

# **MY PROFESSIONAL DEVELOPMENT PORTFOLIO**

*Recording My Participation in the Three Types of Professional Development Activities / Programmes*

# My Professional Development Portfolio for the Year 20.....

CPTD CYCLE 20.... to 20....

## MY PERSONAL DETAILS

Name and Surname: \_\_\_\_\_

SACE Registration Number: \_\_\_\_\_

School: \_\_\_\_\_

District: \_\_\_\_\_

Circuit: \_\_\_\_\_

Province: \_\_\_\_\_

## SECTION 1

### Summary of My Roles, Responsibilities and My Work

*(The **summary of my roles, responsibilities and work** should assist me to show how my Professional Development (PD) activities / programmes are linked or relevant to my work).*

1. My Roles and Responsibilities at school: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. Position, grades and subjects I am teaching/heading, profile of my learners and the profile of school I am teaching at and others:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_
- \_\_\_\_\_
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3. Others roles I am performing at school (**if any**):

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4. The people I communicate and work with within and outside the school environment:

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5. What are my goals for the year:

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**MY TYPE 1 PROFESSIONAL DEVELOPMENT ACTIVITIES  
(TEACHER-INITIATED)**

## SECTION 2

### IDENTIFYING INDIVIDUAL NEEDS AND RECORDING PARTICIPATION IN MY TYPE 1 PROFESSIONAL DEVELOPMENT (PD) ACTIVITIES / PROGRAMMES

1. What are my **Individual** Professional Development Needs for this year? These are the Individual needs Identified from some of the following sources:

a. Performance management system (e.g. IQMS, PMDS, PEDS etc)

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b. ANA / NSC Subject Diagnostic Assessment (this refers to the subject/s I am teaching):

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c. Self-Diagnostic Assessment

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d. Self-Reflection / Appraisal Process and Others (Outside the IQMS / ANA or NSC Diagnostic Process and Self-Diagnostic Assessment Processes)

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e. How did I decide on what other PD activities / programmes to undertake, besides following the formal needs identification processes?

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## SECTION 3

### RECORDING MY TYPE 1 (TEACHER INITIATED) PD ACTIVITIES

*(These are the activities I choose on my own to address the individual PD needs I have identified. They will contribute to my self-development. They **EXCLUDE** activities offered by the **EMPLOYERS**)*

Now that you have identified your Individual PD Needs, the next step is to address them through Type 1 (*Teacher Initiated*) PD Activities / Programmes that carry the SACE PD Points.

**NB: PLEASE REFER TO THE LIST / EXAMPLES OF TYPE 1 PD ACTIVITIES IN THE SACE PROFESSIONAL DEVELOPMENT POINTS SCHEDULE DOCUMENT AVAILABLE ON THE SACE WEBSITE OR THE CPTD SELF-SERVICE PORTAL ([www.sace.org.za](http://www.sace.org.za)).** These activities carry the Pre-Determined PD Points. The majority of them do not need any provider, except for qualifications, workshops, short courses, skills programmes, conferences, seminars, breakfast sessions and others.

**I must always Remember to choose the relevant templates below to RECORD PD activities I ONLY participated in, then send them to SACE as my Type 1 PD Activities Report.**

*It will be useful for me to get into a culture of recording as soon as the activity is completed.*

**These templates will be available in the Word Format on the SACE website and the CPTD Self-service portal. It will also be made available online through the CPTD Self-service web portal.**

**ATTENDING RELEVANT WORKSHOPS (Except by the Employers or at school level)**

| PD Activities / Programmes   | Summary of the Activity and its Contribution to My Professional Competence / Practice  |
|--|--|
| <p><b>1. Name of the Workshop:</b><br/>_____<br/>_____</p> <p><b>Provider:</b> _____</p> <p><b>Facilitator:</b> _____</p> <p><b>Date Undertaken:</b><br/>_____</p> | <p><b>Summary of Workshop Content:</b><br/>_____<br/>_____</p> <p><b>How is the Workshop relevant to my work?:</b><br/>_____<br/>_____</p> <p><b>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</b><br/>_____<br/>_____</p> <p><b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b><br/>_____<br/>_____</p> <p><b>What form of evidence is attached (e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?):</b><br/>_____<br/>_____</p> |
| <p><b>2. Name of the Workshop:</b><br/>_____<br/>_____</p> <p><b>Provider:</b> _____</p> <p><b>Facilitator:</b> _____</p> <p><b>Date Undertaken:</b><br/>_____</p> | <p><b>Summary of Workshop Content:</b><br/>_____<br/>_____</p> <p><b>How is the Workshop relevant to my work?:</b><br/>_____<br/>_____</p> <p><b>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</b><br/>_____<br/>_____</p> <p><b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b><br/>_____<br/>_____</p>  |



|  |  |
|--|--|
|  | <p><b>What form of evidence is attached?</b> (<i>e.g. certificate, programme, feedback report, reflection sheet, plan, CD, pictures, workshop material:</i></p> <hr/>  |
| <p><b>3. Name of the Workshop:</b></p> <hr/> <hr/> <hr/> <p><b>Provider:</b> _____</p> <p><b>Facilitator:</b> _____</p> <p><b>Date Undertaken:</b></p> <hr/> | <p><b>Summary of Workshop Content:</b></p> <hr/> <hr/> <p><b>How is the Workshop relevant to my work?:</b></p> <hr/> <hr/> <p><b>How did the workshop benefit y me or meet my needs in terms of my work as an individual?:</b></p> <hr/> <hr/> <p><b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b></p> <hr/> <hr/> <p><b>What form of evidence is attached</b> (<i>e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?:</i> _____</p> <hr/> |

