School QMS

What is QM Easy?
(Some of your questions answered)

Super simple, online QMS administration every school needs!

School QMS

What's in this document?

Questions, Answers and Screenshots.

Q - Is it another bunch of spreadsheets and word documents?

Q – What makes it better than using Spreadsheets or Word documents?

Q – What are the benefits of using QM Easy as opposed to spreadsheets, word or paper documents?

Q – Can everyone see everyone's records?

Q – As a principal, do I still need to create and save every single score sheet and then compile an annual submission pack for the DoE?

Q - How easy is it to keep track of the status of all Appraisals?
Which have been started, completed, signed off, declined etc.

Q – Are the documents as per the DOE requirements?

Q – Which documents are in QM Easy and can they be printed?

Q - Is QM Easy changing school QMS?

Q – Are there any other benefits?

Q – Is QM Easy Secure?

Q – Is it mobile device friendly?

Q – And what about training and support?

Screen Shots

Q & A

- Q - Is it another bunch of spreadsheets or word documents?

- A – No, absolutely not! QM Easy is a secure web application which removes all the pain from administering school QMS. All relevant documents are generated by and continuously saved on a secure cloud server.

- Q – What makes it better than using Spreadsheets or Word documents?

- A – There are too many features to list. In summary, everything QMS is in one place. The ultra simple User Interface makes any document available within 4 clicks on your mouse. No more searching !

  Keep reading for additional time saving benefits.

- Q – What are the benefits of using QM Easy as opposed to spreadsheets, word or paper documents?

- A - The advantages are numerous and long reaching:

  - No more lost documents.

  - No more adding up or calculation errors.

  - No altering of document formats, they are standard as per the DoE requirements and the format is un-editable.

  - No data capturing – No need to calculate or capture scores, the system does it all for you. Just capture the appraisal, sign it off and forget about it.

  - Score sheets are automatically generated without the need of looking at appraisals, gathering figures or calculating percentages.

  - QM Easy's simple appraisal monitoring tools enable all appraisers to stay ahead of their appraisee's and due dates with ease.

Q & A

- Q – Can everyone see everyone's records?

- A – No, all users are linked to an appraiser. Only the user, their appraiser, their Principal and the Super User can see their records.

- Q – As a principal, do I still need to create and save every single score sheet and then compile an annual submission pack for the DoE?

- A – No. Imagine the time saved by clicking one button and your entire submission is automatically generated and downloaded. All score sheets as individual PDF's as well as the summary Sheet Annex E1, already completed.

- Q - How easy is it to keep track of the status of all Appraisals? Which have been started, completed, signed off, declined etc?

- A - It's super easy! Without QM Easy, that is an almost impossible or at best, a very timeous task.
  QM Easy has a very simple, but extremely effective appraisal status tracking feature. If it's ticked, it's done, if not, it's not.

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
Sbu	Ndlovu	2	6	6A	DBE	In Progress	2/2024	1.32					
Bridget	Jones	1	2	1W	DBE	Declined	2/2024	73.68					
Logi	Naidoo	1	7	6P	DBE	Approved	2/2024	79.61	✔	✔			

Q & A

- Q – Are the documents as per the DOE requirements?

- A – Yes. The system contains all QMS specified documents which are downloadable. Their designs align with the requirements laid out in the Collective Agreement Number 2 of 2020 of the Quality Management System (QMS) for School-Based Educators.

- Q – Which documents are in QM Easy and can they be printed?

- Annexures included: (Please refer to the Collective Agreement 2 OF 2020 document for actual layout formats):

  A1, A2
  B1, B2, B3
  C1, C2, C3
  D1, D3
  E1, E2, E3

  ie: Workplans, Self Appraisals, QMS Appraisals, Lesson Observations, Score Sheets & Summary Score Sheet plus Classroom Reviews (bonus feature)

  All documents are downloadable as PDF's and printable. (except the Summary Score Sheet, which a spreadsheet. The DoE needs it like that)

- Q - Is QM Easy changing school QMS?

- A – No and Yes.
  No - It is NOT changing the DoE QMS requirements, documentation demands, due dates or Government Schools QMS responsibilities to the DoE.

  Yes – It is changing:
    The way schools are able to administer the QMS system.
    The amount of time required to complete schools QMS responsibilities.
    The accuracy of QMS documents, alleviating pressure on all users & the DoE.
    The amount of energy and resources required to manage schools QMS.

Q & A

- Q – Are there any other benefits?

- A – We haven't even started to discuss the savings made by reducing the amount of printing, paper, ink, searching & checking time as well as the use of additional resources to compile packs of documents when required. These benefits are over and above the time savings already mentioned.

- Q – Is it mobile device friendly?

- A – Yes, even though it is a website, the screen automatically adjusts to suit a users device, so appraisals and observations can be done on a phone, tablet or computer, Android, iOs or other, it makes no difference, QM Easy will run on all of them.

- Q – Is QM Easy Secure?

- A – Yes it is a secure https:// website hosted on a cloud server, hosted by one of the biggest service providers in South Africa. Users passwords are all encrypted to the point where even our database administrator cannot access them. All relevant recovery procedures are in place should, in the unlikely event, there be a catastrophe.

- Q – And what about training and support?

- A – The platform itself contains comprehensive downloadable training instruments and manuals for users at all levels. Covering all details from profile activation, first use and enrolments, all the way through to how to download the DoE Annual Submission pack by the principal.

From there, we are only an email away to deal with any questions.

