



MY PROFESSIONAL DEVELOPMENT PORTFOLIO

Recording My Participation in the Three Types of Professional Development Activities / Programmes

My Professional Development Portfolio for the Year 20.....

CPTD CYCLE 20.... to 20....

MY PERSONAL DETAILS

Name and Surname: _____

SACE Registration Number: _____

School: _____

District: _____

Circuit: _____

Province: _____

SECTION 1

Summary of My Roles, Responsibilities and My Work

(The **summary of my roles, responsibilities and work** should assist me to show how my Professional Development (PD) activities / programmes are linked or relevant to my work).

1. My Roles and Responsibilities at school: _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

2. Position, grades and subjects I am teaching/heading, profile of my learners and the profile of school I am teaching at and others:
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

3. Others roles I am performing at school (**if any**):

4. The people I communicate and work with within and outside the school environment:

5. What are my goals for the year:

MY TYPE 1 PROFESSIONAL DEVELOPMENT ACTIVITIES (TEACHER-INITIATED)

SECTION 2

IDENTIFYING INDIVIDUAL NEEDS AND RECORDING PARTICIPATION IN MY TYPE 1 PROFESSIONAL DEVELOPMENT (PD) ACTIVITIES / PROGRAMMES

1. What are my **Individual** Professional Development Needs for this year? These are the Individual needs Identified from some of the following sources:

a. Performance management system (e.g. IQMS, PMDS, PEDS etc)

b. ANA / NSC Subject Diagnostic Assessment (this refers to the subject/s I am teaching):

c. Self-Diagnostic Assessment

d. Self-Reflection / Appraisal Process and Others (Outside the IQMS / ANA or NSC Diagnostic Process and Self-Diagnostic Assessment Processes)

e. How did I decide on what other PD activities / programmes to undertake, besides following the formal needs identification processes?

SECTION 3

RECORDING MY TYPE 1 (TEACHER INITIATED) PD ACTIVITIES

*(These are the activities I choose on my own to address the individual PD needs I have identified. They will contribute to my self-development. They **EXCLUDE** activities offered by the **EMPLOYERS**)*

Now that you have identified your Individual PD Needs, the next step is to address them through Type 1 (*Teacher Initiated*) PD Activities / Programmes that carry the SACE PD Points.

NB: PLEASE REFER TO THE LIST / EXAMPLES OF TYPE 1 PD ACTIVITIES IN THE SACE PROFESSIONAL DEVELOPMENT POINTS SCHEDULE DOCUMENT AVAILABLE ON THE SACE WEBSITE OR THE CPTD SELF-SERVICE PORTAL (www.sace.org.za). These activities carry the Pre-Determined PD Points. The majority of them do not need any provider, except for qualifications, workshops, short courses, skills programmes, conferences, seminars, breakfast sessions and others.

I must always Remember to choose the relevant templates below to RECORD PD activities I ONLY participated in, then send them to SACE as my Type 1 PD Activities Report.

It will be useful for me to get into a culture of recording as soon as the activity is completed.

These templates will be available in the Word Format on the SACE website and the CPTD Self-service portal. It will also be made available online through the CPTD Self-service web portal.

ATTENDING RELEVANT WORKSHOPS (Except by the Employers or at school level)

PD Activities / Programmes	Summary of the Activity and its Contribution to My Professional Competence / Practice
1. Name of the Workshop: <hr/> <hr/> <hr/> Provider: <hr/> Facilitator: <hr/> Date Undertaken: <hr/> <hr/>	Summary of Workshop Content: <hr/> <hr/> <hr/> How is the Workshop relevant to my work?: <hr/> <hr/> <hr/> How did the workshop benefit me or meet my needs in terms of my work as an individual?: <hr/> <hr/> <hr/> How has my learning from the workshop benefitted my learners / colleagues / school?: <hr/> <hr/> <hr/> What form of evidence is attached (e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?): <hr/> <hr/> <hr/>
2. Name of the Workshop: <hr/> <hr/> <hr/> Provider: <hr/> Facilitator: <hr/> Date Undertaken: <hr/> <hr/>	Summary of Workshop Content: <hr/> <hr/> <hr/> How is the Workshop relevant to my work?: <hr/> <hr/> <hr/> How did the workshop benefit me or meet my needs in terms of my work as an individual?: <hr/> <hr/> <hr/> How has my learning from the workshop benefitted my learners / colleagues / school?: <hr/> <hr/> <hr/>

