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MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

2026

ICTC e-LTSM TRAINING PROGRAMME

eManual

eManual compiled by:
MDoE eLearning
&
Bongani Rainmaker
Logistics (BRL)



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MDoE E-Learning
THE PLACE OF THE RISING SUN

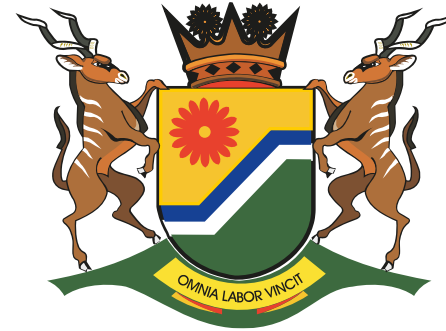


MP e-LTSM ICT COORDINATOR TRAINING PROGRAMME

Presentation

27 JULY 2026 – 30 July 2026

MP eLTSM



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2026 ACADEMIC YEAR

UNDERSTANDING THE UBUHLEBUZILE E-LEARNING PROGRAMME

1. UBUHLEBUZILE PROJECT: SESSION OVERVIEW

09:45 – 10:35

50 min

Module 1 — Understanding the Ubuhlebuzile Programme

MP e-LTSM Programme purpose and MP e-LTSM Roadmap.

10:35 – 11:10

35 min

Module 2 — The Role of Schools in Supporting the Programme

Device ownership, management, and school responsibilities.

11:10 – 11:40

30 min

Module 3 — Working Together for Success

Portfolio of evidence, security, reporting & Train-the-Trainer.

11:40 – 11:45

5 min

Wrap-Up & Questions

Recap of key messages and next steps.

2. UBUHLEBUZILE PROJECT: WHY THIS TRAINING MATTERS

This workshop session is part of the MDoE digital learning initiative, ensuring both educators and learners are fully inducted into the purpose, functionality, and responsible use of ICT devices and digital learning resources.

As an ICT Coordinator, your role goes beyond basic orientation, you enable meaningful, sustained use of devices for teaching and learning, and you are the school's primary custodian of the programme.

This session builds your confidence in operating devices and e-content, clarifies your reporting and administrative responsibilities, and equips you to support teachers and learners at your school.

3

Training Modules

494

Schools in the MP e-LTSM Project

4

Districts Covered

MODULE

1

Understanding the Ubuhlebusile e-Learning Programme

The MP e-LTSM Roadmap — from requisitioning to distribution.

Time: 09:55 – 10:35

Objective Outcomes

Understanding the Ubuhlebuzile e-Learning Programme

By the end of this module, ICT Coordinators will be able to:

- 1 Explain the purpose and structure of the Ubuhlebuzile e-Learning Programme to school leadership and staff.
- 2 Understand each stage of the MP e-LTSM Roadmap.
- 3 Identify the hardware, software, applications, and accessories the school will be responsible for managing.

1. UNDERSTANDING UBUHLEBUZILE e-LEARNING PROGRAMME

The Vision

The programme is introduced to:

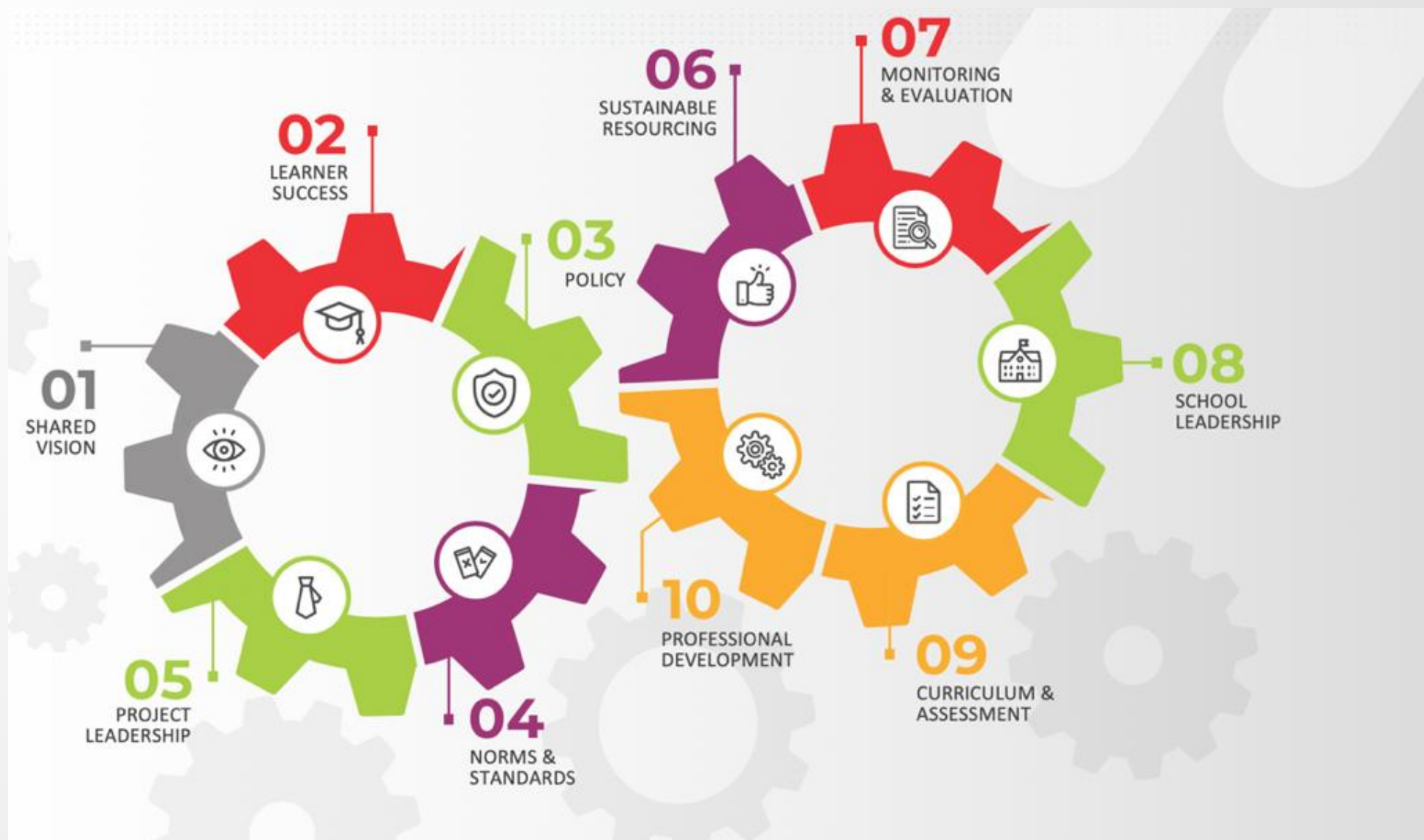
1. Improve teaching and learning outcomes
2. Support curriculum delivery through technology
3. Provide equitable access to learning resources
4. Extend learning beyond the classroom

The Mission

To promote effective teaching and learning through the provision of:

1. Quality ICT devices and accessories
2. CAPS-aligned digital content such as e-books and or freely available supplementary digital content.
3. Software and technology enabled learning resources

2. UBUHLEBUZILE e-LEARNING: ICT BUILDING BLOCKS FOR SUSTAINABILITY



3. e-LEARNING PROGRAMME: STAKEHOLDER RESPONSIBILITY

Stakeholder Responsibility: MDoE

1. Provide programme leadership and governance.
2. Ensure funding and sustainability.
3. Supply accurate learner and teacher data.
4. Monitor implementation and compliance.
5. Support schools and ICT Coordinators.

Stakeholder Responsibility: Bongani Rainmaker

1. Implement and manage the programme end-to-end.
2. Configure and distribute devices.
3. Conduct onboarding and training.
4. Provide technical support and maintenance.
5. Manage reporting and portfolio of evidence.

Stakeholder Responsibility: Schools

1. Appoint and support an ICT Coordinator(s).
2. Safeguard and manage devices.
3. Maintain asset registers and records (PoE).
4. Support onboarding and retrieval processes.
5. Provide first-line support and maintain the Portfolio of Evidence
6. Promote the use of digital learning resources.

Stakeholder Responsibility: Learners and Teachers

1. Use devices solely for teaching, learning and approved educational purposes.
2. Care for, store and protect the device against damage, loss or theft
3. Utilise digital content effectively.
4. Report faults, loss, or theft immediately.
5. Return devices when leaving the school.

4. UBUHLEBUZILE PROJECT: PURPOSE & DESIGN

Programme Purpose

The programme serves a comprehensive workshop to support ICT Coordinators in effectively implementing, managing, and sustaining digital learning initiatives within their schools.

Collaborative Learning Environment

Supports educators and learners working together to integrate technology into everyday teaching and learning.

Device Ownership & Responsibility

Participants learn their role as custodians of state owned devices, with clear policies on usage and accountability.

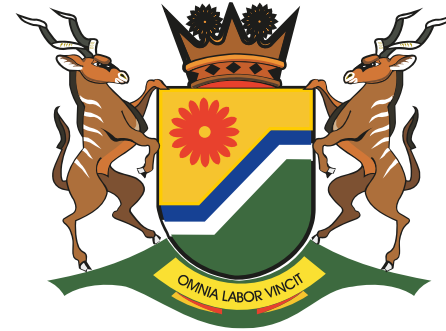
Building Confidence, Reducing Misuse

Interactive activities build user confidence while minimising device-related incidents at school level.

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2026 ACADEMIC YEAR

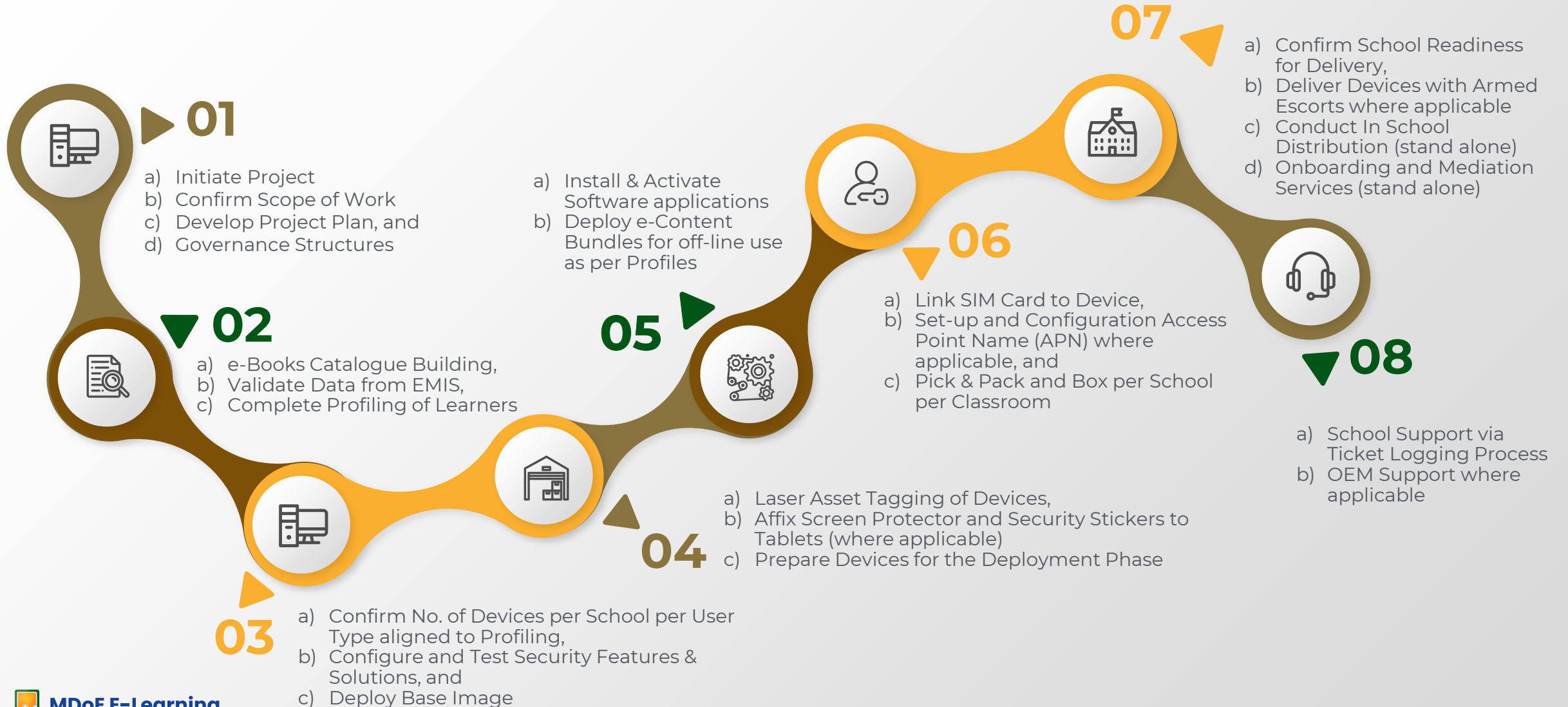
FROM PLANNING TO THE CLASSROOM DOOR



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e-LEARNING IMPLEMENTATION ROADMAP



2. UBUHLEBUZILE PROJECT: IMPLEMENTATION ROADMAP

Profiling & Requestioning

Profiling is a foundational step for MDoE to ensure information that will be used for ordering e-books is correct for the learners, teachers and subject advisors. The data is linked to the unique user profile by means of mapping the requisitioned items to the intended recipients to create a complete package.

Requisitioning is a process of purchasing e-books based on the subjects, grades and titles of the books used for the schools.