**PLEASE USE ADDITIONAL PAPER IF YOU HAVE ATTENDED MORE WORKSHOP SESSIONS. REMEMBER YOU EARN PD POINTS PER WORKSHOP SESSION ATTENDED.**

**ATTENDING RELEVANT EDUCATIONAL MEETINGS FOR DURATION OF 1 HOUR OR 1 HOUR AND MORE (Excluding Employer and School Meetings)**

| <b>Name and Date of the Meetings I have Attended</b>   | <b>Summary of the Meeting</b> <i>(Content, Who was running the meeting, duration and How they have benefitted me)</i> | <b>Evidence of Attendance</b> <i>(Agenda or Attendance Register or Minutes, Report, Meeting Material, Pictures etc)</i> |
|--|---|---|
| 1.   |   |   |
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| 13.  |   |   |
| <p align="center"><b>Remember you have to attend 8 meetings per annum to earn 12 PD Points, OR attend 4 meetings in a year to earn 6 PD Points OR Attend 2 meetings to earn 3 PD Points</b><br/> <b>9 Meetings and above are additional. Please record them on a separate paper using the format above</b></p> |   |   |

**ATTENDING RELEVANT CONFERENCES / SEMINARS / INDABAS / SUMMITS (Excluding the ones organised by the Employers)**

| <b>Name and Date of the Conference / Seminar / Summit / Break or Dinner Session, etc I have attended</b>            | <b>Summary of the Conference / Seminar etc</b> <i>(Content, Who were the presenters, duration and How the activity benefitted me)</i> | <b>Evidence of Attendance</b> <i>(Programme, or Attendance Register or Certificate of Attendance, Report, Conference Material, Conference Flyer/Advert, Pictures etc)</i> |
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| 8.  |   |   |
| <p align="center"><b>Remember that you will earn PD Points per conference / seminar / breakfast session etc</b></p> |   |   |

**FACILITATING TWO SESSIONS OR MORE PER ANNUM (WORKSHOPS, TRAINING AND OTHERS)**

| Name of Session Facilitated by Me and Date | Summary of the Facilitated Session and Duration, Who were the Participants | What have I learned from the Sessions and attach evidence (e.g. facilitation material, attendance register, pictures, video clips, attestations/ letters of commendation, etc) |
|--|--|--|
| 1.   |  |  |
| 2.   |  |  |

**PARTICIPATING IN A PROFESSIONAL LEARNING COMMUNITY (PLCs) / LEARNING CIRCLE OUTSIDE THE SCHOOL ENVIRONMENT FOR 6 – 12 MONTHS**

| Name of the Professional Learning Community I am Participating in.                 | Summary of the Activities of the PLCs | How did the PLC benefit me, How has my learning from the PLC benefitted my learners / colleagues / school |
|--|---------------------------------------|---|
| 1. Name of the Professional Learning Community<br><br>Joining Date: _____<br>_____ |                                       |   |

## ENGAGING IN ELECTRONIC MEDIA EDUCATIONAL ACTIVITIES FOR 30 – 120 MINUTES

*(Such as, radio, television, broadcasting, virtual programme, computer, and others)*

| Media Educational Activity   | Summary of the Activity and Sources | How did the activity benefit me?<br>Evidence to be attached <i>(e.g. reports, downloads, invitations, DVDs, CDs, etc)</i> |
|--|-------------------------------------|---|
| 1. Listening to educational programmes on radio/CD                 |                                     |   |
| 2. Viewing educational programmes on TV                            |                                     |   |
| 3. Participating in a PD Programme through live/recorded broadcast |                                     |   |
| 4. Viewing educational programmes on YouTube Channel               |                                     |   |
| 5. Watching/Viewing educational DVD/Video                          |                                     |   |
| 6. Completing online self-diagnostic assessment on your own        |                                     |   |
| 7. Participating in a PD Programme through webinars                |                                     |   |
| 8. Participating in a PD Programme through telematics              |                                     |   |
| 9. Participating in a PD Programme through virtual schools         |                                     |   |

**Remember!** You must engage with or participate in a total of **at least 8** such educational activities per annum in order to earn **12 points per annum**.

If you participate in **4 activities per annum**, you will earn 6 PD Points.

