

Implementation Plan – Education Act no. 9 of 2014

No.	Strategy / Action	Indicators	Budget/Cost	Dateline/Time frame	Responsible coordinating Unit	Responsible Unit to assist
Goals and Objectives: Registration of Government and Non Government schools (Part 3)						
1	Review and update register of schools	An established 'Register of Schools' database		January each year	Office of the Director General	Policy and Planning
2	Complete registration and printing of School Registration Certificate	All schools registered and issued with School Registration Certificate		January 2015	Office of the Director General	Policy and Planning
3	Review list of schools that received their school registration certificate and other MOE relevant letters.	Update list of schools that have registration certificates and other relevant MOE letters		November 2014	Office of the Director General	Policy and Planning
4	Review and establish a proper administrative set up for the implementation of the Education Act	Create a unit in the DG's Office to oversee the implementation of the Education Act No. 9 of 2014.		September 2014	Office of the Director General	Division of Administration and Finance
5	Develop a regulatory guideline to establish a School Registration Screening Committee, its functions and composition.	Regulation Orders and guidelines developed approved by Minister and gazette.		December 2014	Office of the Director General	Policy and Planning
6	Ensure that School Registration Committee develops and implement relevant registration policies, guidelines, procedures and systems for school registration	All regulatory guidelines are implemented, monitored and report on.		December 2014	Office of the Director General	Policy and Planning

	Forward certificates to respective Education Authorities and Provincial Education Boards	All respective Education Authorities and Provincial Education Board received School Registration Certificates		November 2014	Office of the Director General	Policy and Planning
7	Carry out an assessment to establish the administrative set of respective Education Authorities. Respective Authorities implement Capacity assessment study findings	Capacity assessment study completed Implementation of Capacity Assessment study findings are monitored and report on		November 2014	Office of the Director General	Division of Administration and Finance
8	Follow up on MOE requests for additional information and other recommendations as outlined in the Director General's letter to registered Education Authorities.	A regular reporting on the implementation of recommendations by registered Education Authorities.		Annually	Office of the Director General	Policy and Planning
9	Enter in the 'Register of Schools' each school listed in the Schedule.	An updated 'Register of Schools'		September 2014	Office of the Director General	Policy and Planning
	Update Schedule of Education Act and forward any amendment of the Schedule to the State Law Office to prepare order for the Minister's signature. (Part 7, Section 73)			September 2014	Office of the Director General	Policy and Planning
10	Education Authorities and Provincial Education Boards to forward School Registration Certificates to their schools	All Schools received School Registration Certificates		December 2014	Office of the Director General	Division of Administration and Finance

Goals and Objectives: To develop appropriate Regulation Orders to better manage the National School system. (Part 6)						
11	Review and finalize Education Regulation Order No. 40 of 2005 for submission to State Law Office for perusal and clearance for the Minister's signature.	A Revised Education Regulation Order		December 2014	Office of the Director General	Policy and Planning
12	Finalize students welfare and discipline regulatory guidelines for submission to State Law Office for perusal and clearance for Minister's signature	An approved Students Welfare and discipline Regulatory guideline		December 2014	Office of the Director General	Division of Education Services
13	Ensure that all schools establish and maintain a database or a file (whether computerized or recorded manually) of student welfare and discipline	A Database or a file of student welfare and discipline established in each school		July 2015	Division of Education Services	PEBs and EAs
14	Ensure that the students welfare and discipline guidelines are implemented	Reports on student's welfare and discipline by PEBs and EAs.		Annually	Division of Education Services	PEBs and EAs
15	Review and prepare Grants Code for schools for submission to State Law Office for perusal and clearance for the Minister's signature	A new revised Grants Code		November 2014	Division of Administration and Finance	Division of Administration and Finance
16	Establishment of an effective administrative financial control system by NEAC, National Curriculum and Assessment Board, National Scholarship Board and Training Board and PEB.	An effective administrative financial control system is established for the bodies.		February 2015	Division of Administration and Finance	Division of Administration and Finance
17	Internal MOE discussion on the possible review of agreements with Education Authorities.	Meeting and discussions held – meeting minute		July – August 2014	Office of the Director General	Policy and Planning
18	Consult and discuss with Education Authorities on the	Meeting and discussions held –		October 2014	Office of the Director General	Policy and Planning

