**QMS**

Quality Management System

2023

Teacher [PL1]



**Work Plan**

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**Mid-year**

**Appraisal**

**INDEX**

1. Self-Appraisal Instrument
2. Pre-Appraisal Discussion
3. Lesson Observation
4. Mid-year Appraisal
5. Post-Appraisal Discussion

**Minutes of**

**Pre-Appraisal Discussion**

held on 1 March 2023 at

Hoërskool Bergvlam at 14:00

**Welcoming:**

Appraiser welcomed the appraisee/s.

**Attendance register:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Departmental Head)

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**Points of discussion:**

1. Class visit schedule (attached)
2. Expectations according to the appraisal instrument
3. Self-appraisal instrument: weaknesses and strengths
4. Please note that a post-appraisal discussion will follow the class visit (lesson observation) and completed appraisal instrument by the appraiser

**Closing:**

Next meeting – a post-appraisal discussion

Meeting adjourned

**CLASS VISIT**

**LESSON OBSERVATION**

**Subject/s:** Afrikaans & Geography/Social Sciences

**DEPARTMENTAL HEAD (DH):** Louise Fullard

**SUBJECT HEAD/S:** Riette Nel & Simone de Jager

**YEAR: 2023**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EDUCATOR | VISITED BY | CAPACITY | WEEK | TERM 1/2 | TERM 3/4 |
| R Nel | L Fullard | DH | 4 | FEB/MARCH | AUG/SEP |
| S De Jager | L Fullard | DH | 4 | FEB/MARCH | AUG/SEP |
| E Van Zyl | L Fullard | DH | 5 | FEB/MARCH | AUG/SEP |
| D Eksteen | L Fullard | DH | 5 | FEB/MARCH | AUG/SEP |
| A Boje | L Fullard | DH | 5 | FEB/MARCH | AUG/SEP |
| M Vermeulen | L Fullard | DH | 5 | FEB/MARCH | AUG/SEP |
| A Du Toit | L Fullard | DH | 6 | FEB/MARCH | AUG/SEP |
| L Fullard | GF VD BERG | Deputy P | 6 | FEB/MARCH | AUG/SEP |

**Minutes of**

**Post-Appraisal Discussion**

held on 3 May 2023 at

Hoërskool Bergvlam at 14:00

**Welcoming:**

Appraiser welcomed the appraisee/s.

**Attendance register:**

L Fullard (Departmental Head)

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**Points of discussion:**

1. Discussion of appraisal instrument completed by the appraiser
2. Opportunity for appraisee/s’ input regarding the evaluation
3. Finalisation of the appraisal instrument
4. Discussion of the finalisation of the composite score sheet
5. Discussion of the filing and verification of the final appraisal instrument and composite score sheet

**Closing:**

Next meeting – a pre-appraisal discussion

Meeting adjourned

**Annual**

**Appraisal**

**INDEX**

1. Self-Appraisal Instrument
2. Pre-Appraisal Discussion
3. Lesson Observation
4. Annual Appraisal
5. Post-Appraisal Discussion
6. Composite Score Sheet

**Minutes of**

**Pre-Appraisal Discussion**

held on 1 Augustus 2023 at

Hoërskool Bergvlam at 14:00

**Welcoming:**

Appraiser welcomed appraisee/s.

**Attendance register:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Departmental Head)

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**Points of discussion:**

1. Class visit schedule (attached)
2. Expectations according to the appraisal instrument
3. Self-appraisal instrument: weaknesses and strengths
4. Please note that a post-appraisal discussion will follow the class visit (lesson observation) and completed appraisal instrument by the appraiser

**Closing:**

Next meeting – a post-appraisal discussion

Meeting adjourned

**Minutes of**

**Post-Appraisal Discussion**

held on 16 October 2023 at

Hoërskool Bergvlam at 14:00

**Welcoming:**

Appraiser welcomed appraisee/s.

**Attendance register:**

L Fullard (Departmental Head)

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**Points of discussion:**

1. Discussion of appraisal instrument completed by the appraiser
2. Opportunity for appraisee/s’ input regarding the evaluation
3. Finalisation of the appraisal instrument
4. Discussion of the finalisation of the composite score sheet
5. Discussion of the filing and verification of the final appraisal instrument and composite score sheet

**Closing:**

Meeting adjourned

**Summative**

**Scores**

**[E1]**

**Reports**