



Province of the  
**EASTERN CAPE**  
EDUCATION

**HUMAN RESOURCE DEVELOPMENT – SKILLS DEVELOPMENT**

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Enq: L. Sidiya

**TO : ALL DDG'S**  
**ALL CHIEF DIRECTORS**  
**AL CLUSTER CHIEF DIRECTORS**  
**ALL DISTRICT DIRECTORS**  
**ALL DISTRICT DIRECTOR**  
**ALL CES HRD & LABOUR**  
**ALL SPECIAL SCHOOL PRINCIPALS**

**FROM : PROJECT MANAGER - EEI**

**SUBJECT : TRAINING OF E-CADRES - EDUCATION EMPLOYMENT INITIATIVE**

**DATE : 11 FEBRUARY 2021**

1. The Department has appointed youth as part of the Presidential Education Employment Initiative.
2. As part of the EEI, appointed youth are to receive orientation and training so that they are able to execute their duties as outlined in their employment contracts.
3. The training of E-Cadres will be conducted as follows:

No	Identified Programme	Training Provider	Date
1	Special Schools	Inclusive Solutions	15 – 19 February 2021
2	Skills for Innovation(Coding)	Bhelela Technologies	15 – 19 February 2021
3	Digital Literacy	Microsoft	15 – 19 February 2021
4	MS Teams	Microsoft	22 – 26 February 2021
5	Interactive & Inclusivity Tools	Microsoft	01 – 05 March 2021
6	Introduction to Coding	Microsoft	08 – 12 March 2021

4. The trainings will be conducted by DBE partner's online, using instructor-led webinars.
5. Schools are required to stick to the planned training schedule.
6. School Principals are required to ensure that the appointed e-Cadres attend the planned training sessions and that laptops with connectivity are provided on the day of training.
7. Principals are also to ensure that a proper attendance register is available at all times to keep track of participants who would have benefited from the training.
8. Please find the attached Department of Basic Education memo regarding the training of e-Cadres.

**Yours in Quality Education**

  
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**L. SIDIYA**  
**PROJECT MANAGER - EEI**



## basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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Dr S Nuku  
Acting Superintendent-General: Education  
Eastern Cape  
Private Bag X0032  
**BISHO**  
5605

Dear Dr Nuku

### TRAINING OF THE E-CADRES AS PART OF THE PRESIDENTIAL EMPLOYMENT INITIATIVE

The Basic Education sector has appointed youth as part of the Presidential Employment Initiative under the Basic Education Employment Initiative (BEEI). As a sector, we have agreed that the appointed youth should receive orientation and training so that they are able to execute their duties as outlined in their employment contracts.

It is in this regard that the Department of Basic Education (DBE) is collaborating with partners to provide training to the appointed e-Cadres. The provincial and district SASAMS/CEMIS, e-Learning and other relevant officials in your Department, should ensure that the appointed e-cadres attend the planned training sessions.

Due to COVID-19 Level 3 protocols, the training will be conducted by the DBE partners **online**, using instructor-led webinars. The online instructor-led webinar links will be published on the DBE website as well as on the WhatsApp TeacherConnect platform. The training sessions will be recorded and uploaded on the DBE and Provincial Education Department (PED) websites.

The training plan is as follows:

No	Identified Programme	Training provider	Date
1	Special Schools	Inclusive Solutions	15 – 19 February 2021
2	Skills for Innovation(Coding)	Bhelela Technologies	15 – 19 February 2021
3	Digital Literacy	Microsoft	15 – 19 February 2021
4	MS Teams	Microsoft	22 – 26 February 2021
5	Interactivity & Inclusivity Tools	Microsoft	01 – 05 March 2021
6	Introduction to Coding	Microsoft	08 – 12 March 2021

Furthermore, Nelson Mandela Metropolitan University will conduct an e-readiness assessment schools. The purpose of the assessment is to determine the ICT maturity level of each school so that the sector can plan to provide the necessary support to all the schools.

Your office may liaise with Dr Neo Mothobi should you require additional information at email: [Mothobi.N@dbe.gov.za](mailto:Mothobi.N@dbe.gov.za) or Tel: 012 357 4250 or Cellphone: 082 254 2761.

Yours sincerely

A handwritten signature in black ink, appearing to be 'HM Mweli', written in a cursive style.

**MR HM MWELI**  
**DIRECTOR-GENERAL**  
**DATE: 9 FEBRUARY 2021**