

File no.: 24/3/1/4  
 Reference: 20240822 - 6199

eLearning Minute: 0004/2024

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Curriculum Support, Circuit Managers, Deputy Chief Education Specialists, FET and GET Coordinators, Subject Advisers, Principals and educators of all public schools

**Subject: New iteration of the Information and Communication Technology Adoption Strategy: a self-paced, online learning course for School Management Teams, educators at all public schools and education officials**

- In support of the eLearning adoption and transformation agenda, the Western Cape Education Department (WCED) Directorate: eLearning presents the Information and Communication Technology (ICT) Adoption Strategy: a self-paced, online learning course for School Management Teams (SMTs), educators of all public schools and education officials.
- The ICT Adoption Strategy is aimed at creating a transformational pathway for SMTs and educators, and their participation in school ICT integration and implementation. This developmental course seeks to help participants to adopt technologies and ICT in multiple schooling environments, i.e. administration, school management and operations, and classroom environments (teaching and learning spaces).
- The ICT Adoption Strategy is divided into three phases: **Phase 1: ICT Visibility**, **Phase 2: ICT Landscape**, and **Phase 3: Transformation Agenda**. Each phase further comprises focus areas for the different phases. See table below:

Phase	Sub sections (Parts)
<b>Phase 1: ICT Visibility</b>	Part 1: General use of ICT in the school environment. Part 2: ICT use in administration. Part 3: The 21st century learner. Part 4: ICT integration in the classroom.
<b>Phase 2: ICT Landscape</b>	Part 1: Infrastructure and equipment. Part 2: Digitisation and digitalisation. Part 3: Understanding changing environments.
<b>Phase 3: Transformation Agenda</b>	Part 1: Educator transformation.

4. The ICT Adoption Strategy is hosted on the WCED Learning Management System. It is a **self-paced, 24-hour online course**; it constitutes 14 hours dedicated to working through the online course material and a further 10 hours dedicated to the educator's individual portfolio project (Adoption and Transformation digital portfolio). The course duration is **12 weeks** (two hours per week), commencing on **20 September 2024**.
5. This iteration of the ICT Adoption Strategy is an improved version, providing an enhanced user design experience and interface. Subsequent courses in relation to course repeats and next iterations will be communicated to schools.
6. This course is integrated into the WCED educator professional developmental pathway and forms the basis for the WCED eLearning Transformation Strategy. It provides a baseline for ICT enhancement, on which further professional development can be built, i.e. **The Dovetail Essentials**.
7. *The Dovetail Essentials* refers to eleven virtual micro-learning sessions grouped as a non-linear learning pathway. This forms a natural extension and continuation from the ICT Adoption Strategy, offering a more practical learning experience. These sessions have been identified from the list of registered courses as being core foundational ICT integration competencies.
8. The target participants for the ICT Adoption Strategy are:
  - (a) SMTs responsible for technology integration and adoption;
  - (b) ICT champions and ICT coordinators at schools;
  - (c) educators; and
  - (d) WCED curriculum officials, circuit managers and related support and advisory services.
9. Register for the course directly via the following link: <https://bit.ly/m/wcedtpd>  
Registration closes: **16 September 2024**.
10. The programme coordinator will communicate relevant enrolment details via email before the course commences.
11. Should you have any queries, please contact your district eLearning adviser via the following link: <https://wcedonline.westerncape.gov.za/elearning/elearning-contact-your-elearning-advisor>
12. Principals are requested to bring this minute to the attention of all SMTs and educators.

**SIGNED:** BJ LORISTON

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

**DATE:** 2024-08-26