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## ROUTE FORM FOR DOCUMENTATION

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### Document Route

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## MEMORANDUM

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**CIRCUIT MANAGERS**  
**IMGD DISTRICT OFFICIALS**

### **INDUCTION TRAINING OF THE 2019 COHORT OF NEWLY APPOINTED SCHOOL MANAGEMENT TEAM MEMBERS**

The Institutional Management and Governance Development (IMGD) Unit is mandated to train and develop School Management Teams (SMTs) and Governing Bodies (SGBs) as well as to ensure that proper and appropriate management and governance processes are put in place in all public schools to strengthen their functionality.

In accordance with the 2016 Provincial Education Lekgotla resolution that, "All newly appointed SMT members must be taken through an Induction training before they assume duty and that the induction must be conducted during the school vacation".

Pursuant to this, the Induction training of the 2019 cohort of newly appointed SMTs will take place concurrently in all five (5) Districts with **School Principals and Deputy Principals being trained over a period of four (4) days (23 & 25 -27 September 2019** and the training for **Departmental Heads will be conducted over a period of three (3) days (25 – 27 September 2019)**

***It is worth noting that training for School Principals and Deputy Principals will start on the 23rd September 2019 and be suspended for the 24<sup>th</sup> September 2019 (Heritage Day) and then continue from the 25<sup>th</sup> to 27<sup>th</sup> September 2019.***

The Induction training will be conducted collaboratively by a core team of facilitators made up of Provincial and District officials.

### **The Core focus of the Induction training**

The core focus of the training for School Principals; Deputy Principals and the Departmental Heads will be based on but not limited to:

- The guidelines of the Induction Framework for School Principals;
- The South African Standard for Principalship (SASP);
- The guidelines of the Induction Framework for Departmental Heads;
- Challenges hampering Curriculum Management and delivery in schools;
- Auditor General's findings (including Management responses)
- The National Development Plan and its vision for the country particularly with regard to the education sector;
- Education Sector priorities including non-negotiables;
- Generic Leadership and Management principles
- Education Lekgotla and Summit Resolutions
- The Personnel Administrative Measures (PAM) document and the Employment of Educators Act
- HR and Labour matters as well as
- District specific matters

All training materials and presentations for the Induction training related to the baseline documents referenced above will be coordinated and prepared collaboratively by the relevant Provincial and District Chief Directorate, Directorates and/or Units.

The Generic Induction Training Programme(s) informed by the training materials and presentations submitted by the Provincial and District Chief Directorate(s)/Directorates and/or Units will be coordinated and drafted by the IMGD Provincial office.

**The list of District specific number of Promotional Posts to be advertised as provided by the office of the Director: HPR & Admin.**

DISTRICTS	PRINCIPALS	DEPUTY PRINCIPALS	DEPARTMENTAL HEADS	TOTALS
F/BAARD	3	15	63	81
JTG	11	12	55	78
NAMAKWA	12	6	7	25
PIXLEY KA SEME	3	5	25	33
ZFM	6	10	20	36
<b>TOTALS</b>	<b>35</b>	<b>48</b>	<b>170</b>	<b>253</b>

The above statistical data was provided by the office of the Provincial Director: HPR & Administration which form part of the **2019 Vacancy Circular for CS - Educator Promotional Posts at Public Ordinary and Public Special schools.**

The 2019 Vacancy Circular was **published on the 09 April 2019** and may be accessed from HRMS at <http://hrms.ncedu.gov.za>; the departmental website at <http://ncedu.ncape.gov.za> or at various public schools.

The CES: IMGD & S is requested to manage and oversee all logistical and supply chain processes including:

- Ensuring that this communiqué is brought to the attention of all schools where management posts have been advertised.
- Communicating with District HR to obtain a list showing the names of schools; the number of posts advertised per school and the description/Level;
- Ensuring that all notices and invites pertaining to the envisaged induction training sent out by Districts to schools and newly appointed SMT members **must reach them on or before 23 June 2019** in compliance with Paragraph A.4.2.6 of the Personnel Administrative Measures (PAM).
- Ensuring that accommodation arrangements are such that:
  - Principals and deputies are booked-in on the 22<sup>nd</sup> and sign-out on the 27<sup>th</sup> September 2019 – sleep over for five (5) nights;
  - Departmental Heads are booked-in on the 24<sup>th</sup> and sign-out on the 27<sup>th</sup> September 2019 – sleepover for three (3) days
  - Accommodation must include breakfast and Dinner.

This communiqué must be brought under the attention of all schools, particularly where promotional posts have been advertised. Schools that will be affected by the absence of educators attending the induction training, should put measures in place to ensure that planned school activities are not unduly compromised.

For any enquiries on this matter please communicate with Mr. K.G Molale using the above contact details.

Your valued support and cooperation in this process is appreciated.

Regards



**MR. G.T. PHARASI**  
**SUPERINTENDENT GENERAL: EDUCATION**