



FRAMEWORK FOR POLICY DEVELOPMENT AND IMPLEMENTATION (2025-2030)

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References	South African Council for Educators Act No. 31 of 2000 as Amended

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DEFINITIONS/ ABBREVIATIONS

Abbreviations

SACE	: South African Council for Educators
DPME	: Department of Monitoring and Evaluation
GNU	: Government of National Unity
BELA	: Basic Education Laws Amendment
NDP	: National Development Plan
ECD	: Early Childhood Development
MTDP	: Medium-Term Development Plan
PFMA	: Public Finance Management Act
MANCO	: Management Committee
Sr. MANCO	: Senior Management Committee
PMERR	: Planning, Monitoring, Evaluation, Reporting and Research
DBE	: Department of Basic Education
DHET	: Department of Higher Education and Training

FOREWORD

This framework serves to establish the foundation for all organizational policy formation and review; it strives to provide a coherent and standardized approach to ensure harmony in all organizational policies.

The Framework promotes good governance by embedding principles of accountability, inclusivity, and compliance with applicable legal and regulatory requirements. It serves as a reference point to guide decision-making, strengthen internal systems, and ensure that policies remain relevant to the evolving needs of the organization and its stakeholders.

Policies developed under this Framework are intended not only as operational instruments but also as expressions of organizational culture and commitment to ethical practice, sustainability, and long-term institutional effectiveness.

As a living document, the Policy Framework will be subject to periodic review to maintain alignment with strategic objectives and the changing external environment. Its consistent application across all departments and functions will enhance organizational coherence, safeguard credibility, and support the achievement of institutional goals.

The objective of this document is to provide guidelines and recommendations for the formulation, development and review of policies and institutional policies of the South African Council for Educators (SACE). The recommendations and guidelines contained herein should be viewed as providing general direction, rather than specific prescriptions for action, except if otherwise provided herein or in so far as specific actions are required by existing policies, institutional policies and regulations.

In this document a distinction is drawn between the concepts “policy” and “institutional policy” as indicated in the definition section hereof. Where reference is made to a policy, this shall include an institutional policy, except where the context indicates otherwise.

An appropriate amount of planning and effort should go into the development and review of a policy before it is presented for approval. The goal is to ensure that policies are consistent with the vision, mission and values of SACE and are developed and maintained in a logical and consistent manner.

It is thus essential that the development and periodic review of policies should originate in the responsible line function/ departments, as they are the most knowledgeable about their related requirements, needs and processes. Sometimes more than one line function/department has significant responsibility in respect of a given policy topic. In such cases, departments must work together to draft a comprehensive policy.

PURPOSE AND SCOPE OF THE FRAMEWORK

The purpose for this framework is to provide a structured and coherent foundation for the development, approval, implementation and review of all SACE internal policies and procedures. This ensures that policies:

- Are consistent with SACE mission, vision, values, and Strategic Plans
- Are responsive to organizational needs and adaptable to changing internal and external contexts
- Regulate, standardize and strengthen the policy management process across all departments in the Organization
- Institutionalize policy making principles and practices that promote and uphold the values of quality, accountability, transparency and ethical governance
- Promote an integrated and co-ordinated approach to policy formulation and approach
- Encourage data and evidence-based policy development and consultation in the development of policy to enhance its quality and legislative relevance.
- Set out minimum standards, format and quality assurance requirements for policy development
- Clarify roles, responsibilities, and consultation mechanisms within and throughout departments and;
- Introduce mechanisms for the monitoring, evaluation and review of all policies and procedures to ensure continued relevance, effectiveness and compliance with the external legislative environment and internal trends.

Ultimately this framework aims to foster policy coherence, organizational learning, and a culture of good governance that supports sustainable institutional growth and an effective, ethically grounded internal policy environment.

This Policy Framework applies to:

- **All organizational policies:** new policies, policy revisions, and policy reviews.
- **All departments and functions:** ensuring uniformity and alignment across the organization.
- **All levels of staff and management:** defining roles and responsibilities in policy development, implementation, and compliance.
- **Governance structures:** including management committees, executive leadership, and the Council, in their oversight of policy processes.

The Framework governs the entire policy lifecycle, from the identification of policy needs to the review and retirement of outdated policies. No policy will be recognized as official unless it is developed, approved, and maintained in accordance with this Framework. This framework serves as a guiding tool to promote good governance, accountability and institutional coherence across all areas of operation.

