



OFFICE OF THE DIRECTOR: STAKEHOLDER MANAGEMENT AND CITIZEN CARE SERVICES

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MEMORANDUM

**TO : OFFICE OF THE MEC
OFFICE OF THE HoD
DDGs
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE AND DISTRICTS
CMC HEADS AND CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
SCHOOL GOVERNING BODIES
DISTRICT EDUCATION FORUM MEMBERS
QUALITY LEARNING AND TEACHING DISTRICT & SCHOOL
COMMITTEES**

**CC : LABOUR ORGANIZATIONS
GOVERNNING BODY ASSOCIATIONS
PROVINCIAL QLTC COMMITTEE**

**FROM : A/DIRECTOR: STAKEHOLDER MANAGEMENT AND CITIZEN
CARE SERVICES**

**SUBJECT: ESTABLISHMENT OF QLTC STRUCTURES AT DISTRICT AND
SCHOOL LEVELS, INCLUDING REPORTING BY QLTC & DEF
STRUCTURES**

1. The internal memorandum dated 03 September 2021 on induction of DEF members and the formation of QLTC Committees at district and school level structures has reference.
2. The induction programme which was planned for 13 – 30 September 2021 was delivered - a word of gratitude is extended to all who made it possible.
3. Key to establish in every district are Quality Learning and Teaching Campaign Committees (QLTCs) as subcommittee of District Education Forum (DEF) and the same in each school, Quality Learning and Teaching Campaign Committees as subcommittee of School Governing Bodies (SGBs).



4. The extended time-period to establish QLTC structures ends on 29th October 2021. Details of established school and district QLTC structures should be communicated to the District and Province respectively.
5. The following functions are confirmed for the two structures:

District Education Forum (DEF)	Quality Learning and Teaching Campaign Committees (QLTC)
Support the departmental programmes which are aimed at enhancing teaching and learning.	Support the School Governance and Management in ensuring that a conducive environment is created and maintained for teaching and learning. Ensure that SGB subcommittees are formed, including the QLTC at a school level.
Encourage full participation of all stakeholders in the district as part of DEF, including all government departments and municipalities.	Co-opt sectors of civil society with expertise in teaching and learning activities. Collaborate with sister departments, other stakeholders and ensuring that Teacher Unions take a lead in QLTC activities.
Ensure the establishment of subcommittees like QLTC, school rationalization, learner admission, Scholar Transport, School Nutrition, etc., in Districts.	Support the departmental programmes which are aimed at enhancing teaching and learning including: Read To Lead, Second Chance Matric rewrite, Funza Lushaka Bursary Programme, etc.
Mobilise communities to take an active role in the education of their children.	Mobilise communities to take an active role in the education of their children. Engage in advocacy and mobilisation of parents to take charge in education of their children.
Organise prayer and motivation sessions in schools through Circuit and School Management.	Protecting schools in their respective areas and take part in the education for better learner achievement.
Draw intervention plans to address challenges affecting schooling.	Identify challenges and intervene. If not resolved, submit to School, Circuit, District Management and DEF for long term intervention.
Promote that DEF members adopt schools and assist them in times of need. Use the prescribed form for adopting school and collect data of adopted schools.	Sensitise all Stakeholders, communities, departments, corporates, organisations, and members of the society to adopt schools.
Monitor schools using the QLTC tool and report findings to Head Office, ECEAC, PELRC & DBE.	Improve parental and all stakeholder's involvement in school curricular, co-curricular and extra-curricular activities.
Encourage the formation of different Campaigns whenever education of learners is threatened.	Form campaigns to reduce social ills in schools like bullying, teenage pregnancy, drug abuse, learner dropouts, Gender Based Violence, etc.
Encourage community development programmes.	Protect schools against vandalism, break-ins, and support school renovations so that schools become attractive centres for teaching and learning.
Submit term reports as expected.	Submit monthly reports to the QLTC/DEF in the district.



6. When term reports are submitted, the QLTC monitoring and reporting tools are used (refer to attached Annexures 1 & 2). The first DEF report is due on 07th December 2021, and the second one on 07th April 2022. Annexure 3 is a form to be utilized for adopting schools for support purposes.
7. A clarion call is made to Management at all levels to support the above stakeholder structures thus ensuring that learner performance improves in each school.

Humbly,

MR P. K. MHLETYWA
A/DIRECTOR: STAKEHOLDER MANAGEMENT AND CITIZEN CARE SERVICES

DATE: 19/10/2021