



MINISTRY OF EDUCATION, HERITAGE AND ARTS

# **ANNUAL BUSINESS PLAN**

2017-2018 FINANCIAL YEAR

# MINISTRY OF EDUCATION, HERITAGE & ARTS SENIOR STAFF



**2017 PLANNING WORKSHOP**

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## MESSAGE FROM THE PERMANENT SECRETARY FOR EDUCATION, HERITAGE AND ARTS



The Business Plan provides detailed information regarding all outputs that need to be maximised this financial year.

This is a step up to the achievements from the last financial year. Our priorities are streamlined to the goals of the government of the day and as per the 2017-2018 budgetary allocation.

We will need to be vigilant in monitoring our activities to keep track of our performance and strategize ways for further improvement. It is important that we all understand the mechanism and systems of the Government to enable us to perform our specific responsibilities with diligence and commitment.

With the huge wealth of knowledge and experience at hand, I am confident that we will be able to deliver the expected outcomes for 2017-2018 and fulfil our priorities as we stand tall together and in close proximity.

We strongly urge the officers of the Ministry to maximize service delivery in all facets with utmost commitment.

I look forward to your continued support for a productive and successful working year.



Iowane P.Tiko [Mr]  
Permanent Secretary for Education, Heritage and Arts

## ABOUT US



### OUR VISION:

Quality Education for Change, Peace and Progress

### OUR MISSION:

To provide a holistic, innovative, responsive, inclusive and empowering education system that enables all children to realize and appreciate their inheritance and potential contributing to peaceful and sustainable Fiji.

### OUR PRINCIPAL GOALS:

In education, the child is the centre of everything that we do. In all other services we provide, our Customers are of high priority. The delivery of all services is guided by our commitment to:

- Recognize the importance of strong and healthy partnerships with all stakeholders
- Maintain a high level of professionalism in all that we do
- Ensure relevance and responsiveness as required characteristics of all endeavours
- Maintain high levels of quality and excellence
- Improve access, equity, accountability and transparency in education and respect our constitutional rights and responsibilities



DEPARTMENT OF HERITAGE & ARTS

### OUR VISION:

“A National Identity that celebrates and promotes Fiji’s cultural diversity and unique traditional Culture in all its forms.”

### OUR MISSION:

The Department of Heritage and Arts in partnership with Industry stakeholders will facilitate and lead the cultural development of our people by

- Co-ordinating at the national level to direct and guide development in the culture and heritage sector.
- Developing national policy and an over-arching legislative framework.
- Preserving, promoting and developing cultural heritage in its moveable, immovable, tangible and intangible forms
- Supporting and developing cultural practices
- Promoting creativity and participation in cultural and heritage activities
- Developing and enhancing institutional linkages internally and externally
- Providing efficient corporate services
- Developing cultural infrastructures respect our constitutional rights and responsibilities

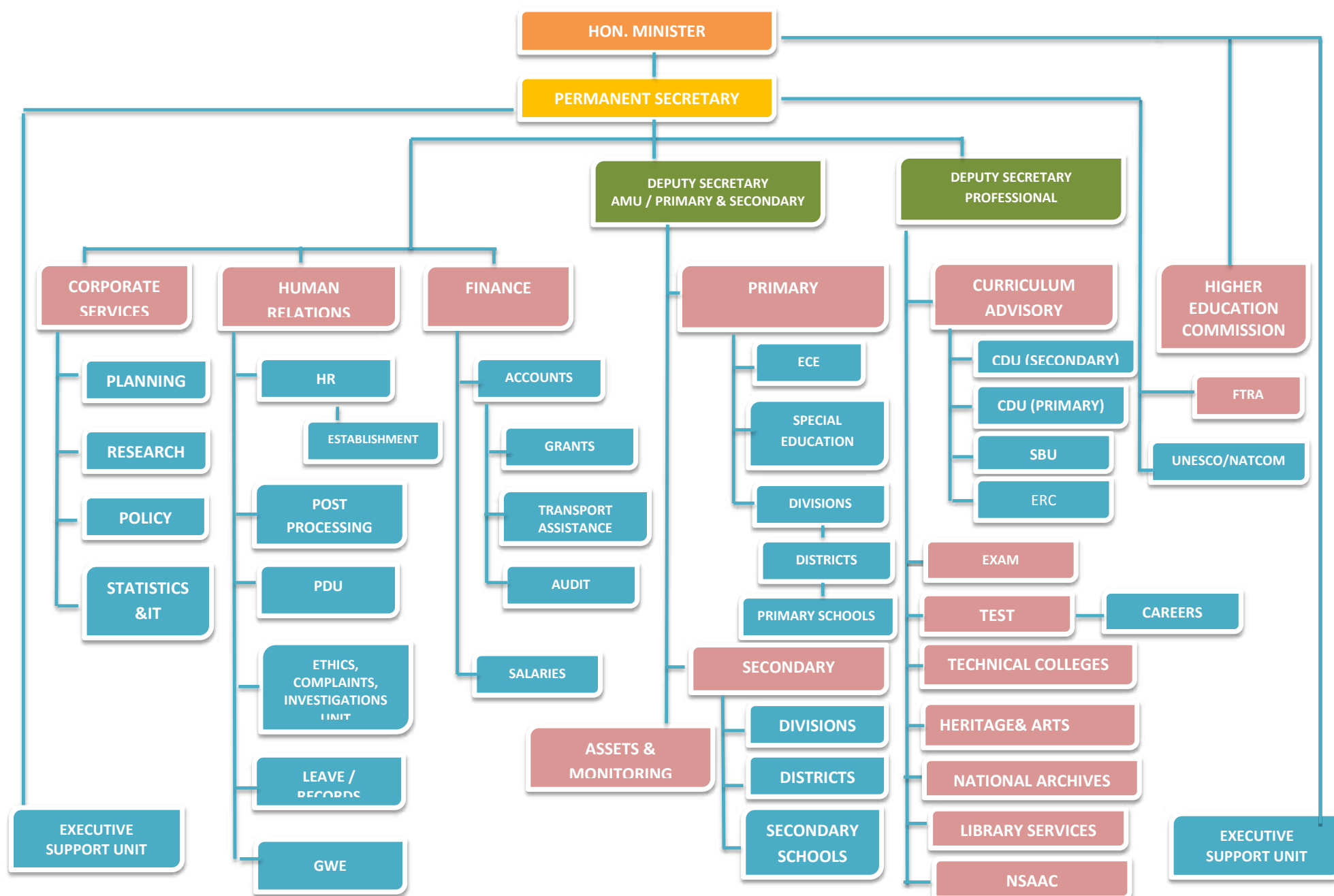
### OUR CUSTOMERS:

The scope of our customer base is quite comprehensive and it includes children in formal and nonformal education, teachers, school administrators, parents, faith-based organisations, private sector organizations, public sector ministries, cultural practitioners, heritage managers, resource owners, development partners and other educational organizations locally and abroad.

### OUR VALUES:

The Ministry's values are derived from Fiji's 2013 Constitution and are relative to Administration, Citizenship and Character. These are: Accountability, Transparency, Fairness, Honesty, Integrity, Commitment, Impartiality, Loyalty, Teamwork, Patriotism, Peace, Perseverance, Compassion, Cooperation, Respect, Tolerance, Civic Pride and Environmental Ethics.

# ORGANIZATION STRUCTURE



## OUTPUT I: ACCESS, RETENTION AND COMPLETION

### PRIORITIES

- Establishment of new ECE Centers
- Improved infrastructure and facilities in schools
- Increased number of infant schools
- Improved student attendance and enrollment figures
- Improved library resources

- Strengthening of ECE and Special Ed. Initiatives
- Teaching Aid and infrastructure to be student friendly and inclusive
- Implementation of poverty alleviation initiatives
- Safety of ECE Centers and schools
- Improve access to technology and IT
- Preparedness for disasters and emergencies
- Teacher registration and compliance

- Inclusion and mainstreaming of students with special needs
- Provision of Counselling services
- Child Protection
- Assistance to EDA schools
- EIE and Safer School Initiative
- Inclusive teaching aid and infrastructure

