

Your Integrated Quality
Management System
(IQMS)

Q&A

*"Every child is
a national asset"*



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

What is IQMS?

IQMS is the Integrated Quality Management System (IQMS) that consists of three programmes, viz.

- Developmental Appraisal;
- Performance Measurement;
- Whole School Evaluation.

The purpose of **Developmental Appraisal (DA)** is to appraise individual educators in a transparent manner with a view towards determining areas of strength and weakness, and to draw up programmes for individual development.

The purpose of **Performance Measurement (PM)** is to evaluate individual educators for salary progression, grade progression, affirmation of appointments, rewards and incentives.

The purpose of **Whole School Evaluation (WSE)** is to evaluate the overall effectiveness of a school, as well as the quality of teaching and learning. Aspects such as the support provided by the district, the effectiveness of the school management team, the available infrastructure and learning resources are all assessed.

Who is appraised using the IQMS?

Institution-based educators at schools.

When does IQMS take place?

IQMS is an ongoing process that takes place during an academic year from January to December.

What are the objectives of the IQMS?

- To determine educator competence;

- To assess strengths and areas for development;
- To provide support and opportunities for development to ensure continued growth;
- To promote accountability; and
- To monitor an institution's overall effectiveness.

How is the IQMS implemented?

For the Developmental Appraisal (DA), the following steps are followed:

Step 1: *Elect SDT*

- The Principal initiates the process by convening a meeting to elect members of the Staff Development Team (SDT).
- By-elections are held to fill positions in the SDT that become vacant.

Step 2: *Advocacy and training of new educators*

For newly employed educators, the Principal and SDT will:

- conduct advocacy and training;
- provide the relevant collective agreement and training manuals; and
- discuss and clarify IQMS processes with educators.

Step 3: *Develop implementation plan*

- The Principal, the School Management Team (SMT) and the Staff Development Team (SDT); in consultation with staff members, develop an implementation plan for Developmental Appraisal, Per-

formance Measurement and Whole School Evaluation for the year.

- The implementation plan clearly indicates who should be evaluated, by whom and when.

Step 4: *Self-evaluation*

- Individual educators conduct self-evaluation.

Step 6: *Select Development Support Groups*

- Development Support Groups (DSGs) are identified and selected.

Step 7: *Pre-evaluation discussions*

- Pre-evaluation discussions are held between the educator and the DSG.

Step 8: *Baseline evaluation*

- Baseline evaluation, using the approved instrument, is conducted for first year educators only.

Step 9: *Post-evaluation meeting*

- A post-evaluation meeting is held where feedback and discussion takes place.

Step 10: *Personal growth plan*

- The educator develops a Personal Growth Plan (PGP).

Step 11: *Submission of the personal growth plan*

- The educator submits the PGP to the SDT.

Step 12: *School Improvement Plan*

- The School Improvement Plan (SIP) is developed and submitted to the district.

For the Performance Measurement (PM), the following steps are followed:

Step 1: *Timetable*

- The School Development Team (SDT) draws up a timetable for the Performance Measurement.

Step 2: *Pre-evaluation meeting*

- A pre-evaluation meeting is held between the SDT and the educator.

Step 3: *Lesson observation*

- The School Development Team observes a number of lessons lead by the educator.

Step 4: *Post-evaluation meeting*

- A pre-evaluation meeting is held between the SDT and the educator.

Step 5: *Resolution of Differences*

- A meeting is held between the educator and the SDT to resolve and differences of opinion.

Step 6: Composite score sheet

- The composite score sheet is completed.

Step 7: Personal Growth Plan

- The educator updates his/her Personal Growth Plan.

Step 8: *Documentation*

- The documentation for the Performance Measurement is completed. All documentation must be signed by the educator, DSG and the Principal.

Step 9: *Filing*

- The Secretary of the SDT makes a copy of the signed forms and files as follows:
 - Educator self-evaluation form: In the educator's personal file
 - DSG evaluation form: In the educator's personal file
 - PGP: In the educator's personal file
 - SIP: In the master file
 - Summative Report: In the school profile file
 - Composite Score Sheet: In the educator's personal file and master file

Step 10: *Documents for processing*

- The school principal submits the relevant original signed forms and summative evaluations to the district office for processing.

