*South African Council for Educators*

Annual Operational Plan for

2021/2022



# **Official Sign-Off**

It is hereby certified that this Annual Operational Plan:

Was developed by the management of the South African Council for Educators under the guidance of Minister of Basic Education;

Takes into account all the relevant policies, legislation and other mandates for which the South African Council for Educators is responsible;

Accurately reflects performance information which the South African Council for Educators will endeavour to achieve as committed to in the **Annual Performance Plan 2021/2022.**

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**Ms NY Lechaba Date:**

**Programme Manager: Professional Registration and Teacher Professionalisation**

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**Mr B Bushe Date:**

**Programme Manager: Ethical Standards and Professional Development**

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**Date:**

**Head Official Responsible for Planning and Research**

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**Mr GM Mapindani Date:**

**Chief Financial Officer**

***Approved by:***

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**Ms ME Mokgalane Date:**

**Accounting Officer**

**TABLE OF CONTENTS**

**Programme 1: Administration ………….………………………………………………………………....5**

**Programme 2:** **Professional Registration……………………………………………………………….27**

**Programme 3:** **Ethical Standards……………………………………………………………………………33**

**Programme 4:** **Professional Development…………………………………………………………….44**

**Programme 5:** **Professional Teaching Standards……………………………………………………62**

**Programme 6: Research………………………………………………………………………………………..70**

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| --- |
| **YELLOW** **COLUMNS** |

**NB: Columns highlighted in yellow are Approved APP 2021/22 indicators which must not be revised.**

**OUR OPERATIONS**

**PROGRAMME 1: ADMINISTRATION**

**Purpose:** The purpose of this programme is to implement and manage the policy directives and priorities of the Council to ensure the functional proficiency of SACE through appropriate support services.

**Sub-Programme 1.1: Executive and Governance**

**Purpose:** To determine policy and priorities for the organisation

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 1.1.1 | Minutes and attendance registers of the meetings | Number of Council and EXCO meetings convened | **12** | **2** | **4** | **3** | **3** |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Sub-Programme 1.2: Planning, Monitoring & Evaluation Reporting and Research**

**Purpose:** To translate policies and priorities into strategies for effective service delivery and, to manage, monitor and control performance and research

| No. | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Target** | | | | **Activities** | **Timeframe** | **Budget per activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Q1** | **Q2** | **Q3** | **Q4** |
| 1.2.1 | Approved quarterly performance report | Number of quarterly performance reports submitted to DBE | **4** | **1** | **1** | **1** | **1** | Issue reporting templates to all divisions | Quarterly | R0 | Line Divisions | Manager |
| Performance Reviews held | R0 |
| Consolidate the Performance reports |
| R0 |
| Submit the quarterly report to the oversight bodies | R1000 |
| 1.2.2 | Tabled APP | Annual Performance plan tabled 2021/22 | **1** | **1** | **0** | **0** | **0** | Develop the APP template and circulate to all managers | Q1 and Q4 | R0 | Line Divisions | Manager |
| Consolidate the submitted APP | R0 |
| Present and conduct one on ones with divisions | R0 |
| Consolidate inputs and send the report to CEO, CFO for approval | R0 |
| Submit the signed APP to DBE | R0 |
| Procurement of printing the APP |
| Send the APP to DBE for approval |
| Table the APP- Portfolio Committee |
| 1.2.3 | Signed AOP | Annual Operational Plan developed | **1** | **1** | **0** | **0** | **0** | Develop the AOP template and circulate to all managers | May 2020 | R0 | Line Divisions | Manager |
| Consolidate the submitted AOP | R0 |
|  | Present and conduct one on ones with divisions | R0 |
|  | Finalise Operational Plan by updating inputs | R0 |
|  |
| 1.2.4 | VPI report | Number of Performance Verification Reports | **4** | **1** | **1** | **1** | **1** | Collate and verify Portfolio Evidence | Quarterly | R0 | Line Divisions | Manager |
|  | Discuss and resolve findings | R0 |
|  | Produce the VPI and disseminate reports to management |
| R0 |
|  | Package and store the verified reports | R0 |
| 1.2.5 | Tabled AR | Annual report tabled | **1** | **0** | **1** | **0** | **0** | Develop and circulate the annual report template to the divisions | 30 March-3rd April 2020 | R0 | Line Divisions, SCM,Communication, Service Providers | Manager |
| Consolidate the inputs received | 20-28 April 2020 | R0 |
| Present the consolidated report to the Extended Management Committee Meeting | 7 May 2020 | R0 |
| Consolidate inputs and send the report to CEO, CFO for approval | 14 May 2020 | R0 |
| Procurement of printing the AR | May-June | R0 |
| Submit the APR to external auditors | 31 May 2020 | R0 |
| Send the AR to DBE and treasury | 31 August 2020 | R0 |
| Table the AR- Portfolio Committee | Sep-Oct 2020 | R0 |