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Access, retention, progression, completion and quality education at all levels improved [ESSDP I.1]	Establishment of new ECE centers in Primary Schools	Number of ECE centers attached to primary schools	24	30	<ul style="list-style-type: none"> <li>• Process Application for establishment</li> <li>• Registration of ECE center</li> <li>• Collate data from returns</li> <li>• Completion of EA2 and EA3</li> </ul>	Committee Meeting Reports Registration and Certificate of establishment	DAMU DPE	Quarter 1-4 AMU Budget
		Proportion of ECE Centers meeting the minimum quality Standard Requirement	NA	25%	<ul style="list-style-type: none"> <li>• Review of the ECE Policy on Minimum Standard</li> <li>• Conduct a baseline survey</li> </ul>	Revised policy endorsed Baseliner report compiled	DPE	Quarter 1-4 Primary Budget
	Improved infrastructure standards by July 2018	Number of ECE centers upgraded	24	20	<ul style="list-style-type: none"> <li>• Prepare 2016 Acquittals</li> <li>• Selected ECE for assistance</li> <li>• Process application for approval by PSE</li> <li>• Prepare payments and make monitoring visits</li> </ul>	Approved List of ECE for assistance Signed MOU Payment Vouchers Monitoring Reports	DAMU DPE	Quarter 1-4 AMU Budget
		Quarterly Reports on the number of ECE schools upgraded since beginning of the year	4	4	<ul style="list-style-type: none"> <li>• Collation of evidences</li> <li>• Site visits</li> <li>• Progress reports of upgrading done on ECE centers</li> </ul>	Reports	DAMU	Quarter 1-4 AMU Budget
		Monthly Report on the Effective implementation of Building Grants [Direct Deposit and below \$50k]	NA	12	<ul style="list-style-type: none"> <li>• Progress reports on the six projects</li> <li>• Updates on the RIE and other processes involved</li> <li>• Payment done and reports on activities</li> <li>• Budget Utilization update</li> </ul>	Reports of Clerks of Work Payment vouchers and receipts Progress report	DAMU	Quarter 1-4 AMU Budget
		Monthly reports on the monitoring of capital projects to meet the Government's outcomes	NA	12	<ul style="list-style-type: none"> <li>• Site visits</li> <li>• Reports on the progress of capital projects</li> </ul>	Report from visitation Evidences of progress	DAMU	Quarter 1-4 AMU Budget
		Biannual Reports on the dilapidated schools renovated through donors or communities	NA	2	<ul style="list-style-type: none"> <li>• Reports on activities and updates from schools and districts</li> </ul>	Quarterly reports	DPE Divisions	Quarter 1-4 Primary Budget
		Number of school improvement in infrastructure projects completed	73 I [P] 24 [S]	300 [P] 3 SPED 10 ECE 120 [S]	<ul style="list-style-type: none"> <li>• School reports on infrastructure maintenance and improvement progressed</li> <li>• Site visits</li> <li>• Acquittal requirements</li> </ul>	Monthly monitoring reports from schools	DSE DPE Divisions	Quarter 1-4 AMU Budget
		Monthly report on the Primary Schools assisted with furniture	NA	12	<ul style="list-style-type: none"> <li>• Criteria for assistance</li> <li>• Number of Schools assisted</li> <li>• Quotations obtained</li> <li>• Payments done</li> <li>• Acquittal processes</li> </ul>	Monitoring reports	DAMU Divisions	Quarter 1-4 AMU Budget
	Strengthen support to improve access through the provision of education resources to students by Jul 2018	Quarterly Report on the accession listing of resources	4	4	<ul style="list-style-type: none"> <li>• Technical Section to prepare a monthly accession listing of newly acquired resources</li> </ul>	Monthly Accession listing of resources	DPE DSE Divisions	Quarter 1-4 Secondary and Primary Budget
		Number of schools supplied with literacy and numeracy manuals for Year 3-4	NA	730	<ul style="list-style-type: none"> <li>• Logistic and budget preparations</li> <li>• Conduct 5 days literacy and 4 days numeracy workshop in each of the 4 Divisions for the 83 mentors.</li> <li>• Monitor the National 91 literacy &amp; 91 numeracy teachers' workshops conducted by the trained mentors</li> </ul>	Update of schools supplied	DCAS	Quarter 1-4 CAS Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
					<ul style="list-style-type: none"> <li>Literacy and numeracy manuals for Yr. 3 &amp; 4 will be distributed to the trained mentors and to the individual teachers attending the Yr.3 &amp; 4 literacy and numeracy teachers training.</li> <li>Monitoring of selected schools from the 4 divisions on the implementation of the literacy and numeracy strategies.</li> </ul>			
		Number of Year 3 & 4 teachers trained in the use of literacy and numeracy manuals.	NA	1470	<ul style="list-style-type: none"> <li>Logistics and budget preparations</li> <li>Conduct training in districts/clusters</li> <li>Monitoring and reporting through school visits and / or survey.</li> </ul>	Training reports	DCAS	Quarter 1 & 2 CAS Budget (Literacy & Numeracy - \$500 000)
		Number of Head Teachers trained in the monitoring of the implementation of Year 3 & 4 literacy and numeracy strategies	NA	731	<ul style="list-style-type: none"> <li>Logistics and budget preparations</li> <li>Consultation with District Education officers</li> <li>Conduct training in districts/clusters</li> <li>Monitoring and reporting through school visits and / or survey.</li> </ul>	Training Report	DCAS	Quarter 2 & 3 CAS Budget (Literacy & Numeracy - \$500 000)
	Improve school library standards by aligning to National School Library Policy	Number of e-books made available to schools and library users	400	1000	<ul style="list-style-type: none"> <li>Purchasing of e-books</li> <li>E-books made accessible to schools and libraries</li> </ul>	List of e-books	DLSF	Quarter 1-4 LSF Budget
		Number of resources acquired, catalogued, classified, processed and distributed to ECE, Schools, public and community libraries	NA	35 000	<ul style="list-style-type: none"> <li>List of schools and community libraries to be assisted</li> <li>Quotations/ Payment vouchers</li> <li>Distribution Lists</li> </ul>	Reports of disbursement and distribution to schools and community libraries	DLSF	Quarter 1-4 AMU Budget
	Strengthening support towards equal access to education by July 2018	Number of schools assisted through lease renewals	50[P] 10 [S]	25	<ul style="list-style-type: none"> <li>Notification of lease expiry</li> <li>Processing of Offer from ITLTB</li> <li>Process payments after approval from Mo Lands</li> </ul>	List of schools assisted Progress report Payment vouchers	DAMU	Quarter 1-4 CAS Budget [\$100 000]
		Number of EDA schools assisted	5	6	<ul style="list-style-type: none"> <li>Ongoing projects on the 5 EDA schools Monitoring reports from site visits</li> <li>Acquittal requirements</li> </ul>	Progress reports	DAMU	Quarter 1-4 AMU Budget
		Number of new EDA schools project completed	3	2	<ul style="list-style-type: none"> <li>Processing of application by contractors</li> <li>Signing of contracts</li> <li>Monitoring visits</li> </ul>	Monthly progress reports	DAMU	Quarter 1-4 AMU Budget
		Number of ECE Resources and furniture acquired, processed and distributed to ECE centers	NA	20 000	<ul style="list-style-type: none"> <li>Identification of ECE needs to be assisted</li> <li>Obtaining resources , furniture and their distribution</li> </ul>	Updates of assistance given to ECE centers	DLSF	Quarter 1-4 LSF Budget
		Number of Special Educational resources acquired, processed and distributed to Special Schools	NA	1500	<ul style="list-style-type: none"> <li>Analyze request assistance received on the needs of collection development in schools, public libraries and community libraries</li> <li>Prepare booklist and educational resources items list</li> <li>Sorting, selection and listing , packing and distribution</li> </ul>	Monthly Accession listing on all resources accessioned. Monthly report on all catalogued and distributed resources	3 3	3
		Monthly reports on students receiving bus fare assistance and provision of boats and engines to 24 schools through the implementation of Transport Assistance Scheme	12	12	<ul style="list-style-type: none"> <li>Process all applications for Transport Assistance from all eligible students.</li> <li>Reports of eligible student for bus fares and stages sent to schools</li> <li>Update of FEMIS Database</li> <li>Provide Statistics of approved eligible students on the Transport Assistance Scheme</li> <li>Vouchers issued to schools according to approved list.</li> <li>Delivery of coupons to the District Offices</li> <li>District receiving and counting of coupons from various transport providers on weekly basis and sent summary to HQ.</li> <li>Tender process for printing of coupons</li> <li>Assess requests for Boat and Engines from outlying schools</li> </ul>	Monthly progress updates on activities carried out	DF	Quarter 1 -4 TAU Budget



Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Implementation of Zoning Policy	Number of enrolment criteria for schools approved that is not discriminatory.	731	736[P] 168[S]	<ul style="list-style-type: none"> <li>Assess year 1-4 enrolment criteria for each school</li> <li>Compile Reviewed enrolment criteria for all schools</li> </ul>	Update record of enrolment criteria approved	DPE DSE Divisions	Quarter 1-4 Primary Budget
	Improved access to quality school library services	Number of model school libraries established	NA	9	<ul style="list-style-type: none"> <li>Criteria set on standard model libraries</li> <li>Selection and establishment of libraries</li> </ul>	Progress reports	DLSF	Quarter 1-3 LSF Budget
		Quarterly reports on the Hundred [100] selected School libraries established and re-organized	4	4	<ul style="list-style-type: none"> <li>Selection of libraries</li> <li>Re-organization work and establishment of new libraries</li> </ul>	Quarterly reports	DLSF	Quarter 1-3 LSF Budget
		Number of ECE centers library / reading corners set up for students access	45	100	<ul style="list-style-type: none"> <li>Purchase of resources and books</li> <li>Selection of ECE centers to be assisted</li> </ul>	Payment vouchers Reports and site visits	DLSF	Quarter 1-3 LSF Budget
		Number of Special Schools assisted with special and inclusive reading resources	NA	3	<ul style="list-style-type: none"> <li>Submission of request for school library set up</li> <li>Library Set up executed</li> <li>Reports prepared and submitted</li> </ul>	Payment vouchers Reports and site visits	DLSF	Quarter 1-3 LSF Budget
		Quarterly report on monitoring and evaluation of school library on the access and usage of school libraries and ECE corners.	4	4	<ul style="list-style-type: none"> <li>Monitoring and site visits</li> <li>Impact reports on the usage of libraries</li> </ul>	Monitoring reports	DLSF	Quarter 1-4 LSF Budget
	Improve adherence of Teachers to FTRA promulgation by Jul 2018	Number of ECE Teachers registered or renewed registration with FTRA	200	300	<ul style="list-style-type: none"> <li>Trained and qualified ECE teachers to apply for registration FTRA4</li> <li>Provide the necessary documents and pay the fees</li> <li>Receive the registration approval from FTRA</li> </ul>	FTRA Registration List	CEO FTRA	Quarter 1-4 FTRA Budget
		Number of Primary/ Secondary Teachers, Teacher Administrators and Teacher Educators registered with FTRA	2000	2000	<ul style="list-style-type: none"> <li>Registration Process Awareness</li> <li>Collection of Fees and provision of Registration status and licenses</li> </ul>	FTRA Registration List	CEO FTRA	Quarter 1-4 FTRA Budget
		Number of ECE Teachers migrated to Provisional Registration due to upgrade in qualifications	30	30	<ul style="list-style-type: none"> <li>Trained applicants who have completed teacher training to apply for upgrade in status</li> <li>Register accordingly</li> </ul>	FTRA List	CEO FTRA	Quarter 1-4 FTRA Budget
		Quarterly Reports on the Registration of Teachers, Teacher Administrators and Teacher Educators with FTRA	4	4	<ul style="list-style-type: none"> <li>Collect data on numbers registered</li> <li>Identify continuing and new applicants</li> <li>Compile list for the report</li> </ul>	FTRA Registration List	CEO FTRA	Quarter 1-4 FTRA Budget
	Improved process of printing and timely dispatching of approved resources to schools as when required by July 2018	Number of copies of teaching and learning resources approved by CDU for printing and dispatched to schools by districts	200	42 30 [Pri] 12 [Sec]	<ul style="list-style-type: none"> <li>Printing and Dispatch list of textbooks and resources</li> <li>Approval by Curriculum Council</li> <li>Printing requisition</li> <li>Approved list of teaching and learning resources to be printed</li> <li>Printing &amp; dispatch by ERC</li> </ul>	Monthly Reports of printing and dispatch to schools by districts	DCAS	Quarter 1-4 CAS Budget CAS Budget (ERC - \$1.6 m)
		Quarterly Report on the free textbooks delivered to schools by districts for Primary and Secondary	4	4	<ul style="list-style-type: none"> <li>List of textbooks</li> <li>List of copies delivered to schools</li> <li>List of schools per district</li> </ul>	Progress Updates	DCAS	Quarter 1-4 CAS Budget (ERC - \$1.6 m)
		Number of copies of teaching and learning resources printed	2700 000	470 000	<ul style="list-style-type: none"> <li>List of teaching materials and resources required</li> <li>Recording and dispatching of teaching and learning resources to ERC Warehouse</li> </ul>	Update of copies printed	DCAS	Quarter 1-4 CAS Budget (ERC - \$1.6m)
		Number of copies of teaching and learning resources dispatched to schools	800 000	300,000	<ul style="list-style-type: none"> <li>Compilation of texts and resources to be dispatched to schools</li> <li>Dispatching schedules</li> </ul>	List of schools receiving texts and resources	DCAS	Quarter 1-4 CAS Budget (ERC - \$1.6 m)
		Quarterly reports of teaching and learning resources utilized in schools	NA	4	<ul style="list-style-type: none"> <li>Send questionnaires to schools</li> <li>Receive and analyze questionnaires on utilization of resources</li> </ul>	Quarterly Reports	DCAS	Quarter 1-4 CAS Budget ERC - \$1.6 m)

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	Strengthening support towards equal access to education by July 2018	Number of schools assisted through lease renewals	50[P] 10 [S]	25	<ul style="list-style-type: none"> <li>Notification of lease expiry</li> <li>Processing of Offer from ITLTB</li> <li>Process payments after approval from Mo Lands</li> </ul>	List of schools assisted Progress report Payment vouchers	DAMU	Quarter 1-4 CAS Budget [\$100 000]
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		Number of new EDA schools project completed	3	2	<ul style="list-style-type: none"> <li>Processing of application by contractors</li> <li>Signing of contracts</li> <li>Monitoring visits</li> </ul>	Monthly progress reports	DAMU	Quarter 1-4 AMU Budget
		Number of ECE Resources and furniture acquired, processed and distributed to ECE centers	NA	20 000	<ul style="list-style-type: none"> <li>Identification of ECE needs to be assisted</li> <li>Obtaining resources , furniture and their distribution</li> </ul>	Updates of assistance given to ECE centers	DLSF	Quarter 1-4 LSF Budget
		Number of Special Educational resources acquired, processed and distributed to Special Schools	NA	1500	<ul style="list-style-type: none"> <li>Analyze request assistance received on the needs of collection development in schools, public libraries and community libraries</li> <li>Prepare booklist and educational resources items list</li> <li>Sorting, selection and listing , packing and distribution</li> </ul>	Monthly Accession listing on all resources accessioned. Monthly report on all catalogued and distributed resources	3 3	3
		Monthly reports on students receiving bus fare assistance and provision of boats and engines to 24 schools through the implementation of Transport Assistance Scheme	12	12	<ul style="list-style-type: none"> <li>Process all applications for Transport Assistance from all eligible students.</li> <li>Reports of eligible student for bus fares and stages sent to schools</li> <li>Update of FEMIS Database</li> <li>Provide Statistics of approved eligible students on the Transport Assistance Scheme</li> <li>Vouchers issued to schools according to approved list.</li> <li>Delivery of coupons to the District Offices</li> <li>District receiving and counting of coupons from various transport providers on weekly basis and sent summary to HQ.</li> <li>Tender process for printing of coupons</li> </ul>	Monthly progress updates on activities carried out	DF	Quarter 1 -4 TAU Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
					<ul style="list-style-type: none"> <li>Assess requests for Boat and Engines from outlying schools</li> </ul>			
Safety and care of students in schools improved [ESSDP 1.2]	Capacity building on the EIE and Safer Schools initiative	Number of Teachers and Management trained on EIE and Safer Schools awareness by Districts at ECE, Primary and Secondary school level	200	10	<ul style="list-style-type: none"> <li>Training logistics and preparation</li> <li>Approval sought</li> <li>List of officers finalized</li> <li>Training organized</li> </ul>	Training Reports	DAMU	Quarter 1-4 AMU Budget
	Strengthen School Based Disaster Risk Resiliency and preparedness	Number of schools able to develop and execute Disaster Risk Plans	NA	100	<ul style="list-style-type: none"> <li>Questionnaire sent to schools</li> <li>Schools assisted to develop own DRP</li> </ul>	School List from Questionnaire	DAMU	Quarter 1-3 CS Budget
		Creation of an On-line School Safety and Disaster Preparedness Self-assessment tool kit in FEMIS	NA	1	<ul style="list-style-type: none"> <li>Safe School Facilities &amp; Access</li> <li>School Disaster Management</li> <li>Risk Reduction And Resilience Education</li> </ul>	Reports on development of tool-kit	DCS	Quarter 1-3 CS Budget
		Number of School Management and communities trained and are able to support schools with DRR planning and execution.	NA	100	<ul style="list-style-type: none"> <li>Organization and logistics for training</li> <li>Finalization of participants and approval</li> </ul>	Training Reports	DAMU	Quarter 1-4 AMU Budget
	Ensure school preparedness to disasters and emergencies situations through compliance with Safer School minimum requirements by July 2018	Number of schools conducting drills aligned to EEP/DMP	731[P] 168[S] 200[S/A ECE]	729[P] 171[S] 200[S/A ECE]	<ul style="list-style-type: none"> <li>Identification of schools with no updated DMP</li> <li>Review DMP</li> <li>Provide necessary training</li> </ul>	DMPs sent to HQ List of defaulting schools to be trained	DAMU DPE DSE Divisions	Quarter 1-4 AMU Budget
		Number of ECE centers complying with Safer School standards	500	200	<ul style="list-style-type: none"> <li>Compilation of reports from ECE centers</li> <li>Site visit and monitoring</li> </ul>	Quarterly reports	DAMU DPE	Quarter 1-4 AMU Budget
		Number of schools with Disaster Management Plans in place	731[P] 168[S] 200[S/A ECE]	729[P] 168[S] 200[S/A ECE]	<ul style="list-style-type: none"> <li>Assist in coordination of in-school drills and simulation</li> <li>Audit of schools with EEP</li> </ul>	School safety audit Quarterly reports	DAMU Divisions	DAMU Divisions
		Number of schools identified, graded and mapped as Evacuation Centers	NA	100	<ul style="list-style-type: none"> <li>Questionnaire sent to schools</li> <li>Schools assisted to develop own DRP</li> </ul>	School List from Questionnaire	DAMU	Quarter 1-3 CS Budget
	Assisting schools in reaching MOE standards for WASH	Number of schools assisted through WASH Programs	70	70	<ul style="list-style-type: none"> <li>Identification and cataloguing of schools for WASH program</li> </ul>	Monitoring of WASH reports	DAMU Divisions	Quarter 1-4 AMU Budget
		Number of Teachers and Management trained on WASH program & awareness by Districts at ECE, Primary and Secondary school level	100	140	<ul style="list-style-type: none"> <li>Identification of Teachers from WASH schools</li> <li>Organization and implementation of training</li> </ul>	WASH Training Reports Attendance List	DAMU Divisions	Quarter 1-4 AMU Budget
	Provision of water harvesting solutions to schools to support students' needs and ensure disaster and emergency preparedness by July 2018	Number of schools assisted through water tanks	45 [P] 40 [S]	200 [P] 80 [S]	<ul style="list-style-type: none"> <li>Selection of schools, scoping, quoting for tanks, payments and installation of water tanks</li> </ul>	Reports of installation List of schools assisted	DAMU Divisions	Quarter 1-4 AMU Budget
	Improved infrastructure standards for government schools	Number of government schools maintained	2(P) 11(S)	1(P) 10(S)	<ul style="list-style-type: none"> <li>General maintenance and upgrading works [ACS/ RKS/ QVS/ NSS/ SGS/ Lab Coll/ LPS/Vunisea/ Bucalevu/ Natabua/ Sila/ Nat Prim/ Delainamasi</li> <li>Tender process/ Waiver of Tender/ Contract Agreement</li> </ul>	Approval from Tender Board Copies of award documentation Payment Vouchers Site visiting	DAMU	Quarter 1-4 AMU Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Implementation of Safety and Care programs in schools by Jul 2018	Number of schools conducting Safety and Care programs by districts	500 [P] 100[S]	500[P] 110[S]	• Conduct and monitor Safety and Care programs in schools	Regular Update Reports	DSE DPE Divisions	Quarter 1-4 Primary and Secondary Budget
		Number of ECE conducting Safety and Care programs by districts	NA	500	• Conduct and monitor safety and care programs in ECE Centers	Regular updates Reports	DPE Divisions	Quarter 1-4 Primary. Budget
	Improve school and transport infrastructure for Students with special needs	No of special and inclusive schools assisted with school improvement grant	25	30	• Develop Special Education Grant distribution formula • Monitoring of grant progress	SEG Agreement Forms Audit Reports	DPE Divisions	Quarter 1-4 Special Ed. Budget
		Termly report on students with special needs requiring assistance in school transportation	NA	3	• Conduct Disability audition children requiring an accessible means of transport to school	Students Analysis Audit Report	DPE Divisions	Quarter 1-Special Ed. Budget
		Number of school transport vehicles that are accessible for children with disabilities	12	10	• School Bus audit on accessibility and number	School Bus Audit Report	DPE Divisions	Quarter 1-4 Special Ed. Budget
	Increased awareness and monitoring of Drug Free School Policy	Number of schools commemorating IDADAIT	500[P] 140[S]	500 [P] 150 [S]	• Consultation with key stakeholders on sponsorship and planned activities • Send IDADAIT Package to Follow up IDADAIT Evaluation forms with schools • Implement, Evaluate and Report	Photos Reports Analysis of Evaluation Forms	DNSAAC	Quarter 1-4 NSAAC Budget
		Number of new IEC produced	5	5	• Consultation with the target groups and the Production of Age Appropriate educational materials on Drugs, and Elimination of Child Abuse, Prevention of HIV AIDS & ending of violence against girls, LSRD, SRGBV, Counselling etc.	New IEC produced	DNSAAC	Quarter 1-4 NSAAC Budget
	Increase staff establishment in schools to support teaching and learning of students with special needs by July 2018	Number of Support Staff in special and mainstream schools	50	100	• Recruit and Appointment of Support Staff	List of staff members	DPE Divisions	Quarter 1-4 Special Ed. Budget