This approach ensures that all institutional policies are developed in a manner that is coherent, fair, and aligned with constitutional and administrative obligations. Consistency is achieved by applying uniform standards and procedures across all departments, thereby avoiding duplication and contradiction. Transparency is ensured through open consultation, clear documentation, and accessible communication of policies to all stakeholders.

This framework is aligned to the following Legislation:

- **The South African Constitution (1996):** Policies must align with constitutional principles, particularly equality, dignity, human rights, and lawful administrative action as enshrined in Section 195 on basic values and principles governing public administration.
- **Public Finance Management Act (PFMA):** In accordance with the PFMA, SACE ensures that all policy formulation, implementation, and review processes promote effective, efficient, transparent, and accountable use of public resources. All policies developed under this Framework must therefore uphold the principles of sound financial governance, fiscal discipline, and institutional accountability as prescribed by the PFMA and related Treasury Regulations.
- **The King IV Report on Corporate Governance:** Policies are to be developed in line with good governance practices, emphasizing ethical leadership, stakeholder inclusivity, risk management, and sustainable value creation.
- **The Batho Pele Principles:** Policy processes must reflect a people-centered approach, prioritizing consultation, service standards, openness, redress, and accountability in the spirit of public service excellence.
- **Department of Monitoring and evaluation National Policy framework:** which promotes evidence-based decision-making, performance accountability, and continuous improvement in public institutions. In adherence to this framework, SACE commits to developing, implementing, and reviewing policies through systematic monitoring, evaluation, and reporting processes that ensure transparency, institutional learning, and alignment with national governance standards and service delivery outcomes.
- **Relevant South African Administrative Policy and Frameworks:** All policy formulation must comply with applicable legislation, regulatory frameworks, and sectoral guidelines to ensure legal defensibility and institutional credibility.

By integrating these governance and ethical benchmarks, SACE establishes a policy environment that is lawful, people-focused, and reflective of best practice in public administration and corporate governance. This reinforces institutional coherence and builds trust among stakeholders, while ensuring that all policies serve both institutional objectives and the broader public good.

Our institutional policy development is underpinned by our core values; this approach ensures that policies are not just technical documents but also reflect the moral and governance standards SACE upholds. By embedding principles of equity, compliance, and good governance, SACE ensures that every policy advance institutional integrity, protects the rights and interests of stakeholders, and strengthens long-term sustainability.

Together, these elements consistency, transparency, and principled guidance form the foundation of a credible policy environment. They create a culture of accountability and trust, safeguard SACE against reputational or legal risks, and ensure that policy outcomes are both effective and aligned with the broader strategic direction of the institution

THE EXTERNAL POLICY ENVIRONMENT

The policy environment under which SACE finds itself is dynamic and extremely fluid, it is significantly affected and influenced by the legislative context of the contemporary political environment. The establishment of the GNU following the last Presidential elections introduced a shifted focus and emphasis on collaboration, accountability and educational reform. This has direct implication on SACE's Mandate as a professional regulatory body, the new political climate has placed emphasis on improving access, inclusivity and the quality of education. In the past year, key political developments such as the BELA Act 32 of 2024 have reshaped the legislative landscape, particularly around school governance, educator conduct and early childhood development, The BELA Act now enforces compulsory Grade R enrolment and reinforces accountability and the protection of the child, as a result requiring SACE to Bolster its ethical Standards enforcement and educator registration systems especially for those operating in the largely still informal ECD space.

Furthermore, SACE's work is guided by national frameworks, including the National Development Plan (NDP) 2030, the Medium-Term Development Plan (MTDP) 2024–2029, and Performance Agreements between the Minister of Basic Education and the President. These frameworks align SACE's priorities with the state's developmental agenda, which seeks to build a capable, ethical, and developmental public service. Concurrently, as a Schedule 3A public entity, SACE operates within the parameters of the Public Finance Management Act (PFMA) and is accountable to the Ministry of Basic Education and Parliament. The oversight mechanisms embedded in this relationship influence policy formulation, approval, and implementation, ensuring transparency, compliance, and fiscal accountability.

The broader socio-political environment is also characterized by diverse political opinions regarding SACE's regulatory mandate, ongoing government austerity measures impacting funding, and a national emphasis on professionalizing the teaching workforce as part of the 7th Administration's education priorities. In response, SACE's policy framework must ensure adaptability to shifting political priorities, legal amendments, and governance reforms while maintaining institutional autonomy and professional integrity.

