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## DEPARTMENT OF EDUCATION

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**TO: DEPUTY DIRECTOR-GENERAL  
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CES: CIRCUIT COORDINATION  
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PRINCIPALS  
DEPUTY PRINCIPALS  
DEPARTMENTAL HEADS  
SENIOR AND MASTER TEACHERS  
TEACHERS  
TEACHER UNIONS  
SGB ASSOCIATIONS**

**CIRCULAR: 42/2023**

**SUBJECT: IMPLEMENTATION OF THE NEW TEACHER INDUCTION PROGRAMME (NTIP)**

### **PURPOSE**

To provide clarification and guidance to districts and schools on the implementation of the online orientation programme for all newly appointed teachers, as per the directive from the Director-General dated 17 August 2023, i.e. New Teacher Induction Programme (NTIP)

### **BACKGROUND**

The Stellenbosch University Research Report, *Educator Demand Projections 2021 - 2030* reflects the following:

“Rate at which NC educators aged 50 and below (6.2%) leave the system is much higher than the national average (3.8%)”.

**IMPLEMENTATION OF THE NTIP**

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The Research on Socio-economic Policy (RESEP) Report further poses the following questions:

- Is the retention of younger educators a concern in the Northern Cape?
- How did the NC manage the need for new appointments in 2015?
- What caused the spike in resignations in 2021?

Furthermore, the Report also notes that the NC faces high levels of movement of educators. The situation of losing young teachers is further exacerbated by the number of teachers that retired annually.

The Department of Basic Education, after extensive research, consultation and a Pilot programme in four (4) Provinces, took a decision to introduce the New Teacher Induction Programme. SACE further confirmed that in the near future, newly qualified teachers will be endorsed and certified FULLY after completing one year of the NTIP and had requested DBE to fast-track the implementation of the NTIP.

## DISCUSSION

The Northern Cape Department of Education has taken a decision that all newly appointed teachers henceforth will be assisted annually to complete the one year Induction Programme. This initiative is aimed at helping new teachers to adapt to the schooling environment successfully, help build capacity and resilience so that they remain in the system till the normal retirement age.

The mentors for the newly appointed teachers will be the immediate Departmental Head supported by the relevant Senior or Master Teacher, as determined by the Personnel Administrative Measures (PAM). Annexures A.5 – 3.2.4.3 and A.3, A.4 – 3.6 stipulate the core duties of Departmental Heads, Senior and Master Teachers. According to Annexure A.5 – 3.2.4.3, Departmental Head(s) have to “provide and coordinate guidance to inexperienced staff members”, while Annexure A. 3 and A.4 – 3.6 clearly state that a Senior and Master Teacher have “to act as mentor and coach for less experience teachers”. Teachers at school remain our best resources to assist our new teachers to adapt to the teaching environment.

The NTIP consists of seven (7) Modules that will be completed online during the course of a calendar year:

Theme 1 – Teacher Professionalism	April
Theme 2 - Communication	April
Theme 3 – Inclusive Teaching and Learning	May
Theme 4 – Curriculum Pedagogy and Assessment	June
Theme 5 – Classroom Management	June
Theme 6 - Resources	July
Theme 7 - Teacher as a critical, reflective practitioner and researcher	August
Completing outstanding Modules	September
Verify for SACE Accreditation purposes	October

The months remain guidelines and new teachers may complete the Modules before the stipulated months.

The success of the Programme is dependent on multi-stakeholder involvement. Thus each of the key stakeholder has specific identified roles which have to be fulfilled in phasing in the project as indicated below:

### **Provincial Office**

- Liaise with Curriculum, IT and HR Managers to garner the relevant support.
- Collect data of all newly appointed teachers annually before the end of March.
- Facilitate a virtual orientation session for District Management Team Members, Circuit Managers, Curriculum, HR and EMIS Officials on the Flemish Association for Development Corporation and Technical Assistance (VVOB) Online Portal and the role of the Mentors. This session to take place on 22 Feb 2024.
- Develop a Google Form to obtain the correct contact details of all newly appointed teachers per district, per circuit, with details of each teachers' Departmental Head and the Mentor assign to the teacher for the year. Please note the Google Form URL: <https://bit.ly/NOVICETEACHERDATABASE>.
- Plan and budget for the annual two-day orientation session to ensure all newly appointed teachers are registered on the online system.
- Manage advocacy sessions across all districts in a multi-disciplinary approach.
- Access the Online System to obtain monthly front- and back-end reports to monitor participating and progress of new teachers in completing the seven (7) modules.
- Engage with SACE to ensure teachers received their 45 CPTD Points after successful completion of the programme.

