



## MEMORANDUM

**Enquiries:** Mr. B. White  
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**Ref No:** L.2.9.4  
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**SCHOOL PRINCIPALS  
SCHOOL GOVERNING BODIES  
TEACHERS  
TEACHER DEVELOPMENT GUARDIANS**

### **SUBJECT: ESTABLISHMENT OF SCHOOL NATIONAL TEACHING AWARDS STEERING COMMITTEES**

The 2026 NTA Guideline has been released by the Department of Basic Education to manage the processes in the system. The Province introduce Provincial Categories in 2025 and the Provincial Guidelines will be shared shortly with all public schools.

The province performed commendably in the 2025 NTA process, with 567 teachers submitting nomination forms. The NTA nominations will be open to all teachers from 01 February to 31 March annually, in both DBE and Provincial categories. To build on this momentum, NTA Steering Committees (SteerComs) will be established at all public schools to facilitate the NTA processes.

School NTA Steering Committee could include but not restricted to the following:

- **SGB - Chairperson**
- **Principal**
- **Departmental Heads**
- **Teacher Development Guardian**

### **Introduction of Electronic Nomination Forms (E-Forms)**

To support continuous improvement, the 2026 nomination process will transition to electronic nomination forms, reducing administrative burden and improving access and accuracy. Teachers are requested to note the following important links:

- Online Nomination Form: <https://tinyurl.com/ncntaforms-26>
- To submit the completed nomination form: <https://tinyurl.com/ncntasubmit>

### **SCHOOL LEVEL STRATEGIES TO IMPROVE PARTICIPATION**

- Establish a School NTA Steering Committee to manage advocacy and the nomination process.
- Integrate NTA discussions into staff development sessions.



- Engage nearby NTA Ambassadors to share experiences and provide guidance.
- Ensure nomination forms are properly completed, signed and stamped, with all required documents attached (SACE certificate, ID copy, motivation, etc.).
- Share success stories of previous winners and the impact of their recognition.
- Recognise teachers who participate, even if they do not win.
- Collaborate with the district and other schools to promote participation.
- Host appreciation events, such as teacher breakfasts or luncheons, to celebrate excellence and raise awareness.
- Involve learners and parents through testimonials and nominations.
- Partner with local media to showcase stories of outstanding teachers.
- Create online platforms or forums for sharing experiences and promoting teacher recognition.

## 1. TEACHERS' ROLE IN MOTIVATING PARTICIPATION

Teachers can motivate one another to participate in the NTA by:

1. Highlighting the benefits of participation, including professional growth and recognition.
2. Sharing success stories of past winners to inspire others.
3. Organising workshops to prepare colleagues for the application process.
4. Providing mentorship and support to interested teachers.
5. Creating a positive, appreciative school culture that celebrates teacher excellence.

This Memo must be read in conjunction with the DBE *Nomination Guide 26<sup>th</sup> National Teaching Awards* and the *Adjudication Manual 2026*, Provincial Guidelines and the Memo dated 02 February 2026 - *Subject: Implementation of the 2026 National Teaching Awards (NTA)*.

The National Teaching Awards must be a deliberately designed initiative aimed at improving learner performance and enhancing the overall quality of education in the Northern Cape Province.

Kind regards



**DR MI ISHMAIL**

**ACTING HEAD OF DEPARTMENT: EDUCATION**

Date: 18.02.2025