**SUB-PROGRAMME 1.3: CORPORATE SERVICES**

**Purpose:** To ensure appropriate support service based on the principles of corporate governance

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 1.3.1 | Performance agreements and assessments. | Percentage of employees assessed through performance development system | **100%** | **-** | **-** | **-** | **100%** |  |  |  |  |  |
| 1.3.2 | Report on trained employees. | Percentage of trained employees | **30%** |  |  |  | **30%** | Analysis of the performance agreements |  |  |  |  |
| Request sent to all divisions for additional training needs |  |  |  |  |
| Compilation of all training needs per PDP. |  |  |  |  |
| Employees identifying different institutions for training |  |  |  |  |
| 1.3.3 |  | Percentage of vacant posts filled subjected to employment equity | **75%** | **50%** | **75%** | **75%** | **0%** | Consulting with line divisions on needs |  |  |  |  |
| Preparing documents for STAFFCO approval |
| Advertising, shortlisting and new appointments |
| Induction of new employees |
| 1.3.4 |  | Occupational Health and Safety plan developed and implemented | **1** | **1** | **0** | **0** | **0** | Research and literature review |  |  |  |  |
| Submission of STAFFCO for inputs and approval |
| Circulation of the policy |
| Training/workshop of the safety champions per division and committee |
| Random test of safety within the building (Fire Drill exercise) |
| Procurement of health and safety equipment |
| 1.3.5 |  | A workplace skills plan Produced | **1** | **0** | **1** | **0** | **0** | Training Workshop for Skills and Employment Committees |  |  |  |  |
| Compilation and circulation to all officials for inputs |
| Identify critical skills for development in the organisation |
| Submission of STAFFCO for inputs and approval |
| 1.3.6 |  | Reports on disciplinary undertaken | **4** | **1** | **1** | **1** | **1** | Lodging of cases from line managers |  |  |  |  |
| Capturing and processing of cases |
| Finalisation of cases |
| 1.3.7 |  | Human resource policies reviewed/implemented | **3** | **0** | **0** | **1** | **2** | Recruitment strategy/policy reviewed |  |  |  |  |
| Human resource plan reviewed |
| Review employment equity plan |
| Request inputs on policies to be reviewed |
| Conduct workshops on HR policies   * Employee equity workshop * Recruitment and job evaluation workshop * Resource planning workshop |
| 1.3.8 |  | Employee Health and Wellness activities conducted | **4** | **0** | **2** | **1** | **1** | Women wellness day |  |  |  |  |
| Heritage Day celebration |
| Fitness activities (aerobics, fun walk, soccer, etc) |
| Awareness sessions on physical wellness |
| financial literacy work sessions conducted. |
| Referrals and counselling sessions |
| Session on sexual harassment / bullying in the workplace. |
| session on retirement preparation |
| 1.3.9 |  | Maintenance of offices | **90%** | **50%** | **75%** | **90%** | **90%** | Fumigation of all offices |  |  |  |  |
| Carpet Cleaning |
| Infrastructure, space, furniture planning and support review session |
| 1.3.10 |  | Buildings acquisition | **2** | **0** | **0** | **0** | **2** | Plans for the building |  |  |  |  |
| Evaluation and Bidding process |
| Procurement of the building |
| Conduct task team meeting |
| 1.3.11 |  | Vehicle acquisition | **2** | **1** | **0** | **1** | **0** | Solicit specs |  |  |  |  |
| Advertise tender |
| Award the tender |
| Procure vehicle |

**SUB-PROGRAMME 1.4: FINANCIAL MANAGEMENT**

**Purpose:** Provide sound financial and risk management support services as well as budgeting, provisioning, and procurement to the organisation

|  | **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Target** | | | | **Activities** | **Timeframe** | **Budget per activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 1.4.1 | Acknowledgement from treasury | Percentage of invoices paid within 30 days | **100%** | **100%** | **100%** | **100%** | **100%** | Daily capture all payments with the correct economic classification |  |  |  |  |
| Daily creditors recons |
| Verify that all payments have the necessary authorization and valid supporting documentation |
| 1.4.2 |  | Percentage expenditure in relation to allocated budget | **80%** | **80%** | **80%** | **80%** | **80%** | Budget monitoring |  |  |  |  |
| 1.4.3 |  | Percentage own revenue collected | **95%** | **95%** | **95%** | **95%** | **95%** | Implementing the revenue collection methods. |  |  |  |  |
| 1.4.4 |  | Percentage of internal audit recommendations implemented | **100%** | **100%** | **100%** | **100%** | **100%** | Report on implemented recommendations |  |  |  |  |
| 1.4.5 |  | Percentage of external audit recommendations implemented | **100%** | **100%** | **100%** | **100%** | **100%** | Report on implemented recommendations |  |  |  |  |
|  | Filing all financial documents and ensure that they are safe and available for audit |
| 1.4.6 |  | An approved procurement plan | **1** | **1** | **0** | **0** | **0** | Quality assurance of procurement plans |  |  |  |  |
| 1.4.7 |  | An approved asset register | **1** | **1** | **1** | **1** | **1** | Asset tracking |  |  |  |  |
| Update the asset register |
| 1.4.8 |  | Procurement of goods and services | **6** | **0** | **6** | **0** | **0** | Advertisement of tenders |  |  |  |  |
| **95%** | **95%** | **95%** | **95%** | **95%** | Request for quotations |
|  | **95%** | **95%** | **95%** | **95%** | **95%** | Issue purchase orders |
| 1.4.9 |  | Compliance to PFMA reporting guidelines | **1** | **1** | **0** | **0** | **0** | Submission of draft AFS and AFS template to auditors and treasury 31 May 2019 |  |  |  |  |
|  | **1** | **0** | **1** | **0** | **0** | Submit audited AFS to Audit committee for final evaluation 15 July 2019 |  |  |  |  |
|  | **1** | **0** | **1** | **0** | **0** | Submit final and Audited AFS template to treasury 31 July 2019 |  |  |  |  |
|  | **1** | **0** | **1** | **0** | **0** | Submit annual report, audited AFS and audit report to treasury 31 August 2019. |  |  |  |  |
|  | **1** | **0** | **1** | **0** | **0** | Tabling annual report and audited AFS to parliament 30 September 2019 |  |  |  |  |
|  | **1** | **0** | **0** | **1** | **0** | Submit ENE database to treasury November 2019 |  |  |  |  |
|  | **1** | **0** | **0** | **1** | **0** | Submit ENE chapter November 2019 |  |  |  |  |
|  | **1** | **0** | **0** | **0** | **1** | Tabling of budget to parliament February 2020 |  |  |  |  |

**SUB-PROGRAMME 1.5: COMMUNICATION AND STAKEHOLDER RELATIONS**

**Purpose:** Provide and improve internal and external communications of the organisation through various platforms to all stakeholders and ensure a proactive communication and Advocacy strategy reaching all educators and stakeholders groupings

