



REPUBLIC OF NAMIBIA

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MINISTRY OF EDUCATION

NATIONAL INSTITUTE FOR EDUCATIONAL DEVELOPMENT (NIED)

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NIED CIRCULAR NO 1/2010

**TO: THE PERMANENT SECRETARY
THE DEPUTY PERMANENT SECRETARY
THE UNDER SECRETARIES: FORMAL EDUCATION AND CALL
DIRECTORS OF EDUCATION: REGIONS AND HEAD OFFICE
INSPECTORS OF EDUCATION AND ADVISORY TEACHERS
PRINCIPALS OF SCHOOLS WITH COMPUTER LABORATORIES**

**SUBJECT: INFORMATION ON THE IMPLEMENTATION OF THE ICT
LITERACY FOUNDATION LEVEL SYLLABUS IN JANUARY 2010**

1. PURPOSE

This circular provides Regional Offices, schools and other stakeholders with information on the ICT Literacy Foundation Level syllabus that will be implemented nationally from January 2010 in schools with computer laboratories. The circular provides information on the schools that will offer ICT Literacy as a subject, the schedule of syllabus implementation, the provision of learning support materials and the training of teachers.

2. BACKGROUND

The National Curriculum for Basic Education, scheduled for national implementation in January 2010, makes provision for the implementation of ICT Literacy as a subject in those schools that are equipped with computer laboratories. It states that ICT literacy is a **compulsory but non-promotional subject**. Currently we have two ICT literacy syllabuses, one for ICT Literacy Foundation Level named “Computing Fundamentals,” and an International Computer Driving License (ICDL) syllabus, which is subdivided into intermediate (the first four modules) and advanced (all the seven modules) levels developed by the ECDL/ICDL foundation and borrowed by the Ministry of Education.

ICT Literacy as a subject will equip learners with basic skills to use a computer and, importantly, to use a computer to learn subjects offered in schools such as Mathematics, English and Science. This syllabus will equip learners with skills to use resources installed on the computer laboratory servers and other storage mediums such as CD-ROMs, DVDs, etc. Where Internet facilities are available, learners will gain skills for finding online resources. The syllabus will help learners to communicate with peers nationally and internationally.

Due to a lack of qualified teachers to present the ICDL (intermediate and advanced) syllabus, NIED opted to start with the ICT literacy foundation level and will train teachers to interpret and implement the syllabus.

For a school to be eligible to offer the ICT Literacy Foundation Level syllabus, it has **to be deployed with a new computer laboratory** offered by the Ministry of Education or it has to be in possession of a computer laboratory with a minimum of 20 work stations or terminals which comply with the technical standards defined by the ICT in Education Steering Committee. The school should also have **five or more teachers who have been trained on the ICDL syllabus**. The reason for such strict criteria is to ensure that schools have up-to-standard equipment to service a big number of learners and have trained teachers who can teach the ICT Literacy Foundation Level.

3. IMPLEMENTATION SCHEDULE

The current ICT Literacy Foundation Level is designed for all school phases, from Lower Primary to Senior Secondary. Research has proved that younger learners learn technology related skills faster.

Based on the priorities of the roll-out of computer laboratories as defined by the Ministry of Education, schools with secondary grades will be the first to implement the ICT Literacy Foundation Level syllabus. However, primary schools that comply with the technical standards and teacher training requirements as explained above, should also implement the syllabus.

The implementation of the ICT Literacy syllabus will start this academic year 2010 for all phases.

4. DISSEMINATION OF SYLLABUSES

The ICT Literacy Foundation Level syllabus and training manuals are being printed and packed per school and will be delivered to the regions during the first term of 2010. Please note that it is the responsibility of the regional offices to ensure that the syllabuses reach all schools before the end of January 2010. Each school will receive two copies of the syllabus - one is for use by the teachers, and the second should be kept by school management as a back-up.

Each regional office will receive syllabuses according to the number of circuits in the region, plus 2 additional sets. It will be the responsibility of regional offices to provide schools with additional syllabuses if necessary.

