

## 2025 Quality Management System (QMS) calendar for education institutions

| JANUARY   |  | FEBRUARY - MARCH  |  |
|---|--|---|--|
| <ul style="list-style-type: none"> <li>• School Management Team (SMT): Analysis of annual appraisal scores to inform Staff Development Programme (SDP).</li> <li>• SMT: Ensures that QMS activities appear on the school calendar:                             <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>• Chief Education Therapist/Counsellor meets with district supervisor to finalise Work Plan in preparation for sign-off.</li> <li>• SMT: QMS training (new entrants/newly promoted).</li> <li>• SMT: Communicates the QMS Management Plan and SDP to staff.</li> <li>• SMT: Work Plans signed off by immediate senior:                             <ul style="list-style-type: none"> <li>– Hard copy filed at school; and</li> <li>– Electronic Excel copy uploaded onto CEMIS.</li> </ul> </li> <li>• Chief Education Therapist/Counsellor: Work Plans signed off by immediate senior:                             <ul style="list-style-type: none"> <li>– Hard copy filed at school.</li> </ul> </li> <li>• <b>All educators sign off their Job Descriptions (JDs) with their immediate seniors.</b></li> </ul> |  | <ul style="list-style-type: none"> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> </ul>  |  |
| APRIL   |  | MAY   |  |
| <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>• SMT: Planning for mid-year appraisals.</li> <li>• Self-evaluation (to become familiar with instruments and appraisal process in preparation for appraisal).</li> <li>• SMT: Issue timetable for mid-year appraisals (lesson observation).</li> <li>• SMT: Monitoring of SDP.</li> <li>• Prepare for mid-year appraisals.</li> </ul>   |  | <ul style="list-style-type: none"> <li>• Commence mid-year appraisals.</li> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> </ul>   |  |
| JUNE  |  | <ul style="list-style-type: none"> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> <li>• Completion of mid-year appraisals.</li> <li>• Submission of mid-year monitoring certificates (Annexure E1 &amp; A6).</li> </ul>  |  |
| JULY  |  | AUGUST  |  |
| <ul style="list-style-type: none"> <li>• Line managers monitor progress of Work Plans.</li> <li>• SMT: Analysis of individual educator mid-year appraisal scores to inform individualised training and support.</li> <li>• SMT: QMS training (new entrants/newly promoted).</li> <li>• SMT: Monitoring of SDP.</li> <li>• SMT: Monitoring of Performance Improvement Plans (PIPs).</li> </ul>   |  | <ul style="list-style-type: none"> <li>• SMT: Planning for annual appraisals.</li> <li>• Self-evaluation (new entrants/newly promoted).</li> <li>• SMT: Issue timetable for annual appraisals (lesson observation).</li> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> <li>• Prepare for annual appraisals.</li> </ul>  |  |
| SEPTEMBER   |  | <ul style="list-style-type: none"> <li>• Commence with annual appraisals.</li> <li>• Professional development: training and support.</li> <li>• SMT: Monitoring of SDP.</li> </ul>  |  |
| OCTOBER   |  | NOVEMBER  |  |
| <ul style="list-style-type: none"> <li>• Line managers monitor progress of Work Plans.</li> <li>• Completion of annual appraisals.</li> <li>• SMT: Planning for QMS in 2026.</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>• SMT: Internal moderation of <b>summative</b> scores.</li> <li>• Submission: Summative scores as per district due dates.</li> <li>• SMT: Draft Work Plans and upload to CEMIS.</li> <li>• Chief Education Therapist/Counsellor draft Work Plans with district supervisor and upload to CEMIS.</li> <li>• SMT: SDP structured according to summative evaluation of 2025.</li> <li>• SMT: Monitoring of SDP.</li> <li>• SMT: Monitoring of PIPs.</li> </ul> |  |
| DECEMBER  |  | <ul style="list-style-type: none"> <li>• SMT: Ensure that QMS activities appear on the school calendar for 2026.</li> </ul>   |  |
| TASK  |  | DUE DATES   |  |
| • Finalise Work Plans, signed off by line managers and uploaded onto CEMIS.   |  | 31 January 2025   |  |
| • All educators sign off their JDs with their immediate seniors.  |  | 31 January 2025   |  |
| • Completion of mid-year appraisal.   |  | 20 June 2025  |  |
| • Submission of mid-year monitoring certificates (Annexure E1 & A6).  |  | 25 June 2025  |  |
| • Completion of annual appraisal.   |  | 31 October 2025   |  |
| • Submission of summative scores and Internal Moderation Report ( <i>as per district due dates</i> ).   |  | 03–14 November 2025   |  |
| • Draft Work Plans uploaded onto CEMIS.   |  | 28 November 2025  |  |