

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

Steve Vukile Tshwete Complex • Zone 6 • Zwelitsha • Eastern Cape • Private Bag X0032 • Bisho • 5605 •
REPUBLIC OF SOUTH AFRICA • Website: www.ecdoe.gov.za

Enquiries: Mr MP Cele

Email: Mfanawethu.Cele@ecdoe.gov.za

ETL INSTRUCTION 01/2020

**TO: DISTRICT DIRECTORS
E-TEACHING & LEARNING FACILITATORS
LTSM COORDINATORS
CIRCUIT MANAGERS
PRINCIPALS OF PUBLIC SCHOOLS: GRADES 10 – 12
GRADE 12 TEACHERS
TEACHER UNIONS/ ORGANISATIONS
SCHOOL GOVERNING BODIES**

CC: CHIEF DIRECTOR: RESOURCING & SCHOOL ADMINISTRATION

DATE: 07 DECEMBER 2020

**STATUS AND RETRIEVAL OF DIGITAL DEVICES AND TOOLS ISSUED TO
GRADE 12 LEARNERS AS PART OF LTSM PACKAKGE DURING 2020**

The Department rolled out mobile devices and tools to Grade 12 learners during July to October 2020 as an expansion of the LTSM package (i.e. textbooks, readers and stationery) currently availed to learners in support of the teaching and learning process. This initiative forms part of the Department's broader eLearning Strategy and involved the issuing of Tablets (incl. SIM cards) to Quintile 1-3 learners and individual SIM cards to Quintile 4 & 5 learners respectively.

Due to delays in the procurement and delivery processes brought on by the COVID-19 pandemic, not all Grade 12 learners received Tablets (incl. SIM cards) or individual SIM cards. Samsung 8" Tablets (incl. SIM cards) were issued to Grade 12 learners in most Quintile 1-3 schools, and Grade 12 learners at some Quintile 4 & 5 schools received SIM cards.

As the Tablets (incl. SIM cards) and individual SIM cards issued to Grade 12 learners to date form part of the LTSM package availed to learners, they remain the property of the Department and need to be reflected on the Asset Register of a school. As with textbooks, the Tablets (incl. SIM cards) and individual SIM cards are therefore, to be retrieved from learners at the end of the 2020 academic year and every year thereafter, so that they can be issued to the new cohort of Grade 12 learners at the start of a new academic year.

It is incumbent upon the Principal at each school where Grade 12 learners have received Tablets (incl. SIM cards) and individual SIM cards to ensure that all learners return what was issued to them on or before 15 December 2020. Failure to retrieve the Tablets and SIM cards

will disadvantage the next cohort of Grade 12 learners at a school. Where a shortfall is experienced in the retrieval process, the school must action a retrieval plan to recover all outstanding items prior to the opening of schools in 2021.

The Department utilised a digital verification process to issue Tablets (incl. SIM cards) directly to Grade 12 learners at Quintile 1-3 schools and SIM cards to Grade 12 learners at Quintile 4 & 5 schools during the delivery process. This involved the scanning and capturing of the Tablet serial number and SIM card number for Quintile 1-3 learners, and the SIM card number for Quintile 4 & 5 learners against the ID number of each learner receiving the digital devices and/or tools. This has allowed the Department to compile a detailed electronic register indicating the details of the learner along with the details of the Tablets and SIM cards issued.

The E-Teaching & Learning Directorate will avail these registers upon request to each school at which Grade 12 learners were issued Tablets (incl. SIM cards) or individual SIM cards, to assist with the retrieval process. Requests for the electronic registers can be submitted directly to Mr MP Cele on the email address: Mfanawethu.Cele@ecdoe.gov.za.

Each school is required to submit a report on the retrieval process to the ETL Directorate by 21 December 2020. The retrieval report (**Annexure A**) must be emailed directly to Mr MP Cele on the email address: Mfanawethu.Cele@ecdoe.gov.za. The Department will be utilising this information to: 1) action a block on items that have not been returned to schools; and 2) plan for future procurement.

It is important to note that in addition to the Tablets being engraved to indicate that they are the property of the Department, the Department has deployed a digital solution which allows it to track, trace and block any device and SIM card that goes missing or is not returned. The device and the SIM card will therefore be rendered useless once a block has been actioned. This needs to be communicated to all Grade 12 learners who received Tablets (incl. SIM cards) or individual SIM cards to ensure that they understand that the Tablets and SIM cards have no use or resale value if not returned to the school. More importantly, they will be denying the new cohort of Grade 12 learners at the school, the opportunity of accessing learning support via digital tools.

The full cooperation and support of the role-players central to the retrieval of LTSM at a school, is required to ensure that the new cohort of Grade 12 learners in 2021 has access to expanded and enhanced learning opportunities through the digital devices and tools availed during 2020.

Regards



Ms N Pote
Chief Director: Curriculum Management
Date: 07 December 2020

ANNEXURE A

LTSM 2020 RETRIEVAL REPORT – GRADE 12 TABLETS AND SIM CARDS

To be completed and submitted to the ETL Directorate on the email address Mfanawethu.Cele@ecdoe.gov.za by 21 December 2020 for the 2020 academic year.

A full and accurate Excel register (incl. details of learners and description and details of items issued to them) is to accompany the report, clearly indicating what has been retrieved and what has not been retrieved. See *accompanying Excel template for reporting fields*.

SCHOOL NAME				
PRINCIPAL'S NAME				
PRINCIPAL'S CONTACT DETAILS	Cell		Email	
TYPE OF DIGITAL LTSM ISSUED BY DOE (indicate with X)	Tablets, incl. SIM cards		Individual SIM cards	
NUMBERS ISSUED & RETRIEVED (Tablets & SIM cards to be indicated separately where Tablets incl. SIM cards were issued)	Number of TABLETS issued		Number of SIM cards issued	
	Number of TABLETS retrieved		Number of SIM cards retrieved	
	Number of TABLETS <u>not</u> retrieved		Number of SIM cards <u>not</u> retrieved	
REASON FOR SHORTFALL (in instances where not all items were retrieved)				
RETRIEVAL PLAN (in instances where not all items were retrieved)	Action(s)		Timeframe(s)	

I declare that the above report and attached Excel register contain a complete and accurate record of what was issued and retrieved by the school.

Principal's Name (print)	
Principal's Signature	
Date	