	<p>What form of evidence is attached? (<i>e.g. certificate, programme, feedback report, reflection sheet, plan, CD, pictures, workshop material:</i></p> <hr/>
<p>3. Name of the Workshop:</p> <hr/> <hr/> <hr/> <p>Provider: _____</p> <p>Facilitator: _____</p> <p>Date Undertaken:</p> <hr/>	<p>Summary of Workshop Content:</p> <hr/> <hr/> <p>How is the Workshop relevant to my work?:</p> <hr/> <hr/> <p>How did the workshop benefit y me or meet my needs in terms of my work as an individual?:</p> <hr/> <hr/> <p>How has my learning from the workshop benefitted my learners / colleagues / school?:</p> <hr/> <hr/> <p>What form of evidence is attached (<i>e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?:</i> _____</p> <hr/>

PLEASE USE ADDITIONAL PAPER IF YOU HAVE ATTENDED MORE WORKSHOP SESSIONS. REMEMBER YOU EARN PD POINTS PER WORKSHOP SESSION ATTENDED.

ATTENDING RELEVANT EDUCATIONAL MEETINGS FOR DURATION OF 1 HOUR OR 1 HOUR AND MORE (Excluding Employer and School Meetings)

Name and Date of the Meetings I have Attended	Summary of the Meeting <i>(Content, Who was running the meeting, duration and How they have benefitted me)</i>	Evidence of Attendance <i>(Agenda or Attendance Register or Minutes, Report, Meeting Material, Pictures etc)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
<p align="center">Remember you have to attend 8 meetings per annum to earn 12 PD Points, OR attend 4 meetings in a year to earn 6 PD Points OR Attend 2 meetings to earn 3 PD Points</p> <p align="center">9 Meetings and above are additional. Please record them on a separate paper using the format above</p>		

ATTENDING RELEVANT CONFERENCES / SEMINARS / INDABAS / SUMMITS (Excluding the ones organised by the Employers)

Name and Date of the Conference / Seminar / Summit / Break or Dinner Session, etc I have attended	Summary of the Conference / Seminar etc <i>(Content, Who were the presenters, duration and How the activity benefitted me)</i>	Evidence of Attendance <i>(Programme, or Attendance Register or Certificate of Attendance, Report, Conference Material, Conference Flyer/Advert, Pictures etc)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Remember that you will earn PD Points per conference / seminar / breakfast session etc		

FACILITATING TWO SESSIONS OR MORE PER ANNUM (WORKSHOPS, TRAINING AND OTHERS)

Name of Session Facilitated by Me and Date	Summary of the Facilitated Session and Duration, Who were the Participants	What have I learned from the Sessions and attach evidence (<i>e.g. facilitation material, attendance register, pictures, video clips, attestations/ letters of commendation, etc</i>)
1.		
2.		

PARTICIPATING IN A PROFESSIONAL LEARNING COMMUNITY (PLCs) / LEARNING CIRCLE OUTSIDE THE SCHOOL ENVIRONMENT FOR 6 – 12 MONTHS

Name of the Professional Learning Community I am Participating in.	Summary of the Activities of the PLCs	How did the PLC benefit me, How has my learning from the PLC benefitted my learners / colleagues / school
1. Name of the Professional Learning Community Joining Date: _____ _____		

ENGAGING IN ELECTRONIC MEDIA EDUCATIONAL ACTIVITIES FOR 30 – 120 MINUTES

(Such as, radio, television, broadcasting, virtual programme, computer, and others)

Media Educational Activity	Summary of the Activity and Sources	How did the activity benefit me? Evidence to be attached <i>(e.g. reports, downloads, invitations, DVDs, CDs, etc)</i>
1. Listening to educational programmes on radio/CD		
2. Viewing educational programmes on TV		
3. Participating in a PD Programme through live/recorded broadcast		
4. Viewing educational programmes on YouTube Channel		
5. Watching/Viewing educational DVD/Video		
6. Completing online self-diagnostic assessment on your own		
7. Participating in a PD Programme through webinars		
8. Participating in a PD Programme through telematics		
9. Participating in a PD Programme through virtual schools		

Remember! You must engage with or participate in a total of **at least 8** such educational activities per annum in order to earn **12 points per annum**.

