

ANNEXURE B

2025 National Teaching Awards – Nomination submission process

1. The process for the submission of National Teaching Awards (NTA) nominations has been revised.
2. Please take note of the award categories as per Cape Teaching and Leadership Institute (CTLI) Minute: 0004/2025.
3. Nominees must note the following:
 - 3.1 All nomination forms must be duly completed and signed by the relevant signatories.
 - 3.2 The prescribed nomination form must be used.
 - 3.3 A checklist is included on page 2 of the *Nomination Guide for the Annual National Teaching Awards* to guide the submission of nomination forms.
 - 3.4 All nomination forms and motivation by nominators, including supporting documents, **MUST** be submitted, using the following link: <https://forms.gle/i4VY4oALtScf9UN59>
4. **Interview process: District level**
 - 4.1 Shortlisted nominees will be informed by the relevant **district coordinator** of the date and time for their interview.
 - 4.2 The interview will be in the form of a presentation.
 - 4.3 Nominees will be required to prepare a presentation that will cover both the specific criteria first, followed by the general criteria as per the category they have been nominated for.
 - 4.4 Each nominee will be given 35 minutes to cover both the specific and general criteria.
 - 4.5 Nominees for National Best Teacher category will only present on the specific criteria.
 - 4.6 Nominees for the Kader Asmal Lifetime Achievement Award will be afforded 45 minutes for their presentation.
5. Interviews will take place as directed by the district coordinator. Further details regarding the exact dates for each category will be shared with the provincial finalists.
6. **Interview process: Provincial level**
 - 6.1 District winners (provincial finalists) will be informed by the Directorate: CTLI of the date and time for their interview.
 - 6.2 The interview will be in the form of a presentation.

- 6.3 Provincial finalists representing their respective districts will be required to prepare a presentation that will cover both the specific criteria first, followed by the general criteria as per the category they have been nominated for.
- 6.4 Each nominee will be given 35 minutes to cover both the specific and general criteria.
- 6.5 Nominees for National Best Teacher category will only present on the specific criteria.
- 6.6 Nominees for the Kader Asmal Lifetime Achievement Award will be afforded 45 minutes for their presentation.
- 6.7 Interviews will take place at the CTLI. Further details regarding the exact dates for each category will be shared with the provincial finalists.

Checklist for the submission of NTA nomination forms

The NTAs checklist:

Nomination Forms must be checked against the NTA Checklist below.

CHECKLIST TABLE

<i>Required documents</i>		<i>Included?</i>
Forms	Signed by the Principal/Designated member of the school Nomination Team and the nominee.	Yes/No
	Signed by the Chairperson of the Nomination Team and provided a School Stamp.	Yes/No
Declaration Form: Signed by the candidates and verified by the district/NTAs provincial co-ordinator:		Yes/No
Entrant/s has/have been working for two years and 30 years for Kader Asmal Lifetime Achievement Award.		Yes/No
Certified proof of SACE registration.		Yes/No
Certified copies of nominee's professional teaching qualifications.		
Certified copy of nominee's identity document (not older than 6 months).		Yes/No
SCHOOL/CENTRE STAMP		Yes/No
Initials and surname of the National/Provincial/District Chairperson: National/Provincial/District Chairperson's signature: Date:		
Submission of nomination forms: • All documentation must be submitted using the following link: https://forms.gle/i4VY4oALtScf9UN59		