



# KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

**DIRECTORATE:**

Performance Management

Private Bag X9137, PIETERMARITZBURG, 3200

NED Building 228 Pietermaritz Street, Pietermaritzburg, 3201

Tel: 033 846 5533 Fax: 033 846 5557

ENQUIRIES: MR AB ZWANE

**TO: DEPUTY DIRECTORS GENERAL  
CHIEF DIRECTORS AND DIRECTORS  
DISTRICT DIRECTORS  
CES: CIRCUIT MANAGEMENT  
CIRCUIT MANAGERS  
PRINCIPALS OF SCHOOLS  
ALL SCHOOL BASED EDUCATORS**

## **HRM CIRCULAR No. 46 OF 2022**

### **IMPLEMENTATION OF THE QUALITY MANAGEMENT SYSTEM (QMS) MANAGEMENT PLAN FOR 2023**

1. In terms of the Quality Management system, the performance of educators must be evaluated within the period of a calendar / school year. In respect of the 2023 school year the process of evaluation must be undertaken in accordance with the attached QMS Management Plan.
2. All heads of Institutions are required to ensure that the provisions of Collective Agreement No. 2 of 2020 are strictly adhered to for effective implementation of QMS at their respective institution. The process must be managed with due regard to the various activities as per the QMS Management Plan with specific reference to the stipulated due dates.
3. It must be noted that each respective Circuit Manager will monitor the process on an ongoing basis and furnish quarterly progress reports with regard to the status of the implementation of QMS at the institutions under their control. In addition, other Departmental officials will also visit schools to monitor this process.
4. Kindly ensure that the contents of this circular are brought to the attention of all school based educators.

**MR GN NGCOBO  
HEAD OF DEPARTMENT**

DATE: 16/1/22

Action	School	Circuit Manager : Circuit Office	District Office	Performance Management : Head Office	Timeframe
<p>Ensure educators have access to the collective Agreement, the training manual and QMS resources</p> <p><b>Advocacy and Training</b></p> <p><b>Sign and Submit workplans</b></p>	<p>The Principal to ensure educators have access to the collective Agreement, training manual and QMS resources</p>	<p>Provide Principal with QMS Collective Agreement No. 2 of 2020 and the training manual</p>	<p>District Directors to ensure that all Circuit Managers comply with the QMS Policy Framework</p>	<p>Issue Management Plan</p>	<p>28-Feb-23</p>
	<p>The Principal and the SMT to conduct Advocacy and Training</p>	<p>Identify schools that did not submit Summative scores</p>	<p>Performance Management Unit to receive and capture summative scores</p>	<p>Monitor compliance to QMS Policy</p>	
	<p><b>Principals, Deputy Principals and Departmental Heads sign workplans with their supervisors before 31 January</b></p>	<p>Signs workplans with Principals of schools before 28 February</p>	<p>Performance Management Unit must identify schools that did not submit Summative scores</p>	<p>Receive update on progress (Summative scores)</p>	
<p><b>Discuss Roles and responsibilities</b></p>	<p>Principal to ensure copies of signed workplans are submitted to the Circuit Office for onward transmission to the District Office</p>	<p>Circuit Manager to ensure copies of signed workplans are submitted by the Principal for onward transmission to the District Office</p>	<p>Performance Management Unit receives and analyse Workplan and provide Head Office with Statistics</p>	<p>Receive update on progress (Summative Evaluations and the submission of Workplans)</p>	<p>28-Feb-23</p>
	<p>Roles and responsibilities discussed and presented to SGB by the Principal</p>	<p>Finalise all outstanding QMS Annual scores</p>	<p>Analyse and captures Summative scores on database, dashboard and PERSAL</p>	<p>Analyse and moderation of Summative scores</p>	
	<p>Circuit Manager verifies QMS processes</p>	<p>Provide analysed summative scores to District Office</p>	<p>School visits facilitate training needs</p>	<p>Identify areas for support to districts</p>	
<p><b>Develop QMS implementation plan/ schedule</b></p>	<p>Principal and SMT must develop a QMS Implementation Plan / Schedule</p>	<p>Provide support in the QMS implementation of the Development plan</p>	<p>Performance Management Unit to provide progress report to Head Office</p>	<p>Provide support with the population of Workplan and appraisals</p>	<p>31-Mar-23</p>
	<p>Circuit Manager verifies QMS processes</p>	<p>Verify all QMS processes</p>	<p>resolve challenges regarding summative scores</p>	<p>resolve challenges regarding summative scores</p>	

