

CHIEF DIRECTORATE: CURRICULUM

Steve Vukile Tshwete Complex • Zone 6 • Zwelitsha • Eastern Cape

Private Bag • Bisho • 5605 • REPUBLIC OF SOUTH AFRICA

Tel: +27 (0)40 608 4489 • Fax: +27 (0)40 608 4206 • Website: www.ecdoe.gov.za

Enquiries: Ms GR Koopman

Email: genevieve.koopman@ecdoe.gov.za

CURRICULUM INSTRUCTION CD01 / 2019

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS OFFERING GRADES R-12
TEACHER UNIONS AND SCHOOL GOVERNING BODIES**

DATE: 29 MARCH 2019

IMPLEMENTATION OF THE CURRICULUM COVERAGE ONLINE REPORTING TOOLS FOR GRADES 1-12.
--

1. BACKGROUND INFORMATION

- 1.1 Curriculum coverage is one of the key imperatives of the Education Department and forms part of the Annual Performance Plan that is used to assess the extent to which the curriculum is implemented in schools in line with specific performance measures that is set by the department to measure improvements.
- 1.2 The Eastern Cape Department of Education (ECDoE) have for the last two years used the number of School Based Assessments (SBAs) that were uploaded by schools on to SASAMS per term to ascertain the measure to which schools are covering the curriculum.
- 1.3 This method did not yield the desired information required by the Auditor General and it was suggested that the ECDoE implement a monitoring tool to measure coverage of the curriculum in more detail.
- 1.4 It should be noted that the monitoring of education outcomes is the responsibility of the Department of Education and is implemented at all levels of the system i.e.

nationally, provincially, in districts and schools in order to determine the improvements that are made by the province, district, school.

- 1.5 To this end, the ECDoE have developed a standardised online reporting system tool to assess curriculum coverage as per the direction of the Auditor General.
- 1.6 The online reporting tool simplifies the administrative process of reporting and also expedites the availability of information regarding curriculum coverage in every grade in the ECDoE.

2. WHO IS RESPONSIBLE FOR REPORTING ON CURRICULUM COVERAGE?

- 2.1 Principals of all Public and Independent schools are expected to report on the curriculum coverage of their schools in all subjects on a monthly basis (i.e. on the last working day of every month).
- 2.2 Subject or Grade Heads should use the Annual Teaching Plans (ATP) or Lesson Trackers to monitor the extent of curriculum implementation of the grades they are responsible for regularly and forward the information (of whether teachers are on target or lagging behind in terms of the number of weeks as prescribed by the ATP or Lesson Tracker) on a monthly basis to their Principals for consolidation.



3. DATES FOR THE SUBMISSION OF CURRICULUM COVERAGE

It is important that Principals submit on the following dates which have been earmarked as dates for the submission of the curriculum coverage reports, because the data will be processed and reports compiled the following day. The due dates are the following:

- Report 1: 30 April 2019
- Report 2: 31 May 2019
- Report 3: 31 July 2019
- Report 4: 31 August 2019
- Report 5: 20 September 2019
- Report 6: 31 October 2019
- Report 7: 15 November 2019

4. HOW TO UPLOAD TO THE ONLINE CURRICULUM COVERAGE TOOL

- 4.1 Two online forms have been developed; one for GET and one for FET. Principals of schools which offer both phases, must fill out both forms.
- 4.2 Principals should use a computer, tablet or mobile device which has Internet connectivity and go to the relevant websites and fill out the online forms. Alternatively, the QR Codes could be scanned with a mobile device which will also give access to the same online forms:

GET Phase Online Form	FET Phase Online Form
http://bit.ly/getcurriculumcoverage	http://bit.ly/fetcurriculumcoverage
	

4.2 If a mobile device is used, it is recommended that the landscape view is used.

5. GENERAL

- 5.1 District Directors, Circuit Managers and Curriculum Managers are kindly requested to take note of this Curriculum Instruction and to assist schools with completion of the Curriculum Coverage Tool.
- 5.2 Principals are requested to discuss Curriculum Instruction CD 01/2019 with the staff and to commence with the monitoring and reporting of curriculum coverage as per direction of this Curriculum Instruction.



P A VINJEVOLD

DEPUTY DIRECTOR GENERAL: EDUCATION, PLANNING, EVALUATION, MANAGEMENT

DATE: 13/04/2019