

2024/2025 Education Management Service (EMS) Performance Management and Development System (PMDS) calendar for all office-based educators: 01 April 2024 to 31 March 2025

JANUARY 2024	FEBRUARY 2024	MARCH 2024
<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Commence formal annual performance review for 2023/2024 cycle End of 2023/2024 cycle
APRIL 2024	MAY 2024	JUNE 2024
<ul style="list-style-type: none"> Start of 2024/2025 cycle 12 April 2024 - conclude formal annual performance review for 2023/2024 cycle Commence drafting of annual performance agreement for 2024/2025 cycle Identify training needs 	<ul style="list-style-type: none"> 15 May 2024 - finalise formal annual performance agreement for the 2024/2025 cycle The Performance Agreement comprises the following documents: <ul style="list-style-type: none"> Signed Job Description Signed Performance Agreement Signed Work Plan Signed Personal Development Plan 	<ul style="list-style-type: none"> First quarter informal review
JULY 2024	AUGUST 2024	SEPTEMBER 2024
<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Performance monitoring, training, and development Commence formal mid-year performance review 	<ul style="list-style-type: none"> 20 September 2024 conclude formal mid-year performance review
OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024
<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Third quarter informal review
JANUARY 2025	FEBRUARY 2025	MARCH 2025
<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Performance monitoring, training, and development 	<ul style="list-style-type: none"> Commence formal annual performance review for 2024/2025 cycle End of 2024/2025 cycle

ACTIVITY	DUE DATE
District/Directorate moderation of the <i>annual performance review scores</i> for the 2023/2024 cycle	26 April 2024
Electronic submission of <i>annual performance review score sheets</i> for the 2023/2024 cycle	10 May 2024
District/Directorate moderation of the <i>annual performance agreements</i> for the 2024/2025 cycle	26 May 2024
Electronic submission of the <i>performance agreement compliance certificate</i> including <i>supporting evidence</i> of the signed performance agreement documentation for all office-based educators for the 2024/2025 cycle	18 June 2024
District/Directorate moderation of the <i>mid-year performance review scores</i> for the 2024/2025 cycle	07 October 2024
Electronic submission of the <i>mid-year performance review score sheets</i> for the 2024/2025 cycle	14 October 2024