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Target** | | | | **Activities** | **Timeframe** | **Budget per activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 1.5.1 | Comprehensive report on the promotion and advocating of the SACE core mandates. | Number of SACE promotion and advocacy activities on the selected core mandates. | 4 | 1 | 1 | 1 | 1 | Video production  CPTD  Ethics  Registration  TP | Monhtly | R100 000 | All divisions submitting their annual plans | Communications Division |
|  |
| 1.5.2 |  | Coordinated stakeholder engagement plan | 4 | 1 | 1 | 1 | 1 | Report on the implementation of the plan and reports submitted to ADVOCCO Meetings | Quarterly | - |  | Communication Division |
| 1.5.3 |  | Media alerts and statements | 12 | 3 | 3 | 3 | 3 | Issue media alerts and statements | Monthly | - |  | Communication Division |
| 1.5.4 |  | Media Campaign (Bulk buying) | **2** | **0** | **0** | **1** | **1** | Adverts in media promoting SACE mandates. Teacher Professionalization and CPTD | Quauter 3 and 4 | R200 000 | Procurement assisting with securing service provider | Communication Division |
| 1.5.5 | Digital media | 4 | 1 | 1 | 1 | 1 | Production of video  Clips for website, face book, you-tube, twitter and Instagram and sponsored paid messages | Quarterly | R130 000 | - | Communication Manager |
| 1.5.6 | Develop and implement **stakeholder relations** programme to create mutual understanding between SACE, Stakeholders internal and external, Staff, Business and public | On-going communications through social media which includes face-book, twitter and D6 Communicator | 120 | 30 | **30** | 30 | 30 | Online advertising on face-book | On-going | R50 000 |  | Communication Division |
| Updating and maintaining website |
| 1.5.7 | Participate in Communications Forum | **4** | **1** | **1** | **1** | **1** | Attending meetings of the communication forum | Quarterly |  |  | Communication Division |
| 1.5.8 | Produce and distribute publications for SACE programmes and projects | **3** | **0** | **2** | **1** | **0** | Production of Registration, Ethics posters and printing Annual report | Quarter 2 and 3 | R300 000 | Procurement assisting in securing credible service providers | Communications Division |
| 1.5.9 | Develop and implement **stakeholder relations** programme to create mutual understanding between SACE, Stakeholders internal and external, Staff, Business and public | Coordinate the compilation of the weekly diary | **40** | **13** | **14** | **13** | **13** | Compilation and distribution of the weekly diary to all staff members | weekly | - |  | Communications Manager |
| 1.5.10 | Produce internal staff newsletter | **4** | **1** | **1** | **1** | **1** | Design, produce and distribute electronic newsletter | Quarterly | - |  | Communications Manager |
| 1.5.11 | Compilation of quarterly stakeholder newsletter | **4** | **1** | **1** | **1** | **1** | Design, produce and distribute the electronic newsletter to stakeholders | Quarterly | - |  | Communications Manager |
| 1.5.12 | Coordinate and facilitate Corporate Messages | **\*40** | **13** | **13** | **14** | **13** | Distribute corporate messages to staff | On-going | - |  | Communications Manager |
| 1.5.13 |  | Procurement of stationary for the Division | **4** | **1** | **1** | **1** | **1** | Requisition office stationery | Quarterly | R120 000 | Procurement to assist in the delivery of requisitioned items | Communications Manager |
| 1.5.14 | Effective and efficient Call Centre | Response time on call resolution | **70%** | **70%** | **70%** | **70%** | **70%** | Capturing of the issues/information of the callers | On-going | - | Functional call centre system | Communication Manager |
| Responding to queries that can be resolved |
| Forwarding of messages on issues that could not be resolved to the relevant divisions |
| Daily monitoring of the call Centre system |
| Generation and submission of weekly reports. |

**SUB-PROGRAMME 1.6: INFORMATION AND COMMUNICATION TECHNOLOGY**

**Purpose:** Improved corporate governance of ICT leads to: effective public service delivery through ICT-enabled access to organisational information and services, 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 organisational and employee information.

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 1.6.1 | Signed-off Reports of Digitised Systems | Percentage of Digitised system in a year | **60%** | **-** | **-** | **-** | **60%** |  |  |  |  |  |
| 1.6.2 |  | Queries attended to of the on-line registration system | 80% | 80% | 80% | 80% | 80% |  |  |  |  |  |
| 1.6.3 |  | Providing free Wi-Fi for Educator Waiting area in Limpopo, KZN and Free State. | 3 offices | 0 | 1 office | 1 office | 1 office |  |  |  |  |  |
| 1.6.4 |  | Ethics Module development and Enhancement | 100% | 25% | 25% | 25% | 25% |  |  |  |  |  |
| 1.6.5 |  | SACE Provincial offices ICT infrastructure | 3 | 1 | 0 | 0 | 2 | Providing laptops, printers, connectivity, biometric system, security and ticketing system. |  |  |  |  |
| 1.6.6 |  | Monitoring all incoming call lines to ensure they are working | 80% | 80% | 80% | 80% | 80% | Ensure the lines are working |  |  |  |  |
| 1.6.7 |  | Percentage of Implementation of exchange on line | 100% | 0% | 100% | 0% | 0% | Procurement of the hosting space |  |  |  |  |
| Configure exchange on line |
| 1.6.8 |  | CPTD phase 2 Project development and Enhancement | 100% | 25% | 25% | 25% | 25% |  |  |  |  |  |
| 1.6.9 |  | Development of an ICT call logging system | 1 | 0 | 1 | 0 | 0 |  |  |  |  |  |
| 1.6.10 |  | Report on the number of user queries resolved | 4 | 1 | 1 | 1 | 1 | Finance  Ethics  Connectivity  Registration  Procurement  CPTD-IS  BPM  Access control  Email  Telephone  Hardware  Software |  |  |  |  |

**PROGRAMME 2: PROFESSIONAL REGISTRATION**

**Purpose:** The purpose of this programme is to ensure that Council registers college lecturers and teachers who are fit to practise. Council must keep an up-to-date register of fit-to-practice educators and college lecturers.

**Sub-programme 2.1: Registration of Educators and Lecturers**

**Purpose:** To ensure that all educators/lecturers who meet the registration standards are certified to practise. Register student educators and qualified educators and lecturers, and create sub-registers for special categories to enhance the quality of the professional certification of teachers by introducing standards.

