



REFERENCE: e-Facilitator Course July 2021

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15 June 2021

To: All WCED School Principals
Educators

Cc: Director (WCED Cape Teaching and Leadership Institute),
Chief Director (Districts), Directors (Education district offices),
Chief Education Specialists;
e-Learning Advisors and ALL district staff;
Services Managers (Centre for e-Innovation)

Invitation for educators to **Become an e-Facilitator
in MS PiL 'ICT skills for Teachers' ONLINE training project for 2022**

This invitation is intended for teachers with an excellent knowledge of the Microsoft Office suite to offer their services facilitating online for this project.

The Microsoft® Partners in Learning initiative aims to aid digital inclusion and provides the framework for teachers and students to acquire the skills they need to make the best use of Information and Communication Technology (ICT) in teaching and learning. The purpose of this program is to introduce users to ICT skills in the context of their roles as teachers. This training is teacher centric.

Some of the goals for Microsoft Partners in Learning initiative are:

- Empowering schools to significantly raise the level of Information and Communication Technology (ICT) literacy amongst their staff;
- Supporting teachers and schools in developing an internal culture of innovation;

In partnership with the Western Cape Education Department, the ICT Training Unit of the Centre for e-Innovation (Ce-I) is expanding the Partners in Learning "ICT Skills for Teachers" online training project in the Western Cape. This opportunity is part of a recruitment and selection process of e-Facilitators for a limited period within a 12 month period for services rendered after normal school hours.

The online courses will be facilitated by e-Facilitators:

Essentially teachers who are willing to make themselves available as e-facilitators.
E-Facilitators will be remunerated for training services rendered.

COURSE INFORMATION

Pre-requisites:

1. Advanced proficiency in the MS Office application Suite
2. Internet connectivity

Workshop: e-Facilitation Course Date: 9 July – 23 July 2021

Closing Date: Friday, 02 July 2021

Successful candidates in the e-Facilitation will be notified in writing and will be required to participate in an

Online Orientation Workshop in 2022

After completion of the Orientation workshop candidates will be notified in writing with regards to being successful or not as an e-Facilitator.

If selected as an e-Facilitator, you will then facilitate the MS Partners in Learning 'ICT Skills for Teachers' online training course to teachers across the Western Cape.

You will be expected to:

1. **Motivate students online**
2. **Have at least 5 hours of available time every week** to work online
3. Be responsible to **train 20 teachers online** after normal school hours for a period of 6 months.
4. Have an **online presence** – using the **forum discussions to communicate to your students.**
5. **Monitor and access tasks** online as well as render support at least every 48 hours.

For more information click [Apply](#) and log in.

Username: Persal Number

Password: Persal Number

Should you require assistance or have any queries, please contact us at Info.icttraining@westerncape.gov.za.

Kind Regards

Dalene Thuynsma

Centre for e-Innovation