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Cape Teaching and Leadership Institute Minute: 0002/2025

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Curriculum Support, Heads: Management and Governance, Heads: Inclusive Specialised Learner Education Support, Circuit Managers, Subject Advisers and Principals of public schools

**Subject: Financial assistance for postgraduate studies for educators for the 2024/2025 financial year**

1. The Western Cape Education Department (WCED) in collaboration with the Education Teaching Development Practices Sector Education Training Authority (ETDP SETA) would like to extend an invitation to educators (school and office-based) to apply for once-off financial assistance available for postgraduate studies in education.
2. The once-off financial assistance is only applicable for the studies undertaken in the 2024 and 2025 academic year within the 2024/2025 financial year.
3. Financial assistance will be paid once-off towards the following programmes:

	<b>Postgraduate Programme</b>	<b>NQF Level</b>	<b>Value of financial assistance</b>
i	Postgraduate Diploma in Education	8	R 25 000
ii	BEd Honours	8	R 35 000
iii	Master's in Education/MPhil (education-related)	9	R 25 000
iv	Doctorate in Education/ PhD	10	R 30 000

4. Educators fulfilling the following requirements may apply for the once-off financial assistance:
  - (i) Must be **permanently** employed by the WCED.
  - (ii) May **not** be registered at any other university upon making the application or on registration.
5. Each bursary awarded will be to the amount mentioned in paragraph 3 and the ETDP SETA will make payments directly to the higher education institution (HEI) concerned.
6. Successful applicants will be responsible for the costs of their learning support material, where applicable.
7. Educators who wish to be considered for the financial assistance are requested to complete the attached Annexure A (application form) and Annexure B (agreement form) and to submit both to the Cape Teaching and Leadership Institute (CTLI) by **28 February 2025**.
8. Applications **must be** submitted online via the link provided below:  
<https://forms.gle/RkAqXiFkjubNvAXWA>
9. Your attention is drawn to Annexure C that will provide you with a step-by-step guide for the uploading of supporting documents. Please follow carefully as submission of incomplete documents will lead to applications not considered.
10. All enquiries must be directed to the following email address: [ctlibursaries@wced.info](mailto:ctlibursaries@wced.info).
11. **Kindly note:**
  - **No hand-delivered, emailed or faxed applications will be accepted. (See paragraphs 8 and 9 above.)**
  - **Incomplete or illegible applications will not be considered.**
12. Applications received after the closing date of **28 February 2025** will not be considered.
13. **The following documentation must be submitted: Certified copies where required** (not older than three months) of your:
  - (i) Proof of registration for the 2024 and or 2025 academic year;
  - (ii) Statement of Account (recent student fees account reflecting outstanding balance - please note that you will be requested to submit the latest Statement of Account at the induction session; the latest amount due will be used for settling of study fee account);
  - (iii) Highest qualification (certified);
  - (iv) Academic record (certified);
  - (v) Marriage certificate where surnames differ (certified); and
  - (vi) Identity document (certified).

14. By completing the agreement form (Annexure B), successful applicants will enter into a formal agreement with the WCED to render a year's service for each year for which the financial assistance is awarded, as well as to comply with the other stipulations outlined in the agreement.
15. Successful applicants will be expected to attend compulsory ETDP SETA induction sessions, hosted by the CTLI, to complete all necessary funding documents for access to the funding. Details of the sessions will be communicated with the successful applicants.
16. Kindly ensure that the content of this minute is brought to the attention of all educators.

**SIGNED:** BJ LORISTON

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2025-02-21