If you participate in **4 activities per annum**, you will earn 6 PD Points.

If you participate in 2 activities per annum you will earn **3 PD Points**

PARTICIPATE IN ONLINE PROFESSIONAL DEVELOPMENT ACTIVITY FOR 61 MINUTES AND MORE

Name of the Online PD Activity I Participated in	Summary of the Online PD Activity and the Source/s	How did the activity benefit me? Evidence to be attached (<i>e.g. reports, downloads, DVDs, CDs, etc</i>)
1.		
2.		
3.		
4.		

Please note that you will earn PD Points Per Online PD Activity Attended

READING EDUCATIONAL MATERIAL FROM VARIOUS PUBLICATIONS AND SOURCES

(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)

Educational Material Read and Date	Summary of the Read Educational Material	How did it benefit me? Evidence <i>(copy of an article, reflection report, downloads, website address, bibliography, CD)</i>
Reading Educational Material from a Magazine		
Reading Educational Material from a Book		
Reading Educational Material from a Periodical		
Reading Educational Material from a Theses		
Reading Educational Material from a Journal		
Reading Educational Material from an Internet/website		
Reading Educational Material from a Research Report		
Reading Educational Material from a Newspaper / Educational Newspaper		
Reading Educational Material from a Newsletter		

- You need to read at least **FOUR (4)** educational articles out of the sources and examples listed above in order to earn **10 PD points** per annum
- If you read **TWO (2)** educational articles out of the sources and examples listed above, you will earn **5 PD points**

RESEARCHING AND DEVELOPING PD ACTIVITIES

Research and Development	Summary of the Research Material	How did it Benefit me? Evidence (research reports, material developed, paper presented, educational script,
Undertaking research in teaching and learning / educational matters		
Researching and writing an educational article for the magazine, journal or newspaper		
Researching and developing materials for teaching and learning		
Researching and writing a script for educational radio, television.		
Researching and presenting at educational meeting, conference, seminar, workshop, on radio or on TV		

**PLEASE NOTE THAT YOU WILL EARN PD POINTS PER RESEARCH ACTIVITY
PARTICIPATING IN A PROFESSIONAL ASSOCIATION / NETWORK FOR 12 MONTHS**

Name of the Activity	Summary of the Activity, Duration	How did the activity benefit me, How has my learning from the activity benefitted my learners / colleagues / school. Evidence (proof of membership, attendance registers, minutes, reports, etc)
1. Name of the Professional Association Joining Date: _____ _____		
2. Name of the Professional Network Joining Date: _____ _____		
3. Name of the Subject Cluster Committee Joining Date: _____ _____		

PLEASE NOTE THAT YOU WILL PD POINTS PER ACTIVITY

MENTORING AND COACHING

ACTIVITY	Summary of the Mentorship Session	What Have I learned from this? Evidence <i>(Reports, videos, other forms of recording, feedback from mentees, and others)</i>
Mentoring Colleagues / Teachers in New Positions No. of sessions held: _____ Duration: _____		
Mentoring Less Qualified Teachers No. of sessions held: _____ Duration: _____		
Mentoring Student Teachers No. of sessions held: _____ Duration: _____		
Coaching Learners No. of Session: _____ Duration: _____		

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 and /or student teachers and/or colleagues and/or teachers in new positions over a period of 1 year

Participating in **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 on: Teaching children how to read, Mathematics, Science, CAPS, Technology, ICT and Languages.**

Activity and Date	Brief Description of an Activity	How is it benefitting me, learners and the school. Evidence (attendance certificate, report, registers)

