



**Northern Cape  
Department of Education**

# CONTINUING PROFESSIONAL TEACHER DEVELOPMENT

The South African Council for Educators (SACE) is a statutory professional self-regulatory body established in terms of the SACE Act no 31 of 2000 as amended. SACE is a Professional Body with authority to regulate the teaching profession through providing the Registration of Educators



**NORTHERN CAPE  
PROVINCIAL TEACHING  
AWARDS 2023**



## CONTINUING PROFESSIONAL TEACHER DEVELOPMENT (CPTD)

### SACE AND NCDOE LOGOS

#### BACKGROUND

The South African Council for Educators (SACE) is a statutory professional self-regulatory body established in terms of the SACE Act no 31 of 2000 as amended. SACE is a Professional Body with authority to regulate the teaching profession through providing the Registration of Educators ; promote the Professional Development of Educators ( CPTD) and set, maintain, protect Ethical and Professional Standards

The CPTD system is the way SACE encourage Educators to develop themselves professionally. In terms of the NPFTED (2007) the CPTD Management System will be made available to all school-based educators (**Principals, Deputy Principals, HoDs, and Educators (Grade 1 to 12 in schooling)**) whether:

- state-employed,
- employed by School Governing Bodies, or
- employed by independent schools
- The CPTD system is not applicable to the
  - ECD Practitioners
  - AET Practitioners,
  - FET College Lectures
  - Teachers relieving others or occupying a position for less than 12 months

Section 7 of SACE Code of Professional Ethics states that:

#### **(7) CONDUCT: THE EDUCATOR AND THE PROFESSION**

7.3 keep abreast of educational trends and developments

7.4 promotes the ongoing development of teaching as a profession

Section 9 of SACE Code of Professional Ethics states that:

#### **(9) CONDUCT: THE EDUCATOR AND THE COUNCIL**

9.2 complies with the provision of this Code

9.5 co-operates with the Council to the best of his or her ability

Participation in professional development / CPTD-IS is mandatory for all Educators.

## WHAT IS THE CPTD MS

- ***It is a system for recognizing all useful teacher development activities by:***
- **Approving** quality and credible professional development providers;
- **Endorsing** relevant and good professional development quality activities and programmes
- **Allocating** professional development (PD) points to such activities;
- **Crediting** each teacher's CPTD account/record with the PD points they have earned.
- **Note:**
  - (i) *SACE is not a provider of professional development activities / programmes;*
  - (ii) *The CPTD Management System will not provide professional development activities to teachers.*

## TYPES OF PROFESSIONAL DEVELOPMENT ACTIVITIES

### ***Educators Engage in Three Kinds of SACE Endorsed Professional Development (PD) Activities / Programmes***

#### **Type 1: Teacher Initiated**

- Pre-Determined PD Points Allocated by the teacher on his/her own in line with the SACE PD Points Schedule

#### **Type 2: School Initiated**

- Pre-Determined PD Points Allocated by the teacher on his/her own in line with the PD Points Schedule from SACE.

#### **Type 3: Externally initiated**

- Approval of provider
- Endorsement of activity
- PEDs, Unions, NGO's, Private providers, Higher Education Institutions, Professional Associations
- SACE Catalogue / Database of approved Providers and Endorsed Activities (SACE Website / Disk Format)

## EXAMPLES OF WHAT COUNTS AS PD ACTIVITY / PROGRAMME – TYPE 1

- Reading Educational Material from Various Publications and Sources
- Engaged in Electronic Media Educational Activities (webinars, online PD, viewing / listening to an educational programme, telematics, APPs / ICT training / Virtual School / Portal)
- Online PD Activities
- Attending Educational Meetings / Breakfast Sessions
- Attending Educational Conferences / Workshop Sessions
- Mentoring and Coaching
- Researching and Developing
- Kick-starting and / or leading a community project
- Facilitating a workshop session
- Presenting a conference/seminar paper
- Organising activities of a conference / workshop / seminar / subject committee / professional association
- Being an External Examiner / Assessor / Moderator
- Marking / Assessing
- Participating in a PLC outside the school
- Qualifications/Short Courses (Self-Payment)
- Participating in a professional association (e.g AMESA, SAPA, EMASA, SACEE and others)
- Developing learning / workshop material and / or related resources
- Discussion with colleagues
- Participating in educational book clubs
- Keeping PDP (Reflective Practice and Professional Journey)
- Visiting and learning from other schools (local, district, provincial, national, regional and international), reporting back and implementing what you have learned
- Participating in 1 self-funded activity responding to the national priorities as determined by Minister / CEM Lekgotla
- Writing articles for various educational purposes
- Responding to 2 developmental needs from the needs identification processes

## EXAMPLES OF WHAT COUNTS AS PD ACTIVITY / PROGRAMME – TYPE 2 (SCHOOL-LED/INITIATED)

- 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
- PLCs at school level
- Subject Cluster Meetings

## EXAMPLES OF WHAT COUNTS AS PD ACTIVITY / PROGRAMME – TYPE 3 (EMPLOYER-LED / OTHER PROVIDER-LED)

### OTHER PROVIDERS:

- Teacher Unions
- Higher Education Institutions
- Private Providers
- NGOs / Community-Based Organisations / Faith-Based Organisations
- Other Government Departments
- Professional Associations
- **Approved Providers' Endorsed Programmes / Activities from the SACE database or catalogue**
  - workshops,
  - short courses/skills programmes,
  - full qualifications,
  - online programmes,
  - unit standard-based part qualifications)

## **EMPLOYER-LED: (DIP, PIP, National Priorities, Sector Priorities)**

- Provincial Education Departments (Including Districts, Circuits, PTDIs/MASTEC, DTDCs)
- SGB Associations
- Independent Schools Associations / Groups / Boards)
- **Employer – Led PD Activities**
  - Meetings
  - Workshops
  - Subject Committee
  - Facilitating Workshop/Training Sessions (e.g. Lead Teachers)
  - Self-Diagnostic Assessment
  - Seminars / Conferences
  - Onsite Support in Schools
  - Subject Committees
  - Induction Programmes
  - Short Courses / Skills Development Programmes
  - Full qualifications (where funding is offered)

## **THE BASIC STRUCTURE OF THE CPTD SYSTEM**

- Educators have to earn their Professional Development Points from each of the three types of Professional Development Activities
- Each educator will be expected to achieve 150 PD points on their PD points Account in every three year cycle.
- 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 - 199 PD points within the three years.
  - A Silver Certificate of Achievement to each educator who achieves 200 to 299 PD points within the three years.
  - A Gold Certificate of Achievement to each educator who achieves 300 and above PD points within the three years

You have a choice of signing-up electronically as follows:

Go to [www.sace.org.za](http://www.sace.org.za)

Click on the CPTD Tab on top and choose "CPTD Self-service portal"

It will take you to the Sign-Up Screen, then choose "EDUCATOR SIGN-UP"

Choose South African Educator or Foreign Educator

Enter your details (Name, Surname, SACE Number and ID Number).  
Remember ID number is a mandatory field.

SAVE

It will take you to a screen with your personal details to complete.

Once you're done with filling in the information on the screen, SAVE

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.

Then choose EDUCATOR LOGIN on the same screen

Enter USERNAME and PASSWORD as they were when you received them

Fill in your qualifications, subjects etc.

You can now navigate through the self-service portal, update information, report a CPTD related problem, etc.

Contact person: Ms Gugu Makhoba – 0694218057 – [gugum@sace.org.za](mailto:gugum@sace.org.za) or  
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