Requirements for e-Learning Importing & Requisitioning



Learner Profiling

- Schools' details
- Name(s) of learner
- Learner surname
- Identification or passport number
- Learning language(s)
- Subjects
- Class Allocation

Teacher Profiling

- School details
- Name(s) of teacher
- Teacher surname
- Identification or passport number
- PERSAL number
- Teaching Language(s)
- Subject(s)

Subject Advisor Profiling

District details
Name of subject advisor
Subject advisor surname
Identification or passport number
PERSAL number (were applicable)
Syllabus language(s)
Subjects

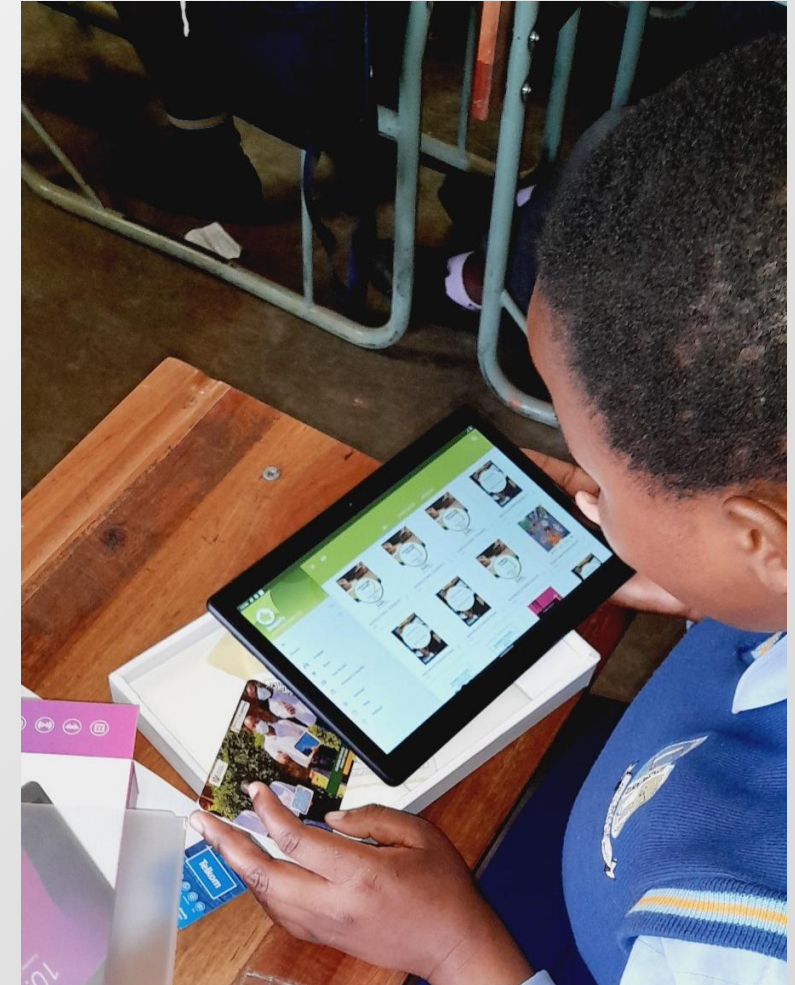
3. UBUHLEBUZILE PROJECT: IMPLEMENTATION ROADMAP

e-Catalogue and Supplementary Content

Requisitioning is a process of purchasing e-books based on the subjects, grades and titles of the books used for the schools.

Requirements for e-Catalogue Building and Sign-Off

- Updated content for 2026 academic year based on syllabus, grade and book titles used by schools
- Selection and update of freely available content
- Sign-off on content bundles for 2026 academic year
- Learner and teacher device space size limitation agreement for content bundling.



4. UBUHLEBUZILE PROJECT: IMPLEMENTATION ROADMAP

ICT Device Deployment Overview

1. Finalisation and Sign-off of Learner and Teacher Profile
2. Laser asset tagging of newly procured ICT
3. Installation of Screen Protectors
4. Affixing of Security Stickers
5. Custom branded Protective Casing
6. Delivery of SIM Cards by network and connectivity service providers
7. Final Configuration, Testing, and Activation of applications
8. Installation & Activation of Anti-virus Solution
9. Printing of Administration Packs (documentations)
10. Delivery of ICT devices to schools

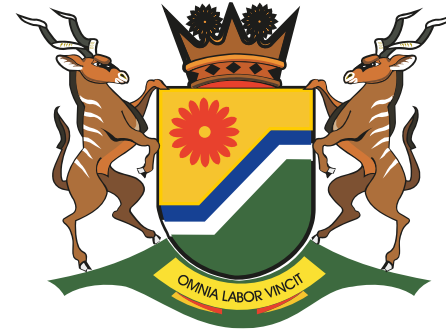


**DELIVERING YOUR
PROJECT IS JUST
THE START**

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2026 ACADEMIC YEAR

HARDWARE OF GRADE 12



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5. UBUHLEBUZILE PROJECT: GRADE 12 ICT LEARNER DEVICE AT SCHOOLS

Packard Bell Device

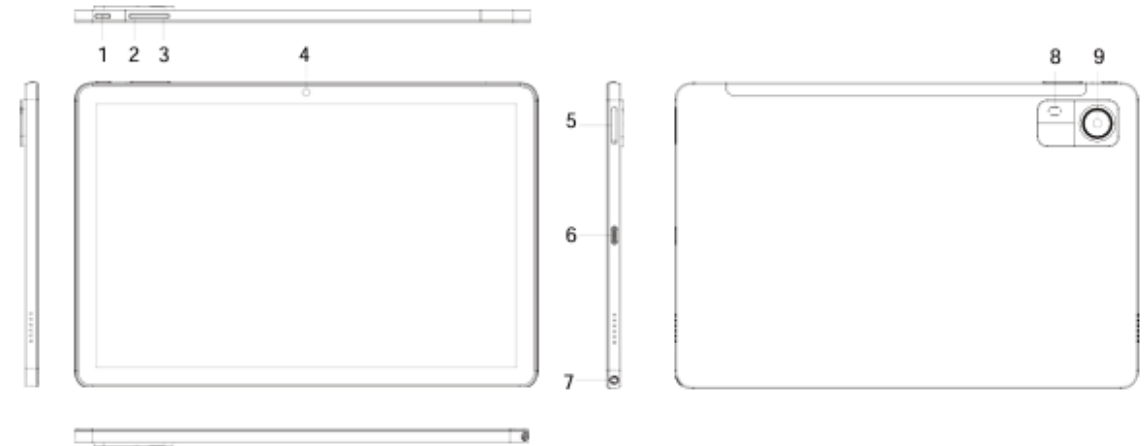


TARGA-F10PRO

10.1" LTE TABLET PC

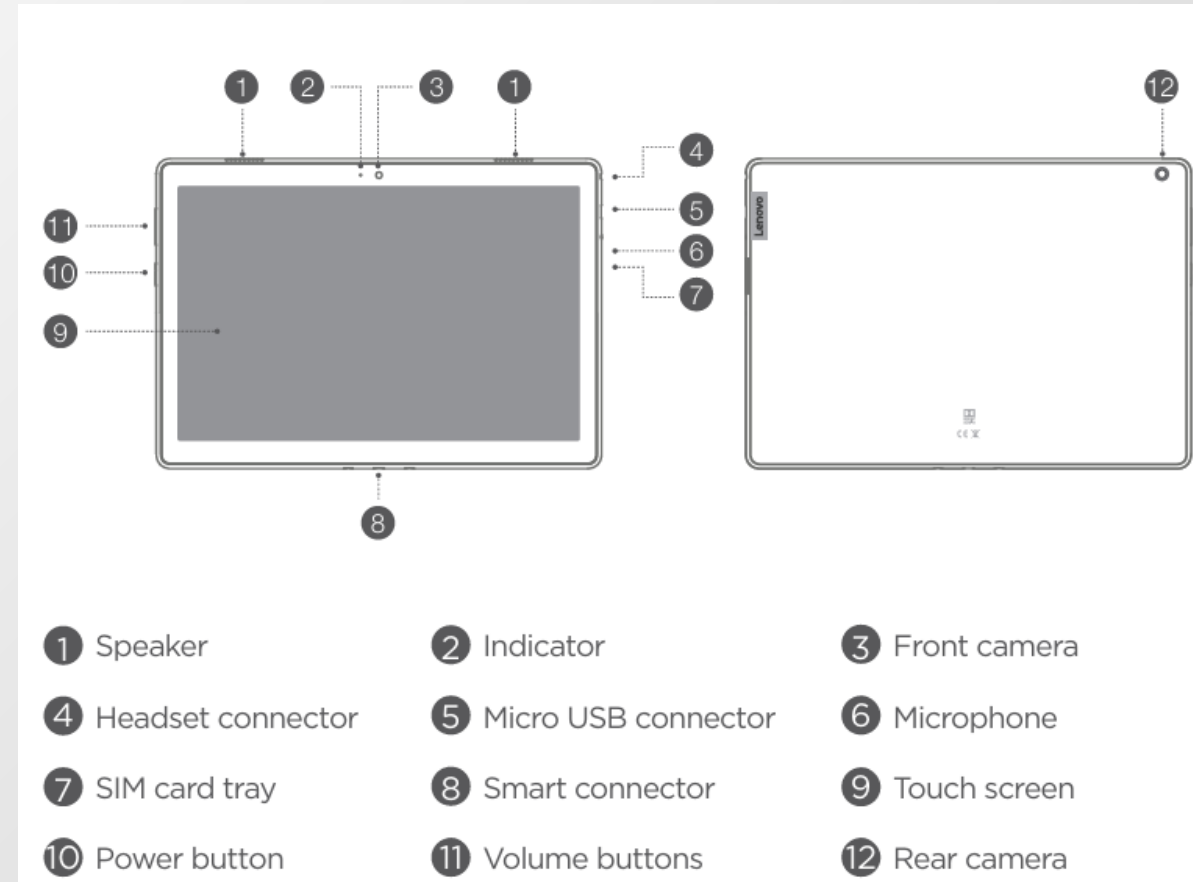
Getting to know your Device

1. Power on/ off button
2. Vol+
3. Vol-
4. Front camera
5. SIM and Micro SD card slot
6. USB-C port
7. Earphone slot
8. Rear flashlight
9. Rear camera



6. UBUHLEBUZILE PROJECT: GRADE 12 ICT LEARNER DEVICE AT SCHOOLS

Lenovo Device



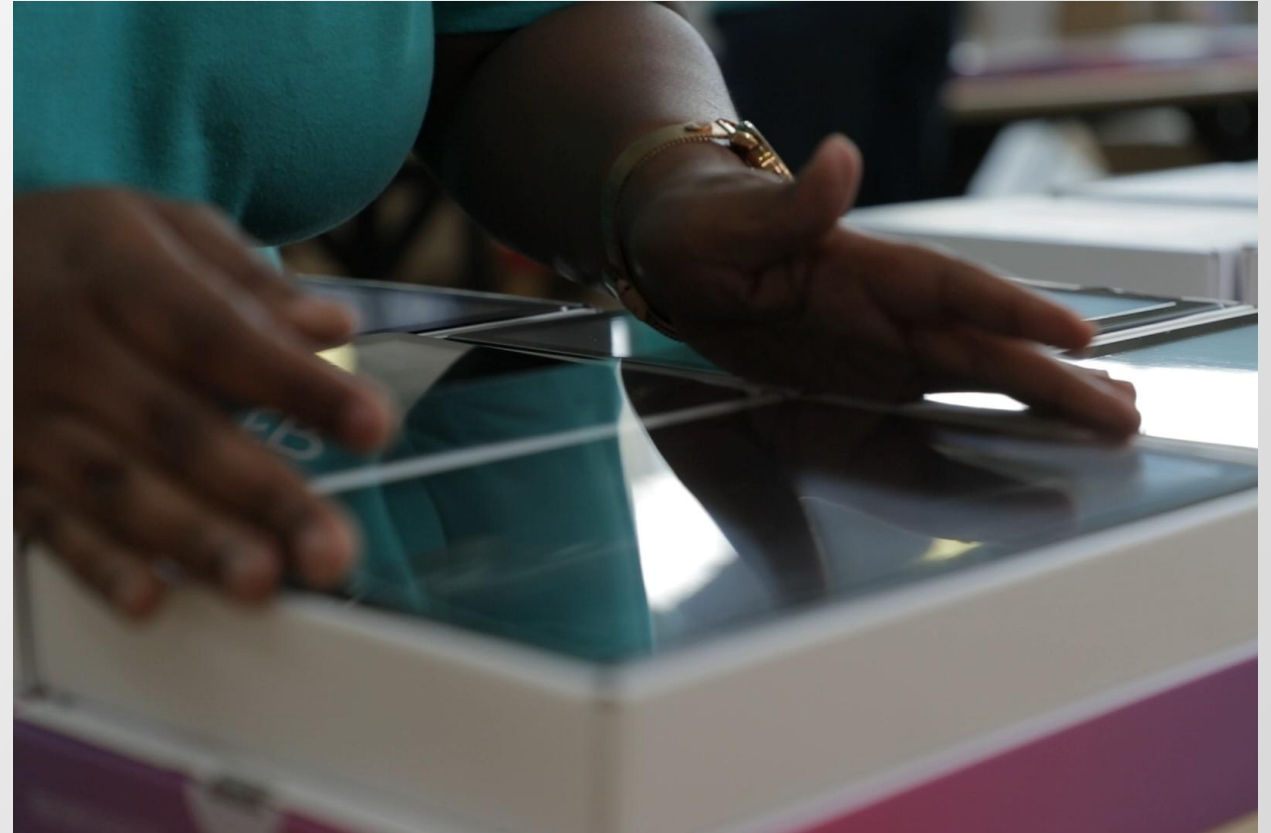
6. UBUHLEBUZILE PROJECT: GRADE 12 ICT LEARNER DEVICE AT SCHOOLS

Grade 12 ICT Device Accessories

Security Stickers



Protective Casing



6. UBUHLEBUZILE PROJECT: GRADE 12 ICT LEARNER DEVICE AT SCHOOLS

Grade 12 ICT Device Accessories

Lenovo Protective Casing



Lenovo Protective Casing



Packard Bell Protective Casing



6. UBUHLEBUZILE PROJECT: GRADE 12 ICT LEARNER DEVICE AT SCHOOLS

Grade 12 ICT Device Accessories

C Type Charger and Adapter



SIM Card



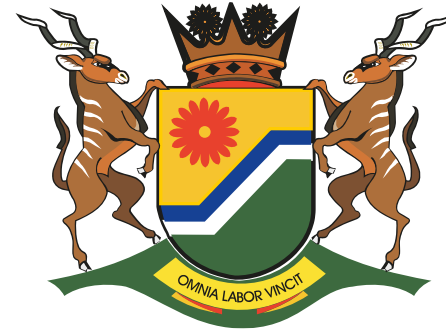
Laser Asset Tagging



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DEPLOYED APPLICATIONS FOR GRADE 12



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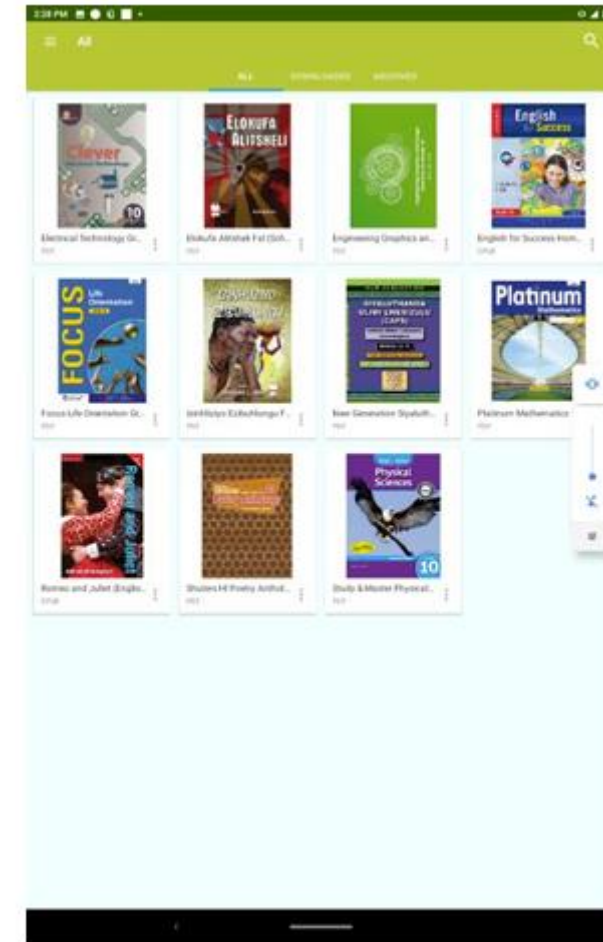
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4. UBUHLEBUZILE PROJECT: GRADE 12 APPLICATIONS