PARTICIPATING IN 6 DAYS AND ABOVE SELF-FUNDED PD ACTIVITIES / PROGRAMMES VOLUNTARILY

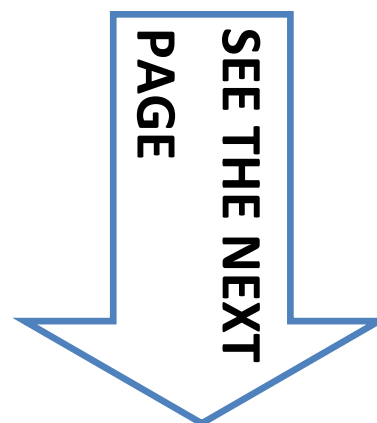
Activity	
Completed Full Qualification:	Summary of Qualification Content: <hr/> <hr/> <hr/> <hr/>
Provider:	How is the qualification relevant to my work?: <hr/> <hr/> <hr/>
Is the Provider Approved by SACE?:	How did the qualification benefit me or meet my needs in terms of my work as an individual?: <hr/> <hr/> <hr/>
Duration:	How has my learning from the qualification benefitted my learners / colleagues / school?: <hr/> <hr/> <hr/>
Is the Qualification Endorsed by SACE?:	What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?: <hr/> <hr/> <hr/>

Provider: Is the Provider Approved by SACE?: Duration: Is the Short Course Endorsed by SACE?:	How is the short course relevant to my work?: <hr/> <hr/> <hr/> <hr/> How did the short course benefit me or meet my needs in terms of my work as an individual?: <hr/> <hr/> <hr/> <hr/> How has my learning from the short course benefitted my learners / colleagues / school?: <hr/> <hr/> <hr/> <hr/> What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?: <hr/> <hr/> <hr/> <hr/>
6 days and above Workshop Session: Provider: Is the Provider Approved by SACE?:	Summary of Qualification Content: <hr/> <hr/> <hr/> <hr/> How is the workshop relevant to my work?: <hr/> <hr/> <hr/> <hr/>

Duration: Is the Workshop Endorsed by SACE?:	How did the workshop benefit me or meet my needs in terms of my work as an individual?: <hr/> <hr/> <hr/>
	How has my learning from the workshop benefitted my learners / colleagues / school?: <hr/> <hr/> <hr/>
	What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?: _____ <hr/> <hr/>

PLEASE USE EXTRA PAPER FOR ANY ADDITIONAL INFORMATION OR RECORDING OF YOUR PD ACTIVITIES THAT ARE NOT COVERED IN THIS PORTFOLIO

DO NOT FORGET TO REPORT YOUR PD ACTIVITIES TO SACE



SECTION 4

REPORTING MY TYPE 1 PDP ACTIVITIES TO SACE

I am responsible for submitting my Type 1 (Teacher Initiated) PD Activities Report to SACE twice a year – in May/June and October/November manually or electronically / online

If I choose to report my Type 1 PD activities manually, I need to make copies of the relevant sections of this Professional Development Portfolio and send them to SACE, Senior Manager Professional Development and Research, Private Bag x 127, CENTURION, 0046 OR member@sace.org.za OR 086 571 5260 (fax-to-email). I must also remember to always put my name and ID/SACE number on top of each Portfolio Template I send to SACE for identification purposes.

I can also choose to upload my PD activities online through the CPTD self-service portal. In this way I do not need to submit any manual / hard copy report to SACE. However, I am still required to keep a RECORD of my Professional Development Portfolio manually or electronically / online for my professional journey and monitoring and support purposes by SACE / employers

**MY TYPE 2 PROFESSIONAL DEVELOPMENT ACTIVITIES
(SCHOOL-INITIATED)**

SECTION 1
**IDENTIFYING SCHOOL NEEDS AND RECORDING PARTICIPATION IN MY TYPE 2 PROFESSIONAL
DEVELOPMENT (PD) ACTIVITIES / PROGRAMMES**

2. What are my ***SCHOOL'S /Department/ Phase in your school's*** Professional Development Needs for this year? These are the school needs Identified from some of the following sources:

a. Performance management system (e.g. IQMS' SIP, Workplace Skills Plan, Whole School Development processes etc)

b. ANA / NSC School Diagnostic Assessment (this refers to the subject/s you are teaching):

C. How did the school decide on what other PD activities / programmes to undertake, besides following the formal needs identification processes?

SECTION 2

RECORDING MY TYPE 2 (SCHOOL-INITIATED) PD ACTIVITIES

*(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). They 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. They **EXCLUDE** activities offered by the **EMPLOYERS at school level**)*

Now that my school has identified its PD Needs, the next step is to address them through Type 2 (*School Initiated*) PD Activities / Programmes that carry the SACE PD Points.

