

## CIRCULAR NUMBER: 40 OF 2023

**TO : DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS: FET  
CHIEF EDUCATION SPECIALISTS: CIRCUIT COORDINATION  
CIRCUIT MANAGERS  
PRINCIPALS OF QUINTILE 1 – 3 SCHOOLS WITH GRADE 12  
TEACHER ORGANIZATIONS  
SCHOOL GOVERNING BODIES**

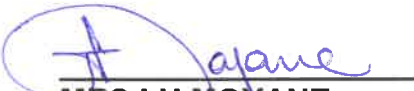
**SUBJECT : RETRIEVAL OF TABLETS PROVIDED TO GRADE 12 LEARNERS  
IN 2023 THROUGH THE UBUHLEBUZILE E-LEARNING  
PROGRAMME**

1. Grade 12 learners were provided with tablets loaded with e-LTSM in 2023.
2. These tablets need to be retrieved from the learners and submitted to the departmental warehouses in Middelburg or Mbombela between **28 November and 8 December 2023** for safe keeping and formatting and reloading with e-content aligned to the new grade 12 cohort of 2024.
3. Schools in Nkangala and Gert Sibande are advised to submit tablets to **Middleburg, the address is 2F Walter Sisulu Drive, Opposite Dross**
4. Schools in Bohlabela and Ehlanzeni Districts are advised to submit tablets to **Mbombela (Nelspruit), the address is 6 White Water Street, Riverside Industrial.**
5. Arrangements should be made prior to submission with the following officials
  - a. **Zakithi Thobela: 064 769 6343 (Mbombela Warehouse)**
  - b. **Nontobeko Masina: 079 557 8018 (Both Warehouses)**
  - c. **Sindile Makwakwa: 066 186 4666 (Middleburg warehouse)**
6. Schools are reminded to develop a retrieval plan according to the subject combinations existing in the school to ensure that learners return the tablets to the school before or on the day they write their last paper.
7. Tablets must be returned in their original packaging box and learners were advised to keep the packaging materials for retrieval process.



8. In the event that the original packaging box has been lost, an appropriate box or bubble wrap plastic must be used to wrap the tablet for submission.
9. Tablets must be retrieved with their accessories, which are the charger and protective cover.
10. Two retrieval forms are attached, one is to be completed for each tablet describing the state of the tablet at retrieval, the other is a summary that must be submitted electronically via email with the list of all the learners in the schools indicating whether the tablet has been returned functional or non-functional or lost. These forms will also be sent via e-mail and WhatsApp group to ICT Coordinators.
11. For lost or stolen tablets, copies of affidavit or police case number must be submitted as well.
- 12. Principals of the schools are expected to submit a separate report on tablets that could not be retrieved from learners indicating what steps have and will be taken to ensure that such learners are made to return the tablets.**
13. A verification process will be done during submission and the tablets will be kept and the same tablets will be allocated to the school in January 2024.
14. Schools with 100% retrieval will be prioritized for redistribution in January 2024 and replacement of damaged tablets as well as provision of additional tablets where the number of grade 12 learners have increased.
15. Schools with poor retrieval will be considered last for formatting and redistribution and may only receive the tablets they retrieved and will have to make a plan as to which learners will be provided when the tablets retrieved are insufficient for the 2024 cohort of grade 12 learners.
16. Learners do not have to bring back the Telkom Sim card they were using, when the tablets are formatted a new sim card will be inserted.
17. The final date for submitting the tablets to the warehouses in **8 December 2023**.

The department is looking forward to a 100% retrieval from all schools and also 100% functional and not damaged tablets.

  
**MRS LH MOYANE**  
**HEAD: EDUCATION**

Date: 09/11/2023