



Post Level 2 & 3 User Manual

Overview

If any buttons have this border, your attention is needed.

QM Easy QMS made easy for: Sbu Ndlovu (PLZ)

Your school logo

Quality Management System Tools

Monitoring Tools

We have numbered each function to make it easier to follow the manual.

- 1 My Appraisals
- 2 Awaiting Approval
- 3 Educator Appraisals
- 4 Score Sheets
- 5 Workplans
- 6 Lesson Observations
- 7 Classroom Reviews

Due_Date	Task
15-Mar	Record Check
05-Apr	Classroom Review
15-May	QMS Appraisals (Mid)

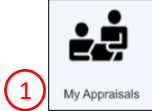
Upcoming QMS requirements, along with their due dates.

Slide Presentation Navigation Links

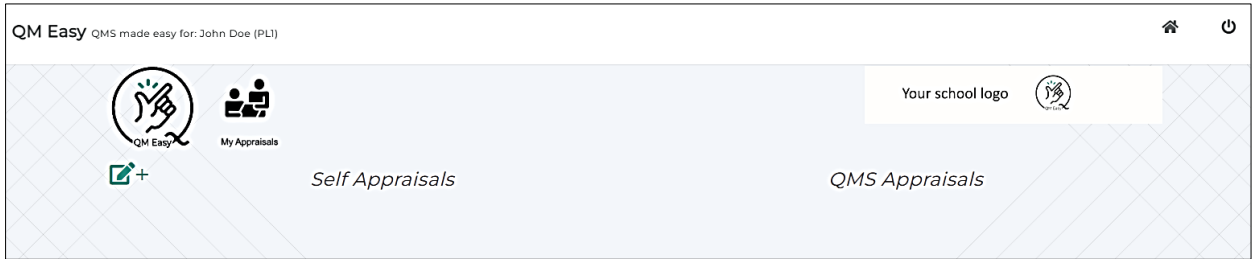
- 1 My Appraisals
- 2 Awaiting Approval
- 3 Educator Appraisals
- 4 Score Sheets
- 5 Workplans
- 6 Lesson Observations
- 7 Classroom Reviews



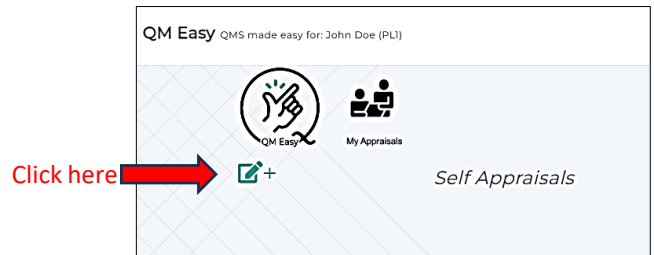
Post Level 2 & 3 User Manual



On first use, your Appraisals screen will be empty.
(As you use QMEasy, you can see and access current and historic self-appraisals and QMS appraisals)



1) Capturing A Self-Appraisal



The self-appraisal screen will open and be automatically populated with all the default information you captured when you were setting up your profile.

Self Appraisal Instrument Educator Post- Level 1

Select:

Your school logo

Click here to change the term of your self-appraisal

Annexure A 1

Section A: Educator and School Information Status: New Appraisal

1. Appraisee

Surname	Doe	First Name(s)	John
Designation		Persal number	
Highest Qualification		Specialization in subject domain	
Grade / Subjects taught during current appraisal year			

2. Appraiser

Surname	Jammer	First Name(s)	Joel
Designation	SP Deputy Principal	Persal number	

3. School

Name of school	Hillcrest Primary School	Province	KZN
Circuit/district	PINETOWN/KWASANTI	Principal's name	Errol Tobias
Telephone	0317651214	Cell No	0317651214

4. EDUCATOR'S BRIEF JOB DESCRIPTION (Subjects/Grades/Key areas of responsibility, etc)

Teaching and assessment responsibilities

Extra-mural activities

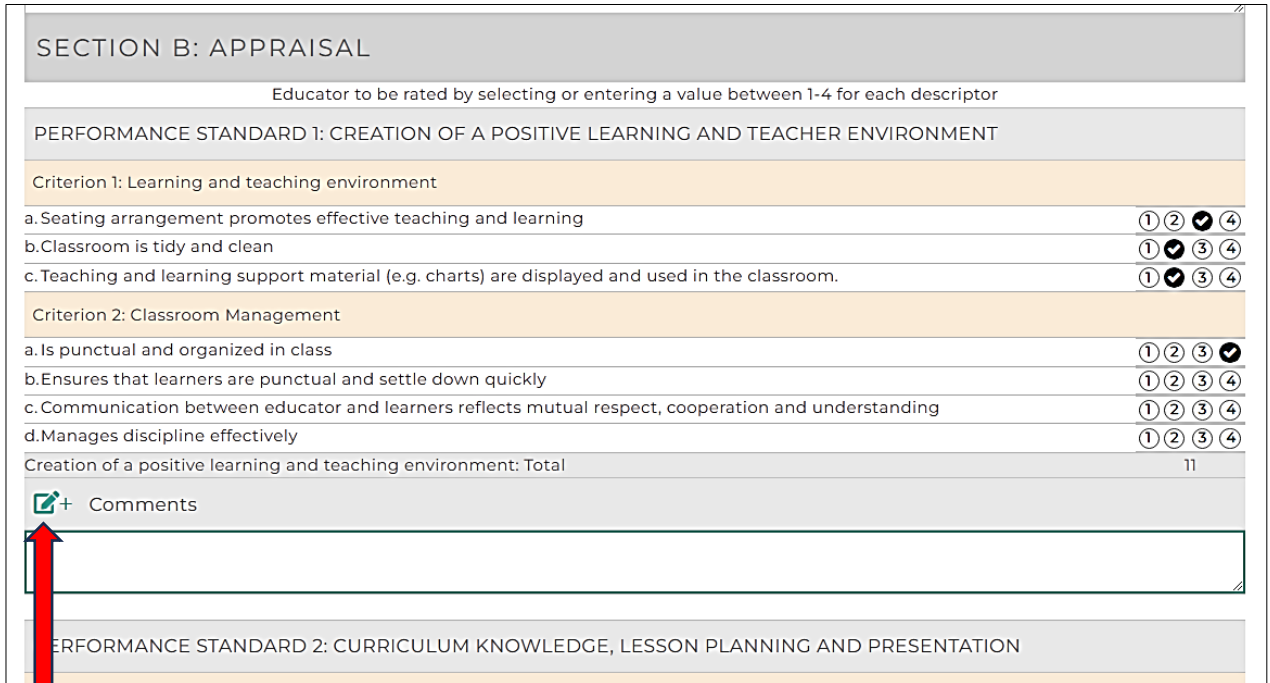
Administrative duties

Other: (Please specify)



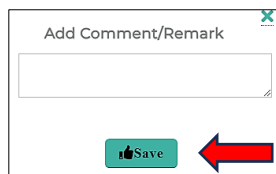
1) Capturing A Self-Appraisal

Scroll down to complete your self-appraisal.
(Just click the rating number you choose for each criterion)



The screenshot shows a self-appraisal form titled "SECTION B: APPRAISAL". It includes a header for "Educator to be rated by selecting or entering a value between 1-4 for each descriptor". The form is divided into two performance standards. The first is "PERFORMANCE STANDARD 1: CREATION OF A POSITIVE LEARNING AND TEACHER ENVIRONMENT", which contains two criteria: "Criterion 1: Learning and teaching environment" and "Criterion 2: Classroom Management". Each criterion lists several descriptors with rating options (1, 2, 3, 4). For example, under Criterion 1, descriptor 'a. Seating arrangement promotes effective teaching and learning' has ratings 1, 2, 3, and 4, with the 3rd option selected. A "Comments" section is located below the descriptors, with a red arrow pointing to the comment input area. The second performance standard is "PERFORMANCE STANDARD 2: CURRICULUM KNOWLEDGE, LESSON PLANNING AND PRESENTATION".