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 2.1.1 | Register of qualified educators | Number of educators registered | **25 000** | **8 000** | **5 000** | **5 000** | **7 000** | Receiving applications | 1st April 2020 to 30th March 2021 | R700 000 | Information & Communication Technology (ICT) | Head,  Manager,  Assistant Manager |
| Processing application – Includes Vetting. |
| Manually capturing application on the registration system |
| Approval or rejection of all applications that met requirements and issuing registration letters and Certificates |
| Allocation of registration status/ extend the registration validity period for updates/ renewals |
| Registration letter/ certificate dispatched to the applicant |
| Work on an MOU with Umalusi which will enable verification of matric results for SA citizen | 1st April 2020 to 30th March 2021 | R0.00 |  |  |
| Develop management plan to support Universities with online registration | 1st April to 31 September | R0.00 | Higher Education Institutions | Registration Head, Manager and Assistant Manager |
| 2.1.2 | Register of qualified educators | Percentage of educators applying through the online system for  professional certification | **50%** | **-20%** | **10%-** | **-10%** | **10%** | Receiving applications via online | 1st April to 30th March 2021 | R100 000 | Information & Communication Technology (ICT and Finance Department  Legal and Ethics division | Head,  Manager,  Assistant Manager |
| Application accepted |
| Verification of documents |
| Application approved/ rejected |
| Allocation of registration status |
| Issuing of Registration letter/ certificate indicating the registration number and validity period |
| Registration letter/ certificate dispatched to the applicant |
|  |  |  |  |  |  |  |  | Integration of registration and certification-process: -  Development of a concept document- | 1st July 30 September | R0.00 | Teacher Professionalisation | Head, Registration Manager |
|  |  |  |  |  |  |  |  | Development of a discussion document on registration and certification | 1st July to 30 September | R0.00 | Teacher Professionalisation | Head, Registration Manager |
|  |  |  |  |  |  |  |  | Share the discussion document internally for inputs and Incorporate the inputs and submit to REGCO for inputs and noting | 1s July to 30 September | R0.00 | Teacher Professionalisation | Head, Registration Manager |
|  |  |  |  |  |  |  |  | Develop Draft policy on registration and consult internally and Incorporate inputs and | October 2020 | R0.00 | Teacher Professionalisation | Head, Registration Manager |
|  |  |  |  |  |  |  |  | consult with REGCO/ EXCO/ Council and the incorporate feedback from all structures | November 2020 | R0.00 |  | Head, Registration Manager |

**Sub-programme 2.2: Data Management**

**Purpose:** To ensure that periodical statistical status reports are published. Council will keep both a manual and an online database providing access to up-to-date information on the registration status of current college lecturers and prospective teachers. Information will be provided about whether teachers are registered, any conditions placed on their registration, their date of registration expiry and confirmation about their fit-to-practise status.

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 2.2.1 | Register of student educators registered | 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 |  |  |  |  | Head,  Manager,  Assistant Manager |
|  |  |  |  | Head and registration manager |
|  |  |  |  | Head and registration manager |
|  |  | Registration of designated teachers | Development of Guidelines and requirements for designated teachers | - | - | - | Development of Guidelines and requirements for designated teachers |  |  |  |  |  |

**PROGRAMME 3: ETHICAL STANDARDS**

**Purpose:** The purpose of this programme is to promote and maintain ethical standards in the profession

**Sub-Programme 3.1 Investigation**

**Purpose:** To effectively conduct investigations into allegations of misconduct

|  | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 3.1.1 | Register of reported cases | Percentage of investigations on new cases finalised | **80%** | **20%** | **30%** | **5%** | **25%** | Appointment of an investigator | 48 hours | R 821 625 | External. Cases that have to be investigated are dependent on complaints laid with the SACE. The rate of investigation in the current year is dependent on the level of movement allowed between provinces and per the lockdown regulations | Assistant managers and investigators |
| Sending out investigation notices to schools and parties | 48 hours |
| Sending out permissions letters to parents for signature | 48 hours |
| Travelling to investigation site | 48 hours |
| Interview witnesses with permission | 7 Days |
| File an investigation report | 48 hours |
| Submit report to Ethcom for ratification | 48 hours |
| 3.1.2 | Register of reported cases | Percentage of investigations on roll-over cases finalised | **80%** | **20%** | **30%** | **5%** | **25%** | Appointment of an investigator | 48 hours | R 436 000 | External. Cases that have to be investigated are dependent on complaints laid with the SACE. The rate of investigation in the current year is dependent on the level of movement allowed between provinces and per the lockdown regulations | Assistant managers and investigators |
| Sending out investigation notices to schools and parties | 48 hours |
| Sending out permissions letters to parents for signature | 48 hours |
| Travelling to investigation site | 48 hours |
| Interview witnesses | 7 Days |
| File an investigation report | 48 hours |
| Submit report to Ethcom for ratification | 48 hours |
| 3.1.3 |  | Percentage of cases to be received and processed | 80% | 10% | 30% | 10% | 30% | Receiving of complaints and opening of files | 36 hours |  | External. Cases to be received are dependent on complaints being forwarded to SACE |  |
| Assessment of complaints | 36 hours |
| Opening of files, generate or allocate case numbers | 36 hours |
| Send out acknowledgement letters and audit letters | 24 hours |
| Procurement of stationery | Quarterly |
| Payment of license fees | Annually |
| Training of Panellists | Q3 |