Learner Device Background Image

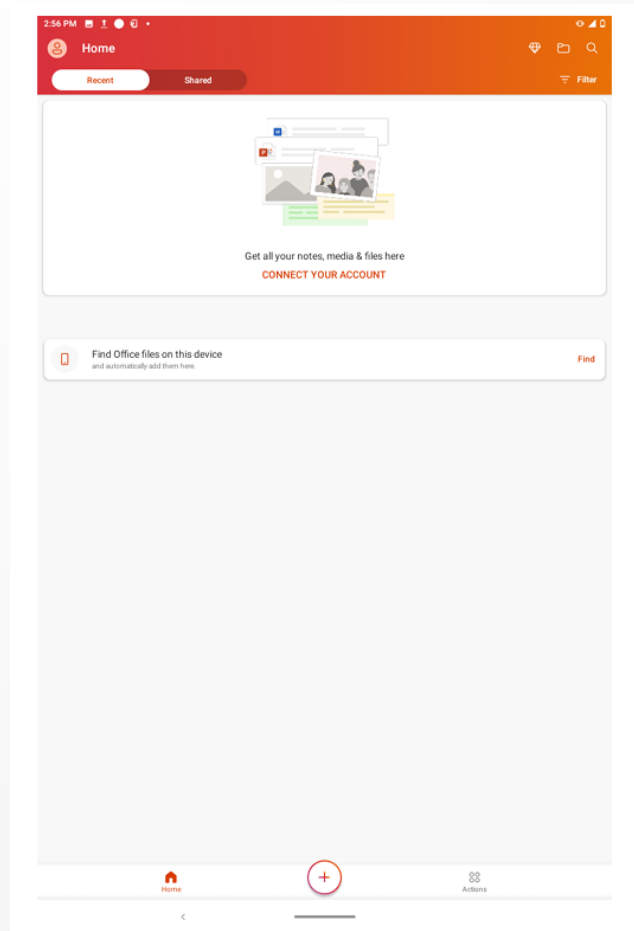


e-Reader Platform

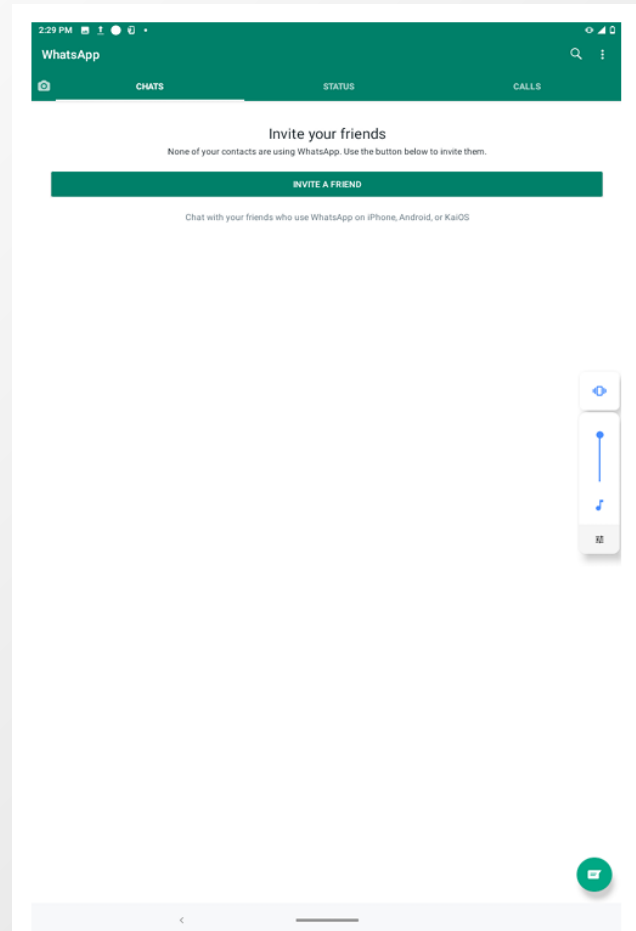


4. UBUHLEBUZILE PROJECT: GRADE 12 APPLICATIONS

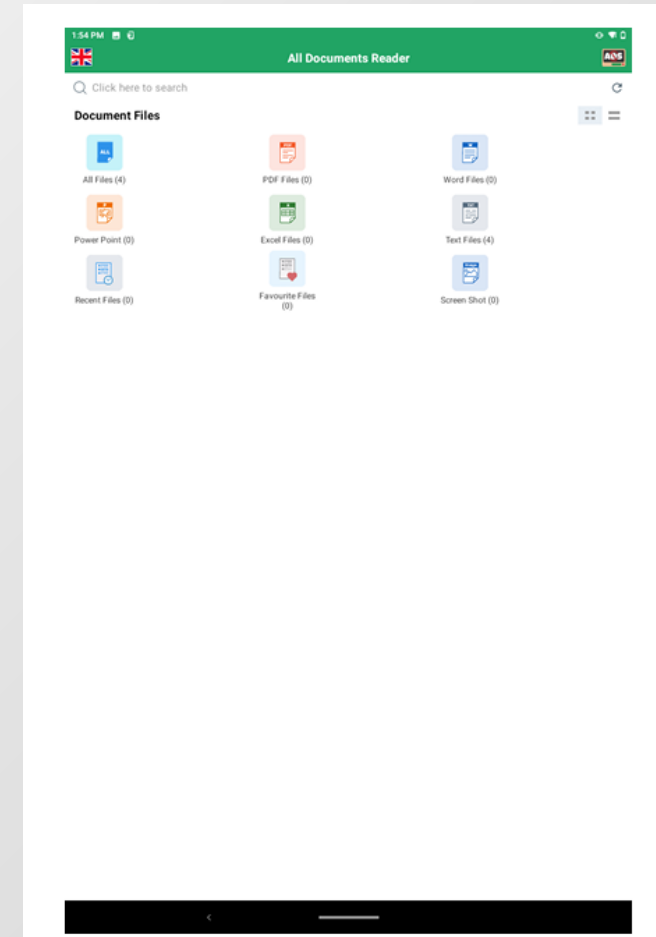
Microsoft Office



WhatsApp

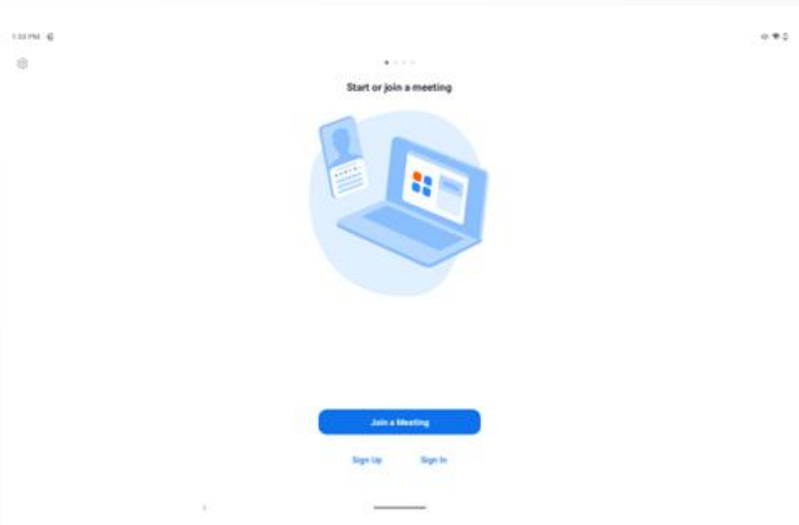


Open Office

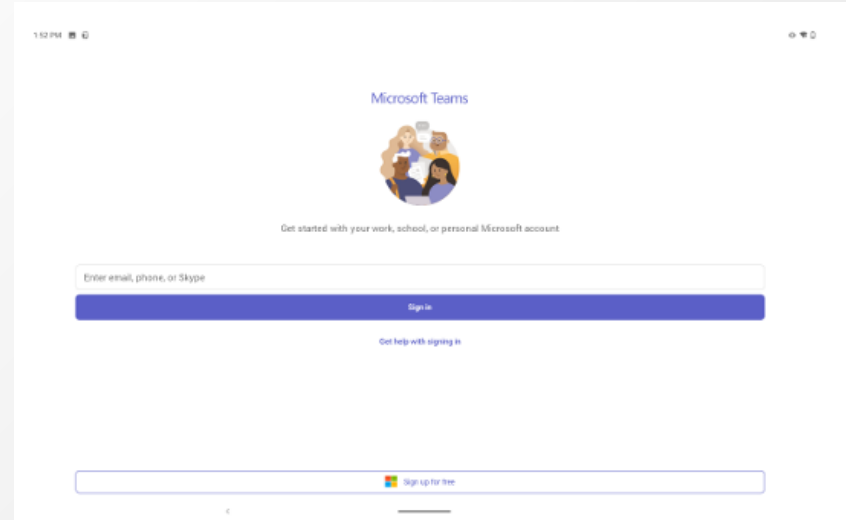


4. UBUHLEBUZILE PROJECT: GRADE 12 APPLICATIONS

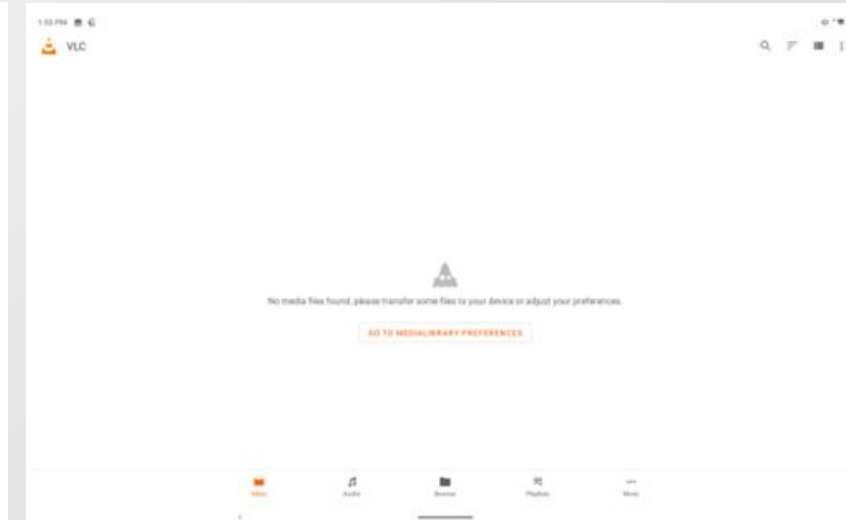
Zoom



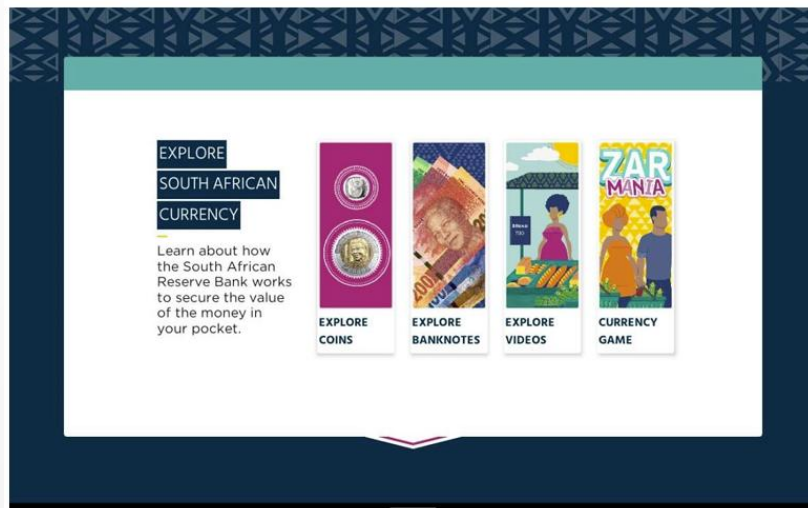
Google Chrome



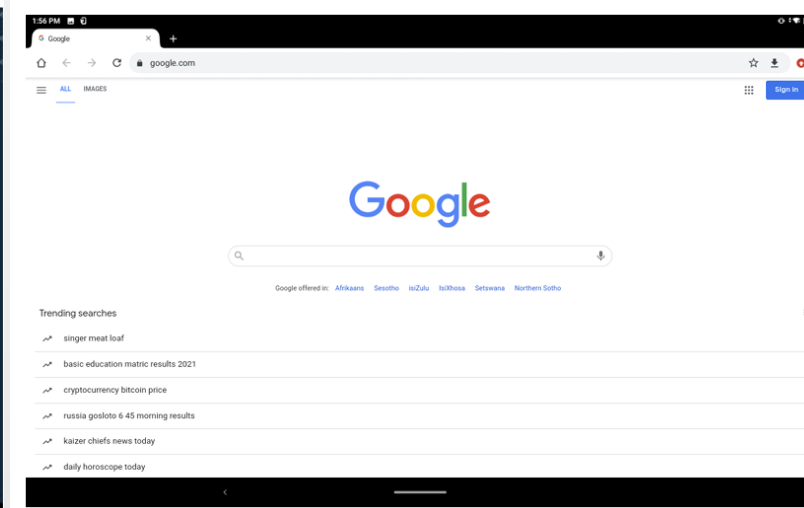
VLC for Android



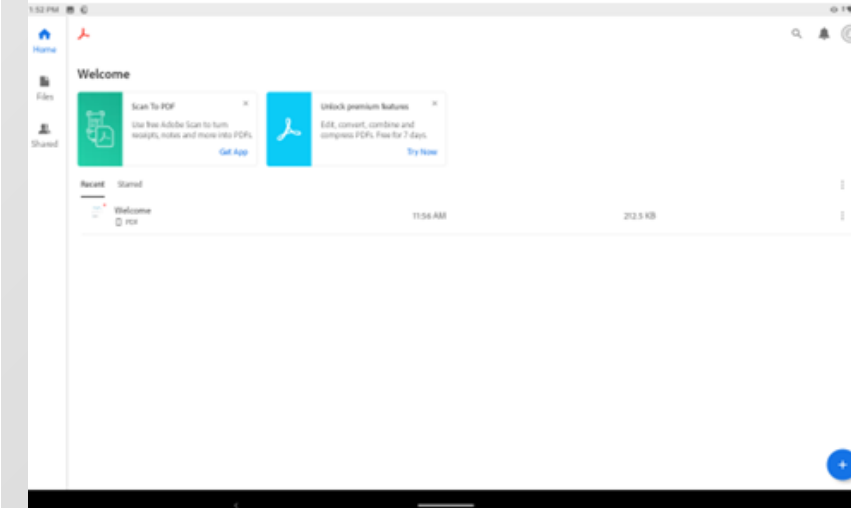
South African Reserve Bank



Google Chrome



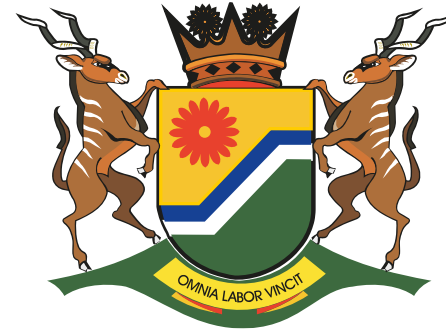
Adobe Reader



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HARDWARE OF GRADE 10

