

**KZN DEPARTMENT OF EDUCATION
2020/2021 BUSINESS PLAN FOR THE 1% SKILLS DEVELOPMENT BUDGET
ABRIDGED TABLE OF CONTENT**

Grand Total: R252 098 105

INTRODUCTION

According to the **Skills Development Act 98 of 1998 (as amended)** and the **Skills Development Levies Act 9 of 1999 (as amended)** each government department must budget a minimum 1% of the total salary bill of its employees per annum for the skills development purposes. Each employer must, on annual basis, develop a human resource development plan (Workplace Skills Plan) which details the learning programmes to be implemented.

As part of Human Resource Development Strategy for South Africa (2010-2030) the Department of Public Service and Administration expects each government department to develop, on annual basis, an Implementation Plan for Human Resource Development. This is done in order to ensure that each department takes a proactive and strategic approach in carrying out its responsibilities and is able to face competitive challenges experienced by 21st century organisations. **The Integrated Strategic Planning Framework for Teacher Education and Development and Action Plan to 2019: Towards the Realisation of Schooling 2030** advocates for more targeted, subject-specific teacher education and development that will improve teacher content knowledge. Government aims to improve the amount and quality of workplace training in South Africa.

Workplace training and work-integrated learning (WIL) is a central part of our training system. This is an understanding that all partners in the National Economic Development and Labour Council (NEDLAC) committed to in July 2011 by signing the National Skills Accord. All signatories agreed to promote expanded access to training opportunities in both educational institutions and workplaces (**White Paper for Post-School Education and Training: November 2013**).

Also central to our workplace skills plan is the influence of the Fourth Industrial Revolution. The Fourth Industrial Revolution influences most, if not all economic sectors, “but it will also extend, due to the integrative nature of the revolution to business systems, technology developments and society in general. We will need to consider how this impacts communication, personal privacy and the methods of personal interaction with the world around us. The associated skills base will also need to change and this in turn may lead to more or less equality”.¹ Changes, brought about by the Fourth Industrial Revolution will not be incremental but rather broadly disruptive.

The Work Skills Planning and Reporting (WSPR) template (Annexure 2) is a Human Resource Development Plan whose aim is to respond to, realize and actualize the purposes of all the strategies and policies mentioned here. It is aimed at ensuring that the human resource pool of the department is able to realize all the chosen strategic goals and objectives. The WSPR is accompanied by a Business Plan which details the budget per learning programme. The contents of both the WSPR and the Business Plan are informed by both the individual development needs as well as organizational needs with the latter being dominant. In this regard, in addition to the strategies and policies mentioned above, the analysis of the results of performance management and development systems, the strategic plans of both the provincial Education Department and the National Departments of Education were taken into consideration.

The WSPR template and its Business Plan is a product of thorough consultative engagements between the employee and employer representatives in the District Training Committees and the Provincial Training Committee as this begins with the tabling of District Improvement Plans at district level. Members of Top Management team were also consulted. This Business Plan is an internal document of the KZN Department of Education and a simplified version of a convoluted WSPR template.

“It is people who give the contemporary organization a competitive advantage. It is people who give life to the organization. It is people who constitute the intellectual value of the organization. People are the most important resource of the organisation”.²

The training priorities for the KZN Department of Education, during this financial year, will be:

- ✓ Training in Computer/ICT skills
- ✓ Developing project management, monitoring and evaluation skills for all employees
- ✓ Developing management/supervisory skills for middle and senior managers
- ✓ Capacity building for members of School Management Teams
- ✓ Assisting unqualified Grade R teachers to become professionally qualified
- ✓ Training educators to prepare them for the introduction of new subjects, e.g. Coding and Robotics
- ✓ Training educators in curriculum implementation and management
- ✓ Training of educators to teach reading effectively
- ✓ Preparing graduates and diplomates for work readiness
- ✓ Capacitating employees to fight against and deal with psycho-social ills

1. Visser, D. (2017) Fourth Industrial Revolution is upon us: Is South Africa ready? Mail & Guardian (December 15 to 20 : 4)
2. Smit, P.J., Cronje, G.J., Brevis, T. and Vrba, M.J. (editors) (2013) *Management principles: a contemporary edition for Africa*. 5th edition. Juta: Cape Town.

