



Reference: 20160219 - 7990
13/2/11/6/4
Enquiries: AJ Lamprecht/B Goetham

Curriculum GET Minute: DCG 0007/2016

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Co-ordination and Advice, Circuit Managers, Deputy Chief Education Specialists, GET Co-ordinators, Foundation and Intermediate Phase Subject Advisers and Principals of all ordinary primary schools and combined schools

Subject: Final notice of foundation and intermediate phase HoD training on higher order thinking skills, error analysis and assessment

1. Curriculum Minute DCG 0001/2016 invited all **foundation and intermediate phase heads of department (HoDs) and/or Mathematics subject heads** to attend the training from Tuesday, 29 March – Friday, 01 April 2016.
2. This minute serves as a confirmation of the above training.
3. The objective of this training is to strengthen the role of the HoD and subject head responsible for Mathematics to be able to understand the cognitive demands of the Mathematics curriculum and assessment, the challenges that learners face in Mathematics and to provide guidance and support to both learners and teachers in this regard.
4. All Mathematics teachers in the foundation and intermediate phases will be informed of similar training in 2017.
5. The training will take place at the following venues i.e.:

District	Venue
Metro Central	College of Cape Town, Crawford Campus Tel. 021 696 5133 Address: Kromboom Road Crawford
Metro North	Elsiesrivier SS Tel: 021 932 5085 Address: Halt Road Elsiesrivier
Metro East	Axios SOS Tel: 021 904 5306 Address: Old Faure Road Faure
West Coast	Dirkie Uys PS Tel: 022 433 1082 Address: Reservoir Street Moorreesburg
Cape Winelands	Worcester Gymnasium Tel: 023 347 0426 Address: Tulbagh Street Worcester
Eden and Central Karoo	PW Botha Tel: 044 874 4166 Address: Union Street George
Metro South	Cristel House Tel: 021 704 9400 Address: Swallowcliffe Drive Wetton Cape Town
Overberg	Overberg Primary School Tel: 028 214 1590 Address: 20 Laing Street Caledon

6. Please note that the training will start at 07:30 (for 08:00) to 15:30 every day except for the last day where it will end at 14:00.

7. Travelling

7.1 Claims are subject to the following conditions only if:

- A full training course attendance is confirmed.
- The total distance travelled for the 4-day period must exceed 80 km, i.e. at least a 20 km return trip each day.
- The total distance claimed for the 4-day period may not exceed 560 km, i.e. not more than a 140 km return trip each day. Participants who exceed this distance will not be reimbursed for more than 560 km travelled and are advised to register for accommodation instead.

7.2 Travel claims will be assessed according to the following criteria:

7.2.1	Use of own car	As far as possible, teachers must share transport. Only the driver or owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. A standard rate of R3.00 per kilometre will be paid. Engine capacity will not apply.
7.2.2	Use of a lift club (paid or free) in a private car	Only the driver or owner of the vehicle may claim for the kilometres travelled. Passengers must be listed. A standard rate of R3.00 per kilometre will be paid. Engine capacity will not apply.
7.2.3	Use of the school bus	The school must submit a letter indicating that the school bus was used for this course, the names of the passengers and the distance travelled. A standard rate of R3.00 per kilometre will be paid. Engine capacity will not apply.
7.2.4	Use of a registered service provider <i>NB: prior approval must be obtained in writing from the district's GET co-ordinator.</i>	Step 1) The school must obtain 3 quotations prior to the training. Step 2) The school must submit these quotations to the GET co-ordinator. The lowest quotation will be accepted. Step 3) The GET co-ordinator must provide written confirmation to the principal that the service can be contracted. Step 4) The school must arrange for the hire of the service. Step 5) After the service the SCHOOL must pay the service provider and obtain a receipt. Step 6) For reimbursement the school must submit a

		<p>letter to the district claims manager indicating that the service provider was used, list the names of the passengers and details of the distance travelled. The quotations, approval of the GET co-ordinator and the final paid invoice must be attached.</p> <p>All paperwork must be kept as evidence for the internal auditor.</p> <p>The WCED will ONLY reimburse the school upon receipt of signed documentation, including the <u>prior</u> written approval from the district's GET co-ordinator.</p> <p>Teachers must arrange a group pick-up at a central point.</p>
7.2.5	Use of public transport, e.g. a public taxi, bus, train for short distance travel	<p>Claims must indicate the start and end point of each stage of the journey.</p> <p>Reimbursements will be made according to standard rates.</p> <p>Evidence (tickets) may be requested by the claims official in order to validate the claim.</p> <p>No metered taxi fares may be claimed.</p>

8. Accommodation and meals (where applicable) in rural districts only

8.1 Accommodation and meals (breakfast and dinner) will be provided, **subject to the following conditions:**

- The distance to the training venue must exceed 60 km one way, i.e. 120 km return trip.
- Full training course attendance is confirmed.
- Registration is completed in advance.
- Full compliance with the requirements set out in 8.3 below.
- Only 1 option (see 8.3 below) may be selected and teachers will not be reimbursed for any change or alternative accommodation.

