



Province of the

**EASTERN CAPE**

**EDUCATION**

**CHIEF DIRECTORATE: CURRICULUM MANAGEMENT**

**2015 PROVINCIAL CURRICULUM YEAR PLANNER**

Directorate: General Education and Training (GET) Curriculum

Directorate: Further Education and Training (FET) Curriculum

Directorate: Assessment and Examinations

Directorate: Tele-collaborative Learning and Technology Education

Directorate: Language in Education Policy Unit (LiEPU)

**Chief Directorate Motto:**

**Siyasebenzisana • Working Together • Samewerking**

## Foreword

1. This 2015/16 Curriculum Year Planner is intended to direct attention to **priority national and provincial curriculum mandates** in order to enable efficient planning for effective service delivery and quality budget expenditure.
2. The Year Plan applies to all curriculum events for the **calendar year** and the **first quarter of** available at time of print. Exact dates for some activities cannot be confirmed, as this will depend on the national Department of Basic Education's programmes and other provincial mandates received during the course of 2015.
3. All curriculum activities and events indicated on the Curriculum Year Planner are informed by the Action Plan to 2019, towards the realisation of Schooling 2030 namely the Vision, Mission and Strategic Goals. More specifically, teaching, learning and assessment activities are informed by the following **Strategic Goals** prioritised as follows:

**Strategic Goal 1: Equitable access to education and resources.**

**Strategic Goal 2: Improve quality of teaching and learning at all educational institutions.**

4. The Curriculum Year Planner also takes into consideration the Department of Basic Education's **national mandates** which include: Curriculum and Assessment Policy Statement (CAPS) implementation, as well as the national Language and Mathematics strategies, as well as the White Paper on e-Education.
5. The Year Planner reflects the Chief Directorate: Curriculum Management **Motto (Siyasebenzisana)** and unfolds its **Vision** which is as follows:

**To provide leadership and direction for efficient curriculum management and effective curriculum implementation through policies, procedures, systems and structures.**

6. Head Office and District Curriculum personnel should endeavour **to adhere to the dates** specified in the calendar **as far as possible**, given that there was joint planning by directorates and the necessary consultation was effected at various levels.
7. All Curriculum Personnel at Provincial and District levels are expected to **plan for specific activities** as per the timeframes **indicated in the Curriculum Year Planner** and include such in the **individual work plans** of relevant curriculum personnel.
8. As a Chief Directorate, our mandate to improve the quality of teaching, learning and assessment constitutes the "core business of Education" and therefore, we have a critical role to play in advancing certain key pillars of the **Provincial Learner Attainment Improvement Strategy (LAIS)**.



**E M MABONA**  
**ACTING CHIEF DIRECTOR: CURRICULUM MANAGEMENT**

**Date: 08 December 2014**

# CHIEF DIRECTORATE PRIORITIES FOR 2015

## PRIORITIES

### A. MANDATES FROM DESK OF CHIEF DIRECTOR: CURRICULUM MANAGEMENT

#### 1. Chief Director's Mandate for :

- High Impact on Most Needed!
- Delivery of Programmes: What's new? What's different?
- Focus on Learner Achievement as a key priority. What are the top three priorities of each sub-directorate?
- Key Deliverables for implementation: Subject Improvement Plans, ANA Improvement Plans, CAPS Implementation, Subject Committees, Mathematics and Science Strategy, School-Based Assessment, Progression and Promotion and the Integration of ICTs in Education.

### B. NATIONAL IMPERATIVES: DEPARTMENT OF BASIC EDUCATION

#### 1. Schooling 2025 Mandates & Basic Education Targets for :

- a. Improved Teacher Quality.
- b. Improved Languages and Mathematics (National Languages and Mathematics Strategy).
- c. Improved National Senior Certificate Performance.
- d. Early Childhood Development: Focus on Grade R.
- e. CAPS implementation: Grades R-12
- f. Annual National Assessments.
- g. Life Orientation: Grade 12.
- h. National Teaching Awards.
- i. Ensuring the implementation of overarching Examination Security Norms and Standards Policy.
- j. Integration of ICTs in Education.

#### 2. National Strategy for Learner Attainment (NSLA) Framework for :

- a. Grade 12 NSC Results Analysis and Interventions
- b. MST Implementation Plan
- c. Language and Mathematics Strategy
- d. ECD Strategy and Implementation Plan
- e. Inclusive Education: Support services for Psychological and Social issues
- f. LTSM: Resource utilization
- g. Utilization of ICT for teaching and learning for improved learner outcomes
- h. Teacher Development
- i. Role of Subject Advisors
- j. Integration of ICTs in Education.

## C. PROVINCIAL LAIS AND TURNAROUND PLAN DIRECTIVES: CAPS IMPLEMENTATION FOR TEACHING, LEARNING AND ASSESSMENT

### 1. Curriculum Delivery:

- Adherence to National Policies (NCS and CAPS: Subjects/Learning Areas).
- Actioning Assessment Instructions & Curriculum Circulars.
- Ensuring use of Lesson Plans and Annual Teaching Plans as guidelines.
- Tracking Curriculum Coverage per week, month and quarter.
- Developing Subject/Learning Area Improvement Plans & Monitoring thereof.
- Sampled Analysis of Results (Nov) and Remedial Intervention Plans.
- School Assessment Committee: Program of Assessment.
- School-Based Assessment (SBA): Auditing of Assessment Tasks, Internal Moderation process by SMT & Subject Heads, Orals, Practical Assessment Tasks, Progression and Promotion, etc.
- Establishing strong provincial examination and assessment co-ordinating structures.
- Implementing Curriculum Turnaround Project Plans.
- Advocating and implementing the Mother Tongue-based Bilingual Education (MTBBE) strategy.
- Advocating and implementing policy of Incremental Introduction of African Languages (IIAL) in all schools
- Advocate the integration of e-Learning digital materials in to supporting teaching, learning and assessment.

### 2. Curriculum Monitoring:

- Readiness for SBA Moderation at School, Cluster, Circuit, District, Provincial levels.
- Verification of SBA implementation.
- Implementation of CAPS (Grades R-12).
- Implementation of FAL (Grades 1-3).
- Utilisation of resources at school level.
- Supervising Teachers' Portfolios (per Subject/Learning Area).
- Learners' Evidence of work.
- Readiness for External Assessment, especially Grades 3, 6, 9, 11 and 12.
- All schools, grades, including Dinaledi and Technical High Schools.
- Implementation of Progression and Promotion Requirements.
- Implementation of the National Languages and Mathematics Strategy.
- Monitoring and supporting of all MTBBE implementing schools
- Implementation of the IIAL in pilot schools.
- Verify the use of e-Learning digital materials and integration in to Subject Areas.

### **3. Curriculum Support:**

- Teacher development and motivational programmes.
- Identify teacher content gaps for Subjects/Learning Areas: Need for teacher support by District Curriculum Officials.
- Learner Support Programmes: Grades R to 11.
- Grade 12 support: Winter/Spring Schools, Extra Tuition for Curriculum Coverage & Remedial work, Learner Motivational Programmes, Exams Study Guidelines, Languages, Mathematics & Science, etc.
- School libraries, Media Centres and resources for teachers and learners.
- Professional Development of teachers: The Integration of ICTs in teaching, learning, assessment and administration.
- Curriculum e-Content development and distribution.
- Career Guidance Exhibitions and Expos.
- Learning Area/Subject committees.
- On-site School Monitoring
- Functionality of Curriculum Structures: Districts and schools.
- Teacher workshops to support MTBBE, with Mathematics and NS-Tech bilingual teaching
- Provision of Bilingual Grade 6 and 9 Common Mathematics and Science exams to pilot schools
- Teacher training and support to IIAL pilot schools.

### **4. Curriculum Improvement Plans:**

- Evidence of Subject/Learning Area Improvement Plan per Subject/Learning Area for each school and district.
- Monitor and evaluate extent to which improvement plans have been implemented.
- Sample Analysis of Grades 3, 6 and 9 ANA, Provincial Common Tests, Grade 12 Jun & Trial Exams results and plan for remedial work, re-teaching.
- Target setting for each subject at Provincial, District and school level.

### **5. Focus On Under-Performing Schools and Under-Performing Subjects/Learning Areas:**

- Intensify Monitoring & Support Programme for underperforming gateway subjects in FET Band.
- Enhance focus on GET and FET joint school planning.
- Target setting for underperforming schools.
- Intensify implementation of remedial plans derived from Provincial Common Tests and ANA performance.

**“A mind is like an umbrella - only useful when open.”**

# TO IMPROVE EFFICIENCY AND EFFECTIVENESS

**THEORY  
TO  
ACTIONS**

**SENSE OF  
URGENCY**

**CONSEQUENCE  
MANAGEMENT**

**POLICY  
TO  
PRACTICE**

**IMPATIENCE TO UNDER  
PERFORMANCE AND NON-  
COMPLIANCE**

## COMPOSITE LIST OF CHIEF DIRECTORATE BUSINESS PROCESSES

GET	FET	TLTE	LIEPU	EXAMS
CAPS Implementation	Ensuring Grades 10 -12 CAPS implementation	Maths & Science Learner Support	Implementation of the Language in Education Policy (LiEP; 1997) through the Mother Tongue-based Bilingual Education (MTBBE) strategy	Grades 3, 6 & 9 Provincial Common Tests
Career Advocacy	Ensuring the credibility of School Based Assessment (SBA)	MST Conditional Grant	Piloting policy of Incremental Introduction of African Languages (IIAL) in all schools	External Examinations: Grades 11 & 12
Languages Strategy	Improvement of learner performance in literacy, Mathematics, Sciences and other subjects	e-Learning and CIMS: Professional Development of teachers: The Integration of ICTs in teaching, learning, assessment and administration.	School Language Policy Formulation	Management of Progression and Promotion Schedules
Provincial Reading Strategy	The implementation of NSLA & LAIS through subject committees and improvement plans.	eLearning and CIMS: Curriculum Content		Question-by-question analysis project for selected NSC subjects
Mathematics Strategy		eLearning and CIMS: Curriculum Website Management		Analysis of Results and Data Collection
		eLearning and CIMS: Partnership Projects		Annual National Assessment

**“To accomplish great things, we must not only act, but also dream; not only plan, but also believe.”  
(Anatole France)**

**CHIEF DIRECTORATE: CURRICULUM MANAGEMENT  
TURNAROUND PROJECTS: 2015 /16**

<b>DIRECTORATE</b>	<b>TURNAROUND PROJECT</b>	<b>PROJECT MANAGER</b>	<b>PROJECT LEADER</b>	<b>PROJECT MEMBERS</b>
<b>GET</b>	CAPS Implementation	DIR GET: UB Nqandela	CES s: M Tshofoti / Dr T Reddy	Provincial DCEs & District Subject Advisors
	Career Advocacy	DIR GET: UB Nqandela	CES s: M Tshofoti / /Dr T Reddy	Provincial DCEs & District Subject Advisors: Life Orientation
	Mathematics	DIR GET: UB Nqandela	CES s: M Tshofoti / Dr T Reddy	Provincial Mathematics DCEs & District Mathematics Subject Advisors:
	Languages	DIR GET: UB Nqandela	CES s: M Tshofoti Dr T Reddy	Provincial Languages DCEs & District Languages Subject Advisors:
	Provincial Reading Strategy	DIR GET: UB Nqandela	CES s: M Tshofoti / Dr T Reddy / VL Westphal / A Pillai / N P Jonas	Provincial Languages DCEs & District Languages Subject Advisors:
<b>FET</b>	CAPS Implementation	DIR FET: MPN Siwisa	CES FET: VL Westphal CES FET : A Pillai CES Exams: A Ndzausa	Provincial Subject Planners
	Ensuring the credibility of School-based Assessment (SBA)	DIR FET: MPN Siwisa A DIR Exams: N Lehlakane	CES FET: VL Westphal CES FET : A Pillai	Provincial Subject Planners, District Subject Advisors, Exams SBA Co-ordinators and District SBA Co-ordinators
	FET Literacy strategy	DIR FET: MPN Siwisa	CES FET: VL Westphal	Provincial Subject Planner and District Subject Advisors
	Learner Support Programme	DIR FET: MPN Siwisa	CES FET: VL Westphal CES FET : A Pillai	Provincial Subject Planners, District CES: Curriculum and District Subject Advisors



**CHIEF DIRECTORATE: CURRICULUM MANAGEMENT  
TURNAROUND PROJECTS: 2015 /16**

<b>DIRECTORATE</b>	<b>TURNAROUND PROJECT</b>	<b>PROJECT MANAGER</b>	<b>PROJECT LEADER</b>	<b>PROJECT MEMBERS</b>
<b>Tele-Collaborative Learning &amp; Technology Education (TLTE)</b>	Maths & Science Learner Support	A DIR TLTE:	CES: MSTE P Mashalaba	Provincial DCEs: MSTE, District CES: Curriculum and Subject Advisors (Maths and Science) and MSTE Co-ordinators
	Recapitalization of Dinaledi Schools	A DIR TLTE	CES: MSTE P Mashalaba	Provincial DCEs: MSTE, District CES: Curriculum and Subject Advisors (Maths and Science) and MSTE Co-ordinators
	eLearning and CIMS: Professional Development of teachers: The Integration of ICTs in teaching, learning, assessment and administration.	A DIR TLTE	CES: HP Greeff	Provincial DCEs and District SESs
	eLearning and CIMS: Curriculum Content	A DIR TLTE	CES: HP Greeff	Provincial DCEs and District SESs
	eLearning and CIMS: Curriculum Website Management	A DIR TLTE	CES: HP Greeff	Provincial DCEs and District SESs
	eLearning and CIMS: Partnership Projects	A DIR TLTE	CES: HP Greeff	Provincial DCEs and District SESs
<b>Assessment &amp; Examinations</b>	Grades 3, 6 & 9 Provincial Common Tests	DIR Exams DIR GET: UB Nqandela	CES ISP: M Tshofoti CES FP: T Reddy CES Exams: N Mbeleki	District CES: Curriculum, District DCEs Examinations, District Subject Advisors (Languages and Mathematics)
	External Examinations: Grades 11 & 12	DIR Exams	CES Exams: A Ndzause CES Exams: N Mbeleki DEP DIR IT: P Poovalingam A CES: Marking Processes F Bikitsha	District CES: Curriculum, DCEs Examinations District Co-ordination, DCEs Instrument Development

**CHIEF DIRECTORATE: CURRICULUM MANAGEMENT  
TURNAROUND PROJECTS: 2015 /16**

<b>DIRECTORATE</b>	<b>TURNAROUND PROJECT</b>	<b>PROJECT MANAGER</b>	<b>PROJECT LEADER</b>	<b>PROJECT MEMBERS</b>
	Management of Progression and Promotion Schedules	DIR Exams	CES Exams: A Ndzause	District CES: Curriculum, DCES Examinations District Co-ordination, District DCES Examinations, EDOs and Subject Advisors
	Question-by-question analysis project for selected NSC subjects	DIR Exams	DEP DIR Exams: P Poovalingam	DCES Certification, SES Examinations Support
	Annual National Assessment	DIR Exams	CES Exams: A Ndzause CES Exams: N Mbeleki DEP DIR IT: P Poovalingam A CES: Marking Processes F Bikitsha	District CES: Curriculum, DCES Examinations District Co-ordination, DCES Instrument Development
	Analysis of Results and Data Collection	DIR Exams	CES Exams: A Ndzause DEP DIR Exams: P Poovalingam	DCES Certification, SES Examinations support, DCES Examinations District Co-ordination
<b>LIEPU</b>	MTBBE Implementation	DIR LIEPU: N Mbude-Shale	CES: Ms Ndodana	District Subject Advisors, DCESs, DCESs ManGo, MTBBE coordinators
	IIAL pilot	DIR LIEPU: N Mbude-Shale	CES: Ms Ndodana	District Subject Advisors, DCESs, DCESs ManGo, MTBBE coordinators
	School Language Policy Formulation	DIR LIEPU: N Mbude-Shale	CES: Ms Ndodana	District Subject Advisors, DCESs, DCESs ManGo, MTBBE coordinators

**“Vision without action is merely a dream.  
Action without vision just passes the time.  
Vision with action can change the world.”  
(Joel A. Barker0**

## CHIEF DIRECTORATE: CURRICULUM MANAGEMENT-MANAGEMENT STRUCTURES

CD: EXCO (Executive Committee): Chief Director and four Directors

CD: MANCOM (Management Committee): All Head Office Curriculum SMS and MMS staff members

CD: PCCC (Provincial Curriculum Co-ordinating Committee): Head Office MANCOM and District CESs Curriculum

CD: IDAEC (Inter-District Assessment & Examinations Committee): Head Office Exams SMS and MMS staff and District Exam Heads

### CHIEF DIRECTORATE: CURRICULUM MANAGEMENT SCHEDULE OF MEETINGS

MONTH	CD: EXCO	CD: MANCOM	CD: PCCC	CD: IDAEC	CD: CM STAFF
<b>2015</b>					
JAN	23				
FEB	5	12	25-26	10-11	13
MAR	19				
APR	15			16-17	
MAY	8	14	20-21		
JUN	9			10-11	26
JUL	15				
AUG	5	13	26-27	20-21	
SEP	17				
OCT	13	19-20	27-29	15-16	
NOV	3				
DEC	4				5
<b>2016</b>					
JAN	22				
FEB	4	9	24-25	11-12	20
MAR	11				

## CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

### SCHEDULE FOR THE SUBMISSION OF REPORTS

#### CHIEF DIRECTORATE: CURRICULUM MANAGEMENT – REPORTS

MONTH	MONTHLY	FINCOM	QUARTERLY	SIX MONTHLY	NSLA	READING	EVIDENCE BASED
2015							
JAN							
FEB	4	4					
MAR	4	4					
APR	7	7	7		7	8	8
MAY	4	4					
JUN	4	4					
JUL	6	6	2	3	6	6	6
AUG	4	4					
SEP	4	4					
OCT	5	5	2		5	5	5
NOV	4	4					
DEC	4 & 15	4 & 15	15	15	15	10	10
2016							
JAN							
FEB	4	4					
MAR	4	4					

