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Enquiries: Call Centre

Strategic People Management Minute: 0006/2021

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 2021 evaluation cycle

1. You are hereby informed that due to the COVID-19 environment and disruption of the normal activities at schools, the status quo of the streamlined approach for the implementation of the Integrated Quality Management System (IQMS) for the 2021 evaluation cycle remains as communicated in the previous guidelines of 11 September 2020.
2. The streamlined implementation does not apply to principals (PL4).
3. The guidelines are only applicable to school-based educators on Post Levels 1–3 as follows:
 - 3.1 The annual assessment cycle for 2021 shall be limited to self-appraisal by the educator and submitted to the Development Support Group for verification.
 - 3.2 The appraisal of educators will be informed primarily by activities undertaken during the year.
 - 3.3 The principal and the Staff Development Team must validate the summative scores for submission to the district office.
 - 3.4 The final date for the submission of all IQMS documentation is **26 November 2021**. **Schools are kindly requested to adhere to submission dates given by district offices to conclude all administrative and managerial requirements before schools close for the year.**

4. 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.
5. The streamlined 2021 appraisal process must also be guided by transparency while taking into account the context of the prevailing teaching and learning environment in the school.
6. The letter from the Department of Basic Education, dated 24 August 2021, in this regard, is attached for ease of reference.
7. For further information with regards to the above, you are welcome to contact the district Performance Management Coordinators listed below:

District office	Coordinator	Email address
Metro Central	Ms Lesley Hutchings	Lesley.Hutchings@westerncape.gov.za
Metro East	Mr Craig Paulsen	Craig.Paulsen@westerncape.gov.za
Metro North	Mr Owen Weeder	Owen.Weeder@westerncape.gov.za
Metro South	Ms Genine Erfort	Genine.Erfort@westerncape.gov.za
Cape Winelands	Mr Bertram Jacobs	Bertram.Jacobs@westerncape.gov.za
West Coast	Ms Janine Adonis	Janine.Adonis@westerncape.gov.za
Eden & Central Karoo	Ms Yolande Damons	Yolande.Damons@westerncape.gov.za
Overberg	Mr Edward Kies	Edward.Kies@westerncape.gov.za

8. 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: 2021-09-20