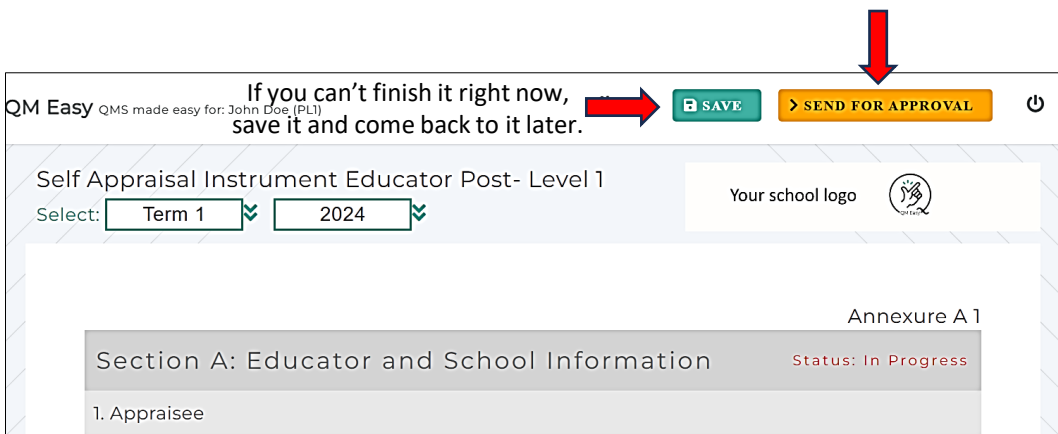
Add comments by clicking these little icons.



The dialog box is titled "Add Comment/Remark" and contains a text input field. Below the input field is a "Save" button with a red arrow pointing to it.

After saving, your comment will appear on the screen.

On completion, send it for approval. No need to print or email it, your appraisee will be automatically notified that you have submitted it, and they will log on and approve or decline it.




The screenshot shows the app appraisal dashboard. At the top, there is a message: "If you can't finish it right now, save it and come back to it later." Below this message are two buttons: "SAVE" and "SEND FOR APPROVAL". The dashboard displays "Self Appraisal Instrument Educator Post- Level 1" with "Your school logo" and the QM Easy logo. It shows "Select: Term 1" and "2024". The main content area is titled "Annexure A 1" and contains "Section A: Educator and School Information" with a status of "In Progress". Below this is "1. Appraisee". A red arrow points from the "SEND FOR APPROVAL" button to the "Annexure A 1" section.


1) Capturing A Self-Appraisal


Self-appraisal is declined.

You will receive an email notification and need to log in and make the necessary changes, then re-submit it for approval again.


Needs your attention 


Quality Management System Tools




 My Appraisals



 Score Sheets

Monitoring Tools



 Lesson Observations


 Classroom Reviews




Self Appraisals


Term	Year	Status
1	2024	Declined

The status of your self-appraisal 

The reason for the decline, you are required to make the necessary changes then re-submit for approval

Self Appraisal Instrument Educator Post- Level 1

Select: Term 1  2024 

Your school logo 

Self Appraisal Declined:

Please change Standard 3, point 3 to 4, you are very good at that task.

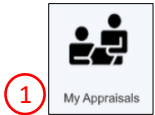
Section A: Educator and School Information

1. Appraisee

Surname	Doe	First Name(s)	John
Designation	Persal number		
Highest Qualification	Specialization in subject domain		
Grade / Subjects taught			

Annexure A 1

Status: Declined



2) Capturing A Self-Appraisal

Self-appraisal approved

Term	Year	Status
1	2024	Approved

The status of your self-appraisal

View it as a PDF and download if required

QM Easy QMS made easy for: John Doe (PL1)

Self Appraisal Instrument Educator Post- Level 1

Select: **Term 1** **2024**

Your school logo

Annexure A 1

Section A: Educator and School Information Status: Approved

1. Appraisee

Surname	Doe	First Name(s)	John
Designation		Persal number	
Highest Qualification		Specialization in subject domain	
Grade / Subjects taught			

PDF View

QM Easy QMS made easy for: John Doe (PL1)

Self Appraisal PL1: John_Doe2024

1 / 5 | 100% | [Print] [Share]

Your school logo

Annexure A 1

QUALITY MANAGEMENT SYSTEM (QMS)
SELF APPRAISAL INSTRUMENT
EDUCATOR: POST LEVEL 1
(To be completed twice during the school year – Term 1 and Term 3)
SECTION A: EDUCATOR AND SCHOOL INFORMATION

1. APPRAISEE

Surname	Doe	First name(s)	John
Designation		Persal number	
Highest Qualification		Specialization in subject domain	
Grade / Subjects taught			

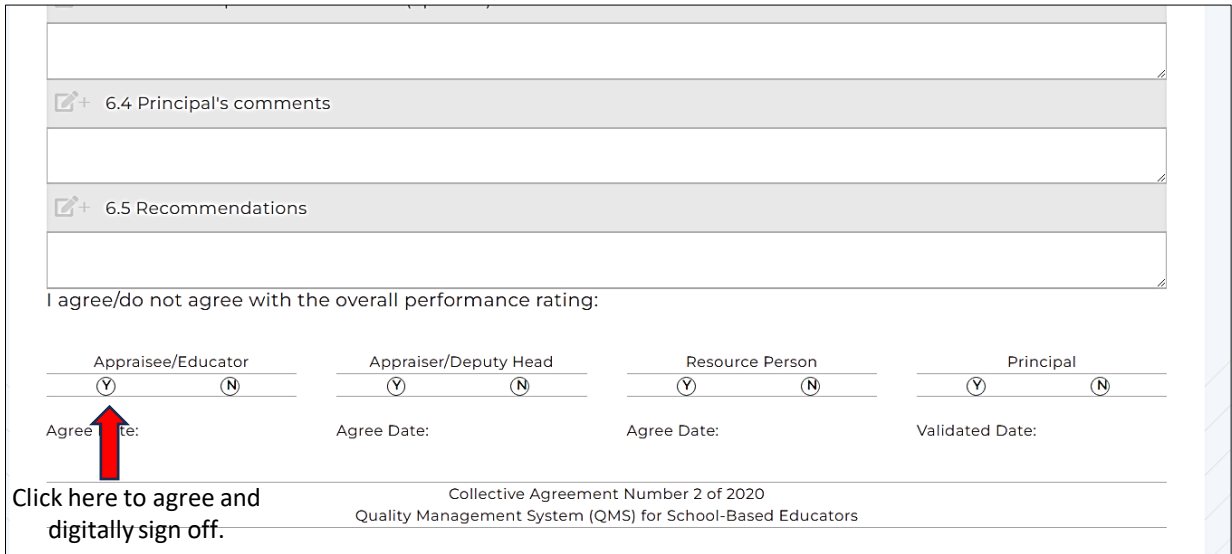
Status: Approved



1) Capturing A Self-Appraisal

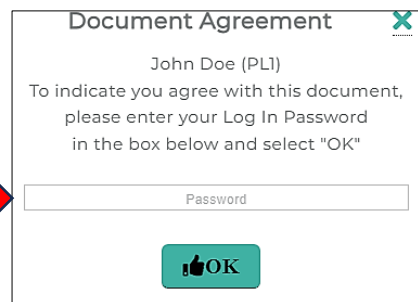
Self-appraisal Sign Off

Once the self-appraisal has been accepted and comments captured, it can be signed off for archiving by scrolling to the bottom of the self-appraisal screen.