## OUTPUT 2 : QUALITY CURRICULUM AND ASSESSMENT

### PRIORITIES

- Emphasis on Values and inclusive education

Strengthen teaching of curriculum perspectives for holistic education

- Monitoring of literacy and numeracy at all levels

- Strengthen teaching and learning of culture, arts and tradition

- Support language development

Strengthen teaching of Mathematics, PEMAC and Science

- Implementation of external examinations at Years 6,8,10,12 and 13

- Standard annual examinations for all schools for years 7,9 and 11

- Benchmarking and standards setting

- Monitoring and evaluations of ESD Programs

- Implementation of the National Curriculum Framework

- Implementation of LANAI

- CT and Distance Learning

- Effective Adminstartion of national examinations

- Stregthening e-Learning

- Strengthening Broadcast Programs

- Collaboration with teacher training institutions

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Quality curriculum implemented [ESSDP 2.1]	ECE curriculum guidelines implemented in all ECE centers by July 2018	Number of untrained ECE teachers trained in the curriculum guidelines	500	165	<ul style="list-style-type: none"> <li>• Collect data based on need basis</li> <li>• Conduct workshops on the curriculum guidelines</li> <li>• Monitor through survey the effectiveness of training</li> </ul>	Monitoring visit reports, workshop Attendance List, M& E report on implementation.	DPE DCAS Divisions	Quarter 1-4 CAS and ECE Budget (NCF - \$600 000)
		Quarterly reports of ECE teachers being trained in the curriculum guidelines and effectively implementing them	4	4	<ul style="list-style-type: none"> <li>• Reports collated on the Training of ECE teachers on the new curriculum</li> </ul>	Quarterly reports	DPE DCAS Division	Quarter 1-4 CAS and ECE Budget
		Number of ECE Centers effectively implementing the Curriculum	550	800	<ul style="list-style-type: none"> <li>• Collect data based on need basis</li> <li>• Conduct workshops on the curriculum guidelines</li> <li>• Monitor through survey the effectiveness of training</li> </ul>	Monitoring Visit Reports	DPE DCAS Divisions	Quarter 1-4 CAS and ECE Budget NCF - \$600 000
		Number of ECE resources developed to assist ECE curriculum	3	3	<ul style="list-style-type: none"> <li>• Conduct workgroup meetings</li> <li>• Stakeholder consultation</li> <li>• Curriculum Council approval</li> <li>• Submit to ERC for printing and dispatch</li> </ul>	Developed resources	DCAS	Quarter 1-4 CAS Budget \$600 000
		Number of ECE student workbooks and Teacher's guide developed to assist ECE curriculum	NA	2	<ul style="list-style-type: none"> <li>• Compilation of content of the integrated FALD.</li> <li>• Workgroup meetings.</li> <li>• Consultation with stakeholders.</li> <li>• Curriculum Council approval.</li> <li>• Printing and dispatch by ERC.s</li> </ul>	Developed Workbook and Guide	DCAS	Quarter 1-4 CAS Budget \$600 000
		Biannual Reports on ECE Teachers effectively implementing ECE Curriculum and Feedback Reports from ECE Teachers DCAS	2	2	<ul style="list-style-type: none"> <li>• Collation of feedback reports from ECE teachers on the implementation</li> <li>• Visit ECE centers to monitor the teachers implementing of the curriculum</li> </ul>	Bi-annual Reports	DPE DCAS	Quarter 1-4 CAS and ECE Budget NCF - \$600 000
		Number of educational cartoons for ECE developed	NA	5	<ul style="list-style-type: none"> <li>• Liaise with officers on the development of ECE cartoons</li> <li>• Cutting of discs</li> </ul>	DVD Discs and cartoons developed	DCS	Quarter 1-4 Corporate Service Budget
	Facilitate relevant adaptations and modifications of the current curriculum to meet needs of students with special needs	Number of students who have a quality IEP	100	500	<ul style="list-style-type: none"> <li>• IEP Training Conducted</li> <li>• Facilitate IEP formulation process</li> </ul>	IEP Sample and Matrix Report	DPE	Quarter 1-3 Special Ed. Budget
		Number of students who sit exams with reasonable accommodation provided	20	20	<ul style="list-style-type: none"> <li>• Collate data on eligible students and capable of participating in school/national examinations with accommodation</li> </ul>	Data of students	DPE	Quarter 1-3 Special Ed. Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		Number of students with special needs accessing quality curriculum specific to their learning needs	20 [Braille] 30 [Sign Language]	20 [Braille] 50 [Sign Language]	<ul style="list-style-type: none"> <li>Profile/List students meeting the definition</li> <li>Conduct audit on vision/hearing, Braille and Sign Language Workshop</li> </ul>	List of Students/ Assessment and Workshop Report	DPE	Quarter 1-3 Special Ed. Budget
		Improved percentage of qualified teachers with a minimum qualification of a Certificate in special education by districts	60% per district	40% per district	<ul style="list-style-type: none"> <li>Database of teachers and qualification</li> <li>Recommendation for Training</li> </ul>	Survey and FEMIS updates	DPE	Quarter 1-2 Special Ed. Budget
	Monitor the use of effective teaching methods in Mathematics and Science in schools by July 2018	Increased number of teachers using effective teaching methods for Math's and Science	50	500 Pri 300 Sec	<ul style="list-style-type: none"> <li>Review existing teaching strategies at Primary level</li> <li>Develop effective teaching strategies for Secondary Math's &amp; Science</li> <li>Conduct workshops on how to utilise these resources and on lesson studies in district center</li> <li>Monitor implementation of these resources through school visits.</li> </ul>	Evaluation Reports.	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000
		Number of video resources developed to support effective teaching of Mathematics and Science	5	5	<ul style="list-style-type: none"> <li>Develop 5 video on best strategies to teach Math's and Science effectively for Primary and Secondary</li> </ul>	Video Developed	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000
	Increased awareness on the Implementation of the revised Fiji National Curriculum Framework by July 2018	Increased number of administrators and Year 13 teachers trained to implement the NCF	800	1500	<ul style="list-style-type: none"> <li>Workshop logistics to be carried out</li> <li>Conduct workshops for teachers on the implementation of Year 13 curriculum</li> <li>Monitor the implementation of syllabi</li> </ul>	Workshop Reports	DCAS	Quarter 1-4 CAS Budget
	Monitoring of the implementation of NCF by July 2018	Biannual report on the Number of schools implementing NCF	NA	2	<ul style="list-style-type: none"> <li>Collate information from the feedback report from school on syllabi implementation through questionnaires</li> </ul>	Feedback Reports from schools on NCF Implementation	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
		Reports on department feedback generated from term-end reports	3	3	<ul style="list-style-type: none"> <li>Compilation of school reports and analysis of suggestions and feedback</li> </ul>	Reports compiled	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
	Progressive review and development of syllabi and resources to improve teaching and learning in schools by July 2018	Number of syllabi developed using NCF	12 [Y13 new]	4 Y12 - 2 Y13- 2	<ul style="list-style-type: none"> <li>Conduct workgroup meetings</li> <li>Stakeholder consultation</li> <li>Vetting in KLAS</li> <li>Curriculum Council approval</li> <li>Submit to ERC for printing and dispatch.</li> </ul>	Progress Reports	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
		Number of resources developed to support the reviewed syllabus.	12	4	<ul style="list-style-type: none"> <li>Vetting in KLAS</li> <li>Curriculum Council approval</li> <li>Submit to ERC for printing and dispatch.</li> </ul>	Reviewed curriculum	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		Number of subject curriculum reviewed through stakeholder meeting	23	1 (Year 1 & 2) [Thematic] 12 (Year 5 & 6) 12 (Year 9) 12 (Year 11)	<ul style="list-style-type: none"> <li>Identify and rectify the areas of improvement</li> <li>Conduct workgroup meetings to review subject curriculum.</li> <li>Stakeholder consultation.</li> <li>Vetting in KLAs.</li> </ul>	Reports compiled	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
		Biannual reports on curriculum benchmarking	NA	2	<ul style="list-style-type: none"> <li>Benchmarking curriculum with those from selected countries</li> <li>Research and Data Analysis</li> </ul>	Review Reports	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
		Number of subject curriculum benchmarked for best practices and quality	23	37	<ul style="list-style-type: none"> <li>Benchmarking subjects</li> <li>Conduct workgroups to benchmark subject curriculum</li> <li>Research and benchmarking against selected countries.</li> </ul>	Subjects benchmarked	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
		Number of reviewed syllabi (ECE, Primary or Secondary) provided to schools	NA	45 (36 [Y3-8 revised] 9 [Y9 revised])	<ul style="list-style-type: none"> <li>Workgroups organized with stakeholders to review syllabi</li> </ul>	Reviewed syllabi	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000)
		Number of schools (ECE, Primary or Secondary) provided with reviewed syllabi	NA	900	<ul style="list-style-type: none"> <li>ERC to monitor records</li> <li>ERC to print and dispatch</li> </ul>	List of schools	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000
		Pocket Booklet of Basic Mathematical Essentials for Years 6, 8 and 10 students printed	1	3	<ul style="list-style-type: none"> <li>Conduct workgroup meetings to edit content</li> <li>Stakeholder consultation</li> <li>Vetting in KLAs</li> <li>Curriculum Council approval</li> <li>Submit to ERC for printing and dispatch.</li> </ul>	Pocket Booklets	DCAS	Quarter 1-4 CAS Budget NCF - \$600
		Digital facts for Basic English Essentials for Y6-8	NA	1	<ul style="list-style-type: none"> <li>Conduct workgroup meetings to edit content</li> <li>Stakeholder consultation</li> <li>Vetting in KLAs</li> <li>Curriculum Council approval</li> <li>Submit to ERC for printing and dispatch.</li> </ul>	Pocket Booklets	DCAS	Quarter 1-4 CAS Budget NCF \$600 000)
		Number of textbooks re-edited and uploaded online	45	84	<ul style="list-style-type: none"> <li>Rectify errors</li> <li>Vet with KLA</li> <li>Upload online</li> </ul>	Reedited textbooks	DCAS	Quarter 1-4 CAS Budget NCF \$600 000)
		Number of syllabi digitalized and uploaded onto Ministry website	80 36 [Primary] 19 [Y9-10] 25 [Y11-13]	12 (Year 13) 1 (Year 12)	<ul style="list-style-type: none"> <li>Upload Year 12 &amp; 13 syllabi</li> </ul>	Digitalized Syllabi	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000)