**SUB-PROGRAMME 3.2: DISCIPLINARY HEARINGS**

**Purpose:** To effectively and efficiently manage the resolution of misconduct cases.

| **No** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 3.2.1 | Report on disciplinary hearings finalised | Percentage of Disciplinary hearings finalised on new cases | **50%** | **15%** | **10%** | **5%** | **20%** | Develop and distribute guidelines and protocols on the conducting of virtual disciplinary hearings | Q2-Q4 | - | Internal | Head Ethics |
| Serve summons on accused educator and obtain confirmation of service of the summons | Q2-Q4 | R 583 083 | External. Once complaints have been received and investigated, hearings can be conducted. These are direct physical contact hearings that are currently dependent on the level of movement allowed as per lockdown regulations | Assistant managers and investigators |
| Serve subpoenas on witnesses and parents and obtain acknowledgement of receipt of the subpoenas | Q2-Q4 |
| Send out Appointment letter for presiding officer | Q2-Q4 |
| Send out appointment letter for prosecutor | Q2-Q4 |
| Send out appointment letter for interpreter | Q2-Q4 |
| Book a hearing venue (externally) | Q2-Q4 |
| Arrange safe transportation for witnesses where necessary | Q2-Q4 |
| Make travel and accommodation arrangements for panel members and prosecutor | Q2-Q4 |
| Book accommodation for panel members and prosecutors | Q2-Q4 |
| Book catering for all parties at external venue | Q2-Q4 |
| Conduct disciplinary hearing | Q2-Q4 |
| Obtain Disciplinary hearing report from the presiding officer | Q2-Q4 |
| File Presiding officer’s report | Q2-Q4 |
| Present disciplinary hearing report to Ethcom for ratification | Q2-Q4 |
| Send out Sanction letters to accused | Q2-Q4 |
| Send out sanction letter to complainant, school principal and Employers |  |
| Close file in line with Ethcom directive and update system | Q2-Q4 |
| 3.2.2 | Report on disciplinary hearings finalised | Percentage of Disciplinary hearings finalised on roll-over cases | **60%** | **20%** | **15%** | **5%** | **20%** | Serve summons on accused educator and obtain confirmation of service of the summons | Q2-Q4 | R 721 483 | External. Once complaints have been received and investigated, hearings can be conducted. These are direct physical contact hearings that are currently dependent on the level of movement allowed as per lockdown regulations | Assistant managers and prosecutors |
| Serve subpoenas on witnesses and parents and obtain acknowledgement of receipt of the subpoenas | Q2-Q4 |
| Send out Appointment letter for presiding officer | Q2-Q4 |
| Send out appointment letter for prosecutor | Q2-Q4 |
| Send out appointment letter for interpreter | Q2-Q4 |
| Book a hearing venue (externally) | Q2-Q4 |
| Arrange safe transportation for witnesses where necessary | Q2-Q4 |
| Make travel and accommodation arrangements for panel members and prosecutor | Q2-Q4 |
| Book accommodation for panel members and prosecutors | Q2-Q4 |
| Book catering for all parties at external venue | Q2-Q4 |
| Conduct disciplinary hearing | Q2-Q4 |
| Obtain Disciplinary hearing report from the presiding officer | Q2-Q4 |
| File Presiding officer’s report | Q2-Q4 |
| Present disciplinary hearing report to Ethcom for ratification | Q2-Q4 |
| Send out Sanction letters to accused | Q2-Q4 |
| Send out sanction letter to complainant, school principal and Employers | Q2-Q4 |
| Close file in line with Ethcom directive and update system | Q2-Q4 |

**Sub-Programme 3.3: Sanctioning**

**Purpose**: To improve ethical behaviour in the teaching profession

| **No** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 3.3.1 | Monitoring reports on sanctions | Number of monitoring reports produced on sanctioned educators | **2** | **-** | **1** | **-** | **1** | Follow up on sanctions imposed | Q1-Q4 | R0 |  | Manager |
| Telephonic and email follow up on sanctions imposed | Q1-Q4 | R0 |  | Manager |
| 3.3.2 |  | Percentage of Appeals processed | **80%** | **0%** | **20%** | **40%** | **20%** | Receive appeal from educators | Q1-Q4 | R 100 000 | Executive office and Stakeholder. The conduct of appeals is dependent on convicted educators lodging appeals with the SACE | Head Ethics and Manager |
| Acknowledge receipt of the appeal | 5 days  48 hours |
| Draft opposing papers and serve on the appellant | 48 hours |
| Set up an appeals panel in consultation with the CEO | 10 days |
| Send out invitations to appellants or their representatives to attend virtual appeal hearings and make representations | Q2-Q4 |
| Provide internet DATA to panellists | Q2-Q4 |
| Arrange date for virtual appeals hearings | Q2-Q4 |
| Conduct virtual appeals hearings | Q2-Q4 |
| Receive Appeals reports from panel | Q2-Q4 |
| Present appeal report to Council and close file and update system | Q2-Q4 |
| Send letters of outcomes to appellants and employers | Q2-Q4 |
| 3.3.3 |  | Conducting Ethics Committee | **4** | **1** | **1** | **1** | **1** | Sending out meeting agenda and reminders | Q1-Q4 | R0 | Internal | Head Ethics and Manager |
| Prepare Ethcom packs | Q1-Q4 |
| Prepare and send minutes, meeting packs electronically | Q1-Q4 |
| Provide Internet Data for those members who might be in need to attend virtual hearings | Q1-Q4 |