If you participate in 2 activities per annum you will earn **3 PD Points**

**PARTICIPATE IN ONLINE PROFESSIONAL DEVELOPMENT ACTIVITY FOR 61 MINUTES AND MORE**

| <b>Name of the Online PD Activity I Participated in</b> | <b>Summary of the Online PD Activity and the Source/s</b> | <b>How did the activity benefit me? Evidence to be attached</b> <i>(e.g. reports, downloads, DVDs, CDs, etc)</i> |
|---|---|--|
| 1.  |   |  |
| 2.  |   |  |
| 3.  |   |  |
| 4.  |   |  |

**Please note that you will earn PD Points Per Online PD Activity Attended**

## READING EDUCATIONAL MATERIAL FROM VARIOUS PUBLICATIONS AND SOURCES

*(Such as publishers, teacher unions, print media, libraries, virtual libraries, resource centres, employers, professional associations, Higher Education Institutions, conferences, seminars, workshops, Internet/electronic sources, and others)*

| Educational Material Read and Date                                    | Summary of the Read Educational Material | How did it benefit me? Evidence<br><i>(copy of an article, reflection report, downloads, website address, bibliography, CD)</i> |
|---|--|---|
| Reading Educational Material from a Magazine                          |  |   |
| Reading Educational Material from a Book                              |  |   |
| Reading Educational Material from a Periodical                        |  |   |
| Reading Educational Material from a Theses                            |  |   |
| Reading Educational Material from a Journal                           |  |   |
| Reading Educational Material from an Internet/website                 |  |   |
| Reading Educational Material from a Research Report                   |  |   |
| Reading Educational Material from a Newspaper / Educational Newspaper |  |   |
| Reading Educational Material from a Newsletter                        |  |   |

- You need to read at least **FOUR (4)** educational articles out of the sources and examples listed above in order to earn **10 PD points** per annum
- If you read **TWO (2)** educational articles out of the sources and examples listed above, you will earn **5 PD points**

## RESEARCHING AND DEVELOPING PD ACTIVITIES

| <b>Research and Development</b>   | <b>Summary of the Research Material</b> | <b>How did it Benefit me? Evidence</b><br>(research reports, material developed, paper presented, educational script, |
|---|---|---|
| Undertaking research in teaching and learning / educational matters                                 |   |   |
| Researching and writing an educational article for the magazine, journal or newspaper               |   |   |
| Researching and developing materials for teaching and learning                                      |   |   |
| Researching and writing a script for educational radio, television.                                 |   |   |
| Researching and presenting at educational meeting, conference, seminar, workshop, on radio or on TV |   |   |



**PLEASE NOTE THAT YOU WILL EARN PD POINTS PER RESEARCH ACTIVITY  
PARTICIPATING IN A PROFESSIONAL ASSOCIATION / NETWORK FOR 12 MONTHS**

| <b>Name of the Activity</b>  | <b>Summary of the Activity, Duration</b> | <b>How did the activity benefit me, How has my learning from the activity benefitted my learners / colleagues / school. Evidence</b> (proof of membership, attendance registers, minutes, reports, etc) |
|--|--|---|
| 1. Name of the Professional Association<br><br>Joining Date: _____<br>_____  |  |   |
| 2. Name of the Professional Network<br><br>Joining Date: _____<br>_____      |  |   |
| 3. Name of the Subject Cluster Committee<br><br>Joining Date: _____<br>_____ |  |   |

**PLEASE NOTE THAT YOU WILL PD POINTS PER ACTIVITY**

### MENTORING AND COACHING

| ACTIVITY   | Summary of the Mentorship Session | What Have I learned from this? Evidence<br><i>(Reports, videos, other forms of recording, feedback from mentees, and others)</i> |
|--|-----------------------------------|--|
| Mentoring Colleagues / Teachers in New Positions<br><br>No. of sessions held: _____<br><br>Duration: _____ |                                   |  |
| Mentoring Less Qualified Teachers<br><br>No. of sessions held: _____<br><br>Duration: _____                |                                   |  |
| Mentoring Student Teachers<br><br>No. of sessions held: _____<br><br>Duration: _____                       |                                   |  |
| Coaching Learners<br><br>No. of Session: _____<br><br>Duration: _____                                      |                                   |  |

**10 PD Points** will be earned from **8 sessions of coaching learners** or **8 sessions** of teaching KhariGude learners, or **6 sessions** of coaching and mentoring novice and /or student teachers and/or colleagues and/or teachers in new positions over a period of 1 year

Participating in **SELF-FUNDED PD activity** responding to the national priorities / key strategic areas as determined by the Minister / CEM / HEDCOM / SACE Council from time to time and showing evidence of implementing what you have learned (over a one year period). **For example, PD activity/programme on: Teaching children how to read, Mathematics, Science, CAPS, Technology, ICT and Languages.**

| Activity and Date | Brief Description of an Activity | How is it benefitting me, learners and the school. Evidence (attendance certificate, report, registers) |
|-------------------|----------------------------------|---|
|                   |                                  |   |
|                   |                                  |   |

**PARTICIPATING IN 6 DAYS AND ABOVE SELF-FUNDED PD ACTIVITIES / PROGRAMMES VOLUNTARILY**

| Activity   |  |
|--|--|
| <p><b>Completed Full Qualification:</b></p><br><p><b>Provider:</b></p><br><p><b>Is the Provider Approved by SACE?:</b></p><br><p><b>Duration:</b></p><br><p><b>Is the Qualification Endorsed by SACE?:</b></p> | <p><b>Summary of Qualification Content:</b></p> <hr/> <hr/> <hr/> <p><b>How is the qualification relevant to my work?:</b></p> <hr/> <hr/> <hr/> <p><b>How did the qualification benefit me or meet my needs in terms of my work as an individual?:</b></p> <hr/> <hr/> <hr/> <p><b>How has my learning from the qualification benefitted my learners / colleagues / school?:</b></p> <hr/> <hr/> <hr/> <p><b>What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?):</b> _____</p> <hr/> <hr/> <hr/> |