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Increased production of resources and broadcast programs to complement curriculum	Number of new students' and teacher-focused programs completed and aired	450	450	<ul style="list-style-type: none"> <li>Research topics</li> <li>Write scripts</li> <li>Recording</li> <li>Editing</li> <li>Submit to FBC for final airing</li> </ul>	Monthly Reports	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000)
		Number of DVDs/Videos produced and technical assistance offered.	NA	20	<ul style="list-style-type: none"> <li>Shooting of videos</li> <li>Editing</li> <li>Recording</li> <li>Analysis of pieces</li> </ul>	Completed videos	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000)
		Quarterly reports on the new students and teacher focused programs completed and aired	4	4	<ul style="list-style-type: none"> <li>Research topics</li> <li>Write scripts</li> <li>Recording</li> <li>Editing</li> <li>Submit to FBC for final airing</li> </ul>	Monthly Reports	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000
	Improve quality of access through strengthening of ICT and distance learning	Number of User guide produced for OPAC access and Database Search	NA	2	Preparation of User guide	User guide	DCAS	Quarter 1-4 CAS Budget NCF - \$600 000
		Percentage of schools by districts with internet connectivity	NA	98%[S] 90% [P]	Identification of schools with/without internet connectivity	Progress Update FEMIS	DPE DSE Divisions	Quarter 1-4 Primary and Secondary Budget
		Development of a Digital Literacy Strategy for Schools	NA	1	Research and logistics and submission of paper on DL Strategy	Digital Literacy Strategy developed	DCS	Quarter 2-4 CS Budget
		On-line Digital Literacy platform for national assessment on Sustainable Development	NA	1	Creation of platform and research on the questions and data to be on the platform	Platform developed and used for assessment of national data	DCS	Quarter 2-4 CS Budget
		Number of students benefitting from the Distance Learning program	NA	500	<ul style="list-style-type: none"> <li>Signing of MOA by the MOE and the contractor</li> <li>Construction of the DL studio</li> <li>Installation of DL equipment by TFL in the studio and installation of fiber point to point connections</li> </ul>	Monthly Updates	DTEST	Quarter 2-3 TEST Budget
		Number of schools set up for DL	NA	7	<ul style="list-style-type: none"> <li>Installation of VSAT in the proposed DL schools: Nasesevia Secondary, Navosa Central College, Thomas Baker Memorial School, Beqa Yanuca Secondary, Adi Moapa Secondary, Yasawa High School, Nadogo Sec School</li> <li>Procurement of 55" LED Screens and i7 laptops and TV wall mounts</li> <li>Installation of DL equipment in DL Schools and collection of old equipment from the existing DL Schools</li> <li>Signing of MOU by the MOE and the TFL for the Licensing of REACT software and DL internet services</li> </ul>	Monthly Updates	DTEST	Quarter 2-3 TEST Budget
		Number of Schools to pilot Office 365 Microsoft Program	NA	5	<ul style="list-style-type: none"> <li>Phase I – Piloting Schools</li> <li>Submission of piloting school list</li> <li>Identification of schools to be assisted</li> <li>Purchasing of computers and installation</li> <li>Principals and Head Teachers meetings</li> <li>Project implementations</li> <li>Evaluation and monitoring</li> <li>Visit Schools</li> </ul>	Monthly update	D TEST	Q1 – 4 TEST Budget \$50,000
	Strengthen assessment for, as and of learning to	Provide disaggregated data on examination results by schools,	2	2	<ul style="list-style-type: none"> <li>Analysis of examination results</li> <li>Dispatch to schools</li> </ul>	Analyzed results Dispatch note	DEAU	Quarter 3 EAU Budget



Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
improve students' competencies [ESSDP 2.2]	district and national by April 2018							
	LANA benchmark reports on a fixed level of proficiency in functional literacy and numeracy skills and by gender	Streamlining LANA reports for better understanding and planning of effective intervention measures	I	I	<ul style="list-style-type: none"> <li>Creation of a well-defined report on the child's LANA performance:</li> <li>Student Individual report</li> <li>Progress Report</li> <li>Item Analysis</li> <li>School Profile</li> </ul>	LANA Reports	DEAU	Quarter 2 EAU Budget
		Reduction in the differences in the LANA test Results between Districts	NA	10%	<ul style="list-style-type: none"> <li>Analysis of LANA Results</li> <li>Comparative analysis between Districts</li> </ul>	LANA Results	DEAU	Quarter 1-4 EAU Budget
	Effective, apt and coordinated examination preparation	Quarterly Reports on quality external examination preparation process for Year 6- 13 external examinations	4	4	<ul style="list-style-type: none"> <li>Submission of External Examination requirements</li> <li>Examination Registration process</li> <li>Markers' Administration</li> <li>Examination Printing</li> <li>IA Moderated Marks</li> </ul>	Monitoring schedule Acquittal Activity report	DEAU	Quarters 1-4 EAU Budget
		Quarterly Reports the effective use of Examination blue prints for years 6-13 examinations	NA	4	<ul style="list-style-type: none"> <li>Up skill the Senior Education Officers in all key learning areas as well as senior teachers on Designing of examination blue prints.</li> </ul>	Training Reports Draft and final blue print for examination	DCAS	Quarter 1-3 CAS Budget
		Number of examination papers prepared, formatted and moderated for review	80	138	<ul style="list-style-type: none"> <li>Prepare draft examination papers and other documents</li> <li>Moderation of examination papers</li> <li>Review process</li> <li>Trial sitting</li> <li>Submission to EAU</li> </ul>	Update on progress of preparation process	DCAS DTEST	Quarter 3 -4 CAS and TEST Budget
		Revise and update Examination Guideline to design effective summative assessment	NA	I	<ul style="list-style-type: none"> <li>Examination Guidelines revised</li> <li>Summative assessment standards designed for school use</li> </ul>	Progress Report	DCAS	Quarter 1-3 CAS Budget
	Effective administration of national examination	Report on the efficient administration and processing of results for national external examinations for Year 6 - 13	I	I	<ul style="list-style-type: none"> <li>Processing of Registration forms</li> <li>Payment of Packers/Markers/check markers</li> <li>Printing of Exam papers &amp; Administration papers</li> <li>Proofreading Printed Papers</li> <li>Packing &amp; Dispatch of exam papers</li> <li>Appointment of Supervisors, Markers, Coders, Check markers</li> <li>Administration of Examination by Chief Supervisors</li> <li>Markers' Invitation Letters</li> <li>Conduct &amp; coordinating of markers Meeting</li> <li>Coding and Issue of Scripts to Markers:</li> <li>Receiving of Scripts from Markers:</li> <li>Body script Check-Marking</li> <li>IA Mark Entry into Capture Sheets Locating 'Missing' IA Marks</li> <li>Submission of IA/Exam Mark Sheets to I&amp;R for Data Entry</li> <li>Compassionate Assessments</li> <li>Compassionate Assessments</li> <li>Provisions for Special Candidates</li> <li>Investigation of Malpractices</li> <li>Processing of results Receiving &amp; Processing of Recount Applications</li> <li>Recount Results</li> <li>Confirmations of Results</li> <li>Completion of Examination Processing of Payment of Claims</li> <li>Examiners' Reports</li> <li>TITAN Reports</li> </ul>	Examination administration report for FY6, FY7, FY8, FY9 FY10, FY11, FY12 and FY13.	DEAU	Quarters 1-4 EAU Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Effective implementation of examination to schools with good connectivity	Biannual Report on the Improvement of the processes in submitting of External Examination Question Item requirements.	NA	2	<ul style="list-style-type: none"> <li>Timely submission of examiners list, markers list, moderation and review meeting schedules up to the stage of delivering paper for printing</li> </ul>	Progress reports	DCAS	Quarter 1-3 CAS Budget (INAF-\$550 000)
		Number of schools receiving e copies of the examination papers for Year 6, 7, 8, 9, 10, 11 levels	Primary – 340 Sec - 150	350 [P] 120 [S]	<ul style="list-style-type: none"> <li>Evaluation with schools to ascertain types and levels of drawbacks</li> </ul>	Evaluation and Awareness report	DEAU	Quarters 1-3 EAU Budget
		Number of schools effectively using the Examiners Reports and analysis for term three revision	172	900	<ul style="list-style-type: none"> <li>Reporting template on the value and effectiveness of these documents for revision</li> <li>Analysis of department reports</li> </ul>	List of schools	DCAS	Quarter 1-2 CAS Budget (INAF-\$550 000)
	Capacity building for supervisors on how to effectively manage and administrate examinations	Number of Supervisors trained on exam administration procedures.	350	1000 700[P] 300[S]	<ul style="list-style-type: none"> <li>Workshop organized for training of (Chief)supervisors</li> </ul>	Workshop report List of attendees	DEAU	Quarters 1-4 EAU Budget)
	Capacity building for improved quality of internal and external exam processing	BNnumber of teachers trained on marking external examination papers	200	200	<ul style="list-style-type: none"> <li>Train chief markers and panel leaders on quality marking and administration of marking</li> </ul>	Workshop report Workshop evaluation form Markers attendance Guinea pigs analysis forms	DEAU	Quarters 1-4 EAU Budget
	Maintaining an updated result and analysis to define pathway for improvement	Examination marks for Year 7, 9 and 11 for all schools updated on FEMIS	731 [P] 168 [S]	All Primary and Sec-ondary Schools	<ul style="list-style-type: none"> <li>Assessment of schools marks updated on FEMIS</li> <li>Liaise with District to ensure proper monitoring</li> <li>Comparative analysis – EAU with FEMIS</li> </ul>	Assessment report – Q2 Update from Districts	DEAU Divisions	Quarter 1-2 EAU Budget
		Provision for internal examination mark update on FEMIS for Fy6E, Fy8E, Fy10E, Fy12E and Fy13E	NA	All Primary and Sec-ondary Schools	<ul style="list-style-type: none"> <li>Development the marks provision for the spelled levels</li> <li>Write circular to apprise all schools on this mandatory activity</li> <li>Monitor mark entry for all schools</li> </ul>	<ul style="list-style-type: none"> <li>Development update</li> <li>Update on mark entry from schools/ Monitor mark entry for all schools districts</li> </ul>	DEAU	Quarter 1-2 EAU Budget
	Ensuring efficient and timely process and admin of LANA	Improved administration of LANA processes	1	1	<ul style="list-style-type: none"> <li>Use of FEMIS to collate school registration</li> <li>Processing of Registration Forms</li> <li>Item Writing</li> <li>Analysis of Trial Items – scanning, verification, data cleaning</li> <li>Preparation of LANA test</li> <li>Printing of LANA papers</li> <li>Timely submission of CER and CRR</li> <li>Packing and dispatch of attendance roll and LANA papers</li> </ul>	LANA administration report	DEAU	Quarter 1-4 EAU Budget
	Timely registration of all primary schools and apt administration of LANA within time frame	Number of schools Administering LANA successfully	730	710	<ul style="list-style-type: none"> <li>LANA Administration</li> <li>LANA Result Processing</li> <li>LANA Result Administration</li> </ul>	LANA Administration Report	DEAU	Quarter 1-4 EAU Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Provision of detailed analysis of LANA Data	Improved administration of LANA Reporting	1	1	<ul style="list-style-type: none"> <li>Timely release of LANA Reports to schools</li> <li>Disaggregated analysis of 2015 data released to schools</li> <li>Begin consultation on improving LANA reports with outcomes and benchmarks</li> <li>New LANA Reports- inclusion of benchmarks and strands in LANA Reporting</li> </ul>	LANA administration report	DEAU	Quarter 1-4 EAU Budget
		Number of school representatives trained for improved LANA administration	NA	300[P]	<ul style="list-style-type: none"> <li>2017 LANA issues</li> <li>Mapping of cluster meetings</li> <li>Presentation to cluster meetings</li> <li>Feedback and improvement</li> </ul>	Training Report	DEAU	EAU Budget Q1-3
		Provision of internal and standard examination marks update on FEMIS for Fy6E –Fy13E	NA	730 [P] 168 [S]	<ul style="list-style-type: none"> <li>Development the marks provision for the spelled levels</li> <li>Write circular to apprise all schools on this mandatory activity</li> <li>Monitor mark entry for all schools</li> </ul>	<ul style="list-style-type: none"> <li>Development update</li> <li>Update on mark entry from schools/districts</li> </ul>	DEAU	Quarter 2 EAU Budget
	Strengthen literacy and numeracy strategies to improve learning	Number of schools supported using LANS	350	350	<ul style="list-style-type: none"> <li>Explore cognizant with other strategies</li> <li>Monitor their effectiveness</li> <li>Provide feedback/assistance intervention workshops</li> <li>New item writing workshop</li> </ul>	Monitoring schedule Acquittal Activity report	DEAU DCAS	Quarter 1-4 EAU Budget
		Biannual reports on Institutions effectively implementing Literacy and Numeracy remedial & Intervention programs	NA	2	<ul style="list-style-type: none"> <li>Review questionnaires for survey</li> <li>Seek assistance from DEAU</li> <li>Provide feedback/assistance intervention workshops</li> </ul>	Minutes of meetings/interview Reports	DCAS	Quarter 1-4 CAS Budget (LANA- \$500 000)
Responsiveness of curriculum to ESD initiatives to balance student learning [ESSDP 2.3]	Equipping school libraries with relevant resources /furniture to supplement curriculum	Quarterly report on the distribution of resources and furniture to school libraries	4	4	<ul style="list-style-type: none"> <li>Survey to determine resources and priority needs of school libraries</li> <li>Distribution of materials and reso A summary report per education district should be attached to the quarterly report to ascertain the number of schools assisted with resources.</li> </ul>	Quarterly Reports	DLSF	Quarter 1-4 LSF Budget
	Compulsory teaching of conversational Vosa vakaViti and Fiji Hindi languages	Number of Primary schools teaching conversational Vosa vakaViti and Fiji Hindi	729	731	<ul style="list-style-type: none"> <li>Circular to be sent to schools</li> <li>Monitoring through visits and feedback reports</li> <li>Training of teachers in selected schools to assist in the teaching of Vernacular</li> </ul>	Monthly updates	DPE DCAS Divisions	Quarter 1-4 Primary and CAS Budget
		Biannual Reports on the teaching of conversational Vosa vakaViti and Fiji Hindi in primary schools	NA	2	<ul style="list-style-type: none"> <li>Advocacy Training Phase 1 of 89 schools 72 primary and 17 Secondary</li> </ul>	Biannual Update Records	DCAS	Quarter 1-4 WHO Funding
	Effective Implementation of HPS, Education Human Values (EHV) programs by Jul 2018	Biannual reports on the Increased number of students benefitting from HPS, and EHV in schools.	NA	2	<ul style="list-style-type: none"> <li>Timely release of LANA Reports to schools</li> <li>Disaggregated analysis of 2015 data released to schools</li> <li>Begin consultation on improving LANA reports with outcomes and benchmarks</li> <li>New LANA Reports- inclusion of benchmarks and strands in LANA Reporting (Materials and PowerPoint presentations)</li> <li>Primary Student Survey Years 5-8</li> <li>Secondary Student Survey Years 9 -11</li> <li>Piloting of the surveys</li> <li>Conducting the surveys</li> <li>Soil Transmitted Helminthes Survey (STH Stool sampling) Year 3</li> <li>Support and advisory visitation.</li> <li>Monitoring &amp; Evaluation Phase 1</li> <li>Advocacy Training Phase 2 (115 schools) Baseline study and support visitation.</li> <li>EHV-data gathering and analysis.</li> <li>Initiate strategies for improvement in schools</li> </ul>	LANA administration report	DEAU	Quarter 1-4 EAU Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	National implementation of FinEd in all schools by July 2018.	Monitor the number of schools effectively implementing Fined	NA	141	<ul style="list-style-type: none"> <li>Logistics of monitoring visits organised.</li> <li>Officers have been grouped for the 141 schools in the 4 education divisions.</li> <li>Monitoring through school visits</li> <li>provide feedback on way forward with regards to Fined</li> </ul>	Evaluation Reports	DCAS	Quarter 1-4 UNDP Funding
	Monitor the effectiveness of Money Smart and Invest Smart in the lives of students	Annual reports on the Increased number of students benefitting from Money Smart.	NA	1	<ul style="list-style-type: none"> <li>Monitor the activity through submissions received.</li> <li>Develop strategies to assist schools to improve.</li> <li>Visit schools to consolidate developed strategies.</li> </ul>	Feedback reports. Of savings and investment.	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
	Effectiveness of Family Life Education program in schools.	Quarterly Reports on the Increased number of schools benefitting from FLE programmers.	NA	4	<ul style="list-style-type: none"> <li>Ascertain the number of schools actually offering FLE at different levels in secondary school</li> <li>Ascertain the number of teachers teaching FLE</li> <li>Feedback template on term reports</li> <li>Email or call schools for data</li> <li>Visit schools to monitor work covered and gather data</li> </ul>	Survey Reports	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
		Number of teachers trained for FLE	NA	150	<ul style="list-style-type: none"> <li>Conduct in-service workshop</li> </ul>	Workshop Reports	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
	Monitoring of the Cultural Education in related subjects by July 2018	Number of teachers trained for Cultural Education for classroom learning and dissemination	200	500	<ul style="list-style-type: none"> <li>Liaise with Heritage and Arts &amp; iTaukei Affairs/Rotuman Council</li> <li>Logistics of training</li> <li>Circular to school/ Conduct workshops</li> <li>Report and monitor</li> <li>Purchasing and distribution of VVV dictionary to primary schools</li> <li>Training of Secondary School</li> <li>Teachers on Cultural Economics.</li> </ul>	Monthly Reports	DCAS	Quarter 1-4 CAS Budget (NCF - \$600 000)
	Monitoring of the implementation of Climate Change content in curriculum by July 2018.	Number of teachers trained for Climate Change issues for classroom learning and dissemination	200	200	<ul style="list-style-type: none"> <li>Logistics for conducting trainings has to be done.</li> <li>Conduct training on this with Secondary teachers</li> <li>Monitoring of Primary teachers trained on Climate Change through school visits.</li> </ul>	Workshop Reports	DCAS	Quarter 1-4 CAS Budget GIZ Funding
	Implementation of Citizenship Education in schools by July 2018	Biannual Report of the increased number of schools monitored which are integrating citizenship education	2	2	<ul style="list-style-type: none"> <li>Logistics for conducting trainings has to be done.</li> <li>Conduct training on this with Primary &amp; Secondary school teachers</li> <li>Monitoring of schools through visits implementing/ integrating citizenship education through school visits.</li> </ul>	Monthly Reports	DCAS	Quarter 1-4 UNESCO Funding