## Acronyms and Abbreviations

ABET	- Adult Basic Education and Training	ICT	- Information Communication Technology
ABET L4	- Adult Basic Education and Training, Level 4	IDAEC	- Inter-District Assessment & Examinations Committee
AET	Adult Education and Training	IAL	- Incremental Introduction of African Languages
ACE	- Advanced Certificate in Education	InterSen	- Intermediate and Senior Phase
ANA	- Annual National Assessment	ISP	- Intermediate and Senior Phase
BCM	- Business, Commerce and Management Sciences	IT	- Information Technology
CAPS	- Curriculum and Assessment Policy Statements	LA	- Learning Area
CAT	- Computer Applications Technology	LPIO	- Language Policy Implementation Office
CD: CM	- Chief Directorate: Curriculum Management	MANCOM	- Management Committee of Chief Directorate: Curriculum Management (SMS and MMS)
CEE	- Council for Economics Educators	MANGO	- Management and Governance
CES	- Chief Education Specialist	MSTE	- Maths, Science and Technology Education
CIMS	- Curriculum Information Management Systems	MST	- Maths, Science and Technology
CiPELT	- Certificate in Primary English Language Teaching	MTBBE	- Mother-Tongue Based Bilingual Education
DBE	- Department of Basic Education	NCTT	- National Core Training Team
DCES	- Deputy Chief Education Specialist	NPDE	- National Professional Diploma in Education
D D	- Deputy Director	NSC	- National Senior Certificate
DIR	- Director	NSLA	- National Strategy for Learner Attainment
DSRAC	- Department of Sport, Recreation, Arts and Culture	NTA	- National Teaching Awards
EBB	- Educators Beyond Borders	PCCC	- Provincial Curriculum Co-ordinating Committee
ECD	- Early Childhood Development	PCG	- Provincial Curriculum Guidelines
EDO	- Education Development Officer	PCTT	- Provincial Core Training Team
EGD	- Engineering Graphics and Design	PDS	- Professional Development and Support
ELI	- Education Leadership Institute	PGCE	- Postgraduate Certificate in Education
EMS	- Economic Management Sciences	SAMF	- South African Maths Foundation
EXAMS	- Examinations	SAMUN	- South African Model United Nations
EXCO	- Executive Committee of Chief Directorate: Curriculum Management (SMS)	SBA	- School Based Assessment
FAL	- First Additional Language	SciFest	- Science Festival
FET	- Further Education and Training	SES	- Senior Education Specialist
FFL	- Foundations for Learning	SGB	- School Governing Body
FP	- Foundation Phase	SMT	- School Management Team
GET	- General Education and Training	TLTE	- Tele-collaborative Learning and Technology Education
H/O	- Head Office	YCA	- Young Communicator's Awards
HEI	- Higher Education Institution		

## PROVINCIAL CURRICULUM SLOGANS

**“Managers at  
all levels must  
manage!”**

**“Leadership  
is Action,  
Not  
Position!”**

**“Leaders &  
supervisors  
must direct,  
guide and  
support!”**

**Together  
Everyone  
Achieves  
More**

**“Time on  
Task,  
Task on  
Time!”**

**SCHOOL TERM 1 / FOURTH FINANCIAL QUARTER  
1 JANUARY -31 MAR 2015**

19 Jan-Teachers report  
21 Jan-Learners report  
01 Apr -Schools Close

**JANUARY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
New Year's Day	01 Jan	All	All
Provincial school readiness visit	10-23 Jan	Z Sonanzi L Zani	Underperforming schools
DBE content training for Maths, Science and Technology	12-16 Jan	CES ISP: M Tshofoti	HODs and Lead Teachers
<b>FET Teacher Training:</b> Grades 10-12 Mathematics training on Euclidean Geometry and Probability	12-16 Jan	CES: MSTE P Mashalaba	Selected Grade 10-12 Mathematics teachers
<b>GET Teacher Training:</b> Mathematics & Science/ Technology HoDs	12-16 Jan	CES: MSTE P Mashalaba	Mathematics & Science/ Technology HoDs
<b>1<sup>st</sup> Planning Workshop:</b> National Science Week	14 Jan	CES: MSTE P Mashalaba	MSTE Co-ordinators & Stakeholders
NSC Grade 12 Learner registration	14 – 30 Jan	CES EXAM: A Ndzause	NSC Grade 12 Learners
Grade 12 registration for NSC supplementary examinations	19 – 26 Jan	CES EXAM: A Ndzause DD: P Poovalingam	Schools
Provincial School Readiness visits: 1. Monitoring IIAL grade 2 pilot readiness. 2. IIAL grade 1 roll-out. 3. MTBBE Grade 7 roll-out 4. Settling-in of new teacher cohort 5. LTSM availability	20 – 30 Jan	Director: N Mbude-Shale CES: B. Ndodana	1. IIAL pilot schools 2. Provincial SNOALS 3. MTBBE Schools
<b>Monitoring &amp; Support Visits:</b> Dinaledi Schools	20-23 Jan	CES MSTE: P Mashalaba	Dinaledi Schools
Closing date for applications for Re-mark/Re-check for NSC Examinations	21 Jan	(A)CES Marking Processes: F. Bikitsha	NSC Grade 12 Learners
<b>Term 1 starts</b>	<b>21 Jan</b>		
Inter-provincial MST Meeting	21-22 Jan	Director: TLTE	Provincial MST Management

**JANUARY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Provincial School Readiness visits: Monitoring CAPS Implementation and workbook utilisation	21- 31 Jan	CES ISP: M Tshofoti CES FP: T Reddy	All Schools
<b>Monitoring &amp; Support:</b> Vodacom – ICASA Project	21 Jan–02 Feb	CES eLearning & CIMS: HP Greeff	Mthatha & Ngcobo Districts
<b>Planning Workshop:</b> SciFest Africa	22 Jan	CES MSTE: P Mashalaba	MSTE Co-ordinators
AstroQuiz Planning Meeting	23 Jan	CES: MSTE P Mashalaba	MSTE Co-ordinators
<b>CD: CM EXCO 01 OF 2015</b>	23 JAN	CD: CURRICULUM	CD: CM DIRECTORS
<b>FET Teacher Training:</b> Grades 11-12 Mathematics training on Functions, Calculus and Trigonometry	26-30 Jan	CES MSTE: P Mashalaba	Selected Grade 11-12 Mathematics Teachers
DBE content training for Maths, Science and Technology	26- 31 Jan	CES ISP: M Tshofoti	HODs and Lead Teachers
<b>FET Teacher Training:</b> Stats SA Grades 10-11 Workshops on Probability Theory	27-28 Jan	CES: MSTE P Mashalaba	Grades 10-11 Mathematics Teachers - Queenstown & Lady Frere Districts
<b>FET Teacher Training:</b> Stats SA Grades 10-11 Workshops on Probability Theory - Sterkspruit District	29-30 Jan	CES: MSTE P Mashalaba	Grades 10-11 Mathematics Teachers
<b>Term 1 Planning Meeting:</b> FET Physical Sciences	29-30 Jan	CES: MSTE P Mashalaba	FET Physical Sciences Subject Advisors & MSTE Coordinators
<b>Closing Date:</b> Registration for GET (Senior Phase) Mathematics & Natural Sciences Learner Incubation	30 Jan	CES: MSTE P Mashalaba	GET (Senior Phase) Mathematics & Natural Sciences Learners
<b>Closing Date:</b> Registration for FET Mathematics & Physical Sciences Learner Incubation	30 Jan	CES: MSTE P Mashalaba	FET Mathematics & Physical Sciences Learners
<b>Planning Meeting:</b> Provincial Science Debate	30 Jan	CES: MSTE P Mashalaba	Selected Science & Language Specialists
<b>Closing Date:</b> Registration for FET National Mathematics & Natural Science Olympiads	30 Jan	CES: MSTE P Mashalaba	FET Mathematics, FET Sciences & GET Natural Science Learners
<b>Closing Date:</b> Recruitment and registration for Advanced Certificate in Education	30 Jan	CES: MSTE P Mashalaba	Selected GET Mathematics Teachers
<b>Closing Date:</b> Recruitment and registration for Advanced Certificate in Education	30 Jan	CES: MSTE P Mashalaba	Selected Grade 12 Mathematics Teachers



## JANUARY

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Amended Senior Certificate [ASC] Grade 12 Learner registration closing date	30 Jan	CES EXAM: A Ndzause	ASC Grade 12 Learners
Closing Date for Grade 12 Subject changes	30 Jan	CES EXAM: A Ndzause	Grade 12 affected Learners
Centralised Re-marking/Re-checking of NSC	30 Jan-03 Feb	(A)CES Marking Processes: F. Bikitsha	Appointed Chief-Markers, Moderators, DCM & SM

**“Our lives begin to end, the day we become silent about things that matter.”  
(Anatole France)**

**FEBRUARY**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
FET Language Across the Curriculum Workshop (Training of Trainers)	02 – 03 Feb	CES FET: VL Westphal	FET Subject Planners and Subject Advisors
Conduct Content Gap Workshop on Problem Solving Techniques	02-13 Feb	CES FP: T Reddy	Subject Advisors/Lead Teachers
Training of National Guidelines for Library and Information Services (NGLIS)	02–27 Feb	CES EDULIS: N.P. Jonas	<b>All Districts:</b> EDO'S, Principals & Teachers
Audit of School & District Resource Centres	02–27 Feb	CES EDULIS: N.P. Jonas	Media Advisors & Lead Teachers
Monitor DBE content training in districts	2-27 Feb	CES ISP: M Tshofoti	DCESs Maths, Sciences and Technology
<b>Monitoring &amp; Support:</b> Vodacom – ICASA Project	02 Feb-09 Mar	CES eLearning & CIMS: HP Greeff	Butterworth District
<b>FET Teacher Training:</b> Stats SA Grades 10-11 Workshops on Probability Theory	03-04 Feb	CES: MSTE P Mashalaba	Grades 10-11 Mathematics Teachers - Butterworth District
Monitor and Support Districts /schools CAPS Implementation: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Teaching, learning and Assessment</li> </ul>	3- 5 Feb	CES ISP: M Tshofoti CES FP: T Reddy	Provincial DCESs Queenstown Lady Frere Ngcobo
National Subject Committee Meetings: <ul style="list-style-type: none"> <li>• Agricultural Sciences</li> </ul>	04 Feb	CES FET: AK Pillai District CES Curriculum	DBE Subject Committee members
Submission of Monthly and Fincom Reports	04 Feb	Directors	GET, FET, TLTE, LIEPU and Exams
1. Provincial School Readiness visits: <ul style="list-style-type: none"> <li>• Monitoring IIAL pilot readiness and LTSM availability.</li> <li>• Monitoring MTBBE Grade 7 readiness and LTSM availability</li> </ul>	04 -13 Feb	Director: N Mbude-Shale CES: B. Ndodana	1. IIAL pilot schools 2. MTBBE Schools 3. Provincial SNOALS
<b>CD: CM EXCO 02 OF 2015</b>	<b>05 Feb</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
National Subject Committee Meetings: <ul style="list-style-type: none"> <li>• Social Sciences</li> </ul>	5 Feb	CES FET: VL Westphal District CES Curriculum	DBE Subject Committee members
ICT Steering Committee Meeting	05 Feb	CES eLearning & CIMS: HP Greeff	DCES: TLC & SES eLearning

**FEBRUARY**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
<b>Principals' Meeting:</b> Dinaledi Schools	05-06 Feb	CES: MSTE P Mashalaba	Dinaledi School Principals
<b>ASAAE</b> Conference	05 - 07 Feb	CES FET: AK Pillai District CES Curriculum	Agricultural Sciences Subject Planner, Advisors and Teachers
Planning Meeting for Technology Teacher Training Workshops	06 Feb	CES: MSTE P Mashalaba	Technology Subject Planners & Advisors (Districts & Head Office)
<b>Adjudicators' Workshop:</b> Science Debates	06 Feb	CES: MSTE P Mashalaba	Selected Science & Language Specialists
FET Mathematics Olympiads – Closing date for registration	06 Feb	CES MSTE: P Mashalaba	FET Mathematics learners from all 23 districts
National Subject Committee Meetings: • Services	6 Feb	CES FET: VL Westphal District CES Curriculum	DBE Subject Committee members
FET Language across the Curriculum Workshop (Cluster 3)	09 – 10 Feb	CES FET: VL Westphal	FET Subject Advisors and Lead Teachers (Mthatha, Qumbu, Libode, Ngcobo, Dutywa, Lusikisiki, Mbizana, Mount Frere, Mnt. Fletcher, Maluti)
GET Conduct Cluster meetings in Clusters A, B and C Mediation of ANA diagnostic report and ANA Framework	9-13 Feb	CES ISP: M Tshofoti CES FP: T Reddy	Subject Advisors/Lead teachers
<b>FET Physical Sciences Workshops:</b> Term 1 work	09-20 Feb	CES: MSTE P Mashalaba CES FET: AK Pillai	FET Physical Sciences from 23 districts
Attend DBE Subject Committee meeting	9-20 Feb	CES ISP: M Tshofoti	Provincial DCEs
AET L4 SBA Provincial moderation	10 Feb	CES EXAM: A Ndzause	AET Learners
<b>IDAEC Meeting 01/ 2015</b>	<b>10-11 Feb</b>	<b>Director: Exams:</b>	<b>H/O Director, CESs, DDs Exams &amp; District Heads of Exams</b>
National Subject Committee Meetings: • BCM	11 Feb	CES FET: AK Pillai District CES Curriculum	DBE Subject Committee members
<b>CD: CM MANCOM 01 OF 2015</b>	<b>12 Feb</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS, CESs &amp; DDs</b>
National Subject Committee Meetings: • Languages	12 Feb	CES FET: VL Westphal District CES Curriculum	DBE Subject Committee members

**FEBRUARY**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
<b>FET Teacher Training:</b> Stats SA Grades 10-11 Workshops on Probability Theory	12-13 Feb	CES: MSTE P Mashalaba CES FET: AK Pillai	Grades 10-11 Mathematics Teachers - Uitenhage District
<b>Science Debate Learners' Workshops:</b> Cluster A	13 Feb	CES: MSTE P Mashalaba	Grades 9-11 Science Learners
Inter-provincial Mathematics Committee Meeting	16 Feb	CES: MSTE P Mashalaba	Provincial Mathematics Specialists
National Subject Committee Meetings: • Mathematics	16 Feb	CES FET: AK Pillai District CES Curriculum	DBE Subject Committee members
CAT & IT practical exams for Supplementary Exams	16 – 17 Feb	CES: EXAM – N. Mbeleki	Schools
District follow-up sessions and training on grade 2 pilot: Cluster C	16 – 18 Feb	Director: N Mbude-Shale CES: B. Ndodana	4. IIAL pilot schools 5. MTBBE Schools 6. Provincial SNOALS
<b>CD: CM Staff Meeting 1/2015</b>	<b>13 Feb</b>	<b>CD: E M Mabona</b>	<b>CD: CM-All staff members</b>
Grade 11 Learner registration	16 – 27 Feb	CES EXAM: A Ndzause	Schools and Grade 11 Learners
AET L4 Jun Learner registration	16 – 27 Feb	CES EXAM: A Ndzause	AET Leraners
Grade 12 NSC Supplementary Examinations • Writing • Monitoring	16 Feb – 24 Mar	(A)CES Marking Processes: F. Bikitsha CES: A Ndzause CES: N Mbeleki	Schools and Supplementary Candidates
National Subject Committee Meetings: • Arts • Sciences	17 Feb	CES FET: VL Westphal CES FET: AK Pillai District CES Curriculum	DBE Subject Committee members
Inter-provincial Science Subject Committee Meeting	17 Feb	CES: MSTE P Mashalaba	Provincial Science Specialists
Inter-provincial Technology Subject Committee Meeting	18 Feb	CES: MSTE P Mashalaba	Provincial Technology Specialists
National Subject Committee Meetings: • Technology	18 Feb	CES FET: AK Pillai District CES Curriculum	DBE Subject Committee members
FET Content Gap Workshop: • Consumer Studies • Tourism	18 - 20 Feb	CES FET: VL Westphal	FET Teachers from districts without Subject Advisors

**FEBRUARY**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
National Subject Committee Meetings: • CAT & IT	19 Feb	CES FET: AK Pillai District CES Curriculum	DBE Subject Committee members
Celebration of International Mother Tongue Day	19 -20 Feb	Director: N Mbude-Shale CES: B. Ndodana	IIAL Districts
State Of The Province Address (SOPA)	20 Feb	CES FET: VL Westphal District CES Curriculum	Learners in grades 10-12
<b>Science Debate Learners' Workshops:</b> Cluster B	20 Feb	CES: MSTE P Mashalaba	Grades 9-11 Science Learners
Monitoring Review meeting	23 – 24 Feb	CES EXAM: A Ndzause	Districts
Annual FET Subject Advisors Indaba	23 - 25 Feb	CES FET: VL Westphal CES FET: AK Pillai	All FET Subject Advisors
District follow-up sessions and training on grade 2 pilot: Cluster C	23- 27 Feb	Director: N Mbude-Shale CES: B. Ndodana	All Schools. 2014 Pilot Schools
IIAL Assessment	24 – 25 Feb	Director: N Mbude-Shale CES: B. Ndodana	2014 IIAL Pilot schools
<b>FET Mathematics &amp; Physical Sciences Tutors' Workshop:</b> Part 1 - Incubation Programme	24-26 Feb	CES: MSTE P Mashalaba	FET Incubation Programme Tutors, MSTE Co-ordinators, Subject Advisors, Subject Planners & Provincial Co-ordinators
Conduct CiPELT Phase 2 training workshop for Lead Teachers	24-27 Feb	CES ISP: M Tshofoti	Subject Advisors/Lead Teachers
<b>CD: CM PCCC 1/2015</b>	<b>25-26 Feb</b>	<b>CD: E M Mabona</b>	<b>H/O Curriculum Directors, Curriculum CESs, Dep. Dir. and District Curriculum CESs</b>

**FEBRUARY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
FET Language Across the Curriculum Workshop (Clusters 1 & 2)	26 – 27 Feb	CES FET: VL Westphal	FET Subject Advisors and Lead Teachers 1. (Port Elizabeth, Uitenhage, Cradock, Grahamstown, Graaff Reinett; KWT) 2. (East London, Butterworth, Fort Beaufort, Queenstown, Lady Frere, Cofimvaba, Sterkspruit)
<b>Science Debate Learners’ Workshops:</b> Cluster C	27 Feb	CES: MSTE P Mashalaba	Grades 9-11 Science Learners
<b>Audit Returns:</b> School Libraries & Resource Centres	27 Feb	CES EDULIS: N.P. Jonas	Media Advisors
Closing date for the application of Markers – AET L4, NSC and ASC	27 Feb	(A)CES Marking Processes: F. Bikitsha	Educators
Marking of piloted ANA test scripts	27 Feb	(A)CES: Marking Processes: F. Bikitsha	Sampled learners and schools
Closing date for Grade 10 and 11 subject changes	28 Feb	CES EXAM: A Ndzause	Learners
Closing date for applications for Concessions	28 Feb	CES: Instrument Development N. Mbeleki	Learners