GUIDING PRINCIPLES

These principles serve as guiding standards through which all policy decisions must be cultivated. From the initial conceptualization to the eventual implementation, review and evaluation, the principles comprise of the entire policy process. They are what we utilize to determine the quality,

compliance and alignment with the republic's constitution our guiding legislation and SACE's internal ethos of governance. their consistent application of the following principles ensures that Policy development within SACE bolsters institutional credibility, operational excellence and the sustainable development of SACE Institutional culture of Ethical Self-governance

SACE VALUES AND THE INSTITUTIONAL THEORY OF CHANGE

SACE is guided by a set of foundational values that shape its institutional culture, governance approach, and service delivery standards. These values reflect the Council's commitment to professional excellence, ethical integrity, and accountability in advancing the teaching profession.

- 1. Accountability**
- 2. Dignity**
- 3. Integrity**
- 4. Quality**
- 5. Respect**
- 6. Responsibility**
- 7. Service Orientation**
- 8. Transparency**
- 9. Tolerance**

Together, these values embody the ethical foundation that drives SACE's work toward creating a credible, professionalized, and agile teaching profession.

Institutional Theory of Change

Problem Statement: SACE faces systemic inefficiencies, limited digital integration, and resource constraints that affect its capacity to regulate effectively.

Inputs include legislation, skilled human resources, ICT infrastructure, financial resources, and stakeholder partnerships. Core activities involve educator registration, ethical standard enforcement, professional development promotion, and evidence-based advisory work.

Outputs include increased registration of qualified educators, digital systems, enhanced transparency, and policy advisory outputs. The outcomes are efficient governance, maintained professional standards, and improved advisory roles. The ultimate impact is enhanced public confidence in the credibility and ethics of the teaching profession.

THE POLICY DEVELOPMENT AND APPROVAL PROCESS

This section provides a comprehensive explanation of the SACE policy development and approval process. It outlines the step-by-step approach, responsibilities, and documentation required to ensure that policy development is consistent, transparent, and aligned with SACE's strategic and governance framework

1. Purpose of the Process

The policy process ensures that all SACE policies are developed and revised in a systematic, consultative, evidence-based, and accountable manner. It protects legal compliance, aligns policies with the Strategic Plan, and ensures implementation readiness, adequate resourcing, and effective monitoring.