The screenshot shows the bottom portion of a self-appraisal form. It includes two expandable sections: "6.4 Principal's comments" and "6.5 Recommendations". Below these is a statement: "I agree/do not agree with the overall performance rating:". There are four sets of radio buttons for "Y" (Yes) and "N" (No) corresponding to the roles: Appraisee/Educator, Appraiser/Deputy Head, Resource Person, and Principal. Below the radio buttons are fields for "Agree Date:" and "Validated Date:". At the bottom, there is a link that says "Click here to agree and digitally sign off." and a footer with "Collective Agreement Number 2 of 2020" and "Quality Management System (QMS) for School-Based Educators". A red arrow points to the "Y" radio button for the Appraisee/Educator role.

Enter your QMEasy Password to verify that it is you who is accepting the final self-appraisal.

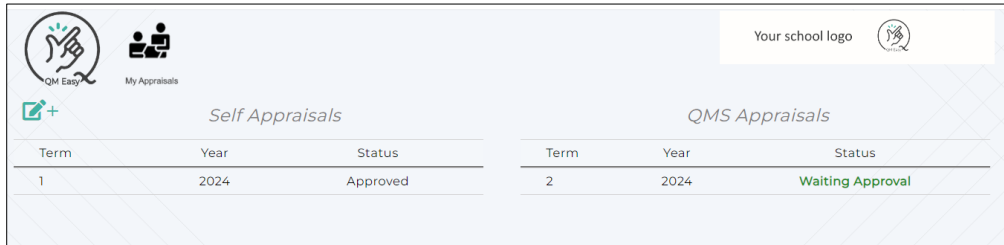


The dialog box is titled "Document Agreement" and has a close button (X) in the top right corner. It displays the name "John Doe (PL1)" and a message: "To indicate you agree with this document, please enter your Log In Password in the box below and select 'OK'". Below the message is a text input field labeled "Password". At the bottom of the dialog is a green button with a thumbs-up icon and the text "OK". A red arrow points from the text above to the "OK" button.


Click here to agree send to Appraiser for final sign off and archiving.

End Of Capture and Sign Off of A Self-Appraisal

See and access current and historic self-appraisals and QMS appraisals



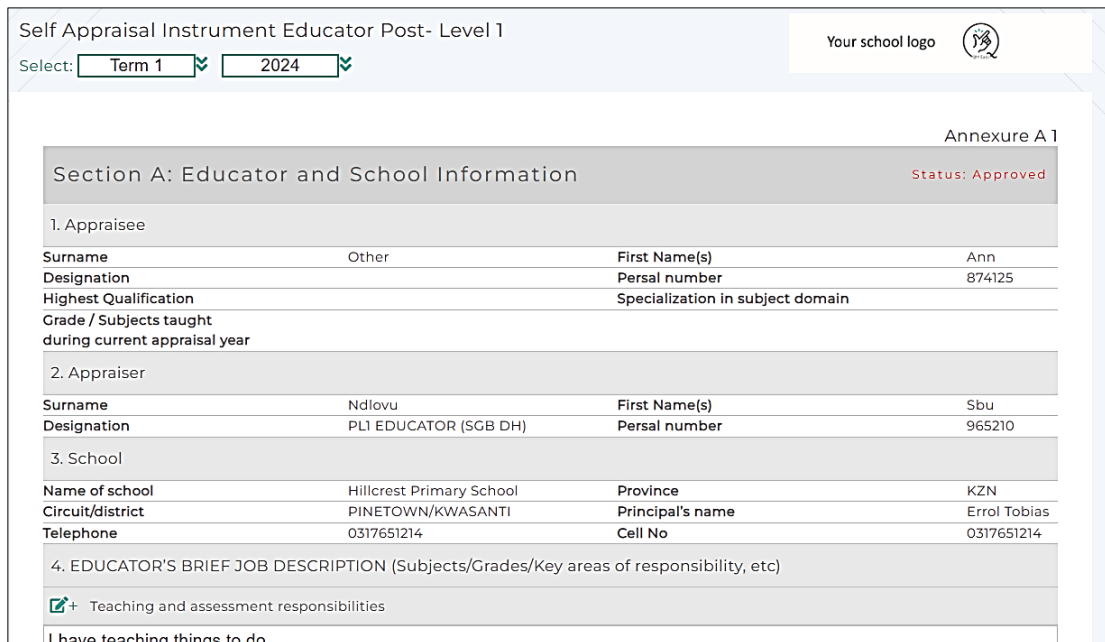
Self Appraisals			QMS Appraisals		
Term	Year	Status	Term	Year	Status
1	2024	Approved	2	2024	Waiting Approval

Click on a record to open the appraisal 




Term	Year	Status
1	2024	Approved

Your appraisal will be displayed.



Self Appraisal Instrument Educator Post- Level 1

Select:

Your school logo 

Annexure A 1

Section A: Educator and School Information Status: Approved

1. Appraisee

Surname	Other	First Name(s)	Ann
Designation		Persal number	874125
Highest Qualification		Specialization in subject domain	
Grade / Subjects taught during current appraisal year			


2. Appraiser

Surname	Ndlovu	First Name(s)	Sbu
Designation	PL1 EDUCATOR (SGB DH)	Persal number	965210

3. School

Name of school	Hillcrest Primary School	Province	KZN
Circuit/district	PINETOWN/KWASANTI	Principal's name	Errol Tobias
Telephone	0317651214	Cell No	0317651214

4. EDUCATOR'S BRIEF JOB DESCRIPTION (Subjects/Grades/Key areas of responsibility, etc)

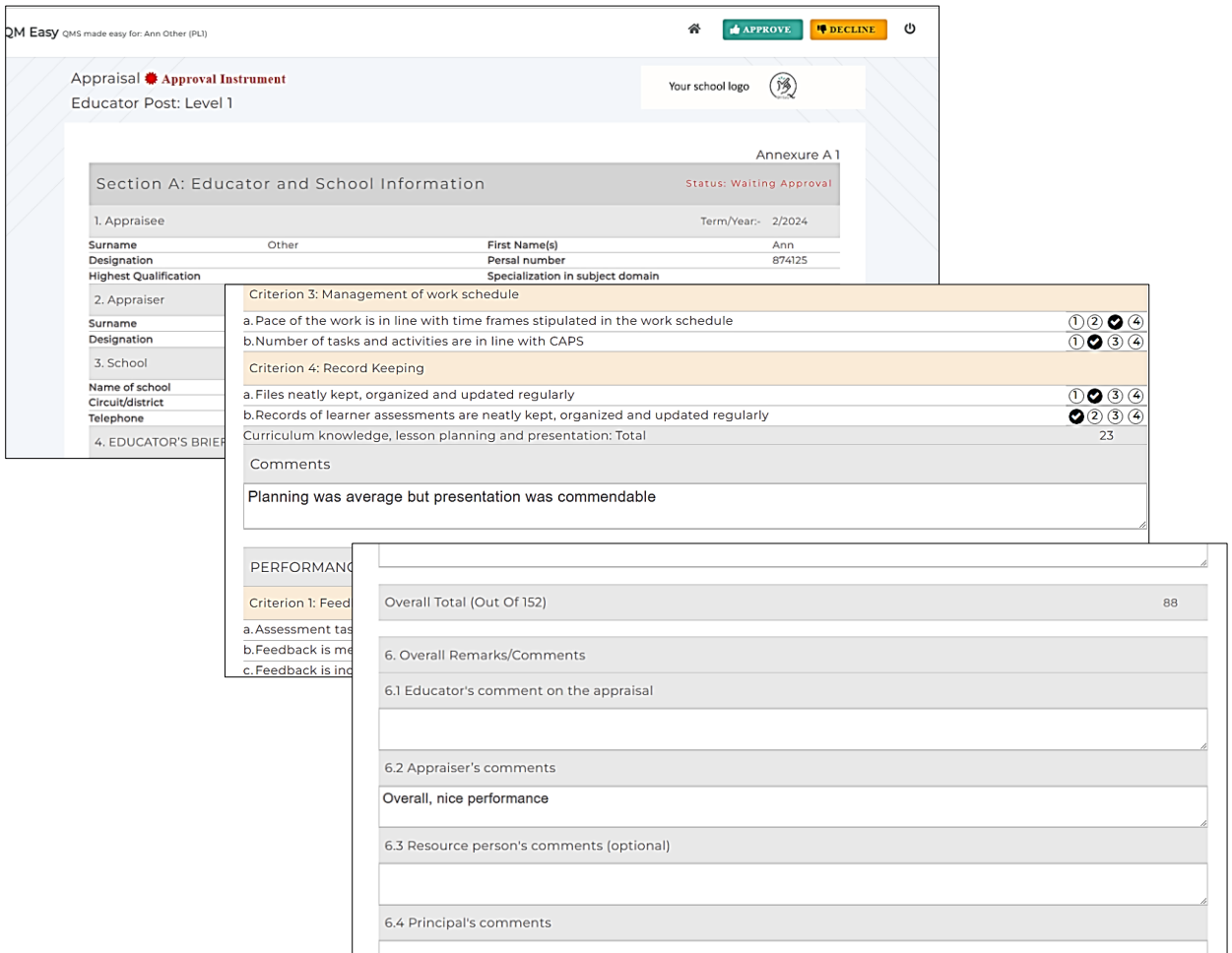
 Teaching and assessment responsibilities

