

# **NATIONAL LEARNING AND TEACHING SUPPORT MATERIALS CONSULTATIVE FORUM**

## **TERMS OF REFERENCE**

### **BACKGROUND**

The Curriculum Review Committee appointed by the Minister of Education in 2000 concluded that major problems exist in almost all provinces with regard to budget allocation, provisioning, evaluation and selection of LTSM and that this had a negative impact on the availability of appropriate textbooks. The Committee found that the quality of existing textbooks being used in schools was variable as a result of design flaws in C2005 and the unreliability of the evaluation process. Furthermore that poor planning and the uneven level of skill on the part of developers undermined the quality of support material produced. It also concluded that teachers need textbooks along with other LTSM and they need to be trained to use them. The Committee reiterated the fact that teachers generally do not have the time, the resources and the skill to develop their own materials, although they should be encouraged to supplement their learning resources with innovative materials of their own.

Based on its findings, the Curriculum Review Committee recommended a strong alignment between curriculum framework, teacher development and the supply of LTSM and that the central role played by textbooks in addition to other LTSMs effecting curriculum change should be recognized and affirmed and the requisite investment in these resources should be made. The Committee recommended that the DoE produce a clear national Curriculum Statement for publishers to follow and textbooks should be produced and evaluated in line with this statement. The Committee also recommended that teachers be trained

in the evaluation, selection and use of textbooks in the context of the NCS.

This Terms of Reference Document for a National Learning and Teaching Support Materials Consultative Forum has therefore been compiled to give thrust to the recommendations of the Curriculum Review Committee so that a Consultative Forum could be established.

## **PREAMBLE**

The National Learning and Teaching Support Materials Consultative Forum is a Forum appointed by the Minister of Education to co-ordinate the activities of Department of Education and the private sector agencies in the development of the learning and teaching support material industry of South Africa to the end that quality learning and teaching support materials of all kinds may be made available at the lowest possible costs to all learners throughout the country.

## **OBJECTIVES**

1. To bring together the different groups, public and private, concerned with the learning and teaching support material industry and use the forum as a mechanism for sharing information amongst stakeholders
2. To make recommendations on plans and policies regarding learning and teaching support material development and supply and to present these recommendations to the Minister of Education. .
3. To encourage the establishment and maintenance of high professional, technical and ethical standards in all segments of the learning and teaching support material industry.
4. To support and encourage investigation and research into problems relating to the learning and teaching support material field.
5. To improve performance in every segment of the learning and teaching support material field by encouraging the organisation of training courses and seminars and meetings devoted to various aspects of the learning and teaching support material field.

6. To gain recognition from those agencies concerned with national economic and social development, of the importance of the learning and teaching support material industry as the provider of the essential tools of education, which is the keystone for developing any nation.
7. To maintain contact with similar agencies in other countries of the region and with international and professional bodies concerned with LTSM development and supply in order to both receive assistance and give assistance in the developing of the learning and teaching support materials industries of the region.

## **CONSTITUTION OF THE FORUM**

1. Members would include representatives of the Department of Education(DoE), National Treasury, Department of Trade and Industry, Department of Communications, Department of Arts and Culture(DAC), SITA, Publishers' Association of South Africa(PASA), Small Publishers Association of South Africa(SPASA), South African Booksellers Association(SABA), Printing Industries Cluster Council(PICC), Paper Manufacturers' Association of South Africa (PAMSA) Library Association of South Africa, South African Software Association and representatives from the Provincial Departments of Education.
2. Delegates from each organization would be selected either on an ex-officio or an elected basis by that organization.
3. The term of service of any delegate would be determined by the organisation the delegate represents.
4. Members will participate in all the activities of the Forum on a non-remunerative voluntary basis.

## **CRITERIA FOR REPRESENTATION**

1. Only organizations or associations that deal with learning and teaching support materials on a national level will be eligible for representation on the Forum.

## **ORGANISATION OF THE FORUM**

1. The Forum consists of the delegates of all the above-mentioned departments, associations and organisations who are members of the Forum
2. **Special committees** - to be appointed by the Forum or executive to undertake special tasks.

## **MEETINGS/PROCEDURES**

1. The Forum shall meet at least twice a year. Meetings shall be called at the initiative of the Chairman or at the request of at least three Members.
2. Meetings must be held within four weeks after a meeting has been requested and must be called on at least fourteen days prior notice.
3. The meetings shall be presided by the Chairman and in the case of his/her absence, by the vice Chairman.

## **RULES OF PROCEDURES FOR THE FORUM**

1. The Forum shall, if necessary, establish its internal rules of procedure in order to execute its tasks and responsibilities in an efficient and effective manner.

## **SECRETARIAT**

1. The Secretariat of the Forum shall be maintained by the Department of Education. The duties of the Secretariat are to:
  - assist the Chairman in arranging meetings of the Forum;
  - ensure the administrative functions of the Forum, e.g. circulation of documents;
  - publish the annual report;

## **FUNCTIONS AND ACTIVITIES OF THE FORUM**

1. Make recommendations to the Minister of Education on matters pertaining to LTSM that affect the various organizations, associations or departments its members represent.
2. Make recommendations pertaining to planning to government agencies and private-sector associations.
3. Support the Department of Education in its research initiatives into learning and teaching support materials needs, costing of LTSM, readership habits, etc.,
4. Liaise with members of PASA, SABA, the Print Industry Cluster Council and NGO's with an interest in Learning and Teaching Support Materials.
5. Identify challenges in the production, supply and procurement of the LTSM chain and recommend meaningful strategies to eradicate these.
6. Make recommendations on the improvement of retrieval levels of LTSM in schools.
7. Make recommendations concerning the relationship between the DoE and the publishing industry with regard to social investment programmes and the transformation of the publishing industry.

## **DECLARATION OF INTEREST**

To avoid any suggestion of the National Learning and Teaching Support Materials Consultative Forum being influenced, or appearing to be influenced, by their private or business interests in the exercise of their public duties, members should declare an interest in relation to any advice they may give. A declaration of interest will not preclude that member from giving advice, but it should be included in the agreed record of the meeting.

## **LEGAL PROCEEDINGS**

A Forum member may be personally liable if he or she makes a fraudulent or negligent statement, which results in a loss to a third party. If a Forum member has provided advice honestly, reasonably, without negligence and in good faith the department will provide an indemnity against personal civil liability.

## **PUBLIC SERVICE VALUES**

Members of the Forum are expected to:

Observe the highest standards of impartiality, integrity, and objectivity in relation to the advice they provide; and

Be accountable to the Minister of Education for the Forum's activities and for the standard of advice they provide.

## **STANDARDS IN PUBLIC LIFE**

All Forum members should:

Comply with the terms of reference, and ensure they understand their duties, rights and responsibilities, and are familiar with the function and role of the Forum and any relevant statements of Government policy.

Neither misuse information gained in the course of their public service for personal gain or for political purpose, nor seek to use the opportunity of public service to promote their private interests or those of connected persons, firms, businesses or other organisations. Documents / decisions should never be disclosed to third parties.

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