The ICT Literacy Foundation Level syllabus and other support materials will be placed on the NIED website by beginning of this year, 2010. Please follow the following links to view or download these materials:

<http://www.nied.edu.na/publications/syllabusses/syllabusses.htm>

Select any phase: NSSCH, NSSCO, JSC, UP, LP or PP, and download the syllabus titled “ICT Literacy Foundation Level Grades 1–12”.

6. PROVISION OF LEARNING SUPPORT MATERIALS

To help teachers with the implementation of the syllabus, each school will receive 40 sets of five manuals which should be kept in the computer lab or any other secured room identified by the management of the school. The manuals will be distributed to schools by *Jabes Copy Centre & Office Supplies (PTY)*. The contact person is *Johan Kruger* and can be contacted on telephone number +264-61 232720/60 or fax +264-610232543.

5. TRAINING OF TEACHERS

Due to the nature of the subject, the complexity of the equipment to be utilised and the methodology to be followed, it is necessary to train teachers to teach the syllabus efficiently. NIED will therefore conduct 5 day regional workshops as follows:

1. For two days, teachers will go through the content and the assessment criteria as prescribed in the syllabus with the facilitation of a NIED facilitator. The facilitator will explain the methodology to be applied for each theme (the syllabus provide 5 themes in total). Teachers will be trained to use a task-based approach where a task to be achieved is first defined (any task related to school subjects like Mathematics, Geography, English, etc before the teaching of the ICT skill as defined in the syllabus. For these two days, the workshop will consist of hands-on activities.
2. Half a day will be used to explain the assessment methods as provided in the syllabus.
3. In the last two and a half days, the facilitator will train teachers to utilise online resources (Learntings, Encarta and other educational software), which are available on the server and are in line with the skills or competences defined in the ICT Literacy Foundation Level. For example, in theme 2 (Use navigational systems in a computer application), learners should be taught how to

open Learnthings and explore its content. Learners will then be aware of available resources in, for example, Mathematics, and they will be encouraged to utilise those resources during their normal Mathematics classes. The three trained teachers per school will train other teachers in the use of resources installed on the server in the computer laboratory. Mathematics teachers will be trained to use Mathematics resources, English teachers to use English resources, etc. In doing so, learners will make a link between what they are taught in the ICT literacy class and what they are learning in other subjects such as Mathematics, English, Science, etc.

As we mentioned previously, the school will have to send three teachers who have been trained in the ICDL syllabus. With teachers trained in the ICDL syllabus, the induction workshop for the implementation of the ICT Literacy Foundation Level syllabus will progress smoothly.

NIED will cover the expenses of accommodation and meals of participants who will attend the workshops at the identified schools. Regional Offices are kindly requested to provide transport to participants who need to attend the induction workshops for ICT Literacy.

6. TIME TABLING

The National Curriculum for Basic Education states that ICT literacy as subject has 2 periods every week for secondary level and 1 period for primary level. Schools **should** include the ICT literacy subject on the school time table as stated in the National Curriculum for Basic Education: “***The timetabling of ICT Literacy is compulsory, but may be scheduled to take place in the afternoon***”, see annexe 2 of the NCBE.

7. ACCESS TO THE COMPUTER LABORATORY

To ensure that learners gain the much needed practical skills, it is important that teachers design the timetable in such a way that all learners get access to the computer laboratories in order to learn and achieve the competencies as prescribed in syllabus. The computer laboratories will be available for use by learners during normal school hours as well, under the supervision of the subject teachers, where the use of computer resources such as educational software for Mathematics, English and Science are required.

Teachers are encouraged to optimally utilise the equipment and software installed on the computers. The main objectives of investing in ICT in education are to allow learners to get exposure to a variety of learning resources thereby improving the quality of their learning.

PREVIOUS CIRCULAR: NIED NO 1/2009

**SUBJECT: REVISED GRADES 11 & 12 PRESCRIBED LITERATURE 2010 – 2012
FOR NSSCH ENGLISH SECOND LANGUAGE**

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PRINCIPALS OF SCHOOLS OFFERING GRADES 11 AND 12
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