



CHIEF DIRECTORATE: TEACHER DEVELOPMENT AND LEARNING INSTITUTES

No 25 Epsom Road, Stirling, East London, 5201, REPUBLIC OF SOUTH AFRICA:

Enquiries: Ms Z. A. TimaTel: 043 702 7401. Email: zimkhitha.tima@ecdoe.gov.za

Website: www.eceducation.gov.za

INTERNAL MEMORANDUM

**TO : DISTRICT DIRECTOR
CES: CURRICULUM
EDC MANAGER
CES: HRD & LABOUR RELATIONS
DEPUTY DIRECTOR: HRD**

FROM : CHIEF DIRECTOR – TEACHER DEVELOPMENT AND LEARNING INSTITUTES

**SUBJECT : INVITATION TO THE COMPULSORY INDUCTION SESSION FOR TEACHER
DEVELOPMENT TRAINING PROGRAMMES – WORKPLACE SKILLS PLAN 2024/25**

DATE : 18 FEBRUARY 2025

Background

The Eastern Cape Department of Education, through the Provincial HRD and Teacher Development Directorate, in collaboration with ETDP SETA, will be implementing a **Compulsory Induction Session** for educators who will participate in key training programmes designed to address content gaps as identified in the **Workplace Skills Plan (WSP) for the 2024/25 Financial Year**.

Purpose

These training programmes, derived from the **Teacher Development Prospectus**, aim to **capacitate educators in their respective phases and subject areas** and are aligned with the **Memorandum of Agreement (MoA) entered by the ECDoE and ETDP SETA - signed by the Acting Head of Department**. The following priority areas have been identified for training:

1. **Mathematics Content Gap** – 1,500 Senior & FET Phase Educators
2. **Reading Content Gap** – 1,000 Foundation Phase Educators
3. **Special Needs Content Gap** – 2,000 School-Based Educators

Deliberations:

Implementation & Monitoring

District Teacher Development and HRD Section are required to **nominate one official each** to monitor and support the Induction Session when ETDP SETA inducts the educators. **Failure to attend the Induction Session will result in consequence management** as per departmental guidelines.

Required Documents from Educators

To ensure successful registration, all participating educators **must bring** the following documents to the Induction Session:

1. **Certified copy of ID (not older than 6 months)**
2. **Certified copy of highest qualification (not older than 6 months)**
3. **Proof of employment**

Expected Impact of the Training

The successful implementation of these training programmes is expected to:

- **Enhance the quality of teaching and learning** by equipping educators with improved subject knowledge and pedagogical skills.
- **Improve learner performance and academic outcomes**, particularly in **Mathematics, Reading, and Special Needs Education**, which are key focus areas in provincial education strategies.
- **Address critical content gaps** identified through the WSP, ensuring alignment with national education priorities.
- **Promote inclusive education** by equipping educators with specialised skills to support learners with diverse educational needs.

Action Required from Districts

District Directors are requested to:

- **Ensure nominated educators attend the Induction Session** and bring the required documents for registration.
- **Facilitate communication with affected educators** to confirm participation.

- **Coordinate monitoring officials** from District Teacher Development and HRD to support the induction process.

Your cooperation in this critical initiative is essential to **strengthening educator capacity** and **enhancing learner performance** across the province. Should you require any further details, please do not hesitate to contact my office.

Yours in Quality Education.



Mr. M.A. JACK
CD: TEACHER DEVELOPMENT AND LEARNING INSTITUTES



District Quota Allocation & Training Schedule

The allocated district quotas and induction details are outlined below:

No.	District	Name of Learning Programme and Quota			Venue	Date	Time	Monitoring Officials
		Maths	Reading	Special Needs				
1	Amathole West	120	80	160	Fort Beaufort	21 February 2025	10h00	EDC Manager & HRD
2	Buffalo City Metro	150	100	200	MMELI	21 February 2025	10h00	EDC Manager & HRD
3	Chris Hani East	120	80	160	Ngcobo	21 February 2025	10h00	EDC Manager & HRD
4	Chris Hani West	120	80	160	JJ Serfontein	21 February 2025	10h00	EDC Manager & HRD
5	Alfred Nzo East	120	80	160	Bizana	24 February 2025	10h00	EDC Manager & HRD
6	Alfred Nzo West	120	80	160	Matatiele	24 February 2025	10h00	EDC Manager & HRD
7	ORT Coastal	120	80	160	CHB High	24 February 2025	10h00	EDC Manager & HRD
8	ORT Inland	120	80	160	TRINSET	24 February 2025	10h00	EDC Manager & HRD
9	Amathole East	120	80	160	Butterworth	25 February 2025	10h00	EDC Manager & HRD
10	Joe Gqabi	120	80	160	Sterkspruit	25 February 2025	10h00	EDC Manager & HRD
11	Nelson Mandela Bay	150	100	200	Algoa College	25 February 2025	10h00	EDC Manager & HRD
12	Sarah Baartman	120	80	160	Grahamstown	25 February 2025	10h00	EDC Manager & HRD
TOTAL		1500	1000	2000				

