 Points</p>	<p>You may have participated in 1 or 2 conferences or a conference and workshop session 2 or more workshop sessions (Remember!! Excluding the Employer/PEDs led ones)</p> <p>Please report, to SACE, all the sessions you participated in and the PD Points earned per conference / workshop / symposium / Seminar</p>
<p><b>Member of and Participation in Professional Learning Community / Professional Association for a Year</b></p>	10 Points	
<p>Reading Educational Material From <b>Teacher Union Publication / Journal or Periodical / Newspaper / Thesis / Books</b></p>	5 Points (for <b>two reading sources used in six months</b> ) OR 10 Points (for <b>four reading sources used in a year</b> )	
<p><b>Researching and presenting at educational meeting, conference, seminar, workshop, radio, TV</b></p>	10 Points (January – June) or 20 Points (January – December)	

**NB! This is the kind of information you will have to report to SACE in respect of your participation under Type 1 activities (Teacher Initiated) each semester of your 3 year cycle.**

## REPORTING TYPE 1 PD ACTIVITIES TO SACE

- As a teacher you are responsible for reporting your Type 1 (Teacher Initiated) PD activities to SACE twice a year (each semester) in May/June and October/November OR as soon as you are done with it.
- Reporting could be done manually by sending selected templates from your PDP to SACE OR online through the CPTD Self-Service Portal. **Go to the SACE website, choose the CPTD system tab, move to educator Log in using your CPTD username and password, choose Reporting Points Tab then choose type 1 and upload all your type 1 activities.**
- **If you are reporting online, you are encouraged to report immediately after completing a PD activity**
- If you complete your Professional Development Portfolio Online, there is no need for you to report because your participation in PD activities and points earned are populated to your online CPTD records automatically.
- This report will respond to your:
  - Professional Growth/Development Plan
  - ANA or NSC Subject Diagnostic Assessment Report
  - Self-Diagnostic Assessment Report
  - Report on IQMS Performance Standard 5

## TYPE 2: SCHOOL INITIATED PD Activities/Programmes

**Type 2 Activities** are also called “School-Initiated”. These are the activities that are “School-Led” to address, for example, common needs identified by a group of teachers or the School Management Team (SMT). Examples of such activities include attending a workshop/course in a school focusing on discipline, attending staff meetings, responding to some of the identified needs in your School Improvement Plan/ Whole School Development Plan, implementing interventions that respond to the Annual National Assessment/National Senior Certificate School Diagnostic Reports, interventions that respond to the school’s Academic Performance Improvement Plan, and projects that form part of initiatives developed by your school.

Type 2 Professional Development Activities / Programmes encourage teachers in a school to work as a collective in responding to the school-related professional development needs. It also encourages school-based or school-focused professional development, professional collaboration and collegiality within the school environment.

**You will be able to earn points with Type 2 Activities/Programmes table below.** Again, it is very important for you to **record your participation in type 2 activities in your Professional Development Portfolio** and report them to SACE twice a year (May/June and October/November)

### What Activities Count as Type 2 Professional Development Activities?

#### EXAMPLES OF WHAT COUNTS AS PD ACTIVITY / PROGRAMME – TYPE 2 (School-Led) (Collective, School-Based and School-Focused Professional Development, Professional Collaboration, Collegiality)

- School Meetings (initiated at school level and led by different role players – **excluding the Provincial Education Departments / Districts and Circuits**)
- School Workshops / Development and Support Sessions
- School Seminars / mini conferences
- School Community Action Research
- School projects
- Achieving two school developmental needs (e.g through SIP, APIP)
- School Twinning / Networks
- Responding to school results (ANA/NSC) diagnostic reports
- Professional Learning Communities (PLCs) at school level
- Subject Cluster Meetings