**“Education is the most powerful weapon which you can use to change the world.”**

**(Nelson Mandela)**

**MARCH**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
SBA verification visit to Districts for FET and AET L 4	02 – 20 Mar	CES EXAM: A Ndzause	Districts
MTBBE teacher support workshop	2 - 6 Mar	Director: N Mbude-Shale CES: B. Ndodana	MTBBE Schools
<b>FET District Visits:</b> <ul style="list-style-type: none"> <li>• Monitor and Support FET District Cluster Subject Committee Meetings (Term 1)</li> <li>• Conduct school visits to ascertain curriculum coverage and monitor implementation of Level 1 SBA compliance (Grades 10-12)</li> <li>• Monitor and support implementation of CAPS</li> <li>• Monitor and support Subject Improvement Plans</li> <li>• Monitor and support roll out content gap workshops</li> <li>• Monitor and support learners intervention programmes</li> <li>• Monitor usage of extra LTSM</li> <li>• Hold Monitor accountability meetings with DCES and Subject Advisors</li> <li>• Monitor and support co-curricular activities</li> </ul>	02 - 06 Mar	CES FET: VL Westphal CES FET: AK Pillai District CES Curriculum	Subject Advisors, subject committee members and Grade 10-12 teachers and learners for the following subjects:
		Mbizana	Technology Subjects
		Mount Fletcher	isiXhosa & SeSotho
		Mount Frere	Maths & Maths Lit
		Mthatha	Geography
		Ngcobo	CAT&IT
		Port Elizabeth	Life Orientation & Religion Studies
		Queenstown	Agricultural Sciences
		Qumbu	History
		Sterkspruit	Business Studies & Economics
		Uitenhage	Services
		Butterworth	Arts Subjects
		Cradock	Life Sciences
		Cofimvaba	Accounting
Dutywa	English & Afrikaans		
<b>Leader Teacher Training:</b> Management and use of Library materials	02–06 Mar	CES EDULIS: N.P. Jonas	<b>District &amp; Schools:</b> King William's Town
Monitor district roll out of CiPELT Phase 2	2-31 Mar	CES ISP: M Tshofoti	Provincial DCESs

**MARCH**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Monitor and Support Districts /schools CAPS Implementation: <ul style="list-style-type: none"> <li>• Utilisation of DBE Workbooks</li> <li>• Roll out of Provincial activities ( How I Teach)</li> <li>• ANA diagnostic report and ANA Framework</li> <li>• Functionality of Subject Committees</li> </ul>	3 -5 Mar	CES ISP: M Tshofoti CES FP: T Reddy	Districts and schools Grahamstown King Williams Town East London
Submission of Monthly and Fincom Reports	04 Mar	Directors	GET, FET, TLTE, LIEPU and Exams
FET Mathematics – Career Guidance sessions on Actuarial Science	04 Mar	CES MSTE: P Mashalaba	Grade 10-12 Mathematics learners – Queenstown District
FET Mathematics – Career Guidance sessions on Actuarial Science	05 Mar	CES MSTE: P Mashalaba	Grade 10-12 Mathematics learners – Butterworth & Dutywa Districts
PEIC meeting for NSC Grade 12 examinations	05 Mar	CES EXAM: A Ndzause	Districts
FET Mathematics – Career Guidance sessions on Actuarial Science	06 Mar	CES MSTE: P Mashalaba	Grade 10-12 Mathematics learners – Mthatha District
<b>District Eliminations:</b> Science Debates	06-27 Mar	CES: MSTE P Mashalaba	Grades 9-11 Science Learners
FET Mathematics – Career Guidance sessions on Actuarial Science	07 Mar	CES MSTE: P Mashalaba	Grade 10-12 Mathematics learners – East London & King William’s Town Districts
<b>GET Teacher Training:</b> Technology Teachers’ Workshop	07-08 May	CES: MSTE P Mashalaba	Selected Grades 8 & 9 Technology Teachers
<b>Library Week:</b> Provincial launch of Book Clubs	09–13 Mar	CES EDULIS: N.P. Jonas CES ISP: M. Tshofoti CES FP: T. Reddy	Media advisors ISP advisors FP advisors
Certificate in Secondary English Language Teaching (CiSELT) training	09 – 13 Mar	CES FET: VL Westphal	English subject advisors and teachers: Mthatha, Libode, Qumbu, Mt Frere
<b>Monitoring &amp; Support:</b> Vodacom – ICASA Project	09-17 Mar	CES eLearning & CIMS: HP Greeff	Port Elizabeth District
FET Mathematics Olympiads – 1 <sup>st</sup> Round	12 Mar	CES MSTE: P Mashalaba	FET Mathematics learners from all 23 districts



**MARCH**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
State Of The Province Address (SOPA) Provincial Finals	14 Mar	CES FET: VL Westphal District CES Curriculum	Subject Advisors, teachers and District Winners (learners)
IIAL and MTBBE Coordinators' Quarterly meetings	16 – 19 Mar	Director: N Mbude-Shale CES: B. Ndodana	MTBBE Schools MTBBE Coordinators IIAL Coordinators
<b>Lead Teacher Training:</b> Management and use of Library materials	16–20 Mar	CES EDULIS: N.P. Jonas	<b>District &amp; Schools:</b> Fort Beaufort District
Monitor Reading Week in districts	16-20 Mar	CES ISP: M Tshofoti	Provincial DCEs
Human Rights Week	16 - 21 Mar	CES ISP: M Tshofoti CES FP: T Reddy	District Subject Advisors, Teachers and Learners
Monitor Human Rights Activities in GET	16 – 22 Mar	CES ISP: M Tshofoti CES FP: T Reddy	District Curriculum Officials, Teachers and Learners
Monitor and Support Districts /schools • Functionality of subject committees	17 -19 Mar	CES ISP: M Tshofoti CES FP: T Reddy	Subject Advisors and DCEs
Conduct Training of ECD Practitioners on 0 to 4 Birth curriculum in Qumbu district	17 – 20 Mar	CES FP: T Reddy	District Curriculum Officials, Teachers and Learners – Qumbu District
SciFest Africa Week	18-25 Mar	CES: MSTE P Mashalaba	GET & FET Science Teachers & Learners
<b>CD: CM EXCO 03 OF 2015</b>	<b>19 Mar</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
Human Rights Day celebration	20 Mar	Director: N Mbude-Shale CES: B. Ndodana	Chosen MTBBE school
Closing date: Capturing of application forms for Markers – NSC, AET L4 and ASC	20 Mar	(A)CES Marking Processes: F. Bikitsha	District CES's and DCEs's Exams
<b>Public Holiday – Human Rights Day</b>	<b>21 Mar</b>	<b>All</b>	<b>All</b>
1. IIAL monitoring & support. 2. District follow-up sessions on the Grade 2 Pilot. 3. Collation of district assessments for the grade 2 pilot	23 – 31 Mar	Director: N Mbude-Shale CES: B. Ndodana	1. IIAL pilot schools 2. Provincial SNOALS
<b>Leader Teacher Training:</b> Management and use of Library materials	23–27 Mar	CES EDULIS: N.P. Jonas	<b>District &amp; Schools:</b> Fort Beaufort District
Scifest Africa	23 - 31 Mar	CES ISP: M Tshofoti CES FP: T Reddy	GET & FET Teachers & Learners

**MARCH**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<b>2<sup>nd</sup> Planning Workshop:</b> National Science Week	24 Mar	CES: MSTE P Mashalaba	MSTE Co-ordinators & Stakeholders
Submission of Markers' application forms to H/O	25 – 27 Mar	(A)CES Marking Processes: F. Bikitsha	District CES's and DCES's Exams
Marking of Grade 12 NSC Supplementary Scripts	26 Mar – 10 Apr	(A)CES Marking Processes: F. Bikitsha	Appointed marking personnel
Provincial Subject Committee meeting	26-27 Mar	CES ISP: M Tshofoti	Subject Advisors and DCESs
Closing date: Capturing of application forms for Markers – NSC, AET L4 and ASC	27 Mar	(A)CES Marking Processes: F. Bikitsha	District CES's and DCES's Exams
<b>Monitoring &amp; Support:</b> Vodacom – ICASA Project	24-27 Mar	CES eLearning & CIMS: HP Greeff	Fort Beaufort
<b>Monitoring &amp; Support:</b> Vodacom – ICASA Project	27-31 Mar	CES eLearning & CIMS: HP Greeff	Qumbu



## SCHOOL TERM 2 / FIRST FINANCIAL QUARTER

**1 APR -30 JUN**

13 Apr-Schools re-open  
26 Jun -Schools Close

### APR

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<b>Term 1 ends</b>	<b>01 Apr</b>		
<b>Public Holiday – Easter Holiday</b>	<b>03-06 Apr</b>	<b>All</b>	<b>All</b>
LO and SBA centralised moderation by DBE	2 Apr	CES EXAM: A Ndause	Learners
DBE content training for Maths, Sciences and Technology teachers	06-10 Apr	CES ISP: M Tshofoti	Grade 8 and 9 Teachers
Grade 12 NSC Supplementary Examination Marking	06-12 Apr	(A)CES Marking Processes: F. Bikitsha	Appointed Chief-Markers and Moderators
Monitor Grade R Emergent Reading and Writing	06 -17 Apr	CES FP: T Reddy	District Curriculum Officials
Submission of Monthly and Fincom Reports	07 Apr	Directors	GET, FET, TLTE, LIEPU and Exams
Submission of Quarterly	07 Apr	Directors	GET, FET, TLTE, LIEPU and Exams
Submission of Annual Reports	07 Apr	Directors	GET, FET, TLTE, LIEPU and Exams
Inter-provincial MST Meeting	07-08 Apr	Director: TLTE	Provincial MST Management
Conduct training for FP HOD support programme by GMSA	7 – 10 Apr	CES FP: T Reddy	District Curriculum Officials and FP HODs <b>Grahamstown, Uitenhage, East London, Graaf-Reneit, Butterworth, Fort Beaufort, KWT, Ngcobo</b>
Submission of NSLA Reports	08 Apr	Directors District CESs	GET, FET, TLTE, LIEPU and Exams, District Curriculum
Submission of Reading Report	08 Apr	Directors	GET and FET
Submission of Evidence Based Report	08 Apr	Directors District CESs	GET, FET, TLTE, LIEPU and Exams, District Curriculum
<b>FET Teacher Training:</b> Grades 10-12 Mathematics on Euclidean Geometry and Probability	08-10 Apr	CES: MSTE P Mashalaba	Selected Grade 10-12 Mathematics Teachers

**APR**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
ICT Steering Committee Meeting	9 Apr	CES eLearning & CIMS: HP Greeff	Uitenhage District
Inter-provincial Conditional Grant Meeting	09 Apr	Director: TLTE	Provincial MST Management
Attend DBE Languages briefing meeting on spelling BEE	9 - 10 Apr	CES ISP: M Tshofoti	DCEs Languages
<b>GET Mathematics &amp; Natural Sciences Tutors Workshop: Part 1 - Incubation Programme</b>	10 Apr	CES: MSTE P Mashalaba	GET Incubation Programme Tutors; MSTE Co-ordinators, Subject Advisors, Subject Planners & Provincial Co-ordinators
Selection of Markers: ASC, NSC & AET L4	10-19 Apr	(A)CES Marking Processes: F. Bikitsha	Chief Markers and Marking Moderators
<b>Term 2 starts</b>	<b>13 Apr</b>		
FET District Visits:	13 – 17 Apr	CES FET: VL Westphal CES FET: AK Pillai District CES Curriculum	Subject Advisors, subject committee members and Grade 10-12 teachers and learners for the following subjects:
<ul style="list-style-type: none"> <li>• Monitor and Support FET District Cluster Subject Committee Meetings (<b>Term 2</b>)</li> <li>• Conduct FET <b>Provincial Moderation</b> and Verification of District <b>Term 1 SBA</b> in selected subjects (Grade 10, 11, &amp; 12)</li> <li>• Conduct school visits to ascertain curriculum coverage and monitor level 1 SBA compliance</li> <li>• Monitor and support implementation of CAPS</li> <li>• Monitor and support implementation of Subject Improvement Plans</li> <li>• Monitor and support roll out content gap workshops</li> <li>• Monitor &amp; support co-curricular activities</li> <li>• Monitor and support learners intervention programmes</li> <li>• Monitor usage of extra LTSM</li> <li>• Hold accountability meetings with DCES and Subject Advisors</li> <li>• Monitor and support co-curricular activities</li> </ul>		East London	English & Afrikaans
		Fort Beaufort	Technology Subjects
		Graaff Reinet	isiXhosa & SeSotho
		Grahamstown	Maths & Maths Lit
		King William's Town	Services
		Lady Frere	CAT&IT
		Libode	Life Orientation & Religion Studies
		Lusikisiki	Agricultural Sciences
		Maluti	History
		Mbizana	Geography
		Mt Fletcher	Business Studies & Economics
		Mt Frere	Arts Subjects
		Sterkspruit	Life Sciences
		Ngcobo	Accounting

**APR**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<b>Lead Teacher Training:</b> Management and use of Library materials	13–17 Apr	CES EDULIS: N.P. Jonas	<b>District &amp; schools:</b> Butterworth District
Monitor School Based Assessment (SBA)	13 – 17 Apr	CES ISP: M Tshofoti CES FP: T Reddy	District Curriculum Officials
Conduct “How I teach” Oral History for Social Science	13 – 17 Apr	CES ISP: M Tshofoti	Social Science Subject Advisors and lead teachers
District <b>Term 1</b> School Based Assessment (SBA) Moderation (Grades 10-12)	13 – 24 Apr	CES FET: VL Westphal CES FET: AK Pillai CES Internal Assessment CES District Curriculum	Grade 12 Teachers and Learners
Verification of Term 1 FET/GET/AET L4, SBA cluster moderation	13 – 24 Apr	CES EXAM: A Ndzause	Learners
Monitor district roll out of CiPELT Phase 2	13- 30 Apr	CES ISP: M Tshofoti	Subject Advisors and lead teachers
Monitor HOD support programme by GMSA Monitor Grade R Emergent Reading and Phonics	14 – 17 Apr	CES FP: T Reddy	District Curriculum Officials
Translation and versioning workshop for workbooks	14 - 24 Apr	Director: N Mbude-Shale Researcher: Ms Ralam	Maths Subject Advisors and lead teachers
Monitoring and support: school visits for lesson observations	14 – 30 Apr	Director: N Mbude-Shale CES: B. Ndodana	1. IIAL pilot schools 2. Provincial SNOALS
<b>CD: CM EXCO 04 OF 2015</b>	<b>15 Apr</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
Focus Schools Mathematics, Science and Technology HODs Workshop – Cluster A	15 -17 Apr	CES MSTE: P Mashalaba	Cluster A Focus Schools FET MST HODs
Training of Grade 8 and 9 Mathematics & Natural Science lead teachers	15-17 Apr	CES MSTE: P Mashalaba	Grade 8 and 9 Mathematics & Natural Science teachers from all 23 districts
Training of Grade 8 and 9 Technology lead teachers	15-17 Apr	CES MSTE: P Mashalaba	Grade 8 and 9 Technology teachers from all 23 districts

APR			
ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Planning meeting for FET Physical Sciences Teacher Training on practical work for underperforming districts	16-17 Apr	CES MSTE: P Mashalaba	FET Physical Sciences Subject Advisors & MSTE Coordinators
<b>IDAEC Meeting 02/ 2015</b>	<b>16-17 Apr</b>	<b>Director: Exams:</b>	<b>H/O Director, CESs, DDs Exams &amp; District Heads of Exams</b>
FET Mathematics and Science Incubation Classes	18 Apr - 12 Sept	CES MSTE: P Mashalaba	Mathematics & Physical Sciences learners from all 23 districts
Centralised SBA moderation: <ul style="list-style-type: none"> <li>• Design Studies</li> <li>• Dance Studies</li> </ul>	20 Apr	CES FET: VL Westphal District CES	Grade 10 – 12 Dance & Design Teachers, learners and Subject Advisors
CAPS <b>Level 1 &amp; 2</b> Provincial Orientation Subject advisors: Engineering Subjects (Grade 10)	20 - 24 Apr	CES FET: AK Pillai	Grade 10 teachers (Engineering subjects)
Certificate in Secondary English Language Teaching (CiSELT) training	20 - 24 Apr	CES FET: VL Westphal	FET English subject advisors and teachers: Queenstown, Cofimvaba, Lady Frere, Sterkspruit, Cradock
Develop content frame work for Life Skills and Life Orientation	20-24 Apr	CES ISP: M Tshofoti	ISP Subject Advisors
Training of FET Subject Advisors on mentoring and materials development	20-24 Apr	CES MSTE: P Mashalaba	FET Mathematics Subject Advisors & MSTE Coordinators
Physical Sciences FET Training on practical work for underperforming districts - workshops	20 Apr-07 May	CES MSTE: P Mashalaba	FET Physical Sciences Teachers from all 23 districts
FET Centralised SBA moderation: <ul style="list-style-type: none"> <li>• Music</li> <li>• Visual Arts</li> </ul>	22 Apr	CES FET: VL Westphal District CES	Grade 10 – 12 Music, Visual Arts and Dramatic Arts Teachers, Learners and Subject Advisors
Training of Trainers - Amended Senior Certificate Examinations( ASC)	22 – 23 Apr	CES EXAM: A Ndzause	Districts
MSTE 1 <sup>st</sup> Quarterly Meeting	22-23 Apr	CES MSTE: P Mashalaba	All DCES: TLTE & MSTE Coordinators
Mediate IsiXhosa workbooks	22-24 Apr	CES ISP: M Tshofoti	CES ISP: M Tshofoti

**APR**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Monitor Creative Arts Week Grades R-3 Monitor NECT Learning Programme in Libode and Mt Frere districts	22 -24 Apr	CES FP: T Reddy	District Curriculum Officials
Monitor International World Book Day Celebration	23 Apr	CES FP: T Reddy	District Curriculum Officials
FET Provincial Subject Committee Meetings ( <b>Term 2</b> )	23 - 24 Apr	CES FET: VL Westphal CES FET: AK Pillai	FET Subject Committee members
AstroQuiz Competition – 1 <sup>st</sup> Round	24 Apr	CES MSTE P Mashalaba	Grade 4-9 Science learners
GET Mathematics and Science Incubation Classes	24 Apr - 11 Oct	CES MSTE: P Mashalaba	GET Mathematics & Natural Sciences learners from all 23 districts
FET Centralised SBA moderation: • Dramatic Arts	28 Apr	CES FET: VL Westphal CES District Curriculum	Grade 10-12 Dramatic Arts Teachers and Learners (Mount Fletcher, Bizana, Sterkspruit and Queenstown)
Freedom Day Celebrations	25 – 26 Apr	CES FP: T Reddy CES ISP: M Tshofoti	Subject Advisors, Teachers and learners
<b>FET Focus Schools MST HODs Workshop:</b> Cluster B	28-30 Apr	CES: MSTE P Mashalaba	Focus Schools MST HoDs
4 <sup>th</sup> Accountability Meeting	28–30 Apr	CES EDULIS: N.P. Jonas	District Media Advisors
<b>Development of Library Manuals:</b> ▪ Toy Libraries ▪ School Library Monitors	28–30 Apr	CES EDULIS: N.P. Jonas	Media Advisors
FET Content Gap Workshops: • Accounting • Agricultural Sciences • Indigenous Languages • Life Orientation • Life Sciences • Mathematics (Geogebra) • Physical Sciences (Physics) • History • Geography	28 - 30 Apr	CES FET: VL Westphal CES FET: AK Pillai	All FET Subject Advisors