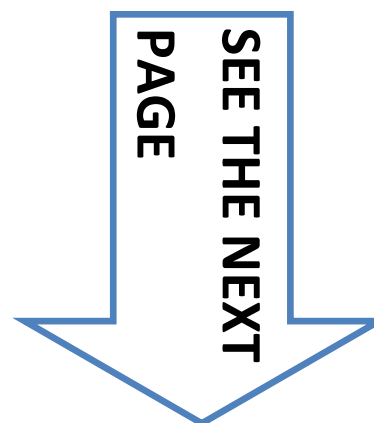
|  |  |
|--|--|
| <p><b>Completed Skills Programme:</b></p> <p><b>Provider:</b></p> <p><b>Is the Provider Approved by SACE:</b></p> <p><b>Duration:</b></p> <p><b>Is the Skills Programme Endorsed by SACE?:</b></p> | <p><b>Summary of Skills Programme Content:</b></p> <hr/> <hr/> <hr/> <p><b>How is the skills programme relevant to my work?:</b></p> <hr/> <hr/> <hr/> <p><b>How did the skills programme benefit me or meet my needs in terms of your work as an individual?:</b></p> <hr/> <hr/> <hr/> <p><b>How has my learning from the skills programme benefitted my learners / colleagues / school?:</b></p> <hr/> <hr/> <hr/> <p><b>What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?:</b>_____</p> <hr/> <hr/> |
| <p><b>Completed Short Course:</b></p>  | <p><b>Summary of short course Content:</b></p> <hr/> <hr/> <hr/>   |

|   |   |
|---|---|
| <p><b>Provider:</b></p> <p><b>Is the Provider Approved by SACE?:</b></p> <p><b>Duration:</b></p> <p><b>Is the Short Course Endorsed by SACE?:</b></p> | <p><b>How is the short course relevant to my work?:</b></p> <hr/> <hr/> <hr/> <p><b>How did the short course benefit me or meet my needs in terms of my work as an individual?:</b></p> <hr/> <hr/> <hr/> <p><b>How has my learning from the short course benefitted my learners / colleagues / school?:</b></p> <hr/> <hr/> <hr/> <p><b>What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?):</b> _____</p> <hr/> <hr/> <hr/> |
| <p><b>6 days and above Workshop Session:</b></p> <p><b>Provider:</b></p> <p><b>Is the Provider Approved by SACE?:</b></p>                             | <p><b>Summary of Qualification Content:</b></p> <hr/> <hr/> <hr/> <p><b>How is the workshop relevant to my work?:</b></p> <hr/> <hr/> <hr/>   |

|   |  |
|---|--|
| <b>Duration:</b><br><br><b>Is the Workshop Endorsed by SACE?:</b> | <b>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</b><br><hr/> <hr/> <hr/>                  |
|   | <b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b><br><hr/> <hr/> <hr/>                     |
|   | <b>What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?):</b> _____<br><hr/> <hr/> |
|   | <hr/> <hr/>  |

**PLEASE USE EXTRA PAPER FOR ANY ADDITIONAL INFORMATION OR RECORDING OF YOUR PD ACTIVITIES THAT ARE NOT COVERED IN THIS PORTFOLIO**

**DO NOT FORGET TO REPORT YOUR PD ACTIVITIES TO SACE**



## **SECTION 4**

### **REPORTING MY TYPE 1 PDP ACTIVITIES TO SACE**

**I am responsible for submitting my Type 1 (Teacher Initiated) PD Activities Report to SACE twice a year – in May/June and October/November manually or electronically / online**

**If I choose to report my Type 1 PD activities manually, I need to make copies of the relevant sections of this Professional Development Portfolio and send them to SACE, Senior Manager Professional Development and Research, Private Bag x 127, CENTURION, 0046 OR [member@sace.org.za](mailto:member@sace.org.za) OR 086 571 5260 (fax-to-email). I must also remember to always put my name and ID/SACE number on top of each Portfolio Template I send to SACE for identification purposes.**

**I can also choose to upload my PD activities online through the CPTD self-service portal. In this way I do not need to submit any manual / hard copy report to SACE. However, I am still required to keep a RECORD of my Professional Development Portfolio manually or electronically / online for my professional journey and monitoring and support purposes by SACE / employers**



**MY TYPE 2 PROFESSIONAL DEVELOPMENT ACTIVITIES  
(SCHOOL-INITIATED)**

**SECTION 1**  
**IDENTIFYING SCHOOL NEEDS AND RECORDING PARTICIPATION IN MY TYPE 2 PROFESSIONAL DEVELOPMENT (PD) ACTIVITIES / PROGRAMMES**

2. What are my *SCHOOL'S /Department/ Phase in your school's* Professional Development Needs for this year? These are the school needs Identified from some of the following sources:

a. Performance management system (e.g. IQMS' SIP, Workplace Skills Plan, Whole School Development processes etc)

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b. ANA / NSC School Diagnostic Assessment (this refers to the subject/s you are teaching):

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c. How did the school decide on what other PD activities / programmes to undertake, besides following the formal needs identification processes?