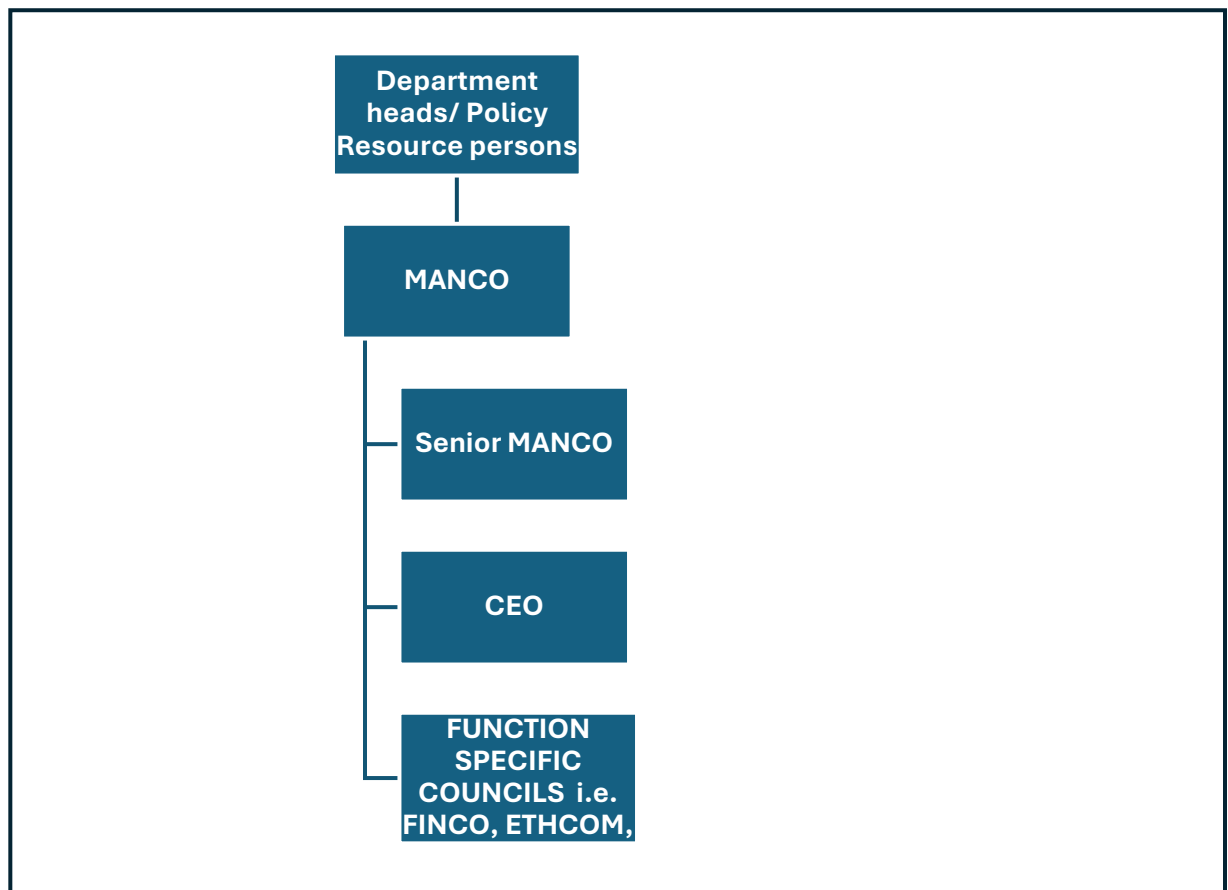


Figure 1.1 The SACE internal policy making pathway

Step-by-Step Policy Workflow

Step 1: Initiation (Policy Need Identified)

A policy need may arise from legislation, audit findings, strategic priorities, operational gaps, or scheduled reviews. The Division Manager or Senior Manager records the need in the Policy Repository and prepares a Policy Concept Note.

Step 2: First Draft by Division Manager / Senior Manager

The Division Manager or Senior Manager leads the drafting process, ensuring the policy follows the official SACE template and includes all required sections. The draft should include legal alignment, purpose, definitions, implementation plan, monitoring mechanisms, and version control.

Step 3: Management Committee (MANCO) Review

The draft policy is presented to MANCO for operational feasibility, resource implications, and compliance review. If endorsed, it proceeds to the Senior MANCO.

Step 4 Senior MANCO Recommendation

The Senior MANCO reviews the draft endorsed by the MANCO for executive alignment, compliance, and readiness. Upon recommendation, the policy is classified sent to the CEO.

Step 5: CEO Review/ Approves and Recommend to council committees/

The CEO assesses strategic alignment, institutional coherence, and risk management. If endorsed or approved, it is recommended for Council Committees for consideration. These committees provide specialised and contextual insights to ensure that the policy is both practical and relevant to their operational areas.

In this stage:

- Committees review the policy for technical accuracy, feasibility, and alignment with division-specific procedures.
- If amendments are recommended, they are incorporated and reviewed by the CEO for final confirmation.
- If no further amendments are required, the policy is deemed finalised and ready for submission to the Council.

Step 7: Submission to the EXCO and Council for Ratification

The final and approved policy is submitted to the **SACE EXCO and Council** for ratification. The Council serves as the highest decision-making body and has the ultimate authority to adopt institutional policies.

The Council's role is to:

- Confirm that due process has been followed in the policy development stages.
- Ensure that the policy aligns with SACE's legislative mandate, the SACE Act, and the broader national education and governance frameworks.
- Formally ratify the policy, granting it official status and authority within the organisation.

- Once ratified, the policy becomes an official guiding instrument of the SACE and is implemented across all relevant divisions. It is then published, communicated to staff and stakeholders, and incorporated into the organisational policy register.

Step 8: Implementation and Monitoring

After ratification, the implementing division is responsible for operationalising the policy, supported by clear communication, training, and compliance measures. Policies must include a **Monitoring and Evaluation (M&E) component**, with defined indicators and review cycles, every three months or per financial quarter or as required by legislative or operational changes.

Continuous monitoring ensures that the policy remains effective, relevant, and aligned with SACE's evolving strategic and governance priorities.