**APR**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
Translation and versioning workshop for workbooks	28 Apr - 04 May	Director: N Mbude-Shale Researcher: Ms Ralam	NS-Tech Subject Advisors and lead teachers
Conduct Reading and Writing Workshop	28 Apr – 07 May	CES FP: T Reddy	Subject Advisors and lead teachers
Closing date: Examination Assistants application forms	30 Apr	(A)CES Marking Processes: F. Bikitsha	Tertiary education students, unemployed graduates and Matriculants
Release of NSC Supplementary Examination results	30 Apr	DD: EXAMS P Poovalingam	NSC Supplementary candidates

**“The task of the modern educator is not to cut down jungles,  
but to irrigate deserts.”  
(C.S. Lewis)**



**MAY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<b>Public Holiday – Workers Day</b>	<b>01 May</b>	<b>All</b>	<b>All</b>
<b>Exhibitions &amp; Requisitioning of School Library Materials:</b> <ul style="list-style-type: none"> <li>▪ FP</li> <li>▪ Inter-Sen</li> <li>▪ FET</li> </ul>	02–29 May	CES EDULIS: N.P. Jonas	<b>All Districts:</b> EDULIS Advisors
Freedom Day Debates for Indigenous Languages	4 May	CES FET: VL Westphal	Indigenous Languages Teachers , Learners and Subject Advisors
Submission of Monthly and Fincom Reports	04 May	Directors	GET, FET, TLTE, LIEPU and Exams
Term 2 FET/GET/AET L4 SBA verification visits	4 May– 5 Jun	CES EXAM: A Ndzause	Districts
Media call-out for nominations for Multilingualism awards	04-08 May	Director: N Mbude-Shale	All schools implementing LiEP
Certificate in Secondary English Language Teaching (CiSELT) training	04 – 08 May	CES FET: VL Westphal	English subject advisors and teachers : East London, KWT, Butterworth, Dutywa, Ngcobo
1. Translation and versioning of common examinations (Mathematics and NS-Tech) 2. Monitoring and support visits continue: including language activities for IIAL learners	04 – 19 May	Director: N Mbude-Shale CES: B. Ndodana Researcher: Ms Ralam	MTBBE schools IIAL Schools
Amended Senior Certificate Examination	04 May – 22 Jun	CES EXAM: A Ndzause CES: N Mbeleki A CES: F Bikitsha	Amended Senior Certificate Candidates

**MAY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Monitor and Support Districts /schools CAPS Implementation: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Teaching, learning and Assessment</li> <li>• ANA diagnostic report and ANA Framework</li> <li>• Implementation of 0 to 4 Birth curriculum in Qumbu district</li> </ul>	05 -07 May	CES ISP: M Tshofoti CES FP: T Reddy	Provincial DCEs and district curriculum officials District Curriculum Officials, Teachers and Learners Qumbu Libode Lusikisiki
Indigenous Languages training of Senior Phase teachers on Folklore	05 - 08 May	CES ISP: M Tshofoti	SP Subject Advisors and lead teachers
<b>Focus Schools MST HODs Workshop:</b> Cluster C	05-07 May	CES: MSTE P Mashalaba	FET Focus Schools MST HoDs
FET Arts Subjects Workshop for Practical Examination Moderators: Standardisation of PAT and practical examination moderation	05 – 07 May	CES FET: VL Westphal	Subject Advisors and Practical Examination Moderators for Music, Visual Arts, Design Studies, Drama Studies & Dance Studies
FET Life Orientation (Grade 12) Materials Development Workshop	05 – 07 May	CES FET: VL Westphal	Selected Life Orientation Subject Advisors and Lead Teachers
Tourism Indaba	06 – 08 May	CES FET: VL Westphal	Tourism Teachers, Learners and Subject Advisors
ICT Steering Committee Meeting	7 May	CES eLearning & CIMS: HP Greeff	DCES: TLTE & SES eLearning
GET Teacher Training: Technology Teacher Workshop	07-08 May	CES MSTE: P Mashalaba	Selected Grade 8 & 9 Technology Teachers
Minquiz	08 May	CES MSTE P Mashalaba	Grade 4-11 Mathematics & Science learners
Closing date: Re-mark/Re-check/Viewing Grade 12 NSC Supplementary Examination	08 May	(A)CES Marking Processes: F. Bikitsha	Grade 12 NSC Candidates
<b>CD: CM EXCO 05 OF 2015</b>	<b>08 May</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>

**MAY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
MTBBE teacher support workshop	11 - 15 May	Director: N Mbude-Shale CES: B. Ndodana Researcher: Ms Ralam	MTBBE Schools
Monitor District Language Festival (Languages Grades R – 3) Literacy EXPO (Library Week, World Book Day) Monitor HOD support programme by GMSA	11 – 15 May	CES FP: T Reddy	District Curriculum Officials
Conduct Mathematics Error analysis and misconceptions workshop	11 - 15 May	CES ISP: M Tshofoti	ISP Subject Advisors and lead teachers
Certificate in Secondary English Language Teaching (CiSELT) training	11 – 15 May	CES FET: VL Westphal	English subject advisors and teachers : PE, Grahamstown, Uitenhage, Graaff Reinet, Fort Beaufort
Natural Science (Senior Phase) Training on practical work - District workshops	11-20 May	CES MSTE: P Mashalaba	Senior Phase Natural Sciences Teachers from all 23 districts
MST Schools & District visits	11-20 May	CES MSTE: P Mashalaba	Selected MST Schools & Districts
Adjudication of Concessions	12-14 May	CES: Instrument Development N. Mbeleki Inclusive Education officials	Learners
FET Mathematics Olympiads – 2 <sup>nd</sup> Round	13 May	CES MSTE: P Mashalaba	FET Mathematics learners from all 23 districts
FET Content Gap Workshop: <ul style="list-style-type: none"> <li>• Religion Studies</li> <li>• Physical Sciences (Chemistry)</li> </ul>	13 – 15 May	CES FET: VL Westphal CES FET: AK Pillai	Subject Advisors and Lead Teachers
FET History Materials Development (Grade 10) Workshop	13 – 15 May	CES FET: VL Westphal	History Subject Advisors
<b>CD: CM MANCOM 02 OF 2015</b>	<b>14 May</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS, CESs &amp; DDs</b>
BEd (MST)meeting	14 May	Z Sonanzi	BEd (MST)coordinators

**MAY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Closing date: Re-mark/Re-check/Viewing Grade 12 NSC Supplementary Examination	14 May	(A)CES Marking Processes: F. Bikitsha	Grade 12 NSC Candidates
TSSR Grant Meeting	14 – 15 May	CES FET: AK Pillai	Engineering Subject Advisors
FET Provincial Geography Competition Finals	14 – 15 May	CES FET: VL Westphal	Geography Teachers, Learners and Subject Advisors
Meeting of TSSR Grant	14 – 15 May	CES FET: AK Pillai	Engineering Subject Advisors
FET Arts Subjects Materials Development and use of ICTs Workshop	14 – 16 May	CES FET: VL Westphal	Selected Arts Subject advisors and lead teachers
Centralised Re-marking of Grade 12 NSC Supplementary Examinations	15-17 May	(A)CES Marking Processes: F. Bikitsha	Appointed Chief-Markers, Moderators
Science Club Monitoring	16-29 May	CES MSTE: P Mashalaba	MSTE Coordinators
Quarterly IIAL coordinators meeting	18 – 19 May	Director: N Mbude-Shale CES: B. Ndodana	District IIAL Coordinators
Short listing of FET and GET Examiners & Moderators	18-29 May	CES- Instrument Development Unit N. Mbeleki	Instrument Dev, FET & GET Subject Planners
Certificate in Secondary English Language Teaching (CiSELT) training	18– 22 May	CES FET: VL Westphal	English subject advisors and teachers: Mt Fletcher, Mbizana, Maluti, Lusikisiki
FET Content Gap Workshop: <ul style="list-style-type: none"> <li>• AutoCAD for Engineering Graphics and Design</li> </ul>	18 - 22 May	CES FET: AK Pillai	Selected FET EGD teachers
AMESA National Conference	18 - 22 May	CES FET: AK Pillai CES: District Curriculum	Mathematics Subject Planner, Subject Advisors and Teachers

**MAY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Monitor and Support Districts /schools CAPS Implementation: <ul style="list-style-type: none"> <li>• Utilisation of DBE Workbooks</li> <li>• Roll out of Provincial activities ( How I Teach)</li> <li>• Mathematics, Reading and Life Skills Clubs</li> <li>• Implementation of 0 to 4 Birth curriculum in Qumbu district.</li> </ul>	19 - 21 May	CES ISP: M Tshofoti CES FP: T Reddy	Districts and schools Graaff Rietnet Cradock Uitenhage
Adjudication of Concessions	19 - 21 May	CES: Instrument Development N. Mbeleki Inclusive Education officials	Learners
Develop Natural Sciences practical worksheets for Senior Phase	19 - 22 May	CES ISP: M Tshofoti	SP Subject Advisors and lead teachers
Technology Mini-PAT Exhibitions for Term 1&2 – Cluster A&B	19 – 22 May	CES ISP: M Tshofoti	SP Subject Advisors and lead teachers
<b>CD: CM PCCC 2/2015</b>	<b>20-21 May</b>	<b>CD: E M Mabona</b>	<b>H/O Curriculum Directors, Curriculum CESs, Dep. Dir. and District Curriculum CESs</b>
Quarterly MTBBE and IIAL coordinators meeting	20 - 22 May	Director: N Mbude-Shale CES: B. Ndodana	District IIAL and MTBBE Coordinators
FET Materials Development Workshop: <ul style="list-style-type: none"> <li>• Business Studies</li> <li>• Economics</li> <li>• History (Grade 11)</li> </ul>	20 - 22 May	CES FET: AK Pillai CES FET: VL Westphal	Business Studies & Economics Subject Advisors and Lead Teachers
Provincial Science Debate Competition	21-22 May	CES MSTE: P Mashalaba	Grade 9-11 Science learners – all 23 districts
PSDF Rural Career expo	22 May	CES FET: VL Westphal	Subject Planner, Subject Advisors and Grade 10,11 and 12 learners
Conduct Languages training workshop for Reading Sparks in districts	22 May	CES ISP: M Tshofoti	Reading Sparks in community
Centralised Re-marking of Grade 12 NSC Supplementary Examinations	22 - 24 May	(A)CES Marking Processes: F. Bikitsha	Appointed Chief-Markers, Moderators

**MAY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Adjudication of Concessions	25-27 May	CES: Instrument Development N. Mbeleki Inclusive Education officials	Learners
FET Content Gap Workshop: • EGD	25 - 29 May	CES FET: AK Pillai	EGD teachers
IIAL monitoring & support	25 - 29 May	Director: N Mbude-Shale CES: B. Ndodana	1. IIAL pilot schools 2. Provincial SNOALS
Shortlisting of the Examination Assistants	26 – 28 May	(A)CES Marking Processes: F. Bikitsha	Tertiary students, unemployed matriculants and graduates
Conduct training on Mentoring and Coaching for Grade R teachers	26-28 May	CES FP: T Reddy	District Curriculum Officials and Cluster Key teachers
Indigenous Languages training of Senior Phase teachers on Folklore	26 - 29 May	CES ISP: M Tshofoti	SP lead teachers
Development of Social Science Formal Tasks Item Bank	26-29 May	CES ISP: M Tshofoti	Subject Advisors and Lead Teacher
Develop Creative Arts Practical Lesson Plans for Visual Arts and Drama	26-29 May	CES ISP: M Tshofoti	Subject Advisors and Lead Teacher
Monitor roll out Mathematics Error analysis and misconceptions workshop	26- 29 May	CES ISP: M Tshofoti	ISP Subject Advisors and lead teachers
BEd (ELT) meeting	27 May	Z Sonanzi	BEd (ELT) coordinators
Training of Focus Schools Mathematics & Physical Sciences teachers on the use of ICT resources in the teaching of FET Mathematics & Physical Sciences	27-28 May	CES MSTE: P Mashalaba	FET Mathematics & Physical Sciences Teachers from Cluster B (Group 1) & C
FET Content Gap Workshop: • Consumer Studies	27 – 29 May	CES FET: VL Westphal	Consumer Studies Subject Advisors and Lead Teachers
NTA Review & planning meeting	28 May	L Zani	NTA District coordinators
Role Modelling Awareness Campaign	28-29 May	CES MSTE: P Mashalaba	GET & FET Science Teachers & Learners (Queenstown & Fort Beaufort and neighbouring Districts)
Closing date for ANA markers	29 May	(A)CES Marking Processes: F. Bikitsha	Grade 3, 6, & 9 educators

**MAY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
GET DCES meeting	31 May	CES ISP: M Tshofoti	District GET DCESs

**“Live as if you were to die tomorrow.  
Learn as if you were to live forever.”**

**(Mahatma Gandhi)**

**JUNE**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
FET District Visits: <ul style="list-style-type: none"> <li>Monitor and Support FET District Cluster Subject Committee Meetings (<b>Term 3</b>)</li> <li>Conduct FET <b>Provincial Moderation</b> and Verification of District <b>Term 2 SBA</b> in selected subjects (Grade 10, 11, &amp; 12)</li> <li>Conduct school visits to ascertain curriculum coverage and level 1 SBA compliance</li> <li>Monitor and support implementation of CAPS</li> <li>Monitor and support implementation of Subject Improvement Plans</li> <li>Monitor and support roll out content gap workshops</li> <li>Monitor and support learners intervention programmes</li> <li>Monitor usage of extra LTSM</li> <li>Hold accountability meetings with DCES and Subject Advisors</li> <li>Monitor and support co-curricular activities</li> </ul>	01 - 05 Jun	CES FET: VL Westphal CES FET: AK Pillai District CES Curriculum	Subject Advisors, subject committee members and Grade 10-12 teachers and learners for the following subjects:
		Lady Frere	Geography
		Libode	Accounting
		Lusikisiki	English & Afrikaans
		Maluti	Technology Subjects
		Mbizana	isiXhosa & SeSotho
		Mt Fletcher	Maths & Maths Lit
		Mt Frere	Services
		Mthatha	CAT&IT
		Ngcobo	Life Orientation
		Port Elizabeth	Agricultural Sciences
		Queenstown	Arts subject
		Cofimvaba	Business Studies & Economics
		Sterkspruit	History
Dutywa	Life Sciences		
Develop Mathematics Formal Assessment Tasks for Item Bank	01 – 05 Jun	CES ISP: M Tshofoti	Subject Advisors
Monitoring Grades R-3 Reading Week Early Grade Reading Assessment (EGRA) Monitor roll out of Problem Solving Techniques Training	01 – 05 Jun	CES FP: T Reddy	District Curriculum Officials Mt Fletcher Maluti Sterkspruit
Support workshops for IIAL and MTBBE	01 - 12 Jun	Director: N Mbude-Shale CES: B. Ndodana	1. IIAL pilot and MTBBE schools 2. Provincial SNOALS 3. District Coordinators



**JUNE**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Amended Senior Certificate Examinations <ul style="list-style-type: none"> <li>• Writing</li> <li>• Monitoring</li> </ul>	1 -18 Jul	CES- Instrument Development Unit N. Mbeleki CES: A Ndzause	Schools & Candidates
Attend DBE Subject Committee meeting	01 – 19 Jun	CES ISP: M Tshofoti CES FP: T Reddy	Provincial DCEs
Monitor roll out of Indigenous Languages training of Senior Phase teachers on Folklore	01- 25 Jun	CES ISP: M Tshofoti	SP lead teachers
Monitor roll out of Mathematics Error analysis and misconceptions workshop	01 - 30 Jun	CES ISP: M Tshofoti	ISP Subject Advisors and lead teachers
Adjudication of Concessions	02-04 Jun	CES: Instrument Development N. Mbeleki Inclusive Education officials	Learners
Develop a set of classroom resources (wall charts) for the GET Languages classrooms	02 – 05 Jun	CES ISP: M Tshofoti	Provincial and district Subject Committee members
Develop NS&TECH Formal Assessment tasks Framework for Intermediate phase	02 - 05 Jun	CES ISP: M Tshofoti	Subject Advisors & Lead teachers
Develop EMS Formal Assessment tasks Item Bank for both Intermediate and Senior Phases	02 - 05 Jun	CES ISP: M Tshofoti	Subject Advisors & Lead teachers
Develop Life Skills/Life Orientation Formal Assessment tasks Item Bank for both Intermediate and Senior Phases	02 - 05 Jun	CES ISP: M Tshofoti	Subject Advisors & Lead teachers
<b>National Subject Committee Meetings:</b> <ul style="list-style-type: none"> <li>• BCM</li> </ul>	03 Jun	CES FET: AK Pillai	DBE Subject Committee Members
Inter-provincial MST Meeting	03-04 Jun	Director: TLTE	Provincial MST Management
Mental Maths Competition in District Clusters	03 – 14 Jun	CES ISP: M Tshofoti	Subject Advisors, Teachers & learners