	review of agreements.	meeting minute				
19	Review and finalize agreement with Education Authorities.	Agreement s finalized		November 2014	Office of the Director General	Policy and Planning
20	Comprehensive review on the current school fees structure to assist the revision of the school fees structure as contained in the Regulation Order no 40 of 2005.	New revised school fee structure approved by the Minister.		December 2014	Office of the Director General	Policy and Planning
21	Establishment of Grants Code system at the Central level, Provincial Level and School Level to enable disperse of funds to schools.	Grants Code System for all levels established		November 2014	Division of Administration and Finance	Division of Administration and Finance
22	<p>Policies, procedures and systems on the use of Grants to PEBs and Education Authorities as well as how school fees are to be collected, used and reported on.</p> <p>MOE to ensure that the accounts (school fees and grants) of PEB and Education Authorities are audited</p>	<p>PEB and Education Authorities Grant Code or guideline is developed and approved.</p> <p>Regulatory policy guideline on the use of School fees is developed and approved</p> <p>Quarterly Internal Audit reports on school fees and grants of PEBs and Education Authorities are submitted.</p>		<p>December 2015</p> <p>December 2015</p> <p>Annually</p>	Division of Administration and Finance	Division of Education Services
23	Arrange for an auditor to undertake the audit of PEBs and Education Authorities account with clearance from the Auditor General annually.	Normal Audit reports on PEBs and Education Authorities are submitted		Annually	Division of Administration and Finance	Division of Education Services

24	Formulation of five year school development plan and annual (business) plan.	Five year School Development Plans and annual business plan for each school developed.		December 2015	Policy and Planning	Division of Education Services
25	All registered schools must develop a quality assurance manual based on the template (Quality Assurance Manual Schools of XX July 2005)	The Template (Quality Assurance Manual Schools of XX July 2005) is finalized and approved		December 2014	Office of the Director General	Policy and Planning
26	Ensure that all registered schools will on a gradual basis implement the quality assurance manual	Quality Assurance Manual is implemented and reported on.		Annually	Division of Education Services	Division of Education Services
27	Establish a reporting system from the school level to Central level on matters relating to the school as required by the PEB or Authorities for the purposes of the Education Act no. 9 of 2014 or related regulations.	Monitoring and Evaluation framework developed and approved and implemented		September 2014	Policy and Planning	Policy and Planning
28	Establish guidelines and procedures in addressing issues contained in the school reports from school level for the central level	Guidelines and procedures in addressing issues contained in the school reports developed, approved and implemented.		December 2014	Division of Education Services	Teaching Service Commission
	Formulate and finalized a monitoring, advisory and reporting format based on section 54 sub section (1) (a) –	A finalized reporting format		October 2014	Division of Education Services	Policy and Planning

	(c), sub section (2) of the Education Act No. 9 of 2014, Quality Assurance Manual, Education Regulation Order and related regulations.					
19	Carry out awareness in schools, with PEBs and EAs on the penalties of breaching the Education Act and related regulations	Awareness carried out		December 2014	Division of Education Services	Policy and Planning
20	Formulate a procedural process for implementing School Base Management report	A procedural process for implementing School Base Management reports developed		March 2015	Division of Education Services	Policy and Planning
21	Carry an assessment on cancellation of the registration of schools whether they comply with the requirements of Section 55 section (1) – (5) of the Education Act No. 9 of 2014.	A Compliance Assessment Report		November 2014	Policy and Planning	Division of Administration and Finance
22	To ensure that the Education Authorities comply with the requirements of the Education Act No. 9 of 2014, Regulation Order and Agreement signed with the Government through the Ministry of Education.			December 2014	Office of the Director General	Policy and Planning
23	Develop a form for relocation of a school	A standard application form for the relocation of school is developed		December 2014	Office of the Director General	Policy and Planning
24	Carry out an assessment or review of all non government schools whether or not they have complied with the requirements of section 26 sub section (1), Section 27	An assessment /Review report		December 2014	Office of the Director General	Policy and Planning

	subsection (1) and (2).					
Goals and Objectives: To review and establish National Education Advisory Council, National Curriculum and Assessment Board, National Scholarship and Training Board and the Provincial Education Boards. (Part 7)						
25	Formulate of Corporate and annual (business) plans of secretariats of the NEAC, National Curriculum and Assessment Board, National Scholarship and Training Board and PEBs.	New revised Corporate and Business Plans developed		December 2014	Office of the Director General	Policy and Planning
26	Formulation of Regulation Order prescribing administrative provisions relating to NEAC, NCAB, NSTB & PEBs as provided for in Part 7, Division 5, Section 74.	A new Regulation Order prescribing administrative provisions relating to NEAC, NCAB, NSTB & PEBs.		August 2014	Office of the Director General	Policy and Planning
27	Develop further standard procedural or operational manuals or guidelines for those bodies.	New standard operational manuals and guidelines.			Office of the Director General	Policy and Planning

-  Responsible Coordinating Unit
-  Responsible Unit to assist