

## Annexure A

### 2026 National Teaching Awards (NTAs): Nomination submission process

1. The submission process for NTAs nominations has been revised.
2. Please take note of the award categories as per the accompanying Cape Teaching and Leadership Institute (CTLI) Minute: 0003/2026.
3. Nominees must note the following:
  - (a) The prescribed nomination form must be used.
  - (b) All nomination forms must be duly completed and signed by the relevant signatories.
  - (c) A checklist is included on page 31 of the NTAs *Nomination Guide* to assist with the submission of nomination forms.
  - (d) All nomination forms and motivations by nominators, including supporting documents, **MUST** be submitted via: ([nomination link](#)). **No emailed documents will be accepted.**
4. **Interview process: district level**
  - (a) Interviews will take place as determined by district coordinators. Further details regarding the exact dates for each category will be shared with shortlisted nominees.
  - (b) Shortlisted nominees will be informed by the relevant **district coordinator** of a date and time for their interview.
  - (c) The interview will be in the form of an in-person presentation at the relevant district office.
  - (d) Nominees will be required to prepare a PowerPoint presentation on the specific criteria for the relevant category they have been nominated for first, followed by the general criteria.
  - (e) Each nominee will be given 35 minutes to cover all the criteria.
  - (f) Nominees for the “National Best Teacher Award” category will only present on the specific criteria.
  - (g) Nominees for the “Kader Asmal Lifetime Achievement Award” category will be afforded 45 minutes for their presentations.

5. **Interview process: provincial level**

- (a) Interviews will take place at the CTLI. Further details regarding the exact dates for each category will be shared with provincial finalists.
- (b) Provincial finalists will be informed by the Directorate: CTLI of a date and time for their interview.
- (c) The interview will be in the form of an in-person presentation at the CTLI.
- (d) Provincial finalists representing their respective districts will be required to present the same PowerPoint presentation that was used at district level, addressing the specific criteria for the relevant category they have been nominated for first, followed by the general criteria.
- (e) Each nominee will be given 35 minutes to cover all the criteria.
- (f) Nominees for the “*National Best Teacher Award*” category will only present on specific criteria.
- (g) Nominees for the “*Kader Asmal Lifetime Achievement Award*” category will be afforded 45 minutes for their presentations.

6. **Checklist for the submission of NTAs nomination forms**

No.	Process	✓
(a)	The nomination form must be printed and completed by the nomination team in <b>black ink</b> . Writing must be neat and legible.	
(b)	The nominator must type a motivation (as per the nomination form) as a separate document of <b>no more than 200 words</b> . Motivations must be uploaded in PDF format.	
(c)	Nomination teams must ensure that all supporting documentation is signed by the following parties: <ul style="list-style-type: none"> <li>• principal and governing body chairperson/designated person;</li> <li>• nominee; and</li> <li>• chairperson of the nomination team (<b>with school stamp</b>).</li> </ul>	
(d)	The following must be included in the supporting documentation: <ul style="list-style-type: none"> <li>• certified copy of nominee's South African Council for Educators registration certificate;</li> <li>• certified copy of nominee's identity document; and</li> <li>• certified copies of nominee's professional teaching qualification certificates.</li> </ul> <b>Please note that the certification of the above copies may not be older than six months.</b>	
(e)	<b>All nomination forms, motivations and supporting documents</b> must be submitted via the following link: ( <a href="#">nomination link</a> ) <b>No emailed documents will be accepted.</b>	