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Ministry of Primary  
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Zimbabwe

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**PROVINCIAL EDUCATION DIRECTORS  
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**RE: IMPLEMENTATION OF GPE PROGRAMMES SEPTEMBER – DECEMBER 2015**

**Preamble**

The provincial and district training programmes for the 1<sup>st</sup> allocation of GPE funds have now been completed and cluster level trainings are complete. For the 2<sup>nd</sup> allocation which will be disbursed by the first week of September 2015 the provinces and districts will be receiving amounts which are proportionate to their sizes as given by number of clusters and primary school teachers. Provinces will also receive funds for monitoring and other outstanding programme activities.

This circular seeks to give directions and guidance on how the next allocation of funds should be used and the organisation of the trainings. In order to effectively implement the programmes, provinces, districts and clusters should take note of the following;

**1.0 Provincial Level**

- Provinces will organise a one day planning and coordination workshop for all districts to reflect on challenges, lessons and to harmonise their approach to the next training.
- Participants in this workshop will be PEDs, Deputy Directors, DEOs, Inspectors responsible for ERI and PLAP, remedial Tutors and ECD Trainers and Accountants.
- Provinces are receiving funds for monitoring of GPE activities in their districts.
- In addition to the funds for ERI and PLAP provinces will also receive funds for Education Sector Plan feedback sessions. Details will be shared by the first week of September 2015.
- Under the Teacher Professional Standards (TPS) component, supervisors from each province will undergo a Training of Trainers in preparation for the roll out of TPS training in districts and clusters. Details will be shared by the first week of September 2015.
- Provinces should ensure that TDIS data capturing at district offices is an on-going monthly exercise to cater for teacher transfers, new entrants, promotions, acquisition of additional qualifications etc.
- Provinces should submit updated Teacher Development Information Systems (TDIS) backup file to Head Office on flash discs by the first week of every month.
- Provinces should start developing their action plans on the given template for ERI and PLAP and submit these to Head Office for approval by 4 September 2015. **No workshop should start before the action plans are approved by Head Office.**

**2.0 District Level**

- Districts should hold one refresher and planning workshop for cluster level facilitators with a maximum duration of two days.
- Participants in this workshop will be DEOs, Inspectors, Accountants, Cluster Heads in charge and Cluster Resource Teachers for ERI and PLAP.

- Each district will receive funds for training of supervisors under TPS. Details will be shared by the first week of September 2015.
- Districts should ensure that TDIS data capturing is an on-going monthly exercise to cater for teacher transfers, new entrants, promotions, acquisition of additional qualifications etc.
- Districts should submit Teacher Development Information Systems (TDIS) backup files to provinces on flashdiscs by the first week of every month.
- Districts will receive funds for monitoring and supervision for ERI and PLAP cluster trainings.
- Not more than two district officials should monitor ERI and PLAP cluster trainings at a time. It is not feasible and necessary for the district officials to visit every cluster training. A sample will do.
- No training must commence without adequate relevant training material e.g syllabusies, manuals, modules etc. District is responsible to make copies of these documents for each participant, by using the Riso machine.
- Districts should ensure that there is enough material for cluster and school level training e.g modules, manuals, stationery, handouts etc.
- Adequate training times must be allocated.
- There is need to stick to budget lines as stipulated in the guidelines.
- Acquittals should be submitted as soon as training sessions are done.
- Programme records/files should be maintained at all levels provinces, districts, clusters and schools, examples of records are;
  - a) PLAP/ERI file
  - b) Financial records are further indicated specifically:
    - Procurement files
    - Payment voucher files
    - Asset registers
    - Cash book
- Districts should start developing their action plans on the given template for ERI and PLAP and submit these to Head Office for approval by 4 September 2015. **No workshop should start before the action plans are approved by Head Office. The template for action plans is attached.**

### 3.0 Cluster Level

- At cluster level the workshop should be a minimum of 3 days for both ERI and PLAP.
- At cluster level, the target group should be those teachers who were not trained in the last allocation of funds.
- At cluster level trainings should include a demonstration/practical lesson for both ERI and PLAP.

- During ERI trainings participants should engage in the production of teaching/learning materials e.g rhyme collections, word games, letters, reading cards etc.
- Cluster Resource Tutors should make support visits to all trained teachers within their cluster. Districts should inform each cluster resource tutor about the amount budgeted for them and organise the disbursement of these funds in advance to enable these visits to be conducted.
- Every cluster should have on file a baseline for readers and non readers for ERI and those performing below grade level for PLAP.
- Every school should appoint focal persons for ERI and PLAP who should coordinate the ERI and PLAP activities at the school.
- Districts should ensure that there is enough material for cluster and school level training e.g modules, manuals, stationery, handouts etc.



**Dr. S. J. Utete-Masango**

**SECRETARY FOR PRIMARY AND SECONDARY EDUCATION**