NB: PLEASE REFER TO THE LIST / EXAMPLES OF TYPE 2 PD ACTIVITIES IN THE SACE PROFESSIONAL DEVELOPMENT POINTS SCHEDULE DOCUMENT AVAILABLE ON THE SACE WEBSITE OR THE CPTD SELF-SERVICE PORTAL

(www.sace.org.za). The majority of these type 2 PD activities carry the Pre-Determined PD Points. In instances where schools choose activities that are 6 days and above, then the SACE Approved Providers must be used and the activity must be endorsed by SACE as well.

If the activity is less than 6 days then the SACE PD Points Schedule should be used for purposes of earning the Pre-Determined PD Points.

I must choose the relevant templates below to RECORD PD activities I have participated in ONLY, then my school must send copies of these templates to SACE as my Type 2 PD Activities Report.

It will be useful for me to get into a culture of recording my participation as soon as the activity is completed.

These templates will be available in the Word Format on the SACE website and the CPTD Self-service portal. It will also be made available online through the CPTD Self-service web portal.

ATTENDING RELEVANT SCHOOL-BASED WORKSHOPS (Offered by SMTs, Colleagues, External People, External Providers – Excluding Employer.)

PD Activities / Programmes	Summary of the Activity and Contribution to My Professional Competence / Practice
<p>1. Name of the Workshop:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Provider: _____</p> <p>Facilitator: _____</p> <p>Date Undertaken:</p> <p>_____</p>	<p>Summary of Workshop Content:</p> <p>_____</p> <p>_____</p> <p>How is the Workshop relevant to my work?:</p> <p>_____</p> <p>_____</p> <p>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</p> <p>_____</p> <p>_____</p> <p>How has my learning from the workshop benefitted my learners / colleagues / school?:</p> <p>_____</p> <p>_____</p> <p>What form of evidence is attached (e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?:</p> <p>_____</p> <p>_____</p>
<p>2. Name of the Workshop:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Provider: _____</p> <p>Facilitator: _____</p> <p>Date Undertaken:</p> <p>_____</p>	<p>Summary of Workshop Content:</p> <p>_____</p> <p>_____</p> <p>How is the Workshop relevant to my work?:</p> <p>_____</p> <p>_____</p> <p>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</p> <p>_____</p> <p>_____</p> <p>How has my learning from the workshop benefitted my learners / colleagues / school?:</p> <p>_____</p> <p>_____</p>

	<hr/> <p>What form of evidence of evidence is attached? <i>(e.g. certificate, programme, feedback report, reflection sheet, plan, CD, pictures, workshop material):</i></p> <hr/>
<p>3. Name of the Workshop:</p> <hr/> <hr/> <hr/> <p>Provider: _____</p> <p>Facilitator: _____</p> <p>Date Undertaken:</p> <hr/>	<p>Summary of Workshop Content:</p> <hr/> <hr/> <p>How is the Workshop relevant to my work?:</p> <hr/> <hr/> <p>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</p> <hr/> <hr/> <p>How has my learning from the workshop benefitted my learners / colleagues / school?:</p> <hr/> <hr/> <p>What form of evidence is attached <i>(e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material):</i> _____</p> <hr/> <hr/>

PLEASE USE ADDITIONAL PAPER IF YOU HAVE ATTENDED MORE WORKSHOP SESSIONS. REMEMBER YOU EARN PD POINTS PER WORKSHOP SESSION ATTENDED

**ATTENDING RELEVANT EDUCATIONAL SCHOOL-BASED MEETINGS FOR DURATION OF 1 HOUR OR 1 HOUR AND MORE
(Excluding Employer's Meetings)**

Name and Date of the Meeting	Summary of the Meeting <i>(Content, Who was running the meeting, duration and How they have benefitted me)</i>	Evidence of Attendance <i>(Agenda or Attendance Register or Minutes, Report, Meeting Material, Pictures etc)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
.(IN ORDER TO CLAIM 10 PD POINTS PER ANNUM YOU SHOULD HAVE ATTENDED AND PARTICIPATED IN AT LEAST 10 SCHOOL-BASED MEETINGS)		

