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Enquiries: CJ Banda

Curriculum FET Minute: DCF 0022/2017

To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Heads: Curriculum Coordination and Advice, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers, Heads of institutions with learners from Grades 10 to 12, Subject Heads for Afrikaans and Grade 10 to 12 teachers of Afrikaans

**Subject: 2018 LOK Symposium for teachers of Afrikaans Home Language, First and Second Additional Language (Grade 10 to 12)**

1. The *Letterkundeondersteuningskomitee (LOK)* extends an invitation to all teachers of Afrikaans for Grade 10, 11 and 12 to the 2018 Symposium that will be held on **Saturday, 17 February 2018** from **07:30 to 15:30** at the **University of the Western Cape** in Bellville.
2. This symposium will be the twenty-first LOK symposium to be held. The main aim of the symposium is to support the teaching of literature, but other disciplines, such as listening comprehension, writing and grammar will also be focused on.
3. The symposium programme will be available on the Western Cape Education Department (WCED) website under "Curriculum Development", <http://www.wcedcurriculum.westerncape.gov.za> on 30 November 2017. Click on "FET: Further Education and Training", select "Languages" in the drop-down menu, select "Afrikaans", then click on "Downloads" and select "Onderwysbronne".
4. Participants may register online via the following link <https://goo.gl/dcPTZt> by completing the Google form. The deadline for registration is **Friday, 02 February 2018** – after this date the Google form will be closed and no further registrations can be accepted.

5. The registration fee for the 2018 Symposium is **R150.00** for teachers and **R100.00** for full-time education students. Interested persons may deposit this amount into the following bank account:

Bank: Nedbank

Branch: CPUT

Branch code: 101175

Account type: Cheque

Account number: 1089131240

Reference: The acronym "LOK", followed by the name of the school

6. Afrikaans subject advisers and the Department of Afrikaans and Dutch at the University of the Western Cape will be responsible for the administrative and logistical arrangements of the LOK Symposium.
7. Proof of payment must be faxed to **Ms Janine Pekeur** of the **University of the Western Cape** at fax no. **021 959 1249** by no later than **05 February 2018**. Ms Pekeur can be contacted on tel. no. **021 959 2112** or via email to [lokmondig@gmail.com](mailto:lokmondig@gmail.com). We remind you to please use the acronym "LOK" and the name of the school as reference.
8. Teachers who travel 200km or more (single trip) to the symposium will be compensated according to WCED tariffs and procedures (see Annexures A–C for claim forms). **All** teachers who want to claim for travel are requested to please complete the BAS form (Annexure C) at the bank. The completed BAS form as well as a certified copy of the claimant's identity document must be submitted with the travel claim form. Only one vehicle per school may claim for travel.
9. To assist the organisers of the LOK Symposium, teachers are requested to adhere to the due date for registration. **No late applications will be accepted.**
10. Please bring the contents of this minute to the attention of all concerned.

**SIGNED:** PAD BEETS

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

**DATE:** 2017-11-28