	<b>Action</b>	<b>School</b>	<b>Circuit Manager : Circuit Office</b>	<b>District Office</b>	<b>Performance Management : Head Office</b>	<b>Timeframe</b>
APRIL	<p>Self Appraisal by educators</p> <p>Pre appraisal discussion</p>	<p>Self Appraisal by all educators</p> <p>Pre appraisal discussion with supervisor</p>	<p>School visit and monitoring</p> <p>Pre appraisal discussion with Principal</p>	<p>School visits and monitoring</p> <p>Submit 4th quarter report to Head Office</p> <p>facilitate the implementation of training needs</p>	<p>Finalise all summative scores and queries in preparation for the payment 4th Quarter report to DBE</p>	28-Apr-23
MAY	<p>Lesson observation</p>	<p>Lesson observation</p> <p>Pre appraisal discussion with supervisor</p>	<p>Appraisal Discussion with Principals</p> <p>Analysis of Workplans</p>	<p>School visits and monitoring</p> <p>Submit status report on to Head Office</p> <p>verify number of eligible educators</p> <p>Analysis of Workplans</p>	<p>Moderation of summative scores</p> <p>update database of captured scores</p> <p>Prepare database for payment of pay progression</p> <p>submission of memorandum and letter submitted to HOD for approval for the payment of progression to all eligible educators</p>	31-May-23
JUNE	<p>Mid-year appraisal</p> <p>Principal verifies &amp; signs</p>	<p>Mid-year appraisal</p> <p>Post-appraisal Discussion</p> <p>Principal verifies &amp; signs</p>	<p>Post Appraisal Discussion with Principals</p> <p>verifies appraisal and signs</p>	<p>School visits and monitoring</p> <p>Performance Management Unit receive report on progress from Circuit office</p>	<p>submission of memorandum and letter submitted to Office of the Premier (OTP) to pay all eligible school based educators</p> <p>DBE Monitoring</p>	30-Jun-23

Action	School	Circuit Manager : Circuit Office	District Office	Performance Management : Head Office	Timeframe
Post-appraisal discussion	Performance review	Conduct Performance Reviews School visit and monitoring	School visits and monitoring Performance Management Unit must ensure Performance reviews are conducted by Circuit Managers Submit 1st Quarter report to Head Office	1st Quarter report submitted to DBE Letters to Unions and therapists for payment of pay progression Payment of Pay progression analyse exception report	28-Jul-23
Post-appraisal discussion	Principal addresses developmental needs	Conduct Performance Reviews Addresses developmental needs	Performance Management Unit must ensure Performance reviews are conducted by Circuit Managers Investigate non compliance and poor performance	Send exception report to District Office receive report on compliance and poor performance	31-Aug-23
Post-appraisal discussion	Performance review	Conduct Performance Reviews	Ensure Performance reviews are conducted by Circuit Managers	Monitor compliance to policy Onsight District Monitoring receive report on compliance and poor performance	30-Sep-23

Month	Action	School	Circuit Manager : Circuit Office	District Office	Performance Management : Head Office	Timeframe
OCTOBER	Self-appraisal by educator Pre-appraisal discussion Lesson observation	Principal to populate Self appraisal instrument to educators Self Appraisal by educators	Appraisal Discussion with Principals	Ensure Performance reviews are conducted by Circuit Managers	Prepare Database for capturing of summative scores Provide database to capture summative score	31-Oct-23
NOVEMBER	Annual appraisal Post-appraisal discussion Principal verifies & signs	Annual Appraisal by Educator conducted Post appraisal discussion with Principal Principal verifies & signs	Verify the signing of annual appraisal with Principal Analyse QMS summative score prior to submission to District Office	Performance Management Unit attend to matters of Poor performance	Provide support to District Office	30-Nov-23
DECEMBER	Verification and signing of annual appraisals Submission of a completed composite score sheet to District Circuit Managers verifies	Post appraisal discussion with Principal Lesson observation	Post appraisal discussion with Principals Submit composite sheet to District Office	Performance Management Unit to verify and analyse summative scoresheet from circuit office Capture summative scores on database	Monitor compliance to QMS Policy	08-Dec-23

KZN EDUCATION : 2023 QMS MANAGEMENT PLAN

DESIGNATION : HEAD OF DEPARTMENT : EDUCATION

Signature:  \_\_\_\_\_

Date : 16/11/22 \_\_\_\_\_