



EMMADJEI TEACHERPRENUERSHIP

Experts in Subject Content, Portfolio & Curriculum Delivery



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Our Ref: NTCTCPD-MYour Ref.....Date: 8th December, 2022

The Director
Ghana Education Service,
Accra Metro
Greater Accra

Dear Sir,

**AN INVITATION TO ATTEND AN NTC'S ACCREDITED TRAINING; SUBJECT
CONTENT KNOWLEDGE, METHODOLOGY AND PROFESSIONAL PORTFOLIO OF
TEACHERS**

As part of the activities for teachers to partake in to ensure professional compliance and qualify to renew their licences, teachers are to follow the recommended steps to build portfolio and upload on the NTC portal for assessment once every year.

NTC has observed that a few teachers who made an attempt to build and upload their portfolio and teaching philosophy statements last month mostly did not follow the recommended guidelines. There were full of contradictions and did not align with any teaching competencies in the curriculum and therefore did not meet the National Teaching Standards. Most teachers did not make any attempt to upload them as well

In order to bring clarity to this situation, NTC has accredited its service provider (EMMADJEI ENTERPRISE) to organise the above workshop for all pre- tertiary teachers in the country and for that matter all pre- tertiary teachers in the Accra Metro

Kindly go through the attached details for your perusal and necessary action

Thank you

Yours faithfully,

(0557112480)

for EmmadjeiTeacherprenuership

CC

1. Director of CPD, NTC
2. Deputy Director General, Q&A
3. Regional Director, Greater Accra.
4. All SHS Heads, Accra Metro
5. COHBS, Accra Metro
6. GNAT Headquarters, Accra



WORKSHOP ON SUBJECT CONTENT, PORTFOLIO AND CURRICULUM
DELIVERY

ACCRA METRO ACTIVITY SCHEDULE

TARGET GROUP	CIRCUIT	VENUE	DATE	DURATION
Target Group A KG to B6 & Language Teachers of JHS and SHS	Kaneshie & Bubiashie	TBD	16-01- 2023	9:00am to 2:00pm
Target Group B All other Subject teachers of JHS and SHS	Kaneshie & Bubiashie	TBD	17-01- 2023	11:00am to 2:30pm
Target Group A KG to B6 & Language Teachers of JHS and SHS	Korle-Gonno, Mamprobi & Ojoo	TBD	18-01- 2023	9:00am to 2:00pm
Target Group B All other Subject teachers of JHS and SHS	Korle-Gonno, Mamprobi & Ojoo	TBD	19-01- 2023	11:00am to 2:30pm
Target Group A KG to B6 & Language Teachers of JHS and SHS	Ga Mashie, Usher & Ayalolo	TBD	20-01- 2023	9:00am to 2:00pm
Target Group B All other Subject teachers of JHS and SHS	Ga Mashie, Usher & Ayalolo	TBD	23-01- 2023	11:00am to 2:30pm

DETAILS ABOUT THE UPCOMING NTC'S SERVICE PROVIDER'S

WORKSHOP

1. The cost for the workshop is GH¢65.00 per participant. It will cover lunch, handout on subject content, payment of facilitators, and payment of officers in-charge of awarding of points, fuel etc.
2. There will be a book with other materials on teaching philosophy statements and portfolio that will be sold at GH¢20.00 for interested participants.
3. Teachers are expected to bring their learning plans, 3 marked exercises, some of their prepared T.L.Ms and CPD logbook to practise portfolio upload on the portal using our recommended steps and guidelines.
4. Workshop participation cards shall be given to participants and they will be expected to write their exact names that they used on the portal, license numbers and telephone numbers to enhance the awarding of points.
5. Teachers who are yet to receive their professional license numbers shall only fill their names and telephone numbers on the said card.
6. Go through the National Teaching and Licensing register for your district and make sure the spellings and arrangements of your names, license numbers and the years you obtained your license numbers



match the years you obtained your first professional certificate.

Please find attached the Activity-Schedule and the programme outline for your perusal and necessary action.

NTC'S ACCREDITED WORKSHOP – SUBJECT CONTENT AND PORTFOLIO PROGRAMMME OUTLINE.

1. Arrival and registration of participants. (7:30am - 9:30am).
2. Opening prayer (9:30am - 9:32am).
3. Introduction of facilitators, office staff and all participants circuit by circuit and school by school (H/R /TR. Officer) (9:32am - 9:40am).
4. Opening and welcome address by MDE (9:40am)
5. Workshop objective and C.E.O's welcome address (10:00am -10:15am)
6. Update on NTC's CPD framework and PLC (SBI,CBI& DBI Action Plan) to be prepared by the heads and to be submitted to their Directors of Education by Emmadjei (10:15am – 10:35am).
7. Highlights on Tr. Portfolio and teaching philosophy statements by Dr. Anner /Dr. Vida Paaku. / Mr. Emmanuel Amoako/ Mrs. Charlotte Asare Nyarko (11:15am – 12:05pm)
8. Highlights on the pedagogy and the core-competencies of the new curriculum for Ghanaian schools by Dr. Teye / DDE. (12:05pm- 12:45pm)
9. English literacy curriculum by Emmadjei& Mrs. Charlotte Asare Nyarko (12:45am-1:45pm).
10. Lunch break and picture taking by Rev. Evans. (1:45pm-2:15pm)
11. Uploading of Lesson Plans / Marked Exercises/ Teaching Philosophy Statement/ Reflective Lesson Practices by Rev. Evans with all participants (1:30pm – 2:45pm).
12. Portfolio, Teaching philosophy statement and reflective lesson practice upload on the portal by Emmadjei and Rev. Evans (2:00pm - 3:30pm). (lesson plan, lesson presentation, pupils exercise marked and graded etc to be uploaded on or before 21st December 2022

13. Assessment questions NB: to be displayed on the WhatsApp platform for participants to respond and submit by 12 midnight of last day of workshop.

14. Wrap up, questions, remarks and comments from participants (5 mins)

15. Ending- Closing prayer (3 mins).

16. All teachers with issues can wait for assistance.