



## basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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Mr B Walters  
Head of Department: Education  
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Lower Parliament Street  
**CAPE TOWN**  
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By e-mail: Brent.walters@westerncape.gov.za

Dear Mr Walters

### **STREAMLINED IMPLEMENTATION OF THE INTEGRATED QUALITY MANAGEMENT SYSTEM FOR SCHOOL-BASED EDUCATORS DURING THE 2021 EVALUATION CYCLE**

You are hereby informed that due to the COVID-19 environment and the disruption of normal activities in schools, that 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 guidelines sent to you on 11 September 2020.

The guidelines for the streamlined implementation for school-based educators on Post Levels 1 - 3 is as follows:

- a. The annual assessment cycle for the year 2021 shall be limited to self-appraisal by the educator including the principal and submitted to the Development Support Group and Circuit Manager for verification.
- b. The appraisal of educators will be informed primarily by activities undertaken during the year.
- c. The Principal and the Staff Development Team must validate the summative scores for submission to the district office.
- d. The final date for the submission of all IQMS documentation as required by the province will be extended to the last school day of 2021 or earlier as determined by the Provincial Education Department.

The aforementioned guidelines are also applicable to educators with comorbidities who have been granted permission to work from home or a venue away from the classroom.

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.

The Department of Basic Education will continue monitoring and supporting your province on the streamlined IQMS through provincial engagements and meetings of the Heads of Education Departments Committee subcommittee for Quality Assurance and Skills Development.

For further information on the above, you are welcome to contact Mr Mashaba at Tel: 012 357 3789 or email: [Mashaba.S@dbe.gov.za](mailto:Mashaba.S@dbe.gov.za)

It will be appreciated if the content of this communication are brought to the attention of all relevant officials and schools in your province.

Yours sincerely



**MR HM MWELI**  
**DIRECTOR-GENERAL**  
**DATE: 24 AUGUST 2021**