Step 9: Review and Revision

Policies undergo periodic reviews according to legislations underpinning the policies (every 1-2-3-5 years or as needed). Revisions follow the same workflow for consistency and accountability

SUMMARY OF THE POLICY PROCESS FLOW

1. **Drafting:** Division Manager / Senior Manager develops initial draft.
2. **Review:** Management Committee evaluates and endorses draft.
3. **Executive Approval:** Senior MANCO reviews and submit to CEO.
4. **Strategic Review:** CEO approves/recommends to Council Committees.
5. **Recommendations:** Division-Specific Committees make final recommendations to EXCO/Council.
6. **Ratification:** SACE EXCO/ Council formally adopts the policy

SIGN-OFF AND APPROVAL MATRIX

- Drafted by: Division Manager / Senior Manager
- Endorsed by: Management Committee (MANCO)
- Recommended by: CEO
- Approved by: Senior Management Committee (Sr. MANCO)
- Ratified by: Division-Specific Committee(s)
- Recorded by: Policy Secretariat

CONSIDERATIONS IN THE DRAFTING [AND REVISING] OF POLICIES OF THE SOUTH AFRICAN COUNCIL FOR EDUCATORS

The development and revision of SACE policies must be systematic, consultative, and evidence-based, reflecting both internal realities and the external context. Policies must support SACE's strategic priorities, institutional values, and statutory mandate.

- **Alignment with Legislative and Policy Mandates** – Policies must comply with the Constitution, SACE Act, PFMA, BELA Act, and national frameworks.
- **Alignment with SACE Strategic Plan 2025–2030** – Policies should support efficient governance, professional standards, and professional development.
- **Stakeholder Consultation** – Inclusive engagement with DBE, DHET, unions, HEIs, and other education bodies.
- **Evidence-Based Policy Development** – Grounded in data, research, and institutional performance reviews.
- **Ethical and Governance Standards** – Upholding integrity, accountability, and King IV and Batho Pele principles.
- **Resource and Implementation Readiness** – Ensuring feasibility, funding, and training mechanisms.
- **Digital Transformation** – Supporting SACE's online registration, CPTD, and ICT modernization.
- **Monitoring, Evaluation, and Review** – Clear M&E mechanisms and scheduled review cycles.
- **Institutional Coherence** – Alignment across departments to eliminate duplication and contradictions.
- **Sustainability and Public Value** – Policies must promote ethical governance, sustainability, and credibility in education

MINIMUM STANDARDS FOR POLICY DEVELOPMENT

The purpose of establishing minimum standards, format, and quality assurance requirements is to ensure that all policies developed and reviewed by SACE are coherent, consistent, compliant, and aligned with the Council's strategic objectives and governance obligations. These standards guarantee that all policies meet institutional, legal, and professional benchmarks while promoting transparency, accountability, and organisational integrity.

All SACE policies must adhere to the following minimum standards throughout their development and review process:

- **Legislative Compliance**
 - Policies must comply with all applicable national legislation, including but not limited to the Constitution of the Republic of South Africa (1996), the SACE Act 31 of 2000 (as amended), the Public Finance Management Act (PFMA), and the Basic Education Laws Amendment Act (BELA) 32 of 2024.
 - Policies must also align with relevant public sector frameworks such as the King IV Report on Corporate Governance, the Batho Pele Principles, and directives from the Department of Basic Education (DBE) and Department of Public Service and Administration (DPSA).

- **Strategic Alignment**
 - Every policy must support and give effect to SACE's Strategic Plan (2025–2030) and the organisation's vision, mission, and values.
 - Policies must contribute to the achievement of strategic outcomes such as effective governance, professional standards, quality assurance, and ethical leadership.

- **Clarity and Accessibility**
 - Policies must be written in clear, plain, and professional language that is easily understood by all staff and stakeholders.
 - Ambiguities, duplication, and unnecessary jargon must be avoided.
 - Policies should clearly distinguish between mandatory provisions ("must/shall") and advisory provisions ("should/may").

- **Consistency and Coherence**
 - Policies must be consistent with existing SACE policies, frameworks, and guidelines.
 - The format, terminology, and referencing must be standardised across all policies.
 - Cross-references must be accurate and updated during each review cycle.