I have teaching things to do

2) QMS appraisals requiring approval



On clicking this button, your QMS Appraisal will be shown with all static information, all your scores and comments made by your appraiser.

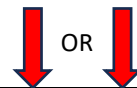
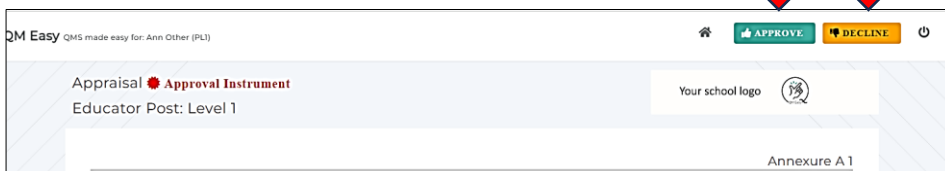


The screenshot displays the 'QM Easy' interface for an appraisal. At the top, there are 'APPROVE' and 'DECLINE' buttons. The main content area is titled 'Appraisal Approval Instrument' and 'Educator Post: Level 1'. It includes a 'Your school logo' field and a 'Status: Waiting Approval' indicator. The 'Section A: Educator and School Information' section contains fields for '1. Appraisee' (Surname, Designation, Highest Qualification) and '2. Appraiser' (Surname, Designation, School, Name of school, Circuit/district, Telephone). Below this is the 'Annexure A 1' section, which lists assessment criteria and scores:

Criterion	Sub-criterion	Score
Criterion 3: Management of work schedule	a. Pace of the work is in line with time frames stipulated in the work schedule	1 2 3 4
	b. Number of tasks and activities are in line with CAPS	1 2 3 4
Criterion 4: Record Keeping	a. Files neatly kept, organized and updated regularly	1 2 3 4
	b. Records of learner assessments are neatly kept, organized and updated regularly	1 2 3 4
Curriculum knowledge, lesson planning and presentation: Total		23

The 'PERFORMANCE' section shows an 'Overall Total (Out Of 152)' score of 88. It also includes a '6. Overall Remarks/Comments' section with sub-sections for '6.1 Educator's comment on the appraisal', '6.2 Appraiser's comments' (containing the text 'Overall, nice performance'), '6.3 Resource person's comments (optional)', and '6.4 Principal's comments'.

After you have assessed your appraisal, you have the choice to approve or decline it. Either way, your appraiser will be automatically sent an email informing them.

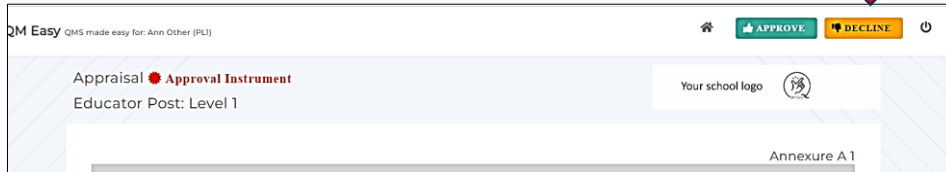



This screenshot shows the same appraisal interface as above, but with the 'APPROVE' and 'DECLINE' buttons highlighted at the top right. The 'APPROVE' button is green and the 'DECLINE' button is orange.

2) QMS appraisals requiring approval

To decline a QMS appraisal.

Click here



Enter the reason for declining your appraisal and click the Decline button. You appraiser will be automatically notified of your reason and revert accordingly.

Enter Reason For Declining. ✕

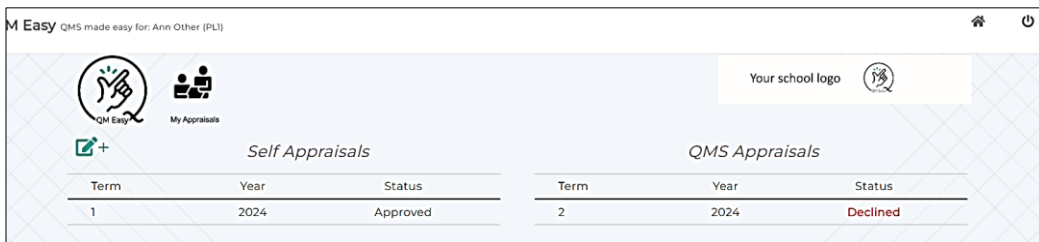
(Appraiser will be notified by email)

Decline

Under your



from your home screen, the status will be shown as follows.



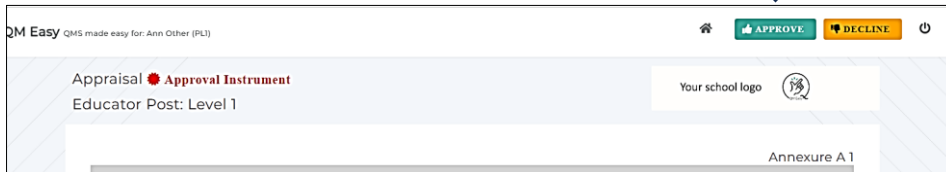
Self Appraisals			QMS Appraisals		
Term	Year	Status	Term	Year	Status
1	2024	Approved	2	2024	Declined



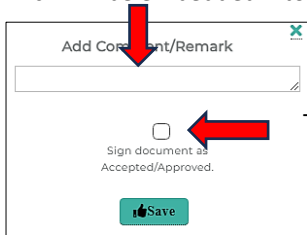
2) QMS appraisals requiring approval

To approve a QMS appraisal.

Click here

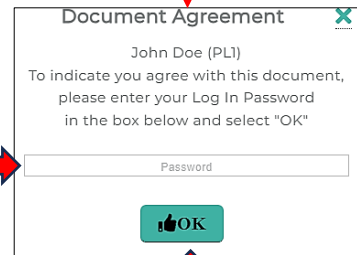


You may add your Educators Comment on the approval, which will be embedded into the Appraisal.



To sign it off for archiving, just tick the box and Save.

Enter your QMEasy Password to verify that it is you who is accepting the final self-appraisal.



Click here to agree send to Appraiser for final sign off and archiving.

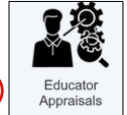
Under your



from your home screen, the status will be shown as follows.

