



OFFICE OF THE DIRECTOR: E-TEACHING AND LEARNING

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MEMORANDUM

**TO : DISTRICT DIRECTORS
CES CURRICULUM MANAGEMENT & HRD
DCES E-TEACHING AND LEARNING
CIRCUIT MANAGERS
SES E-TEACHING AND LEARNING
SCHOOL PRINCIPALS**

**FROM : L.S. KOTA-MGWALI
DIRECTOR – E- TEACHING AND LEARNING**

SUBJECT : DBE ICT TRAINING PLAN FOR E-CADRES, EAS & GSAs

DATE : 17 JANUARY 2022

The above matter has reference:

1. The Basic Education Sector has appointed youth as part of the Presidential Youth Employment Intervention and has agreed that the youth will receive Digital Literacy training and orientation and that was communicated to Districts on the Memorandum dated 25 October 2021.
2. The Department of Basic Education (DBE) in collaboration with Dignify Africa, NEMISA, University of Johannesburg, Bhelela Technologies will provide Digital Literacy training to the appointed e-cadres.
3. MTN and Digicentral will conduct the orientation on how to access online Education Portals.
4. Nelson Mandela University will conduct e-Readiness Assessment in all schools using an online assessment tool which will help to determine the Information and Communication Technology (ICT) maturity level of each school.
5. Due to COVID -19 protocols, the Digital Literacy training will be conducted online using instructor-led webinars and self- paced activities, and the links for instructor webinars will be



6. The Training sessions will be recorded and uploaded on the partners' websites and partners will provide e-cadres with Digital Certificates.
7. District and provincial coordinators must monitor the trainings and ensure that each school keeps an attendance register for all trainings attended by e-cadres.
8. The last date for the registration of all the Digital Literacy Courses have been extended to **21 January 2022**, those who have registered already need not to re-register.
9. Districts are requested to populate the attached template and submit with the names of the e-cadres so that they can be registered on the University of Johannesburg Portal for Artificial Intelligence in the 4IR. NB. The list should be submitted on or before **19 January 2022** to nomonde.nkwezane@ecdoe.gov.za / sikelelwa.mzamo@ecdoe.gov.za
10. Districts coordinators must ensure that the e-cadres attend trainings and reports are expected monthly.
11. Attached to this memorandum are the following: schedules for training, registration spreadsheet template for University of Johannesburg Portal, Digify Africa flyer, NEMISA flyer **NB.** Trainings are as per the schedule that are targeted for e-Cadres, all EAs and GSAs.
12. The contents of this memorandum should please be shared with all schools and the young people so that they don't miss these important training sessions.

Yours in quality education

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MS. L. S. KOTA-MGWALI
DIRECTOR: E-TEACHING AND LEARNING

17/01/2022

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DATE