- **Consultation and Inclusivity**

- The drafting process must include internal consultations across divisions and, where relevant, external stakeholders such as the DBE, DHET, unions, and professional associations.
- Consultation feedback must be documented and reflected in the policy's development report.
- Evidence-Based Approach
 - Policy formulation must be informed by data, research findings, internal performance reports, and external benchmarking.
 - Where applicable, international best practices and lessons learned should be incorporated.
- Resource Feasibility
 - Each policy must include a realistic assessment of the human, financial, and technological resources required for implementation.
 - Budgetary implications must be reviewed and endorsed by the relevant governance committees before approval.
- Monitoring and Evaluation (M&E)
 - Policies must include a clear M&E framework with performance indicators, responsible officials, and reporting intervals.
 - Review timelines should be set, typically every **three (3) years**, or earlier if legislative or institutional changes occur.

REVIEW OF STANDARDS

These minimum standards and format requirements must themselves be reviewed every **three (3) years**, or earlier if warranted by legislative, institutional, or strategic changes, to ensure continued relevance and effectiveness.

Roles, Responsibilities, and Consultation Mechanisms within and throughout Departments

This section defines the roles, responsibilities, and consultation mechanisms that guide policy development, review, approval, and implementation within SACE. It ensures that each stage of the policy process is carried out transparently, collaboratively, and in alignment with the Council's governance, accountability, and ethical standards.

Principles of Role Clarity and Consultation

All policy development within SACE shall be guided by the following principles:

- **Accountability:** Every role player is accountable for the quality, accuracy, and compliance of the policy process.
- **Collaboration:** Policy formulation and review are collective processes requiring coordination across divisions and committees.
- **Transparency:** Decision-making must be open, documented, and communicated effectively.
- **Inclusivity:** All relevant divisions and stakeholders must have an opportunity to contribute to policy design, review, and implementation.
- **Efficiency:** Responsibilities must be clearly assigned to avoid duplication, delay, or confusion.

Division Managers / Senior Manager

- Identify the need for new policies or review of existing ones within their operational areas.
- Initiate the drafting process in consultation with their teams and relevant stakeholders.
- Ensure that the policy aligns with SACE's Strategic Plan, legislative framework, and institutional values.
- Submit draft policies to the Management Committee (**MANCO**) for initial review and endorsement.
- Implement approved policies and ensure effective communication and compliance within their divisions.
- Maintain divisional policy records and monitor implementation performance.

Management Committee (MANCO)

- Serves as the first review body for all draft policies.
- Evaluates policies for operational relevance, coherence across divisions, and alignment with organisational procedures.
- Provides constructive feedback and recommendations to the drafting division.
- Ensures that all policies adhere to SACE's internal policy framework, minimum standards, and quality assurance requirements.
- Endorses compliant policies for submission to the CEO

Senior Management Committee (Sr. MANCO)

- Provides executive oversight and ensures institutional and legal compliance of all policies.
- Reviews and provisionally approves policies following CEO endorsement.
- May request revisions or clarifications to strengthen alignment with SACE's governance framework.
- Approves final drafts for submission to the **CEO** for finalisation.
- Oversees the implementation, dissemination, and periodic review of approved policies.

Chief Executive Officer (CEO)

- Provides strategic oversight and ensures policies support SACE's long-term goals, governance principles, and resource capacities.
- Verifies that all required consultations and quality assurance reviews have been conducted.
- Presents provisionally approved policies to Division-Specific Committees for final technical or contextual inputs.
- Assesses policies for financial, human, and operational implications before they are submitted to the Council/in some cases before her approval.

Division-Specific Committees

- Serve as specialised consultative bodies that review policies relevant to their areas of expertise.
- Provide technical, procedural, and contextual advice to ensure practical feasibility.
- Recommend amendments or refinements to enhance policy clarity and effectiveness.
- Endorse final versions before Council ratification.

Council

- Functions as the highest decision-making authority in the policy lifecycle.
- Ratifies policies that have followed the full development, review, and quality assurance process.
- Ensures alignment with SACE's legislative mandate, ethical standards, and governance obligations.
- Oversees compliance through Council committees (e.g., Audit, HR and Finance, Professional Standards).

Research and Policy Coordination

- Maintains the official Policy Repository and ensures that all policies are correctly coded, stored, and updated.
- Provides administrative and technical support for policy development across divisions.
- Ensures uniform formatting, version control, and compliance with the Policy Framework's minimum standards.
- Conducts periodic policy audits to assess consistency, implementation, and compliance,

Internal Audit

- Monitors policy implementation and compliance across divisions.
- Evaluates the effectiveness of policies in mitigating risks and achieving intended outcomes.
- Provides recommendations to strengthen governance and accountability.

