



ADDENDUM ANNUAL PERFORMANCE PLAN 2021/2022

PROGRAMME 1: ADMINISTRATION

SUB-PROGRAMME: 1.1.3

Indicator Title	PERCENTAGE OF EMPLOYEES ASSESSED THROUGH PERFORMANCE DEVELOPMENT SYSTEM
Definition	This refers to a continuous communication strategy to assist SACE employees in achieving desired behaviours and results through the execution of clearly defined performance expectations and assessment.
Source of Data	Employee's performance agreement and reports
Method of calculation/Assessment	<u>Number of employees assessed</u> Total number of employees in the organization x 100
Means of Verification	Signed performance agreements
Assumptions	Participation of all employees through the performance development system, together with their supervisors
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Annually
Desired Performance	Improved organizational performance
Indicator Responsibility	Sub-Programme Manager: Corporate Services

SUB-PROGRAMME:1.1.4

Indicator Title	PERCENTAGE OF TRAINED EMPLOYEES
Definition	This refers to a continuous skills development of SACE employees to achieve desired performance.
Source of Data	Training Report
Method of calculation/Assessment	$\frac{\text{Number of employees completed skills development/training}}{\text{Total number of employees}} \times 100$
Means of Verification	Signed performance agreements
Assumptions	Participation of all employees in skills development and training
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Annually
Desired Performance	Improved organizational performance
Indicator Responsibility	Sub-Programme Manager: Corporate Services

SUB-PROGRAMME: 1.1.7

Indicator Title	NUMBER OF SACE DIGITIZED SYSTEMS
Definition	<p>This refers to the alignment of technology with SACE's business goals, enabling a contribution to the organisation's strategic objectives and enabling the organisation's ICT systems to be fully integrated across each department, which in turn allows for organisation-wide management of the ICT environment. The purpose of an ICT strategy is to make sure the centre's use of information and communications technology (ICT) efficiently and effectively assists the centre in attending to core business.</p> <p>Improved corporate governance of ICT leads to: ICT enablement of business, improved quality of ICT service, stakeholder communication, trust between ICT, the business and citizens, lowering of costs, increased alignment of investment towards strategic goals, protection and management of the divisions and employee information.</p>
Source of Data	Minutes of FINCO, approved reports on SACE systems proposed to be digitized
Method of calculation/Assessment	$\frac{\text{Number of digitized SACE systems}}{\text{Total number of SACE systems planned for digitization}} \times 100$
Means of Verification	A report on the percentage of SACE systems digitized, Systems digitized
Assumptions	All key systems will be digitized to enable SACE functions to work efficiently
Disaggregated of Beneficiaries (where applicable)	N/A

Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per year
Reporting Cycle	Annually
Desired Performance	60% of SACE systems will be digitised
Indicator Responsibility	Sub-Programme Manager: ICT

PROGRAMME 2: PROFESSIONAL REGISTRATION

SUB-PROGRAMME 2.1: REGISTRATION OF TEACHERS

Indicator Title	PERCENTAGE OF EDUCATORS APPLYING THROUGH THE ONLINE SYSTEM FOR PROFESSIONAL REGISTRATION
Definition	This refers to all first-time applicants seeking professional registration utilizing the SACE online registration system for application.
Source of Data	SACE registration system
Method of calculation/Assessment	<u>First time applicants utilizing the online platform for professional registration/</u> Total number of Registered educators X100
Means of Verification	Electronic list of registered educators
Assumptions	Functional online registration system
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired Performance	All registrations done online
Indicator Responsibility	Programme Manager: Professional Registration

SUB-PROGRAMME 2.2: REGISTRATION OF STUDENT EDUCATORS

Indicators, Annual and Quarterly Targets

No.	Output Indicators	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2.2	Creation of additional specified categories for student educators	Pilot five-year registration of first year student educators with 12 Universities	-	-	-	Pilot five-year registration of first year student educators with 12 Universities

Indicator Title	CREATION OF ADDITIONAL SPECIFIED CATERGORIES FOR STUDENT EDUCATORS
Definition	The purpose of this technical indicator is to ensure student teachers are registered from 1 st year of study. This process will enable Council to introduce all the Council mandates progressively and introduce student teachers to professionalisation process. The Process will enable Council to regulate from inception until student teachers graduate. All student educators will be required to submit police clearance to confirm their fitness to become teachers when they register with Council.
Source of Data	SACE registration system
Method of calculation/Assessment	Simple count
Means of Verification	Produced register of registered student teachers according to year of study
Assumptions	The register will be categorized according to year of study as outlined by universities
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired Performance	Research report on pilot study of first year student educators
Indicator Responsibility	Programme Manager: Professional Registration