## Type 2: School Initiated / School-Led PD Activities

TYPE 2 PROFESSIONAL DEVELOPMENT ACTIVITIES	POINTS PER SEMESTER	POINTS PER ANNUM	POINTS PER THREE YEAR CYCLE
<p><b>1. School Meetings lasting for 1 hour and more</b>  <i>Examples</i></p> <ul style="list-style-type: none"> <li>• Attending and participating in staff meetings</li> <li>• Participating in extra-curricular activity meetings</li> <li>• Participating in fund-raising meetings</li> <li>• Attending and participating in SGB meetings</li> <li>• Attending and participating in cluster meetings</li> <li>• Attending and participating in committee meetings</li> <li>• Discussing educational topics with colleagues</li> </ul> <p><i>Sometimes teachers find themselves attending meetings and participating in activities where different topics are being discussed. Some of these discussions and activities are very fruitful and insightful for teachers and can help you develop professionally. For these activities you can earn points. Keep in mind that they have to be focused and relevant and that you will still have to thoroughly report on these in your Professional Development Portfolio. (IN ORDER TO CLAIM 10 PD POINTS PER ANNUM YOU SHOULD HAVE ATTENDED AND PARTICIPATED IN AT LEAST 10 SCHOOL MEETINGS)</i></p>		10	30
<p><b>2. School Workshops / Development and Support Sessions</b>  <i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Attending and participating in school workshops on               <ul style="list-style-type: none"> <li>- Curriculum / Assessment,</li> <li>- Teaching and Learning</li> <li>- Leadership and management related areas</li> <li>- Classroom Management and discipline</li> <li>- Subject specific focus area</li> <li>- Inclusive education / Special education needs</li> <li>- HIV/AIDS, Safety and Security, School Nutrition</li> <li>- Sports, Arts and Culture</li> <li>- Social Cohesion</li> <li>- Values and Ethics in Education</li> </ul> </li> <li>• Being developed and supported continuously in a particular teaching and learning area,</li> </ul>		40	120



<p>curriculum, leadership and management area and others</p> <ul style="list-style-type: none"> <li>• Conducting a PD workshop for staff at a school</li> <li>• Providing feedback to staff on a particular project / development activity / workshop / conference you participated in</li> </ul> <p><i>Schools will sometimes identify the need to have a specific workshop for certain purposes. These workshops may be run by the HODs; Subject Advisors; Lead teachers or other external people/organisations. It is important to pay attention during these workshops so that you can fully report on them in your Professional Development Portfolio.</i></p> <ul style="list-style-type: none"> <li>• In order to claim <b>40 PD points per annum</b> you should have at least participated in a <b>minimum of 8</b> school-based workshops/support sessions, including conducting workshop sessions for staff)</li> <li>• In order to claim <b>35 PD points per annum</b> you should have at least participated in a <b>minimum of 7</b> school-based workshops/support sessions, including conducting workshop sessions for staff)</li> <li>• In order to claim <b>30 PD points per annum</b> you should have at least participated in a <b>minimum of 6</b> school-based workshops/support sessions, including conducting workshop sessions for staff)</li> <li>• In order to claim <b>25 PD points per annum</b> you should have at least participated in a <b>minimum of 5</b> school-based workshops/support sessions, including conducting workshop sessions for staff)</li> <li>• In order to claim <b>20 PD points per annum</b> you should have at least participated in a <b>minimum of 4</b> school-based workshops/support sessions, including conducting workshop sessions for staff)</li> <li>• In order to claim <b>15 PD points per annum</b> you should have at least participated in a <b>minimum of 3</b> school-based workshops/support sessions, including conducting workshop sessions for staff)</li> <li>• In order to claim <b>10 PD points per annum</b> you should have at least participated in a <b>minimum of 2</b> school-based workshops/support sessions, including conducting workshop sessions for staff)</li> <li>• In order to claim <b>5 PD points per annum</b> you should have at least participated in a <b>minimum of 1</b> school-based workshops/support sessions, including conducting workshop sessions for staff)</li> </ul> <p><b><i>For Example: Teachers is the following school will earn 15 PD Points per annum for the following:</i></b>  <i>Conducting a feedback and demonstration session to staff on the Self-Diagnostic Assessment for 2 hours</i>  <i>As a teacher/SMT/Principal conducting 1 – 2 hours workshop session to your colleagues on the code of professional ethics</i>  <i>Provider coming to your school to conduct a workshop to the Language teachers.</i></p>			
<p><b>3. Participating in school-based PD activity</b> responding to the national priorities / key strategic areas as determined by the Minister / CEM / HEDCOM / SACE Council from time to time and showing evidence of implementing what you have learned (over a one year period). <b>For example, PD activity/programme on:</b></p> <ul style="list-style-type: none"> <li>• <b>Teaching children how to read</b></li> <li>• <b>Mathematics</b></li> <li>• <b>Science</b></li> </ul>		10	30

<ul style="list-style-type: none"> <li>• CAPS</li> <li>• Technology</li> <li>• ICT</li> <li>• Languages</li> </ul> <p><b>Senior Phase Mathematics</b></p>		15 (SP Mathematics only)	45 (SP Mathematics only)
<p><b>4. School Projects</b>  <i>Examples:</i></p> <ul style="list-style-type: none"> <li>• Undertaking research and development on learning and teaching</li> <li>• Participating in project on HIV/AIDS awareness, prevention and care</li> <li>• Participating in food gardening/school nutrition project</li> <li>• Participating in community outreach project</li> <li>• Participating in arts/culture/sports development project</li> <li>• Participating in school twinning/partnership project</li> <li>• Participating in excursion/camping project</li> </ul> <p><i>When you participate in School Projects, you can also get points. Remember to make sure you record everything in your Professional Development Portfolio.</i></p> <p><b><i>Remember: You will earn points per project run in the school.</i></b></p>		20	60
<p><b>5. Implementation of one intervention that respond to the School Results Diagnostic Report (e.g, ANA, IEB, NSC and others)</b></p>		15	45
<p><b>6. Participation in Professional Learning Community / Learning Circle at a school for 6 – 12 months</b></p>		10	30
<p><b>7. Addressing 2 needs identified in the School Improvement Plan / School Development Plan / Whole School Development Plan</b></p>		10	30

