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**TO: ALL UNITS WITHIN THE EASTERN CAPE DEPARTMENT OF EDUCATION (ECDOE)**

**FROM: DIRECTOR - ICT**

**SUBJECT: MANDATORY ICT POLICY TRAINING WORKSHOPS**

**DATE: 31 JULY 2025**

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This letter serves as a formal notification and awareness regarding the upcoming mandatory ICT Policy Training to be conducted across all units within the Eastern Cape Department of Education (ECDOE), starting with the ICT Directorate. The training will be conducted with the different Units from the 06th of August 2025.

The purpose of this training is to ensure that all staff members are well-informed and compliant with the latest policies and regulations that govern ICT within the department. It is crucial that each unit within the department participates in this training to enhance our collective understanding of policy guidelines, promote accountability, and foster a culture of compliance and good governance.

## 1 Objectives of the Policy Training:

1. **Familiarization with Key Policies:** Understand the policies that govern our work and responsibilities.
2. **Compliance and Implementation:** Ensure all staff members can comply with and implement these policies.
3. **Accountability and Governance:** Strengthen the culture of responsibility and adherence to regulations.
4. **Enhancing Operational Efficiency:** Empower all staff to perform their roles effectively within the framework of the department's policies.

The link to join the sessions: [CLICK HERE!!](#) (Please press Ctrl + Click)

### Expectations:

- All employees are required to attend the training.



- Attendance will be tracked, and non-compliance may result in follow-up actions.
- The content covered in the training will be made available for reference after completion.

Further details, including the training schedule, materials, and platform (if online), will be communicated shortly.

Your cooperation and commitment to this important initiative are greatly appreciated as we work together to enhance the functioning of the ECDOE.

Yours Sincerely



**MR. T.L NDZUBE**  
**DIRECTOR: ICT**

05/08/2025  
**DATE**