



# KWAZULU-NATAL PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

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ENQUIRIES: MRS. N.V. HLONGWAN

**TO:** DEPUTY DIRECTOR-GENERALS  
CHIEF DIRECTORS AND DIRECTORS  
DISTRICT DIRECTORS  
CES: CIRCUIT MANAGEMENT  
PRINCIPALS OF SCHOOLS  
ALL SCHOOL BASED EDUCATORS

## HRM CIRCULAR NO. 8 OF 2021

### IMPLEMENTATION OF ELRC COLLECTIVE AGREEMENT NO.2 OF 2020- QUALITY MANAGEMENT SYSTEM (QMS) FOR SCHOOL BASED EDUCATORS

1. This serves to inform all schools that an agreement on Quality Management System (QMS) for school based educators was finalised on 3 September 2019 as a result Collective Agreement No 2 of 2014 was signed at the Education Labour Relation Council (ELRC). Due to the Covid 19 pandemic, training of school based educators could not proceed as planned. Therefore, parties to the ELRC agreed that Collective Agreement No. 2 of 2014 be repealed and replaced by Collective Agreement No. 2 of 2020. This agreement adopts a phased in approach to the implementation of QMS, starting with Principals. The purpose of the agreement, amongst others, is to enhance educator efficiency, effectiveness and professional accountability.
2. Parties to the Council also agreed that the current Integrated Quality Management System (IQMS) for school based educators as contained in Collective Agreement No. 8 of 2003 be gradually replaced by the Quality Management System (QMS).
3. The adopted QMS Collective Agreement is applicable to:
  - a) **Principals of schools with effect from 1 January 2021**
  - b) **Educators on Post Levels 1-3 with effect from 1 January 2022**
- 3.1 **The full implementation of the assessment instrument for all educators will take place from January 2022.**
- 3.2 Educators on Post Levels 1 to 3 will continue to be assessed using the IQMS assessment instrument until the commencement of QMS in January 2022.



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4. Training and capacity building for Principals of schools was supposed to be conducted from October to December 2020, but due to the commencement of Grade 12 examinations which required the principals' undivided attention, training was put on hold. It is on these grounds that KZN revised the scheduled training dates to February 2021.
5. The implementation of QMS for principals necessitates for Work Plans to be agreed upon and signed by both the principal and the supervisor (Circuit Manager) at the beginning of every evaluation cycle. (Annexure D1)
6. Workplans of Principals must consist of the following components:
  - Performance Standards – these are applicable performance standards as reflected in the QMS instrument
  - Key activities – these are activities to be agreed to in terms of applicable job descriptions
  - Targets – these are targets to be set for improvement within the appraisal cycle
  - Time-frame – the period within which the targets are to be achieved
  - Performance indicators – these are measures of success to be observed for achieving specific targets
  - Contextual factors - these are unique/specific circumstances to be taken into account that have the potential to impact on the employees ability to achieve targets
7. During the signing of Work-Plans, Principals and their supervisors (Circuit Managers) must also discuss the appraisal instrument (Annexure D2) that will be applicable for Principal's self-appraisal, mid-year and annual appraisal.
8. All Principals of schools are therefore required to sign workplans by **28 February 2021**.
9. Kindly ensure that the contents of this circular is brought to the attention of all District Directors, Circuit Managers and all school based educators.

Dr. E.V. Nzama

Head of Department: KZN Education

Date:

18/02/2021