



Reference: 20200915-8078
File no.: 3/3/3/1/1
Enquiries: Call Centre

Strategic People Management Minute: 0006/2020

To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, Heads: Curriculum Support, Circuit Managers, Principals and Heads of educational institutions

Subject: Streamlined implementation of the Integrated Quality Management System for School-based educators for the 2020 evaluation cycle

1. You are hereby informed that due to the Covid-19 environment and the phased-in return of learners to schools, a streamlined approach for the implementation of the Integrated Quality Management System (IQMS) for the 2020 evaluation cycle was adopted at a meeting of the Education Labour Relations Council, held on 03 September 2020.
2. The streamlined implementation for school-based educators is based on the guidelines below:
 - 2.1 The annual assessment cycle for 2020 shall be limited to self-appraisal by the educator and principal and submitted to the Development Support Group and Circuit Manager for verification;
 - 2.2 The appraisal of educators will be informed primarily by activities of Term 1, 13 January – 18 March 2020, as well as activities undertaken after the reopening of schools;
 - 2.3 The principal and the Staff Development Team must validate the summative scores for submission to the district office; and
 - 2.4 The final date for the submission of all IQMS documentation as required by the Western Cape Education Department has been extended to 11 December 2020. **Schools are kindly requested to adhere to submission dates given by district offices in order to conclude all administrative and managerial requirements before schools close for the year.**
3. The above guidelines are also applicable to educators with comorbidities who have been granted permission to work from home or a venue away from the classroom.

4. The streamlined 2020 appraisal process must be guided by transparency while taking into account the context of the prevailing teaching and learning environment in the school.
5. The letter from the Department of Basic Education, dated 11 September 2020, in this regard, is attached for ease of reference.
6. For further information on the above, you are welcome to contact the district Performance Measurement coordinators listed below:

Metro Central	Ms Lesley Hutchings	Lesley.Hutchings@westerncape.gov.za
Metro East	Mr Craig Paulsen	Craig.Paulsen@westerncape.gov.za
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7. Kindly bring the content of this minute to the attention of all staff under your supervision.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2020-09-23