**PROGRAMME 4: PROFESSIONAL DEVELOPMENT**

**Purpose:** To ensure that educators engage in life-long learning to improve their professional competence.

**Sub-programme 4.1: Continuing Professional Teacher Development Management System**

**Purpose:** To enable educators to sign up for, participate, record and report on their professional activities

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 4.1.1 | Professional development activities captured on the CPTD information system | Percentage of selected practicing signed-up educators verified for the continuing professional development uptake | **30%** | **-** | **-** | **-** | **30%** | Identification of 5% of the selected educators | First Quarter | 0 | None | PD Manager |
| Data clean-up of the 5% (including missing data on the educators) | First Quarter | 0 | IT to assist with the provision of the data to be cleaned | PD Management and coordinators |
| Profiling of the 5% selected educators | First Quarter | 0 | IT to assist with the provision of the data, Research: analyze data in order to profile the selected educators | PD Manager |
| Bilateral engagements with stakeholders to get buy in and inputs about intensive support | First Quarter | Telephonic contacts | PEDs to assist with Telephonic contacts of teachers | PD Manager |
| Write formal letters to selected educators, schools, and unions about intensive support to be administered to selected teachers. | First Quarter | Electronic Letters | Bilateral reports and feedback | PD Manager |
| Invite educators to a cluster session and explain the intensive support in a face to face mode. (The sessions must be parallel in the 9 provinces). | First Quarter | Data for Virtual support on use of PDP through MS Teams, Zoom and Skype & face to face sessions if covid-19 regulations permit - Flights, car rental, accommodation. | PEDs: Collaborate in monitoring & support of the selected educators, arrange UNISA Centres for data use by teachers, organize zero-rated data for virtual meetings, set up WhatsApp cluster groups for support.  Supply chain to procure the following services Flights, car rental, accommodation where applicable. | PD Manager |
| Capacitate resource persons to support selected educators for intensive CPTD Support. | First Quarter | Data for Virtual support to capacitate resource persons on use of PDP through MS Teams, Zoom and Skype to support teachers | IT to support with acquisition of data procurement arrangements | PD Manager |
| Advocating & communicating with stakeholders | First Quarter | Virtual systems, Media outlets – TV, Buses, digital content and advertorials | Communication to mobilize stakeholders & digital content | PD Manager |
| CPTD provincial coordinators & resource persons to conduct spot checks to ascertain understanding and participation by selected educators. | Monthly | Virtual systems: MS Teams, Zoom & WhatsApp support. | IT to support with acquisition of data procurement arrangements | PD Manager |
| Auditing the uptake of the CPTD MS by the selected educators | Quarterly | Virtual systems: MS Teams, Zoom & WhatsApp support. | IT to support with acquisition of data procurement arrangements | PD Manager |
| 4.1.2 | CPTD Management system report of signed-up final year students | Percentage of signed up final year initial teacher education students | **55%** | **-** | **-** | **-** | **55%** | Obtain a data on final year students | 20 July 2020 | 0 | HEIs | PD Manager |
| Communicate & advocate to universities about process of sign-up of final year students  Conduct sign ups | 31 July 2020 | Telephonic, virtual communications,  Flights, car rental, accommodation if tenable under covid-19 regulations | Supply chain to procure the following services Flights, car rental, accommodation. | PD Manager |
| Clean up the data of lists of students to determine registered students | 31st July 2020 | R20,000.00 | IT to provide Technical Support, Supply chain to procure the services. | PD Manager |
| CRM Review to segregate between past and current year students | 31st July 2020 | CRM Process to obtain the cost of review | IT to provide Technical Support, Supply chain to procure the services. | PD Manager |
| Develop an advocacy plan – orientation of the final year student on sign up | 31st July 2020 | Utilisation of telephone calls, zoom meeting, WhatsApp and emails in order to collaborate with PD management and coordinators. Utilize Deans forums | Arrangements with Dean’s Forum and collaboration with Universities and Colleges. |  |
| To Initiate communication with HEI to avail their resources (IT Labs and internet) for the final year sign up. The office will guide the students via electronic media (zoom) on steps to be followed on how to sign-up. | 31st July 2020 | Utilisation Zoom meetings, telephone calls, emails, developed a link for student teachers resource pack |  |  |
| Verify students’ registration status with SACE | 20th July 2020 | 0 | Registration & TP | PD Manager |
| Verify number of students signed-up against the numbers of final year students | 20th July 2020 | 0 | Registration | PD Manager |
| Advocating and orientating HEIs Student Advisory Personnel: |  | Emails and Zoom meetings |  | PD Manager |
| Signing up the final year student | 31st July 2020 | Developing a link for student to access the video clip and concertina which takes them through the practical process of sign up.  To conduct screen recording using telephones and emails for tertiary institutions 60% sign up of SACE registered students. This is made easier by ease of availability of students at campuses e.g. Western Cape has 8 institutions which will be visited by SACE or virtual engagements conducted. | Data cleaning and availability of student contacts. IT To assist with virtual connectivity | PD Manager |

**Sub-programme 4.2: Member Support**

**Purpose:** To provide assistance to members to ensure their participation in professional matters.

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 4.2.1 | Attendance registers of type of support that educators were provided with | Number of educators supported on professional matters | **20 000** | **7 000** | **4 000** | **1 500** | **7 500** | Sending out invites for SACE Driven PD Support sessions to educators: Webinars, symposia | Quarterly | R10,000.00 | Supply chain to procure the services. | PD Manager |
| The seminars will be replaced by webinars which should allow for the presentations to be held through the 32 UNISA units: COVID 19 preventative measures will be observed in terms of numbers, sanitation and social distancing where face to face seminars are used. |
| Develop a PLC WhatsApp group, as a means to Support schools and educators in the implementation of the CPTD management system. This platform will be used for advocacy, sharing of information and updates | Second Quarter | Each Coordinator to have PLCs group WhatsApp. | By end of June 2020.  The advocacy, sharing of information and updates will be continuous | PD Manager |
| Conduct stakeholder mobilization on professional matters | Quarterly | Virtual systems: MS Teams, Zoom & WhatsApp support. | IT to support with acquisition of data procurement arrangements | PD Manager |
| Advocacy and communication to educators on professional matters | Quarterly | Virtual systems: MS Teams, Zoom & WhatsApp support. Electronic mail | IT to support with acquisition of data procurement arrangements | PD Manager |
| Rolling out the Professional Development Portfolio (PDP) uptake training on the randomly selected educators | Second Quarter | Virtual systems: MS Teams, Zoom & WhatsApp support. | IT to support with acquisition of data procurement arrangements | PD Manager |
| Engage PEDs in accessing the District Teacher Development Centres, and enter into a Memorandum of Understanding. The centres will be utilised for supporting educators, especially the targeted 40%, the same way as UNISA units will be utilised. |
| Utilisation CPTD Resource Pack (among other materials, PDP, video clip and concertina, the copy of the poster and user directions) on the use of self-service portal: Signing up and Reporting in particular. This will be shared with education/ Professional desk of the unions.  The same material will be uploaded in the CPTD IS | Second Quarter | Electronic mail | IT to support with bulk electronic mail arrangements | PD Manager |
| Enhancing partnership with UNISA in support of educators | Annual | Telephonic and electronic mail communications | PD\* Manager and IT Managers (technical support)  Provincial Coordinators main drivers. | PD Manager |
| Promoting Teacher Appreciation Support Programme (TASP) | Second Quarter | Advocacy and teacher support promotional materials | Supply chain to procure teacher support promotional material | PD Manager |
| Advocate and promote Teacher Assistance Facility | Annual | Advocacy and teacher support promotional materials | Communication for institutional memory. Supply chain to procure teacher support promotional material | PD Manager |
| Refresher sessions on Code of Professional Ethics - Supporting members on ethical professionalism. | Quarterly | Virtual systems: MS Teams, Zoom & WhatsApp support. | Legal & Ethics for provision of the data on contravention of Code of Ethics and developments in the area. Supply chain to procure the following services Flights, car rental, accommodation and PA system | PD Manager |
| Advocating on the Teachers’ Rights, Responsibilities & Safety | 4th Quarter | Advocacy and teacher support promotional materials | Supply chain to procure teacher support promotional materials.  PMERR Division co – managing the hand over to PD Division. | PD Manager |
| Payments of the resource persons | Monthly | Monthly travel allowances & accommodation | Supply chain to procure accommodation.  Finance to pay monthly travel claims | PD Manager |

