



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Performance Management

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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. 42 OF 2023

IMPLEMENTATION OF THE QUALITY MANAGEMENT SYSTEM (QMS) MANAGEMENT PLAN FOR 2024

1. In terms of the Quality Management system, the performance of school-based educators must be evaluated within the period of a calendar/school year. In respect of the 2024 school year the process of evaluation must be undertaken in accordance with the attached QMS Management Plan by all school-based educators.
2. All principals of schools 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 institutions. 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 encouraged that Circuit Managers monitor the process on an ongoing basis and furnish progress reports regarding the status of the implementation of QMS at the institutions under their control. In addition, other Departmental officials will also visit schools to monitor the implementation of the QMS process.
4. Kindly ensure that the contents of this circular are brought to the attention of all concerned employees.

**MR GN NGCOBO
HEAD OF DEPARTMENT**

DATE: 8/11/23



QUALITY MANAGEMENT SYSTEM MANAGEMENT PLAN 2024

	Action	School	Circuit Manager : Circuit Office	District Office	Performance Management : Head Office	Timeframe
JANUARY	Ensure educators have access to the collective Agreement and the training manuals	The Principal to ensure educators have access to the collective Agreement and training manual and the KZN education website with all QMS Templates	Provide Principals with QMS Collective Agreement No. 2 of 2020 and the training manual	District Directors to ensure that all Circuit Managers comply with the QMS Policy Framework	Issue Management Plan	31-Jan-24
	Advocacy and Training	The Principal and the SMT to conduct Advocacy and Training	Identify schools that did not submit Summative scores	Performance Management Unit to receive and capture summative scores Performance Management Unit must identify schools that did not submit Summative scores	Monitor compliance to QMS Policy Receive update on progress (Summative scores)	
FEBRUARY	Sign and Submit workplans	Principals, Deputy Principals and Departmental Heads sign workplans with their supervisors before 31 January	Circuit Manager to ensure copies of signed workplans are submitted by the Principal for onward transmission to the District Office	Performance Management Unit receives and analyse Workplan and identified training needs of educators	Receive update on progress (Summative Evaluations and the submission of Workplans)	28-Feb-24
	Roles and responsibilities discussed	Principal to ensure copies of signed workplans are submitted to the Circuit Office for onward transmission to the District Office Roles and responsibilities discussed and presented to SGB by the Principal	Circuit Manager to ensure copies of signed workplans are submitted by the Principal for onward transmission to the District Office	Performance Management Unit receives and analyse Workplan and provide Head Office with Statistics Analyse and moderation of Summative scores School visits facilitate training needs	Receive update on progress (Summative Evaluations and the submission of Workplans) Analyse and moderation of Summative scores Identify areas for support to districts	
	Develop implementation plan/ schedule	Principal and SMT must develop Implementation Plan / Schedule	Signs workplans with Principals of schools before 28 February 2024 Provide analysed summative scores to District Office	Performance Management Unit to provide progress report to Head Office resolve challenges regarding summative scores	Provide support with Workplan and Mid year trainings resolve challenges regarding summative scores	
	Circuit Manager verifies QMS processes	Circuit Manager verifies QMS processes	Verify all QMS processes	Development Plan for support to schools Performance Management Unit to finalising and submit composite scores on Database to Head Office	Development Plan for support to districts on signing of On sight monitoring to District Receive database with summative scores	
January – March						29-Feb-24

