



THE TEACHING COUNCIL OF ZAMBIA CONTINUING PROFESSIONAL DEVELOPMENT AND THE TEACHER TRACKING REFERENCE *'An Extract from the CPD Handbook'*

1. Introduction

This document gives more details on management of Continuing Professional Development and Teacher Tracking systems summary insights on the process of CPD and Teacher Tracking.

2. What is CPD?

Continuing Professional Development is an ongoing process of frequently improving skills and competencies to enhance workplace performance and future career prospects. It is a commitment to ongoing lifelong learning which combines different methodologies to learning, which includes CPD training courses, seminars, workshops, conferences and events, webinars and online e-Learning programs.

CPD can also include sharing best practice techniques, thoughts and ideas, all focused towards an individual improving within the work environment.

3. What is The Purpose of CPD in Teaching?

Initial training provided by pre-service training institutions is but just a start that merely lays a foundation for the lifelong teaching and acquisition of knowledge which is quantified into a one-off teacher's qualification.

It is therefore, important for every teacher to engage in CPD activities to ensure that academic, professional and practical qualifications do not become outdated or obsolete, and allows for an individual to continually 'up skill' or 're-skill' oneself regardless of the occupation, age or educational level. Continuing Professional Development CPD encourages a teacher to look forward and identify opportunities

to learn something new, refresh existing knowledge, improve skills, or simply keep up-to-date with the latest developments within the teaching profession.

Continuing Professional Development enables learning to become conscious and proactive, rather than passive and reactive. It involves an individual documenting and keeping a record of the increasing skills, knowledge and experience a teacher gain throughout one's teaching career.

4. Key Competences in Teaching

By engaging in CPD program activities, teacher is expected to poses sufficient and up to date knowledge, skills and competencies. Generally, these competencies have been classified into two as follows:

4.1. Classroom Skills and Competencies

- 4.1.1. Mastery of the subject materials to be taught;
- 4.1.2. Skills to understand different ways in which respective learners acquires knowledge and skills;
- 4.1.3. Skills to understand learning needs and limitations of learners;
- 4.1.4. Skills to plan for and forecast how the subject matter must be taught;
- 4.1.5. Use appropriate methods, approaches, techniques and strategies to teach the planned subject matter;
- 4.1.6. Use reliable assessment and evaluation methods to effectively and accurately assess learner performance;
- 4.1.7. Effective management of oneself, learners, teaching and learning processes and the classroom environment.
- 4.1.8. Skills to positively relate with other teachers, school administration, learners' parents and the community.

5. Management Competences

- 5.1.1. Relate the mission, vision and core-values of the respective institution to management;
- 5.1.2. Plan, and implement institution strategic plans.
- 5.1.3. Manage, co-ordinate and network with staff and other stakeholders to achieve the institution strategic objectives
- 5.1.4. Supervise human resource effectively and utilize financial and other resources prudently to enhance institutional development;
- 5.1.5. Provide instructional leadership to promote effective teaching and enhance learner achievements
- 5.1.6. Model effective management, mentor and coach staff to influence others with good leadership
- 5.1.7. Capacity and appraise staff for realignment and upgrading;
- 5.1.8. Monitor and evaluate human, financial and other resources

6. Areas of Competences

Continuing professional development programs, courses and activities shall be offered and be undertaken with a view to enhance teacher competences mainly in six (6) critical identified competence areas outlined here below:

6.1. **Pedagogy**

Demonstration of knowledge and competencies in the use of different methods of teaching;

6.2. **Teaching Subject Content**

Command of the subject matter in the subject of or level of specialisation;

6.3. **Management and Administration**

Competencies to manage oneself, others, resources, time and facilities;

6.4. **Professional Knowledge and Ethics**

Demonstrate competencies and knowledge of education policies, legal provisions in education and adherence to the code of ethics in the teaching profession;

6.5. **Digital Literacy & Teaching with Technology**

Demonstration of competencies in the use of technology to teach and or administer;

6.6. **Crosscutting Issues and Research.**

Demonstration of knowledge of crosscutting issues that affect education.

8. CPD Activities and Credit Points

Note: Teacher refers to the following groups of professionals: teachers, teacher educators and education leaders/administrators functioning by virtue of their training and qualification as teachers; registered and licensed to practice by the Teaching Council of Zambia.