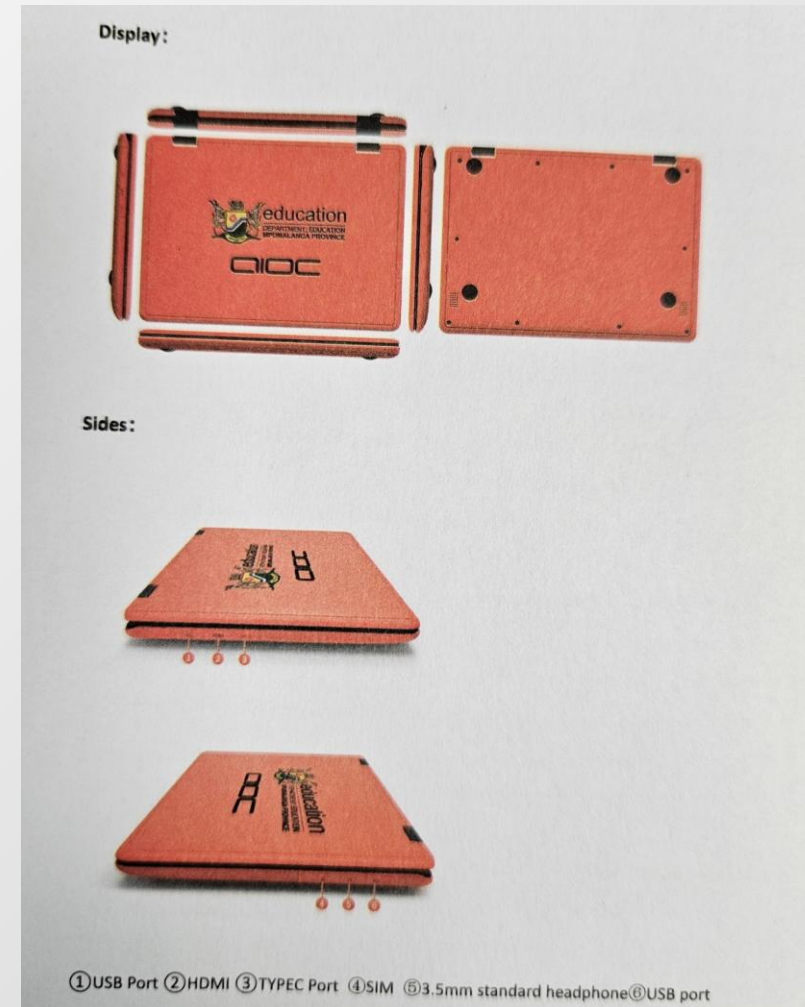


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7. UBUHLEBUZILE PROJECT: GRADE 10 ICT LEARNER DEVICE AT SCHOOLS

AIOC Windows Device



① USB Port ② HDMI ③ TYPEC Port ④ SIM ⑤ 3.5mm standard headphone ⑥ USB port

4. UBUHLEBUZILE PROJECT: IMPLEMENTATION ROADMAP

Grade 10 ICT Device Accessories



1. Custom branded
Protective Casing



2. Delivery Package
(Box)



4. C Type Charger



4. Carrier Bag

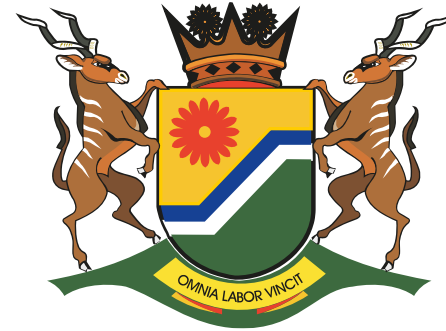


5. SIM Card

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DEPLOYED APPLICATIONS FOR GRADE 10



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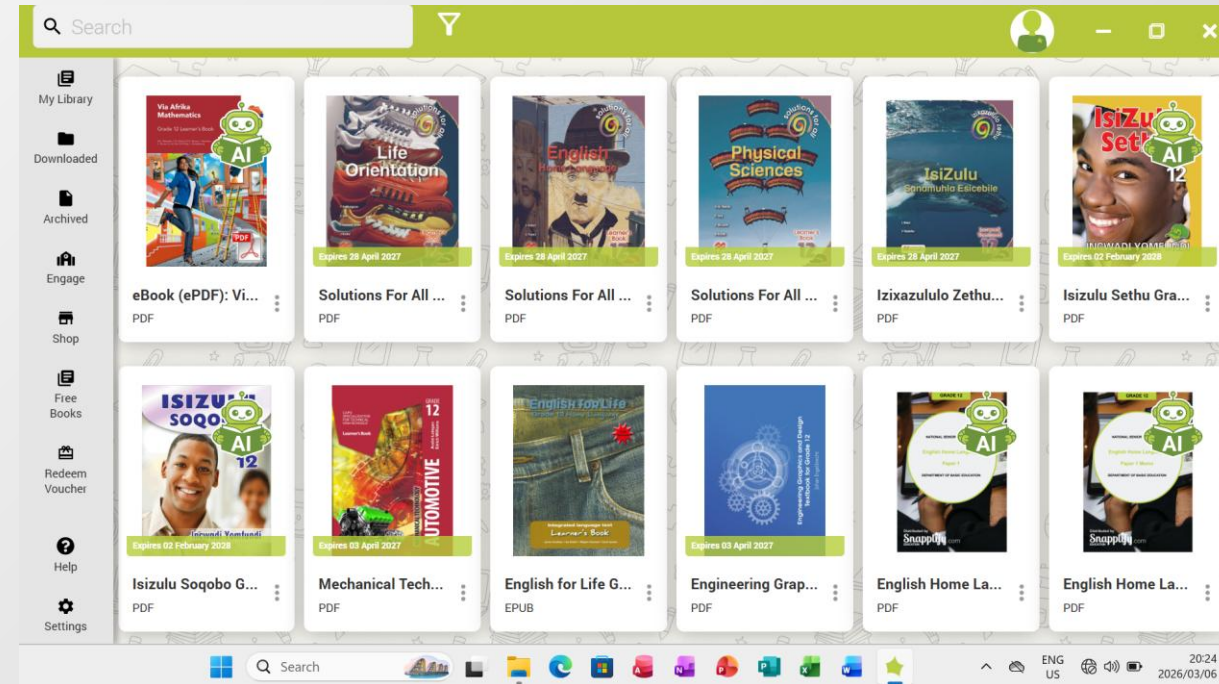
4. UBUHLEBUZILE PROJECT: IMPLEMENTATION ROADMAP

