



REFERENCE: MS PiL 2021 ONLINE

ENQUIRIES: Ronwynne Rhoda/Dalene Thynsma

2021-07-22

To  
Principals  
Teachers

Cc:  
WCED Cape Teaching and Leadership Institute  
WCED District Directors  
WCED District Curriculum and e-Learning Advisors  
WCED Circuit Managers  
Ce-I Service Managers

### INVITATION

Microsoft Partners in Learning “**ICT SKILLS FOR TEACHERS**” computer course

**100% online**

Starts 23 August – 29 October 2021

**SACE Endorsed 30 CPD Points**

Dear Principal / Teachers

In partnership with the WCED, the ICT Training Unit (Centre for e-Innovation) is facilitating an **ONLINE ICT training course** for WCED educators across the province.

This online training opportunity is for educators who **cannot attend a face-to-face computer course** but **want to develop their personal computer skills**.

The **aim of this course** is to **assist educators to acquire the ICT skills** necessary for participation in advanced ICT integration courses, which require a higher level of ICT competence.

Online training gives the busy educator a chance to develop skills that will help them achieve their personal and professional goals. A few of the many important benefits of e-Learning are:

- Improves your knowledge retention.
- Fits more easily into your schedule.
- Learning experiences can be customized.

Who is **eligible** for the course?

Educators who:

- Have not completed an "ICT Skills for Teachers" before.
- Preferably already have mastered the first steps of word processing.
- Complete the ICT Skills Assessment
- Will take integration of ICT into the curriculum, to a next level
- Serve in School Governing Body posts.

**NB! This is NOT a course for BEGINNERS**

Course Information:

- Training will be **ONLINE** with **NO "face to face"** contact sessions.
- You will however have an e-Facilitator to support and assess your tasks.
- Participants will work at their own pace and have a maximum of 40 hours to complete the course between the period 23 August – 29 October 2021.
- 30 Tasks successfully completed = 30 CPD pts. As from 1 Jan 2017, your SACE number is required.
- Successful applicants will be notified via e-mail; therefore, your correct personal e-mail address is vital.
- You will be held responsible for costs if you do not fulfil your obligations of completing the sponsored online training (your online presence will be monitored and will be used to verify attendance). Please refer to the WCED Training Minute Document Ref. no. [20081013-0023](#) with regards to withdrawal from training interventions.
- Late bookings and faxes will **NOT** be considered

Annexure A: Content of Course.

Annexure B: Registration and application process.

Should you require assistance or have any queries, please contact us at [Info.icttraining@westerncape.gov.za](mailto:Info.icttraining@westerncape.gov.za).

Kind Regards

DGITO ECAS: ICT Training Unit  
Centre for e-Innovation  
Department of the Premier

## Annexure A:

The MS PiL 'ICT Skills for Teachers" course comprises of online activities as well as offline completion and uploading of a set of 30 tasks.

Applications from the Office suite that will be used to complete the activities:

- Word
- Excel
- PowerPoint
- Publisher
- OneNote

Beginner level		Intermediate level		Advanced Level	
Tasks	Application	Tasks	Application	Tasks	Application
<b>Module 1</b>		<b>Module 5</b>		<b>Module 9</b>	
Write a letter	Word	Draw up a budget	Excel	Create Curriculum learning resources	OneNote
Write a good news note	Word	Create simple mark book	Excel		
Write a short bulletin	Word	Create a class planner	Excel		
<b>Module 2</b>		<b>Module 6</b>		<b>Module 10</b>	
Disciplinary Note	Word	Data analysis	Excel	Mail merge a letter	Word
Class Test	Word	Create a graph	Excel	Create a dynamic mark book	Excel
Creating a simple worksheet	Word	Create an interactive picture	Excel	Create a pivot table	Excel
<b>Module 3</b>		<b>Module 7</b>		Forms based documents	Word
Design a concert program	Word	Create a simple presentation	PowerPoint		
Design an Assessment tool	Word	Create a multimedia presentation	PowerPoint		
Reviewing documents	Word	Create a presentation template	PowerPoint		
<b>Module 4</b>		<b>Module 8</b>			
Design a certificate	Publisher	Organise information in outline	Word PowerPoint		
Design a newsletter	Publisher	Import chart into Word	Excel Word		
Design a poster	Publisher	Use Internet Information	Internet Word		



In partnership with the WCED, the Digital learning Centre [Formerly ICT Training Unit] is facilitating an **ONLINE ICT training course** for WCED educators across the province.