**JUNE**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
Submission of Monthly and Fincom Reports	04 Jun	Directors	GET, FET, TLTE, LIEPU and Exams
FET CAPS Level 1 & 2 District Orientation (EGD) (Grade 10) teachers	08 – 12 Jun	CES FET: AK Pillai	Grade 10 EGD teachers
Monitor HOD support programme by GMSA	08 – 12 Jun	CES FP: T Reddy	District Curriculum Officials
<b>CD: CM EXCO 06 OF 2015</b>	<b>09 Jun</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
National Subject Committee Meetings: <ul style="list-style-type: none"> <li>• Social Sciences</li> <li>• Agricultural Sciences</li> </ul>	09 Jun	CES FET: VL Westphal CES FET: VL Westphal	DBE Subject Committee members
Monitor and Support Districts /schools <ul style="list-style-type: none"> <li>• Functionality of subject committees</li> </ul>	09 -11 Jun	CES ISP: M Tshofoti CES FP: T Reddy	Subject Advisors and DCEs
FET Content Gap workshops: <ul style="list-style-type: none"> <li>• Dance</li> <li>• Design</li> <li>• Visual Arts</li> <li>• Music</li> <li>• Dramatic Arts</li> <li>• Mathematics (Probability &amp; Euclidian Geometry)</li> </ul>	09 - 11 Jun	CES FET: VL Westphal CES FET: AK Pillai	Arts Subjects Grade 12 Teachers & Subject Advisors
Guidance, Monitoring & Support	09–12 Jun	CES EDULIS: N.P. Jonas	<b>Districts &amp; Schools:</b> Maluti District
National Subject Committee Meetings: <ul style="list-style-type: none"> <li>• Languages</li> </ul>	10 Jun	CES FET: VL Westphal District CES Curriculum	DBE Subject Committee members
<b>IDAEC Meeting 03/ 2015</b>	<b>10-11 Jun</b>	<b>Director: Exams:</b>	<b>H/O Director, CESs, DDs Exams &amp; District Heads of Exams</b>
National Subject Committee Meetings: <ul style="list-style-type: none"> <li>• Services</li> </ul>	11 Jun	CES FET: VL Westphal	DBE Subject Committee members
ICT Steering Committee Meeting	11 Jun	CES eLearning & CIMS: HP Greeff	DCEs: TLTE & SES eLearning
National Subject Committee Meetings: <ul style="list-style-type: none"> <li>• Arts</li> </ul>	12 Jun	CES FET: VL Westphal	DBE Subject Committee members

**JUNE**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Hold Social Science Map work Quiz	12 Jun	CES ISP: M Tshofoti	Subject Advisors & Lead teachers
Monitor NECT Learning Programme	15 – 19 Jun	CES FP: T Reddy	District Curriculum Officials
<b>Guidance, Monitoring &amp; Support:</b> Preparations for National World Play Day	15–20 Jun	CES EDULIS: N.P. Jonas	<b>Districts &amp; Schools:</b> Mbizana District
<b>Public Holiday – Youth Day</b>	<b>16 Jun</b>	<b>All</b>	<b>All</b>
Observation of Youth Month	17- 18 Jun	Director: N Mbude-Shale CES: B. Ndodana Researcher: Ms Ralam	1. IIAL pilot schools 2. Provincial SNOALS 3. MTBBE Schools
Distribution of NSC Visual Arts & Design Practical question papers to schools	17-19 Jun	CES: Instrument Development N. Mbeleki	Learners
District Monitoring & Support Visits	17-19 Jun	CES eLearning & CIMS: HP Greeff	DCES: TLC & SES eLearning
Selection of Examination Assistants	17-27 Jun	(A)CES Marking Processes: F. Bikitsha	Applicants
Inter-provincial Mathematics Subject Committee Meeting	22 Jun	CES: MSTE P Mashalaba	Provincial Mathematics Specialists
National Subject Committee Meetings: • Mathematics	22 Jun	CES FET: AK Pillai	DBE Subject Committee members
Screening workshop for IIAL and MTBBE LTSM and Classroom resources.	22 - 23 Jun	Director: N Mbude-Shale CES: B. Ndodana	Subject Advisers
Develop Creative Arts Formal Assessment tasks for Music, Dance, Drama and Visual Arts	22 - 26 Jun	CES ISP: M Tshofoti	Subject Advisors & Lead teachers
MSTE Minerals & Energy Focus Week	22-26 Jun	CES: MSTE P Mashalaba	FET Science Learners
FET CAPS <b>Level 1 &amp; 2</b> District Orientation EGD (Grade 10) teachers	22 - 28 Jun	CES FET: AK Pillai	Grade 10 EGD teachers
Inter-provincial Science Subject Committee Meeting	23 Jun	CES: MSTE P Mashalaba	Provincial Science Specialists
National Subject Committee Meetings: • Science	23 Jun	CES FET: AK Pillai	DBE Subject Committee members

**JUNE**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Selection of moderators for NSC Grade 12 Provincial moderation	23 – 25 Jun	CES EXAM: A Ndzause	Learners
National Subject Committee Meetings: • Technology	24 Jun	CES FET: AK Pillai	DBE Subject Committee members
Inter-provincial Technology Subject Committee Meeting	24 Jun	CES: MSTE P Mashalaba	Provincial Technology Specialists
National Subject Committee Meetings: • CAT & IT	25 Jun	CES FET: AK Pillai	DBE Subject Committee members
<b>Term 2 ends</b>	26 Jun		
<b>CD: CM Staff Meeting 2/2015</b>	<b>26 Jun</b>	<b>CD: E M Mabona</b>	<b>CD: CM-All staff members</b>
Marking of ASC and AET L4 Examination scripts	27 Jun-09 Jul	(A)CES Marking Processes: F. Bikitsha	Appointed Chief-Markers, Moderators, and Markers
Recruitment of ANA Markers	27 Jun-12 Jul	(A)CES Marking Processes: F. Bikitsha	Districts
Council for Economics Educators (CEE) Workshop	29 Jun -01 Jul	CES FET: AK Pillai	Economics Grade 12 lead Teachers
FET Content Gap Workshops: • Business Studies	29 Jun -01 Jul	CES FET: AK Pillai	Business Studies Grade 12 lead Teachers
AMESA National Conference	29 Jun–03 Jul	CES: MSTE P Mashalaba	GET & FET Mathematics officials and teachers
DBE content training for Maths, Sciences and Technology teachers	29 Jun – 03 Jul	CES ISP: M Tshofoti	Grade 8 and 9 Teachers
Monitor DBE content training for Maths, Sciences and Technology teachers	29 Jun – 03 Jul	CES ISP: M Tshofoti	Provincial DCESs
SAASTE National Conference	29 Jun–03 Jul	CES: MSTE P Mashalaba	GET & FET Sciences officials and teachers
FET Content Gap Workshop: • Electrical Technology • Mechanical Technology	29 – 10 Jul	CES FET:: AK Pillai	Selected Electrical and Mechanical Technology teachers
Selection of Examiners & Moderators	29 Jun-30 Jul	CES- Instrument Development Unit N. Mbeleki	Instrument Dev, FET & GET Subject Planners

**JUNE**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Life Sciences Conference	30 Jun – 2 Jul	CES FET: AK Pillai CES: District Curriculum	Life Sciences Subject Advisors and Lead Teachers
Workshop on development of e-content/e-lessons	30 Jun-03 Jul	CES eLearning & CIMS: HP Greeff	Selected Subject Advisors and Lead Teachers
Conduct training for FP HOD support programme by GMSA	30 Jun– 4 Jul	CES FP: T Reddy	District Curriculum Officials and FP HODs <b>Queenstown, Lady Frere, Mt Frere, Libode, Mbizana, Mthatha, Sterkspruit</b>

**PUSH YOURSELF  
BECAUSE, NO ONE  
ELSE IS GOING  
TO DO IT FOR YOU.**

**SCHOOL TERM 3 / SECOND FINANCIAL QUARTER**  
**1 JUL -30 SEPTEMBER**

20 Jul-Schools re-open  
02 Oct-Schools Close

**JULY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
1 <sup>st</sup> Quarterly Accountability meeting	01- 03 Jul	CES EDULIS: N.P. Jonas	EDULIS advisors
Monitoring BEd (MST ) tuition	01 - 03 Jul	Z Sonanzi	Teachers & Advisors
AET end of the year learner registration	01 – 31 Jul	CES EXAM: A Ndzause	Learners
Grade 10 learner registration	01 – 31 Jul	CES EXAM: A Ndzause	Learners
Submission of Monthly and Fincom Reports	06 Jul	Directors	GET, FET, TLTE, LIEPU and Exams
Submission of NSLA Reports	06 Jul	Directors District CESs	GET, FET, TLTE, LIEPU and Exams, District Curriculum
Submission of Reading Report	06 Jul	Directors	GET and FET
Submission of Evidence Based Report	06 Jul	Directors District CESs	GET, FET, TLTE, LIEPU and Exams, District Curriculum
Writing of Competency tests by Examination Assistants	6 - 10 Jul	(A)CES Marking Processes: F. Bikitsha	Shortlisted Applicants
<b>GET Lead Teacher Training:</b> Grades 8 & 9 Mathematics, Natural Science & Technology	06 -17 Jul	CES: MSTE P Mashalaba	Grade 8 and 9 Mathematics, Natural Science & Technology teachers
DBE content training for Maths, Sciences and Technology teachers	06 – 17 Jul	CES ISP: M Tshofoti	Grade 8 and 9 Teachers
Training of Grade 8 and 9 Mathematics, Natural Science & Technology lead teachers	06-17 Jul	CES MSTE: P Mashalaba	Grade 8 and 9 Mathematics, Natural Science & Technology teachers from all 23 districts
Monitoring BEd (ELT ) tuition	07 - 09 Jul	Z Sonanzi	Teachers & Advisors
Marking of ASC and AET L4 Examination scripts	7 -18 Jul	(A)CES Marking Processes: F. Bikitsha	Appointed Chief-Markers, Moderators, and Markers
Adjudication workshop for Multilingualism awards	08 – 09 Jul	Director: N Mbude-Shale	Selected district officials and involved stakeholders

## JULY

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
ICT Steering Committee Meeting	09 Jul	CES eLearning & CIMS: HP Greeff	DCES: TLTE & SES eLearning
PEIC meeting for ASC	09 Jul	CES EXAM: A Ndzause	Districts
School Library Conference	13 –17 Jul	CES EDULIS: N.P. Jonas	EDULIS Advisors & Teachers
FET Content Gap Workshop: • Civil Technology	13 – 24 Jul	CES FET: AK Pillai	Civil Technology teachers
Verification of Term 2 FET SBA cluster moderation	13 – 31 Jul	CES EXAM: A Ndzause	Districts
FET Content Gap Workshop: • Mathematical Literacy	14 - 16 Jul	CES FET: AK Pillai	Subject Advisors and Lead Teachers
<b>CD: CM EXCO 07 OF 2015</b>	15 Jul	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
Eastern Cape English Educators Association (ECEE) General meeting	15 Jul	CES FET: VL Westphal	English Subject Advisors and Teachers
Promote Financial Literacy Day Circuit Creative Arts Festivals and Exhibitions	15 - 30 Jul	CES ISP: M Tshofoti	District DCESs and Subject Advisors (ISP)
Quarterly MTBBE and IIAL coordinators meeting	16 – 21 Jul	Director: N Mbude-Shale CES: B. Ndodana	District MTBBE and IIAL Coordinators
<b>Term 3 starts</b>	20 Jul		
National SAAFECs Conference	20 – 24 Jul	CES FET: VL Westphal	Services Subject Advisors
Technology Open Day in Cluster A, B & C	20 - 24 Jul	CES ISP: M Tshofoti	Subject Advisors, Lead Teachers (ISP)
Translation and versioning workshop for workbooks	20 – 24 Jul	Director: N Mbude-Shale Researcher: Ms Ralam	NS-Tech Subject Advisors and lead teachers
Monitor HOD support programme by GMSA	20 - 24 Jul	CES FP: T Reddy CES ISP: M Tshofoti	District Curriculum Officials
<b>Monitoring &amp; Support Visits:</b> Districts & MST Schools- Cluster A/ B/ C	21-24 Jul	CES: MSTE P Mashalaba	Selected Under-performing Districts & MST Schools
FET ½-Yearly Meeting	22 - 24 Jul	CES FET: VL Westphal CES FET: AK Pillai	FET Subject Advisors all 29 NCS subjects
Hold Half-year Subject Advisors Indaba	22-24 Jul	CES ISP: M Tshofoti CES FP: T Reddy	District Curriculum Officials

**JULY**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
FET Mathematics – Career Guidance sessions on Actuarial Science	23 Jul	CES MSTE: P Mashalaba	Grade 10-12 Mathematics learners – Uitenhage
IIAL monitoring & support: lesson observations	23 – 31 Jul	Director: N Mbude-Shale CES: B. Ndodana	1. IIAL pilot schools 2. Provincial SNOALS
FET Mathematics – Career Guidance sessions on Actuarial Science	24 Jul	CES MSTE: P Mashalaba	Grade 10-12 Mathematics learners – Port Elizabeth
FET Mathematics – Career Guidance sessions on Actuarial Science	25 Jul	CES MSTE: P Mashalaba	Grade 10-12 Mathematics learners
Monitor roll out of: <ul style="list-style-type: none"> <li>• Indigenous Languages training of Senior Phase teachers on Folklore</li> <li>• Reading and Writing Training</li> <li>• Problem Solving Techniques Training</li> <li>• Physical Education Training</li> </ul>	25-31 Jul	CES ISP: M Tshofoti CES FP: T Reddy	FP and SP lead teachers <ul style="list-style-type: none"> <li>• Fort Beaufort</li> <li>• Butterworth</li> <li>• Dutywa</li> </ul>
Centralised SBA moderation: <ul style="list-style-type: none"> <li>• Design Studies</li> <li>• Dance Studies</li> </ul>	27 Jul	CES FET: VL Westphal CES District Curriculum	Grade 10 – 12 Dance & Design Teachers, learners and Subject Advisors
Inter-provincial MST Meeting	27-28 Jul	Director: TLTE	Provincial MSTE Management
<b>FET Incubation Programme Tutors’ Workshop:</b> Part 2 - Mathematics & Physical Sciences	27-29 Jul	CES: MSTE P Mashalaba	Incubation Programme Tutors, MSTE Co-ordinators, Subject Advisors, Subject Planners & Provincial Co-ordinators
Monitor District: <ul style="list-style-type: none"> <li>• Mental Maths Quiz</li> <li>• EGRA</li> <li>• Performing Art Competition</li> </ul>	27-31 Jul	CES ISP: M Tshofoti CES FP: T Reddy	District Curriculum officials
Translation and versioning workshop for workbooks	27 – 31 Jul	Director: N Mbude-Shale Researcher: Ms Ralam	MTBBE Maths Subject Advisors and lead teachers
District <b>Term 2</b> School Based Assessment (SBA) Moderation (Grades 10-12)	27 Jul - 14 Aug	CES FET: VL Westphal CES FET: AK Pillai CES Internal Assessment CES District Curriculum	Grade 12 Teachers and Learners



## JULY

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Centralised SBA moderation: <ul style="list-style-type: none"> <li>• Music</li> <li>• Visual Arts</li> </ul>	28 Jul	CES FET: VL Westphal CES District Curriculum	Grade 10 – 12 Music and Visual Arts Teachers, Learners and Subject Advisors
Centralised SBA moderation: <ul style="list-style-type: none"> <li>• Dramatic Arts</li> </ul>	29 Jul	CES FET: VL Westphal CES District Curriculum	Grade 10-12 Dramatic Arts Teachers and Learners
FET Mathematics Olympiads – 3 <sup>rd</sup> Round	29 Jul	CES MSTE: P Mashalaba	Selected FET Mathematics learners
Provincial Spelling Bee English and IsiXhosa Competition	29 Jul	CES ISP: M Tshofoti	ISP Learners
PSDF Rural Career expo	31 Jul	CES FET: VL Westphal	Life Orientation Subject Planner, Subject Advisors and Grade 10, 11 and 12 learners
Inter-provincial Conditional Grant Meeting	31 Jul	Director: TLTE	Provincial MSTE Management
National Science Week	31 Jul–07 Aug	CES: MSTE P Mashalaba	MST Teachers and Learners
<b>GET “How I teach” Workshops:</b> Natural Science	31 Jul–07 Aug	CES: MSTE P Mashalaba	Senior Phase Natural Sciences Teachers & Subject Specialists
“How I teach” workshops- Physical Science (FET Phase)	31 Jul – 07 Aug	CES MSTE: P Mashalaba	Senior Phase Natural Sciences Teachers & Specialists from all 23 districts

**“Intelligence plus character-that is the goal of true education.”**

**(Martin Luther King Jr.)**

**AUGUST**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<b>AstroQuiz Competition: 2<sup>nd</sup> Round</b>	01 Aug	CES: MSTE P Mashalaba	Grades 4-9 Science Learners
Develop IsiXhosa Resources	03-05 Aug	CES ISP: M Tshofoti District CES Curriculum	District DCEs and Subject Advisors (ISP)
FET District Visits: <ul style="list-style-type: none"> <li>• Monitor and Support FET District Cluster Subject Committee Meetings (<b>Term 3</b>)</li> <li>• Conduct FET <b>Provincial Moderation</b> and Verification of District <b>Term 2 SBA</b> in selected subjects (Grade 10, 11, &amp; 12)</li> <li>• Conduct school visits to ascertain curriculum coverage and level 1 SBA compliance</li> <li>• Monitor and support implementation of CAPS</li> <li>• Monitor and support implementation of Subject Improvement Plans</li> <li>• Monitor and support roll out content gap workshops</li> <li>• Monitor and support learners intervention programmes</li> <li>• Monitor usage of extra LTSM</li> <li>• Hold accountability meetings with DCEs and Subject Advisors</li> <li>• Monitor and support co-curricular activities</li> </ul>	03 - 07 Aug	CES FET: VL Westphal CES FET: AK Pillai District CES Curriculum	Subject Advisors, subject committee members and Grade 10-12 teachers and learners for the following subjects:
		Butterworth	English & Afrikaans
		Cradock	Accounting
		Cofimvaba	Life Sciences
		Dutywa	Geography
		East London	Technology Subjects
		Fort Beaufort	isiXhosa & SeSotho
		Graaff Reinet	Services
		Grahamstown	Maths & Maths Lit
		King William's Town	CAT & IT
		Lady Frere	Life Orientation
		Libode	Agricultural Sciences
		Lusikisiki	History
		Maluti	Business Studies & Economics
Mbizana	Arts subjects		
Monitor Mathematics and Science Week	03 – 07 Aug	CES ISP: M Tshofoti District CES Curriculum	District DCEs and Subject Advisors (ISP)
Provincial Grade 6 Science Olympiads	03-07 Aug	CES ISP: M Tshofoti District CES Curriculum	District DCEs and Subject Advisors (ISP)
Monitor NECT Learning Programme	03 – 07 Aug	CES FP: T Reddy	District Curriculum Officials
<b>FET Teacher Training: Grades 11-12 Mathematics Functions, Calculus &amp; Trigonometry</b>	03-07 Aug	CES: MSTE P Mashalaba	Selected Grade 11-12 Mathematics Teachers
Provincial Science Project Expo	03-07 Aug	CES: MSTE P Mashalaba	Grades 5-12 Science Learners