Grade 10 ICT Device Applications

Learner Device Background Image

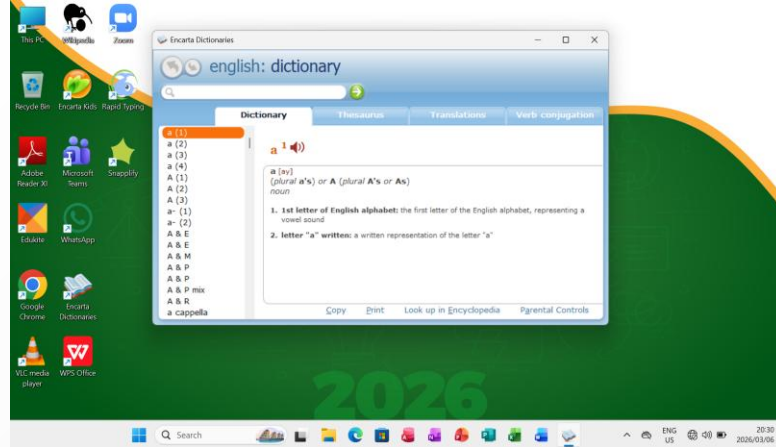


e-Reader Platform



4. UBUHLEBUZILE PROJECT: GRADE 10 APPLICATIONS

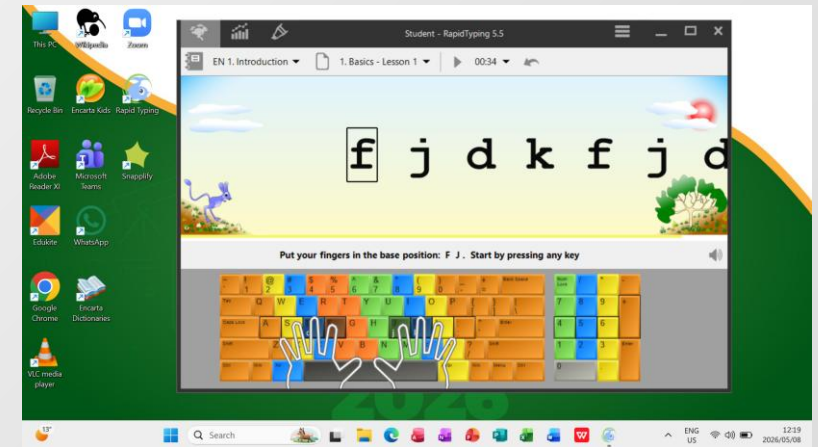
Dictionary



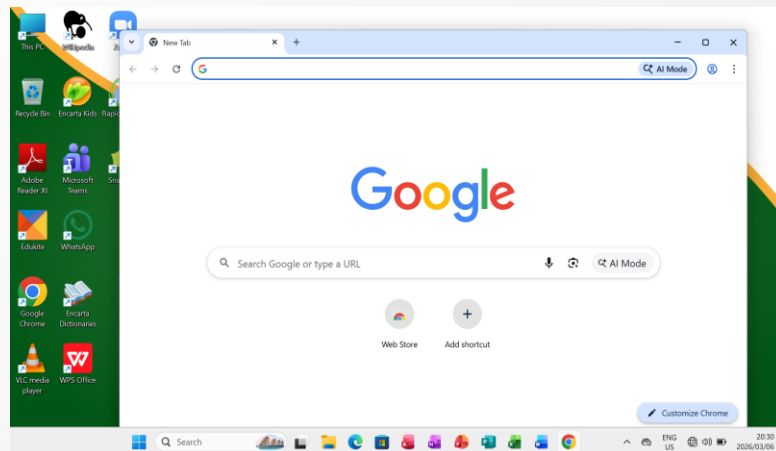
Encarta



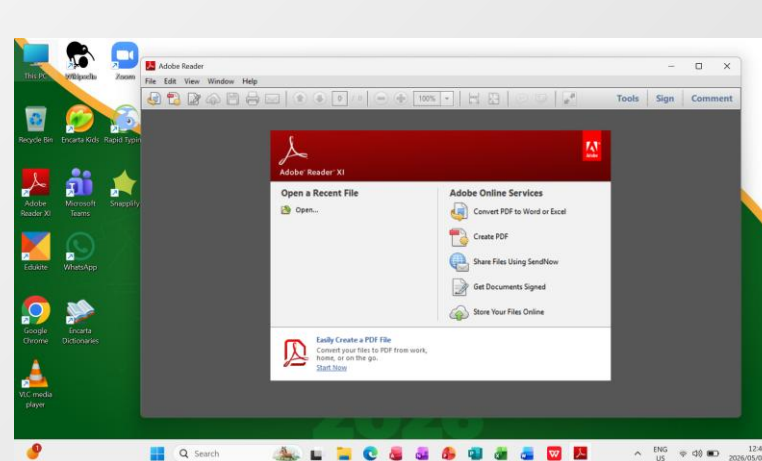
Rapid Typing Application



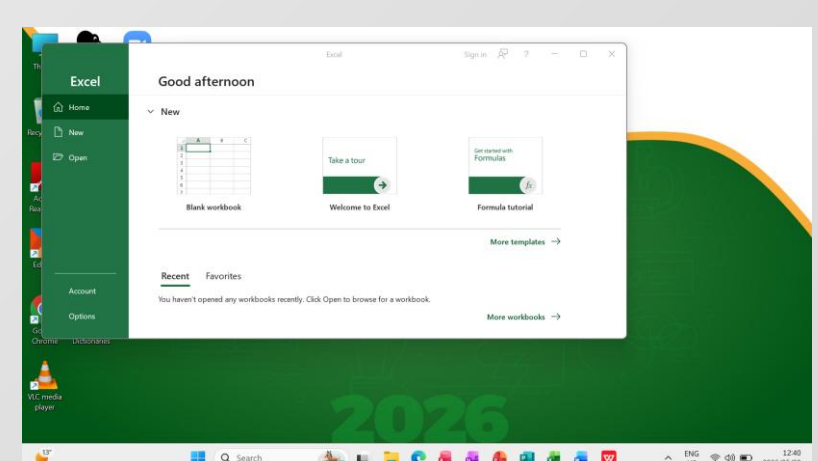
Google Chrome



Adobe Reader

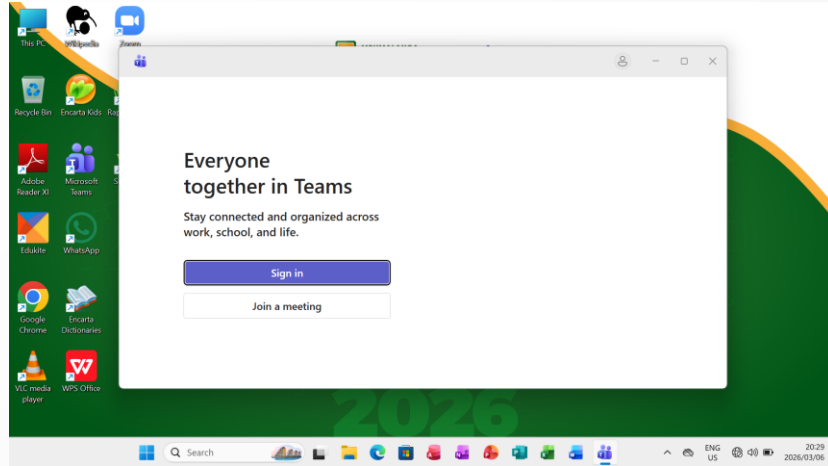


Microsoft Office 365

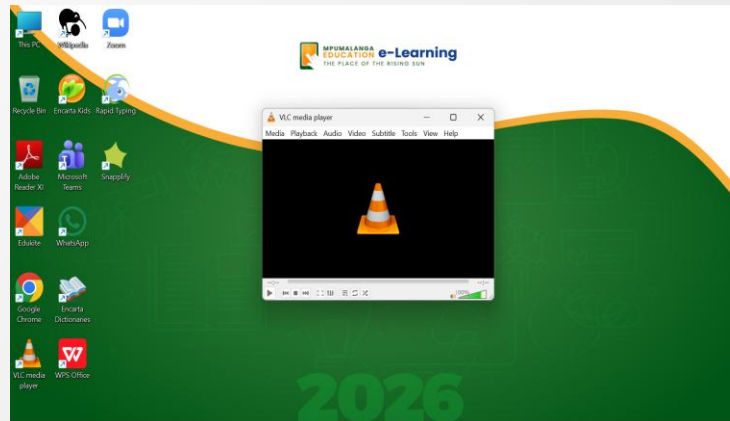


4. UBUHLEBUZILE PROJECT: GRADE 10 APPLICATIONS

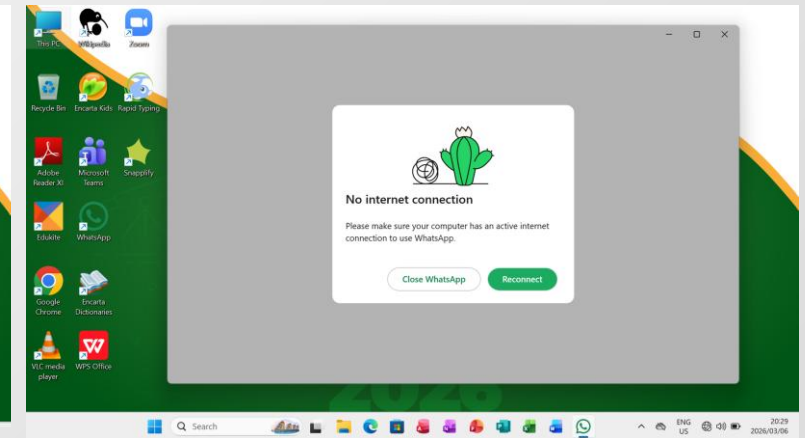
Microsoft Teams



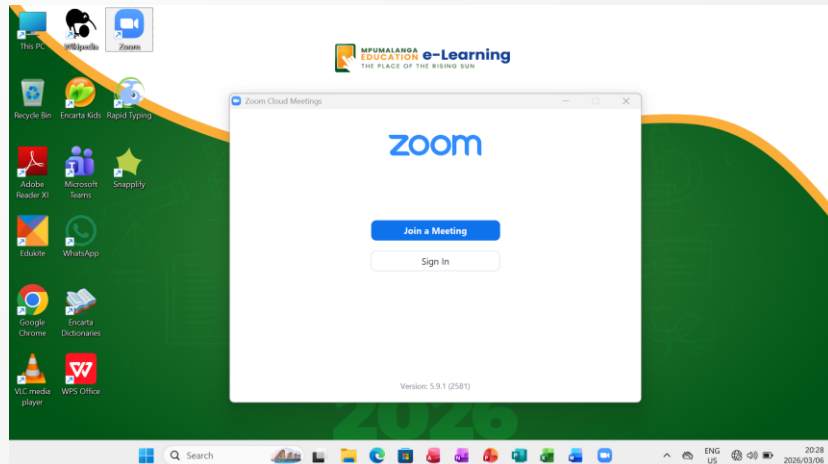
VLC Media Player



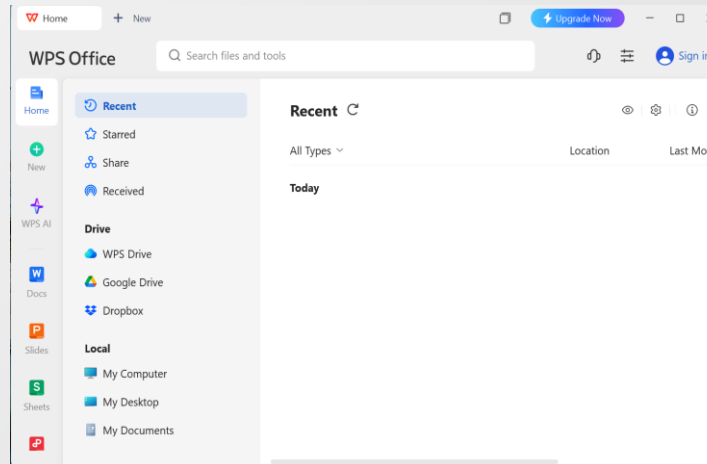
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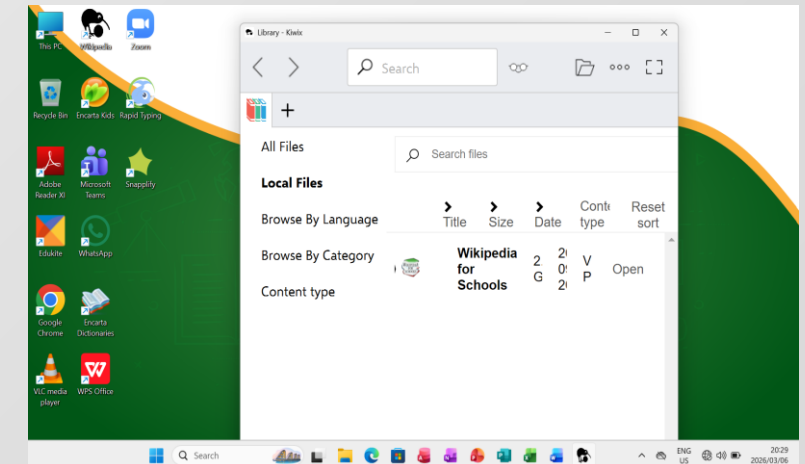
Zoom



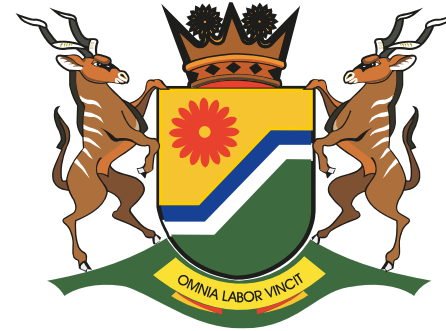
WPS Office



Wikipedia



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2026 ACADEMIC YEAR **ONBOARDING & MEDIATION** **UNDERSTANDING THE PROGRAMME**

PROGRAMME OBJECTIVES : EXPECTED IMPACT

Device Use and Digital Skills

The programme builds confidence in operating devices and e-content for enhanced classroom and administrative efficiency.

Access to Free Digital Resources

Learners are informed that digital content via platforms like e-Reader is free, encouraging active use and exploration.

Communication and Reporting Protocols

The programme establishes protocols for professional communication and efficient reporting of device issues to ensure accountability.

Expected Impact and Outcomes

Improved device use, stronger teaching practices, reduced misuse, and increased learner engagement are key expected impacts.

1. UBUHLEBUZILE PROJECT: DETAILED PROGRAMME

1. WELCOME & ICEBREAKER

Focus: Programme purpose and engagement

Content:

- Introduction to MDoE digital rollout initiative
- Importance of digital learning

Activity: Digital Expectations Discussion

- Mixed groups discuss: “How will this device improve learning and teaching outcomes?”

2. INTRODUCTION & DEVICE PURPOSE

Focus: Programme purpose and engagement

Content:

- Devices remain property of MDoE and are issued under conditions
- Device purpose: teaching, learning, administration, and digital access
- User responsibilities: care, security, and compliance

Activity: Scenario-Based Discussion

- Groups analyse real-life scenarios (loss, misuse, negligence)
- Feedback and facilitator clarification

2. UBUHLEBUZILE PROJECT: DETAILED PROGRAMME

3. DEVICE PACK & SETUP

Content:

- Teacher pack: Laptop, charger, SIM, modem
- Learner pack: Tablet, cover, charger, SIM
- Purpose of each component explained

Activity: Guided Verification Exercise

- Participants check and confirm all items
- Facilitator explains usage of each item

4. HARDWARE & DEVICE ANATOMY

Content:

- Identifying charging ports and key components
- Powering device on/off correctly
- Navigating taskbar and start menu

Activity: Hands-On Practical

- Participants switch on devices
- Locate key features and demonstrate navigation

3. UBUHLEBUZILE PROJECT: DETAILED PROGRAMME

5. SOFTWARE & APPLICATIONS

Content: Hands-on focus

Productivity Tools

- Open Office / MS Office: Create and save documents
- Adobe Reader: Access curriculum documents

Communication Platforms

- Microsoft Teams: Collaboration and communication (primary tool)
- Zoom: Virtual teaching sessions
- WhatsApp: Supplementary communication tool (professional use)

Media & Internet

- Chrome: Browsing and accessing MDoE platforms
- VLC: Playing educational media content

Activity: Guided Practice

- Teachers: create and share a document
- Learners: open and view shared content

6. E-CONTENT NAVIGATION

Content: Critical Section

- e-Reader platform navigation
- Accessing curriculum-aligned materials
- Understanding that all content is FREE and provided by MDoE

Skills Covered

- Search books and topics
- Navigate pages and chapters
- Highlight, bookmark, and add notes

Activity: Guided Digital Reading Task

- Learners: highlight and annotate a section
- Teachers: assign and guide activity

4. UBUHLEBUZILE PROJECT: DETAILED PROGRAMME

7. DIGITAL COLLABORATION

Content:

- Sharing work using WhatsApp and Teams
- Best practices for professional communication

Activity: Interactive Quiz

- Discussion on how to share documents and work

8. RESPONSIBLE USE: DOS & DON'TS

Content:

- Educational use only
- No unauthorised apps or misuse
- Device security and password protection
- No lending, selling, or transferring devices
- Safe charging, transport, and storage practices

Activity: Interactive Quiz

- Teams identify correct vs incorrect behaviours
- Discussion on consequences of misuse

5. UBUHLEBUZILE PROJECT: DETAILED PROGRAMME

9. REPORTING & SUPPORT PROCESS

Content:

- Reporting to School ICT Coordinator

Categories:

- OEM faults (manufacturer issues)
- Damages (user-caused)
- Theft/loss (requires formal reporting)

Activity: Role Play

- Learner reports issue
- Teacher escalates to ICT Coordinator

6. UBUHLEBUZILE PROJECT: DETAILED PROGRAMME

10. RESPONSIBILITY & ACCOUNTABILITY

Content:

- Users must comply with conditions of device use
- Importance of responsible digital behaviour
- Device use linked to educational outcomes

Activity: Commitment Exercise
Consent Forms Completion by Parents

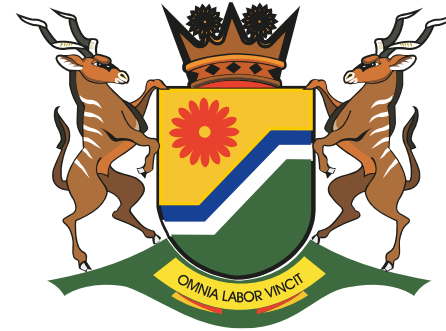
11. DEVICE RETRIEVAL & CLOSE-OUT

Content:

- Structured device return process
- Items to be returned: learner device and protective casing
- Sign-off and reconciliation procedures

Activity: Orientation Feedback
Confirm understanding of responsibilities

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QUESTIONS AND ANSWERS

END OF MODULE ONE (1)

MODULE

2

The Role of Schools in Supporting the Programme

Device ownership, management, and administration at school level.

Time: 10:35 – 11:10

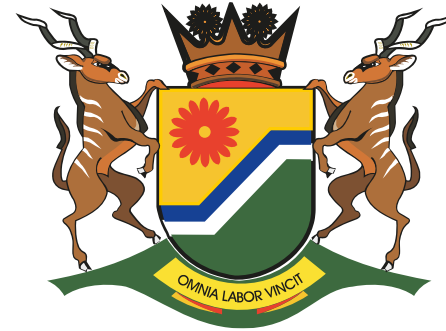
Objective Outcomes

The Role of Schools in Supporting the Programme

By the end of this module, ICT Coordinators will be able to:

- 1 Manage device ownership and inventory records at school.
- 2 Apply correct device management procedures, including troubleshooting first-line hardware, software, and application issues.
- 3 Process onboarding of new learners and manage devices issued to learners no longer at the school.
- 4 Execute year-end retrieval procedures (where applicable).
- 5 Complete and maintain project administration documentation to the required standard.

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DEVICE MANAGEMENT

DEVICE OWNERSHIP AND USER POLICY

1. DEVICE OWNERSHIP: PURPOSE AND RESPONSIBILITIES

01

Device Ownership Clarity

All devices remain property of the Mpumalanga Department of Education and are issued under specific conditions to users.

02

Intended Device Purpose

Devices support teaching, learning, administration, research, and approved digital platform access, excluding personal or commercial use.

03

User Responsibilities

Users must care for devices, store them safely, protect from damage, and report issues promptly to ensure longevity and accountability.

04

Promoting Responsible Behavior

Educators model responsible digital behavior while involving guardians, emphasizing the consequences of misuse through discussions and scenarios.

2. DEVICE MANAGEMENT: ACCEPTABLE DEVICE USE POLICY

Educational Use Only

Devices are used strictly for teaching, learning, administration, research and approved digital platform access.

No Unauthorised Apps or Misuse

Only approved applications and platforms may be installed or used on school devices.

Device Security & Password Protection

Users must protect login credentials and never share passwords or bypass security settings.

No Lending, Selling, or Transferring Devices

Devices are issued to a named user and may not be passed on, sold, or exchanged informally.

Safe Charging, Transport & Storage

Devices must be charged only with the supplied charger, transported in protective covers, and stored securely.

3. DEVICE MANAGEMENT: IDENTIFICATION OF FAULT CATEGORY

Damages

User-Caused

The registered user, parent or guardian shall report the incident immediately. A Loss & Damage Form must be completed, signed and stamped.

