



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE HEAD OF DEPARTMENT

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Performance Management

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ENQUIRIES: MR AB ZWANE

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS AND DIRECTORS
DISTRICT DIRECTORS
CES: CIRCUIT MANAGEMENT
PRINCIPALS OF SCHOOLS**

HRM CIRCULAR NO. 2 OF 2024

**COMPLETION AND SUBMISSION OF QUALITY MANAGEMENT SYSTEM (QMS)
WORKPLANS BY THE SCHOOL MANAGEMENT TEAMS (SMT), CHIEF
EDUCATION THERAPISTS AND COUNSELLORS IN SCHOOLS**

1. In the implementation of Quality Management System (QMS), all SMTs, Chief Education Therapists and Counsellors, are required to be assessed and appraised for each and every year of the Performance Assessment Cycle.
2. The implementation of QMS necessitates for workplans to be agreed upon and signed by the SMTs, Chief Education Therapists, Counsellors and their supervisors at the beginning of each evaluation cycle. The workplans must be submitted to the Performance Management section in the relevant District Office by 28 February 2024.
3. Subsequent to the completion of Workplans, the original Workplan must be kept by the Principal in a file at the school, a copy of the signed Workplans must remain with each supervisor, another set of copies be sent to the Performance Management officials at the various District Offices. Upon receipt of the copies of Workplans, the Performance Management officials in the Districts must compile a status report to be sent to the Directorate Performance Management at Head Office.
4. During the completion of workplans with their supervisors, all SMTs, Chief Education Therapists and Counsellors are required to take cognizance of this HRM Circular.
5. Kindly ensure that the contents of this circular is brought to the attention of all District Directors, Circuit Managers and all Principals of schools.

**MR GN NGOBO
HEAD OF DEPARTMENT: KZN EDUCATION**

DATE: 27/2/24