### **District Office**

- As part of Curriculum road shows, invite newly appointed teachers to curriculum and assessment sessions; support the new teachers per phase and provide further onsite support as part of normal operational duties.
- Curriculum Coordinators monitor and support implementation of NTIP with regular reports to the District Directors and assist in training and support mentors, where the need exists.
- Circuit Managers explain the purpose of NTIP to the school principals, provide support to the School Principal and SMT members and ensure that SMT members implement NTIP in the schools.

### **School Principals**

- Responsible for professional management, leadership, as well as development, as outlined in the PAM document.
- Receive new teachers.
- Notify the Circuit Manager of the arrival of newly appointed teachers – identify newly qualified teachers from the teachers that arrived.
- Classify in categories – as per transfer, newly qualified.
- Assign mentor to new qualified teacher/s.
- Ensure that the newly qualified teacher/s is/are registered with SACE.
- Ensure that appointed teachers are vetted.
- Ensure that new teachers accessed DBE-VVOB material for NTIP.
- Provide orientation to the newly qualified teachers and newly appointed teachers (school ethos, culture, rules, official hours, etc.).
- Avail school computer lab and school data for online completion of Modules.

### **Departmental Head**

- Allocates class/es and grade/s to be taught.
- Deals with timetabling.
- Responsible for specific subjects in the school.
- Ensures that the mentor-mentee sessions are embedded in the daily school-work (including time allocation).
- Provides peer support to mentor teacher and new teacher.
- Monitors activities between mentor and mentee.

### **Mentor**

- Completes the mentee training on DBE-VVOB platform.
- Receives SACE points for the course on mentorship.
- Meets the newly qualified teacher.
- Agrees on a timetable for the sessions (mentee-mentor).
- Organises induction sessions that are timely, and provides a chance for new teachers to apply what they are learning, supports them in making connections between all the moving parts.
- Building flexibility into the plan is important; asking teachers what issues are weighing on them, and planning sessions around those ideas as they arise is supportive of this new collegiality.
- Provides brief orientation related to academics (class registers, timetables, lesson planning and its approval – procedures, ATP, etc.).
- Implements NTIP; assesses on continuous basis progress; changes strategies of support, and involves other experienced teachers in some areas where the mentor knows he/she is not good at.
- Creates a safe environment for asking of questions.
- Be a member of PLCs.

### **New Teacher**

- Be open to being mentored.
- Be polite, welcoming, and curious.
- Register with SACE.
- Register on the DBE-VVOB platform for mentees (NTIP).
- Willing to complete all Modules, one per month after hours at school or at home, pending the availability of resources such as laptops, tablets and data.
- Be open to observations and feedback.
- Be an active participant during the mentoring and coaching period.
- Asks questions where it is unclear or there is lack of understanding.
- Participates in professional development activities.

### **RELEVANT DOCUMENTATION**

The following documents will assist with the NTIP Process – all documents will be shared electronically via HRMS and are available on the VVOB Portal.

- *VVOB Navigation and support steps*
- *Handbook for Teachers* – Activities to be submitted after every module

- *New Teacher Induction Programme* - Handbook for Teachers, Reflection on Induction Portfolio of Evidence – quiz that cover all the modules
- *Towards a South African Teacher Induction Framework* – theoretical information to assist the new teacher in completing his/her online portfolio of evidence.

Attached to this Circular is a Management Plan and a Draft Programme to orientate all newly appointed teachers in the Province.

For any further enquiries on the subject, please contact Ms Puleng Motsamai at [pumots@gmail.com](mailto:pumots@gmail.com), Ms Bibi Mahumapelo at [mahumapelobibi@gmail.com](mailto:mahumapelobibi@gmail.com) or Ms Vanessa Willemse at [vanessawillemse@gmail.com](mailto:vanessawillemse@gmail.com).

All teachers' cooperation in this regard will be highly appreciated.

Kind regards



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**ACTING HEAD OF DEPARTMENT: EDUCATION**