OEM Faults

Manufacturer Issues

Hardware or software problems not caused by damage or negligence. The ICT Coordinator is first conduct troubleshooting thereafter log a ticket with school support.

Theft / Loss

Requires Formal Reporting

The incident must be reported to the local SAPS. SAPS case details are included on the Loss & Damage Form (Affidavit).

4. DEVICE MANAGEMENT: FIRST LINE SUPPORT STEPS

1

Learner or Teacher Reports an Issue

Hardware, software, damage, loss or theft is reported to the ICT Coordinator in person.

2

ICT Coordinator Logs the Ticket

The ICT Coordinator emails the School Support Centre to log a support ticket post troubleshooting.

3

Provide Full Details

Device model, serial number, asset tag number, and a description of the symptoms or problem.

4

Support Centre Resolves or Dispatches

The Fetch & Repair service provider is engaged for hardware faults; other queries are resolved remotely.

Escalation email: MPELTSM@rainmaker.co.za **Subject line:** SCHOOL NAME – EMIS – CIRCUIT – DISTRICT – DESCRIPTION OF FAULT/QUERY/THEFT OR LOSS

5. DEVICE MANAGEMENT: FIRST LINE SUPPORT STEPS

UBUHLEBUZILE E-LEARNING PROGRAMME

Incident Management – Communication Channel



MP School Level

START



Learner Tablet



Fault Classification

- OEM Faulty Device
- Software & Application
- Theft / Lost Device/ User Negligence
- e-Content



School Appointed ICT
Coordinator



Email

MPELTSM@Rainmaker.co.za



Ticket Logging Process

6. DEVICE MANAGEMENT: FIRST LINE SUPPORT STEPS

Required Information:



School Support Ticket Logging Check List

SCHOOL CONSOLIDATED LIST PER ISSUE CATEGORY	THEFT	LOST	USER NEGLIGENCE	OEM FAULTY DEVICE	SOFTWARE & APPLICATION	NETWORK AND CONNECTIVITY
District Name	X	X	X	X	X	X
Circuit Name	X	X	X	X	X	X
School EMIS Number	X	X	X	X	X	X
School Name	X	X	X	X	X	X
Learner Full Names and Surname	X	X	X	X	X	X
Teacher Full Names and Surname	X	X	X	X	X	X
Device Type	X	X	X	X	X	X
Asset Tag Number	X	X	X	X	X	X
Allocated Telkom SIM Card ICCID Number						X
SAPS Case Number	X					
Affidavit	X	X	X	X		
Fault Device Images			X	X	X	
Application Name					X	
School Letter of Reported Issue	X	X	X	X	X	X
ICT Coordinator Full Names and Surname	X	X	X	X	X	X
ICT Coordinator Contact Cell Phone Number	X	X	X	X	X	X
ICT Coordinator Email Address	X	X	X	X	X	X
Email Subject Line: District – EMIS Number School Name -THEFT DEVICE	X					
Email Subject Line: District – EMIS Number School Name -LOST DEVICE		X				
Email Subject Line: District – EMIS Number School Name -USER NEGLIGENCE			X			
Email Subject Line: District – EMIS Number School Name -OEM FAULT DEVICE				X		
Email Subject Line: District – EMIS Number School Name -SOFTWARE AND APPLICATION					X	
Email Subject Line: District – EMIS Number School Name -NETWORK AND CONNECTIVITY						X

7. DEVICE CARE: DO'S & DON'TS TO RELAY TO USERS

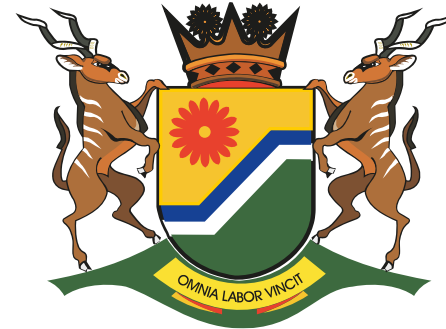
DO THE FOLLOWING

- Report technical difficulties to the teacher and/or ICT Coordinator
- Be gentle and use the device with care
- Clean the LCD screen with a soft cloth only
- Report theft or any incident to the Principal or ICT Coordinator immediately
- Look after the device — it is passed on to other learners when they leave
- Know and record the asset tag number for future reference
- Keep the device in a safe place, charged only with the supplied charger

AVOID THE FOLLOWING

- Never apply excessive pressure to the display screen
- Do not remove or damage the asset tag or serial number
- Never expose the LCD screen to direct sunlight
- Do not use the device near liquid
- Do not use the device near open fire
- Do not overcharge the device
- Do not leave the device unattended when not in use
- Do not eat while using the device

MP eLTSM

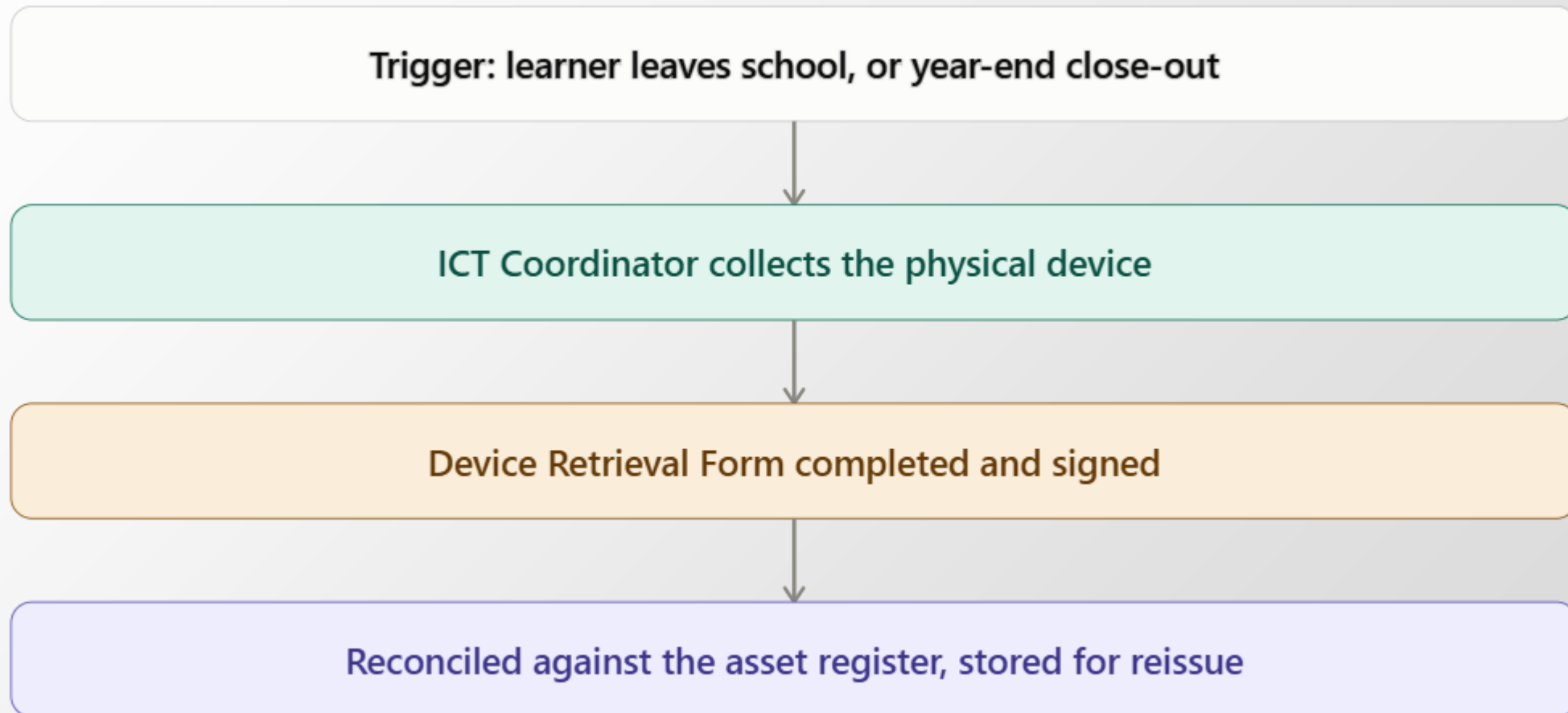


education

MPUMALANGA PROVINCE
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DEVICE MANAGEMENT RETRIEVAL PROCESS

1. DEVICE MANAGEMENT: UNDERSTANDING RETRIEVAL



2. DEVICE MANAGEMENT: UNDERSTANDING RETRIEVAL

When devices are retrieved, a calculation will be done on how many devices have been retrieved by the school from the initial distribution. This will determine which scenario a school falls under:

1. Scenario 1: 0-49 % Retrieval Rate
2. Scenario 2: 50-89% Retrieval Rate
3. Scenario 3: 90-100% Retrieval Rate

Once the devices have been retrieved, they will go through a technical assessment to ensure functionality for re-distribution. This also affects the number of devices available for re-distribute to the schools for the 2026 academic year .

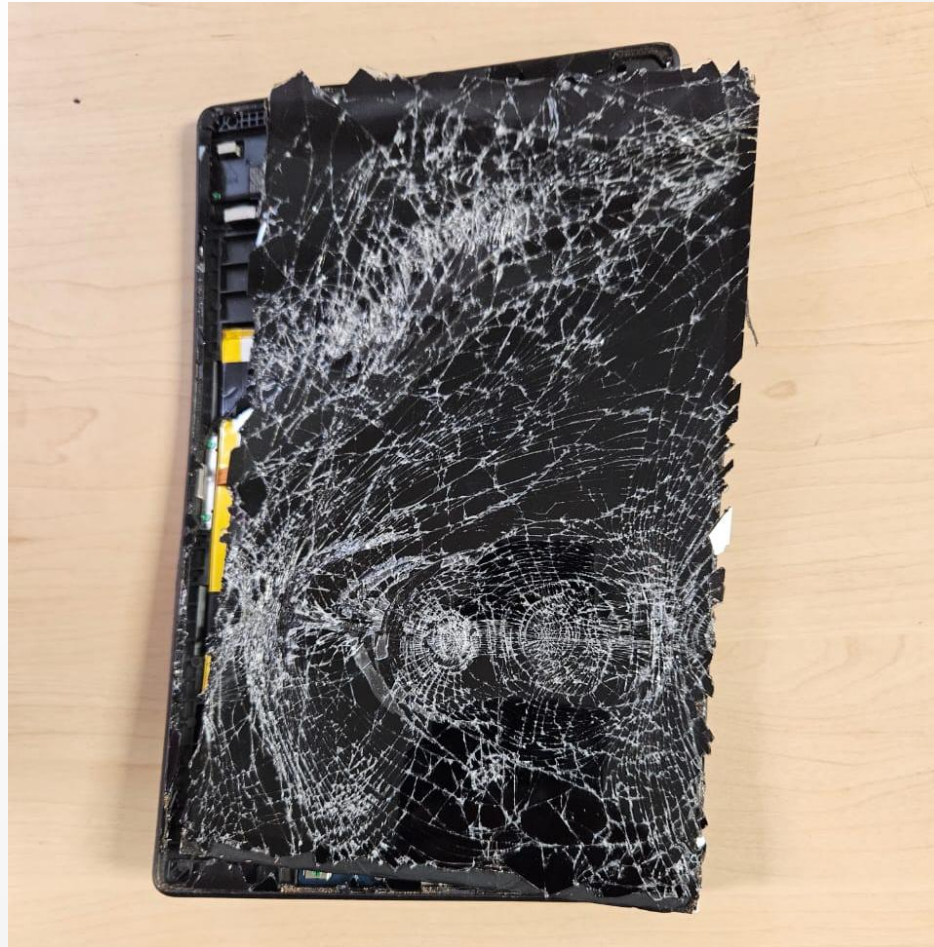
1. Scenario 1: 0-49 % Functionality Rate
2. Scenario 2 : 50-89% Functionality Rate
3. Scenario 3 : 90-100% Functionality Rate

3. DEVICE MANAGEMENT: UNDERSTANDING RETRIEVAL

The Three (3) Scenarios explained:

1. Scenario 1: These schools are flagged and a decision to be made if they will receive devices for the next academic year due to poor device management.
2. Scenario 2: These schools receive back functional devices per grade allocation and the faulty devices will be sent for repairs and distributed to the school at a later stage.
3. Scenario 3: These schools will be prioritized to receive devices due to good device management and adherence to rules and guidelines.

4. DEVICE MANAGEMENT: EXAMPLE OF DAMAGED RETRIEVED DEVICE



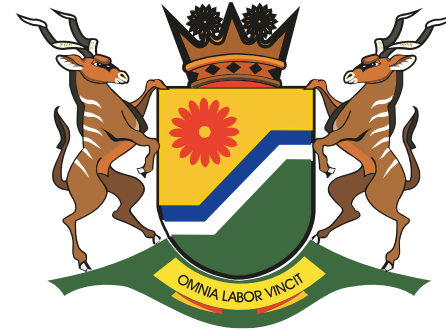
5. DEVICE MANAGEMENT: EXAMPLE OF DAMAGED RETRIEVED DEVICE



6. DEVICE MANAGEMENT: IMPORTANCE OF RETRIEVAL

1. When schools do not return all their devices, they will not receive devices for their entire school.
2. The school will receive their devices back once they have retrieved enough for a full grade or if the devices are to be repaired, there will be a delay in deployment .
3. If a school returns 50% of their devices, they will only receive back 50% of their learner requirement . (ex. If a school need 1000 devices but only returned 500, they will only receive back 500 devices until the rest has been returned).

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DEVICE MANAGEMENT

KEY FORMS AND DOCUMENTATION

1. DEVICE MANAGEMENT: KEY FORMS AND DOCUMENTATION

Learner Consent Form

Completed and signed by the learner and a parent/guardian, then returned to the Principal or ICT Coordinator before a device is issued.

Proof of Delivery (POD) and Inventory Register

Completed, signed and stamped with the school stamp for delivered devices by ICT Coordinator and School Principal.

Learners are to sign the Inventory Register

Device Retrieval Form

Completed whenever a device is returned at year-end, or when a learner leaves the school and reconciled against the asset register.

2. DEVICE MANAGEMENT: CONSENT FORM



ICT Device: Learner Consent Form, Academic Year 2026



District : _____

School Name : _____

EMIS No : _____

LEARNER ICT DEVICE: User Consent Form

The purpose of this Consent Form is to ensure that the school, parent/s and the learner/s are aware of their Roles & Responsibilities on the General/Appropriate use, Safekeeping and Incident Reporting of an ICT Device.

The Registered Learner/User and Parent/Guardian must complete the Consent Form and return to the school before the ICT Device is handed over to the Registered Learner/User (as per signed-off User Profile & School Asset Register). The school must, in turn, submit the completed Consent Forms & Asset Registers to Rainmaker for record and safekeeping purposes.