**HUMAN RESOURCE CAPACITY DEVELOPMENT DIRECTORATE
TRAINING & DEVELOPMENT SUB-DIRECTORATE
BUSINESS PLAN: 01 APRIL 2020 to 31 MARCH 2021**

1% SKILLS LEVY BUDGET

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
1.	Prepare graduates and diplomates for the work environment	Internship programme (graduate interns)	Employment opportunities	515 unemployed diplomates and graduates	Critical	R12 532 525 (stipend @ R6 083.75 x 4 months)	Human Resource Development
2.	Prepare graduates and diplomates for the work environment	Internship programme (graduate interns)	Employment opportunities	300 unemployed diplomates and graduates (12 months)	Critical	R21 901 500 (stipend @ R6 083.75 x 12 months)	Human Resource Development
3.	Prepare students for the world of work	Internship programme (student interns)	Placement of students in government offices	390 students placed for a maximum of 18 months	Critical	R17 550 000 (stipend @ R2500 x 390x 18 months)	Human Resource Development

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
4.	To orientate graduate interns into public service	Induction of graduate interns	Graduate interns who are well-orientated about public service	300 graduate interns	Critical	R2 250 000	Human Resource Development
5.	To help graduate interns break barriers into public service	Workshop on breaking barriers into public service	Graduate interns who understand and can fit into a public service.	300 graduate interns	Short course	R2 250 000	Human Resource Development
6.	Conduct induction of new entrants into public service	Compulsory Induction Programme workshop	Public servants who are professional in carrying out their duties	1123 new entrants to public service	Short course	R8 250 000	Human Resource Development
7.	To revive seasoned public servants employed before July 2012	Re-orientation Programme (ROP) workshop	Civil servants who display high levels of professionalism	780 employees	Short course	R3 697 200	Human Resource Development
8.	To help administration staff improve their financial management and public administration skills	Training in financial management and public administration skills	Public servants with effective and efficient financial and public administration skills	130 employees	Full qualification	R3 900 000	Human Resource Development

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
9.	To help office-based employees develop and/or improve project management skills	Training in project management	Effective and efficient management of projects	130 employees	Full qualification	R3 900 000	Human Resource Development
10.	To help members of senior management improve their managerial skills	Training in management and leadership	Well-managed public service	50 SMS members	Full qualification	R1 500 000	Human Resource Development
11.	To promote wellness through awareness and educational programmes	Workshops on nutrition	Healthy employees	3000 employees	Critical skill	R50 000	Human Resource Development
12.	Promote the management of individual psycho-social wellness	Workshops on conflict and anger management	Improved interpersonal relations	4000 employees	Critical skill	R3000 000	Human Resource Development
13.	Promote the management of individual psycho-social wellness	Workshops on mental health, emotional intelligence and substance abuse	Educated and informed employees about psycho-social problems	4000 employees	Critical skill	R3 300 000	Human Resource Development
14.	Train Employee Health	Attend EAPA	Empowered EHW	2 EHW	Critical skill	R24 000	Human Resource

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
	and Wellness (EHW) Practitioners on EHW programme	Conference	Practitioners to implement workplace programmes	Practitioners			Development
15.	Help unqualified Grade R teachers become professionally qualified	Re- registration of unqualified Grade R teachers into the Diploma in Grade R Teaching (NWTJ)	Professionally qualified Grade R teachers	300 Grade R teachers	Academic programme	R6 000 000	Human Resource Development
16.	Help unqualified Grade R teachers become professionally qualified	Recruit unqualified Grade R teachers who are not studying to enroll for a qualification that will make them professionally qualified (Stadio)	Professionally qualified Grade R teachers	100 un-registered state employed Grade R teachers	Scarce skill/Academic programme	R 3 500 000	Human Resource Development
17.	To train teachers in basic computer skills	End user computing programme	Teachers who are computer literate	275 Uthukela district teachers	Critical	R1 375 000	Human Resource Development

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
18.	Capacitate Learning Support Agents (LSAs) on lay counselling skills	Training in counselling skills for work with children and youth by NACCW	Effective and efficient LSAs	150 LSAs	NQF-aligned course (accredited by the ETDP SETA)	R2 500 000	SNES
19.	Induct newly appointed SMTs	Induction	Effective and efficient management of schools	1488 SMTs	Short course	R500 000	Teacher Development
20.	Training of Principals and Departmental Heads to monitor and support PSRIP	Training on PSRIP	Effective implementation of PSRIP	400 Principals and Departmental Heads	Short course	R150 000	Teacher Development
21.	Induct newly appointed (PL1) teachers	Induction	Competent teacher	1200 (PL 1) teachers	Short course	R120 000	Teacher Development
22.	To capacitate teachers on Quality Management System (QMS)	Workshop on QMS	Effective implementation of QMS	90 000 teachers	Short course/ critical skill	R20 000 000	Teacher Development