Self Appraisals			QMS Appraisals		
Term	Year	Status	Term	Year	Status
1	2024	Approved	2	2024	Approved





3

3) Educator Appraisals

3.1 – On selecting this function, a list of all linked appraisee’s will be displayed, along with their most recent appraisals and status of them.

Toggle/swap between QMS appraisals and Self appraisals

Appraisees (5)

Click/Tap Row To Select Appraisee

QMS Appraisals 2024 (PL* = Post Level*) Signed Off (✓ = Complete)

FirstName	Surname	PL	Grade	Class	Emp_By	Status	Term/Year	Score %	PL1	PL2	PL3	Res	PL4
Patience	Mpanza	1	7	7M	SGB	In Progress	2/2024	5.92					
Bridget	Jones	1	7	7H	DBE	Approved	2/2024	68.42					
Logi	Naidoo	1	7	6P	DBE	Approved	2/2024	86.84	✓	✓			✓
Ann	Other	1	I don't teach		SGB	Approved	2/2024	57.89					
Oscar	Orange	1	I don't teach	4Ora	DBE	Approved	4/2024	61.84					

3.2 – Initiate a new Appraisal.

To initiate a new appraisal, select the relevant name from your appraisee list. ie Bridget Jones in the image below.

Appraisees (5)

Click/Tap Row To Select Appraisee

QMS Appraisals 2024 (PL* = Post Level*) Signed Off (✓ = Complete)

FirstName	Surname	PL	Grade	Class	Emp_By	Status	Term/Year	Score %	PL1	PL2	PL3	Res	PL4
Patience	Mpanza	1	7	7M	SGB	In Progress	2/2024	5.92					
Logi	Naidoo	1	7	6P	DBE	Approved	2/2024	86.84	✓	✓			✓
Ann	Other	1	I don't teach		SGB	Approved	2/2024	57.89					
Oscar	Orange	1	I don't teach	4Ora	DBE	Approved	4/2024	61.84					
Bridget	Jones	1	7	7H	DBE			0					

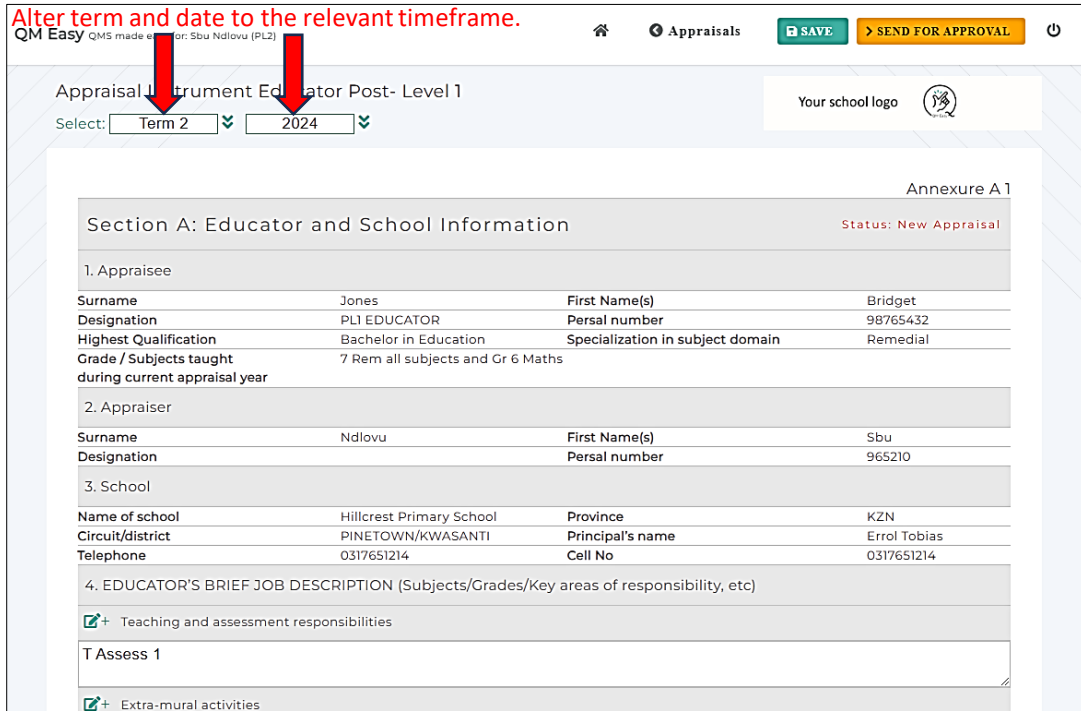


3) Educator Appraisals

3.2 – Completing a new Appraisal.

All static information within QM Easy for this appraisee will auto-populate the relevant fields

Alter term and date to the relevant timeframe.



Appraisal Instrument Educator Post- Level 1

Select: **Term 2** **2024**

Annexure A 1

Section A: Educator and School Information Status: New Appraisal

1. Appraisee

Surname	Jones	First Name(s)	Bridget
Designation	PLI EDUCATOR	Persal number	98765432
Highest Qualification	Bachelor in Education	Specialization in subject domain	Remedial
Grade / Subjects taught during current appraisal year	7 Rem all subjects and Gr 6 Maths		

2. Appraiser

Surname	Ndlovu	First Name(s)	Sbu
Designation		Persal number	965210

3. School

Name of school	Hillcrest Primary School	Province	KZN
Circuit/district	PINETOWN/KWASANTI	Principal's name	Errol Tobias
Telephone	0317651214	Cell No	0317651214

4. EDUCATOR'S BRIEF JOB DESCRIPTION (Subjects/Grades/Key areas of responsibility, etc)

+ Teaching and assessment responsibilities

T Assess 1

+ Extra-mural activities

Scroll down and select the relevant score for each performance standard and criteria.

Extra 23 kk

+ Administrative duties

Admin none

+ Other: (Please specify)

SECTION B: APPRAISAL

Educator to be rated by selecting or entering a value between 1-4 for each descriptor

PERFORMANCE STANDARD 1: CREATION OF A POSITIVE LEARNING AND TEACHER ENVIRONMENT

Criterion 1: Learning and teaching environment

a. Seating arrangement promotes effective teaching and learning	1 2 3 4
b. Classroom is tidy and clean	1 2 3 4
c. Teaching and learning support material (e.g. charts) are displayed and used in the classroom.	1 2 3 4

Criterion 2: Classroom Management

a. Is punctual and organized in class	1 2 3 4
b. Ensures that learners are punctual and settle down quickly	1 2 3 4
c. Communication between educator and learners reflects mutual respect, cooperation and understanding	1 2 3 4
d. Manages discipline effectively	1 2 3 4

3) Educator Appraisals

3.2 – Completing a new Appraisal.

PERFORMANCE STANDARD 5: EXTRA-MURAL AND CO-CURRICULAR PARTICIPATION

Criterion 1: Participation in extra-mural and co-curricular activities

a. Keeps updated inventory/register equipment under his/her care	1	2	3	4
b. Manages and takes good care of equipment and facilities	1	2	3	4
c. Is involved in extra-mural and co-curricular activities	1	2	3	4
Extra mural and co-curricular activities: Total	9			


 Comments


Add comments by clicking these little icons.