Learner Name & Surname: _____

Learner ID/Passport or Birth Certificate No: _____

Parent/Guardian Name & Surname: _____

Parent/Guardian Contact Details: _____

Physical Home Address: _____

Learner Device Make: _____

Learner Device Model: _____

Learner Device IMEI No.: _____

Asset Tag No.: _____

It is important for the school to understand only learners who submitted their device as part of 2025 tablet retrieval process will be provided with a Tablet Device in 2026. Thus, Learners who do not return their devices will not receive one.

ICT Device: Learner Consent Form, Academic Year 2026

APPROPRIATE USE OF AN ICT DEVICE

- The ICT Device is the property of the school and shall be produced by the user at any given stage, when required and/or requested.
- The ICT Device must be switched on, plugged into a reliable power source as to charge the battery and be used daily for its intended use and purpose.
- The ICT Device shall ONLY be used for educational purposes including permitted IT Applications.
- The ICT Device shall not be used by any other person other than the Registered User/Learner of the device (Assets not transferrable).
- The ICT Device shall not be used to access unauthorised websites/content/applications.
- The ICT Device must be returned in good and fully functional condition as and when required and/or requested, including when leaving the school (due to completion of Grade 12 or moving to another school).
- The ICT Device must not be tampered with in any form (i.e., Tracking System, GDE/School Asset Tag, Screen Protector, Battery, SIM Card, SD Card, any Ports/Slots and/or any other Parts/Components, etc.).
- The ICT Device shall not be used with any other device or connected to other Devices/Accessories that might affect the Performance and/or Warranty of the Device (i.e., projection, storage, viruses, etc.).
- Users shall not share the password for their Devices with anybody. The password shall/may be changed in accordance with School User Policy if/when required.
- Eating and drinking is not permitted whilst using the Device.
- The e-Books and Supplementary Content and/or any Additional Material/s and/or Applications shall not be tampered with nor deleted.
- The GDE/School Asset Tag, Device, & Accessories must be checked regularly and kept in good working condition.
- In an event, where e-Books, Supplementary Content and/or any Additional Material/s and/or Applications, are tampered with or deleted, a detailed report must be provided by the Registered Learner/User to the School Principal. Only Devices accompanying a detailed report, which must quote the GDE/School Asset Tag Number as well as the Learner ID, will qualify for Technical Support (including re-loading of e-Books Supplementary Content and/or any Additional Material/s and/or Applications, and for any other Support that may be required).

SAFEKEEPING OF AN ICT DEVICE

- It is the responsibility of the Registered User/Learner to ensure proper safekeeping of the ICT Device from THEFT, DAMAGE and LOSS.
- It is a criminal offence to falsify THEFT and/or LOSS and/or DAMAGE the ICT Device as this constitutes fraud and is a punishable offence in terms of the Criminal Procedure Act 51 of 1977.
- In case of a LOST Device and/or there is any evidence of negligence, the Parent/Guardian shall be liable for the repairs and/or replacement of the Device and/or components of the same quality and specification.
- ICT Devices shall be kept in a SAFE and SECURE place when not in use or during school extra-curricular activities.

REPORTING THEFT / DAMAGE / LOSS OF AN ICT DEVICE

- All incidents are to be reported to the School's ICT Coordinator and/or the School Principal, immediately, when the Learner/User becomes aware of the theft/incident.
- The School's ICT Coordinator/School Principal shall log a call with the GDE IT service desk on 011 843 6716 or GDEIT servicedesk@gauteng.gov.za.
- In case of THEFT, LOSS or DAMAGE within the School premises, the School Principal and User/Learner shall report the incident to the local SAPS within 48 hours of the loss/its occurrence. The SAPS Case Number accompanied by a completed (and school stamped) GDE 73 Form must then be submitted to the SC with the supplied SC Reference/Incident number.
- In case of THEFT, LOSS or DAMAGE outside the School premises the Parent and Registered User/Learner shall report the incident to the local SAPS within 48 hours of the loss/its occurrence. The SAPS Case Number accompanied by a completed (and school stamped) GDE 73 Form must then be submitted to the SC with the supplied SC Reference/Incident number.

NB: Please note that your personal information provided in this form will not be used for any other purpose, except the one intended for in this form.

We / I, the undersigned _____ Parent/Guardian of _____ the Registered User (Learner) of the aforementioned Schools' ICT Device, and hereby confirm that we have read and understand the content of the Consent Form and will abide by the Rules as stipulated herein.

Parent/Guardian

Learner

Grade & Classroom No.:

Date

Date

3. DEVICE MANAGEMENT: PROOF OF DELIVERY (POD)



BONGANI RAINMAKER
MPUMALANGA | LTSM PROJECT MANAGEMENT UNIT
CALL CENTRE NUMBER 0800 000 660

6 White Water Street, Riverside Park, Mbombela, 1201

DELIVERY NOTE / POD

DOC NO: IML079581	DELIVER TO: School Name: UBUHLE BUZILE SECONDARY	DELIVERY ADDRESS: 6641 PHOLA PARK ETHANDAKUKHANYE PIET RETIEF MR N.E. HLATSHWAYO
Date: 2026/02/24 Pages: 1 / 10	EMIS: 800035612 District: GERT SIBANDE Circuit: MKHONDO Project: 2992 - MP e-LTSM Gr12 L& T (2026) Distributor:	School: 082-674-3171 Principal: 082-674-3171 Secondary: 086-564-8630

S/N STOCK CODE	DESCRIPTION	ORDER QTY	SUPPLIED QTY
MPUICT-TAB25	Learner Device 10-inch Android	382	382



Signature: Nkumalo P.C.	Signature: [Signature]
DEPUTY PRINCIPAL	18/03/2026
☒	☐

DEPARTMENT OF EDUCATION UBUHLE BUZILE SECONDARY SCHOOL MKHONDO EAST CIRCUIT 18-03-2026 buhlebuzile2@gmail.com P.O BOX 2250 • PIET RETIEF • 2380 MPUMALANGA PROVINCE
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CALL CENTRE NUMBER 0800 000 660

6 White Water Street, Riverside Park, Mbombela, 1201

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Date: 2026/02/24 Pages: 10 / 10	EMIS: 800035612 District: GERT SIBANDE Circuit: MKHONDO Project: 2992 - MP e-LTSM Gr12 L& T (2026) Distributor:	School: 082-674-3171 Principal: 082-674-3171 Secondary: 086-564-8630

S/N STOCK CODE	DESCRIPTION	ORDER QTY	SUPPLIED QTY
SIM-TELKOM001 TAB-ADMINPACK-0C	Serial Number: MDoE_2025_T053427; MDoE_2025_T053539 Serial Number: MDoE_2025_T052117; MDoE_2025_T053432 Serial Number: MDoE_2025_T051993; MDoE_2025_T053447 Serial Number: MDoE_2025_T051776; MDoE_2025_T054000 Serial Number: MDoE_2025_T056911; MDoE_2025_T058966 Serial Number: MDoE_2025_T056475; MDoE_2025_T058811 Serial Number: MDoE_2025_T057980; MDoE_2025_T057977 Serial Number: MDoE_2025_T059597; MDoE_2025_T059385 Serial Number: MDoE_2025_T057978; MDoE_2025_T057320 Serial Number: MDoE_2025_T058820; MDoE_2025_T057432 Serial Number: MDoE_2025_T057508; MDoE_2025_T058004 Serial Number: MDoE_2025_T058947; MDoE_2025_T058384 Serial Number: MDoE_2025_T058386; MDoE_2025_T058488 Serial Number: MDoE_2025_T058388; MDoE_2025_T058462 Serial Number: MDoE_2025_T058657; MDoE_2025_T060075 SIM CARDS TELKOM AdminPack Inc Inventory/Register/ConsentForms/Lett. Retrieved Devices Retrieved Protective Casing	382 1	382 1



Signature: Hlatshwayo N.E.	Signature: [Signature]
PRINCIPAL	18/03/2026
☒	☐

DEPARTMENT OF EDUCATION UBUHLE BUZILE SECONDARY SCHOOL MKHONDO EAST CIRCUIT 18-03-2026 buhlebuzile2@gmail.com P.O BOX 2250 • PIET RETIEF • 2380 MPUMALANGA PROVINCE
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4. DEVICE MANAGEMENT: INVENTORY REGISTERS (DEVICE & EDUKITE)



INVENTORY REGISTER

DISTRICT:				GERT SIBANE								
SCHOOL NAME:				MP - UBUHLE BUZILE SECONDARY SCHOOL								
EMIS:				800035612								
BOX	GRADE	CLASS	E-CONTENT PACKAGE NUMBER	NAME	SURNAME	Tablet	ASSET TAG	SERVICE PROVIDER	SIM	ASSET TAG	ID NUMBER	SIGNATURE
1921	12	12	401235567	AMUKELWE	GAMA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T013876	TELKOM		89270200250368068856		
1921	12	12	401235631	ANDILE	HLATSWAYO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T006280	TELKOM		89270200250368068872		
1921	12	12	401235644	ANDILE	KHUMALO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T045090	TELKOM		89270200250368068896		
1921	12	12	401235369	ANDILE	MDLULI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T020751	TELKOM		89270200250368068914		
1921	12	12	401235984	ANDILE	VILAKAZI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T020611	TELKOM		89270200250368068930		
1921	12	12	401235598	ANDILE	ZONDO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T021157	TELKOM		89270200250368068955		
1921	12	12	401235625	ANDISWA	HLATSHWAYO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T021139	TELKOM		89270200250368068971		
1921	12	12	401235658	ANDISWA	KUNENE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T020796	TELKOM		89270200250368068997		
1921	12	12	401235321	ANDISWA	MANANA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T037239	TELKOM		89270200250368069011		
1921	12	12	401235390	ANDISWA	MNDEBELE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T028322	TELKOM		89270200250368069037		
1921	12	12	401235444	ANDISWA	NOWANDWE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T051776	TELKOM		89270200250368069052		
1921	12	12	401235453	ANDISWA	NGWENYA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T014520	TELKOM		89270200250368069078		
6551	12	12	401235679	SITHEMBILE	MACU	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T015498	TELKOM		89270200250368069103		
6551	12	12	401235410	SITHEMBISO	MTHEHWIA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T034515	TELKOM		89270200250368069129		
6551	12	12	401235623	SIYABONGA	HLATSHWAYO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T037368	TELKOM		89270200250368069155		
6551	12	12	401235656	SIYABONGA	KUNENE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T018230	TELKOM		89270200250368069181		
6551	12	12	401235666	SIYABONGA	LUKHELE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T034656	TELKOM		89270200250368069198		
6551	12	12	401235383	SIYABONGA	MKHONZA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T047852	TELKOM		89270200250368069224		
6551	12	12	401235387	SIYABONGA	MKHWANAZI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T015420	TELKOM		89270200250368069247		
6551	12	12	401235517	SIYABONGA	NTSHANGASE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T030370	TELKOM		89270200250368069293		
6551	12	12	401235549	SIYABONGA	SHONGWE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T029016	TELKOM		89270200250368069321		
6551	12	12	401235594	SIYAMTHANDA	ZULU	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T030905	TELKOM		89270200250368069348		
6551	12	12	401235626	SIYANDA	HLATSHWAYO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T034631	TELKOM		89270200250368069375		
6551	12	12	401235303	SIYANDA	MADONSELA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T033636	TELKOM		89270200250368069401		
6552	12	12	401235411	BUSISIWE	BUTHELEZI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T027996	TELKOM		89270200250368069428		
6552	12	12	401235318	BUSISIWE	MALINGA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T015917	TELKOM		89270200250368069454		
6552	12	12	401235327	BUSISIWE	MASEKO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T049535	TELKOM		89270200250368069480		
6552	12	12	401235603	BUYISILE	ZULU	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T049871	TELKOM		89270200250368069506		
6552	12	12	401235493	CEBOLENKOSI	NKOSI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T037878	TELKOM		89270200250368069532		
6552	12	12	401235384	CELMPILO	MKHONZA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T016054	TELKOM		89270200250368069558		
6552	12	12	401235339	CHARLES	MAVIMBELA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T049533	TELKOM		89270200250368069584		
6552	12	12	401235524	DELISILE	NKUMALO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T037913	TELKOM		89270200250368069610		
6552	12	12	401235672	DUMILE	LUSHABA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T036994	TELKOM		89270200250368069636		
6552	12	12	401235543	ELKA	SHOBA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T006015	TELKOM		89270200250368069662		
6552	12	12	401235367	FALAKHE	DLAMINI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T027629	TELKOM		89270200250368069688		
6552	12	12	401235421	FEZEKA	MTUNGWA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T036265	TELKOM		89270200250368069714		
6556	12	12	401235645	KWANDOKUHE	KHUMALO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T049834	TELKOM		89270200250368069740		
6556	12	12	401235632	KWANELE	HLOPHE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T027358	TELKOM		89270200250368069766		
6556	12	12	401235486	KWANELE	NKOSI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T001777	TELKOM		89270200250368069792		
6556	12	12	401235452	LANGELUHE	NGWENYA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T006669	TELKOM		89270200250368069818		
6556	12	12	401235334	LEBOGANG	DLAMINI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T034511	TELKOM		89270200250368069844		
6556	12	12	401235477	LEHLOHONOLO	NKOSI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T046198	TELKOM		89270200250368069870		
6556	12	12	401235597	LERATO	ZITHA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T034664	TELKOM		89270200250368069896		
6556	12	12	401235579	LESEDI	THWALA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T049568	TELKOM		89270200250368069922		
6556	12	12	401235385	LUHE	MKHONZA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T047184	TELKOM		89270200250368069948		
6556	12	12	401235483	LUHE	NHLABATHI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T031858	TELKOM		89270200250368069974		
6556	12	12	401235481	LINDELANI	NKOSI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T047162	TELKOM		89270200250368069990		
6556	12	12	401235441	LINDELWA	NDOVU	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T006014	TELKOM		89270200250368070016		
6557	12	12	401235592	SENAMILE	XABA	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T034575	TELKOM		89270200250368070042		
6557	12	12	401235300	SENZO	BUTHELEZI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T039525	TELKOM		89270200250368070068		
6557	12	12	401235605	SENZO	ZWANE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T036115	TELKOM		89270200250368070094		
6557	12	12	401235328	SEZVENI	MASEKO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T005337	TELKOM		89270200250368070120		
6557	12	12	401235348	SIBONGAKONKE	MAVUSO	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T053432	TELKOM		89270200250368070146		
6557	12	12	401235461	SIBUSISO	NHLABATHI	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T039735	TELKOM		89270200250368070172		
6557	12	12	401235494	SIBUSISO	ZWANE	MPUCT-TAB25 - Learner Device 10-inch Android	MD0E_2025_T016099	TELKOM		89270200250368070198		