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
23.	To capacitate members of School Management Team (SMT) on curriculum management	Workshop on curriculum management	Effective and efficient curriculum management	10 schools 350 SMT members	Short course/ critical skill	R500 000	Teacher Development
24.	To capacitate SMTs on School Leadership and Management	Workshop on school leadership and management	Effective leadership and management of schools	1200 SMTs	Short course/ critical skill	R150 000	Teacher Development
25.	To capacitate SMTs on mentoring	Training on mentoring in schools	Effective mentorship programme	1280 SMTs	Short course/ critical skill	R1 500 000	Teacher Development
26.	To capacitate female School Principals on strategic planning as a leadership skill	Workshop on strategic management (FPSP)	Female Principals who are effective and efficient in managing schools strategically	600 female School Principals	Short course/ critical skill	R150 000	Teacher Development
27.	To capacitate female school managers	Workshop on strategic planning and team building	Empowered and confident female managers	600 Departmental Heads	Short course/ critical skill	R150 000	Teacher Development

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
28.	Conduct advocacy on Teacher Appreciation Support Programmes	Training on teacher appreciation support programme	Participation of educators in teacher appreciation support programmes	1600 teachers	Short course/ critical skill	R2 300 000	Teacher Development
29.	Capacitate Departmental Heads on Professional Learning Communities (PLCs)	Workshop on PLCs	Functional PLCs	1200 teachers	Short course/ critical skill	R102 000	Teacher Development
30.	Capacitate Office-based educators on CPTD endorsed programmes	Training on SACE endorsed programmes	Review of SACE endorsed programmes	80 Office-based educators	Short course/ critical skill	R650 000	Teacher Development
31.	Train Subject Advisors on Professional Development Framework for Digital Learning	Workshop on Professional Development Framework for Digital Learning	Rollout of Professional Development Framework for Digital Learning	570 Subject Advisors	Short course/ critical skill	R200 000	Teacher Development
32.	Training of Subject Advisors	Moodle Solution	Subject Advisors who model ICT Curriculum integration and are	480 Subject Advisors	Short Course	R211 200	Teacher Development

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
			able to rollout training to teachers				
33.	Training of teachers	Moodle Solution	Teachers capable of ICT Curriculum integration	20 000 teachers	Short Course	R8 800 000	Teacher Development
34.	To train FP teachers on National Framework for the teaching of reading in African languages	Workshops on reading in African languages	Improved learner performance in African languages	6000 Grade 1 teachers	Short course	R1 440 000	Curriculum Grades 1-9
35.	To train teachers on literature teaching skills	Certificate in Secondary English Language Teaching (CISELT)	Improved literature teaching skills	36 Lead Teachers	Full qualification	R94 940	Curriculum Grades 1-9
36.	To train teachers on methodology to teach reading with understanding	Workshops on reading with understanding	Improved methods of teaching reading with understanding	30 teachers	Short course	R122 240	Curriculum Grades 1-9

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
37.	To train FP teachers on Jolly Phonics reading programme	Workshops on Jolly Phonics	Improved learner reading skills	6000 Grade 1 teachers	Short course	R960 000	Curriculum Grades 1-9
38.	To train teachers on lesson planning and preparation	Workshops on lesson planning and preparation	Improved lesson planning and preparation skills	66 Subject Advisors and 500 teachers	Short course	R135 840	Curriculum Grades 1-9
39.	To train teachers on Coding and Robotics	Workshops on Coding and Robotics	Capacitated teachers to teach Coding and Robotics	24 Subject Advisors and 240 teachers	Short course	R96 000	Curriculum Grades 1-9
40.	To train teachers on infusion of Water Smart content into the curriculum	Workshops on Water Smart Programme	Improved learner understanding in conserving water	24 Subject Advisors and 240 teachers	Short course	R87 660	Curriculum Grades 1-9
41.	Content and methodology workshops for Grades 8, 9 & 10	Trace the concept	Improved learner performance	5000 teachers (Maths, NSTech, EMS, Physical Sciences, Technology,	Short course	R7 500 000	Curriculum Grades 1-9 & Curriculum Grades 10-12