PROGRAMME 3: ETHICAL STANDARDS

SUB-PROGRAMME 3.1: INVESTIGATIONS

Indicator Title	PERCENTAGE OF INVESTIGATIONS ON NEW CASES FINALISED
Definition	Investigations entail a process of establishing whether or not a case of misconduct exists after a matter has been reported. Investigated cases may lead to a charge if an educator is found to have committed a case of misconduct under the Code of Professional Ethics, or it may be dropped if the contrary is true. This relates to the new cases received.
Source of Data	Register of complaints
Method of calculation/Assessment	$\frac{\text{Number of cases investigated}}{\text{Number of cases received}} \times 100$
Means of Verification	Signed finalized investigation report by Ethcom
Assumptions	Cases of misconduct by teachers will be reported to SACE schools; witnesses and other stakeholders will cooperate with the investigation team/officer(s).
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Quarterly
Desired Performance	Conclusion of 80% of investigations
Indicator Responsibility	Programme Manager: Ethical Standards

Indicator Title	PERCENTAGE OF INVESTIGATIONS ON ROLL-OVER CASES FINALISED
Definition	Investigations entail a process of establishing whether or not a case of misconduct exists after a matter has been reported. Investigated cases may lead to a charge if an educator is found to have committed a case of misconduct under the Code of Professional Ethics, or it may be dropped if the contrary is true.
Source of Data	List of all roll-over cases received (Register of roll-over cases)
Method of calculation/Assessment	$\frac{\text{Number of roll-over cases investigated}}{\text{Total Number of rolled-over cases}} \times 100$
Means of Verification	Signed finalized investigation report by Ethcom
Assumptions	Cases of misconduct by teachers will be reported to SACE schools; witnesses and other stakeholders will cooperate with the investigation team/officer(s).
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per year
Reporting Cycle	Quarterly
Desired Performance	Conclusion of 80% of investigations

Indicator Responsibility	Programme Manager: Ethical Standards
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SUB-PROGRAMME 3.2: DISCIPLINARY HEARINGS

Indicator Title	PERCENTAGE OF DISCIPLINARY HEARINGS ON NEW CASES FINALISED
Definition	A disciplinary hearing entails an enquiry into an investigated case of misconduct against an educator who is registered with the Council and who is alleged to have breached the Code of Professional Ethics. The disciplinary enquiry must establish whether a guilty charge exists or not. When an educator is found guilty, a sanctioning decision must be imposed on the educator.
Source of Data	Disciplinary hearing reports (Database for disciplinary hearings)
Method of calculation/Assessment	$\frac{\text{Number of disciplinary hearings concluded/finalized}}{\text{Cases referred for Disciplinary hearings}} \times 100$
Means of Verification	Disciplinary hearing reports and letters to affected parties
Assumptions	Hearings will be conducted in the year in which the matter arose
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Quarterly
Desired Performance	50%
Indicator Responsibility	Programme Manager: Ethical Standards

Indicator Title	PERCENTAGE OF DISCIPLINARY HEARINGS ON ROLL-OVER CASES FINALISED
Definition	This entails cases that are not finalized in the year in which the complaint against an educator arose.
Source of Data	Disciplinary hearing reports for roll-over cases
Method of calculation/Assessment	$\frac{\text{Number of roll-over disciplinary hearings concluded/finalised}}{\text{Number of rolled-over referred Disciplinary hearings conducted}} \times 100$
Means of Verification	Disciplinary hearing reports and letters to affected parties
Assumptions	Cases will roll over to the year after which they arose.
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per year
Reporting Cycle	Quarterly
Desired Performance	60%
Indicator Responsibility	Programme Manager: Ethical Standards

PROGRAMME 4: PROFESSIONAL DEVELOPMENT

SUB-PROGRAMME 4.1: CONTINUING PROFESSIONAL TEACHER DEVELOPMENT SYSTEM

Indicator Title	PERCENTAGE OF SELECTED PRACTISING SIGNED-UP EDUCATORS VERIFIED FOR THE CONTINUING PROFESSIONAL DEVELOPMENT UPTAKE
Definition	The indicator refers to the 30% drawn from the 5% of the randomly selected practicing educators signed up in the CPTD IS as at 30 TH March 2021
Source of Data	Electronic CPTD information system database
Method of calculation/Assessment	<u>Number of verified educators reporting on the CPTD-IS</u> Total number of the 30% of educators randomly selected X100
Means of Verification	Report from the CPTD IS on activities captured by the educators, verification instrument for completeness (system for electronic and manual verification)
Assumptions	Educators will participate and be provided with resources; a functional CPTD MS
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Annually
Desired Performance	30%
Indicator Responsibility	Programme Manager: Professional Development

