

POLICY: EDUCATOR DEVELOPMENT

Aim of the policy

The policy aims to outline the procedure of educator training and development.

Procedure:

- At the beginning of the fourth term of the academic year the school **Staff Development Team (SDT)** utilizes the **Educator Improvement Plan, the Personal Growth Plan and the IQMS** reports to identify and recommend the training and development requirements per educator.
- The principal will approve the recommendation of the training and the development requirement off the educator.
- The educator will attend the training and development courses according to the development programme designed by the **SDT**. This training and development can take place either internally or externally.
- When an educator has attended a development course the educator completes dates and signs the **Training and Development Form**.
- The educator submits the completed form together with a copy of a certificate attained (where applicable) as supporting documentation.
- The principal will verify the attended course, dates and sign the completed **Training and Development Form**.

- The school administrator will make copies of the documentation and file it in the educator's Personal file.
- The school administrator will complete the **Composite Training and Development Form** for all educators.
- The principal signs the **Composite Training and Development Form** and will hand it to the **IQMS** co-ordinator to file.
- A copy of the **Composite Training and Development Form** will be filed in the school profile file.

Responsibility:

- The **Educator** completes the Training and Development Form within 5 working days after the training took place.
- The **Principal** verifies the Training and Development Form.
- The **school administrator** will complete the Composite Training and Development Form.
- The **IQMS co-ordinator** will file a copy of the Composite Training and Development Form in the Master file.

This policy was adopted by the School Management on _____
 This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
 School Management

Date: _____

Signed _____
 Principal

Date: _____

Signed _____
 Educator Representative

Date: _____

