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YOU HAVE SIGNED UP FOR CPTD SYSTEM - WHAT NOW?

Principals and Deputy Principals signed up for the CPTD System in 2013. The HODs are signing up in 2014 and PL1 Educators will sign up in 2015. 2014 came with the start of the first 3 year cycle of active participation in the CPTD System by Principals and Deputy Principals. The HODs will start with their three year cycle in 2015 and the PL1 educators in 2016.

This CPTD System guide has been developed to:
• Support all educators, who signed-up for the CPTD System, with a month-by-month action plan and direction on how to participate in a three year CPTD cycle;
• Assist educators in navigating through the Professional Development Portfolio (PDP) during their three year CPTD cycle. Therefore, the guide should be used in conjunction with the Professional Development Portfolio (PDP) guidelines and templates available on the SACE website (www.sace.org.za), CPTD Self-Service Portal (accessed through the SACE website) and by contacting the SACE offices on 012 663 9517 (ask for the Professional Development Division) or member@sace.org.za or 086 571 5260 (fax-to-email); and
• Assist educators and schools in allocating the Professional Development (PD) Points to their Teacher Initiated (Type 1) and School Initiated (Type 2) activities/programmes.

TIP:
Remember you can always use your cell-phone to access the CPTD System Self-Service Web Portal on: www.sace.cptd.gov.za.
You have signed-up for the CPTD System and received login details (personal username and password) through sms or the CPTD Self-Service Web Portal

You will now log into the CPTD Self-Service Portal and use it for the following:
• Signing-up for the CPTD System (if you have not done so)
• Updating your Personal Details on a Regular Basis (address, contact details, qualifications, subjects teaching, and school where you are employed)
• Log and Track a Query on the CPTD System Matters
• Access the Database of Endorsed PD Activities / Programmes
• Access the Database of Approved Providers
• Upload PD Activities / Programmes you Participated in (Type 1, Type 2, Type 3 Activities)
• Upload your PD Points
• View Your Annual and Three Years Cycle PD Activities and Points Report
• Work on the PDP online

Watch the SACE CPTD Self-Service Portal DVD/Video on http://www.youtube.com/watch?v=BXxWlgo9Vcl. This link is also available on the SACE website. Each School will receive a copy of the CPTD Self-Service Portal DVD/Video as well.

PLEASE NOTE:
IF YOU DO NOT HAVE ACCESS TO THE INTERNET, SACE WILL MAKE THE INFORMATION ON THE CPTD SELF-SERVICE PORTAL AVAILABLE TO YOU MANUALLY.
SACE HAS ESTABLISHED THE CPTD SELF-SERVICE WALK-IN CENTRE FOR EDUCATORS WHO COME TO SACE FOR VARIOUS PURPOSES. YOU ARE WELCOME TO USE THIS CENTRE FOR YOUR ELECTRONIC SIGN-UP, LOGIN, TO WORK ON YOUR PORTFOLIO, UPLOAD POINTS, VIEW YOUR CPTD RECORD AND OTHERS.
INFORMATION SHARING SESSIONS

JANUARY

ACTION

1. General Information Sharing Session with Staff on the CPTD Management System and Phased-in Implementation Plans According to the Cohorts
   • Overview of the CPTD System
   • Ongoing development and support systems for the school as a whole and the HODs in particular

2. Professional Development session with staff in your Department
   • CPTD System specifics/details
   • Check availability/accessibility of the PDPs for staff (manually and electronically)
   • Bringing IQMS/Performance Management System and CPTD System processes together
   • Ongoing Development and Support Systems (including Coaching and Mentorship where necessary and possible)

RESPONSIBILITY

Principals / Deputy Principals

HODs
ACTION

1. Self-Evaluation
2. Reflections on needs identified from the previous year’s summative evaluation (from IQMS / Performance Management System)
3. Reflections on your professional practice and management and leadership experiences
4. Reflections on needs identified from the Annual National Assessment (ANA) and National Senior Certificate results / diagnostic reports
5. Start completing your personal details on your Professional Development Portfolio (PDP)

PLEASE REFER TO SECTION 1 OF YOUR PDP GUIDELINES AND TEMPLATES

If you do not already have the portfolio guidelines and template, it is available on the SACE website (www.sace.org.za). Alternatively, you can contact us at 012 663 9517 / member@sace.org.za / 086 571 5260 (fax). Use the PDP Guidelines and the CPTD Self-Service Portal DVD / You Tube Channel to assist you in the process of developing your PDP.
PLANNING AND PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES

MARCH

ACTION

1. Use your identified needs to develop your Professional Development/Growth Plan. That is, planning for your participation in various types of professional development for the whole year.