Overall Total (Out Of 152)

24

6. Overall Remarks/Comments

 6.1 Educator's comment on the appraisal

 6.2 Appraiser's comments

 6.3 Resource person's comments (optional)

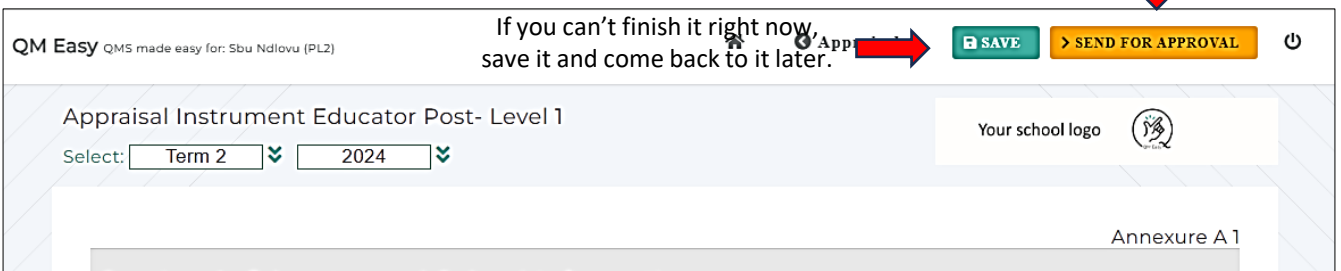
Add overall appraisal comments.



A dialog box titled "Add Comment/Remark" with a text input field and a "Save" button. A red arrow points to the "Save" button.

After saving, your comment will appear on the screen.

On completion, send it for approval. No need to print or email it, your appraisee will be automatically notified that you have submitted it, and they will log on and approve or decline it.

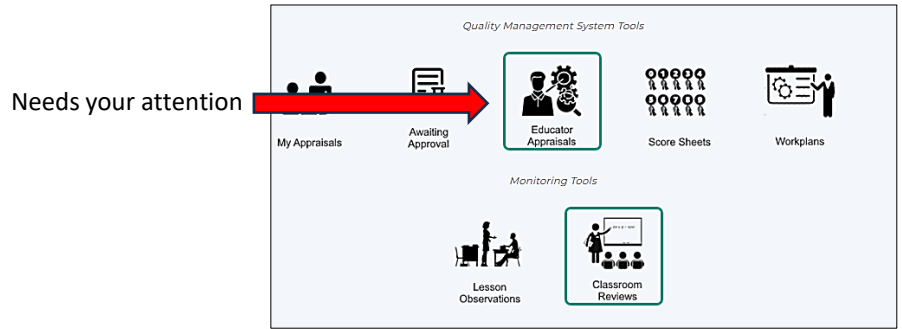


A screenshot of the app interface showing the bottom navigation bar. The text "If you can't finish it right now, save it and come back to it later." is displayed above the navigation bar. A red arrow points to the "SAVE" button. To the right of the "SAVE" button is a "SEND FOR APPROVAL" button. Below the navigation bar, the text "Appraisal Instrument Educator Post- Level 1" is visible, along with dropdown menus for "Term 2" and "2024". A "Your school logo" field is also present. At the bottom right, the text "Annexure A 1" is visible.

3) Educator Appraisals

QMS Appraisal is declined.

3.3 – An appraisee has a right to accept or decline their appraisal. If they have chosen to decline the appraisal, you will be notified via email. Your home screen will also indicate an appraisal requires your attention.




The status of the appraisal

Click/Tap Row To Select Appraisee													
QMS Appraisals							2024		(PL* = Post Level*) Signed Off (✓ = Complete)				
FirstName	Surname	PL	Grade	Class	Emp_By	Status	Term/Year	Score %	PL1	PL2	PL3	Res	PL4
Bridget	Jones	1	7	7H	DBE	In Progress	2/2024	15.79					
Patience	Mpanza	1	7	7M	SGB	Declined	2/2024	66.45					
Logi	Naidoo	1	7	6P	DBE	Approved	2/2024	86.84	✓	✓			✓
Ann	Other	1	I don't teach		SGB	Approved	2/2024	57.89					
Oscar	Orange	1	I don't teach	4Ora	DBE	Approved	4/2024	61.84					

The reason for the decline, you are required to make the necessary changes then re-submit for approval

Appraisal Instrument Educator Post- Level 1

Select: Term 2 2024

Your school logo 

Appraisal Declined:
No comments have been entered.

Annexure A 1

Section A: Educator and School Information Status: Declined

1. Appraisee

3) Educator Appraisals

QMS Appraisal is approved.

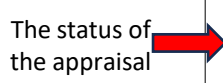
3.3 – An appraisee has a right to accept or decline their appraisal approve your appraisal, it will reflect in your appraisee’s list as follows:

Click/Tap Row To Select Appraisee

(PL* = Post Level*) Signed Off (✓ = Complete)

QMS Appraisals	2024												
FirstName	Surname	PL	Grade	Class	Emp_By	Status	Term/Year	Score %	PL1	PL2	PL3	Res	PL4
Bridget	Jones	1	7	7H	DBE	In Progress	2/2024	15.79					
Logi	Naidoo	1	7	6P	DBE	Approved	2/2024	86.84	✓	✓			✓
Patience	Mpanza	1	7	7M	SGB	Approved	2/2024	66.45					
Ann	Other	1	I don't teach		SGB	Approved	2/2024	57.89					
Oscar	Orange	1	I don't teach	4Ora	DBE	Approved	4/2024	61.84					

The status of the appraisal



Sign off the appraisal for archiving

6. Overall Remarks/Comments

6.1 Educator's comment on the appraisal

happy, thank you

6.2 Appraiser's comments

Add comments by clicking these little icons.

6.3 Resource person's comments (optional)

6.4 Principal's comments

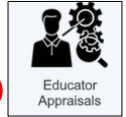
6.5 Recommendations (Development Needed)

These recommendations will pull through to the appraisee’s annual score sheet

I agree/do not agree with the overall performance rating:

Appraisee/Educator	Appraiser/Deputy Head	Resource Person	Principal
(Y) (N)	(Y) (N)	(Y) (N)	(Y) (N)
Agree Date:	Agree Date:	Agree Date:	Validated Date:

Click here to sign off, enter your password for validation and Save.



3

3) Educator Appraisals

View to Download it.



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Appraisal Instrument Educator Post- Level 1

Select:

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Annexure A 1

Section A: Educator and School Information Status: Approved

1. Appraisee

Surname	Mpanza	First Name(s)	Patience
Designation	PL1 EDUCATOR	Persal number	23568952
Highest Qualification	Bachelor in Education	Specialization in subject domain	Maths
Grade / Subjects taught during current appraisal			

Downloadable PDF version of Annexure A 1 Appraisal Instrument Document

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Annexure A 1

QUALITY MANAGEMENT SYSTEM (QMS)
APPRAISAL INSTRUMENT
EDUCATOR: POST LEVEL 1
(To be completed twice during the school year – June and November)
SECTION A: EDUCATOR AND SCHOOL INFORMATION

1. APPRAISEE Status: Approved Year: 2024

Surname	Mpanza	First names	Patience
Designation	PL1 EDUCATOR	Persal #	23568952
Highest Qualification	Bachelor in Education	Specialization in subject domain	Maths
Grade / Subjects taught during current appraisal year			

2. APPRAISER

Surname	Ndlovu	First names	Sbu
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4

4) Score Sheets

You have access to all linked appraisee’s score sheets, which can be opened by clicking the required record

View your own score sheets Download this list to an excel document

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Score Sheets

Employed By **DBE + SGB** Year **2024** Annexure A 2

Toggle between DBE and SGB employees Change to see previous versions.

Educator	PL	Emp_By	PS1 (28)	PS2 (48)	PS3 (28)	PS4 (36)	PSS (12)	Total (152)	Score %	Development Needed
Ann Other	1	SGB								
Bridget Jones	1	DBE	15	0	0	0	9	24	15.79	
Logi Naidoo	1	DBE	23	42	25	32	10	132	86.84	
Oscar Orange	1	DBE	18	29	18	23	6	94	61.84	
Patience Mpanza	1	SGB	15	31	20	26	9	101	66.45	
Average Score			14.2	20.4	12.6	16.2	6.8			
Average %			67.62 %	49.76 %	60 %	45 %	56.67 %			





4) Score Sheets

Change to see previous versions.