# **Sub-programme 4.3: Quality Management**

**Purpose:** To ensure that all professional development programmes offered to educators are fit for purpose.

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 4.3.1 | Approved providers and endorsed activities list | Percentage of professional development providers approved | **75%** | **-** | **-** | **-** | **75%** | Invite submission of applications from credible and a wide range of providers. Screen received applications. | Quarterly | 0 | SCM to procure necessary services, manage providers@sace electronic mail system | PD Manager |
| To develop an advocacy plan on the new ways of submitting forms, personal submission be discouraged, and promote the current practice of utilising [provider@sace.org.za](mailto:provider@sace.org.za) and allow submission using WhatsApp |
| Fast Track Provider Self-service portal functionality |
| Work collaboratively with ETDP SETA provincial offices. Write letters to ETDP SETA Provincial Offices to furnish database of providers to whom advertorial will be sent. | Quarterly | Electronic mail advertorials | SCM to procure necessary services, IT to support with connectivity | PD Manager |
| Prepare adverts and develop digital content for publication in the variety of media | Quarterly | R500 000,00 | SCM to procure necessary services | PD Manager |
| Evaluation of provider applications for approval. Process Approval Letters  Convene an Endorsement Committee meeting  Prepare a report for PRODCO to ratify the recommendations. | As per the total number of received applications | Virtual systems: MS Teams, Zoom & WhatsApp support. | SCM to procure necessary services | PD Manager |
| Where a need arise Limited number of evaluators will be invited taking into consideration the preventative measures of the COVID 19: Sanitation, social distancing and the number of participants. |
| Update a database of all approved providers. | Bi-quarterly | 0 | Ratification by PRODCO | PD Manager |
| Analyze the uptake of endorsed PD activities | Quarterly | 0 | IT section to ensure CRM functionality | PD Manager |
| Process claim forms of the evaluators | Quarterly | 60 evaluators x R1 500,00 sitting allowances x 4 quarterly virtual meetings | Finance to process payments | PD Manager |
| 4.3.2 | Percentage of professional development activities endorsed | **85%** | **-** | **-** | **-** | **85%** | Conduct capacity building for evaluators. | Bi-quarterly | 60 evaluators x R1 500,00 sitting allowances x 4 quarterly virtual meetings | SCM to procure necessary services | PD Manager |
| Develop and update a Z-folder leaflet outlining application process for approval and endorsement, criteria, and expected supporting documentation, in order to ensure relevance. | August 2020 | 60 evaluators x R1 500,00 sitting allowances x 4 quarterly virtual meetings | Communication division to provide technical support | PD Manager |
| Advocacy on CPTD provider application processes to the National stakeholders and all categories of providers (Provider Forums).. | Quarterly | Virtual systems: MS Teams, Zoom & WhatsApp support. | Communication division to provide technical support, IT to support with connectivity capabilities | PD Manager |
| Send out letters to confirm provider details in preparation for printing.  Send out Endorsement Certificates, and attendance registers to record educator’s accumulation of points by the providers. | Quarterly | Stationery | SCM to procure necessary services, IT to support with connectivity | PD Manager |
| Evaluate provider applications for endorsement | Quarterly | Virtual evaluation meetings | SCM to procure necessary services, IT to support with connectivity capabilities | PD Manager |
| Convene evaluation review sessions | Quarterly | 60 evaluators x R1 500,00 sitting allowances x 4 quarterly virtual meetings | SCM to procure necessary services, IT to support with connectivity | PD Manager |
| 4.3.3 | Percentage of endorsed activities monitored | 10% | - | - | - | 10% | Sending out SACE representatives to monitor the delivery of PD activities | Quarterly | Virtual assessments | Enforcement of the provider code | PD Manager |
| Compile a composite report based on the monitored PD activities | Quarterly | R0 |  | PD Manager |
| Process claim forms of the evaluators.  Develop a step by step guide to enforce the Provider Code of Good Practice.  Review Approval and Endorsement instruments | Quarterly  June 2020  Quarterly | 60 evaluators x R1 500,00 sitting allowances x 4 quarterly virtual meetings | Finance to process payments. | PD Manager |

**PROGRAMME 5: PROFESSIONAL TEACHING STANDARDS**

**Purpose:** To improve and maintain the status and image of the teaching profession, and ensure the quality of initial teacher education and ongoing professional development through quality assurance mechanisms and standards.

**Sub-programme 5.1: Initial Teacher Education**

**Purpose:** To ensure initial teacher education programmes adhere to professional teaching standards.

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Target** | | | | **[Activities](file:///C:\\TEACHER%20PROFESSIONALISATION\\2020_2021\\AOP%202021.xlsx" \l "RANGE!A36)** | **Timeframe** | **Budget per activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Q1** | **Q2** | **Q3** | **Q4** |  |  |  |  |  |
| 5.1.1 | Teacher professionalisation policy | Development of the teacher professionalisation policy | Approved Teacher Professionalisation policy | - | - | - | Approved Teacher Professionalisation policy | Development of concept note teacher professionalisation policy | Quarter 1 | R0,00 | PMERR | TP Manager |
|  |  |  |  |  |  |  |  | Research commissioned for the teacher professionalisation policy | Quarter 1 | R176 000,00 | PMERR, Procurment, Communications | TP manager and PMERR Manager |
|  |  |  |  |  |  |  |  | Preliminary research findings for teacher professionalisation policy | Quarter 3 | R10 000,00 | External Provider | TP Manager and PMERR Manager |
|  |  |  |  |  |  |  |  | Draft Teacher Professionalisation policy produced, Signed and approved teacher professionalisation policy | Quarter 4 | R5 000,00 |  | TP Manager and Head R&TP |
| 5.1.2 | Policy framework | Policy framework registering student educators from year 1 | Approved policy framework registering student educators from first year of study | - | - | - | Approved policy framework registering student educators from first year of study | One Provincial Consultation Policy framework registering student educators from year 1 | Quarter 1 | R43 000,00 | Procurment, Communications | LP Provincial Head and TP Manager |
|  |  |  |  |  |  |  |  | One Provincial Consultation Policy framework registering student educators from year 1 | Quarter 2 | R43 000,00 | Procurment, Communications | KZN Provincial Head and TP Manager |
|  |  |  |  |  |  |  |  | One Provincial Consultation Policy framework registering student educators from year 1 | Quarter 3 | R43 000,00 | Procurment, Communications | FS Provincial Head and TP Manager |
|  |  |  |  |  |  |  |  | One Provincial Consultation Policy framework registering student educators from year 1 | Quarter 3 | R43 000,00 | Procurment, Communications | FS Provincial Head and TP Manager |
|  |  |  |  |  |  |  |  | One National consultation **Approved policy framework for registering student educators** | Quarter 4 | R41 000,00 | Procurment, Communications | Reg Manager and TP Manager |