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
				Accounting & Economics)			
42.	Weekend workshops for teachers who teach all 10 gateway subjects	Just in time workshops	Improved learner performance in gateway subjects	5 700 teachers from schools performing below 70%	Short Course	R46 224 000	Curriculum Grades 10-12
43.	To upskill Accounting, Coding & Robotics, Economics, EMS, Mathematics and Technology teachers	Short courses on the above-listed subjects	Improved learner performance	200 teachers	Short learning programme	R2000 000	Curriculum Grades 10-12
44.	To train new teachers to pilot Coding and Robotics	Train teachers on Coding and Robotics	Increase in the number of schools offering Coding and Robotics	240 teachers	Full qualification	R3 456 000	Curriculum Grades 10-12
45.	To train Mathematics teachers on content and methodology	Support programmes (workshops) for Ugu and Zululand teachers	Teachers who have clear Mathematics pedagogy	200 Grade 12 teachers	Critical	R750 000	MST & ICT

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
46.	To train Physical Science teachers on content and methodology	Support programmes (workshops) for Ugu and Zululand teachers	Teachers who have clear Physical Science pedagogy	200 Grade 12 teachers	Critical	R750 000	MST & ICT
47.	To train Mathematics teachers on selected content and methodology	Workshops for Focus Schools Project	Teachers who have clear Mathematics pedagogy	88 Grade 12 teachers	Critical	R600 000	MST & ICT
48.	To train Mathematics teachers on selected content and methodology	Workshops for Focus Schools Project	Teachers who have clear Mathematics pedagogy	102 Grades 8 & 9 teachers	Critical	R750 000	MST & ICT
49.	To train Mathematics teachers on selected content and methodology	Workshops for underperforming schools	Improved learner performance	150 Grade 10 teachers	critical	R1 200 000	MST & ICT
50.	To train teachers on Coding and Robotics	Workshops on Coding and Robotics	Teachers who understand Coding and Robotics	100 Grades 4-7 NS/Tech teachers	Scarce	R3 200 000	MST & ICT

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
51.	To train teachers on ICT curriculum integration	Workshops on ICT curriculum integration	Skilled teachers in ICT curriculum integration	8188 teachers	Critical	R31 000 000	MST & ICT
52.	To capacitate Subject Advisors to support multi-grade schools	Workshops on multi-grading	Subject Advisors who can advise schools with multi-grade classes	40 Subject Advisors	Scarce	R160 000	Rural Academic Support
53.	To capacitate teachers on handling rural and multi-grade schooling	Workshops on multi-grade toolkit	Improved implementation and management of multi-grade schooling	2000 teachers	Critical	R660 000	Rural Academic Support
54.	To provide teachers of visually impaired learners with curriculum related professional development and support	Braille (Grade 2) 5-day training course with qualification, for Educators of visually impaired learners.	Capacitated teachers of visually impaired learners in Braille	30 teachers	Critical	R320 000	Inclusive Education
55.	To provide teachers of Deaf Learners with curriculum related professional development and support	Skills programme on South African Sign Language (SASL) (NQF Level 4)	Capacitated teachers in South African Sign Language	56 teachers	Scarce and Critical	R500 000	Inclusive Education

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
56.	Provide educators in Special Schools with curriculum related professional development and support in the new Technical Occupational Stream.	2-day Technical occupational stream training in the following skills: <ul style="list-style-type: none"> • Woodwork • Hospitality • Agricultural Studies • Ancillary Health Care • Languages/Mathematics/Life skills 	Capacitated teachers in technical occupational skills for teaching in Special Schools	192 teachers	Critical	R576 000	Inclusive Education
57.	To train teachers from mainstream and special schools on screening and identification of barriers	Workshop on Identification, Assessment and Support	Effective Identification, Assessment and Support programmes	5000 teachers	Critical	R6000 000	Inclusive Education
58.	To train special school teachers on curriculum-related matters	2-day workshop on CAPS for severely intellectually disabled (SID) learners	Capacitated special needs teachers	72 teachers	Critical	R216 000	Inclusive Education
59.	To train special needs teachers in autism	Workshop on autism	Capacitated teachers to handle autistic learners	80 teachers	Critical	R350 000	Inclusive Education

