



SACE

South African Council for Educators

Towards Excellence in Education

THE CPTD MANAGEMENT SYSTEM

INTRODUCTION

The South African Council for Educators (SACE) is responsible for managing and implementing the Continuing Professional Teacher Development (CPTD) System, with the support of the Department of Basic Education (DBE) and the 9 Provincial Education Departments (PEDs). Section 5(b) of the SACE Act no.31 of 2000 as amended by the Basic Education Laws Amendment Act (2011) provides SACE with direct CPTD mandate by saying that SACE must manage a system for promoting the Continuing Professional Development of all educators (CPTD Management System). In addition, on 26 April 2007, the Minister of Education promulgated the National Policy Framework for Teacher Education and Development in South Africa (NPFTED) [Government Gazette No. 29832]. Section 53 of the policy framework states that,

"...the South African Council for Educators (SACE), as a statutory body for professional educators will have overall responsibility for the implementation, management and quality assurance of the CPTD system. SACE will be provided with the necessary resources and support to undertake that role"

WHAT IS THE CPTD MANAGEMENT SYSTEM

It is a system for recognising all useful teacher development activities:

- By approving quality and credible professional development providers
- By endorsing relevant and good professional development quality activities and programmes
- By allocating professional development (PD) points to such activities
- By crediting each teacher's CPTD account / record with the PD points they have earned

BASIC STRUCTURE OF THE CPTD SYSTEM

(a) Educators will engage in three types of SACE Endorsed Professional Development (PD) activities and programmes as follows:

- Teacher initiated activities also called Type 1 activities: Activities initiated personally by an educator to address his/her identified needs. For example, enrolling for an ACE programme, writing an article for an educational publication, attending a workshop, material development, participating in professional learning communities, engaging in action research in your own classroom)



- School initiated activities also called Type 2 activities (Activities initiated by a school to address, for example, common needs identified by a group of foundation phase educators. Other examples include, attending a workshop/course as a school focusing on discipline in your school, attending staff meeting, responding to some of the identified needs in your School Improvement Plan, participating in a subject committee, implementing interventions that respond to the Annual National Assessment / National Senior Certificate School Diagnostic Report)
 - Externally initiated also called Type 3 activities (Activities initiated, for example, by providers such as, the Provincial Education Department or Teacher Unions' Professional Development Institutes, Higher Education Institutions, NGOs, Private Providers, or Professional Association to address educators' needs. For example, participating in activities that respond to the education system's priorities, CAPS Training, Subject Content Knowledge activities, activities addressing literacy and numeracy, activities responding to the ANA/NSC National or Provincial Diagnostic Reports and NEEDU report, and others)
- (b) Educators will earn their Professional Development Points from each of the three types of the SACE Endorsed Professional Development Activities
- (c) SACE will allocate professional development (PD) points to educators' professional development activities according to a schedule of points approved by SACE
- (d) Each educator will be expected to achieve 150 PD points on their PD points Account in every three year cycle.
- (e) SACE will issue a Certificate of Achievement to each educator who achieves the 150 PD points within the three years as follows:
- Bronze Certificate of Achievement to each educator who achieves 150 PD points within the three years.
 - A Silver Certificate of Achievement to each educator who achieves 150+ to 300 PD points within the three years.
 - A Gold Certificate of Achievement to each educator who achieves 300+ PD points within the three years
- (f) An educator will record Type 1 and Type 2 PD points in their personal PDP according to the PD Points Schedule.
- (g) Educators will report their participation in Professional Development twice a year manually on a form prescribed by SACE or electronically on the CPTD self-service portal – by June and November every year.

PROFESSIONAL DEVELOPMENT PORTFOLIO

The CPTD system requires that educators have the Professional Development Portfolio (PDP) developed according to SACE guidelines. In line with this, the PDP guidelines have been developed to assist educators in developing their portfolios. Coupled with this, are the PDP templates that should be used by educators in developing their actual PDP.



These two documents are available on the SACE website under the Professional Development and Policy Tab / Section.

SACE will be testing the Draft PDP Guidelines and Templates in the various principals and deputy principals CPTD Orientation and Sign-Up workshop sessions. The final documents will be produced in November 2013 in preparation for the roll-out from January 2014. Educators, stakeholders, departmental officials are welcomed to send written comments on the two PDP documents to SACE by emailing them to ella.mokgalane@sace.org.za or 012 663 5889. The inputs and comments will also be used to develop the PDP guidelines and templates for the HODs and PL1 Educators.

We are in the process of developing an online PDP. From January 2014 onwards educators will have an option of developing their PDP online or manually.

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 in various educational gatherings such as, Departments of Education meetings, Teacher union conferences/meetings, SAPA district/provincial and national conferences, Independent schools associations and principals meetings in the districts.

The CPTD system implementation will be phased-in to the educators from January 2014 according to the three identified cohorts as follows:

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

- Their numbers are small as compared to the HoDs and the rest of the teachers.
- This will provide them with an opportunity to create a culture of ongoing development in their schools
- They will be in a strong position to support their educators from an informed position
- They will assist with managing the implementation of the CPTD system at school level.

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

- They will also be in a better position to support their staff on the implementation of the CPTD system.



