

**2021 Integrated Quality Management System (IQMS) calendar for education institutions  
(applicable to Post Level 1 educators (PL1), Departmental Heads (PL2) and Deputy Principals (PL3))**

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>• Staff Development Team (SDT) meeting.</li> <li>• SDT: Ensure that IQMS activities appear on the school calendar.</li> <li>• SDT: Training of educators who have not received training.</li> <li>• Principal: Obtain IQMS documents from previous school if educator has moved.</li> <li>• SDT: Communicate the IQMS Management Plan and Staff Development Programme to the staff.</li> <li>• District moderation of Performance Measurement (PM) scores.</li> </ul>	<ul style="list-style-type: none"> <li>• SDT: Ensure that all new entrants are trained.</li> <li>• SDT: Planning for baseline self-evaluation (new entrants).</li> <li>• Training: SDT.</li> <li>• District moderation of PM scores finalised.</li> </ul>	<ul style="list-style-type: none"> <li>• SDT: Ensure that all new entrants have completed baseline self-evaluations.</li> <li>• Development Support Group (DSG): Personal Growth Plan (PGP) (QA6) quarterly review meeting.</li> <li>• Training: SDT.</li> <li>• District moderation of PM scores finalised.</li> </ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>• Submission of baseline self-evaluation scores (new entrants).</li> <li>• SDT meeting.</li> <li>• Development cycle: Training, development and support.</li> <li>• DSG: Progress measured against PGP (QA6).</li> <li>• Ongoing monitoring by principal and School Management Team (SMT)/SDT.</li> <li>• Training: SDT.</li> </ul>	<ul style="list-style-type: none"> <li>• Development cycle: Training, development and support.</li> <li>• DSG: Progress measured against PGP (QA6).</li> <li>• Ongoing monitoring by principal and SMT/SDT.</li> <li>• Training: SDT.</li> </ul>	<ul style="list-style-type: none"> <li>• Developmental cycle: Training, development and support.</li> <li>• DSG: PGP (QA6) quarterly review meeting.</li> <li>• Ongoing monitoring by principal and SMT/SDT.</li> </ul>
JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>• SDT meeting.</li> <li>• Development cycle: Training, development and support.</li> <li>• SDT: Issue timetable for class visits (summative evaluation).</li> <li>• DSG: Progress measured against PGP (QA6).</li> <li>• Ongoing monitoring by principal and SMT/SDT.</li> </ul>	<ul style="list-style-type: none"> <li>• Development cycle: Training, development and support.</li> <li>• Commence summative evaluation.</li> <li>• DSG: Progress measured against PGP (QA6).</li> <li>• Ongoing monitoring by principal and SMT/SDT.</li> </ul>	<ul style="list-style-type: none"> <li>• Development cycle: Training, development and support.</li> <li>• Summative evaluation.</li> <li>• DSG: PGP (QA6) quarterly review meeting.</li> <li>• Ongoing monitoring by principal and SMT/SDT.</li> </ul>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>• SDT meeting.</li> <li>• SMT planning for QMS in 2022.</li> <li>• Complete summative evaluation.</li> <li>• Ongoing monitoring by principal and SMT/SDT.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal and SDT: Internal moderation of PM scores.</li> <li>• SDT: Staff Development Programme structured according to summative evaluation of 2021.</li> <li>• Submission: Summative scores as per district due dates.</li> <li>• Submission: Internal moderation report on evaluation process.</li> </ul>	<ul style="list-style-type: none"> <li>• SMT: Ensure that QMS activities appear on the school calendar for 2022.</li> </ul>
TASK		DUE DATES
➤ Submission of baseline self-evaluation scores (new educators)		09 April 2021
➤ Completion of IQMS summative evaluation		30 October 2021
➤ Submission of IQMS summative scores and Internal Moderation Report (as per district due dates)		01–19 November 2021