Indicator Title	PERCENTAGE OF SIGNED-UP FINAL YEAR INITIAL TEACHER EDUCATION STUDENTS
Definition	The indicator refers to the percentage of final year initial teacher education students who are registered with HEIs.
Source of Data	HEI's dataset
Method of calculation/Assessment	<u>Total number of signed-up final year students</u> Total Number of final year students registered with HEIs X100
Means of Verification	The report of final year students drawn from the CPTD IS and screenshots
Assumptions	Final year students will be signed up
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Annually
Desired Performance	55%
Indicator Responsibility	Programme Manager: Professional Development

SUB-PROGRAMME 4.3: QUALITY MANAGEMENT

Indicator Title	PERCENTAGE OF PROFESSIONAL DEVELOPMENT PROVIDERS APPROVED
Definition	This entails providers (institutions) who meets the quality-based requirements of the Council to be approved to provide professional development activities for signed up educators in type three – externally initiated professional development activities.
Source of Data	Provider database, application forms and endorsement committee and PRODCO minutes
Method of calculation/Assessment	$\frac{\text{Number of approved providers} \times 100}{\text{Total number of provider applications received}}$
Means of Verification	Provider application forms (date of receipt and quality check process) endorsement committee and PRODCO minutes and approval letters to providers.
Assumptions	Providers should meet Council quality-based requirements in order to be approved i.e., the capacity to deliver the activities submitted for endorsement and compliance to the Code of Good Practice
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Annually
Desired Performance	75%
Indicator Responsibility	Sub-Programme Manager: Professional Development

Indicator Title	PERCENTAGE OF PROFESSIONAL DEVELOPMENT ACTIVITIES ENDORSED
Definition	This indicator refers to professional development activities that meets the quality-based endorsement criteria of the Council
Source of Data	Endorsed activities database, application forms and endorsement committee and PRODCO minutes
Method of calculation/Assessment	$\frac{\text{Number of activities endorsed} \times 100}{\text{Total number of applications for activity endorsement received}}$
Means of Verification	PD activities endorsement files and PD provider catalogue
Assumptions	Providers will submit activities that fit of purpose (relevance, appropriateness) and Fit for purpose (effectiveness) for endorsement purposes.
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Annually
Desired Performance	85%

Indicator Responsibility	Sub-Programme Manager: Professional Development
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Indicator Title	PERCENTAGE OF ENDORSED ACTIVITIES MONITORED
Definition	This entails the monitoring of compliance to the approval and endorsement quality-based Council requirements in the delivery of endorsed activities.
Source of Data	Site visit forms and online monitoring tool. Proof of invitations received and findings reports.
Method of calculation/Assessment	$\frac{\text{Number of endorsed activities monitored} \times 100}{\text{Total number of endorsed activities schedules received}}$
Means of Verification	Monitoring Tools
Assumptions	Providers will share training schedule with the Council
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Annually
Desired Performance	10%
Indicator Responsibility	Sub-Programme Manager: Professional Development

PROGRAMME 5: PROFESSIONAL TEACHING STANDARDS

SUB-PROGRAMME 5.1: INITIAL TEACHER EDUCATION

Indicator Title	DEVELOPMENT OF A TEACHER PROFESSIONALISATION POLICY
Definition	The purpose of the policy is to safeguard the professional teaching standards in the teaching profession, across the entire teacher education continuum
Source of Data	Relevant minutes of Council structures
Method of calculation/Assessment	Simple count
Means of Verification	Council approved teacher professionalization policy, Council minutes
Assumptions	All Council committee processes are followed.
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired Performance	The approved Teacher Professionalisation policy
Indicator Responsibility	Programme Manager: Professional Teaching Standards

Indicator Title	POLICY FRAMEWORK FOR REGISTERING STUDENT EDUCATORS FROM FIRST YEAR OF STUDY
Definition	The purpose is to guide on the processes and procedures for the registration of student educators from first year of study in public and private Higher education institutions
Source of Data	Minutes of relevant council committees
Method of calculation/Assessment	Simple count
Means of Verification	Council approved policy and minutes
Assumptions	All Council committee processes are followed.
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Annually
Desired Performance	Approved policy framework from first year of study
Indicator Responsibility	Programme Manager: Professional Teaching Standards

SUB-PROGRAMME 5.2: NEWLY QUALIFIED EDUCATORS

Indicator Title	DEVELOPMENT OF A PROFESSIONAL CERTIFICATION FRAMEWORK AND POLICY FOR EDUCATORS REGISTERING WITH COUNCIL
Definition	The purpose is to guide on the process and procedures for certification of newly qualified educators and awarding them full registration status
Source of Data	Minutes of relevant council committees
Method of calculation/Assessment	Simple count
Means of Verification	Council approved professional certification framework and policy
Assumptions	All Council committee processes are followed.
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired Performance	Council approved professional certification framework and policy
Indicator Responsibility	Programme Manager: Professional Teaching Standards