8.2 Accommodation will be provided from the first to the last day of the training course, with the option of checking in at 14:00 and 17:00 on the day before the start of the workshop.

8.3 Types of accommodation:

Teachers who are eligible for accommodation may register for ONE of the options below:

8.3.1	Hostel accommodation	<p>Hostel accommodation, <u>at no charge to teachers</u>, will be provided. The following conditions apply:</p> <ul style="list-style-type: none"> • Registration form (Annexure A) must be submitted by Friday, 11 March 2016. • Teachers will share rooms. • Teachers are required to bring their own bedding, towels and toiletries. • Arrival time is up until 17:00 only on the day before training starts.
8.3.2	Registered hospitality establishments e.g. bed and breakfast, guest houses, hotels	<p>The following conditions will apply:</p> <ul style="list-style-type: none"> • Up to R300 per day may be claimed for dinner, bed and breakfast. • An original invoice from the establishment must be countersigned by the claimant and submitted at the training course. • Incomplete or late claims are not guaranteed of payment.
8.3.3	Family/friends accommodation	<p>The following conditions will apply:</p> <ul style="list-style-type: none"> • Up to R130 per day may be claimed for dinner, bed and breakfast. • This claim must be accompanied by a sworn affidavit from the relative/friend concerned, countersigned by the claimant and submitted at the training course.
8.3.4	Private short term rental/lease agreements	<p>The following conditions will apply:</p> <ul style="list-style-type: none"> • The school will be responsible for the accommodation arrangements and payment (all the costs for dinner, bed and breakfast) thereof. • Due process must be followed: Step 1) The school must submit a letter to the GET co-ordinator, in advance, requesting the use of a rented facility to accommodate

		<p>a group of teachers. Details of the accommodation, including the lease agreement and the names of teachers must be provided.</p> <p>Step 2) The GET co-ordinator must approve the arrangement in writing. <u>No arrangements</u> can be concluded without this.</p> <p>Step 3) The school must pay and submit the receipt and supporting documentation (the lease and the approval of the GET co-ordinator) at the training course.</p> <ul style="list-style-type: none"> • The claim will be treated as one bill, payable to the school. • A maximum amount of R250 per day per teacher will be paid – this includes all accommodation, dinner, bed and breakfast costs. The actual amount reimbursed will however depend on the actual costs, up to a maximum of R250 per person per day. Any costs above this amount will not be paid by the WCED. • All original meal receipts, till receipts, etc., must be signed off and submitted with a summary. • The whole claim must be submitted AS ONE BILL with a covering letter from the school supported by all the original documentation.
--	--	---

9. How to claim

- 9.1 All teachers who wish to lodge a claim must complete the attached Bank Details Form and submit it to the claims desk at the training venue on the first day. The Bank Details Form must be stamped by the bank and only an original form may be submitted. No faxes or photocopies will be accepted. Teachers must complete this form **BEFORE** the training starts (that is, arrive at the venue with this form already completed).
- 9.2 All claims must be supported by original documentation. No faxes or photocopies will be accepted.
- 9.3 Claimants will be reimbursed only after completion of the training course and therefore will have to pay their own expenses up front. Where necessary, schools are kindly requested to assist their teachers in this regard. Proof of payment must be kept.

- 9.4 Reimbursements will be made only after careful scrutiny of the claim and the WCED reserves the right to make the final decision where there is any discrepancy or non-compliance.
- 9.5 All claims must be submitted at the training venue where officials will be on hand to assist claimants.
- 9.6 No late or incomplete claims will be accepted unless there are exceptional extenuating circumstances and reimbursement cannot be guaranteed.

10. Queries

Should you have any further queries, please do not hesitate to contact the relevant district GET co-ordinator:

District	Co-ordinator	Tel	e-Mail	Fax
Metro Central	Avrille Morgendal	021 514 6770	Anna.Morgendal@westerncape.gov.za	086 236 1892
Metro North	Malefo Makena	021 938 3104	Malefo.Makena@westerncape.gov.za	021 938 3183
Metro East	Ursula Esau	021 900 7051	Ursual.Esau@westerncape.gov.za	086 562 3907
West Coast	Ebrahim Peck	021 860 1569	Ebrahim.Peck@westerncape.gov.za	086 590 0730
Cape Winelands	Edgar Johannes	023 348 0605	Edgar.Johannes@westerncape.gov.za	086 531 0476
Metro South	Lorraine Bailey	021 370 2061	Lorraine.Bailey@westerncape.gov.za	086 673 8499
Eden and Central Karoo	Marietjie Beukes	044 803 8316	Marietjie.Beukes@westerncape.gov.za	086 242 1854
Overberg	James Daniels	028 214 7363	James.Daniels@westerncape.gov.za	028 214 7400

11. It is advised that all participants bring along their CAPS documents for Mathematics.
12. Principals are kindly requested to bring this minute to the attention of all foundation and intermediate phase heads of department and/or subject heads for Mathematics. Please note that registrations will be allowed until 11 March 2016.

SIGNED: BK SCHREUDER
DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT
DATE: 2016-03-03