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## SECTION 2

### RECORDING MY TYPE 2 (SCHOOL-INITIATED) PD ACTIVITIES

*(These are the activities that are “School-Led” to address, for example, common needs identified by a group of teachers or the School Management Team (SMT). They encourage teachers in a school to work as a collective in responding to the school-related professional development needs. It also encourages school-based or school-focused professional development, professional collaboration and collegiality within the school environment. They **EXCLUDE** activities offered by the **EMPLOYERS at school level**)*

Now that my school has identified its PD Needs, the next step is to address them through Type 2 (*School Initiated*) PD Activities / Programmes that carry the SACE PD Points.

**NB: PLEASE REFER TO THE LIST / EXAMPLES OF TYPE 2 PD ACTIVITIES IN THE SACE PROFESSIONAL DEVELOPMENT POINTS SCHEDULE DOCUMENT AVAILABLE ON THE SACE WEBSITE OR THE CPTD SELF-SERVICE PORTAL**

([www.sace.org.za](http://www.sace.org.za)). The majority of these type 2 PD activities carry the Pre-Determined PD Points. In instances where schools choose activities that are 6 days and above, then the SACE Approved Providers must be used and the activity must be endorsed by SACE as well.

If the activity is less than 6 days then the SACE PD Points Schedule should be used for purposes of earning the Pre-Determined PD Points.

**I must choose the relevant templates below to RECORD PD activities I have participated in ONLY, then my school must send copies of these templates to SACE as my Type 2 PD Activities Report.**

*It will be useful for me to get into a culture of recording my participation as soon as the activity is completed.*

**These templates will be available in the Word Format on the SACE website and the CPTD Self-service portal. It will also be made available online through the CPTD Self-service web portal.**

**ATTENDING RELEVANT SCHOOL-BASED WORKSHOPS (Offered by SMTs, Colleagues, External People, External Providers – Excluding Employer.)**

| PD Activities / Programmes   | Summary of the Activity and Contribution to My Professional Competence / Practice   |
|--|---|
| <p><b>1. Name of the Workshop:</b><br/>           _____<br/>           _____<br/>           _____</p> <p><b>Provider:</b> _____</p> <p><b>Facilitator:</b> _____</p> <p><b>Date Undertaken:</b><br/>           _____</p> | <p><b>Summary of Workshop Content:</b><br/>           _____<br/>           _____</p> <p><b>How is the Workshop relevant to my work?:</b><br/>           _____<br/>           _____</p> <p><b>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</b><br/>           _____<br/>           _____</p> <p><b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b><br/>           _____<br/>           _____</p> <p><b>What form of evidence is attached (e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?:</b><br/>           _____<br/>           _____</p> |
| <p><b>2. Name of the Workshop:</b><br/>           _____<br/>           _____<br/>           _____</p> <p><b>Provider:</b> _____</p> <p><b>Facilitator:</b> _____</p> <p><b>Date Undertaken:</b><br/>           _____</p> | <p><b>Summary of Workshop Content:</b><br/>           _____<br/>           _____</p> <p><b>How is the Workshop relevant to my work?:</b><br/>           _____<br/>           _____</p> <p><b>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</b><br/>           _____<br/>           _____</p> <p><b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b><br/>           _____<br/>           _____</p>   |

|  |  |
|--|--|
|  | <hr/> <p><b>What form of evidence of evidence is attached?</b> (<i>e.g. certificate, programme, feedback report, reflection sheet, plan, CD, pictures, workshop material</i>):</p> <hr/>   |
| <p><b>3. Name of the Workshop:</b></p> <hr/> <hr/> <hr/> <p><b>Provider:</b> _____</p> <p><b>Facilitator:</b> _____</p> <p><b>Date Undertaken:</b></p> <hr/> | <p><b>Summary of Workshop Content:</b></p> <hr/> <hr/> <p><b>How is the Workshop relevant to my work?:</b></p> <hr/> <hr/> <p><b>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</b></p> <hr/> <hr/> <p><b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b></p> <hr/> <hr/> <p><b>What form of evidence is attached</b> (<i>e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material</i>): _____</p> <hr/> <hr/> |

**PLEASE USE ADDITIONAL PAPER IF YOU HAVE ATTENDED MORE WORKSHOP SESSIONS. REMEMBER YOU EARN PD POINTS PER WORKSHOP SESSION ATTENDED**

**ATTENDING RELEVANT EDUCATIONAL SCHOOL-BASED MEETINGS FOR DURATION OF 1 HOUR OR 1 HOUR AND MORE  
(Excluding Employer’s Meetings)**

| <b>Name and Date of the Meeting</b>  | <b>Summary of the Meeting</b> <i>(Content, Who was running the meeting, duration and How they have benefitted me)</i> | <b>Evidence of Attendance</b> <i>(Agenda or Attendance Register or Minutes, Report, Meeting Material, Pictures etc)</i> |
|--|---|---|
| 1.   |   |   |
| 2.   |   |   |
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| 12.  |   |   |
| 13.  |   |   |
| <b><i>.(IN ORDER TO CLAIM 10 PD POINTS PER ANNUM YOU SHOULD HAVE ATTENDED AND PARTICIPATED IN AT LEAST 10 SCHOOL-BASED MEETINGS)</i></b> |   |   |