## OUTPUT 3: STUDENTS' WELFARE

### PRIORITIES

- Implementing programs that strengthen social cohesion and national identity
- Addressing social issues, reproductive health, substance abuse, elimination of violence against girls
- Strengthen guidance and student support services
- Registration in Scouts, girl guides and brownies

- Duke of Edinburgh and Cadet Programs
- Provision of milk to Year 1 students
- Wellness Programs
- Citizenship education in schools
- Effective management of school grants
- Improving strategies in underperforming schools
- Improve Counseling, guidance and student support services

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Effective and efficient responsiveness of school to meet all educational needs [ESSDP 3.1]	Increased school awareness on Drugs, Elimination of Child Abuse, Elimination of Violence Against Girls and Women, STI and HIV, LSRD & Basic Counselling Skills	Number of Teachers trained in Drugs, HIVAIDS & Elimination of Child Abuse	80 [P] 40 [S]	100 [P] 50 [S]	<ul style="list-style-type: none"> <li>• Consultation with Districts &amp; schools, Police, Social Welfare, Save the Children, St Giles and donor</li> <li>• Selection of training centers/caterers etc.</li> <li>• Implement, evaluate &amp; report</li> <li>• Prepare IEC</li> <li>• Conduct training</li> </ul>	Training Reports Attendance List	DNSAAC	Quarter 1-4 NSAAC Budget
		Number of Peer Educators trained in Drugs, HIV AIDS & elimination of Child Abuse	70 [P] 70 [S]	50 [P] 50 [S]	<ul style="list-style-type: none"> <li>• Develop training materials to suite target groups</li> <li>• Consultation with Districts &amp; schools, &amp; other stakeholders</li> <li>• Prepare Budget</li> <li>• Conduct Peer Education on Drugs, HIV &amp; AIDS, &amp; Elimination Child Abuse &amp; Violence Against Girls &amp; Women, LSRD, SRGBV and Counselling</li> <li>• Implement, evaluate &amp; report</li> <li>• prepare IEC</li> </ul>	Training Reports Attendance List	DNSAAC	Quarter 1-4 NSAAC Budget
		Number of QRP & PD conducted by staff	94	50	• Preparation, conduct, evaluate & report on awareness	Report of Sessions	DNSAAC	Quarter 1-4 NSAAC Budget
		Quarterly report on provision of voluntary/ referral counselling services conducted to student at risk	4	4	<ul style="list-style-type: none"> <li>• Counseling Services planned for</li> <li>• Referrals to outside counselors</li> <li>• Students at risk identified</li> <li>• Teacher counseling</li> <li>• Follow up counseling</li> </ul>	Counseling Reports and Updates	DNSAAC	Quarter 1-4 NSAAC Budget
		Number of Student Leaders trained in identifying students at risk with social issues	200 [S]	200 [S]	<ul style="list-style-type: none"> <li>• Consultation with relevant NGOs and St. Giles Hosp.</li> <li>• Selection of schools and request sent for student leaders</li> <li>• Preparations and logistics of training</li> </ul>	Training reports Attendance	DNSAAC	Quarter 1-4 NSAAC Budget
		Quarterly report on provision of mentoring services conducted to student at risk	NA	4	<ul style="list-style-type: none"> <li>• conduct mentoring sessions with students</li> <li>• consultation and referral of serious cases with other stakeholders. E.g. NSAAC Counsellors, Social Welfare, Police</li> <li>• Gather success stories from clients using Most Significant Change [MSC] Form after the mentoring sessions</li> </ul>	Quarterly Reports	DNSAAC	Quarter 1-4 NSAAC Budget
	Enhance students' understanding of lifelong skills by July 2018	Number of primary schools that are registered as practicing Programs like Scouts, Girl Guides, Red Cross or any other clubs by districts.	550	700	<ul style="list-style-type: none"> <li>• Registration of schools for Scouts, Girl Guides and other Clubs</li> <li>• Assist in support and furtherance of the program</li> </ul>	Update reports on the participating schools and activities	DPE Divisions	Quarter 1-4 Primary Budget
		Number of secondary schools participating in programs like the Duke of Edinburgh Award, Cadet or any other Clubs by districts	45	50	<ul style="list-style-type: none"> <li>• Registration of schools for DEAP, Cadet, Science Clubs and others</li> <li>• Assist in support and furtherance of the program</li> </ul>	Update reports on the participating schools and activities	DSE Divisions	Quarter 1-4 Secondary Budget
	Sustain students' understanding of national and cultural identities in 2017-2018	Number of schools implementing teaching of multi-cultural programs by district.	168[S] 500[P]	168[S] 700[P]	<ul style="list-style-type: none"> <li>• Culture input into school program</li> <li>• Collaboration with Department of Culture</li> <li>• Monitoring of implementation</li> </ul>	Update reports on the participating schools and activities	DPE DSE Divisions	Quarter 1-4 Primary and Secondary Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		Number of schools that celebrate religious festivals	171 [S] 600 [P]	171 [S] 730 [P]	• Reports on organized activities in schools celebrating religious festivals	Reports on activities	DSE DPE Divisions	Quarter 1-4 Primary and Secondary Budget
	Strengthen awareness and programs on health and social issues	Number of Wellness programs organized in schools	120 [S] 480 [P]	120 [S] 700 [P]	• Organization and implementation of schools' Wellness Programs Monitoring	Reports on activities	DSE DPE Divisions	Quarter 1-4 Primary and Secondary Budget
		Number of Oratory contests and Debates on social issues organized at District Level or in clusters	18	18	• Consultation with stakeholders on the staging of such contests • Organization of contests	Progress Reports	DPE Divisions	Quarter 1-4 Primary, Secondary and District Budgets
	Implementing measures that address Civil Service Code of Conduct compliance	Number of schools that display and create awareness on code of conduct and Civil Service values and follow Virtues Program	150 [S] 650 [P]	150 [S] 730 [P]	• Distribute posters on PSC code of conduct • PD sessions for teachers	Reports from schools on programs and display	DSE DPE Divisions	Quarter 1-4 Primary, Secondary Budgets
		Number of schools organizing programs on values, virtues and civic education	600 [P] 171 [S]	730 [P] 171 [S]	• Values and Virtues Programs organization and display	Reports from schools	DSE DPE Divisions	Quarter 1-4 Primary, Secondary Budgets
	Strengthened Child development and growth Initiatives	Termly Reports on the provision and distribution of milk to all Year 1 students by Jul 2018	NA	3	• Logistic and Preparation for the Distribution of 250ml milk in districts • Distribution to districts and clusters • Budget	Monthly Reports	DF	Quarter 1-4 MOE Budget
	Improve compliance to Child protection Policy by 2018.	Number of CPO's and Divisional Counsellors trained and retrained on the Child Protection Policy.	150	200	• Training and awareness conducted for schools	Workshop Reports List of attendees	DCS	Quarter 1-4 Corporate Services Budget
		Number of Child Protection Officers existing in schools	NA	100 [S] 500 [P]	• Promotion of CPO in schools	List of schools with and names of CPO	DCS	Quarter 1-4 Corporate Services Budget
		Number of Training & Awareness in Child Protection and Behavior Management	10	9	• Training and awareness conducted for CP and Behavior Management	Workshop Reports	DCS	Quarter 1-4 Corporate Services Budget
		Number of stakeholders trained on Inter-Agency Guidelines on Child Abuse and Neglect	500	200	• Preparation of materials and logistics for training • Training conducted	Workshop Reports	DCS	Quarter 1-4 Corporate Services Budget
		Percentage of ECE teachers trained in minimum standards set by CPP in all ECE schools	NA	10%	• ECE teachers identified for training • Minimum standards clarified	Workshop Reports	DPE	Quarter 1-4 Primary Budget
	Strengthen character building programs and counseling services by July 2018	Number of Basic Skills in Counseling Training conducted	10	5	• Training coordinated and conducted	Training Reports and List of participants	DNSAAC	Quarter 1-4 NSAAC Budget
		Number of teachers trained in Basic Skills in Counseling	250	100 [P] 50 [S]	• Coordination of teachers to attend training • Logistics and preparation	Training Reports	DNSAAC	Quarter 1-4 NSAAC Budgets