8.1. A teacher shall participate in different CPD programs, course and activities that shall be self-initiated through self-study, internal, external institutions and many other recognised service providers in order to update one's knowledge, skills and competences.

8.2. A teacher shall be rewarded with CPD credit points that shall be used in the renewal of one's practicing certificate after it expires at the end of the three (3)-year cycle. e.g. a practicing certificate acquired or renewed in 2022 expires in 2024.

- 8.3. To renew one's practicing certificate, one would require to gain 50 credit points per year that shall total to 150 credit points after three (3) years. accrued through undertaking school-based and external CPD activities.
- 8.4. It is important to note credit points will be gained in many different ways ranging from self-study, attend meetings, presentations of papers, contribution to the profession by holding responsibilities such as grade/class teacher, patron/patron of learners club, co-curricular activity, performance in the standards of practice through internal or/and external monitoring.
- 8.5. Therefore, it is important to study all these activities and how a teacher can gain credit points in each one of them.
- 8.6. The Following table outlines the category of CPD activities, the CPD activities and credit of automated CPD credit points for each activity.

Code	CPD Category and Activity	Credit Points
CPD1511	Self-directed Study	Minimum Total Points: 5
CPD15111	Evidence of self-assessment of relevant competences/skills/knowledge	2.50
CPD15112	Evidence of reading/seeking information from different sources such as experienced colleagues/mentors on competence areas to improve practice	2.50
CPD15113	Evidence of perfecting and/putting into practice of new ideas from self-study materials and other sources.	2.50
CPD15114	Evidence of relevant and up-to-date CPD records of self-study.	2.50
CPD1512	Attending Locally Scheduled Event	Minimum Total points: 5
CPD15121	Professional/ management teachers/lecturers/group meeting.	2.50
CPD15122	Head-teacher/principal/supervisor's in-service meeting.	2.50
CPD15123	Grade/subject meeting at resource centre/central location.	2.50
CPD15124	Lesson Study/practical demonstrations and discussion.	2.50
CPD15125	Institutional, departmental, section/ management/professional meeting.	2.50
CPD15126	Specialist subject/ professional workshop/seminar.	2.50
CPD15127	Facilitators/stakeholders/school workshop/seminar.	2.50
CPD15128	Academic/professional/ management structured presentations and discussion.	2.50
CPD15129	Presentation/document/book review conference	2.50
CPD1513	Attending Event Outside Place of Work	Minimum Total points: 5

CPD15131	Subject association/ professional/academic clubs/societies/workshop.	2.50
CPD15132	External facilitator/ stakeholder workshops/seminar.	2.50
CPD15133	Educational/professional seminars/ workshops, conference.	2.50
CPD15134	Management meeting, short training/short course.	2.50
CPD15135	External examinations setting/marking/assessment/moderation session	2.50
CPD15136	Relevant study tours, bench marking program, institution network meeting	2.50
CPD15137	Regulator/employer capacity building program	2.50
CPD15138	Local and international twining/ collaboration program	2.50
CPD152	Undertaking Training Courses/Development of documents	Minimum Total points: 5
CPD1521	Short CPD course evidenced by attendance certificate.	5.00
CPD1522	Training CPD course evidenced by course completion certificate with assessment results.	15.00
CPD1523	Distance college/university yearly training with course continuous assessment results transcript.	15.00
CPD1524	Taking part in workshop producing guidelines, operational, policy, legal documents, tools, etc.	10.00
CPD153	Professional/academic/management presentations	Minimum Total points: 15
CPD1531	Within one's place of work evidenced by presentation paper/documents	15.00
CPD1532	Outside one's place of work evidenced by presentation/paper document	15.00
CPD1533	Training others/facilitation at workshop/seminar/ training session	15.00
CPD154	Research	Minimum Total points: 15
CPD1541	Developing/ editing/reviewing papers/articles for publications (per paper published)	15.00
CPD1542	Reviewing education/professional article for publication (per paper published).	15.00
CPD1543	Undertaking educational research and sharing/publishing the findings.	30.00
CPD155	Service to the Profession	Minimum Total points: 30
CPD1551	Mentoring/coaching peers or fellow professionals.	15.00

