

Private Bag X9137, PIETERMARITZBURG, 3200
Suite 217A: Department of Education - Head Office
247 Burger Street | Pietermaritzburg | 3200
Tel: 033 392 1201

Enquiries: Sandile Mkhize
Email: Sandile.Mkhize3@kzndoe.gov.za

TO : DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS
ONLINE ADMISSIONS TASK TEAM
DISTRICT DIRECTORS
CIRCUIT MANAGEMENT
PRINCIPALS OF SCHOOLS

SUBJECT: INVITATION TO THE ONLINE LEARNER ADMISSIONS ROADSHOW

1. The Department will hold the online learner admissions roadshows for the phase 1 implementation to the four (04) piloting districts (uMgungundlovu, Pinetown, Umlazi and Amajuba). The roadshows are targeting **Principals** and **Circuit Management** as follows:

District	Venue	Date	Time
Umlazi	Sastri Collage	09 October 2024	08h30-11h30
Pinetown	Glenhaven Secondary School	10 October 2024	09h00 – 12h00
Amajuba	Amajuba High School	11 October 2024	09h00 – 12h00
uMgungundlovu	Alexander High School	14 October 2024	09h00-12h00

2. The agenda programme for the day is attached for your convenience.

Yours sincerely.



Mr GN NGCOBO
HEAD OF DEPARTMENT: EDUCATION

DATE: 03/10/2024



ONLINE LEARNER ADMISSIONS PROJECT - ROADSHOW

CHAIRPERSON:MR MJ MAZIBUKO

DEPUTY DIRECTOR-GENERAL: CURRICULUM MANAGEMENT & DELIVERY

	Date	OCTOBER 2024	Time: 10h00	Venue:	
	Place				
	OPENING				
	ITEM			FACILITATOR	
A.1	Opening and Welcome			5 Minutes	Chairperson
A.2	Purpose of the session			10 Minutes	Chairperson
	PRESENTATIONS				
	ITEMS			TIMEFRAME	RESPONSIBILITY
B.1	Learner Online Admissions Project - Background - Progress - Phase 1 implementation			30 Minutes	Head Office
B.2	System Demo - Parental Web App - Department Portal (Back-End)			40 Minutes	Head Office PCTT
B.3	Discussions			30 Minutes	ALL
	DISCUSSION				
	ITEMS			Responsibility	
C.1	Implementation Plan			20 Minutes	Head Office
C.2	User Access Management (Roles and Responsibilities)			20 Minutes	Head Office
C.3	Discussion			20 minutes	ALL
	CONCLUSION				
	ITEM			FACILITATOR	
D.1	Way Forward			Chairperson	
D.2	General & closure			Chairperson	