NB! PLEASE REFER TO SECTION 2 OF YOUR PDP. Here you can start planning for your professional development by indicating your planned action to be taken, the activities you aim to participate in, the relevant providers / people to assist you in your professional development, a time frame and resources.

2. First Professional Development cycle starts. PLEASE REFER TO SECTION 3 OF YOUR PORTFOLIO (Recording My Participation in the SACE Endorsed Professional Development Activities / Programmes)

You will actively start participating in professional development activities from January/February to November/December.

Record your participation in professional development in your PDP under Section 3. Here you will have to indicate the following: Names of activities you participated in; Types of activities; When you have participated in them; a Summary of the Activities; and a Reflection on how the Activities or programmes responded to your needs and contributed to your professional practice, management and leadership.

NB!! Please remember to add evidence of your participation in your Pocket of Evidence which is also included in the Professional Development Portfolio. Here you can include certificates of attendance, written articles etc.

RESPONSIBILITY

Principals
Deputy Principals
HODs
PL1 Educators
PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES

ACTION

1. Ongoing Development (SACE Endorsed teacher initiated/school initiated/eternally initiated PD activities), Support, Mentoring by Seniors
2. Ongoing Monitoring, Control and Support
3. Self-evaluation against Professional Development/Growth Plan
4. Record your participation in professional development in your PDP and Pocket of Evidence (Section 3 of PDP AND THE PD POINTS SCHEDULE)

RESPONSIBILITY

Principals’ Seniors from the District/Circuit
Principal
Deputy-Principal
HODs
PL1 Educators
REPORTING YOUR PROFESSIONAL DEVELOPMENT ACHIEVEMENTS AND POINTS EARNED TO SACE - FIRST REPORTING PERIOD

MAY

ACTION

1. Development (SACE Endorsed teacher initiated/school initiated/eternally initiated PD activities), Support, Mentoring by Seniors
2. Ongoing Monitoring, Control and Support
3. Self-evaluation against PGP
4. Record your participation in professional development in your PDP and Pocket of Evidence (Section 3 of PDP AND THE PD POINTS SCHEDULE)
5. Start Reporting your Professional Development Achievements and Points Earned to SACE

RESPONSIBILITY

Principals’ Seniors from the District/Circuit
Principals
Deputy-Principals

JUNE

ACTION

1. Development (SACE Endorsed teacher initiated/school initiated/eternally initiated PD activities), Support, Mentoring by Seniors)
2. Ongoing Monitoring, Control and Support
3. Self-evaluation against Professional Development/Growth Plan
4. Record your participation in professional development in your PDP Pocket of Evidence (Section 3 of PDP)
5. REPORT YOUR PROFESSIONAL DEVELOPMENT ACHIEVEMENTS AND POINTS EARNED (FROM JANUARY TO JUNE) TO SACE1 - THIS IS THE FIRST REPORTING PERIOD.

RESPONSIBILITY

Principals’ Seniors from the District/Circuit
Principals
Deputy-Principals
HODs
PL1 Educators

1Upload them on the self-service portal, OR email / fax / post them to SACE, OR send them telephonically to the Provinces and Members Sub-Division

THE CPTD MANAGEMENT SYSTEM
PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES CONTINUES

**JULY**

**ACTION**

1. Continue with your Professional Development Process
2. Development (SACE Endorsed teacher initiated/school initiated/eternally initiated PD activities), Support, Mentoring
3. Monitoring
4. Self-evaluation against Professional Development/Growth Plan
5. Record your participation in professional development in your PDP Pocket of Evidence *(Section 3 of PDP and THE PD POINTS SCHEDULE)*

**RESPONSIBILITY**

- Principals’ Seniors from the District/Circuit
- Principals
- Deputy-Principals
- HODs
- PL1 Educators

**AUGUST**

**ACTION**

1. Development (SACE Endorsed teacher initiated/school initiated/eternally initiated PD activities), Support, Mentoring
2. Ongoing Monitoring, Control and Support
3. Self-evaluation against Professional Development/Growth Plan – revise where necessary
4. Record your participation in professional development in your PDP Pocket of Evidence *(Section 3 of PDP and THE PD POINTS SCHEDULE)*