CPD1552	Supervision/coaching of learners' class/club/association and other co-curricular activity.	15.00
CPD1553	External examinations setting/invigilation/marketing/moderation session.	15.00
CPD1554	Representing of fellow staff on professional /subject/ association, etc.	15.00
CPD1555	Hosting/adjudicating at show/trade fare/ professional/academic/subject fare.	15.00
CPD156	Professionalism	Minimum Total points: 30
CPD1561	Culture	5.00
CPD1562	Teaching and Learning	5.00
CPD1563	Management	5.00
CPD1564	Partnership and Networking	5.00
CPD1565	Professional Improvement	5.00
CPD1566	Upholding Code of Ethics for Teaching Profession	5.00

MANAGEMENT AND AWARD OF CPD POINTS

9. MANAGEMENT

Heads of institutions, through their CPD committee and coordinators, shall be responsible for coordination of institutional CPD programs, maintaining of CPD records and recording of registered practitioner CPD participation on the Teacher Management Information System (TMIS) - The CPD Credit Point System. Records of CPD activities to be maintained at institutional level shall highlight the following on a CPD Activity Record Card

- (a) Objectives, subject area and target competence or skill of the activity;
- (b) Delivery mode (online/ offline);
- (c) Duration of activity;
- (d) Register of participants;
- (e) Facilitators;

CPD ACTIVITY RECORD CARD



MINISTRY OF EDUCATION



THE TEACHING COUNCIL OF ZAMBIA



CONTINUING PROFESSIONAL DEVELOPMENT

ACTIVITY RECORD CARD

NAME:.....TCZ No.....NRC NO.....
 POSITIONPROVINCE.....
 DISTRICT.....NAME OF INSTITUTION.....
 DATE OF ACTIVITY.....CPD SERVICE PROVIDER.....

1. ACTIVITY OBJECTIVE(S)

.....

2. CATEGORY OF THE ACTIVITIES (TICK)

CATEGORY	TICK	CATEGORY	TICK
Self-study		Training Course	
Locally scheduled event		Professional Presentation	
Events outside institution		Service to the profession	
Research		Professionalism	

3. COMPETENCE AREA (TICK)

COMPETENCE AREA	TICK	COMPETENCE AREA	TICK
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Pedagogy		Digital Literacy (IT)	
Subject discourse		Research	
Management		Cross-cutting issues	
Professional knowledge and Ethics			

4. THE MAIN TOPICS COVERED

- (a).....
- (b).....
- (c).....
- (d).....

5. YOUR ROLE IN THE ACTIVITY. e.g. participant/ facilitator/presenter/co-presenter/ activity contributor, etc.

.....

6. COMMENT ON THE COMPETENCE/SKILL/KNOWLEDGE GAINED AND IT APPLICATION TO YOUR PRACTICE

.....

PARTICIPANT SIGNATURE:.....DATE:.....

SUPERVISOR/CPD COORDINATOR NAME:.....TCZ NO.....

POSITION.....SIGNATURE.....

POSITION.....DATE.....

INSTITUTION DATE STAMP

10.AWARD OF CPD CREDIT POINTS

Awarding of CPD Credit Points shall be done by TMIS through the Teacher Tracking/ CPD Module (www.teacher.tcz.ac.zm) developed by the Teaching Council of Zambia. The procedure for recording CPD activities on CPD System shall be as follows:

10.1. Enrolling of an institution

This is the initial step of gaining access into the CPD System. Registration involves the creation of profile of an institution on TMIS where vital information such contact details, physical address, registration status, statutory registration requirements and other details are captured.

Figures 1

The screen shot below shows the form used to register an Institution. To register an institution enter all the necessary detail the form and click the submit button

The screenshot displays the 'INSTITUTION REGISTRATION' form. On the left is a sidebar menu with the Teaching Council of Zambia logo and the text 'TEST HRMC HI, TSC HRMC'. The menu items are: Institution Registration, Institution, Institution CPD Reports, Track a teacher, My District's Teachers, System users, Enroll All Teachers, My Teachers/Enter CPD, CPD Reports, CPD Activities, Upload image, and Change Password. The main form area contains a search field for 'If exists enter TCZ No:' with a 'Search' button. Below this is the 'Institution Information' section with the following fields: School Name, Physical address, Postal address, Fax, Phone number, Cell number, Website, Email (with a note 'The applicant will be notify using this email'), Location (dropdown), Status (dropdown), Classification (dropdown), Year Founded, District (dropdown), Affiliation (dropdown), Act (dropdown), ZRA or EMIS, PACRA or EMIS, Ownership (dropdown with a note 'if lease how long is the lease'), and Zone. A 'Submit' button is at the bottom right. A green speech bubble points to the form with the text 'Enter the necessary details'.