This online training opportunity is for educators who **want to develop their personal computer skills**.

The **aim of this course** is to **assist educators to acquire the ICT skills** necessary for participation in advanced ICT integration courses, which require a higher level of ICT competence.

*Principals are invited to nominate EDUCATORS from their schools for this course.*

## Course Bookings and Information

**Please visit:**

<https://icttraining.westerncape.gov.za/moodle>

**Login:**

Use your Persal no as username and password

**Closing date for bookings:**

**13 August 2021**

## Can't log in?

Scan the QR Code

or



Click link below and  
complete the fields

[Struggle to log in](#)

*You will receive your log in details within  
48 hours*

## Enquiries

**e-Mail**

[Info.Icttraining@westerncape.gov.za](mailto:Info.Icttraining@westerncape.gov.za)

Microsoft Partners in Learning	'ICT skills for Teachers' MSPIL Online
<b>Background</b>	<p>Online training gives the busy educator a chance to develop skills that will help them achieve their personal and professional goals. Benefits of e-Learning are:</p> <ul style="list-style-type: none"> <li>• Improves your knowledge retention.</li> <li>• Fits more easily into your schedule.</li> <li>• Learning experiences can be customized.</li> </ul>
<b>Who's is eligible for the course</b>	<p>Educators who:</p> <ul style="list-style-type: none"> <li>• Have not completed an "ICT Skills for Teachers" before.</li> <li>• Preferably already have mastered the first steps of word processing.</li> <li>• Will take integration of ICT into the curriculum, to a next level</li> <li>• Serve in School Governing Body posts.</li> </ul>
<b>Obligation</b>	<ul style="list-style-type: none"> <li>• You will be held responsible for costs if you do not fulfil your obligations in participating in sponsored online training (the online presence will be monitored and will be used to verify attendance). Please refer to the WCED Training Minute Document Ref. no. <a href="#">20081013-0023</a> with regards to withdrawal from training interventions.</li> </ul>
<b>Duration</b>	<ul style="list-style-type: none"> <li>• Participants will work at their own pace within a total time span of +- 40 hours from 23 August – 29 October 2021.</li> </ul>
<b>Venue</b>	<ul style="list-style-type: none"> <li>• This course is 100% online</li> <li>• Training will be ONLINE with NO "face to face" contact sessions.</li> <li>• You will however have an e-Facilitator to support and access your tasks.</li> </ul>
<b>Course information</b>	<p>30 tasks to be successfully completed. ( See complete content on the booking space)</p>
<b>Certificate</b>	<p>e-Certificates will be issued.</p>
<b>CPD Points</b>	<p>30 CPD points</p>
<p>For more information, please log-in to the website <a href="https://icttraining.westerncape.gov.za/moodle">https://icttraining.westerncape.gov.za/moodle</a></p>	

## Step 1 - Access the website

- Open with Chrome - insert link below
- Click on link below

<https://ictraining.westerncape.gov.za/moodle>

## Step 2- Log in

- Log in using your
- Persal as *username* and *password*

## Cannot log in ?

- Scan QR Code
- Or click on link below



[Struggle to log in](#)

## Step 3 - Update profile

- You might be asked to update your profile
- All fields marked are to be completed

## Step 4 - Start process



## Step 5 - Select MSPIL course

VIEW OUR COURSES BELOW

ICT Skills for Teachers

Read more...

Select this option

## Step 6 - Enrolment key

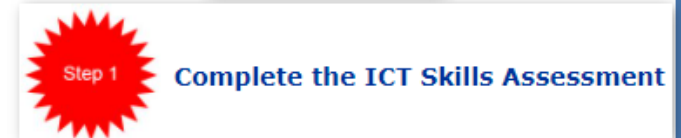
- You might be prompt for an enrolment key
- **ict2021**

## Step 7 - Read Information



[Click here to start your booking](#)

## Step 8 - ICT Skills Assessment



## Step 9 - Book the seat

Information **Book your seat**



## Step 10 - Complete booking

Monday, 16 August 2021, 12:00 AM -  
Friday, 29 October 2021, 11:59 PM

**Book now**

Your booking will be confirmed via an eMail.