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

- Their buy-in into the CPTD system will be enhanced since their seniors would have gone through the process already

ILLUSTRATION OF THE FIRST CPTD CYCLE

January 2014

December 2014 (Year 1)



- 1st Cohort starts the 1st year of the three year CPTD cycle.
- 2nd Cohort engages in the CPTD orientation and sign-up processes.
- Ongoing Monitoring and Evaluation.

January 2015

December 2015 (Year 2)



- 1st Cohort starts 2nd year of the three year CPTD cycle.
- 2nd Cohort starts 1st year of the three year cycle.
- 3rd Cohort engages in the CPTD orientation and sign-up processes.
- Ongoing Monitoring and Evaluation.

January 2016

December 2016 (Year 3)



- 1st Cohort cohort starts 3rd year of the first three year CPTD cycle and earn 150 points by the end of December 2015.
- 2nd Cohort starts 2nd year of the first three year cycle.
- 3rd Cohort starts 1st year of the first three year CPTD cycle.
- Impact study of the 1st cohort's first three year cycle.

PLEASE NOTE: In January 2017 the 1st cohort's 150 points will fall away and they will start their 2nd three year cycle from 0.

The 1st CPTD Cycle in Brief

2014

1st Cohort's year 1 of the 3 year cycle.

2nd Cohort's orientation and sign up.

2015

1st Cohort's year 2 of the 3 year cycle.

2nd Cohort's year 1 of the 3 year cycle.

3rd Cohort's orientation and sign up.

2016

1st Cohort's year 3 of the 3 year cycle.

2nd Cohort's year 2 of the 3 year cycle.

3rd Cohort's year 1 of the 3 year cycle.

SIGNING UP ON THE CPTD INFORMATION SYSTEM

All educators must sign-up manually or electronically on the CPTD Self-Service Portal 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 by the end of 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 December 2014 in preparation for their 1st CPTD Cycle from January 2015 onwards.
- **3rd Cohort Sign-up:** All PL1 Teachers MUST Sign-up on the CPTD-IS from January to December 2015 in preparation for their 1st CPTD Cycle from January 2016 onwards.

(a) Educator Manual Sign-up (Filling-in the Profile Form For Principals and Deputy Principals / HODs/ PL1 Teachers)

Educators can sign-up manually by filling in the manual profile form and return it to SACE using one of the following contact details:

Postal Address

Attention: Senior Manager PD and Research, Private Bag x 127, CENTURION, 0046

OR

Physical Address

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

Fax-to-Email: 086 571 5260 / 012 663 9616 / 012 663 5889;

Email: member@sace.org.za; **Tel:** 012 663 9517 (Ask for the CPTD Member Support Section)

Manual Sign-up forms are obtainable from SACE website (www.sace.org.za under the **SACE Forms** button) or by contacting the SACE PD Division using the numbers above.

LOGIN INTO THE CPTD SELF-SERVICE PORTAL AFTER RETURNING YOUR FORM TO SACE AND RECEIVING YOUR USERNAME AND PASSWORD THROUGH SMS AS FOLLOWS:

1. Go into www.sace.org.za
2. Go to the CPTD Tab on top and choose "CPTD Self-service portal"
3. Choose the Educator Login Tab on the left
4. Enter your username and password as you received them
5. You can now navigate through the self-service portal, update information, report a CPTD related problem, etc

(b) Educator Electronic Sign-up (through the CPTD Self-Service Portal on the SACE website). You also have a choice of signing-up electronically on the CPTD Self-service portal on the SACE website as follows:

ELECTRONIC SIGN-UP STEPS

1. Go into www.sace.org.za
2. Click on the CPTD Tab on top and choose "CPTD Self-service portal"
3. It will take you to the Sign-Up Screen. Then Choose EDUCATOR SIGN-UP"
4. Choose South African Educator or Foreign Educator
5. Enter your details (Name, Surname, SACE Number and ID Number). Remember ID number is a mandatory field.
6. SAVE (Press the SAVE Button Once only. DO NOT PRESS THE SAVE BUTTON MORE THAN ONCE)
7. It will take you to a screen with your personal details to complete.
8. Once your done with filling in the information on the screen, SAVE"
9. It will take you back to the LOGIN Screen and give you USERNAME and PASSWORD (Please save them somewhere where they will not get lost. You will also get your username and password through SmS on your cell phone.
10. Then choose EDUCATOR LOGIN on the same screen
11. Enter USERNAME and PASSWORD as they were when you received them
12. Fill in your qualifications, subjects etc
13. You can now navigate through the self-service portal, update information, report a CPTD related problem, etc
14. PLEASE GIVE US FEEDDBACK ON YOUR SIGN-UP AND LOGIN EXPERIENCES though email, fax, post, or phone.

(c) Electronic Sign-up through the SACE CPTD Mobisite

You also can use your cellphone to sign-up electronically by following the electronic sign-up steps above. The SACE CPTD mobisite address is www.sace.cptd.gov.za

(d) School Manual Sign-Up

All principals or delegated persons must sign-up for their schools by the end of March 2014 using the school profile form obtainable on the SACE website or by contacting the SACE PD Division



Contact details

POSTAL ADDRESS

South African Council
for Educators (SACE)
Private Bag x 127
CENTURION
0046

PHYSICAL ADDRESS

SACE Building, Block 1
Crossway Park
240 Lenchen Avenue
CENTURION, 0157

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EMAIL & WEBSITE

email: member@sace.org.za

website: www.sace.org.za

Mobisite: www.sace.cptd.gov.za