SCHOOL PROJECTS

Name of the Project, Date and Duration	Brief Description of the Project	How did the project benefit me and the school. Evidence <i>(project plan, minutes, documents, attendance registers, pictures)</i>

PARTICIPATING IN A PROFESSIONAL LEARNING COMMUNITY (PLCs) / LEARNING CIRCLE IN A SCHOOL FOR 6 – 12 MONTHS

Name of the Professional Learning Community	Summary of the Activities of the PLCs	How did the PLC benefit me, How has my learning from the PLC benefitted my learners / colleagues / school
1. Name of the Professional Learning Community Joining Date: _____ _____		

**PARTICIPATION IN ONE INTERVENTION ACTIVITY THAT RESPOND TO THE SCHOOL EXAMINATION / ASSESSMENT RESULTS
DIAGNOSTIC REPORT (E,G, ANA, IEB, NSC AND OTHERS)**

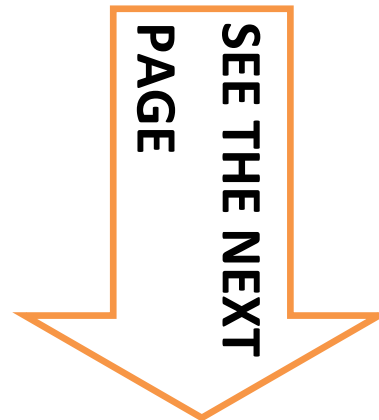
Activity	Brief Description of an Activity	How is it benefitting me and my school. Evidence (attendance certificate, reports)

Participating in school-based **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 on: Teaching children how to read, Mathematics, Science, CAPS, Technology, ICT and Languages**

Activity	Brief Description of an Activity	How is it benefitting me and my school. Evidence (attendance certificate, report, registerss)

**PLEASE USE EXTRA PAPER FOR ANY ADDITIONAL INFORMATION OR RECORDING OF YOUR PD ACTIVITIES
THAT ARE NOT COVERED IN THIS PORTFOLIO**

**I MUST ALWAYS VERIFY IF MY SCHOOL REPORTED MY PD ACTIVITIES
TO SACE ON MY BEHALF. I NEED TO KEEP RECORD OF MY TYPE 2 PD
ACTIVITIES.**



SECTION 3
MY SCHOOL MUST REPORT TYPE 2 PD ACTIVITIES TO SACE ON MY BEHALF

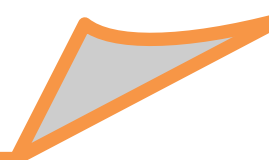
All schools must report their teachers' Type 2 Professional Development Activities to SACE.

The reporting can be done manually or electronically / online

If my school chooses to report manually, it must send SACE copies of my type 2 reports / templates as reflected in my PDP.

The school may also choose to report electronically / online. All schools must sign-up, receive username and password from SACE for purposes of accessing the CPTD self-service portal and reporting the teachers' type 2 PD activities taking place at school level.

As a teacher, it is my responsibility to verify that my school has reported my Type 2 PD activities to SACE. I also need to do this by checking my CPTD Account on a regular basis through the CPTD Self-service portal or phoning SACE



MY TYPE 3 PROFESSIONAL DEVELOPMENT ACTIVITIES (EXTERNALLY-INITIATED)

SECTION 1

TYPE 3 PD ACTIVITIES

(These are those activities that are initiated and offered by an employer or other 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 needs for my type 3 PD Activities have already been identified through my employers at District / Provincial Education Department / Department of Basic Education / NAISA / SGB Associations / SGBs and others levels. The next step is for these needs to be addressed through the Type 3 (*Externally Initiated*) PD Activities / Programmes that carry the SACE PD Points.

NB: PLEASE REFER TO THE LIST / EXAMPLES OF TYPE 3 PD ACTIVITIES THAT CARRY THE PRE-DETERMINED PD POINTS IN THE SACE PROFESSIONAL DEVELOPMENT POINTS SCHEDULE DOCUMENT AVAILABLE ON THE SACE WEBSITE OR THE CPTD SELF-SERVICE PORTAL (www.sace.org.za). These activities range between 2 hours and 5 days and they carry the Pre-Determined PD Points. The majority of them are workshops, conferences/seminars, onsite support and others. The full qualifications, 6 days and more workshops, short courses and skills programmes will be available through the SACE Database or Catalogue of Approved Providers and Endorsed PD Activities.