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Year Annexure A 2

COMPOSITE SCORE SHEET: PL 1 EDUCATOR

Educator	Patience Mpanza	Term/Year	4/2024
Persal Number	23568952	School	Hillcrest Primary School

PERFORMANCE STANDARD	MAXIMUM SCORE	EDUCATOR SCORE
1. Creation of a positive learning and teaching environment	28	15
2. Curriculum knowledge, lesson planning and presentation	48	31
3. Learner assessment and achievement	28	20
4. Professional development	36	26
5. Extra-mural and co-curricular participation	12	9
FINAL: SCORE	152	101
PERCENTAGE (Educator Score ÷ 152) x 100 =		66.45 %

Educators Comments:
happy, thank you

Appraiser's Comments:

Resource Person's Comments:

Principal's Comments:

Recommendations:





Post Level 2 & 3 User Manual

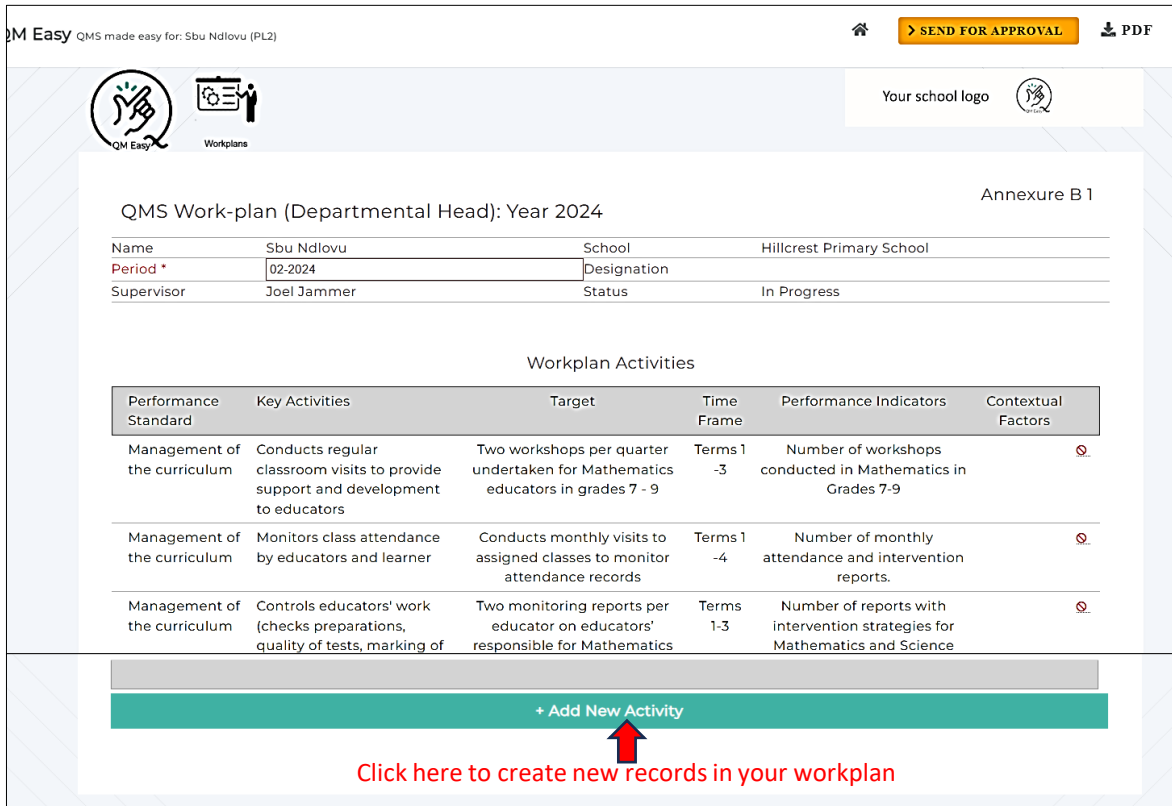
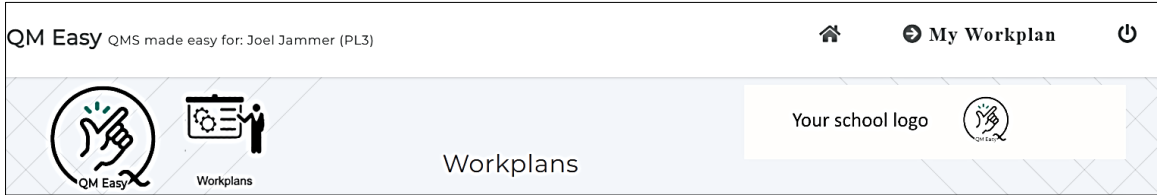


5

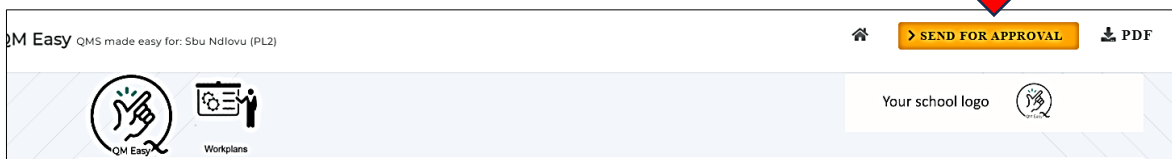
Create or View your own workplan



5) Workplans Creating



On completion of your workplan, submit it to your appraiser for approval.





5) Workplans Approving

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Workplans

List of all Appraisee workplans

FirstName	Surname	Post Level	Designation	Persal #	Emp_By	Class	Period	Status
Sbu	Ndlovu	2		965210	DBE	3S		

Blank in these fields indicated no workplan available

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Workplans

Click to open

FirstName	Surname	Post Level	Designation	Persal #	Emp_By	Class	Period	Status
Sbu	Ndlovu	2		965210	DBE	3S	02-2024	Waiting Approval

Appraisee's workplan awaiting your approval





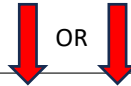
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5) Workplans Approving

After you have assessed the workplan, you have the choice to approve or decline it. Either way, your appraisee will be automatically sent an email informing them.



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Annexure B 1

QMS Work-plan (Departmental Head): Year 2024

Name	Sbu Ndlovu	School	Hillcrest Primary School
Period *	02-2024	Designation	
Supervisor	Joel Jammer	Status	Waiting Approval

Workplan Activities

Performance Standard	Key Activities	Target	Time Frame	Performance Indicators	Contextual Factors
Management of the curriculum	Conducts regular classroom visits to provide support and development to educators	Two workshops per quarter undertaken for Mathematics educators in grades 7 - 9	Terms 1 -3	Number of workshops conducted in Mathematics in Grades 7-9	
Management of the curriculum	Monitors class attendance by educators and learner	Conducts monthly visits to assigned classes to monitor attendance records	Terms 1 -4	Number of monthly attendance and intervention reports.	
Management of the curriculum	Controls educators' work (checks preparations, marking tasks, etc)	Two monitoring reports per educator on educators'	Terms 1-3	Number of reports with intervention strategies for	

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Downloaded version of Workplan (PDF)

QMS WORK-PLAN (Departmental Head): Year 2024

NAME	Sbu Ndlovu	SCHOOL	Hillcrest Primary School
PERIOD	02-2024	DESIGNATION	

Performance Standard	Key Activities	Targets	Time-Frame	Performance Indicators	Contextual Factors
Management of the curriculum	Conducts regular classroom visits to provide support and development to educators	Two workshops per quarter undertaken for Mathematics educators in grades 7 - 9	Terms 1 -3	Number of workshops conducted in Mathematics in Grades 7-9	
Management of the curriculum	Monitors class attendance by educators and learner	Conducts monthly visits to assigned classes to monitor attendance records	Terms 1 -4	Number of monthly attendance and intervention reports.	
Management of the curriculum	Controls educators' work (checks preparations, quality of tests, marking of tasks, etc)	Two monitoring reports per educator on educators' responsible for Mathematics and Science in Grades 7-9	Terms 1-3	Number of reports with intervention strategies for Mathematics and Science educators in Grades 7-9.	
Management of the curriculum	Moderates learners tasks by checking books regularly	10% of learners' tasks/books moderated in GET phase	Terms 1-3	Percentage of learners' tasks/books moderated.	





