

## 2024 Quality Management System (QMS) calendar for education institutions

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>• <b>School Management Team (SMT): Analysis of annual appraisal scores to inform Staff Development Programme (SDP).</b></li> <li>• <b>SMT: Ensures that QMS activities appear on the school calendar:</b> <ul style="list-style-type: none"> <li>– Completion of Work Plans (SMT)</li> <li>– Mid-year appraisals</li> <li>– Annual appraisals.</li> </ul> </li> <li>• <b>Chief Education Therapist/Counsellor meets with district supervisor to finalise Work Plan in preparation for sign off.</b></li> <li>• SMT: QMS training (new entrants/newly promoted).</li> <li>• <b>SMT: Communicates the QMS Management Plan and SDP to staff.</b></li> <li>• SMT: Meets to finalise Work Plans in preparation for sign off.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>SMT: Work Plans signed off by immediate senior:</b> <ul style="list-style-type: none"> <li>– Hard copy filed at school</li> <li>– Electronic Excel copy uploaded onto CEMIS.</li> </ul> </li> <li>• <b>Chief Education Therapist/Counsellor: Work Plans signed off by immediate senior:</b> <ul style="list-style-type: none"> <li>– Hard copy filed at school.</li> </ul> </li> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> </ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>• SMT: QMS training (new entrants/newly promoted).</li> <li>• Line managers monitor progress of Work Plans.</li> <li>• <b>SMT: Planning for mid-year appraisals.</b></li> <li>• <b>Self-evaluation</b> (to become familiar with instruments and appraisal process in preparation for appraisal).</li> <li>• <b>SMT: Issue timetable for mid-year appraisals (lesson observation).</b></li> <li>• SMT: Monitoring of SDP.</li> <li>• Prepare for mid-year appraisals.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Commence mid-year appraisals.</b></li> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Completion of mid-year appraisals.</b></li> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> </ul>
JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>• <b>Line managers monitor progress of Work Plans.</b></li> <li>• <b>SMT: Analysis of individual educator mid-year appraisal scores to inform individualised training and support.</b></li> <li>• SMT: QMS training (new entrants/newly promoted).</li> <li>• SMT: Monitoring of SDP.</li> <li>• <b>SMT: Monitoring of Performance Improvement Plans (PIPs).</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>SMT: Planning for annual appraisals.</b></li> <li>• <b>Self-evaluation (new entrants/newly promoted).</b></li> <li>• <b>SMT: Issue timetable for annual appraisals (lesson observation).</b></li> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> <li>• <b>Prepare for annual appraisals.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Commence with annual appraisals.</b></li> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> </ul>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>• <b>Line managers monitor progress of Work Plans.</b></li> <li>• <b>Completion of annual appraisals.</b></li> <li>• <b>SMT: Planning for QMS in 2025.</b></li> <li>• SMT: QMS training (new entrants/newly promoted).</li> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>SMT: Internal moderation of performance management scores.</b></li> <li>• <b>Submission: Summative scores as per district due dates.</b></li> <li>• <b>SMT: Draft Work Plans and upload to CEMIS.</b></li> <li>• <b>Chief Education Therapist/Counsellor draft Work Plans with district supervisor.</b></li> <li>• <b>SMT: SDP structured according to summative evaluation of 2024.</b></li> <li>• SMT: Monitoring of SDP.</li> <li>• SMT: Monitoring of PIPs.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>SMT: Ensure that QMS activities appear on the school calendar for 2025.</b></li> </ul>
TASK		DUE DATES
<ul style="list-style-type: none"> <li>• Finalise Work Plans, signed off by line managers and uploaded onto CEMIS</li> </ul>		23 February 2024
<ul style="list-style-type: none"> <li>• Completion of mid-year appraisal</li> </ul>		07 June 2024
<ul style="list-style-type: none"> <li>• Submission of mid-year monitoring certificate</li> </ul>		13 June 2024
<ul style="list-style-type: none"> <li>• Completion of annual appraisal</li> </ul>		31 October 2024
<ul style="list-style-type: none"> <li>• Submission of summative scores and Internal Moderation Report (<i>as per district due dates</i>)</li> </ul>		01–15 November 2024
<ul style="list-style-type: none"> <li>• Draft Work Plans uploaded onto CEMIS</li> </ul>		30 November 2024