- Reports findings to the CEO, Senior MANCO, and Audit and Risk Committee

CONSULTATION MECHANISMS

Internal Consultation

- Policy drafting must involve relevant divisions whose operations or mandates are affected by the policy.
- Cross-divisional consultation meetings should be documented, noting contributions, comments, and decisions made.
- MANCO serves as the coordinating platform for finalising internal consultation outcomes before advancing the draft policy.

External Consultation

- Where appropriate, policy development may include consultation with key stakeholders such as:
 - The Department of Basic Education (**DBE**)
 - The Department of Higher Education and Training (**DHET**)
 - Teacher unions and professional bodies
 - Higher Education Institutions (HEIs)
 - Education sector councils and committees
 - Educators, ECCE
- Feedback from external stakeholders must be documented and incorporated as evidence of inclusivity and transparency.

Communication and Feedback

- After approval and ratification, policies must be formally communicated to all staff and relevant stakeholders.
- The Research and Policy Coordination division must ensure availability of all policies on SACE's intranet or digital repository.
- Implementation feedback loops must be established to identify challenges, gaps, or improvement areas.

Policy Proposal and Concept Development

- The responsible division prepares a Policy Concept Paper outlining:
 - The rationale and objectives;
 - Key stakeholders;
 - Resource and capacity implications;
 - Anticipated outcomes and risks.
- The concept is submitted to the Management Committee (**MANCO**) for consideration and approval to proceed to drafting.

Drafting Process

- The drafting division compiles a policy draft using the SACE standard policy format and adhering to the Minimum Standards and Quality Assurance Requirements.
- Internal consultations are conducted with other divisions to ensure policy coherence.
- Where necessary, external consultations may be undertaken with the Department of Basic Education (DBE), Department of Higher Education and Training (DHET), unions, or other relevant stakeholders.
- Feedback from consultations must be documented and integrated into the draft.
- The draft policy is then submitted sequentially to the Management Committee, Senior Management Committee, and Chief Executive Officer (CEO) for review and approval prior to submission to Council for ratification

QUALITY ASSURANCE REQUIREMENTS

Quality assurance is an integral part of the policy development lifecycle. It ensures that all policies meet the required standards before approval and implementation.

