



**LEARNER TEACHER SUPPORT MATERIAL (LTSM) PROJECT OFFICE**  
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**TO:** DEPUTY DIRECTOR GENERALS  
CHIEF DIRECTORS  
DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGERS  
LTSM CO-ORDINATORS  
ALL PRINCIPALS OF SCHOOLS  
SCHOOL GOVERNING BODIES (SGBs)  
SCHOOL MANAGEMENT TEAMS

**FROM :** SUPERINTENDENT – GENERAL: EDUCATION

**DATE:** 28 MAY 2014

**SUBJECT:** FINAL APPROVED SUPPLEMENTARY LTSM RESOURCE CATALOGUE  
FOR ALL PHASES AND SCHOOLS

1. PURPOSE

The purpose of this memorandum is to apprise schools and other education stakeholders about the release of the final approved supplementary catalogue by the Department. The memo also seeks to guide schools on how to order Supplementary resource materials for 2015.

2. BACKGROUND INFORMATION

After a very successful implementation and delivery of New CAPS Curriculum materials for the past 3years, the Department has embarked on supplying supplementary LTSM resources to schools.

To facilitate this; the Department organised a Book Fair, where Publishers and other Suppliers displayed and showcased a wide range of additional resources which resulted in the development of a comprehensive Provincial Supplementary resource catalogue.

### 3. DELIBERATIONS

#### 3.1 Requisitioning process for the Supplementary LTSM resources

The catalogue for Supplementary LTSM resources has been approved and dispatched to all 23 Education District offices. Schools are given chance to enrich the learning environment by purchasing additional resources like Models, Science and Technology kits, Study Guides, Globes, Atlases, Computers, Generators, Photocopiers, Laptops, Wall charts, Leave planners, E-beams, White boards, Projectors, laboratory materials, Educational toys, Dictionaries, Workbooks and other resources. This we believe will not only ensure an active learning experience but will expose learners to a variety of exercises which will result in creative and developmental learning, thus improving learner performance.

For the past four academic years schools have been afforded the opportunity to procure CAPS textbooks and as such should be adequately resourced with CAPS material. The Department is prioritizing the procurement of the Supplementary resources mentioned above for the 2015 academic year. A budget split of 80:20 is advised, i.e. 80% to be spent on Supplementary resources whilst 20% on Top up textbooks (unless a unique need arises).

Districts are currently hosting book exhibitions for the Supplementary resource materials up to 30<sup>th</sup> May 2014 as the catalogue has been released. Departmental officials and schools are cautioned to procure approved items from the approved Departmental LTSM supplementary catalogue (with SG's appended signature at the bottom of every page). Procurement from other catalogues will not be approved.

Date for the submission of catalogues to the district offices is 4<sup>th</sup> June 2014, whilst 6<sup>th</sup> June is the last date of submission of catalogues to the Provincial LTSM office.

#### 3.2 Requisitioning process for Top-up textbooks and Stationery

- Requisition catalogues for CAPS Top-up textbooks for Foundation up to FET Phase were released to District LTSM Co-ordinators on 16<sup>th</sup> April 2014.
- Stationery catalogue has also been released to District LTSM Co-ordinators on 16<sup>th</sup> April 2014.
- Requisition catalogue for Braille large print, Agricultural Technology, DBE-Siyavula-Saso-Inzalo textbooks and workbooks have been released to District LTSM Co-ordinators on 16<sup>th</sup> April 2014.
- Submission date for all the above-mentioned catalogues was on or before 16<sup>th</sup> May 2014 at the District Office.
- The Department has gone out on tender for the procurement of Stationery for all schools (with the exception of Q4 & 5) and the target is to ensure delivery of stationery packs to all schools before end October 2014.

#### 3.3 Requisitioning process for Grade 12 Literature

- Districts and schools are reminded that DBE still has a plan to develop a National Catalogue for Literature for the whole FET Phase. Delays in this

process have led to delays in the placement of orders for set work books nationally.

- A requisitioning catalogue (with the previously approved National set work) was sent to schools to place orders earlier in the year. After capturing and collating, the Province confirmed orders with schools and districts after which official purchase orders have been released to Publishers before 25<sup>th</sup> April 2014.
- Commencement of deliveries for the Grade 12 set work was 12<sup>th</sup> May and deliveries will be made to schools directly until 30<sup>th</sup> May 2014
- Schools are advised to verify consignment before a signature is appended and ensure that signed invoices are returned to the book distributor for payment to be processed immediately.
- LTSM catalogues can be accessed through the Curriculum websites at [www.eccurriculum.co.za](http://www.eccurriculum.co.za)
- For any enquiries regarding requisitioning, schools can contact the District LTSM Coordinators or phone the Provincial LTSM office at 043-702 7442 or 043-702 7414

#### 3.4 Warehousing and distribution

LTSM Project Office will compile school requisitions and place orders for Supplementary LTSM resource materials, CAPS Top up and Stationery.

Schools have been allocated a paper budget and this will be used to meet all the procurement costs of central procurement, including warehousing and distribution.

  
M. LANGONZO  
SUPERINTENDENT GENERAL

29/05/2014  
DATE