**RESPONSIBILITY**

- Principals’ Seniors from the District/Circuit
- Principals
- Deputy-Principals
- HODs
- PL1 Educators
PARTICIPATION IN PROFESSIONAL DEVELOPMENT ACTIVITIES CONTINUES

SEPTEMBER

**ACTION**

1. Development (SACE Endorsed teacher initiated/school initiated/eternally initiated PD activities), Support, Mentoring
2. Ongoing Monitoring, Control and Support
3. Self-evaluation against Professional Development/Growth Plan - revise
4. Record your participation in professional development in your PDP Pocket of Evidence (Section 3 of PDP and THE PD POINTS SCHEDULE)

**RESPONSIBILITY**

Principals’ Seniors from the District/Circuit
Principals
Deputy-Principals
HODs
PL1 Educators
10

THE CPTD MANAGEMENT SYSTEM

REFLECTIONS, FEEDBACK AND SECOND REPORTING PERIOD

OCTOBER

ACTION

1. Complete Reflections on Achievements towards my professional development outcomes for the year (Section 3 of PDP and THE PD POINTS SCHEDULE)
2. Complete the Pocket of Evidence for your Achievements (Section 3 of PDP AND THE PD POINTS SCHEDULE)
3. Report your Professional Development Achievements and Points Earned to SACE
4. Feedback to SACE on the Portfolio Development Process – See the last two pages of your PDP Guidelines or Template

RESPONSIBILITY

Principals
Deputy-Principals
HODs
PL1 Educators

NOVEMBER

ACTION

1. REPORT YOUR PROFESSIONAL DEVELOPMENT ACHIEVEMENTS AND POINTS EARNED TO SACE (Section 4 of PDP - Reporting my Professional Development Programmes / Activities and Points to SACE)
   This can be done by filling in the reporting template which is also available on your PDP or SACE website or log into SACE CPTD Self Service portal using your username and password and upload your points and record participation in professional development activities.
2. Feedback to SACE on the Portfolio Development Process - See the last two pages of your PDP Guidelines or Template

RESPONSIBILITY

Principals
Deputy-Principals
HODs
PL1 Educators
ACTION

1. Access your annual report of professional development activities and points earned from SACE through the CPTD self-service portal, mail, or by contacting SACE on 012 663 9517 / member@sace.org.za
2. Plan for your next year’s professional development process and continue with your three year CPTD cycle

RESPONSIBILITY

SACE
Principals
Deputy-Principals
In order to reach your target of at least 150 Professional Development Points within three years, there are three different types of professional development activities you must participate in. These are Type 1 Activities, Type 2 Activities and Type 3 Activities.

**Type 1 Activities** are also called “Teacher Initiated” activities. In other words, these are the activities in which you, as a teacher, decide on your own to participate in to address some of your identified professional development needs.

These activities can include reading educational material, listening or watching educational programmes, attending meetings/conferences, enrolling for an ACE/ADE programme, writing an article for an educational publication, attending a workshop, presenting a paper, being a speaker at a conference/seminar/workshop, facilitating a session, developing material, participating in professional learning communities, engaging in action research in your own classroom, and others.

You will earn points from these activities in line with the Type 1 activities table below. It is very important to note that all of these activities have to add value to you, develop you professionally and must address your own professional development needs as an individual teacher. It is also very important for you to record these activities in your Professional Development Portfolio and ultimately report them to SACE twice a year. REMEMBER, you will allocate PD Points to your Type 1 Activities on your own in line with the Type 1 PD Activities and Points Schedule below.

YOU MUST ALSO REMEMBER THAT YOU CANNOT EARN ALL YOUR 150 PD POINTS FROM TYPE 1 ACTIVITIES ONLY. ALWAYS TRY TO STRIKE A BALANCE BETWEEN THE THREE TYPES OF PROFESSIONAL DEVELOPMENT ACTIVITIES.
# TYPE 1: TEACHER INITIATED ACTIVITIES

## EXAMPLES OF TYPE 1 PROFESSIONAL DEVELOPMENT ACTIVITIES

<table>
<thead>
<tr>
<th>POINTS PER SEMESTER</th>
<th>POINTS PER ANNUM</th>
<th>POINTS PER THREE YEAR CYCLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>30</td>
</tr>
</tbody>
</table>

1. 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, Interne / electronic sources, and others). For example:
   - Magazines
   - Newspapers
   - Journals
   - Periodicals
   - Books
   - Research Papers / Reports / Thesis

