



## OFFICE OF THE DIRECTOR: SCHOOL ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

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Website:

### INTERNAL MEMORANDUM

**TO :** CHIEF DIRECTORS : CLUSTER A & B  
DISTRICT DIRECTORS

**CC** CMC HEADS  
CIRCUIT MANAGERS

**FROM :** DIRECTOR: SCHOOL ADMINISTRATION

**SUBJECT :** INVITATION TO AN INDUCTION PROGRAMME FOR PRINCIPALS APPOINTED BETWEEN JULY 2023 AND SEPTEMBER 2024

**DATE :** 17 FEBRUARY 2025

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1. The School Administration Directorate in collaboration with Human Resource Management and Development (HRM&D) is coordinating an Induction Programme for Principals appointed between **July 2023 to September 2024** .
2. The induction programme is guided by DBE National Framework on Induction of newly appointed principals, Deputy -Principals and School Management Teams and Policy on the South African Standard for Principalship (DBE: 2015).
3. The Eastern Cape Department of Education (ECDoE) has a mandate to induct newly appointed principals so that they can inter alia , perform their duties effectively and display quality leadership skills and competencies in schools , for improved educational outcomes.
4. Therefore, this memorandum seeks to advise your office as well as invite Principals appointed appointed between **July 2023 and September 2024** (*names have already been confirmed*) to attend a three day (03) Induction programme detailed as follows:

*Invitation to an Induction programme for Principals appointed between July 2023 and September 2024* pg. 1

<b>DATE/S</b>	<b>DISTRICT/S</b>	<b>VENUE</b>	<b>TIME</b>
<b>17- 19 March 2025</b>	<b>Cluster A Districts</b>	<b>Mthatha - Trinset</b>	<b>08:30</b>
<b>24 -26 March 2025</b>	<b>Cluster B Districts</b>	<b>Gqebera - District Office</b>	

5. District Management is requested to:

5.1. Invite the identified Principals as well as **one (01)** Circuit Manager to attend the Induction session as indicated above.

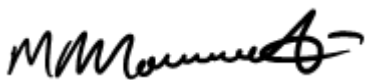
5.2. Note that, Induction is a compulsory employment process for the newly appointed employees of the Department. Therefore, attendance for all identified principals is ***obligatory for the duration of the programme.***

5.3. Further note that registration of participants will commence at **09:00 on day 1** of the programme.

6. Districts are advised that accommodation will also be available on day one **(01)** of the programme.

7. Your valued support for this provincial initiative to enhance classroom practice and improve learner outcomes is greatly appreciated.

5. Should you require any further information in this regard, do not hesitate to contact **Dr. N.J. Mgebisa@ 060 530 0796/Mr. T. Mnconywa @ 060 530 3012**



**MR. M. MANCOKO**

**DIRECTOR: SCHOOL ADMINISTRATION**

**17/02/2025**

**DATE**