This process is done by the Teaching Council of Zambia. All registered institutions will be given specific TCZ Numbers.

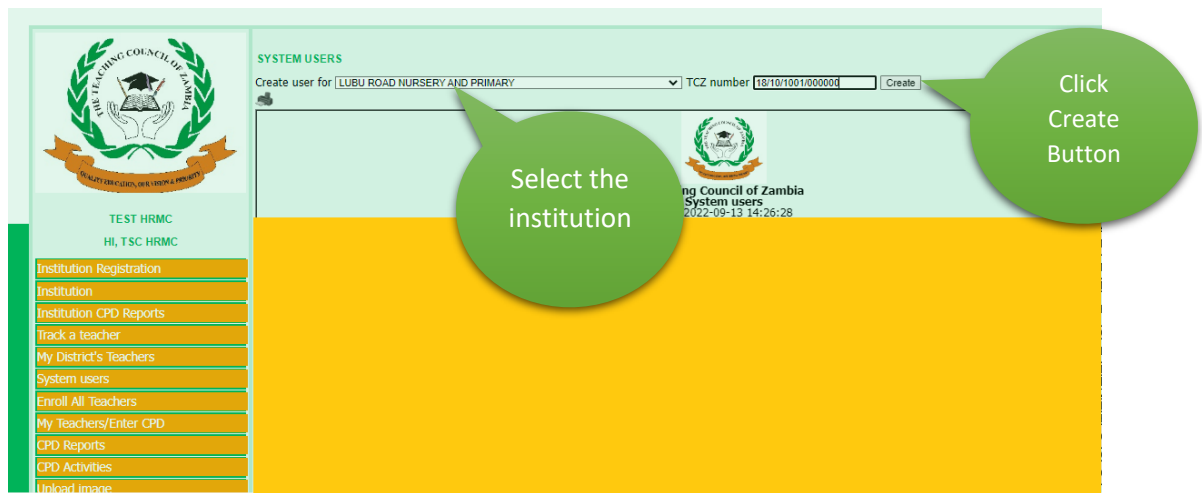
10.2. Creation of System Users

Each registered institution will have a system user that will be responsible that will be responsible for inputting CPD activities into TMIS. System users will be heads of particular institutions and will be assisted by their CPD coordinators/ supervisors. The

Teaching Council of Zambia will create system users for District Education Boards, The District Education Board Secretaries and District Resource Centre Coordinators who will in turn create login profiles for institutions and schools in their districts. Only registered practitioners can be assigned system user responsibilities.

Figure 2

To create the system users select the institution from the list and enter tcz number of the responsible officer then click on create button



The proposed system users and their assistants and respective levels are shown in the following table. Institutions however may appoint such officers as they deem appropriate to be assistants.

S/no.	Level	Responsible Officer	Assistant
1	National	PS	TESS/Standards
2	Provincial	PEO	EO TED, PRCC
3	District	DEBS	DRCC
4	Zone	Zone Head Teacher	ZIC
5	School	Head Teacher	SIC, HOD