**SCHOOL PROJECTS**

| <b>Name of the Project, Date and Duration</b> | <b>Brief Description of the Project</b> | <b>How did the project benefit me and the school. Evidence</b> ( <i>project plan, minutes, documents, attendance registers, pictures</i> ) |
|---|---|--|
|   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |
|   |   |  |

**PARTICIPATING IN A PROFESSIONAL LEARNING COMMUNITY (PLCs) / LEARNING CIRCLE IN A SCHOOL FOR 6 – 12 MONTHS**

| <b>Name of the Professional Learning Community</b>                                 | <b>Summary of the Activities of the PLCs</b> | <b>How did the PLC benefit me, How has my learning from the PLC benefitted my learners / colleagues / school</b> |
|--|--|--|
| 1. Name of the Professional Learning Community<br><br>Joining Date: _____<br>_____ |  |  |

**PARTICIPATION IN ONE INTERVENTION ACTIVITY THAT RESPOND TO THE SCHOOL EXAMINATION / ASSESSMENT RESULTS  
DIAGNOSTIC REPORT (E,G, ANA, IEB, NSC AND OTHERS)**

| <b>Activity</b> | <b>Brief Description of an Activity</b> | <b>How is it benefitting me and my school.<br/>Evidence</b> (attendance certificate, reports) |
|-----------------|---|---|
|                 |   |   |

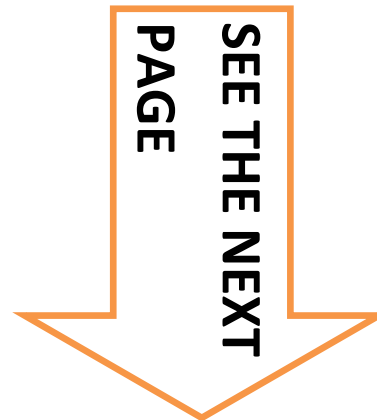
Participating in school-based **PD activity** responding to the national priorities / key strategic areas as determined by the Minister / CEM / HEDCOM / SACE Council from time to time and showing evidence of implementing what you have learned (over a one year period). **For example, PD activity/programme on: Teaching children how to read, Mathematics, Science, CAPS, Technology, ICT and Languages**

| <b>Activity</b> | <b>Brief Description of an Activity</b> | <b>How is it benefitting me and my school.<br/>Evidence</b> (attendance certificate, report, registerss) |
|-----------------|---|--|
|                 |   |  |



**PLEASE USE EXTRA PAPER FOR ANY ADDITIONAL INFORMATION OR RECORDING OF YOUR PD ACTIVITIES THAT ARE NOT COVERED IN THIS PORTFOLIO**

**I MUST ALWAYS VERIFY IF MY SCHOOL REPORTED MY PD ACTIVITIES TO SACE ON MY BEHALF. I NEED TO KEEP RECORD OF MY TYPE 2 PD ACTIVITIES.**



**SECTION 3**  
**MY SCHOOL MUST REPORT TYPE 2 PD ACTIVITIES TO SACE ON MY BEHALF**

**All schools must report their teachers' Type 2 Professional Development Activities to SACE.**

The reporting can be done manually or electronically / online

**If my school chooses to report manually, it must send SACE copies of my type 2 reports / templates as reflected in my PDP.**

The school may also choose to report electronically / online. All schools must sign-up, receive username and password from SACE for purposes of accessing the CPTD self-service portal and reporting the teachers' type 2 PD activities taking place at school level.

**As a teacher, it is my responsibility to verify that my school has reported my Type 2 PD activities to SACE. I also need to do this by checking my CPTD Account on a regular basis through the CPTD Self-service portal or phoning SACE**

**MY TYPE 3 PROFESSIONAL DEVELOPMENT ACTIVITIES  
(EXTERNALLY-INITIATED)**

## SECTION 1

### TYPE 3 PD ACTIVITIES

*(These are those activities that are initiated and offered by an employer or other providers. Employers are the 9 Provincial Education Departments, School Governing Bodies and Independent School Boards / Groups / Associations. Provider refers to the private providers, Higher Education Institutions, NGOs, Professional Associations and others. The activities include full qualifications, short courses and skills programmes. Type 3 PD activities that are 6 days and longer are all subjected to SACE's evaluation processes, will be endorsed by SACE and will be allocated PD Points. Teachers must check the SACE database and/or catalogue in order to access the list of SACE endorsed activities and to find out what PD Points have been allocated to each of them)*

The needs for my type 3 PD Activities have already been identified through my employers at District / Provincial Education Department / Department of Basic Education / NAISA / SGB Associations / SGBs and others levels. The next step is for these needs to be addressed through the Type 3 (*Externally Initiated*) PD Activities / Programmes that carry the SACE PD Points.

**NB: PLEASE REFER TO THE LIST / EXAMPLES OF TYPE 3 PD ACTIVITIES THAT CARRY THE PRE-DETERMINED PD POINTS IN THE SACE PROFESSIONAL DEVELOPMENT POINTS SCHEDULE DOCUMENT AVAILABLE ON THE SACE WEBSITE OR THE CPTD SELF-SERVICE PORTAL ([www.sace.org.za](http://www.sace.org.za)).** These activities range between 2 hours and 5 days and they carry the Pre-Determined PD Points. The majority of them are workshops, conferences/seminars, onsite support and others. The full qualifications, 6 days and more workshops, short courses and skills programmes will be available through the SACE Database or Catalogue of Approved Providers and Endorsed PD Activities.