**Sub-programme 5.2: Newly Qualified Educators**

**Purpose:** To ensure that newly qualified educators comply with professional standards.

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 5.2.1 | Professional certification framework and policy | Development of the Professional Certification Framework and Policy for educators registering with Council | Draft professional certification framework and policy consulted on | Report on Consultation session with stakeholders | Report on Consultation session with stakeholders | Report Consultation with teachers | Report on the consultation of the framework | Development of concept note for Professional Certification Framework and Policy for educators registering with Council | Quarter 1 | R0,00 | PMERR | TP Manager |
| Research commissioned for Professional Certification Framework and Policy for educators registering with Council | Quarter 1 | R176 000,00 | PMERR, Procurment, Communications | TP manager and PMERR Manager |
| Draft Research report on Professional Certification Framework and Policy for educators registering with Council | Quarter 3 | R10 000,00 | External Provider | TP Manager and PMERR Manager |
| Signed and approved professional certification framework and policy, **Approved policy framework for registering student educators from year one** | Quarter 4 | R5 000,00 |  | TP Manager and Head R&TP |
| 5.2.2 | Teacher designation | Development of the teacher designation | Teacher Designation Communication Strategy and Plans implemented | Communication Strategy and Plans developed and piloted | Communication Strategy and Plans implemented | Communication Strategy and Plans implemented | Report on the Teacher Designation Communication and Consultation. | One Free Provincial Consultation for development of the teacher designation | Quarter 1 | R43 000,00 | Procurment, Communications | FS Provincial Head and TP Manager |
| One Provincial Consultation for Development of the teacher designation | Quarter 2 | R43 000,00 | Procurment, Communications | LP Provincial Head and TP Manager |
| One Provincial Consultation for Development of the teacher designation | Quarter 3 | R43 000,00 | Procurment, Communications | KZN Provincial Head and TP Manager |
| One Provincial Consultation for Development of the teacher designation | Quarter 3 | R43 000,00 | Procurment, Communications | FS Provincial Head and TP Manager |
|  | One National consultation **Signed and approved teacher designation** | Quarter 4 | R42 000,00 | Procurement, Communications | Reg Manager and TP Manager |

**Sub-programme 5.3: Practicing Educators**

**Purpose: To ensure that practicing educators adhere to professional standards.**

| **No.** | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Targets** | | | | **Activities** | **Timeframe** | **Budget per Activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** |
| 5.3.1 | Re-certification framework | Development of re-certification framework | Extensive consultation on re-certification framework | consultation on re-certification framework – with stakeholders | consultation on re-certification framework – with stakeholders - | consultation on re-certification framework – with Teachers | Consolidation of consultation Process | Development of concept note for re-certification framework | Quarter 1 | R0,00 | PMERR | TP Manager |
| Research commissioned for re-certification framework | Quarter 1 | R176 000,00 | PMERR, Procurement, Communications | TP manager and PMERR Manager |
| Preliminary research findings for re-certification framework | Quarter 3 | R10 000,00 | External Provider | TP Manager and PMERR Manager |
| Draft Framework of recertification developed, **Signed and Approved professional certification framework and policy for educators registering with Council** | Quarter 4 | R5 000,00 |  | TP Manager and Head R&TP |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**PROGRAMME 6: RESEARCH**

**Purpose**: To enhance research coordination within SACE in order to strengthen its advisory role and service that is informed by policy, research, and consultative processes. This programme also aims to promote research on professional matters and any other educational matter relevant to SACE and the educational landscape.

**Sub-programme 6.1: Research Reports**

| No. | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Target** | | | | **Activities** | **Timeframe** | **Budget per activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Q1** | **Q2** | **Q3** | **Q4** |
| 6.1.1 | Research Conducted | Number of research reports produced | **3** | **1** | **1** | **-** | **1** | Send email to divisions to identify areas | Q2-Q4 | R0 | Researchers, Services Providers, Stakeholders | Assistant Manager |
| Receive requests from research institutions | R0 |
| Set up meeting with all parties to investigate the relevance and viable projects, and discuss a way forward |
| Draft MOU and receive proposals/ project plan |
|  |  |  |  |  |  |  | Execute the research in collaboration with the service providers/institutions | R466 000 |  |  |

**Sub-programme 6.2: Data Management**

| No. | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Target** | | | | **Activities** | **Timeframe** | **Budget per activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Q1** | **Q2** | **Q3** | **Q4** |
| 6.2.1 | Educator statistical data | Number of statistical reports produced on the status of the profession | **2** | **-** | **1** | **-** | **1** | Send email to divisions to identify areas | Q2-Q4 | R0 | Researchers, Services Providers, Stakeholders | Assistant Manager |

**Sub-programme 6.3: Research Dissemination**

| No. | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Target** | | | | **Activities** | **Timeframe** | **Budget per activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Q1** | **Q2** | **Q3** | **Q4** |
| 6.3.1 | SACE Journal Magazine | Number of SACE journal Magazines produced | **2** | **-** | **1** | **-** | **1** | Send email to divisions to identify areas | Q2-Q4 | R0 | Researchers, Services Providers, Stakeholders | Assistant Manager |

**Sub-programme 6.4: SACE Virtual Library**

| No. | **Output** | **Output Indicator** | **Annual Target** | **Quarterly Target** | | | | **Activities** | **Timeframe** | **Budget per activity** | **Dependencies** | **Responsibility** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Q1** | **Q2** | **Q3** | **Q4** |
| 6.4.1 | Virtual library system. | Percentage of visits by educators to the virtual library. | **10%** | **-** | **-** | **-** | **10%** |  |  |  | Researchers, Services Providers, Stakeholders | Assistant Manager |