**AUGUST**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<b>Senior Phase Revision Workshops:</b> Mathematics	03-14 Aug	CES: MSTE P Mashalaba	Senior Phase Mathematics Teachers
District Creative Arts Festivals and Exhibitions	03 – 14 Aug	CES ISP: M Tshofoti District CES Curriculum	Subject Advisors, Lead Teachers (ISP)
Monitor Grade 4 – 7 Mental Maths District Competition	03 – 14 Aug	CES ISP: M Tshofoti District CES Curriculum	Subject Advisors, Lead Teachers (Grade 4-7)
GET Monitor Subject committees: SBA in Cluster A, B&C, "How I teach" and Monitor ANA Count Down	03 – 28 Aug	CES ISP: M Tshofoti District CES Curriculum	ISP Subject Advisors & Teachers
Submission of Monthly and Fincom Reports	04 Aug	Directors	GET, FET, TLTE, LIEPU and Exams
Cluster road shows: advocacy for IIAL roll-out to all schools in 2016	04 Aug	Director: N Mbude-Shale CES: B. Ndodana	Cluster A districts
<b>FET Teacher Training:</b> Mathematics Problem Solving Skills – Cluster A	04-05 Aug	CES: MSTE P Mashalaba	Selected Grades 10-12 Mathematics Teachers
Monitor and Support Districts /schools CAPS Implementation: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Teaching, learning and Assessment</li> <li>• Implementation of 0 to 4 Birth curriculum in Qumbu district</li> <li>• ANA Count Down</li> </ul>	04 – 06 Aug	CES ISP: M Tshofoti CES FP: T Reddy	Provincial DCESs and district curriculum officials Cofimvaba Graaf Reniet Qumbu
<b>CD: CM EXCO 08 OF 2015</b>	<b>05 Aug</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
Monitor School Based Assessment (SBA)	05 – 08 Aug	CES ISP: M Tshofoti CES FP: T Reddy	District Curriculum Officials
<b>Guidance, Monitoring &amp; Support:</b> Preparations for National Read-a-thon	05-07 Aug	CES EDULIS: N.P. Jonas	<b>Districts &amp; Schools:</b> Lusikisiki District
District Financial Literacy Day	05 – 24 Aug	CES ISP: M Tshofoti District CES Curriculum	EMS Teachers and learners
ICT Steering Committee Meeting	6 Aug	CES eLearning & CIMS: HP Greeff	DCES: TLTE & SES eLearning

## AUGUST

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
National Science Week Provincial Launch	06 Aug	CES: MSTE P Mashalaba	GET & FET Science Teachers & Learners
<b>FET Teacher Training:</b> Problem Solving Skills for Mathematics Teachers – Cluster B	06-07 Aug	CES: MSTE P Mashalaba	Grades 10-12 Mathematics Teachers
Provincial Oral History Competition for Intermediate Phase	07 Aug	CES ISP: M Tshofoti District CES Curriculum	Intermediate Phase learners
Conduct GET (ISP) Subject Advisors half – yearly Indaba	07 – 08 Aug	CES ISP: M Tshofoti District CES Curriculum	District DCEs and Subject Advisors (ISP)
<b>Public Holiday – Women’s Day</b>	09 Aug	<b>All</b>	<b>All</b>
Monitor Spelling BEE Grade 3	10 – 14 Aug	CES FP: T Reddy	District Curriculum Officials
<b>FET Centralised Provincial</b> Grade 12 SBA Moderation	10 – 14 Aug	CES FET: VL Westphal CES FET: AK Pillai CES Internal Assessment CES District Curriculum	Grade 12 Teachers and Learners
Term 3 FET/GET/AET SBA verification visits	10 Aug– 11 Sept	CES EXAM: A Ndzause	Districts
<b>FET Teacher Training:</b> Problem Solving Skills for Mathematics Teachers – Cluster C	11-12 Aug	CES: MSTE P Mashalaba	Grades 10-12 Mathematics Teachers
Re-screening workshop for IIAL LTSM and classroom resources	11 – 12 Aug	CES: B. Ndodana	Subject Advisors
Workshop on development of Web design	12-14 Aug	CES eLearning & CIMS: HP Greeff	Mbizana, Lady Frere and Mt Fletcher web developers
<b>Guidance, Monitoring &amp; Support:</b> Preparations for National Read-a-thon	12–14 Aug	CES EDULIS: N.P. Jonas	<b>Districts &amp; Schools:</b> Mt. Frere District
<b>CD: CM MANCOM 03 OF 2015</b>	13 Aug	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS, CESs &amp; DDs</b>
Regional Science Expo Competition	14 Aug	CES: MSTE P Mashalaba	GET & FET Science Teachers & Learners
Closing date for the applications for Re-mark/Re-check/Viewing of ASC scripts	14 Aug	(A)CES Marking Processes: F. Bikitsha	SC Candidates

## AUGUST

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
MTBBE teacher support workshop	17 – 19 Aug	Director: N Mbude-Shale CES: B. Ndodana Researcher: Ms Ralam	MTBBE Schools
Monitor HOD support programme by GMSA	17 – 21 Aug	CES FP: T Reddy	District Curriculum Officials
<b>Monitoring &amp; Support Visits:</b> MST Schools & Districts - Cluster A/ B/ C	17-21 Aug	CES: MSTE P Mashalaba	Selected Under-performing Districts & MST Schools
FET District Final Oral Moderation for Languages Grade 12	17 - 28 Aug	CES FET: VL Westphal	Grade 12 learners
FET Sample Moderation of Agricultural Management Practice (AMP) PAT	17 - 28 Aug	CES FET: AK Pillai	AMP Subject Advisors, Teachers and Learners
FET Sample Moderation of Consumer Studies and Hospitality Studies PAT	17 - 28 Aug	CES FET: VL Westphal CES: District Curriculum	Consumer Studies and Hospitality Studies Grade 12 Learners and Teachers
FET on site moderation & verification of Life Orientation Physical Education Task (PET)	17 - 28 Aug	CES FET: VL Westphal	Life Orientation Subject Advisors, Planner, and Grade 10,11 & 12 learners
Conduct CiSELT Phase 1 training workshop for Lead Teachers	18 - 21 Aug	CES ISP: M Tshofoti	Subject Advisors/Lead Teachers
<b>Guidance, Monitoring &amp; Support:</b> Preparations for National Read-a-thon	19–21 Aug	CES EDULIS: N.P. Jonas	<b>Districts &amp; Schools:</b> Qumbu District
District/Cluster Entrepreneurial exhibition for EMS	19 - 30 Aug	CES ISP: M Tshofoti District CES Curriculum	EMS Teachers and learners
Cluster road shows: advocacy for IIAL roll-out 2016	20 Aug	Director: N Mbude-Shale CES: B. Ndodana	Cluster B districts
<b>IDAEC Meeting 04/ 2015</b>	20-21 Aug	<b>Director: Exams:</b>	<b>H/O Director, CESs, DDs Exams &amp; District Heads of Exams</b>
FET Provincial Finals Economics Quiz Competition	21 Aug	CES FET: AK Pillai	Economics Grades 11 Learners, Teachers & Subject Advisors
Provincial Finals of the South African Model UN (SAMUN) Debates	21 Aug	CES FET: VL Westphal	Grade 11 learners, Teachers and Subject Advisors

**AUGUST**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Mediate Technology Tool Kits (Senior Phase)	21 - 23 Aug	CES ISP: M Tshofoti	Subject Advisors
Cluster A,B, C Creative Arts Festivals and Exhibitions	24 - 28 Aug	CES ISP: M Tshofoti District CES Curriculum	Subject Advisors, Lead Teachers (ISP)
IIAL and MTBBE monitoring & support	24 - 31 Aug	Director: N Mbude-Shale CES: B. Ndodana Researcher: X. Ralam	1. IIAL pilot schools 2. Provincial SNOALS 3. MTBBE Schools
FET Provincial Accounting Competition Finals	25 Aug	CES FET: AK Pillai	Accounting Teachers, Learners & Subject Advisors
eLearning: Teachmeet Port Elizabeth	25 Aug	CES eLearning & CIMS: HP Greeff	Subject Advisors and Teachers in the PE area
Monitor and Support Districts /schools CAPS Implementation: <ul style="list-style-type: none"> <li>• Utilisation of DBE Workbooks</li> <li>• Roll out of Provincial activities ( How I Teach)</li> <li>• Monitor Mathematics, Reading and Life Skills Clubs</li> </ul>	25 -27 Aug	CES ISP: M Tshofoti CES FP: T Reddy	Districts and schools Queenstown Ngcobo Lady Frere
Training of Trainers workshop for invigilation, monitoring and handling of Irregularities. Cluster A Districts	26 Aug	CES EXAM: A Ndzause	Districts
<b>CD: CM PCCC 3/2015</b>	<b>26-27 Aug</b>	<b>CD: E M Mabona</b>	<b>H/O Curriculum Directors, Curriculum CESSs, Dep. Dir. and District Curriculum CESSs</b>
District Monitoring & Support Visits	26-28 Aug	CES eLearning & CIMS: HP Greeff	Lady Frere, Bizana and Mt Fletcher Districts
FET Life Sciences Workshop: Modelling of Practical Examination	27 - 28 Aug	CES FET: AK Pillai	Life Sciences Subject Advisors and Lead Teachers
<b>Guidance, Monitoring &amp; Support:</b> Preparations for National Read-a-thon	27–29 Aug	CES EDULIS: N.P. Jonas	<b>Districts &amp; Schools:</b> Libode District

## AUGUST

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Grade 12 Trial Examinations (tentative date) <ul style="list-style-type: none"> <li>• Writing</li> <li>• Monitoring</li> </ul>	27 Aug-30 Sept	CES- Instrument Development N. Mbeleki CES: A Ndzause	Schools & Candidates
Closing date for the applications for Re-mark/Re-check/Viewing of ASC scripts	28 Aug	(A)CES Marking Processes: F. Bikitsha	ASC Candidates
Closing date for Re-mark/Re-check for ASC	28 Aug	CES Exam – F. Bikitsha	Districts/Part time candidates
<b>AstroQuiz Competition: 3<sup>rd</sup> Round</b>	28 Aug	CES: MSTE P Mashalaba	Grades 4-9 Science Learners
Hold IsiXhosa Provincial Language festival	28 Aug	CES ISP: M Tshofoti District CES Curriculum	Subject Advisors, Teachers (ISP) and learners
Hold Provincial Mental Maths Quiz for Grades 3, 6 and 7	28 Aug	CES ISP: M Tshofoti CES FP: T Reddy	Mathematics Grades 4 - 6 teachers and learners
Provincial Spelling Bee	28 Aug	CES FP: T Reddy	District Curriculum Officials
Conduct Provincial Financial Literacy Day	28 Aug	CES ISP: M Tshofoti District CES Curriculum	EMS DCES, SES's, Teachers and Learners
Young Communicators Ambassadors (YCA) Provincial Finals	28 Aug	CES FET: VL Westphal	Regional winners, Teachers and Subject Advisors
Closing date of Registration 2016 examination centres	28 Aug	CES EXAM: A Ndzause	Districts

**“Educating the mind without educating the heart is no education at all.”**

**(Aristotle)**

**SEPTEMBER**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Training of Trainers workshop for invigilation, monitoring and handling of Irregularities. Cluster B Districts	1 Sept	CES EXAM: A Ndzause	Districts
Monitor Grades R-3 Language Festival/ Literacy Week and Creative Writing	01 - 04 Sept	CES FP: T Reddy	District Curriculum Officials
Monitor district roll out of CiSELT phase 1	01 - 30 Sept	CES ISP: M Tshofoti	Subject Advisors and Lead Teachers
District Monitoring & Support Visits	02-03 Sept	CES eLearning & CIMS: HP Greeff	Mthatha & Mt. Frere Districts
<b>Guidance, Monitoring &amp; Support:</b> Preparations for National Read-a-thon	02–05 Sept	CES EDULIS: N.P. Jonas	<b>Districts &amp; Schools:</b> Lady Frere District
Hold Provincial Performing Arts competitions	03 Sept	CES FP: T Reddy	District Curriculum Officials
Training of Trainers workshop for invigilation, monitoring and handling of Irregularities. Cluster C Districts	3 Sept	CES EXAM: A Ndzause	Districts
Cluster road shows: advocacy for IIAL roll-out 2016	03 Sept	Director: N Mbude-Shale	Cluster C districts
FET Provincial Subject Committee Meetings <b>(Term 3)</b>	03 – 04 Sept	CES FET: VL Westphal CES FET: AK Pillai	Subject Committee Members
Translation and versioning workshop for workbooks	03 – 04 Sept	Director: N Mbude-Shale CES: B. Ndodana Researcher: Ms Ralam	MTBBE NS-Tech Subject Advisors and lead teachers
Provincial EMS Quiz	04 Sept	CES ISP: M Tshofoti	Subject Advisors and Learners
Writing of CAT for Life Orientation	04 Sept	CES Exams N. Mbeleki	All Grade 12 Candidates and Schools
Submission of Monthly and Fincom Reports	04 Sept	Directors	GET, FET, TLTE, LIEPU and Exams



## SEPTEMBER

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Monitor HOD support programme by GMSA Monitor ANA Count Down	07 - 11 Sept	CES FP: T Reddy	District Curriculum Officials
Monitor District/Cluster (A, B and C) Language Festival	07 - 23 Sept	CES ISP: M Tshofoti District CES Curriculum	ISP Teachers and learners
Literacy Week	08–12 Sept	CES EDULIS: N.P. Jonas CES ISP: M. Tshofoti CES FT: T. Reddy	<b>Districts &amp; Schools:</b> EDULIS Advisors GET Language Advisors
Annual Provincial Language Indaba	10 Sept	Director: N Mbude-Shale CES: B. Ndodana	DoE and stakeholders
Nkosi Albert Luthuli Young Historians Awards Competition – Provincial Finals	10 – 11 Sept	CES FET: VL Westphal	Subject Advisors, Teachers and Regional Winners
Translation and versioning workshop for workbooks	11 – 12 Sept	Director: N Mbude-Shale CES: B. Ndodana Researcher: Ms Ralam	Maths Subject Advisors and lead teachers
Monitor GET SBA Moderation(Cluster Moderations 4 - 6)	13 - 17 Sept	CES ISP: M Tshofoti	Subject Advisors , Schools and Teachers
FET District Visits: <ul style="list-style-type: none"> <li>• Monitor and Support FET District Cluster Subject Committee Meetings (<b>Term 3</b>)</li> <li>• Conduct FET <b>Provincial Moderation</b> and Verification of District <b>Term 2 SBA</b> in selected subjects (Grade 10, 11, &amp; 12)</li> <li>• Conduct school visits to ascertain completion of curriculum coverage and SBA completion (SMT moderation in readiness for Term 3 and Provincial SBA moderation)</li> <li>• Conduct school visits to ascertain Curriculum Coverage for Grades 10 &amp; 11 and monitor Level 1 SBA compliance (Grades 10-11)</li> <li>• Monitor and support implementation of CAPS</li> </ul>	14 -18 Sept	CES FET: VL Westphal CES FET: AK Pillai District CES Curriculum	Subject Advisors, subject committee members and Grade 10-12 teachers and learners for the following subjects:
		Mt Fletcher	Arts subjects
		Mt Frere	Accounting
		Mbizana	Life Sciences
		Port Elizabeth	Technology Subjects
		Queenstown	isiXhosa & SeSotho
		Qumbu	Maths & Maths Lit
		Sterkspruit	Services
King William's Town	Geography		

## SEPTEMBER

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<ul style="list-style-type: none"> <li>Monitor and support implementation of Subject Improvement Plans</li> <li>Monitor and support roll out content gap workshops</li> <li>Monitor and support co-curricular activities</li> <li>Monitor and support learners intervention programmes</li> <li>Monitor usage of extra LTSM</li> <li>Hold accountability meetings with DCES and Subject Advisors</li> <li>Monitor practical examinations</li> </ul>		Butterworth	CAT&IT
		Cofimvaba	Life Orientation
		Cradock	Agricultural Sciences
		Dutywa	History
		Libode	Business Studies & Economics
		Lady Frere	English & Afrikaans
District Monitoring & Support Visits	15-17 Sept	CES eLearning & CIMS: HP Greeff	Grahamstown & Cradock Districts
Monitor and Support Districts /schools <ul style="list-style-type: none"> <li>Functionality of subject committees</li> </ul>	15 –17 Sept	CES ISP: M Tshofoti CES FP: T Reddy	Subject Advisors and DCESS
Materials development workshops	15 - 17 Sept	Director: N Mbude-Shale CES: B. Ndodana	All schools
Administration of ANA tests	15 – 18 Sept	CES Exams – N. Mbeleki CES ISP: M Tshofoti CES FP: T Reddy	Districts & Grades 1-6 and 9 learners and Schools
<b>Guidance, Monitoring &amp; Support:</b> National Literacy Week	15–19 Sept	CES EDULIS: N.P. Jonas	<b>District &amp; Schools:</b> Engcobo District
AET L4 Provincial moderation	16 – 20 Sept	CES EXAM: A Ndzause	Districts
Provincial Celebration of Heritage through Arts and Culture and Social Sciences and Languages (Collaboration with School Enrichment Directorate)	16 - 20 Sept	CES ISP: M Tshofoti District CES Curriculum	Foundation Phase and INTERSEN - A&C, S.S and Languages Subject Advisors, teachers and learners
Provincial Creative Arts Festivals and Exhibitions	16 - 20 Sept	CES ISP: M Tshofoti District CES Curriculum	Subject Advisors, Lead Teachers (ISP)
<b>CD: CM EXCO 09 OF 2015</b>	17 Sept	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>

## SEPTEMBER

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Meeting of TSSR Grant	17 – 18 Sept	CES FET: AK Pillai	Engineering Subject Advisors and School Principals for HTS
FET Music Materials Development (Grade 10) Workshop	21 – 23 Sept	CES FET: VL Westphal	Music Subject Advisors and Lead Teachers
Heritage Week celebrations	21 - 25 Sept	CES ISP: M Tshofoti CES FP: T Reddy	Subject Advisors , Schools and Teachers
Monitor NECT Programme in Libode and Mt Frere	21 - 25 Sept	CES FP: T Reddy	District Curriculum Officials
Marking of ANA tests by class teachers	21 – 28 Sept	(A)CES Marking Processes: F. Bikitsha	Grade 3, 6 and 9 schools
Administration of examinations in practical subjects	21 Sept-16 Oct	CES Curr: Ms Wesphal CES: EXAMS A. Ndzause, N.Mbeleki	Learners
Heritage Day Celebrations	22 Sept	CES FET: VL Westphal	Services Subjects Learners, Teachers & Subject Advisors
Annual Heritage Event	24 Sept	Director: N Mbude-Shale CES: B. Ndodana	1. IIAL pilot schools 2. Provincial SNOALS 3. Stakeholders
<b>Public Holiday – Heritage Day</b>	<b>24 Sept</b>	<b>All</b>	<b>All</b>
Training of Examiners and Moderators	25 Sept	CES Exams- Ms Mbeleki	Examiners & Moderators
Training of Grade 12 NSC AND AET L4 Chief Markers and Moderators	25 – 26 Sept	(A)CES Marking Processes: F. Bikitsha	Grade 12 NSC and AET L4 Chief Markers and Moderators
FET Content Gap Workshop on new literature for Grade 12 (English Home Language and English First Additional Language)	28 – 30 Sept	CES FET: VL Westphal	English Subject Advisors and Lead Teachers
Life Orientation Common Assessment Task (CAT) Provincial Centralised Moderation	28 Sep – 02 Oct	CES FET: VL Westphal CES Internal Assessment CES District Curriculum	Life Orientation Subject Planner and Subject Advisors
ASAAE Provincial Conference	28 – 30 Sept	CES FET: AK Pillai CES District Curriculum	Agricultural Sciences subject advisors and teachers