**I must choose the relevant templates below to RECORD Type 3 PD activities I ONLY participated in, then the providers or employers will send my Type 3 PD Activities Report to SACE using a different template as required of them by SACE.**

*It will be useful for you to get into a culture of **recording** your participation as soon as the activity is completed.*

**These templates will be available in the Word Format on the SACE website and the CPTD Self-service portal. It will also be made available online through the CPTD Self-service web portal.**

## SECTION 2

### ATTENDING RELEVANT EDUCATIONAL MEETINGS FOR DURATION OF 1 HOUR OR 1 HOUR AND MORE BY THE EMPLOYER

| <b>Name and Date of the Meeting</b>   | <b>Summary of the Meeting</b> <i>(Content, Who was running the meeting, duration and How they have benefitted me)</i> | <b>Evidence of Attendance</b> <i>(Agenda or Attendance Register or Minutes, Report, Meeting Material, Pictures etc)</i> |
|---|---|---|
| 1.  |   |   |
| 2.  |   |   |
| 3.  |   |   |
| 4.  |   |   |
| 5.  |   |   |
| 6.  |   |   |
| 7.  |   |   |
| 8.  |   |   |
| 9.  |   |   |
| 10.   |   |   |
| <p><b><i>(IN ORDER TO CLAIM 6 PD POINTS PER ANNUM YOU SHOULD HAVE ATTENDED AND PARTICIPATED IN AT LEAST 4 EMPLOYER MEETINGS.<br/>IF YOU ATTEND 2 MEETINGS YOU WILL EARN 3 PD POINTS)</i></b></p> <p style="text-align: center;">)</p> |   |   |

## ATTENDING RELEVANT EMPLOYER WORKSHOPS RANGING BETWEEN 2 HOURS AND 5 DAYS

| PD Activities / Programmes   | Summary of the Activity and Contribution to my Professional Competence / Practice  |
|--|--|
| <p><b>1. Name of the Workshop:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Provider:</b> _____</p> <p><b>Facilitator:</b> _____</p> <p><b>Date Undertaken:</b></p> <p>_____</p> | <p><b>Summary of Workshop Content:</b></p> <p>_____</p> <p>_____</p> <p><b>How is the Workshop relevant to my work?:</b></p> <p>_____</p> <p>_____</p> <p><b>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</b></p> <p>_____</p> <p>_____</p> <p><b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b></p> <p>_____</p> <p>_____</p> <p><b>What form of evidence is attached (e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?):</b></p> <p>_____</p> <p>_____</p> |
| <p><b>2. Name of the Workshop:</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Provider:</b> _____</p> <p><b>Facilitator:</b> _____</p> <p><b>Date Undertaken:</b></p> <p>_____</p> | <p><b>Summary of Workshop Content:</b></p> <p>_____</p> <p>_____</p> <p><b>How is the Workshop relevant to my work?:</b></p> <p>_____</p> <p>_____</p> <p><b>How did the workshop benefit me or meet my needs in terms of my work as an individual?:</b></p> <p>_____</p> <p>_____</p> <p><b>How has your learning from the workshop benefitted my learners / colleagues / school?:</b></p> <p>_____</p> <p>_____</p>  |

|  |  |
|--|--|
|  | <p><b>What form of evidence is attached?</b> (<i>e.g. certificate, programme, feedback report, reflection sheet, plan, CD, pictures, workshop material:</i></p> <hr/>  |
| <p><b>3. Name of the Workshop:</b></p> <hr/> <hr/> <hr/> <p><b>Provider:</b> _____</p> <p><b>Facilitator:</b> _____</p> <p><b>Date Undertaken:</b></p> <hr/> | <p><b>Summary of Workshop Content:</b></p> <hr/> <hr/> <p><b>How is the Workshop relevant to my work?:</b></p> <hr/> <hr/> <p><b>How did the workshop benefit me or meet my needs in terms of my work and as an individual?:</b></p> <hr/> <hr/> <p><b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b></p> <hr/> <hr/> <p><b>What form of evidence is attached</b> (<i>e.g. certificate, programme, report, reflection sheet, plan, CD, pictures, workshop material?:</i> _____</p> <hr/> |

**PLEASE USE ADDITIONAL PAPER IF YOU HAVE ATTENDED MORE WORKSHOP SESSIONS. REMEMBER YOU WILL EARN PD POINTS PER WORKSHOP SESSION ATTENDED.**