10.3. Tracking of Teachers

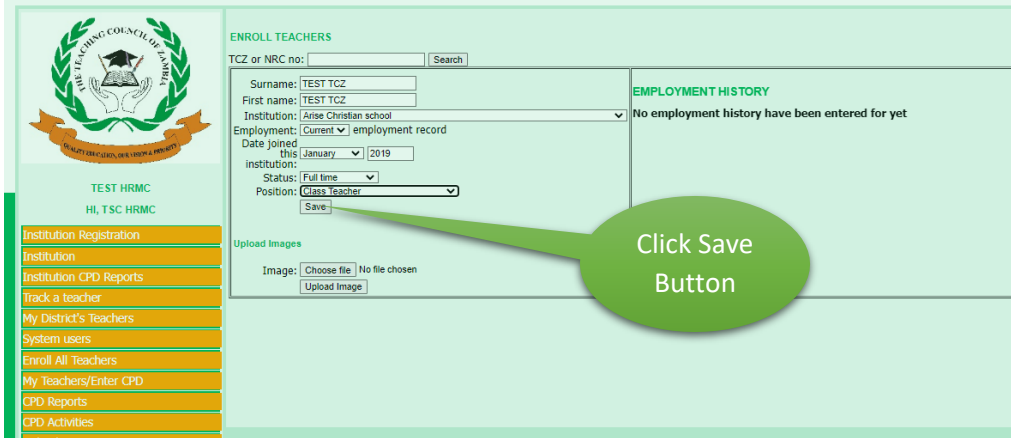
Heads of institutions will first be required to place registered teachers in their institutions using the Teacher Tracking Module of TMIS as only tracked (placed) teachers can have their CPD activities recorded for award of credit points.

Tracking follows the following procedure:

- (a) Teacher registration – a teacher must first be a registered teacher by TCZ and must hold a valid TCZ number
- (b) Enrolling – this involves the placement of teachers on the actual work stations (schools and institutions);
- (c) Enrolling of teachers onto institutions is done by heads of institutions.

Figure 3

To Enroll Teachers click on Enroll all teacher button, then Select the appropriate details and click save button



10.4. Capturing practitioner CPD activities

The capturing of CPD activities on TMIS shall be done by assistants and supervised/monitored by responsible officers. The responsible officer shall ensure that each CPD activity to be inputted on TMIS is accompanied by a report detailing the following:

- (a) Type of CPD activity;
- (b) Competence area;
- (c) Delivery mode;
- (d) Duration of activity;
- (e) List of participants;
- (f) Facilitators;
- (g) Activity evaluation report.

The CPD activities shall be entered separately for each individual participant. The CPD Coordinator will only be required indicate the type and competence area of the CPD activity that practitioners will take part in as credit points will automatically be awarded by the system.

Figure 4

To capture CPD activities click on My teachers/Enter CPD button then click on individual TCZ number as show below

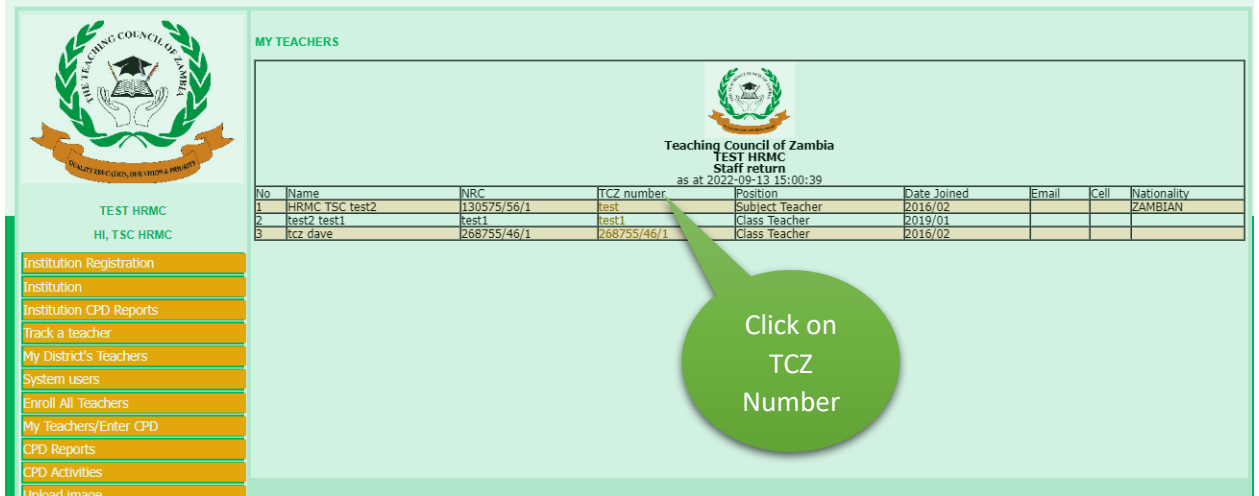
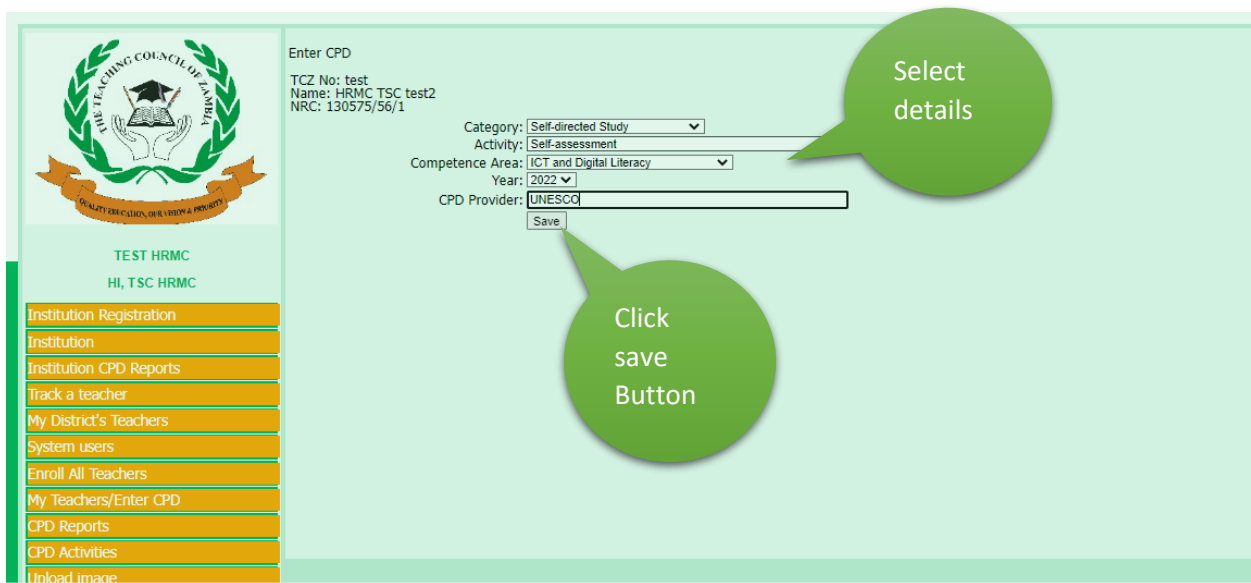