**PLEASE NOTE:**

- You need to read at least **FOUR (4)** educational material out of the sources and examples listed above in order to earn **10 PD points** per annum
- If you read **TWO (2)** educational material out of the sources and examples listed above, you will earn **5 PD points** per annum
- Include evidence of what you have read and how it contributed to your development in the PDP (See Section 3 of your PDP Guidelines and Templates)

Always remember that your reading should help you to develop professionally and should be focused and relevant to what you, as a teacher, are supposed to be doing. In other words, you will not be able to get points for reading things that are not valuable to your professional development.
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**TYPE 1: TEACHER INITIATED ACTIVITIES**

<table>
<thead>
<tr>
<th>EXAMPLES OF TYPE 1 PROFESSIONAL DEVELOPMENT ACTIVITIES</th>
<th>POINTS PER SEMESTER</th>
<th>POINTS PER ANNUN</th>
<th>POINTS PER THREE YEAR CYCLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Engaged in Electronic Media Educational Activities</td>
<td>-</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>(Such as, radio, television, computer, and others)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Listening to educational programmes on radio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Viewing educational programmes on TV</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Watching/Viewing educational DVD/Video/CD</td>
<td></td>
<td></td>
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</tbody>
</table>

**PLEASE NOTE**

- The total number of educational activities viewed and listened to must be at least **8 per annum** in order to earn **5 points** per annum.
- Include evidence of what you viewed or listened to where possible and, most importantly, reflect on its contribution to your development in Section 3 of your PDP. These electronic media PD activities must add value to your professional development.
# Type 1: Teacher Initiated Activities

**Examples of Type 1 Professional Development Activities**

<table>
<thead>
<tr>
<th>POINTS PER SEMESTER</th>
<th>POINTS PER ANNUM</th>
<th>POINTS PER THREE YEAR CYCLE</th>
</tr>
</thead>
</table>

**3. Attending Educational Meetings / Breakfast Sessions**

*Examples:*
- Attending and participating in educational meetings/breakfast sessions of:
  - Teacher Unions
  - School Governing Bodies
  - Subject Association/Committee Meetings
  - Professional Learning Communities
  - Professional Association Meetings
  - Department of Basic Education/Provincial Education Departments/District/Cluster/Circuit
  - Other Government Departments (e.g. Health, Environmental Affairs, Social Development, Safety and Security and others)
  - Higher Education Institutions
  - Donor/NGO Funded or Led educational Projects
  - National and other broadcasters
  - Other relevant educational meetings
- Participating in community development initiatives
- Discussing educational topics with colleagues

**Please Note:**
- You must attend at least 8 relevant educational meetings and/or breakfast sessions per annum in order to claim 10 PD points for the year, including discussing educational topics with colleagues.
- Merely attending meetings and not benefiting from them, will not add any value to your professional development and you will not be able to gain points from them. It is very important for these meetings to help you in your development as a teacher, and proper reporting from your side is very important as well. Always make sure that you report on these meetings, and how they helped you as a teacher, in your Professional Development Portfolio.
### 4. Attending Educational Conferences / Workshop Sessions

(Organised, for example, by Departments of Education, Teacher Unions, Professional Associations, Higher Education Institutions, Various Educational Bodies, Other Government Departments, NGOs, CBOs/ Embassies, Donor Funders, Schools, Private Providers, Research Organisations and others)

<table>
<thead>
<tr>
<th>Duration</th>
<th>Points per Semester</th>
<th>Points per Year</th>
<th>Points per Three Year Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half-Day (2 - 5 hours)</td>
<td>-</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>(Evidence of participation and reflections in the PDP required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Full Day (6 - 10 hours)</td>
<td>-</td>
<td>7</td>
<td>21</td>
</tr>
<tr>
<td>(Evidence of participation and reflections in the PDP required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 days and more</td>
<td>-</td>
<td>10</td>
<td>30</td>
</tr>
<tr>
<td>(Evidence of participation and reflections in the PDP required)</td>
<td></td>
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</tbody>
</table>

### 5. Mentoring and Coaching

**Examples:**
- Mentoring and mentoring less experienced colleagues/student teachers
- Coaching learners
- Teaching KhariGude learners

**5 PD Points per semester** can be earned from 8 sessions of coaching learners or **8 sessions** of teaching KhariGude learners, or **6 sessions** of coaching and mentoring others.
TYPE 1: TEACHER INITIATED ACTIVITIES

6. Researching and Developing

Examples:
- Undertaking research in teaching and learning
- Researching and writing an article for a newsletter, newspaper, magazine, journal
- Researching and presenting at educational meeting, conference, seminar, workshop, radio, TV
- Storytelling
- Researching and writing script for educational radio, television
- Researching and developing materials for teaching and learning

Often you will find yourself in a position where you need more information to address a particular problem or enrich yourself, and sometimes you can even find yourself in a position where you write articles for newspapers/educational magazines etc.

