



I.K Nkoane Education House

156 Barkly Road  
Homestead  
Kimberley 8301

Private Bag X5029  
Kimberley 8300  
Republic of South Africa

Tel: 053 839 6500  
Fax: 053 839 6580/1  
Web:ncdoe.ncpg.gov.za

## DEPARTMENT OF EDUCATION

Enquiries: ML DIHOLO  
Reference: L2.10.2  
Date: 11 SEPTEMBER 2025

**ACTING CHIEF DIRECTOR: DISTRICT OPERATIONS**  
**DIRECTORS: HEAD AND DISTRICT OFFICES**  
**CHIEF EDUCATION SPECIALISTS: HEAD AND DISTRICT OFFICES**  
**DISTRICT DIRECTORS**  
**CIRCUIT MANAGERS**  
**SUBJECT ADVISORS**  
**ALL SCHOOL PRINCIPALS**  
**ALL TEACHERS**  
**TEACHER UNIONS**  
**SGB ASSOCIATIONS**

**CIRCULAR: 25 /2025**

**SUBJECT: IMPLEMENTATION OF QUARTERLY TEACHER DEVELOPMENT REPORTING SYSTEM FOR SCHOOLS**

This circular introduces a standardised reporting system to strengthen monitoring, support and accountability for teacher development interventions across the province.

The 2024/25 COMAF audit findings revealed that schools are not consistently reporting on the implementation of teacher development interventions, including those identified through QMS, SSE, SIP and district/provincial initiatives.

To address this, the Teacher Development Directorate is instituting a *Quarterly Teacher Development Implementation Report (QT-DIR)* to be completed by schools and consolidated by districts from next year onwards.

### Reporting Schedule

Quarter	Submission Deadline to District	District to Submit to Province
Q1 (Jan–Mar)	31 March	15 April
Q2 (Apr–Jun)	30 June	15 July

Quarter	Submission Deadline to District	District to Submit to Province
Q3 (Jul–Sep)	30 September	15 October
Q4 (Oct–Dec)	30 November	15 December

### Roles and Responsibilities

- School SMTs complete the report and submit it with supporting evidence to Circuit Managers, who in turn, consolidate school reports and submit a district summary to the Provincial Teacher Development Directorate.
- Circuit Managers validate and sign off on school reports.

### Key Components of the Report

The QT-DIR template includes:

- Planned and implemented teacher development activities
- Attendance registers
- Training impact reflections
- Identified support needs

Principals are requested to access and complete the Quarterly Teacher Development Implementation Report by clicking on the link <https://tinyurl.com/QT-DIR-Tool> or scanning the QR code below, which links directly to the online reporting tool.



Your cooperation in institutionalising this improvement measure is appreciated.

Kind regards

A handwritten signature in black ink, appearing to read 'Mi Ishmail'.

**DR MI ISHMAIL  
ACTING HEAD OF DEPARTMENT**

DATE: 15. 09. 2025