Figure 5

To capture CPD records select the appropriate details and click on save button. Every successful saved record will see the “successfully saved message”



10.5. Accessing CPD Credit Point Reports

All registered HRMC practitioners will have access to CPD credit point reports but to varying degrees. Practitioners will first be required to create their profiles on the TCZ

Registration Portal (www.teacher.tcz.ac.zm) before accessing CPD Credit Point Reports.

Figure 6

To view individual CPD records click on My CPD Report button then select the year and click search button.



Figure 7

The screenshot shows the individual CPD report.



HRM

- Apply for Certification
- Renew My Certification
- e-Practicing License
- e-Registration Certificate
- My TCZ Profile
- Account Statement
- My CPD Report
- Change password
- Upload Image
- Upload Signature
- Log Out

MY CPD REPORT

Year from: 2019 Search

Self-directed Study					
Activity	Competence Area	2019	2020	2021	Total
Self-assessment	Subject Discourse			2.50	2.50
Self-assessment	Subject Discourse			2.50	2.50
Total		0	0	5	5
Locally Scheduled Events					
Activity	Competence Area	2019	2020	2021	Total
Total		0	0	0	0
Events Outside Place of Work					
Activity	Competence Area	2019	2020	2021	Total
Total		0	0	0	0
Training Courses					
Activity	Competence Area	2019	2020	2021	Total
Post-graduate or under-graduate courses	Management			5.00	5.00
Short courses	ICT and Digital Literacy		5.00		5.00
Short courses	Management	5.00			5.00
Total		5	5	5	15
Professional Presentations					
Activity	Competence Area	2019	2020	2021	Total
Total		0	0	0	0
Research					
Activity	Competence Area	2019	2020	2021	Total
Editing papers for publication	Management	30.00			30.00
Undertaking research	Subject Discourse			30.00	30.00
Total		30	0	30	60
Service to the Profession					
Activity	Competence Area	2019	2020	2021	Total
Total		0	0	0	0
Professionalism					
Activity	Competence Area	2019	2020	2021	Total
Total		0	0	0	0
Grand Total		35	5	40	80