**Too often we give children answers to remember rather than problems to solve.  
(Roger Lewin)**

**SCHOOL TERM 4 / THIRD FINANCIAL QUARTER**  
**12 OCTOBER-31 DECEMBER**

*12 Oct-Schools reopen*  
*09 Dec-Schools Close: Learners*  
*11 Dec-Schools Close: Teachers*

**OCTOBER**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
MST Inter-provincial Meeting	01-02 Oct	Director: TLTE	Provincial MST Management
Training of Examiners and Moderators	01 – 02 Oct	CES: Instrument Development N. Mbeleki CES: Curriculum Management VL Westphal, AK Pillay	Examiners and Moderators
National Tourism Careers Expo	01 – 03 Oct	CES FET: VL Westphal District CES Curriculum	Tourism Studies Teachers, Learners and Subject Advisors
<b>Term 3 ends</b>	02 Oct		
EE Youth Summit	2 – 5 Oct	CES ISP: M Tshofoti	Teachers and learners
ANA Centralised Re-marking (external moderation)	02-10 Oct	(A)CES Marking Processes: F. Bikitsha	Appointed markers
Submission of Monthly and Fincom Reports	05 Oct	Directors	GET, FET, TLTE, LIEPU and Exams
Submission of NSLA Reports	05 Oct	Directors District CESs	GET, FET, TLTE, LIEPU and Exams, District Curriculum
Submission of Reading Report	05 Oct	Directors	GET and FET
Submission of Evidence Based Report	05 Oct	Directors District CESs	GET, FET, TLTE, LIEPU and Exams, District Curriculum
Monitoring NTA cluster adjudication	5-8 Oct	L Zani	Teachers
Workshop on development of econtent/e-lessons	6-8 Oct	CES eLearning & CIMS: HP Greeff	Selected Sas and Lead Teachers
2 <sup>nd</sup> Quarterly Accountability meeting & EDULIS Strategic Planning – Cluster A & B	06–07 Oct	CES EDULIS: N.P. Jonas	District EDULIS advisors
2 <sup>nd</sup> MSTE Quarterly Meeting	07-08 Oct	CES: MSTE P Mashalaba	DCES: TLTE, MSTE Co-ordinators & Head Office MSTE officials

**OCTOBER**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Examination Joint Committee meeting with all stakeholders	8 Oct 2015	CES EXAM: A Ndzause	Districts
<b>2<sup>nd</sup> Quarterly Accountability meeting:</b> Cluster B & C	08–09 Oct	CES EDULIS: N.P. Jonas	EDULIS advisors
Intermediate Phase Social Sciences Map Work Quiz	8 Oct	CES ISP: M Tshofoti	Teachers and Learners
AMESA Provincial Conference	09-10 Oct	CES: MSTE P Mashalaba	GET & FET Mathematics officials and teachers & Head Office MSTE officials
Senior Phase Social Sciences Map Work Quiz	9 Oct	CES ISP: M Tshofoti	Teachers and Learners
SAASTE Provincial Conference	09-10 Oct	CES: MSTE P Mashalaba	GET & FET Sciences District officials, teachers & Head Office MSTE officials
Young Communicators Ambassadors (YCA) National Finals	10 – 11 Oct	CES FET: VL Westphal	Provincial Finalist
<b>Term 4 starts</b>	12 Oct		
Arts Practical Examination Moderation <ul style="list-style-type: none"> <li>• Music</li> <li>• Dramatic Arts</li> <li>• Dance Studies</li> </ul>	12 – 23 Oct	CES FET: VL Westphal	Subject Advisors, Grade 12 Learners and Teachers
MTBBE and IIAL monitoring & support	12 – 16 Oct	Director: N Mbude-Shale CES: B. Ndodana	IIAL and MTBBE schools
FET District Visits: <ul style="list-style-type: none"> <li>• Monitor and Support FET District Cluster Subject Committee Meetings (<b>Term 3</b>)</li> <li>• Conduct school visits to ascertain completion of curriculum coverage and SBA completion (SMT moderation in readiness for Term 3 and Provincial SBA moderation)</li> <li>• Conduct school visits to ascertain Curriculum Coverage for Grades 10 &amp; 11 and monitor Level 1</li> </ul>	12 – 16 Oct	CES FET: VL Westphal CES FET: AK Pillai District CES Curriculum	Subject Advisors, subject committee members and Grade 10-12 teachers and learners for the following subjects:
		Fort Beaufort	History
		Grahamstown	Business Studies & Economics
		King William’s Town	Technology Subjects
		Lady Frere	Accounting
		Libode	English & Afrikaans

**OCTOBER**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
SBA compliance (Grades 10-11) <ul style="list-style-type: none"> <li>• Monitor and support implementation of CAPS</li> <li>• Monitor and support implementation of Subject Improvement Plans</li> <li>• Monitor and support roll out content gap workshops</li> <li>• Monitor and support co-curricular activities</li> <li>• Monitor and support learners intervention programmes</li> <li>• Monitor usage of extra LTSM</li> <li>• Hold accountability meetings with DCES and Subject Advisors</li> <li>• Monitor practical examinations</li> </ul>		Lusikisiki	Geography
		Maluti	isiXhosa & SeSotho
		Mbizana	Maths & Maths Lit
		Mt Fletcher	Services
		Mt Frere	CAT&IT
		Mthatha	Life Orientation
		Ngcobo	Agricultural Sciences
		Port Elizabeth	Life Sciences
Consumer Studies and Hospitality Studies PAT Moderation	12 - 16 Oct	CES FET: VL Westphal	Consumer Studies and Hospitality Studies Grade 12 learners and teachers
Career Dress Up Day	12 - 23 Oct	CES ISP: M Tshofoti District CES Curriculum	Grade7 Teachers and learners
Technology Mini-PAT Exhibitions for Term 3 – Cluster A, B & C	12 - 23 Oct	CES ISP: M Tshofoti	SP Subject Advisors and lead teachers
District <b>Term 3</b> School Based Assessment (SBA) Moderation (Grades 10-12)	12 – 23 Oct	CES FET: VL Westphal CES FET: AK Pillai CES Internal Assessment CES District Curriculum	Grade 12 Teachers and Learners
FET <b>Practical Moderation</b> and Verification of selected Engineering subjects (PAT) in Districts (Grade 10, 11, & 12)	12 – 23 Oct	CES FET: AK Pillai	Engineering Subject Advisors, Teachers and Learners
Monitor district roll out of CiSELT phase 1	12 - 30 Oct	CES ISP: M Tshofoti	Subject Advisors and Lead Teachers
CAT & IT data disks loaded on candidates computers Finalization of SOR for CAT practical	13 Oct	CES: N. Mbeleki CES-Curriculum	<b>Learners</b>
<b>CD: CM EXCO 10 OF 2015</b>	13 Oct	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>

**OCTOBER**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
Guidance, Monitoring & Support Visits	13–15 Oct	CES EDULIS: N.P. Jonas	<b>Districts &amp; Schools:</b> Dutywa District
GET Monitor Subject committees: SBA in Cluster A, B&C	14 – 18 Oct	CES ISP: M Tshofoti CES FP: T Reddy	ISP Subject Advisors & Teachers
Training of Provincial Monitors for end of the year examinations	15 Oct	CES EXAM: A Ndzause	Districts
<b>IDAEC Meeting 05/ 2015</b>	<b>15-16 Oct</b>	<b>Director: Exams:</b>	<b>H/O Director, CESs, DDs Exams &amp; District Heads of Exams</b>
Signing of the Pledge	16 Oct	CES Exams – N. Ndzause	Districts and Schools All Grade 12 Learners.
South African Model UN (SAMUN) Debates International Finals	16 - 18 Oct	CES FET: VL Westphal	Grade 11 learners, Teachers and Subject Advisors
Grade 12 NSC CAT Practical (tentative date)	19 Oct	CES- Instrument Development Unit N. Mbeleki	Schools & Candidates
<b>CD: CM MANCOM 04 OF 2015</b>	19-20 Oct	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS, CESs &amp; DDs</b>
Life Orientation Common Assessment Task (CAT) Provincial Centralised Moderation	19 - 23 Oct	CES FET: VL Westphal CES Internal Assessment CES District Curriculum	Life Orientation Subject Planner and Subject Advisors
District & MST Schools Monitoring & Support Visits Cluster A/ B/ C	19-23 Oct	CES: MSTE P Mashalaba	Selected Under-performing Districts & MST Schools
Monitor NECT Programme in Libode and Mt Frere	19 – 23 Oct	CES FP: T Reddy	District Curriculum Officials
GET Monitor SBA in Cluster A, B&C	19 - 23 Oct	CES ISP: M Tshofoti CES FP: T Reddy	ISP Subject Advisors & Teachers
Grade 12 NSC IT Practical (tentative date)	20 Oct	CES- Instrument Development Unit N. Mbeleki	Schools & Candidates
School Language Policy workshops for SGBs	20 – 21 Oct	Director: N Mbude-Shale CES: B. Ndodana	CLUSTER C schools
Guidance, Monitoring & Support Visits	20–22 Oct	CES EDULIS: N.P. Jonas	Sterkspruit District

**OCTOBER**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
Provincial Career Dress up Day	23 Oct	CES ISP: M Tshofoti	Subject Advisors, teachers and learners
Celebrating Careers through Language	24 Oct	CES ISP: M Tshofoti District CES Curriculum	ISP Teachers and learners
School Language Policy workshops for SGBs	26 – 27 Oct	Director: N Mbude-Shale CES: B. Ndodana	CLUSTER B schools
Analysis of ANA results for Languages and Mathematics	26 - 29 Oct	CES ISP: M Tshofoti CES FP: T Reddy	District Curriculum Officials
<b>FET Centralised Provincial</b> Grade 12 SBA Moderation	26 - 30 Oct	CES FET: VL Westphal CES FET: AK Pillai CES Internal Assessment CES District Curriculum	Grade 12 Teachers and Learners
Monitor Mathematics, Reading and Life Skills Clubs	26 – 30 Oct	CES FP: T Reddy	District Curriculum Officials
Creative Arts Summit	26 – 30 Oct	CES ISP: M Tshofoti	Subject Advisors and Lead Teachers
Grade 12 NSC Final Examination Writing Monitoring Handling of Irregularities	26 Oct– 27 Nov	CES EXAM: A Ndzause CES N Mbeleki	Districts, Schools
Guidance, Monitoring & Support Visits	27-29 Oct	CES EDULIS: N.P. Jonas	Queenstown District
NTA pre-Planning meeting	27 Oct	L Zani	NTA coordinators
Conduct analysis of ANA results	27 – 30 Oct	CES ISP: M Tshofoti District CES Curriculum	Mathematics and Languages Subject Advisors
<b>CD: CM PCCC 4/2015</b>	<b>27-29 Nov</b>	<b>CD: E M Mabona</b>	<b>H/O Curriculum Directors, Curriculum CESs, Dep. Dir. and District Curriculum CESs</b>
School Language Policy workshops for SGBs	29 – 30 Oct	Director: N Mbude-Shale CES: B. Ndodana	CLUSTER A schools
Inter-provincial Conditional Grant Meeting	30 Oct	Director: TLTE	Provincial MSTE Management
Provincial Project Exhibitions for SP Arts & Culture, EMS and Technology	30 Oct	CES ISP: M Tshofoti District CES Curriculum	Arts & Culture , EMS & Technology DCES's, SES's, Teachers and Learners



**NOVEMBER**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Development of District Action Plans & Year Plans	01–03 Nov	CES EDULIS: N.P. Jonas	District EDULIS Advisors
Arts Practical Examination Moderation: <ul style="list-style-type: none"> <li>Design Studies</li> <li>Visual Arts</li> </ul>	02 – 14 Nov	CES FET: VL Westphal	Subject Advisors, Grade 12 Learners and Teachers
<b>CD: CM EXCO 11 OF 2015</b>	03 Nov	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
Submission of Monthly and Fincom Reports	04 Nov	Directors	GET, FET, TLTE, LIEPU and Exams
Quarterly IIAL coordinators meeting	5 Nov	Director: N Mbude-Shale CES: B. Ndodana	District IIAL Coordinators
Provincial FET Subject Committee Meetings ( <b>Term 4</b> )	05 – 06 Nov	CES FET: VL Westphal CES FET: AK Pillai	All Provincial Subject Committee members
MTBBE and IIAL monitoring and support	09 – 13 Nov	CES: B. Ndodana	1. MTBBE and IIAL Pilot schools 2. Provincial SNOALS
ICT Steering Committee Meeting	12 Nov	CES eLearning & CIMS: HP Greeff	DCES: TLTE & SES eLearning
NTA Adjudications	10 -12 Nov	L Zani	Teachers
FET District Visits: <ul style="list-style-type: none"> <li>Monitor and Support FET District Cluster Subject Committee Meetings (<b>Term 4</b>)</li> <li>Monitor and support implementation of CAPS</li> <li>Conduct school visits to ascertain Curriculum Coverage for Grades 10 &amp; 11 and monitor Level 1 SBA compliance (Grades 10-11)</li> <li>Monitor and support planning for 2015 and adaptation of Subject Improvement Plans</li> <li>Monitor and support roll out content gap workshops</li> <li>Monitor writing of National Senior Certificate examinations</li> </ul>	16 – 20 Nov	CES FET: VL Westphal CES FET: AK Pillai District CES Curriculum	Subject Advisors, subject committee members and Grade 10-12 teachers and learners for the following subjects:
		Port Elizabeth	Arts Subjects
		Queenstown	Business Studies & Economics
		Qumbu	Life Sciences
		Sterkspruit	Geography
		Uitenhage	Accounting
		Butterworth	History
		Cradock	CAT & IT
		Dutywa	Technology Subjects
		East London	isiXhosa & SeSotho

**NOVEMBER**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<ul style="list-style-type: none"> <li>• Monitor and support learner intervention programmes</li> <li>• Monitor usage of extra LTSM</li> <li>• Hold accountability meetings with DCES and Subject Advisors</li> <li>• Monitor and support co-curricular activities</li> </ul>		Fort Beaufort	Maths & Maths Lit
		Graaff Reinett	Services
		Grahamstown	English & Afrikaans
		King William's Town	Life Orientation & Religion Studies
		Lady Frere	Agricultural Sciences
MTBBE monitoring and support workshop	18 -19 Nov	Researcher: Ms Ralam CES: B. Ndodana	MTBBE schools
Conduct centralised SBA moderation of Intermediate Phase SBA	23 – 27 Nov	CES ISP: M Tshofoti CES FP: T Reddy	Subject Advisors
NTA Provincial ceremony	26 Nov	L Zani	District coordinators
IIAL Provincial Summit	27 Nov	Director: N Mbude-Shale CES: B. Ndodana	All stakeholders
PCTT: Grade 3 2016	30 Nov – 03 Dec	Director: N Mbude-Shale CES: B. Ndodana	IIAL Teachers

**Education is when you read the fine print;  
experience is what you get when you don't. ”  
(Pete Seeger)**

## DECEMBER

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
On site monitoring of all systems: readiness for 2016	1 – 4 Dec	Director: N Mbude-Shale CES: B. Ndodana	IIAL Coordinators and schools
Monitoring of NSC Marking Centres	01 – 06 Dec	CES FET: VL Westphal CES FET: AK Pillai	Marking Centres & NSC markers
Marking of NSC and AET L4 scripts Monitoring	01-13 Dec	(A)CES Marking Processes: F. Bikitsha CES EXAM: A Ndzause	NSC and AET learners
<b>CD: CM EXCO 12 OF 2015</b>	04 Dec	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
Submission of Monthly and Fincom Reports	04 Dec	Directors	GET, FET, TLTE, LIEPU and Exams
<b>CD: CM Staff Meeting 3/2015</b>	05 Dec	<b>CD: E M Mabona</b>	<b>CD: CM-All staff members</b>
Submission of Reading Report	10 Dec	Directors District CESs	GET and FET
Submission of Evidence Based Report	10 Dec	Directors District CESs	GET, FET, TLTE, LIEPU and Exams, District Curriculum
NCS Grade 12 subject changes	15 Dec	CES EXAM: A Ndzause	Learners
PEIC meeting	15 Dec	CES EXAM: A Ndzause	Districts
Submission of NSLA Reports	15 Dec	Directors District CESs	GET, FET, TLTE, LIEPU and Exams, District Curriculum
Submission of Monthly report for December	15 Dec	Directors	GET, FET, TLTE, LIEPU and Exams
Closing date for NSC Grade 11 submission of promotion schedules	17 Dec	CES EXAM: A Ndzause	Districts
<b>Day of Reconciliation – PUBLIC HOLIDAY</b>	16 Dec	<b>All</b>	<b>All</b>
<b>Christmas Day – PUBLIC HOILIDAY</b>	25 Dec	<b>All</b>	<b>All</b>
<b>Day of Goodwill – PUBLIC HOLIDAY</b>	26 Dec	<b>All</b>	<b>All</b>