If, by doing research for these sort of activities, you find yourself learning more and developing yourself as a teacher more, you can earn points. Always remember to record everything in your Professional Development Portfolio and reflect on it.

7. Kick-starting/leading project

Examples:
- Initiating and/or leading school projects
- Initiating and/or leading community initiatives

School projects and community initiatives form part of a teacher’s function. If you have been one of the planners or developers of such projects or initiatives, then you can earn points. Keep in mind that these activities should still add value to you as a teacher so that you can develop even further. Details on these activities should be recorded in your Professional Development Portfolio.
### EXAMPLES OF TYPE 1 PROFESSIONAL DEVELOPMENT ACTIVITIES

<table>
<thead>
<tr>
<th>POINTS PER SEMESTER</th>
<th>POINTS PER ANNUM</th>
<th>POINTS PER THREE YEAR CYCLE</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>30</td>
</tr>
</tbody>
</table>

#### 8. Marking and Assessing

*Examples:*
- Marking or assessing NSC examinations
- ANA
  (Marking of the final (end year) NSC examinations) marking and use(diagnostic results) of the ANA results in the improvement of teaching and learning)

#### 9. Improving Personal Learning

*Examples:*
- Attending and completing a voluntary self-funded short course programme/module etc
  - 6 – 9 Days = 12 Points
  - 10 – 31 Days = 15 Points
  - 32 – 90 Days = 20 Points
  - 91 – 200 Days = 30 Points
  - 201 – 310 Days = 35 Points
- Completing a voluntary full-time equivalent self-funded study programme such as, ACE, ADE, PGDE, Honours Degree, Masters Degree and others
  - 1 year = 40 Points
  - 2 years = 45 Points
  - 3 years = 60 Points
  - 4 years = 75 points

Sometimes you as a teacher might find out about a study programme that addresses your needs, and you pay for it yourself. You can earn points for these sorts of activities IF it improves your knowledge-base as a teacher and contributes to your professional development. Always remember to report on it in your Professional Development Portfolio

#### 10. Bonus Points

- Achieving two targets/outcomes in your Professional Development/Growth Plan in a year

<table>
<thead>
<tr>
<th>POINTS PER SEMESTER</th>
<th>POINTS PER ANNUM</th>
<th>POINTS PER THREE YEAR CYCLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>
**TYPE 2: EXTERNALLY INITIATED ACTIVITIES (OFFERED BY PROVIDERS)**

Type 2 Activities are those activities that have been “initiated by the 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 meetings, 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, and projects that form part of initiatives developed by your school.

You will be able to earn points from these activities in line with Type 2 Activities table below.

Again, it is very important for you to report on all of these activities in your Professional Development Portfolio so that SACE will be able to see what you did in order to develop yourself professionally.
TYPE 2: SCHOOL INITIATED ACTIVITIES

<table>
<thead>
<tr>
<th>TYPE 2 PROFESSIONAL DEVELOPMENT ACTIVITIES</th>
<th>POINTS PER SEMESTER</th>
<th>POINTS PER ANNUM</th>
<th>POINTS PER THREE YEAR CYCLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. School Meetings</td>
<td>10</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

**Examples**
- Attending and participating in staff meetings
- Attending and participating in departmental/employer meetings
- Participating in extra-curricular activities
- Participating in fund-raising
- Attending and participating in SGB meetings
- Attending and participating in cluster meetings
- Attending and participating in committee meetings
- Discussing education topics with colleagues

Sometimes teachers find themselves attending meetings and participating in activities where different topics are being discussed. Some of these discussions and activities are very fruitful and insightful for teachers and can help you develop professionally.

For these activities you can earn points. Keep in mind that they have to be focused and relevant and that you will still have to thoroughly report on these in your Professional Development Portfolio.

