

File no.: 19/3/1
Reference: 20221207-9740

Circular: 0002/2023
Expiry date: 31 December 2023

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators and Advisers, Subject Advisers, Learning Support Advisers and Principals of public and independent schools

Short summary: *Details of a Year 4 interim report card for learners attending Schools of Skill.*

Subject: General Education and Training: Year 4 interim report card for learners attending Schools of Skill

1. This circular provides an interim report card for learners that have attended Schools of Skill, after the completion of Year 4 (see **Annexure A**). Schools of Skill have an option to implement the standardised report card in 2023.
2. Schools of Skills fulfil an important role within the education system and offer a viable alternative for learners to mainstream education.
3. Learners receive academic as well as technical training in different subject areas depending on the learners' abilities and interests. These skills will enable them to enter the labour market and it is important that the recording and reporting system reflects subject specific knowledge, skills attained, and general capabilities observed during the completion of practical tasks.
4. The Department of Basic Education released National Assessment Circular 06 of 2022, dated 29 November 2022, that provides an interim report card for learners that have attended Schools of Skill, after the completion of Year 4 (**Annexure A**).
5. This report card will serve as a template for the official report card in future, however, schools can provide additional information to this report card, where necessary.

6. Learners that have completed the Year 4 in previous years, and satisfied the assessment requirements, may be issued with this report card, provided the school has a record of the assessment of the learner from the previous year and this can be verified by the district.
7. The attached Programme of Assessment (**Annexure B**) is offered as a guide for teachers when assessing learners offering occupationally and vocationally inclined subjects for Years 1–4. The purpose of Annexure B is to direct and not over prescribe activities when assessing.
8. The final mark on the report card is calculated by adding the School-based Assessment (SBA) marks for Terms 1–3 to the end-of-year assessment (Term 4) mark. The SBA mark constitutes 80% of the final mark and the end-of-year assessment (controlled tests and/or formal assessment tasks) 20%.
9. Schools of Skill must ensure that all SBA tasks and the end-of-year assessment are moderated by the departmental head and/or senior teacher at school level.
10. The district should also moderate a sample of the SBA tasks and the end-of-year assessment.
11. Districts must check and approve the mark schedule from each school and may verify the report cards before they are signed by the principal as designee of the Head of Department.
12. All enquiries regarding this circular must be directed to Rhoda Manual at Rhoda.Manual@westerncape.gov.za
13. The Western Cape Education Department relies on your cooperation and support in this important matter.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2023-01-12