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
60.	To empower district officials with skills for supporting learners with specific learning disabilities	Workshop on specific learning disabilities	Empowered officials to deal with specific learning disabilities	80 officials	Critical	R180 000	Inclusive Education
61.	To prepare district officials to train and monitor the completion of the School Self Evaluation (SSE) and implementation of the School Improvement Plans (SIPs) at all levels	Workshop on SSE and SIPs	Efficient completion of SSE and effective implementation of SIPs	240 DCESS (Circuit Managers)	Critical	R500 000	Quality Assurance
62.	To train 60 sampled schools for external Whole School Evaluation (WSE)	Workshop on WSE	Effective implementation of WSE	60 School Principals & 60 WSE Coordinators	Critical	R228 000	Quality Assurance
63.	To improve the conduct of SBA moderation in the GET band	Workshop on SBA moderation	Effective and efficient implementation of SBA moderation policy	120 Subject Advisors	Critical	R228 000	Quality Assurance

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
64.	To capacitate School Management Teams (SMTs) on identification of learners who experience barriers to learning	Workshop on the application of concessions and adaptation of assessment	Identification of learners who experience barriers to learning and application of concessions and adaptation of assessment	500 SMT members	Critical	R3 950 000	Assessment
65.	To capacitate teachers on assessment skills	Workshop on assessment	Construction of valid and reliable assessment tasks	1000 FET Phase teachers	Critical	R250 000	Assessment
66.	To capacitate Departmental Heads on the moderation of assessment tasks	Workshop on assessment	Effective and efficient moderation of assessment tasks	500 Departmental Heads	Critical	R250 000	Assessment
67.	To capacitate teachers on marking	Workshop on marking	Quality marking of both SBAs and NSC examination scripts	1000 teachers	Critical	R250 000	Assessment

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
68.	To train School Assessment and Integrity Committee (SAIC) members	Workshop on identification and management of irregularities	Capacitated SAIC members	1000 teachers	Critical	R75 000	Assessment
69.	To capacitate teachers on library management	Enroll teachers on Postgraduate Diploma in Library and Information Studies	Effective management of school libraries	60 teachers	Scarce	R3 000 000	ELITS
70.	To capacitate teacher librarians with advanced cataloguing skills	Workshop on cataloguing skills	Effective and efficient cataloguing	65 teachers	Critical	R250 000	ELITS
71.	To capacitate librarians, library assistants, drivers and admin clerks with basic library skills	Workshop on basic library skills	Effective and efficient library management	65 librarians, library assistants, drivers and admin clerks	Critical	R250 000	ELITS
72.	To capacitate officials on digital library skills and ICT integration	Digital library training	Integration of ICT into school library	35 SESS and DCESS	Critical	R525 000	ELITS

No.	Key Objective	Activity/Learning Programme	Output/ Deliverable	Target	Type of Skill	Budget	Responsible Directorate
73.	Capacitate ELITS Advisors on SASAMS and Moodle	Library Module training	Well-trained advisors who can support school librarians	35 SESSs and DCESSs	Short course	R50 000	ELITS

a) Impact Assessment Study

Impact assessment is a requirement for any organization engaged in people development activities. The template of the Workplace Skills Plan which we submit annually also requires that we report on the impact that our previous training and development activities/programmes have had on the organizational performance. A budget of R 3 000 000 is set aside for this purpose.

b) Skills Audit

Just like impact assessment study, skills audit is a requirement for any organization interested in human capital development. Skills audit exercise will help our department to identify skills gaps. A budget of R20 000 000 is set aside for this purpose.

c) Incidental costs

According to the Public Finance Management Act 1 of 1999 an amount spent on incidental costs may not be in excess of 7.5 % of the total training budget. As a result of this clause, the ETDP SETA, has on many occasions, failed to provide accommodation for our people from the start to the end of a programme. HRD officials are also expected to attend conferences aimed at sharing best practices which are organized by SETAs, the National School of Government and national departments. A budget of R 6 000 000 is set aside for this purpose.

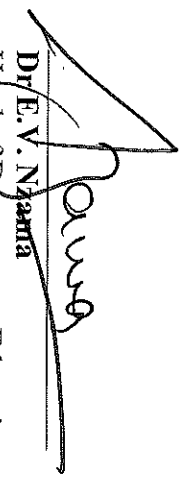
d) ETDP SETA 30% levy

According to the National Determination on the usage of 1% skills development budget, state entities must pay 30% of the 1% to the SETA/s under which they belong. For the KZN Department of Education, during 2020/2021 financial year, 30% of 1% will translate into ±R100 000 000.

GRAND TOTAL: R252 098 105

Approved/ Approved with amendments/Not approved

Approved


Dr. E. V. Nzama
Head of Department: Education
KwaZulu-Natal Province

20/05/2020.
Date