**PARTICIPATING IN 6 DAYS AND ABOVE FUNDED PD ACTIVITIES / PROGRAMMES THROUGH EMPLOYERS,  
SKILLS DEVELOPMENT PROCESSES AND OTHERS**

|  |  |
|--|--|
| <b>Activity</b>                                |  |
| <b>Completed Full Qualification:</b>           | <p>Summary of Qualification Content:</p> <hr/> <hr/> <hr/>   |
| <b>Provider:</b>                               | <p>How is the qualification relevant to my work?:</p> <hr/> <hr/> <hr/>  |
| <b>Is the Provider Approved by SACE?:</b>      | <p>How did the qualification benefit me or meet my needs in terms of my work as an individual?:</p> <hr/> <hr/> <hr/>                    |
| <b>Duration:</b>                               | <p>How has my learning from the qualification benefitted my learners / colleagues / school?:</p> <hr/> <hr/> <hr/>                       |
| <b>Is the Qualification Endorsed by SACE?:</b> | <p>What form of evidence is attached (<i>e.g. certificate, report, reflection sheet, CD, pictures, material?</i>):</p> <hr/> <hr/> <hr/> |
| <b>Completed Skills</b>                        | <p>Summary of Skills Programme Content:</p>  |



|   |  |
|---|--|
| <b>Programme:</b>                                 | <hr/> <hr/> <hr/>  |
| <b>Provider:</b>                                  | <b>How is the skills programme relevant to my work?:</b><br><hr/> <hr/>  |
| <b>Is the Provider Approved by SACE?:</b>         | <b>How did the skills programme benefit me or meet my needs in terms of my work and as an individual?:</b><br><hr/> <hr/> <hr/>      |
| <b>Duration:</b>                                  | <b>How has my learning from the skills programme benefitted my learners / colleagues / school?:</b><br><hr/> <hr/>                   |
| <b>Is the Skills Programme Endorsed by SACE?:</b> | <b>What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?):</b><br><hr/> <hr/> <hr/> |
| <b>Completed Short Course:</b>                    | <b>Summary of short course Content:</b><br><hr/> <hr/> <hr/>   |
| <b>Provider:</b>                                  | <b>How is the short course relevant to my work?:</b><br><hr/>  |



|   |  |
|---|--|
| <b>Is the Workshop Endorsed by SACE?:</b> |  |
|   |  |
|   |  |
|   | <b>How has my learning from the workshop benefitted my learners / colleagues / school?:</b>                    |
|   |  |
|   |  |
|   | <b>What form of evidence is attached (e.g. certificate, report, reflection sheet, CD, pictures, material?:</b> |
|   |  |
|   |  |

**SCHOOL-BASED ONSITE SUPPORT BY OFFICE-BASED OFFICIALS / STAFF**

*(You will earn PD Points Per Onsite support Session)*

| DATE AND DURATION OF MY SUPPORT | DESCRIBE THE NATURE OF THE SUPPORT RECEIVED AND BY WHOM | HOW DID IT BENEFIT ME AND MY WORK |
|---------------------------------|---|-----------------------------------|
|                                 |   |                                   |
|                                 |   |                                   |
|                                 |   |                                   |

**PARTICIPATING IN SELF-DIAGNOSTIC ASSESSMENT THROUGH THE PROVINCIAL EDUCATION DEPARTMENTS, education DISTRICTS, DISTRICT TEACHER DEVELOPMENT CENTRES, E-LEARNING CENTRES, PROFESSIONAL DEVELOPMENT INSTITUTES**

| <b>DATE AND DURATION</b> | <b>DESCRIBE THE ACTIVITY</b> | <b>HOW DID IT BENEFIT MY AND MY WORK</b> |
|--------------------------|------------------------------|--|
|                          |                              |  |
|                          |                              |  |
|                          |                              |  |

**ATTENDING RELEVANT CONFERENCES / SEMINARS / INDABAS / SUMMITS BY THE EMPLOYERS**

| <b>Name and Date of the Conference / Seminar / Summit / Break or Dinner Session, etc</b>      | <b>Summary of the Conference / Seminar etc</b> <i>(Content, Who were the presenters, duration and How the activity benefitted me)</i> | <b>Evidence of Attendance</b> <i>(Programme, or Attendance Register or Certificate of Attendance, Report, Conference Material, Conference Flyer/Advert, Pictures etc)</i> |
|---|---|---|
| 1.  |   |   |
| 2.  |   |   |
| 3.  |   |   |
| 4.  |   |   |
| 5.  |   |   |
| 6.  |   |   |
| 7.  |   |   |
| 8.  |   |   |
| <b>Remember that you will earn PD Points per conference / seminar / breakfast session etc</b> |   |   |

**I MUST ALWAYS VERIFY IF MY EMPLOYERS / PROVIDERS REPORTED MY PD ACTIVITIES TO SACE ON MY BEHALF. I MUST ALSO KEEP RECORD OF MY TYPE 3 PD ACTIVITIES.**



## SECTION 3

### MY EMPLOYER / PROVIDER MUST REPORT TYPE 3 PD ACTIVITIES TO SACE ON MY BEHALF

#### **All Employers and Providers must report their participants' (teachers) Type 3 Professional Development Activities to SACE.**

The reporting can be done manually or electronically / online

If the **provider chooses to report manually, it must send to SACE an attendance register of all participants.**

The provider / employer may also choose to report electronically / online. All providers / employers must sign-up, receive username and password from SACE for purposes of accessing the CPTD self-service portal and reporting the teachers' Type 3 PD activities taking place at an employer and/or provider level.

**As a teacher, it is my responsibility to verify that my employer / provider has reported my Type 3 PD activities to SACE. I need to do this by checking my CPTD Account on a regular basis through the CPTD Self-service portal or phoning SACE offices.**