### January – December : Example of Participation in Type 2 PD Activities

Type 2 PD Activity	Pre-Determined PD Points
<b>Staff Development (4 per annum)</b> <ul style="list-style-type: none"> <li>• Conducting a PD workshop for staff at a school</li> <li>• 3 x Attending and participating in school-based workshop session</li> <li>• Providing written feedback to all or a group of staff members on an external project / meeting you participated in.</li> </ul>	21 Points (all together)
<b>School Projects</b> <ul style="list-style-type: none"> <li>• Implementing school project / Action Research</li> </ul>	20 Points
<b>School Meetings (10 per annum)</b> <ul style="list-style-type: none"> <li>• 2 x SGB Meetings</li> <li>• 3 x SMT Meetings (for example, Curriculum Management, Instructional Leadership, Principalship Standards, Record Keeping, School Discipline, Human Resource Management and others)</li> <li>• 2 x Phase / Subject Specialisation Meetings</li> <li>• 5 x Staff meetings (for example, analysing the results, curriculum, assessment, school subjects, time tabling, planning, CPTD system, and others)</li> </ul>	10 Points
<b>SUB-TOTAL</b>	<b>51 Points</b>

#### REPORTING PARTICIPATION IN TYPE 2 PD ACTIVITIES

- The School **must** report participation in type 2 PD Activities on behalf of the teachers.
- Teacher will have to keep a record in order to be able to verify the school PD points report
- The school must sign-up on the CPTD Self-Service Portal as one of the users (Receive Username and Password for Online reporting)
- Reporting on Type 2 PD activities responds to SIP / APIP / School's ANA or NSC Diagnostic Reports
- It also assists with performance information on IQMS PS 5 and WSE Criteria no. 4

## TYPE 3: EMPLOYER AND PROVIDER-LED PD ACTIVITIES

**Type 3 Activities** are those that are initiated by an employer or offered by providers. Employers are the 9 Provincial Education Departments, School Governing Bodies and Independent School Boards / Groups / Associations. Provider refers to the private providers, Higher Education Institutions, NGOs, Professional Associations and others. The activities include full qualifications, short courses and skills programmes. Type 3 PD activities that are 6 days and longer are all subjected to SACE's evaluation processes, will be endorsed by SACE and will be allocated PD Points. Teachers must check the SACE database and/or catalogue in order to access the list of SACE endorsed activities and to find out what PD Points have been allocated to each of them. The SACE database of endorsed PD activities can be accessed through the CPTD self-service-portal as well as the catalogue as well as the catalogue of approved providers and endorsed PD activities can be accessed through the SACE website. This information would also be made available to teachers without access to the internet as a printed / hard copy version.

Type 3 PD activities that are between 2 hours and 5 days longer will carry the Pre-Determined PD points as reflected in the table below.

In addition, employers and providers can provide the following:

### What Counts as Type 3 PD Activities?

#### Employer – Led/Initiated PD Activities

- Meetings, Workshops, Conferences, Seminars
- Facilitating Workshop/Training Sessions (e.g. Lead Teachers)
- Self Diagnostic Assessment
- Onsite Support in Schools
- Subject Committees
- Induction Programmes
- Short Courses / Skills Development Programmes
- Full qualifications (where funding is offered)
- CAPS Training
- Subject content / knowledge upgrading
- Assessment
- Leadership and management
- Activities responding to the national / provincial / district / sector priorities
- Activities responding to the ANA / NSC Diagnostic Reports and NEEDU report
- Activities responding to critical and scarce skills, District Improvement Plan and Provincial Improvement Plan

