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Cape Teaching and Leadership Institute Minute: 0003/2025

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads of subdirectorates and sections at Head Office, Heads: Curriculum Support, Heads: Management and Governance, Heads: ISLES Coordination and Advice, Circuit Managers, Subject Advisers, Principals of public schools, Heads of registered Grade R sites, and Chairpersons of governing bodies at public schools.

Subject: 2025 National Teaching Awards

1. The National Teaching Awards (NTAs) recognise excellence and high levels of professionalism and provide the education fraternity with the opportunity to celebrate the achievements of outstanding educators by highlighting the exceptional work done by these educators.
2. The Western Cape Education Department (WCED) is, therefore, proud to present and host the 25th edition of the annual provincial awards ceremony, scheduled to take place on **15 August 2025**, a preliminary event before the 25th national annual NTAs ceremony.
3. An electronic version of the *Nomination Guide for the Annual National Teaching Awards*, containing the nomination forms and qualifying criteria, is available using the link below. Schools are requested to download the said documents via the following link: <https://wcedonline.westerncape.gov.za/national-teaching-awards>
4. A copy of the *Nomination Guide* is also attached to this minute (**Annexure A**). Please note that no printed copies will be supplied to schools.
5. All educators, governing bodies, and district officials are invited to submit nominations, based on the criteria contained in the *Nomination Guide*, to their principals or centre managers.
6. The “2023 Care and Support Awards” have been integrated into the NTAs as “Excellence in Teaching Life Skills (Grades 1–6)”.

7. Deserving educators may be nominated in the following 15 categories:
- Excellence in Grade R Teaching
 - Excellence in Primary School Teaching (Grades 1–7)
 - Excellence in Primary School Leadership
 - Excellence in Secondary School Teaching (Grades 8–12)
 - Excellence in Secondary School Leadership
 - Excellence in Special Needs Teaching
 - Excellence in Special Needs School Leadership
 - Excellence in Teaching Mathematics (GET)
 - Excellence in Teaching Mathematics (FET)
 - Excellence in Teaching Natural Sciences
 - Excellence in Teaching Physical Sciences
 - Excellence in Teaching Life Skills (Grades 1–6)
 - Excellence in Technology – Enhanced Teaching and Learning
 - National Best Teacher Award
 - Kader Asmal Lifetime Achievement Award
8. The WCED wishes to draw the attention of all nominees to the qualifying criteria as per the *NTA Nomination Guide* (paragraph 10, pages 63–67).
9. Nominees for the NTAs must have:
- 9.1 been in the teaching profession for at least two years and working for at least two years in an ordinary public school or Early Childhood Development centre in South Africa; or
- 9.2 served at least two years in a leadership role in the School Management Team.
10. Furthermore, only principals, deputy principals and educators at **public schools for learners with special needs may enter the “Excellence in Special Needs Teaching” category and the “Excellence in Special Needs School Leadership” category**. Please refer to paragraph 10.1 (k) and (l) (page 64) of the *Nomination Guide* for further clarification.
11. Nominees are requested to familiarise themselves with the criteria and process for adjudication.
12. Teams may be entered for the NTAs, however, a maximum of five educators may form a team per category.
13. For the selection of winners at district, provincial, and national levels, nominees will be required to submit a presentation (PowerPoint) on both the general and specific criteria, highlighting their work to be considered for these coveted awards. This will serve as the final interview for determining district, provincial and national winners.

14. At district level, shortlisted candidates will do their interviews in the form of an in-person presentation at the district office or as determined by the district coordinator.
15. For the provincial round of adjudication, district winners will conduct their interviews in the form of a presentation at the Cape Teaching and Leadership Institute (CTLI), Kuils River.
16. District winners and runners-up as well as provincial winners and runners-up will receive prizes as determined by the WCED.
17. The nomination forms have been streamlined and considerably reduced to provide more educators the opportunity to be nominated for these coveted awards.
18. The closing date for the submission of all nomination forms to the Directorate: CTLI is **16 May 2025**.
19. Principals and school nomination teams are requested to upload the completed nomination forms using the following link: <https://forms.gle/i4VY4oALtScf9UN59>
20. Please refer to **Annexure B** and the **Checklist on page 2 of the annexure** for details of the submission of nomination forms and the subsequent adjudication process.
21. The following dates serve as important milestones for the 2025 process:

No.	Activity	Applicable date
1	Closing date for nominations	16 May 2025
2	District adjudication process	26–30 May 2025
3	Announcement of district winners and runners-up (District ceremony)	01–20 June 2025
4	Provincial adjudication process	23–29 July 2025
5	Provincial awards ceremony	15 August 2025
6	National adjudication process	09–11 September 2025
7	National awards ceremony	09 October 2025

22. Should you require additional information, please contact the relevant district coordinator listed below:

District	District coordinator(s)	Tel. no.	Email address
Metropole East	Craig Paulsen	021 900 7035	Craig.Paulsen@westerncape.gov.za
Metropole Central	Sheldon Lingevelde	021 514 6945	Sheldon.Lingevelde@westerncape.gov.za
Metropole North	Kaydy Cheng	021 938 3174	Kaydy.Cheng@westerncape.gov.za
Metropole South	Genine Erfort	021 374 4107	Genine.Erfort@westerncape.gov.za
Cape Winelands	Elton-John du Plessis	023 348 4682	Elton-John.DuPlessis@westerncape.gov.za
Eden and Central Karoo	Errol Meiring	044 803 8344	Errol.Meiring@westerncape.gov.za
Overberg	Edward Kies	084 583 5008	Edward.Kies@westerncape.gov.za
West Coast	Janine Adonis	021 860 1208	Janine.Adonis@westerncape.gov.za
Provincial office (CTLI) *For all enquiries	Gavin de Bruyn	021 900 5053	Provincialnta@wced.info
	Tamaryn Petersen	021 900 5040	Provincialnta@wced.info

23. The NTAs are supported by the Provincial Minister of Education, Head of Education, unions and governing body associations.
24. All members of the school community are encouraged to participate in nominating deserving educators for the NTAs.
25. Kindly bring the contents of this minute to the attention of all teaching staff.

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2025-04-10