



OFFICE OF THE DIRECTOR: SENIOR CURRICULUM MANAGEMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: **Mr K. Molaoa** Tel: 040 608 4489 Email: khayalakhe.molaoa@ecdoe.gov.za
Website: www.ecdoe.gov.za

CURRICULUM INSTRUCTION F10/2021

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
SUBJECT ADVISORS**

DATE: 08 OCTOBER 2021

SENIOR CURRICULUM MANAGEMENT TERM 4 PRIORITIES AND MANAGEMENT PLAN

1. PURPOSE

The purpose of this Curriculum Instruction is to outline to all teachers and curriculum officials supervising grades 10 – 12, the FET Curriculum priorities and management plan for Term 4 of 2021.

2. BACKGROUND

Due to the unprecedented disruption of Covid-19 on the education system in South Africa in 2020, there is a considerable reduction in time to support, monitor and evaluate teaching and learning in schools offering grades 10 – 12. In addition, austerity measures have impacted heavily on face-to-face development programmes for teachers and subject advisors.

In order to mitigate the impact of Covid 19 disruptions on the implementation, monitoring, support and evaluation of FET programmes and activities in 2021, the Department has developed a Term 4 Management Plan attached as Annexure A to the curriculum instruction.

The Term 4 Management Plan is designed to draw attention to timeframes for the implementation of the key priorities such as but not limited to the following:

- Analysis of results for all grades.
- Response plans and strengthening of intervention programs.
- Accountability sessions



- Strengthening, implementation and monitoring of Last Push Activities
- Subject Committee Meetings
- Implementation of Subject Improvement Plans (SIP)
- District-Based catchup plans to cover the prescribed curriculum as per Recovery ATPs.
- School Based Assessment and districts' readiness for end-of-the year assessment for grades 10 – 12.
- SBA/PAT/PET/Oral Moderation
- Evaluation of the NSC Examination Question Papers
- Grade 10 - 12 Learner Support Programmes through intensified revision activities.
- Monitoring and support of Study Camps
- Compilation and submission of Term 3 SBA reports.
- Management and submission of computerized marksheets.
- Pre-moderation and post-moderation of grades 10 – 11 assessment tasks.
- Sampling of grades 10 and 11 scripts for post-moderation, question-by-question analyses and development of diagnostic reports.

3. CONCLUSION

The implementation of the Term 4 Management Plan takes place immediately upon the re-opening of schools on the 11 October 2021. All FET curriculum officials, SMTs and teachers are requested to plan for all activities as outlined and to build district support, monitoring and evaluation plans around the dates contained in the management plan.

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MR. M. R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND SUPPORT

14 OCTOBER 2021

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DATE



ANNEXURE A: MANAGEMENT PLAN TERM 4

ACTIVITY	TIMEFRAME	RESPONSIBILITY	TARGET GROUP
Opening of schools (Term 4)	11 October 2021	<ul style="list-style-type: none">PrincipalsCircuit Managers	Grade 10 – 12 Learners Teachers
Term 3 SBA cluster moderation	12 October – 26 October 2021	Subject Advisors	Grades 10 – 12 teachers
District Subject Meetings (Accountability Sessions with Subject Teachers) <ul style="list-style-type: none">SBA reportsAnalysis of results discussionsMitigation strategiesTerm 4 management planSWOT – targets and goals for Term 4Subject Improvement plan amendmentsFinal Year Examination readiness.Grade 10 - 11 learner support for Term 4Circular S 17 of 2021	12 - 26 October 2021	Subject Advisors	Grades 10 – 12 teachers
District consolidation and submission of reports to Head Office: <ul style="list-style-type: none">Analysis of resultsMitigation strategies for Term 4Curriculum coverage	11 – 15 October 2021	CES: Curriculum (Districts)	Subject Advisors
Submission of 2 nd Semester Evidence Based Reports by districts.	14 October 2021	Director: SCM CES FET Planning	Subject Advisors
Provincial consolidation of 2 nd Semester Evidence Based Reports	15 - 19 October 2021	Director: SCM CES FET Planning	Subject Planners
Provincial consolidation of: <ul style="list-style-type: none">Analysis of results Term 3	18– 20 October 2021	CES: FET Planning	Subject Planners



ACTIVITY	TIMEFRAME	RESPONSIBILITY	TARGET GROUP
<ul style="list-style-type: none"> Mitigation strategies for Term 4. Final Year Examination readiness. Curriculum coverage. 			
Submission of NSLA reports to Head Office	20 October 2021	Director: SCM CES FET Planning	District CES Subject Planners
Submission of Term 3 SBA moderation reports to Head Office	27 October 2021	CES: Curriculum (Districts)	Subject Advisors
Mock Examinations for Grades 10-11	25 October – 04 November 2021	Subject Advisors	Principals SMTs Subject Teachers
Provincial Subject Meetings (Accountability Sessions with Subject Advisors): <ul style="list-style-type: none"> SBA reports Analysis of results discussions Mitigation strategies Term 4 management plan SWOT – targets and goals for Term 4 Subject Improvement plan amendments. Preparatory Examination readiness. Grade 10 - 12 learner support for Term 4 Planning for Mock Examinations Grade 10-11 Curriculum coverage 	18- 26 October 2021	Subject Planners	Subject Advisors
Directorate accountability meeting: <ul style="list-style-type: none"> Analysis of results Mitigation strategies Curriculum coverage Grade 10&11 Examination readiness Grade 10&11 High impact Last Push activities 	25 – 26 October 2021	Director: SCM CES FET Planning	Subject Planners
Evaluation of NSC Examination Reports	27 October – 07 December 2021	Director: SCM CES FET Planning	Subject Planners Subject Advisors Grade 12 Teachers



ACTIVITY	TIMEFRAME	RESPONSIBILITY	TARGET GROUP
Moderation of Grade 10&11 Final Assessment Tasks Learner Scripts and authentication of Subject Schedules	22 November – 03 December 2021	CES: Curriculum (Districts)	Subject Advisors Principals SMTs Grade 10&11 Teachers
Planning for 2022 Academic Year	29 November – 03 December 2021	Director: SCM CES FET Planning	Subject Planners
Capturing and uploading of marks onto SASAMS	01 - 07 December 2021	Curriculum CES Subject Advisors Circuit Managers EMIS	Principals SMTs Teachers
Issuing of reports and closing of schools	07 December 2021	Principals Circuit Managers	Grade 10-11 Learners Teachers