6

6) Lesson Observations

View and approve your own lesson observations



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Lesson Observations

Appraisees (2)

Click/Tap Row To Select Appraisee (PL* = Post Level*) Signed Off (✓ = Complete)

FirstName	Surname	PL	Grade	Class	Emp_By	Status	Term/Year	Score	PL1	PL2	PL3	Res	PL4
								%					
John	Doe	1	3	4J	SGB	In Progress	1/2024	57.69					
Sbu	Ndlovu	2	3	3S	DBE			0					

Select Appraisee for a new observation

For a new Lesson Observation, you may be asked to select the Term on this observation.

Lesson Observation Close

New Observation

(Select Observation Period)

Complete all required details of the lesson observation

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LESSON OBSERVATION INSTRUMENT

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Term/Year Status: New Observation

Educator's Name	Sbu Ndlovu (Class 3S)	Subject	<input checked="" type="checkbox"/> Annexure E 2
Date	26 Feb 2024	Topic	<input checked="" type="checkbox"/>
Observed By	Joel Jammer	Term/Year	1/2024

PERFORMANCE STANDARD 1: CREATION OF A POSITIVE LEARNING AND TEACHER ENVIRONMENT

Criterion 1: Learning and teaching environment;	Rating
a. <input checked="" type="checkbox"/> Seating arrangement promotes effective teaching and learning	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
b. <input checked="" type="checkbox"/> Classroom is tidy and clean	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
c. <input type="checkbox"/> Teaching and learning support material (e.g. charts) are displayed and used in the	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4





6

6) Lesson Observations

Send to appraisee for approval



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LESSON OBSERVATION INSTRUMENT

Term/Year: 1/2024 Status: New Observation

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Annexure E 2

Educator's Name	Sbu Ndlovu (Class 3S)	Subject	<input checked="" type="checkbox"/>
Date	26 Feb 2024	Topic	<input checked="" type="checkbox"/>
Observed By	Joel Jammer	Term/Year	1/2024

PERFORMANCE STANDARD 1: CREATION OF A POSITIVE LEARNING AND TEACHER ENVIRONMENT

Criterion 1: Learning and teaching environment;	Rating
a. <input checked="" type="checkbox"/> Seating arrangement promotes effective teaching and learning	① ② ③ ④
b. <input checked="" type="checkbox"/> Classroom is tidy and clean	① ② ③ ④
c. Teaching and learning support material (e.g. charts) are displayed and used in the	① ② ③ ④





6) Lesson Observations (Approve/Decline yours)

You may approve or decline your lesson approval.
Either way, your appraiser will be automatically sent an email informing them.

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APPROVE **DECLINE** PDF

LESSON OBSERVATION INSTRUMENT

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Term/Year: 1/2024 Status: **Waiting Approval**

Annexure E 2			
Educator's Name	Bridget Jones (Class 7H)	Subject	Technology
Date	08 Feb 2024	Topic	Magnetism
Observed By	Errol Tobias	Term/Year	1/2024

PERFORMANCE STANDARD 1: CREATION OF A POSITIVE LEARNING AND TEACHER ENVIRONMENT

Criterion 1: Learning and teaching environment;	Rating
a. Seating arrangement promotes effective teaching and learning	① ② ③ ④
b. Classroom is tidy and clean	① ② ③ ④
c. Teaching and learning support material (e.g. charts) are displayed and used in the classroom	① ② ③ ④
Sub-total	7

Criterion 2: Classroom Management

Rating
a. Is punctual and organized in class
① ② ③ ④

If you **DECLINE** it, enter your reason as it will be sent back to your appraiser and they will be notified by email.

Enter Reason For Declining.

(Appraiser will be notified by email)

DECLINE

You can approve your lesson observation and sign it off using these features.

APPROVE

Agreed

Appraiser

Agreed Date

Document Agreement

John Doe (PLI)

To indicate you agree with this document, please enter your Log In Password in the box below and select "OK"

Password

OK





Post Level 2 & 3 User Manual



7

7) Lesson Observations

View and approve your own classroom reviews



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Appraisees (5)

Click/Tap Row To Select Appraisee 2024 (PL* = Post Level*) Signed Off (✓ = Complete)

FirstName	Surname	PL	Grade	Class	Emp_By	Status	Term/Year	Score %	PL1	PL2	PL3	Res	PL4
Bridget	Jones	1	7	7H	DBE	Waiting Approval	1/2024	57.14					
Logi	Naidoo	1	7	6P	DBE	Approved	1/2024	66.07					
Patience	Mpanza	1	7	7M	SGB			0					
Ann	Other	1	I don't teach		SGB			0					
Oscar	Orange	1	I don't teach	4Ora	DBE			0					

Select Appraisee for a new observation

For a new Classroom Review, you may be asked to select the Term on this review.

Open Classroom Review

New Review

(Select Review Period)

- Select -

OK

Complete all required details of the lesson observation

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CLASSROOM OBSERVATION INSTRUMENT

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Term/Year 1/2024 Status: New Review

Educator: Patience Mpanza
Class: 7M
Persal #: 23568952

Date Of Review: 26 Feb 2024
Term/Year: 1/2024
Reviewer: Sbu Ndlovu

Classroom Appearance (1 = Needs Attention; 2 = Average; 3 = Good; 4 = Excellent)

Posters, displays, stimulating classroom. 1 2 3 4

Neatness of classroom. 1 2 3 4

Arrangement of desks conducive to learning. 1 2 3 4

Positive class atmosphere. 1 2 3 4

Record Check (1 = Not Available; 2 = Needs Work; 3 = Up To Date)

Weekly Planning. 1 2 3





7

7) Classroom Review

Send to appraisee for approval



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CLASSROOM OBSERVATION INSTRUMENT Your school logo

Term/Year ▼ Status: New Review

Educator: Patience Mpanza
Class: 7M
Persal #: 23568952

Date Of Review: 26 Feb 2024
Term/Year: 1/2024
Reviewer: Sbu Ndlovu

Classroom Appearance

(1 = Needs Attention; 2 = Average; 3 = Good; 4 = Excellent)

Posters, displays, stimulating classroom.	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Neatness of classroom.	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Arrangement of desks conducive to learning.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4
Positive class atmosphere.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4

Record Check

(1 = Not Available; 2 = Needs Work; 3 = Up To Date)

Weekly Planning.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3
------------------	---





7

7) Classroom Review (Approve/Decline yours)

You may approve or decline your classroom review.
Either way, your appraiser will be automatically sent an email informing them. **Download it.**



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CLASSROOM OBSERVATION INSTRUMENT Your school logo

Term/Year ⌵ Status: **Waiting Approval**

Educator: Bridget Jones
Class: 7H
Persal #: 98765432

Date Of Review: 08 Feb 2024
Term/Year: 1/2024
Reviewer: Sbu Ndlovu

Classroom Appearance
(1 = Needs Attention; 2 = Average; 3 = Good; 4 = Excellent)

Posters, displays, stimulating classroom.	<input checked="" type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Neatness of classroom	<input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Arrangement of desks conducive to learning.	<input type="radio"/> 1 <input type="radio"/> 2 <input checked="" type="radio"/> 3 <input type="radio"/> 4
Positive class atmosphere.	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input checked="" type="radio"/> 4

