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 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, <u>everything QMS is in one place</u>. 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 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	1	1			



- 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.

<u>No</u> - 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.



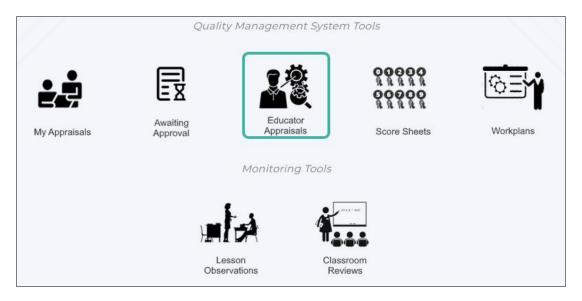
- Q Are there any other benefits?
- A We haven't even started to discuss the savings made by reducing the amount of printing, paper, ink, searching & checking time as well as the use of additional resources to compile packs of documents when required. These benefits are over and above the time savings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

<u>Uncomplicated User Interface</u>



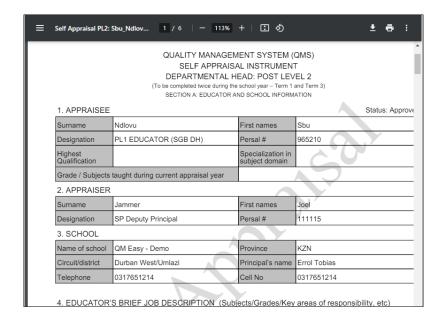
Simple Appraisal Capture

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	1204
b.Classroom is tidy and clean	1034
c. Teaching and learning support material (e.g. charts) are displayed and used in the classroom.	2 34
Criterion 2: Classroom Management	
a. Is punctual and organized in class	1230
b.Ensures that learners are punctual and settle down quickly	2 234
c. Communication between educator and learners reflects mutual respect, cooperation and understanding	1204
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



Sbı	ı Ndlovu (Persal #965210) QM E	Easy - Demo								2	024				
SECTION B: APPRAISAL															
1	PERFORMANCE STANDARD 1 CREATION OF A PTEACHING ENVIR					POSITIVE LEARNING AND RONMENT									
Cri	Criterion 1: Learning and teaching environment				m 1			Term 3							
a.						4		1	2	3	4				
b.	Sets appropriate tasks for learners at the level of t	1	Х	3	4		1	2	3	4					
C.	c. Teaching and learning support material (e.g. charts) are displayed and used in the classroom.					4		1	2	3	4				
Cri	terion 2: Classroom Management														
a.	Is punctual and organized in class	1	2	3	Χ		1	. 2	3	4					
b.	Ensures that learners are punctual and settle down quickly				3 X	4		1	2	3	4				
c.	Communication between educator and learners reflects mutual respect, cooperation and understanding					4		1	2	3	4				
d.	d. Manages discipline effectively					4		1	2	3	4				
Totals					16 28										
Co	Comments:														
	Term 1				Term 3										
2 PERFORMANCE STANDARD 2 CURRICULUM KNOWLEDGE, LESSON PLANNING AND PRESENTATION															
Cri	Criterion 1: Knowledge of subject				m 1			Term 3							
a.					3	Х		1	2	3	4				

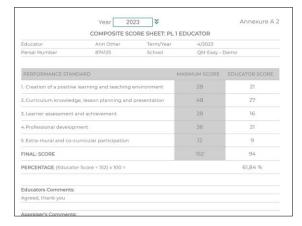


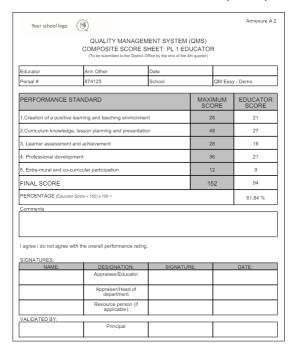
Screen Shots

(On Screen)

Score Sheets are auto generated







<u>Upcoming Dates Calendar reminds users of</u> which activities are due by which date.