I must choose the relevant templates below to RECORD Type 3 PD activities I ONLY participated in, then the providers or employers will send my Type 3 PD Activities Report to SACE using a different template as required of them by SACE.

*It will be useful for you to get into a culture of **recording** your participation as soon as the activity is completed.*

These templates will be available in the Word Format on the SACE website and the CPTD Self-service portal. It will also be made available online through the CPTD Self-service web portal.

SECTION 2

ATTENDING RELEVANT EDUCATIONAL MEETINGS FOR DURATION OF 1 HOUR OR 1 HOUR AND MORE BY THE EMPLOYER

Name and Date of the Meeting	Summary of the Meeting <i>(Content, Who was running the meeting, duration and How they have benefitted me)</i>	Evidence of Attendance <i>(Agenda or Attendance Register or Minutes, Report, Meeting Material, Pictures etc)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
<p>.(IN ORDER TO CLAIM 6 PD POINTS PER ANNUM YOU SHOULD HAVE ATTENDED AND PARTICIPATED IN AT LEAST 4 EMPLOYER MEETINGS. IF YOU ATTEND 2 MEETINGS YOU WILL EARN 3 PD POINTS)</p> <p>)</p>		

ATTENDING RELEVANT EMPLOYER WORKSHOPS RANGING BETWEEN 2 HOURS AND 5 DAYS

PD Activities / Programmes	Summary of the Activity and Contribution to my Professional Competence / Practice
1. Name of the Workshop: <hr/> <hr/> <hr/> Provider: <hr/> Facilitator: <hr/> Date Undertaken: <hr/> <hr/>	Summary of Workshop Content: <hr/> <hr/> How is the Workshop relevant to my work?: <hr/> <hr/> How did the workshop benefit me or meet my needs in terms of my work as an individual?: <hr/> <hr/> How has my learning from the workshop benefitted my learners / colleagues / school?: <hr/> <hr/> What form of evidence is attached (e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?): <hr/> <hr/>
2. Name of the Workshop: <hr/> <hr/> <hr/> Provider: <hr/> Facilitator: <hr/> Date Undertaken: <hr/> <hr/>	Summary of Workshop Content: <hr/> <hr/> How is the Workshop relevant to my work?: <hr/> <hr/> How did the workshop benefit me or meet my needs in terms of my work as an individual?: <hr/> <hr/> How has your learning from the workshop benefitted my learners / colleagues / school?: <hr/> <hr/>

	What form of evidence is attached? (<i>e.g. certificate, programme, feedback report, reflection sheet, plan, CD, pictures, workshop material:</i> <hr/>
3. Name of the Workshop: <hr/> <hr/> <hr/>	Summary of Workshop Content: <hr/> <hr/>
Provider: <hr/>	How is the Workshop relevant to my work?: <hr/> <hr/>
Facilitator: <hr/>	How did the workshop benefit me or meet my needs in terms of my work and as an individual?: <hr/> <hr/>
Date Undertaken: <hr/>	How has my learning from the workshop benefitted my learners / colleagues / school?: <hr/> <hr/>
	What form of evidence is attached (<i>e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?:</i> <hr/> <hr/>

PLEASE USE ADDITIONAL PAPER IF YOU HAVE ATTENDED MORE WORKSHOP SESSIONS. REMEMBER YOU WILL EARN PD POINTS PER WORKSHOP SESSION ATTENDED.