UBUHLE BUZILE SECONDARY SCHOOL

EDUKITE					STATUS
Sr.No	Learner No.	Surname	First Name	USERNAME	
1	SID0220260212235301	DLAMINI	INNOCENT		
2	SID0220260212235312	DLAMINI	PHUMLANI		
3	SID0220260212235313	MAKHUBU	NALEDI		
4	SID0220260212235321	MANANA	ANDISWA		
5	SID0220260212235323	DLAMINI	WENZI		
6	SID0220260212235325	MASEKO	NOMFUNDO		
7	SID0220260212235326	MASEKO	SBONELO		
8	SID0220260212235329	MASUKU	AWANDE		
9	SID0220260212235330	MATHEBULA	MELOKUHE		
10	SID0220260212235335	MATHENJWA	LUYANDA		
11	SID0220260212235338	MAVIMBELA	LWANDLE		
12	SID0220260212235339	MAVIMBELA	CHARLES		
13	SID0220260212235342	MAVUSO	ASIPHE		
14	SID0220260212235343	MAVUSO	NONHLE		
15	SID0220260212235344	MAVUSO	PHILANI		
16	SID0220260212235361	MCHUNU	WANDILE		
17	SID0220260212235362	MCHUNU	WANELE		
18	SID0220260212235365	MDLULI	BUHLE		
19	SID0220260212235381	MKHONZA	NIABULO		
20	SID0220260212235392	MNGADI	SIPHOKUHE		
21	SID0220260212235398	MOTHA	SIPHELELE		
22	SID0220260212235399	MOTHA	THABISO		
23	SID0220260212235405	MSANE	SNQOBILE		
24	SID0220260212235409	MTHANA	AYANDA		
25	SID0220260212235431	NDEBELE	THAMSANQA		
26	SID0220260212235432	NDEVU	NKOSINATHI		
27	SID0220260212235435	NDINGANE	NOMTHANDAZO		
28	SID0220260212235444	NOWANDWE	ANDISWA		
29	SID0220260212235450	NGOZA	BANDILE		
30	SID0220260212235469	NKAMBULE	THABISILE		
31	SID0220260212235471	NKONYANE	KAMOGELO		
32	SID0220260212235473	NKOSI	AVUYILE		
33	SID0220260212235474	NKOSI	MALWANDE		
34	SID0220260212235475	NKOSI	NONTOBEKO		
35	SID0220260212235476	NKOSI	NQOBILE		

6. DEVICE MANAGEMENT: FEEDBACK FORM

BONGANI
RAINMAKER

ORIENTATION TRAINING FEEDBACK FORM:

DATE.....

CIRCUIT NAME.....

SCHOOL NAME.....

SCHOOL EMIS NUMBER.....

NUMBER OF LEARNERS TRAINED TODAY.....

NUMBER OF TEACHERS TRAINED TODAY.....

ICT COORDINATORS NAME.....

ICT COORDINATORS CONTACT NUMBERS.....

ORIENTATION OBJECTIVES:

1. Learner tablet orientation training for all grade 12 learners
2. Teacher laptop orientation training for all teachers
3. Orientation training for the school committee and or ICT coordinator

PLEASE ADVISE IF YOU EXPERIENCED ANY CHALLENGES WITH THE DEVICES

1. LEARNER DEVICE
.....
2. TEACHER LAPTOP
.....
3. OTHER CHALLENGES OF THE DAY
.....
4. SUGGESTIONS
.....

PLEASE PRINT YOUR NAME & SURNAME:
(IF NOT SIMILAR TO THE ABOVE) SIGNATURE.....

PHONE NUMBER.....

SCHOOL PRINCIPAL DETAILS:

FULL NAMES SIGNATURE.....

PHONE NUMBER.....

SCHOOL STAMP

Page 1 of 1

BONGANI
RAINMAKER

DOCUMENT QUALITY CHECK FORM:

DATE.....

CIRCUIT NAME.....

NAME OF SCHOOL.....

SCHOOL EMIS NUMBER.....

DOCUMENT	MARK WITH AN (x) IF CHECKED
ASSET REGISTER	
The document is signed.	
The document is stamped.	
Absent learners are marked with a star (*) on the document.	
Letter from the school for learners that are no longer attending at that respective school.	
POD	
Bottom section of the document is filled and stamped in full.	
The delivered in full box at the bottom is checked.	
The date indicated on the school stamp is current/correct.	
All pages have been checked (for example 1 of 5).	
LEARNER AND TEACHER CONSENT FORM	
All sections filled in by the learner and teacher.	
Device details have been filled in full.	
The ICT Committee (ICT Coordinator) has signed the bottom of the document.	
The last page is filled in full and signed by the principal.	
FAULT REGISTER	
All and any fault or shortages have been recorded, and the document has been signed.	

FACILITATORS NAME.....

FACILITATORS SIGNATURE.....

SCHOOL PRINCIPAL DETAILS:

FULL NAMES SIGNATURE.....

PHONE NUMBER.....

SCHOOL STAMP

Page 1 of 1



7. DEVICE MANAGEMENT: DEVICE RETRIEVAL FORM

BONGANI
RAINMAKERe-LTSM RECEIVING
DEPARTMENT
YEAR END TABLETS RETRIEVAL

SCHOOL NAME:	QHUBULWAZI SEC SCHOOL		
DISTRICT NAME:	GERT SIBANDE	CIRCUIT:	PIXLEY KA SEME
EMIS NUMBER:	800018929	ORDER NUMBER:	CN 7651
RECEIVING DATE:	12/12/2025	PROJECT CODE:	911

MAKE	QUANTITY
PARKARD BELL TABLET	142
POUCHES	146
CHARGERS	113

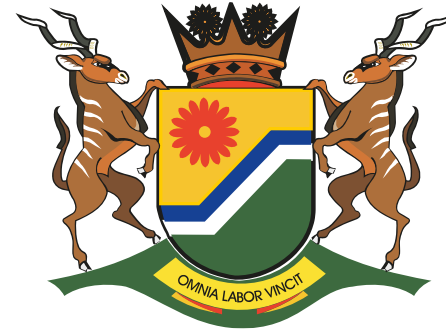
COMMENTS:	
Good condition	110
Cracked	32
App device	2
SD card	122

BRL RECEIVER:	DELIVER BY:
BONGANI RAINMAKER GOODS RECEIVED NAME: Zachary SIGNATURE: [Signature] NB: CONTENTS PER BOX AND PALLETS ARE UNCHECKED	NAME: KHUMALO M.P
	DATE: [Redacted]
	SIGNATURE: [Redacted]
	CONTACT NO.: [Redacted]
	VEHICLE REG: [Redacted]

MPUMALANGA DEPARTMENT OF EDUCATION							
QHUBULWAZI SECONDARY SCHOOL							
GERT SIBANDE							
Emis No: 800018929							
Learner List							
Grade 12, Class: 12A - NG GUMEDE, Sorted Alphabetically							
Number	Accession Number	Learner Surname	Learner First Name	Gender	Tablet	SD	Signature
1	2021-031	DLAMINI	Sibongakonke	M	Retrieved	Returned	[Signature]
2	2021-223	HENDRICKS	Siphosethu	M	Retrieved	Returned	[Signature]
3	2021-186	KHOZA	Sizwe	M	Retrieved	Returned	[Signature]
4	2021-215	KHUMALO	Philasande	F	Retrieved	Returned	[Signature]
5	2021-320	KUBHEKA	Aphelele	F	Retrieved	Submitted	[Signature]
6	2021-077	MADLOPA	Malwande	F			
7	2021-112	MASITENG	Zamokuhle	F	Retrieved		
8	2021-244	MGAGA	Yandisa	F	FAULTY		
9	2021-052	MHLONGO	Andile	F	Retrieved	Returned	[Signature]
10	2021-094	MHLONGO	Thabo	M	Retrieved	Returned	[Signature]
11	2020-043	MKHALIPHI	Awande	F	Retrieved	Returned	[Signature]
12	2021-092	MLAMBO	Lwandiso	M	Retrieved	Returned	[Signature]
13	2023-00105	MNDEBELE	Khulekani	M	Retrieved	Returned	[Signature]
14	2021-083	MNDEBELE	Nokukhanya	F	Retrieved	Returned	[Signature]
15	2021-238	MNGOMEZULU	Andile	M	Retrieved	Returned	[Signature]
16	2021-014	MNISI	Luthando	F	Retrieved	Returned	[Signature]
17	2021-313	MQALA	Siyolise	F	Retrieved	Returned	[Signature]
18	2021-294	NLAGAMANDLA	Thulane	M	Retrieved	Returned	[Signature]
19	2021-280	NENE	Asanda	F	Retrieved	Returned	[Signature]
20	2021-110	NGWENYA	Ndabenhle	F	Retrieved	Returned	[Signature]
21	2021-142	NGWENYA	Sfundo	F	Retrieved	Returned	[Signature]
22	2021-241	NGWENYA	Siyamthanda	M	Retrieved		
23	2021-249	NGXONGO	Themblinkosi	M	Retrieved		
24	2021-006	NKOSI	Mbongeni	M	Retrieved	Returned	[Signature]
25	2021-010	NKOSI	Theo	M	Retrieved	Returned	[Signature]
26	2021-114	NKOSI	Zamangwane	F	Retrieved	Returned	[Signature]
27	2021-011	NTSHALINTSHALI	Fisokuhle	M	Retrieved	Returned	[Signature]
28	2021-170	NZIMA	Uyanda	F	Retrieved	Returned	[Signature]
29	2021-41	PILLAY	Simesihle	M	Retrieved	Not Returned	[Signature]
30	2021-165	RADEBE	Fezokuhle	F	FAULTY		
31	2021-145	RADEBE	Siphokuhle	M	Retrieved	Returned	[Signature]
32	2020-027	SEGOTO	Boetumelo	F	Retrieved	Returned	[Signature]
33	2021-233	SHABALALA	Andiswa	F	Retrieved	Returned	[Signature]
34	2021-144	SHABALALA	Thapelo	M	Retrieved	Returned	[Signature]
35	2021-032	SITHOLE	Anele	F	Retrieved	Returned	[Signature]
36	2020-045	TSHABANGU	Syamthanda	F	Retrieved	Returned	[Signature]
37	2021-091	VILAKAZI	Kuhlesibonge	M	FAULTY		



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QUESTIONS AND ANSWERS

END OF MODULE TWO (2)

MODULE

3

Working Together for Success

Portfolios of evidence, security protocols, and Train-the-Trainer.

Time: 11:10 – 11:40

Objective Outcomes

Working Together for Success

By the end of this module, ICT Coordinators will be able to:

- 1 Compile and maintain an e-Learning School Portfolio of Evidence as the responsible custodian.
- 2 Escalate issues through the correct support channels.
- 3 Implement security protocols and asset/device management best practices at school.
- 4 Apply Train-the-Trainer techniques to build capacity among teachers and other school staff.

1. EMPOWERING TEACHING & LEARNING: SCHOOL PORTFOLIO OF EVIDENCE

As ICT Coordinator, you are the responsible custodian of the school's e-Learning Portfolio of Evidence.

The portfolio should include:

- Signed Learner & Teacher Consent Forms
- Device distribution and asset registers
- State Property Loss & Damage Forms
- Device Retrieval Forms
- Incident and support-ticket records
- Training attendance registers

Why it matters

A complete, well-organised portfolio demonstrates programme compliance, protects the school in the event of an audit, and provides an accurate record if devices need to be traced, repaired, or reconciled.

2. ICT COODINATOR FACILITATION TOOL: QUESTIONS TO ASK LEARNERS

Use these real-life scenarios with teachers and learners to test understanding of ownership, security, and reporting procedures.

OWNERSHIP

A learner wants to let a sibling use their tablet at home over the weekend — is this allowed? Why not?

DAMAGE

A screen cracks after being left in a bag with textbooks. What steps must they and their parent/guardian take?

THEFT

A device is stolen from a classroom during break or at home. Who must be informed, and in what order?

MISUSE

A teacher notices unauthorised apps installed on a learner's device. What is the correct response?

3. EMPOWERING TEACHING & LEARNING: TRAIN-THE-TRAINER

As ICT Coordinator, you train what you learn in this session to teachers and other school staff, building school-wide capacity rather than relying on a single point of contact and knowledge.

1

Keep it practical

Favour hands-on demonstration over lecture-style explanation — show, then let staff try it themselves.

2

Reinforce continuously

Repeat key messages at every opportunity, not just once during onboarding.

3

Use real scenarios

Work through realistic loss, damage, or misuse scenarios so staff recognise correct responses.

4

Model the behaviour

Demonstrate responsible device use yourself — staff and learners follow what they see.

4. EMPOWERING TEACHING & LEARNING: THE GOAL OF YOUR TRAINING

Once you train your fellow colleagues, your school should be able to:

1

Use devices confidently for teaching and learning

2

Access their device independently

3

Communicate effectively using digital platforms

4

Maintain and safeguard devices responsibly

5

Follow proper reporting procedures

5. EMPOWERING TEACHING & LEARNING: HOW TO CONDUCT YOUR TRAINING

1

Interactive & practical

Keep sessions hands-on, not lecture-based — learners and teachers retain more from doing than from listening.

2

Hands-on guidance for every tool

Walk through each application and platform live, on an actual device, rather than describing it.

3

Encourage teacher-learner collaboration

Pair teachers and learners on shared tasks so both build confidence together.

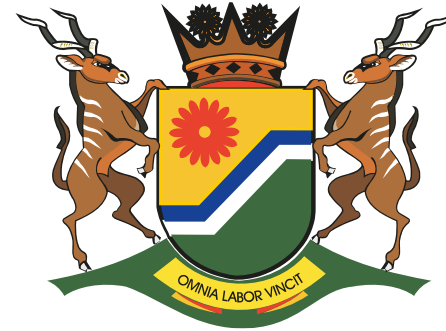
4

Reinforce key messages continuously

Repeat the core rules at every opportunity — not only once, during onboarding.

“**TRUE EDUCATION**
IS WHAT REMAINS AFTER ONE HAS
FORGOTTEN WHAT ONE HAS
LEARNED IN SCHOOL”

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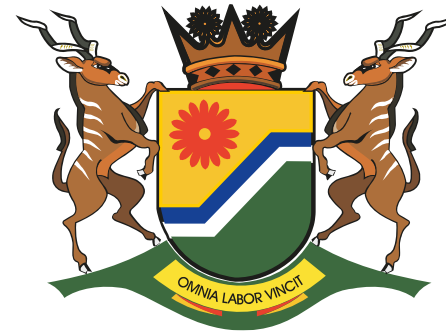
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QUESTIONS AND ANSWERS

END OF MODULE THREE (3)

THANK YOU



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