Screen Shots

Uncomplicated User Interface

Quality Management System Tools

| My Appraisals | Awaiting Approval | Educator Appraisals | Score Sheets | Workplans |

Monitoring Tools

Lesson Observations   Classroom Reviews

Simple Appraisal Capture

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 ✔ ④
b. Classroom is tidy and clean	① ✔ ③ ④
c. Teaching and learning support material (e.g. charts) are displayed and used in the classroom.	✔ ② ③ ④
Criterion 2: Classroom Management	
a. Is punctual and organized in class	① ② ③ ✔
b. Ensures that learners are punctual and settle down quickly	✔ ② ③ ④
c. Communication between educator and learners reflects mutual respect, cooperation and understanding	① ② ✔ ④
d. Manages discipline effectively	① ✔ ③ ④
Creation of a positive learning and teaching environment: Total	16

☑+ Comments

Screen Shots

All QMS Documents available for download and printing as .PDF's

QUALITY MANAGEMENT SYSTEM (QMS)
SELF APPRAISAL INSTRUMENT
DEPARTMENTAL HEAD: POST LEVEL 2
(To be completed twice during the school year – Term 1 and Term 3)
SECTION A: EDUCATOR AND SCHOOL INFORMATION

1. APPRAISEE   Status: Approve

Surname	Ndlovu	First names	Sbu
Designation	PL1 EDUCATOR (SGB DH)	Persal #	965210
Highest Qualification		Specialization in subject domain	
Grade / Subjects taught during current appraisal year			

2. APPRAISER

Surname	Jammer	First names	Joel
Designation	SP Deputy Principal	Persal #	111115

3. SCHOOL

Name of school	QM Easy - Demo	Province	KZN
Circuit/district	Durban West/Umlazi	Principal's name	Errol Tobias
Telephone	0317651214	Cell No	0317651214

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

Sbu Ndlovu (Persal #965210)	QM Easy - Demo	2024

SECTION B: APPRAISAL

1	PERFORMANCE STANDARD 1	CREATION OF A POSITIVE LEARNING AND TEACHING ENVIRONMENT

Criterion 1: Learning and teaching environment		Term 1						Term 3			
a.	Seating arrangement promotes effective teaching and learning	1	2	X	4			1	2	3	4
b.	Sets appropriate tasks for learners at the level of the Grade	1	X	3	4			1	2	3	4
c.	Teaching and learning support material (e.g. charts) are displayed and used in the classroom.	X	2	3	4			1	2	3	4
Criterion 2: Classroom Management											
a.	Is punctual and organized in class	1	2	3	X			1	2	3	4
b.	Ensures that learners are punctual and settle down quickly	X	2	3	4			1	2	3	4
c.	Communication between educator and learners reflects mutual respect, cooperation and understanding	1	2	X	4			1	2	3	4
d.	Manages discipline effectively	1	X	3	4			1	2	3	4
Totals			16			28					

Comments:

Term 1	Term 3

2	PERFORMANCE STANDARD 2	CURRICULUM KNOWLEDGE, LESSON PLANNING AND PRESENTATION

Criterion 1: Knowledge of subject		Term 1				Term 3			
a.	Has adequate subject knowledge and uses it effectively	1	2	3	X	1	2	3	4

Screen Shots

Score Sheets are auto generated

(On Screen)

Year 2023

COMPOSITE SCORE SHEET: PL 1 EDUCATOR

Educator	Ann Other	Term/Year	4/2023
Persal Number	874125	School	QM Easy - Demo

PERFORMANCE STANDARD	MAXIMUM SCORE	EDUCATOR SCORE
1. Creation of a positive learning and teaching environment	28	21
2. Curriculum knowledge, lesson planning and presentation	48	27
3. Learner assessment and achievement	28	16
4. Professional development	36	21
5. Extra-mural and co-curricular participation	12	9
FINAL: SCORE	152	94

PERCENTAGE (Educator Score ÷ 152) x 100 = 61,84 %

Educators Comments:
Agreed, thank you

Appraiser's Comments:

(.PDF)

Your school logo

Annexure A 2

QUALITY MANAGEMENT SYSTEM (QMS)
COMPOSITE SCORE SHEET: PL 1 EDUCATOR
(To be submitted to the District Office by the end of the 4th quarter)

Educator	Ann Other	Date	
Persal #	874125	School	QM Easy - Demo

PERFORMANCE STANDARD	MAXIMUM SCORE	EDUCATOR SCORE
1. Creation of a positive learning and teaching environment	28	21
2. Curriculum knowledge, lesson planning and presentation	48	27
3. Learner assessment and achievement	28	16
4. Professional development	36	21
5. Extra-mural and co-curricular participation	12	9
FINAL SCORE	152	94
PERCENTAGE (Educator Score ÷ 152) x 100 =		61.84 %

Comments

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

SIGNATURES:

NAME:	DESIGNATION:	SIGNATURE:	DATE:
	Appraisee/Educator		
	Appraiser/Head of department		
	Resource person (if applicable)		

VALIDATED BY:

	Principal		

Upcoming Dates Calendar reminds users of which activities are due by which date.

Upcoming Dates

Due_Date	Task
31-May	Pre-Appraisal Discussion
31-May	Lesson Observation
07-Jun	Mid Year Appraisal
07-Jun	Post Appraisal Discussion
14-Jun	Principal to verify and sign off QMS
24-Oct	Term 3 Self Appraisal
31-Oct	Pre-Appraisal Discussion
31-Oct	Lesson Observation
22-Nov	Annual Appraisal
22-Nov	Post Appraisal Discussion
28-Nov	Principal Verify and sign off Annual Appraisal