**PARTICIPATING IN 6 DAYS AND ABOVE FUNDED PD ACTIVITIES / PROGRAMMES THROUGH EMPLOYERS,
SKILLS DEVELOPMENT PROCESSES AND OTHERS**

Activity	
Completed Full Qualification:	Summary of Qualification Content: <hr/> <hr/> <hr/> <hr/>
Provider:	How is the qualification relevant to my work?: <hr/> <hr/> <hr/>
Is the Provider Approved by SACE?:	How did the qualification benefit me or meet my needs in terms of my work as an individual?: <hr/> <hr/> <hr/>
Duration:	How has my learning from the qualification benefitted my learners / colleagues / school?: <hr/> <hr/> <hr/>
Is the Qualification Endorsed by SACE?:	What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?: <hr/> <hr/> <hr/>
Completed Skills	Summary of Skills Programme Content:

Programme:	<hr/> <hr/> <hr/>
Provider:	How is the skills programme relevant to my work?: <hr/> <hr/> <hr/>
Is the Provider Approved by SACE?:	How did the skills programme benefit me or meet my needs in terms of my work and as an individual?: <hr/> <hr/> <hr/>
Duration:	How has my learning from the skills programme benefitted my learners / colleagues / school?: <hr/> <hr/> <hr/>
Is the Skills Programme Endorsed by SACE?:	What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?): <hr/> <hr/> <hr/>
Completed Short Course:	Summary of short course Content: <hr/> <hr/> <hr/>
Provider:	How is the short course relevant to my work?: <hr/>

<p>Is the Provider Approved by SACE?:</p> <p>Duration:</p> <p>Is the Short Course Endorsed by SACE?:</p>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>How did the short course benefit me or meet my needs in terms of my work as an individual?:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>How has my learning from the short course benefitted my learners / colleagues / school?:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?: _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<p>6 days and above Workshop Session:</p> <p>Provider:</p> <p>Is the Provider Approved by SACE?:</p> <p>Duration:</p>	<p>Summary of Qualification Content:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>How is the workshop relevant to my work?:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Is the Workshop Endorsed by SACE?:	_____

	How has my learning from the workshop benefitted my learners / colleagues / school?:

	What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?):

SCHOOL-BASED ONSITE SUPPORT BY OFFICE-BASED OFFICIALS / STAFF

(You will earn PD Points Per Onsite support Session)

DATE AND DURATION OF MY SUPPORT	DESCRIBE THE NATURE OF THE SUPPORT RECEIVED AND BY WHOM	HOW DID IT BENEFIT ME AND MY WORK

**PARTICIPATING IN SELF-DIAGNOSTIC ASSESSMENT THROUGH THE PROVINCIAL EDUCATION DEPARTMENTS, education
DISTRICTS, DISTRICT TEACHER DEVELOPMENT CENTRES, E-LEARNING CENTRES, PROFESSIONAL DEVELOPMENT
INSTITUTES**

DATE AND DURATION	DESCRIBE THE ACTIVITY	HOW DID IT BENEFIT MY AND MY WORK

ATTENDING RELEVANT CONFERENCES / SEMINARS / INDABAS / SUMMITS BY THE EMPLOYERS

Name and Date of the Conference / Seminar / Summit / Break or Dinner Session, etc	Summary of the Conference / Seminar etc <i>(Content, Who were the presenters, duration and How the activity benefitted me)</i>	Evidence of Attendance <i>(Programme, or Attendance Register or Certificate of Attendance, Report, Conference Material, Conference Flyer/Advert, Pictures etc)</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
Remember that you will earn PD Points per conference / seminar / breakfast session etc		

**I MUST ALWAYS VERIFY IF MY EMPLOYERS / PROVIDERS REPORTED MY PD
ACTIVITIES TO SACE ON MY BEHALF. I MUST ALSO KEEP RECORD OF MY TYPE 3 PD
ACTIVITIES.**



SECTION 3

MY EMPLOYER / PROVIDER MUST REPORT TYPE 3 PD ACTIVITIES TO SACE ON MY BEHALF

All Employers and Providers must report their participants' (teachers) Type 3 Professional Development Activities to SACE.

The reporting can be done manually or electronically / online

If the provider chooses to report manually, it must send to SACE an attendance register of all participants.

The provider / employer may also choose to report electronically / online. All providers / employers must sign-up, receive username and password from SACE for purposes of accessing the CPTD self-service portal and reporting the teachers' Type 3 PD activities taking place at an employer and/or provider level.

As a teacher, it is my responsibility to verify that my employer / provider has reported my Type 3 PD activities to SACE. I need to do this by checking my CPTD Account on a regular basis through the CPTD Self-service portal or phoning SACE offices.