**“When it’s all over, it’s not who you were,  
it's whether you made a difference.”  
(Anonymous)**

**SCHOOL TERM 1 / FOURTH FINANCIAL QUARTER  
1 JANUARY - 31 MAR 2016**

11 Jan-Teachers report  
13 Jan-Learners report  
18 Mar -Schools Close

**JANUARY 2016**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<b>Public Holiday – New Year</b>	<b>01 Jan</b>	<b>All</b>	<b>All</b>
Release of NSC Grade 12 results	05 Jan	Exams	NSC Candidates
FET Mathematics Workshop for HoDs	05-08 Jan	CES MSTE: P Mashalaba	FET Mathematics HoDs
<b>Term 1 starts</b>	<b>13 Jan</b>		
Conduct School readiness visits: Implementation of IIAL policy and LIEP in all schools	13-19 Jan	Director: N Mbude-Shale CES: B. Ndodana	Sampling of Cluster A Schools
Conduct School readiness visits	15 - 31 Jan	Head Office and District Offices officials	Schools
District & MST Schools Monitoring & Support Visits Cluster A/ B/ C	18-22 Jan	CES: MSTE P Mashalaba	Selected Under-performing Districts & MST Schools
<b>CD: CM Staff Meeting 1/2016</b>	<b>20 Jan</b>	<b>CD: E M Mabona</b>	<b>CD: CM-All staff members</b>
Closing date for applications for Re-mark/Re-check for NSC Examinations	21 Jan	(A)CES Marking Processes: F. Bikitsha	NSC Grade 12 Learners
<b>CD: CM EXCO 01 OF 2016</b>	<b>22 Jan</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
3 <sup>rd</sup> MSTE Quarterly Meeting	22-23 Jan	CES: MSTE P Mashalaba	DCES: TLTE, MSTE Co-ordinators & Head Office MSTE officials
Conduct Subject Committee Meetings in Clusters	22 – 31 Jan	CES ISP: M Tshofoti	Subject Advisors
District Monitoring & Support Visits	27-28 Jan	CES eLearning & CIMS: HP Greeff	East London and KWT
<b>Planning Meeting: Provincial Science Debate</b>	28 Jan	CES: MSTE P Mashalaba	Selected District Science & Language Specialists
Monitor NECT Programme in Libode and Mt Frere	28 – 30 Jan	CES FP: T Reddy	District Curriculum Officials
<b>Closing Date:</b> Registration of GET (Senior Phase) Mathematics & Natural Sciences Incubation Learners	29 Jan	CES: MSTE P Mashalaba	GET (Senior Phase) Mathematics & Natural Sciences Learners

**JANUARY 2016**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
<b>Closing Date:</b> Registration of FET Mathematics & Physical Sciences Incubation Learners	29 Jan	CES: MSTE P Mashalaba	FET Mathematics & Physical Sciences Learners
<b>Closing Date:</b> Registration for FET Mathematics Olympiads & Natural Science Olympiads	29 Jan	CES: MSTE P Mashalaba	FET Mathematics, FET Sciences & GET Natural Science Learners
<b>Closing Date:</b> Recruitment & Registration for Advanced Certificate in Education for GET Mathematics Teacher Training	29 Jan	CES: MSTE P Mashalaba	Selected GET Mathematics Teachers
<b>Closing Date:</b> Registration for FET Mathematics Olympiad	29 Jan	CES MSTE: P Mashalaba	FET Mathematics Learners
<b>Closing Date:</b> Recruitment & Registration for Advanced Certificate in Education for Grades 10-12 Mathematics Teacher Training	29 Jan	CES MSTE: P Mashalaba	Selected Grades 12 Mathematics Teachers
Centralised Re-marking/Re-checking of NSC	30 Jan-03 Feb	(A)CES Marking Processes: F. Bikitsha	Appointed Chief-Markers, Moderators, DCM & SM

**“Wisdom is not a product of schooling but of the lifelong attempt to acquire it.”  
(Albert Einstein)**

**FEBRUARY 2016**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
Conduct School readiness visits: Implementation of IIAL policy in all schools (continued)	01 - 05 Feb	Director: N Mbude-Shale CES: B. Ndodana	Sampling of Cluster B Schools
Audit of School Libraries in Schools and Districts	01–28 Feb	CES EDULIS: N.P. Jonas	Media Advisors & Lead Teachers
Conduct Subject Advisors meeting in Clusters of districts	02 - 04 Feb	CES ISP: M Tshofoti District CES Curriculum	District Curriculum Officials
3 <sup>rd</sup> quarterly Accountability Meeting	03–05 Feb	CES EDULIS: N.P. Jonas	EDULIS Advisors
Submission of Monthly and Fincom Reports	04 Feb	Directors	GET, FET, TLTE, LIEPU and Exams
<b>CD: CM EXCO 02 OF 2016</b>	<b>04 Feb</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
MSTE Conditional Grant School Principal's Meeting	04-05 Feb	CES: MSTE P Mashalaba	Grant School Principals
Science Debate Judges' workshop	05 Feb	CES: MSTE P Mashalaba	Selected Science & Language Specialists
District & MST Schools Monitoring & Support Visits Cluster A/ B/ C	08 -11 Feb	CES: MSTE P Mashalaba	Selected Under-performing Districts & MST Schools
Annual FET Subject Advisors Indaba	08 -11 Feb	CES FET: VL Westphal CES FET: AK Pillai	All FET subject Advisors
Conduct School readiness visits: Implementation of IIAL policy and LIEP in all schools (continued)	08 – 12 Feb	Director: N Mbude-Shale CES: B. Ndodana	Sampling of Cluster C Schools
<b>CD: CM MANCOM 01 OF 2016</b>	<b>09 Feb</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS, CESs &amp; DDs</b>
<b>Guidance, Monitoring &amp; Support:</b> Preparations for Library Week	09 –11 Feb	CES EDULIS: N.P. Jonas	<b>District &amp; Schools:</b> King William's Town District
Monitor and Support Districts /schools CAPS Implementation: <ul style="list-style-type: none"> <li>• Planning</li> <li>• Teaching, learning and Assessment</li> </ul>	09 – 11 Feb	CES ISP: M Tshofoti CES FP: T Reddy	Provincial DCEs and district curriculum officials
<b>IDAEC Meeting 01/ 2016</b>	<b>11-12 Feb</b>	<b>Director: Exams:</b>	<b>H/O Director, CESs, DDs Exams &amp; District Heads of Exams</b>

**FEBRUARY 2016**

<b>ACTIVITY</b>	<b>TIME FRAME</b>	<b>RESPONSIBILITY</b>	<b>TARGET GROUP</b>
<b>Science Debate Learners' Workshops:</b> Cluster A	12 Feb	CES: MSTE P Mashalaba	Grades 9-11 Science Learners
School readiness visits MTBBE schools	15 – 19 Feb	Director: N Mbude-Shale CES: B. Ndodana Researcher: Ms Ralam	MTBBE Schools
Conduct CiSELT Phase 2 training workshop for Lead Teachers	16 -20 Feb	CES ISP: M Tshofoti	Subject Advisors/Lead Teachers
Grade 12 NSC Supplementary Examinations • Writing • Monitoring	16 Feb – 24 Mar	(A)CES Marking Processes: F. Bikitsha CES: A Ndzause CES: N Mbeleki	Schools and Supplementary Candidates
<b>Guidance, Monitoring &amp; Support:</b> Preparations for Library week	17-19 Feb	CES EDULIS: N.P. Jonas	<b>District &amp; Schools:</b> Fort Beaufort District
State Of The Province Address (SOPA)	19 Feb	CES FET: VL Westphal District CES Curriculum	Learners in Grades 10-12
<b>Science Debate Learners' Workshops:</b> Cluster B	19 Feb	CES: MSTE P Mashalaba	Grades 9-11 Science Learners
District Monitoring & Support Visits	24-25 Feb	CES eLearning & CIMS: HP Greeff	Maluti & Mt. Fletcher Districts
<b>CD: CM PCCC 1/2016</b>	<b>24-25 Feb</b>	<b>CD: E M Mabona</b>	<b>H/O Curriculum Directors, Curriculum CESs, Dep. Dir. and District Curriculum CESs</b>
<b>Guidance, Monitoring &amp; Support:</b> Preparations for Library Week	24–26 Feb	CES – EDUIS: N.P. Jonas	<b>District &amp; schools:</b> Grahamstown District
Monitor NECT Programme in Libode and Mt Frere	24 -26 Feb	CES FP: T Reddy	District Curriculum Officials
<b>Science Debate Learners' Workshops:</b> Cluster C	26 Feb	CES: MSTE P Mashalaba	Grades 9-11 Science Learners
Marking of piloted ANA test scripts	27 Feb	(A)CES: Marking Processes: F. Bikitsha	Sampled learners and schools
Closing date for the application of Markers – AET L4, NSC and ASC	27 Feb	(A)CES Marking Processes: F. Bikitsha	Educators
<b>Audit Return:</b> School Libraries & Resource Centres	28 Feb	CES EDULIS: N.P. Jonas	EDULIS Advisors

**FEBRUARY 2016**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
<b>Closing date for Concessions</b>	29 Feb	CES: Instrument Development Inclusive Education	Learners
FET District Visits: <ul style="list-style-type: none"> <li>• Monitor and Support FET District Cluster Subject Committee Meetings (<b>Term 1</b>)</li> <li>• Conduct school visits to ascertain curriculum coverage and monitor implementation of Level 1 SBA compliance (Grades 10-12)</li> <li>• Monitor and support implementation of CAPS</li> <li>• Monitor and support implementation of Subject Improvement Plans</li> <li>• Monitor and support roll out content gap workshops</li> <li>• Monitor and support learners intervention programmes</li> <li>• Monitor usage of extra LTSM</li> <li>• Hold accountability meetings with DCES and Subject Advisors</li> <li>• Monitor and support co-curricular activities</li> </ul>	29 Feb - 04 Mar	CES FET: VL Westphal CES FET: AK Pillai District CES Curriculum	Subject Advisors, subject committee members and Grade 10-12 teachers and learners for the following subjects:
		Libode	Agricultural Sciences
		Lusikisiki	Services
		Maluti	Geography
		Mbizana	English
		Mt Fletcher	Accounting
		Mt Frere	Bus Studies & Economics
		Mthatha	isiXhosa & SeSotho
		Ngcobo	Life Sciences
		Port Elizabeth	Mathematics & Maths Literacy
		Queenstown	Technology Subjects
		Graaff Reinett	History
		Sterkspruit	Arts Subjects
		Uitenhage	CAT& IT
Butterworth	Life Orientation		

**The aim of education should be to teach us rather how to think,  
 than what to think - rather to improve our minds,  
 so as to enable us to think for ourselves,  
 than to load the memory with thoughts of other men.**

**(Bill Beattie)**



**MARCH 2016**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Monitor Subject committees: SBA in Cluster A, B&C	01 - 30 Mar	CES ISP: M Tshofoti District CES Curriculum	ISP Subject Advisors & Teachers
Quarterly meeting with IIAL and MTBBE coordinators	03 – 05 Mar	Director: N Mbude-Shale CES: B. Ndodana Researcher: Ms Ralam	District IIAL and MTBBE coordinators
<b>Guidance, Monitoring &amp; Support:</b> Preparations for Library Week	03–05 Mar	CES EDULIS: N.P. Jonas	EDULIS Advisors: East London District
Submission of Monthly and Fincom Reports	04 Mar	Directors	GET, FET, TLTE, LIEPU and Exams
<b>District Eliminations:</b> Science Debate	07 - 25 Mar	CES: MSTE P Mashalaba	Grades 9-11 Science Learners
ICT Steering Committee Meeting	8-10 Mar	CES eLearning & CIMS: HP Greeff	DCES: TLTE & SES eLearning
Library week	10 – 14 Mar	CES EDULIS: N.P. Jonas CES ISP: M. Tshofoti CES FP: T. Reddy	Media advisors ISP advisors FP advisors
<b>CD: CM EXCO 03 OF 2016</b>	<b>11 Mar</b>	<b>CD: CURRICULUM</b>	<b>CD: CM DIRECTORS</b>
State Of The Province Address (SOPA) Provincial Finals	12 Mar	CES FET: VL Westphal District CES Curriculum	District Winners
District Monitoring & Support Visits	16 -17 Mar	CES eLearning & CIMS: HP Greeff	Queenstown and Grahamstown
Monitor CiSELT Phase 2 training workshop for Lead Teachers	16 - 18 Mar	CES ISP: M Tshofoti	Subject Advisors/Lead Teachers
Monitor NECT Programme in Libode and Mt Frere Monitor School Based Assessment (SBA)	16 -18 Mar	CES ISP: M Tshofoti CES FP: T Reddy	District Curriculum Officials
Closing date: Capturing of application forms for Markers – NSC, AET L4 and ASC	20 Mar	(A)CES Marking Processes: F. Bikitsha	District CES's and DCES's Exams
<b>Public Holiday – Human Rights Day</b>	<b>21 Mar</b>	<b>All</b>	<b>All</b>
District Monitoring & Support Visits	22-23 Mar	CES eLearning & CIMS: HP Greeff	Butterworth & Dutywa Districts
Submission of Markers' application forms to H/O	25 – 27 Mar	(A)CES Marking Processes: F. Bikitsha	District CES's and DCES's Exams

**MARCH 2016**

ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
Marking of Grade 12 NSC Supplementary Scripts commences	26 Mar	(A)CES Marking Processes: F. Bikitsha	Appointed marking personnel
<b>Term 1 ends</b>	<b>31 Mar</b>		

**“Success is not measured by what you accomplish but by the opposition you have encountered, and the courage with which you have maintained the struggle against overwhelming odds.”**

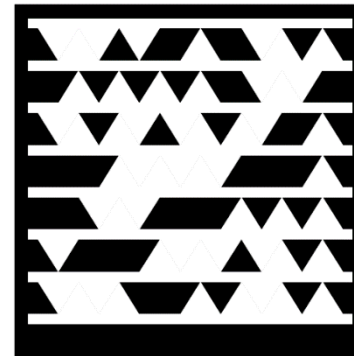
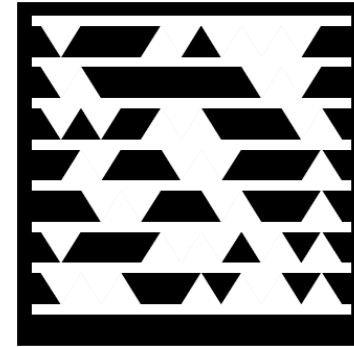
**(Orison Swett Marden)**

# EASTERN CAPE CURRICULUM WEBSITES

[WWW.ECCURRICULUM.CO.ZA](http://WWW.ECCURRICULUM.CO.ZA)

[WWW.ECEXAMS.CO.ZA](http://WWW.ECEXAMS.CO.ZA)

Use Tag Reader<sup>1</sup> on your cell phone  
to access these websites.



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<sup>1</sup> Tag Reader is a small application for cell phones. Download it at <http://gettag.mobi>, install it, open it and Monitor your cell phone camera in front of these codes. It will read it and transfer you to the relevant website.

# MINISTRY OF BASIC EDUCATION

NATIONAL EDUCATION POLICY ACT, 1996 (ACT NO. 27 1996)

Mrs Angie Motshakga, MP  
Minister of Basic Education

## PROPOSED 2015 SCHOOL CALENDAR FOR PUBLIC SCHOOLS

I, Angelina Motshakga, Minister of Basic Education, hereby publish in terms of section 3(4)(k) of the National Education Policy Act, 1996 (Act No. 27 of 1996) the proposed 2015 School Calendar for public schools as detailed in the accompanying schedule.

All persons with a particular interest in school calendars are invited to comment in writing on the proposed school calendar and direct the comments to: the Director-General, Private Bag X 895, Pretoria 0001 for the attention of Mr Sihle Mamba, fax: (012) 328 3532 or e-mail: Mamba.S@dbe.gov.za.

All comments must reach the Department of Basic Education not later than one month after the publication of this notice

Public and School Holidays 2015	
1 January	New Year's Day
21 March	Human Rights Day
3 April	Good Friday
6 April	Family Day
27 April	Freedom Day
1 May	Workers' Day
15 June	School holiday
16 June	Youth Day
9 August	National Women's Day
10 August	Public Holiday
24 September	Heritage Day
25 September	School Holiday
16 December	Day of Reconciliation
25 December	Christmas Day
26 December	Day of Goodwill

### Proposed School Calendar for the 2015 Academic Year: [Inland]

January 2015	February 2015	March 2015
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 2015	May 2015	June 2015
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July 2015	August 2015	September 2015
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October 2015	November 2015	December 2015
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

### Proposed School Calendar for the 2015 Academic Year: [Coastal]

January 2015	February 2015	March 2015
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
April 2015	May 2015	June 2015
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
July 2015	August 2015	September 2015
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
October 2015	November 2015	December 2015
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

GROUP 1: INLAND PROVINCES: FREE STATE, GAUTENG, LIMPOPO, MPUMALANGA AND NORTH WEST					
Term	Duration	No. of weeks	No. of days	No. of public holidays	Actual no. of school days
1	(12) 14 January – 25 March	11	(53) 51	0	(53) 51
2	13 April – 26 June	11	55	3+1	51
3	20 July – 02 October	11	55	2+1	52
4	12 October – (11) 09 December	09	(45) 43	0	(45) 43
<b>TOTAL</b>		<b>42</b>	<b>(208) 204</b>	<b>5+2</b>	<b>(201) 197</b>

GROUP 2: COASTAL PROVINCES: EASTERN CAPE, KWAZULU-NATAL, NORTHERN CAPE AND WESTERN CAPE					
Term	Duration	No. of weeks	No. of days	No. of public holidays	Actual no. of school days
1	(18) 21 January – 01 April	11	(53) 51	0	(53) 51
2	13 April – 26 June	11	55	3+1	51
3	20 July – 02 October	11	55	2+1	52
4	12 October – (11) 09 December	09	(45) 43	0	(45) 43
<b>TOTAL</b>		<b>42</b>	<b>(208) 204</b>	<b>5+2</b>	<b>(201) 197</b>



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# DEPARTMENT OF BASIC EDUCATION

NATIONAL EDUCATION POLICY ACT, 1996 (ACT NO. 27 1996)

Mrs Angie Motshekga, MP  
Minister of Basic Education

## 2016 SCHOOL CALENDAR FOR PUBLIC SCHOOLS

I, Angelina Matsie Motshekga, Minister of Basic Education, acting in terms of section 3(4)(k) of the National Education Policy Act, (Act No. 27 of 1996), and after consultation with the Council of Education Ministers, hereby publish the 2016 School Calendar for public schools as detailed in the accompanying schedule.

### 2016 school calendar for ordinary public schools in South Africa

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2016						
S	M	T	W	T	F	S
				1	2	3
	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Provinces: Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, North West, Northern Cape and Western Cape					
Term	Duration	No. of weeks	No. of days	No. of public holidays	Actual no. of school days
1	(11) 13 January-18 March	10	48 (50)	0	48 (50)
2	05 April – 24 June	12	59	3+1	55
3	18 July – 30 September	11	55	1+1	53
4	10 October – 07 (09) December	09	43 (45)	0	43 (45)
<b>TOTAL</b>		<b>42</b>	<b>205 (209)</b>	<b>4+2</b>	<b>199 (203)</b>

Public and School Holidays 2016	
01 January	New Year's Day
21 March	Human Rights Day
25 March	Good Friday
28 March	Family Day
27 April	Freedom Day
01 May	Workers' Day
02 May	Public Holiday
16 June	Youth Day
17 June	School Holiday
08 August	School Holiday
09 August	National Women's Day
24 September	Heritage Day
16 December	Day of Reconciliation
25 December	Christmas Day
26 December	Day of Goodwill



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