



OFFICE OF THE DIRECTOR: SENIOR CURRICULUM MANAGEMENT

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CURRICULUM INSTRUCTION F09/2021

**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: 19 AUGUST 2021

SENIOR CURRICULUM MANAGEMENT TERM 3 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, priorities and management plan of the FET Band for Term 3 of 2021.

2. BACKGROUND

Due to Covid-19 disruptions in 2020, time to support, monitor and evaluate teaching and learning in schools offering grades 10 – 12 was reduced considerably. In order to mitigate the impact of this time loss, the Department has developed a Term 3 Management Plan hitherto attached as Annexure A to the curriculum instruction.

The Term 3 Management Plan is designed to draw attention to timeframes for the implementation of key priorities for Term 3, including:

- Analysis of results
- Accountability sessions
- Subject Committee Meeting
- School Based Assessment
- Preparation of support materials for Grade 12 Last-push programmes
- Pledge by stakeholders for the attainment of set targets
- Mock (Pre-Trial) examinations for Grade 12 learners
- Preparatory Examinations
- Development of Spring-class material



- Grades 10 - 12 Learner Support Programmes
- Compilation and submission of Term 2 SBA reports
- Monitoring and evaluation

3. TIMEFRAMES

The implementation of the Term 3 Management Plan takes place immediately upon the re-opening of schools on the 26 July 2021. All FET curriculum officials, SMTs and teachers are requested to plan for all activities as outlined, and build district support, monitoring and evaluation plans around the dates contained in the management plan. All officials are requested to ensure that all activities outlined in the Management Plan are implemented without deviations.

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

19/08/2021
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DATE



ANNEXURE A: MANAGEMENT PLAN TERM 3

ACTIVITY	TIMEFRAME	RESPONSIBILITY	TARGET GROUP
Opening of schools (Term 3)	26 July 2021	<ul style="list-style-type: none"> Principals Circuit Managers 	Grade 10 – 12 Learners Teachers
Finalisation and uploading Term 2 marks onto SASAMS	26 July -03 August May 2021	<ul style="list-style-type: none"> CES: Curriculum (Districts) Subject Advisors EMIS Circuit managers 	School principals
Release of reports	26– 30 July 2021	Principals	Grade 10 – 12 learners Parents
Term 2 SBA cluster moderation	27 July – 06 August 2021	Subject Advisors	Grades 10 – 12 teachers
District consolidation and submission of reports to Head Office: <ul style="list-style-type: none"> Analysis of results Mitigation strategies for Term 3 Curriculum coverage SBA reports 	26 July – 03 August 2021	CES: Curriculum (Districts)	Subject Advisors
Provincial consolidation of: <ul style="list-style-type: none"> Analysis of results Term 2. Mitigation strategies for Term 3. Preparatory Examination readiness. Curriculum coverage. SBA reports 	04 – 10 August 2021	CES: FET Planning	Subject Planners
Submission of NSLA reports to Head Office	26 July – 10 August 2021	Director: SCM CES FET Planning	District CES Subject Planners
Administration of Mock Examinations (Exam Practice)/Term 3 Controlled Tests	11 – 25 August 2021	Subject Advisors	SMTs Teachers Gr 12 learners



ACTIVITY	TIMEFRAME	RESPONSIBILITY	TARGET GROUP
Submission of Term 2 SBA moderation reports to Subject Planners	11 August 2021	Subject Planners	Subject Advisors
District Subject Meetings (Accountability Sessions with Subject Teachers) <ul style="list-style-type: none"> • SBA reports • Analysis of results discussions • Mitigation strategies • Term 3 management plan • SWOT – targets and goals for term 3 • Subject Improvement plan amendments • Preparatory Examination readiness. • Grade 10 - 12 learner support for Term 3 • Content to be covered (and materials) for Spring-classes. 	10 - 13 August 2021	Subject Advisors	Grades 10 – 12 teachers
Provincial Subject Meetings (Accountability Sessions with Subject Advisors): <ul style="list-style-type: none"> • SBA reports • Analysis of results discussions • Mitigation strategies • Term 3 management plan • SWOT – targets and goals for term 3 • Subject Improvement plan amendments. • Preparatory Examination readiness. • Grade 10 - 12 learner support for Term 3 • Content to be covered (and materials) for Spring-classes. • Curriculum coverage 	16 - 19 August 2021	Subject Planners	Subject Advisors
Directorate Accountability Meeting:	20 – 23 August 2021	Director: SCM	Subject Planners



ACTIVITY	TIMEFRAME	RESPONSIBILITY	TARGET GROUP
<ul style="list-style-type: none"> • Analysis of results • Mitigation strategies • Curriculum coverage • Preparatory Examination readiness • High impact last push activities 			
Accountability Meeting <ul style="list-style-type: none"> • Analysis of results • Mitigation strategies for Term 3 • Curriculum coverage 	24 August 2021	Chief Director	Director SCM CES: FET Planning Subject Planners
PCCC 03 of 2021 (CESs accountability session with Chief Director: CM and Directors GET & FET)	26 August 2021	<ul style="list-style-type: none"> • Chief Director • Directors GET&FET 	District CES
Administration of Preparatory Examinations	30 August – 23 September 2021	<ul style="list-style-type: none"> • Examination and Assessment 	Principals SMTs Teachers Gr. 12 learners
Memo discussions	30 August – 23 September 2021	<ul style="list-style-type: none"> • CES Curriculum • Subject Advisors • Examination and assessment 	Gr. 12 teachers
Pledge for the attainment of NSC targets	27 – 30 September 2021	<ul style="list-style-type: none"> • CES Curriculum 	FET Subject Advisors Gr. 12 teachers Gr. 12 learners
Submission of raw marks by subject advisors to Subject Planners	28 September 2021	<ul style="list-style-type: none"> • Subject Planners 	Subject Advisors
District monitoring and support	27 September– 01 October 2021	Subject Planners	Subject Advisors Grades 10 – 12 teachers
Submission of District support visit reports to CES FET Planning	04 October 2021	CES Curriculum Planning	Subject Planners
Submission of Spring class content guidelines (and developed revision material)	13 – 16 September 2021	Director: SCM CES FET Planning	Subject planners
Planning for Term 4	20 – 23 September 2021	CES FET Planning	Subject Planners



ACTIVITY	TIMEFRAME	RESPONSIBILITY	TARGET GROUP
Issuing of Management Plan for Term 4	28 September 2021	Director SCM	District and Provincial Curriculum officials
Capturing and uploading of marks onto SASAMS	28 – 30 September 2021	<ul style="list-style-type: none">• Curriculum CES• Subject Advisors• EMIS• Circuit Managers	<ul style="list-style-type: none">• Principals• SMTs• Teachers
Issuing of reports & closing of schools	01 October 2021	<ul style="list-style-type: none">• Principals• Circuit Managers	Grade 10 – 12 Learners Teachers
Spring classes / extra classes	02 – 08 October 2021	<ul style="list-style-type: none">• District Director• CES Curriculum• Subject advisors	Grade 12 learners