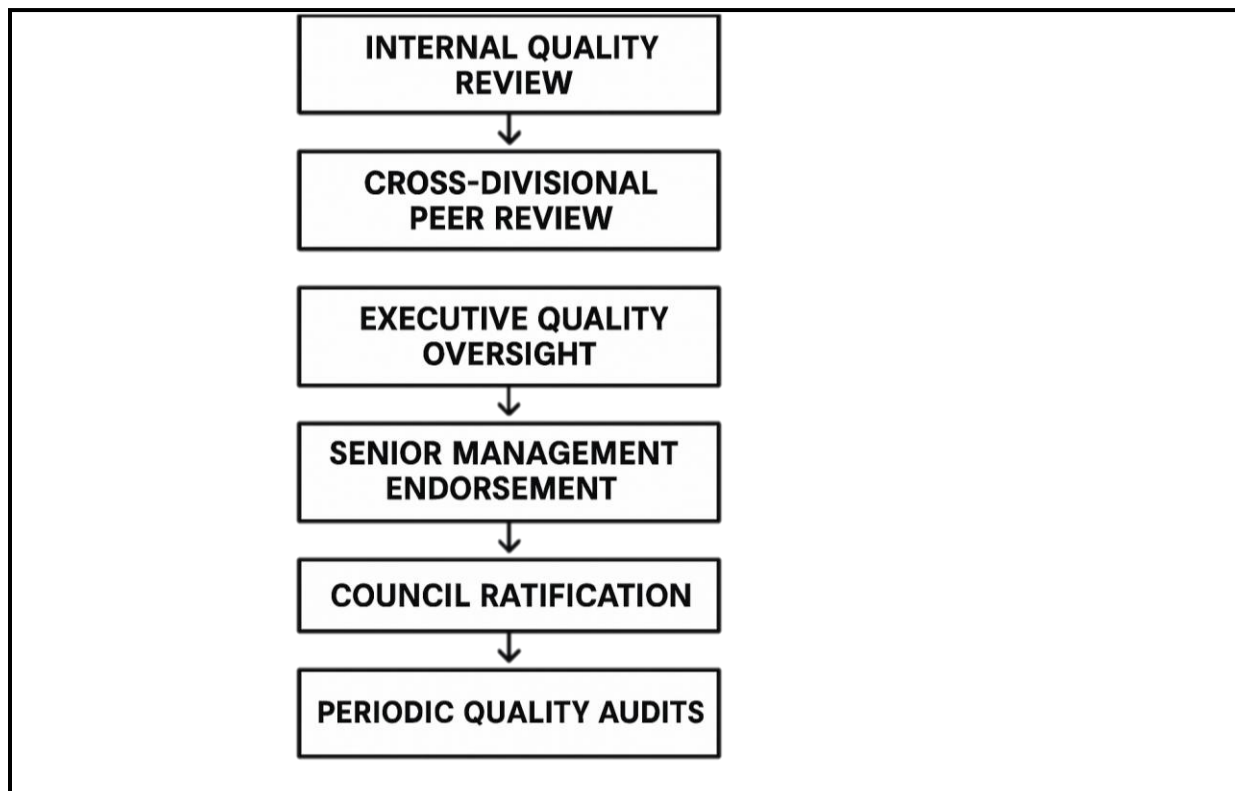


Figure 1.2: policy quality assurance process

1. Internal Quality Review

- The drafting division must conduct an internal quality review to confirm compliance with the Policy Framework, strategic objectives, and relevant laws.
- The Division Manager or Head of Department must sign off before submission to the Management Committee.

2. Cross-Divisional Peer Review

- The Management Committee (**MANCO**) serves as the first quality control checkpoint, ensuring operational alignment and cross-divisional coherence.

3. Senior Management Endorsement

- The Senior Management Committee (**Senior MANCO**) ensures final executive oversight and institutional consistency before the policy proceeds to CEO for final review.

4. Executive Quality Oversight

- The Chief Executive Officer (**CEO**) reviews the draft to ensure that it meets strategic, financial, and governance requirements.

5. Council/ Council Committees Ratification

- The Council serves as the final quality assurance authority, ratifying policies that have followed due process and meet institutional standards.

6. Periodic Quality Audits

- The PMERR Division must conduct periodic audits of policies to assess quality, compliance, and relevance.
- Policies failing to meet quality or compliance standards must be revised and resubmitted for approval.

Document Control and Version Management

- Each policy must have a unique code, version number, and approval history.
- Any amendment or revision must be tracked through version control.
- Obsolete or superseded policies must be archived but retained for record purposes in accordance with SACE's records management policy.
- The official and current version of each policy must be available on the SACE digital policy repository.

Accountability

- Division Managers are accountable for implementing and monitoring their respective policies in accordance with approved standards.
- The Internal Audit and Risk Management Division may periodically verify compliance with the policy quality assurance framework

ANNEXURES

STANDARD POLICY FORMAT

To maintain consistency, all policies must follow the approved SACE policy format outlined below. Variations must be justified and approved by the **Planning Monitoring Evaluation, Reporting and Research** Divisions (PMERR).

Standard Policy Template Structure



1. **Policy Title**
(Full name of the policy, consistent with the SACE Policy Register)
2. **Policy Number / Code**
(Unique identifier, e.g., SACE/HR/01)
3. **Effective Date**
4. **Review Date**
(within 3-year window from the date on which it was effective)
5. **Approved By** (e.g., STAFFCO, CEO or Council)
6. **Policy Custodian / Responsible Division**
7. **Table of Contents**
8. **Definitions and Abbreviations**
9. **Purpose**
10. **Scope / Application**
11. **Legislative and Regulatory Framework**
12. **Guiding Principles**
13. **Policy Statements / Provisions**
14. **Roles and Responsibilities**
15. **Monitoring and Evaluation**
16. **Non-Compliance and Sanctions**
17. **Related Policies / Documents**
18. **Approval and Revision History**

Annexures, forms, and procedural guidelines may be attached where relevant.

COVER PAGE

Owner	Policy and Research Coordination
Policy Number/Code	
Status	New
Approved by	CEO
Effective date	Date Approved
Date of last revision	N/A
Date of next review	Every 5 years
Related Charters/Policies/Documents	SACE five-year strategic plan SACE Research Policy
References	South African Council for Educators Act No. 31 of 2000 as Amended

Approval and Sign-Off

RANK	NAME	SIGNATURE	DATE
Chief Executive Officer	Ms Ella Mokgalane		25 November 2025
Manager. PMERR	Ms Tuzana Sophethe		25 November 2025