Indicator Title	DEVELOPMENT OF A TEACHER DESIGNATION
Definition	The status of designated teacher confers a professional distinction on its holder in recognition of a high level of general expertise as a teacher, as well as indicating an ongoing commitment to Continuing Professional Development. The Guideline will provide an overview regarding what needs to be accomplished by teachers as an assurance that they have met the profession's highest standards for accomplished practice. The guideline will ensure that standards and code of ethics is adhered to.
Source of Data	Minutes of relevant council committees
Method of calculation/Assessment	Simple count
Means of Verification	Council approved report on teacher designation
Assumptions	All Council committee processes are followed.
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired Performance	Council approved teacher designation report
Indicator Responsibility	Programme Manager: Professional Teaching Standards

SUB-PROGRAMME 5.3: PRACTISING EDUCATORS

Indicator Title	DEVELOPMENT OF RE-CERTIFICATION FRAMEWORK
Definition	<p>Council's mandate to both promote and regulate the profession of teaching is grounded in the concept of standards. Council will develop a framework for re-certification This policy framework will draw strongly on all Council processes, namely participation in CPTD, being ethical and fitness to practise. The purpose of the framework is to ensure that teachers are fit to practise; participate in CPTD; and declare that they meet the professional teaching standards. The purpose of developing a re-certification framework will also inform the recertification process.</p> <p>The framework will outline the allocation of CPTD points to be assigned every three years for professional activities. The re-certification framework will enable teachers to maintain their designation and preserve their professional stature. It will outline a process that will allow teachers to reflect on how their teaching practice continues to support student learning.</p>
Source of Data	Minutes of relevant council committees
Method of calculation/Assessment	Simple count
Means of Verification	Council approved re-certification framework
Assumptions	All Council committee processes are followed.
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A

Calculation Type	Non-Cumulative
Reporting Cycle	Quarterly
Desired Performance	Council re-certification framework
Indicator Responsibility	Programme Manager: Professional Teaching Standards

PROGRAMME 6: RESEARCH

SUB-PROGRAMME: 6.2

Indicator Title	NUMBER OF STATISTICAL REPORTS PRODUCED ON THE STATUS OF THE PROFESSION
Definition	This indicator refers to the use of council data in order to inform and advise on the status of the profession
Source of Data	SACE data storage system
Method of calculation/Assessment	Simple count
Means of Verification	Produced statistical Report
Assumptions	The SACE data system will produce credible statistical data
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-cumulative
Reporting Cycle	Quarterly (Bi-Annual)
Desired Performance	Produced statistical reports to be circulated to all stakeholders and inform the profession
Indicator Responsibility	Assistant Manager: Research

SUB-PROGRAMME: 6.3 RESEARCH DISSEMINATION

Indicator Title	NUMBER OF SACE JOURNAL MAGAZINES PRODUCED
Definition	Research dissemination strategy used to maximise the benefit of research conducted in different platforms to reach intended audience and showcase research produced by the council. This may be in different platforms such as a journal magazine or conferences where educators and stakeholders are provided with relevant and forward-thinking research.
Source of Data	Articles from professionals and students in the teaching fraternity
Method of calculation/Assessment	Simple count
Means of Verification	Produced Journal Magazine
Assumptions	The SACE journal will produce relevant articles for the teaching profession
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Non-cumulative
Reporting Cycle	Quarterly

Desired Performance	Produced reports to be circulated to all stakeholders
Indicator Responsibility	Assistant Manager: Research

SUB-PROGRAMME 6.4: SACE VIRTUAL LIBRARY

Indicator Title	PERCENTAGE OF EDUCATORS VISITING THE VIRTUAL LIBRARY
Definition	An online library portal for SACE registered educators to utilize for their professional development. This virtual library will ensure that educators are supported in their studies or professional development goals.
Source of Data	The virtual library platform
Method of calculation/Assessment	$\frac{\text{Total number of users engaging in the virtual library}}{\text{Number of users registered for the Virtual library}} \times 100$
Means of Verification	Produced report on the number of people utilizing the library portal
Assumptions	The SACE virtual library will be an accessible and relevant tool for educators and Council staff
Disaggregated of Beneficiaries (where applicable)	N/A
Spatial Transformation (where applicable)	N/A
Calculation Type	Cumulative per quarter
Reporting Cycle	Annually
Desired Performance	A utilized and easily accessible virtual library
Indicator Responsibility	Assistant Manager: Research