*(IN ORDER TO CLAIM 10 PD POINTS PER ANNUM YOU SHOULD HAVE ATTENDED AND PARTICIPATED IN AT LEAST 10 MEETINGS)*
TYPE 2 PROFESSIONAL DEVELOPMENT ACTIVITIES

<table>
<thead>
<tr>
<th>TYPE 2 PROFESSIONAL DEVELOPMENT ACTIVITIES</th>
<th>POINTS PER SEMESTER</th>
<th>POINTS PER ANNUM</th>
<th>POINTS PER THREE YEAR CYCLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. School Workshops / Development and Support Sessions</td>
<td>21</td>
<td>42</td>
<td>126</td>
</tr>
</tbody>
</table>

Examples:
- Attending and participating in school workshops on curriculum
- Attending and participating in school workshops on teaching
- Attending and participating in school workshops on assessment
- Attending and participating in school workshops on leadership and management
- Attending and participating in school workshops on classroom management/discipline
- Being developed and supported on a particular teaching and learning area, curriculum, leadership and management area and others
- Conducting a PD workshop to staff at a school

Schools will sometimes identify the need to have a specific workshop for certain purposes. These workshops may be run by the HODs; Subject Advisors; Lead teachers or other external people/organisations.

It is important to pay attention during these workshops so that you can fully report on it in your Professional Development Portfolio.

(In order to claim 21 PD points per semester you should have at least participated in a minimum of 4 school-based workshops/support sessions, including conducting workshop sessions to staff).
## TYPE 2: SCHOOL INITIATED ACTIVITIES

<table>
<thead>
<tr>
<th>TYPE 2 PROFESSIONAL DEVELOPMENT ACTIVITIES</th>
<th>POINTS PER SEMESTER</th>
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<th>POINTS PER THREE YEAR CYCLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. School Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Examples:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Undertaking research and development on learning and teaching</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Participating in project on HIV/AIDS awareness, prevention and care</td>
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<td>• Participating in food gardening/school nutrition project</td>
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<td>• Participating in community outreach project</td>
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<td>• Participating in arts/culture/sports development project</td>
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<td>• Participating in school twinning/partnership project</td>
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<td>• Participating in excursion/camping project</td>
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When you participate in School Projects, you can also get points. Remember to make sure you record everything in your Professional Development Portfolio.

| 4. Bonus Points – Achieving Two (2) Targets/Outcomes in the School Improvement Plan |                     | 10 | 30 |


Type 3 Activities are activities that have been “initiated externally”. These activities are provided by external providers like universities, government departments, unions, private providers, NGOs, and other providers 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, NEEDU report, and other. All the externally initiated activities, workshops, short courses, modules, part and full qualifications point values will be determined on the basis of their duration and on whether they meet the SACE criteria for endorsement. You will have to check the SACE database/catalogue of endorsed professional development activities/programmes in order to view a list of the actual endorsed PD activities and PD points allocated to each one of them. This is available on the SACE website and the CPTD Self-Service Portal. It will also be made available manually to educators without access to the internet.

Always remember to report on all of these activities in your Professional Development Portfolio, so that SACE can be able to see what you did in order to develop yourself professionally. Remember, educators have to earn PD Points across the three types of professional development activities as highlighted above. As you read through it, you will notice that there can be overlaps when it comes to the three types of PD activities. For example:

ACE in Leadership and Management falls under type 1, 2 and 3 PD Activities. It becomes Type 1 when a principal of Mosehleng Primary School decides to enrol for it and pay for herself because she wants to address a leadership need in her Professional Development /Growth Plan. When the Gauteng Education Department (GED) takes a decision that all its principals enrol for ACE Leadership and Management programme through Matthew Goniwe and pays for them, then the very same ACE gets reported under Type 3 PD activities because it addresses the need identified by the GED. It is also externally initiated. Another example is as follows: The School Improvement Plan of Lichtenburg High School identifies management and leadership as one of the areas that need immediate attention for the success or functionality of the whole school. In addressing this need, the school enrols all SMT members for an ACE in Leadership and Management. In this instance, the ACE becomes a Type 2 PD activity since it was initiated and paid for by the school.
Type 1 and 2 Activities are not submitted to SACE for endorsement, you as teacher are responsible to participate in them, report on them in your Professional Development Portfolio, and record the points you have earned in line the Points Schedule / Tables Provided. Type 3 Activities, on the other hand, go through a quality assurance process with SACE in order to protect you as a teacher against dishonest service providers and poor quality activities. These (Type 3) activities are provided by the SACE Approved Providers.

FOR MORE INFORMATION AND FEEDBACK ON THESE GUIDELINES, PLEASE CONTACT
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