

Compiled by: V Jacobs

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Date: 13 July 2007

DIRECTOR-GENERAL

PROPOSAL FOR THE DEVELOPMENT OF TEXTUAL AND BRAILLE MATERIALS FOR THE MASS LITERACY CAMPAIGN

AIM

To request the Director-General to approve the appointment of external contractors on a temporary basis to plan curricula, develop materials and attend a writers' workshop in accordance with the proposal for a Mass Literacy Campaign for South Africa.

BACKGROUND

1. The Ministerial Committee on Literacy, established by the Minister in December 2005, submitted its report to the Social Cluster Cabinet of Ministers on 15 November 2006.
2. The Cabinet meeting of 23 November 2006 approved of the committee's report and plan.
3. The Cabinet meeting of 23 November 2006 also requested the Minister of Education to present a campaign implementation strategy to Cabinet in 2007. The Minister has requested that such a presentation be made to Cabinet in July 2007.
4. The MCL plan provides a detailed exposition of the materials development strategy

5. In line with the proposed strategy, textual materials comprising of learners workbooks, assessment workbooks, and the Braille equivalents need to be developed.

DISCUSSION

6. While the implementation strategy provides broad guidelines for the proposed curriculum for learners enrolled on the campaign, the curriculum needs to be further negotiated and refined, and the materials more rigorously conceptualized.
7. It is proposed that this curriculum process will be conducted simultaneously with the writers' briefing at the proposed writers' workshop scheduled for 01 – 03 August 2007.
8. Two subsequent workshops will be held on 23 - 25 August 2007 and 20 - 22 September 2007 to finalise and proofread the materials.
9. In order to effect the above, a team, comprising conceptual personnel and writers in all of the 11 languages will need to be appointed to develop and/or translate the materials in each of the languages. Use will be made of known ABET authors, as well as African language experts to ensure high quality editing and translations.
10. The temporary contractors required will be contracted on the 16th Notch of the level of Chief Education Specialist (i.e. at a rate of R1096 per day).
11. It will be necessary to contract layout designers, artists and photographers who will work according to the specifications and briefs.
12. Existing Braille literacy materials will be utilized from the I CAN READ, I CAN WRITE series available from the Prinshof School for the Blind

13. The Braille versions of GUIDE for VENDA/TSONGA/isiZULU etc available from the National Council for the Blind and Braille SA and will be used as core foundational materials to be supplemented with Braille versions of selected thematic texts from the Campaign Workbooks for sighted learners.
14. The selected texts will need to be transcribed into Braille for each of the 11 languages.
15. Personnel who could translate the thematic text into Braille are being sought through the SA Council for the Blind.
16. Dr Obert Maguvhe from the SA Council for the Blind (and member of the Ministerial Committee for Literacy) will attend the three-day writers workshop to assist with the specifications for the Braille translations
17. **Annexure 1** to this submission comprises of a Request to Appoint Consultants form, which also provides a brief business plan for the work proposed in this submission. It further includes a list of names of persons recommended for the various tasks proposed under this submission.
18. **Annexure 2** to this submission, comprising of the Request for Conferencing form, has been included for approval by the Director, should he concur with the contents of this submission.

FINANCIAL IMPLICATIONS

19. The Mass Literacy Campaign budget has estimated that an amount of R 5 383 658 would be required for materials development. The table below comprises of an estimated cost for the work proposed under this submission.

| Textual materials development | No | Days | Rate per day/unit | R2,006,320.00 |
|-------------------------------------------------------------------------------------|-----------------|------|-------------------|----------------------|
| Design and writing consultants incl participation in workshops | 15 ¹ | 60 | R1096.00 | 986,400.00 |
| Accommodation for workshops | 24 ² | 6 | R800.00 | 115,200.00 |
| Workshop facilities | 24 | 8 | R295.00 | 56,640.00 |
| Air Travel | 20 | 2 | R4200.00 | 168,000.00 |
| Language editors | 11 | 5 | R1096.00 | 60,280.00 |
| General editorial services | 1 | 20 | R1096 | 21,920.00 |
| Translation and cultural customisation (Maths, Social Issues and language clusters) | 10 | 20 | R1096.00 | 109,600.00 |
| Artists/photographer | 3 | 30 | R1096.00 | 164,400.00 |
| Technical editors | 11 | 5 | R1096.00 | 60,280.00 |
| Layout (workbooks in 11 languages) | 11 | | R15,000.00 | 165,000.00 |
| Layout (assessment portfolios in 11 languages) | 11 | | R8,000.00 | 88,000.00 |
| Quality assurance (field testing) | | | | 75,000.00 |
| Contingencies | | | | 100,000.00 |
| Development of Braille materials³ | | | | 473,448.00 |
| Design and writing consultants incl participation in workshops | 2 | 70 | R1096.00 | 153,448.00 |
| Quality assurance/proof reading | | | | 100,000.00 |
| Braille translators/transcribers | 11 | 10 | R1096.00 | 120,560.00 |
| Overheads ⁴ and contingencies | | | | 100,000.00 |
| TOTAL | | | | R2,479,768.00 |

20. Funds are available for this activity

¹ This number of writers refers only to “paid” contracted writers. Writers or reviewers in the employ of the DoE will not be paid for their contributions.

² Including preparatory team and two blind writers

³ The budget does not include fee/license cost for use of Braille materials.

⁴ Including hiring of office space, equipment and facilities from the Council for the Blind as well as transport and assistance for Blind writers.

RECOMMENDATIONS

21. It is recommended that the Director-General:

- 21.1 Note this request for the appointment of writers and other materials development personnel.
- 21.2 Note the contents of Annexure 1 to this submission
- 21.3 Approve of this request to appoint contractors, book conference facilities as well as travel and accommodation for the consultants to perform the tasks related to this submission
- 21.4 Approve of the request to source conference reservations (Annexure 2)

Comments:

Ms C Mgijima

A/DDG: SOCIAL AND SCHOOL ENRICHMENT

DATE:

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DECISION

22. Recommendations in Paragraph 21 **APPROVED/ NOT APPROVED/ AMENDED.**

Comments:

**MR D HINDLE
DIRECTOR-GENERAL**

DATE:

OFFICIALS INVOLVED

Mr VM Jacobs
(A)D/SSA

Date:

Mr M Matthews:

CD/SS

Date:

Mr P Benade

CFO

Date: