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Enquiries: District Directors

Curriculum FET Minute: DCF 0004/2017

To: Deputy Directors-General; Chief Directors; Directors; Heads: Curriculum Coordination and Advice; Circuit Managers; Managers: Strategic Information, Governance and People Management (SIGPM); Deputy Chief Education Specialists; Subject Advisers and High School Principals

**Subject: Delivery of Tips for Success booklets to 2017 National Senior Certificate candidates**

1. The Western Cape Education Department has prepared a *Tips for Success* booklet for each of the Western Cape's 2017 National Senior Certificate (NSC) candidates to assist them with their examination preparations. The booklet provides study tips, examination tips, bursary information, tips for success and other useful information.
2. The booklet should be presented to each Grade 12 candidate during January 2017.
3. In addition to booklets for the candidates, additional booklets per school will be included **for every Grade 12 teacher**. The booklets will be delivered by district officials to all high schools by 25 January 2017.
4. Should the number of booklets delivered to the school be incorrect, please contact your district office. Excess booklets must be returned to the district office.
5. In order for these booklets to have the desired effect of assisting candidates with their exam preparations, **it is strongly recommended that teachers mediate the content of the booklet with their Grade 12 classes** and encourage candidates to read it.
6. Past NSC examination question papers and marking memoranda can be accessed at <http://wced.school.za>.
7. Kindly bring the contents of this minute to the attention of all members of staff.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2017-01-18