



Province of the
EASTERN CAPE
EDUCATION

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TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE & DISTRICT DIRECTORS
E-TEACHING & LEARNING FACILITATORS
LTSM COORDINATORS
CIRCUIT MANAGERS
PRINCIPALS OF PUBLIC SCHOOLS: GRADES 10 – 12
TEACHER UNIONS/ ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 15 FEBRUARY 2021

**RETRIEVAL OF TABLETS AND SIM CARDS ISSUED TO GRADE 12 LEARNERS
AS PART OF LTSM PACKAGE DURING 2020**

ETL Circular 01 of 2020 released on 07 December 2020 regarding the above has reference.

Principals of schools where Grade 12 learners have received a departmentally issued Tablet (incl. SIM card)/ an individual SIM card are hereby reminded that it is the responsibility of the school to retrieve said Tablets/ Sim cards. Furthermore, where a shortfall is experienced in the retrieval process, the school must action a retrieval plan to recover all outstanding items prior to the release of the Grade 12 NSC results on 23 February 2021.

All schools that have not yet submitted the report on the retrieval process to Mr MP Cele on the email address: Mfanawethu.Cele@ecdoe.gov.za in the ETL Directorate as per **ETL Circular 01 of 2020** are requested to do so by no later than Friday, 19 February 2021.

The Department actioned a block on all Tablets during January 2021, and an instruction to lift the block will only be issued in March 2021 for those schools that have submitted a retrieval report and where a retrieval rate of 100% has been achieved and verified.

Failure to retrieve the Tablets/ Sim cards will deny the new cohort of Grade 12 learners registered at the school for 2021, the opportunity of accessing learning support via digital tools. Principals of schools which fail to exercise due control over the retrieval of the departmentally issued Tablets (incl. SIM cards)/ individual SIM cards will have to account for fruitless and wasteful expenditure and run the risk of the Grade 12 NSC results not being released for their schools.

The full cooperation and support of the school managers central to the retrieval of LTSM at a school, is required to ensure that all Tablets/ Sim cards are retrieved and available for use by the Grade 12 cohort of 2021.

Regards

A handwritten signature in black ink, appearing to read 'Dr S Nuku', enclosed within a hand-drawn oval border.

Dr S Nuku
Acting Superintendent-General
Date: 15 February 2021

RETRIEVAL OF TABLETS AND SIM CARDS ISSUED TO GRADE 12 LEARNERS
AS PART OF LTSM PACKAGE DURING 2020



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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 PACKAGE 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 L TSM 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 | |