## EXAMPLES OF TYPE 3 ACTIVITIES WITH PRE-DETERMINED PD POINTS

TYPE 3 PROFESSIONAL DEVELOPMENT ACTIVITIES	POINTS PER SEMESTER	POINTS PER ANNUM	POINTS PER THREE YEAR CYCLE
<p>Attending 1 hour – 1 hour and more educational meetings by:</p> <ul style="list-style-type: none"> <li>- Provincial Education Departments (<b>including Districts and Circuits</b>)</li> <li>- SGBS / SGB Associations</li> <li>- Independent Schools Boards / Associations / Groups / Offices</li> </ul> <p>You must attend at <b>least 4 relevant educational meetings</b> per annum in order to claim <b>6 PD Points</b> per annum  Please note that if you attend 2 relevant educational meetings per annum, you will <b>3 PD Points</b> per annum</p>		6	15
<p>Attending Workshop Session by :</p> <ul style="list-style-type: none"> <li>- Provincial Education Departments (including Districts and Circuits)</li> <li>- SGBs / SGB Associations</li> <li>- Independent Schools Boards / Associations / Groups</li> <li>- Other Providers</li> </ul> <p>Half Day session ( 2 – 5 hours)</p> <p>1 day session (6 – 8 hours)</p> <p>2 – 5 days</p> <p><b>PLEASE NOTE:</b>  You will earn PD Points for each workshop session you participated in. For example:</p> <ul style="list-style-type: none"> <li>• Attending <b>one day</b> District workshop session on new policies and legislation and earn <b>10 PD Points</b></li> <li>• Attending <b>one day</b> District Teacher Development Centre workshop on ICT and earn <b>10 PD Points</b></li> </ul>		5  10  15	15  30  45



<b>Conferences / Seminars / Summit organised by the employers / Independent schools associations or groups</b>  Half Day (2 – 5 hours)  Full Day and One and Half Day  2 Days and more  <b>PLEASE NOTE:</b> You will earn PD Points for each conference/seminar/summit you participated in. For example: <ul style="list-style-type: none"> <li>• Attending a half- day conference/seminar session will earn you 5 PD Points</li> <li>• Attending a one day District conference/seminar will earn you 10 PD Points</li> <li>• Attending 2 days Provincial conference/seminar will earn you 15 PD Points</li> <li>• Attending a one day circuit conference/seminar will earn you 10 PD Points</li> </ul> <b>If you participate in the first 2 activities you will earn 15 PD Points</b> <b>If you participate in all of them you will earn 40 PD Points</b>		5  10  15	15  30  45
Participating and Completing Online Self-Diagnostic Assessment administered by the Provincial Education Departments, Professional Development Institutes, Education District Offices, District Teacher Development Centres and others  You will earn PD Points Per Self-Diagnostic Assessment Activity Completed. For Example: <ul style="list-style-type: none"> <li>• Completed Self-Diagnostic Assessment on English Proficiency (7 PD Points)</li> <li>• Completed Self-Diagnostic Assessment on Maths Content Knowledge (7 PD Points)</li> </ul>		7	21
<b>Consult the SACE website or CPTD Self-Service Portal or SACE Catalogue of approved providers and endorsed professional development programmes for provider-led activities / programmes endorsed by SACE</b> <a href="http://www.sace.org.za">www.sace.org.za</a>			

Always remember to **RECORD your participation in Type 1, Type 2 and Type 3 PD activities in your Professional Development Portfolio** (using the template that you are given) so that you can reflect on your own professional development and how these PD activities have benefited you, and the extent at which you have addressed your identified needs. Remember you can also use the information in the Professional Development Portfolio for other purposes such as, supporting your Performance Management System / IQMS/ promotional post application process, and others. SACE will also use your Professional Development Portfolio information to monitor your participation in the three year CPTD cycle and uptake in the Professional Development activities.

## **REPORTING FOR TYPE 3 PD ACTIVITIES**

The Provider / Employer must report participation in type 3 PD activities on behalf of the teachers (Training Directorates, Districts, DTDCs, PTDIs, Circuits) – Teacher Development Units/Directorate are to Coordinate the reporting and get an attendance register from SACE  
The Teacher must record participation in order to be able to verify the reports by the employers and providers  
All Providers / Employers must sign-up so that they can be able to access the CPTD self-service portal

**Remember, educators have to earn PD Points across the three types of professional development activities as highlighted above.**

## **IMPORTANT**

- Teachers must **RECORD** all of their participation in Type 1, Type 2 and Type 3 (employer and provider-led) activities
- **Teachers** must **REPORT** their participation in **type 1** activities to SACE
- **Schools** must **REPORT** the participation of teachers in **type 2** activities to SACE and teachers must be able to verify these reports
- **Employers** must **REPORT** the participation of teachers in **type 3** activities to SACE and teachers must be able to verify these reports
- **Providers** must **REPORT** the participation of teachers in **type 3** activities to SACE and teachers must be able to verify these reports

## **FOR MORE INFORMATION AND FEEDBACK ON THESE GUIDELINES, PLEASE CONTACT**

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