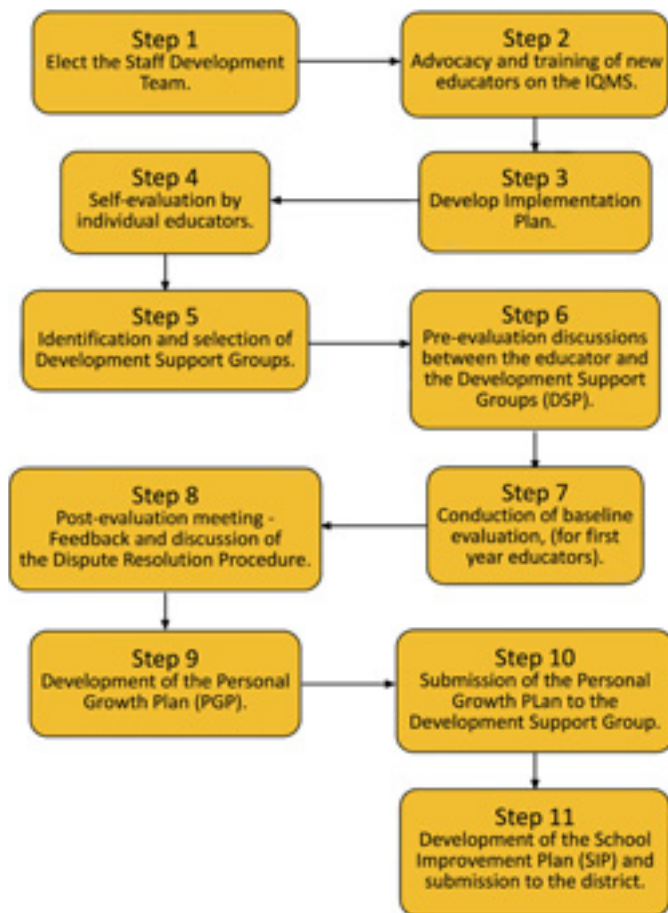
Step 11: *Composite schedule*

- The district office captures the summative evaluation scores into a composite schedule and submits to the provincial office..

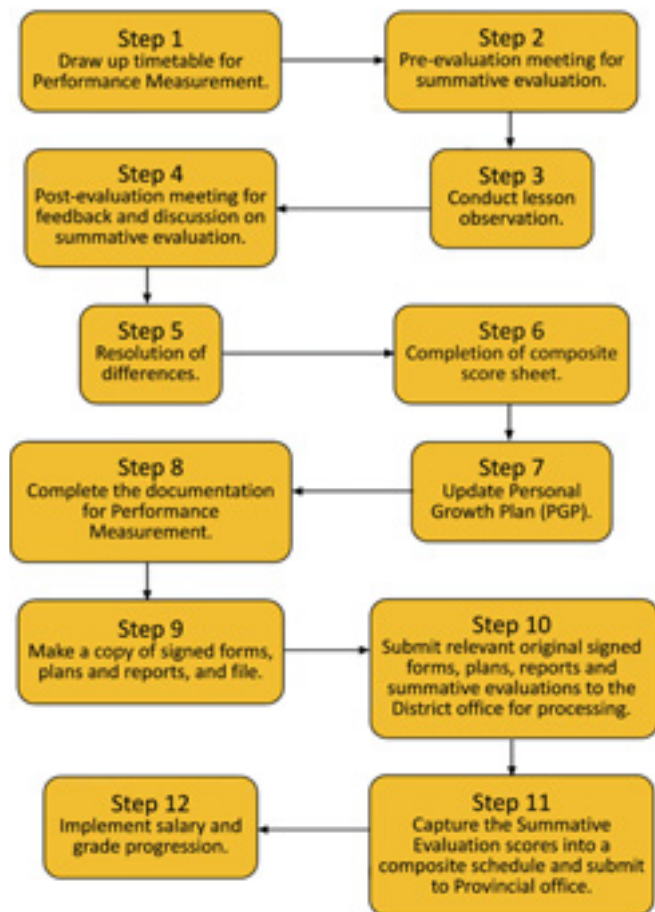
Step 12: *Salary and grade progression*

- The provincial office implements the salary progression according to the composite schedule.

How to implement IQMS



How to conduct Performance Measurement



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