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		Number of schools assisted in the resolving of discipline cases and issues	15	20	<ul style="list-style-type: none"> <li>Counseling offered to affected officers</li> </ul>	Reports	DSE Divisions	Quarter 1-4 Secondary Budget
Standards monitored for improvement [ESSDP 3.2]	Adoption and assistance offered to academically Underperforming schools	Reduction in the number of underperforming identified and assisted with strategies to improve performance.	NA	2% [S] 30% [P]	<ul style="list-style-type: none"> <li>Work from External Exam results</li> <li>Designing strategies for schools</li> <li>Visitation</li> <li>Analyze examination results</li> <li>Identify underperforming schools</li> <li>Conduct workshops for HODs/teachers</li> <li>Monitor these identified schools before external examinations.</li> </ul>	Reports of schools visited and strategies adopted Monitoring	DSE DPE DCAS	Quarters 1-3 Secondary/ Primary/INAF Budget
	Improve effectiveness of school improvement Planning process and to meet school targets set by Jul 2018	Number of schools Annual Plan submitted	700[P] 150[S]	730[P] 171[S]	<ul style="list-style-type: none"> <li>Collect school Plans</li> <li>Reports of activities against School Plans</li> </ul>	List of schools submitting Plans Evidences of Activities against Plans	DSE DPE Divisions	Quarter 1-3 Primary and Secondary Budget
		Number of schools with Constitutions by Districts	100[P] 50[S]	730[P] 50[S]	<ul style="list-style-type: none"> <li>Submission of school constitutions</li> <li>Monitoring and assist schools without</li> </ul>	Workshop Reports List of attendees	DSE DPE Divisions	Quarter 1-3 Primary and Secondary Budget
Administration and management of Grants improved [ESSDP 3.3]	Ensure efficiency, effectiveness and transparency in distribution of grants to schools, teachers and students	Number of Schools grants disbursed by Week 6 of each term Tuition (T) Boarding (B) Supplementary (S) Primary (P)	T – 170 B – 65 S – 55 P-731	T-172 B-6 P- 731	<ul style="list-style-type: none"> <li>School rolls updated</li> <li>Relevant processes completed for disbursement</li> </ul>	Analysis of returns, financial reports and reports	DF	Quarter 1-4 MOE Budget
		Quarterly Report with details and updates of Pre-School teachers receiving the salary grant based on the revised formula	4	4	<ul style="list-style-type: none"> <li>Analysis of Returns, audit financial records and report</li> </ul>	Teacher information, records of disbursement	DF	Quarter 1-4 ECE Budget
		Number of eligible teachers receiving Hostel Allowance	400	400	<ul style="list-style-type: none"> <li>Processing and distribution of hostel allowance for teachers</li> </ul>	Payment records of Hostel Allowance for teachers	DPE Divisions	Quarter 1-4 Primary Budget
		Number of language teachers receiving license teacher salary grants	145	136	<ul style="list-style-type: none"> <li>Processing and distribution of allowance to license teachers</li> </ul>	Payment records of salary grants for license teachers	DPE Divisions	Quarter 1-4 Primary Budget
	Ensure good governance in the management of grants	Quarterly Reports on issues emanating from the Quality of schools' Audited Financial Reports	NA	4	<ul style="list-style-type: none"> <li>Compilation of issues raised from AFRs of schools and strategies developed to meet the challenges</li> </ul>	Monitoring reports	DF	Quarter 1-4 MOE Budget
		Number of schools that submit AGM Minutes and AFR	170[S] 731[P]	160[S] 720 [P]	<ul style="list-style-type: none"> <li>Monitor submission of AGM Minutes and AFR</li> </ul>	Minutes and AFR	DPE DSE Divisions	Quarter 1-4 Secondary and Primary Budget
		Quarterly Reports on the monitoring of the Tuition Free Fee Grant by Jul 2018	NA	4	<ul style="list-style-type: none"> <li>Monitoring of Schools' implementation of TFFG</li> </ul>	Monitoring Reports and Issues FEMIS and Audit Reports	DF	Quarter 1-4 MOE Budget

## OUTPUT 4 : PRODUCTIVE WORKFORCE

### PRIORITIES

- Capacity Building for officers through training and work attachments
- Development of Leadership capacities
- Appropriately qualified, competent and committed workforce
- Registration of teachers, educators and administrators
- Implementation of Teachers and Leaders' Competency Framework

- Monitoring of Succession Plan, HR Manual, LDP and Strategic Workforce Plan
- Women officers trained and promoted to leadership positions
- OHS and First Aid training
- New establishments
- Appointments and Transfers effected timely
- Development of Leadership Capacity
- Recognition and rewards systems based on productivity

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Capacity building and professional development enhanced [ESSDP 4.1]	Improve competency level for quality service delivery by 2018	Number of personnel approved with Limited Authority to Teach [LATT]	300	300	<ul style="list-style-type: none"> <li>• Collect data on numbers registered</li> <li>• Identify continuing and new applicants</li> <li>• Compile list for the report</li> </ul>	FTRA Database	CEO FTRA	Quarter 1-4 FTRA Budget
		Number of Pre –training and Post-training induction Programs implemented for new teachers to ensure thorough understanding of the educational context and the professional standards for teaching in Fiji	4	10	<ul style="list-style-type: none"> <li>• Contact training institutions about dates</li> <li>• Contact MOE personnel to do presentations</li> <li>• Contact Ed Districts about Principals and HTs</li> <li>• Do pre and post Induction</li> </ul>	Reports on the Induction Programs List of attendees	CEO FTRA	Quarter 1-4 FTRA Budget
		Institutional Registrations for new and renewed applications	167	150	<ul style="list-style-type: none"> <li>• Collect data on numbers registered</li> <li>• Identify continuing and new applicants</li> <li>• Compile list for the report</li> </ul>	List of institutions registered	CEO FTRA	Quarter 1-4 FTRA Budget
		Number of professional development sessions organized for teachers in rural and maritime settings	NA	10	<ul style="list-style-type: none"> <li>• Logistics and preparation for PD sessions for teachers in remote areas</li> <li>• Conducting PD sessions</li> </ul>	Reports of Programs organized	CEO FTRA	Quarter 1-4 FTRA Budget
		Number of consultations with teacher training institutions for the inclusion of OHS and First Aid in their curriculum	2	2	<ul style="list-style-type: none"> <li>• Identify areas where these are embedded in the teacher training curriculum</li> <li>• Consultations with institutions on ways to incorporate these content in their curriculum.</li> </ul>	Reports of consultations	DCAS	Quarter 1-4 CAS Budget Re-fresher Courses - \$130 000)
		Number of teachers assisted during organised training sessions for Primary English and math's	NA	500	<ul style="list-style-type: none"> <li>• Identify schools where there is a need to improve English &amp; math's.</li> <li>• Logistics to be arranged.</li> <li>• Conduct workshops in clusters for identified schools.</li> <li>• Monitor through feedback template.</li> </ul>	Training Reports	DCAS	Quarter 1-4 CAS Budget
	Strengthening school librarian skills for improvement of school library service delivery	Number of trainings conducted for school librarian	8	8	<ul style="list-style-type: none"> <li>• Schools in districts to be identified, those that have not attended any training on basic school library management. Programme to be prepared, submitted for approval to conduct trainings.</li> <li>• Training carried out. Evaluation after training for improvement purposes.</li> </ul>	Training Reports	DLSF	Quarter 1-4 LSF Budget
		Number of capacity building training for staff	NA	4	<ul style="list-style-type: none"> <li>• Identified training needs</li> <li>• Scout for training providers</li> <li>• Prepare submission for approval</li> <li>• Trainings carried out</li> </ul>	Staff to prepare training reports	DLSF	Quarter 1-4 LSF Budget
	Strengthening ECE teachers skills on promoting and developing pre reading skills of ECE students	Number of trainings conducted for ECE teachers	NA	2	<ul style="list-style-type: none"> <li>• Develop training manual</li> <li>• Identified ECE in remote rural areas</li> <li>• Organization and conduct training</li> </ul>	Training Reports	DLSF	Quarter 1-4 LSF Budget
	Facilitate opportunities for capacity building for teachers and MOE	Number of Conferences organized for ECE teachers	1	1	<ul style="list-style-type: none"> <li>• Training Reports by organizers and participants</li> </ul>	Conference Report	DPE Divisions	Quarter 1-4 ECE Budget



Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Administration staff both locally and overseas by July 2018							
		Number of ECE teachers training workshops conducted in Districts	9	9	• Facilitate training for ECE teachers.	Workshop reports	DPE	Quarter 1-4 ECE Budget
		Number of training organized for district education officers	NA	2	• Finalization and logistic with districts	Workshop Report	DPE	Quarter 1-4 Primary Budget
		Number of IST degree qualifications for Special & Inclusive education	4	6	• Coordinate In-service Application, convene IST meeting, selection of recipients through the IST Board	FEMIS/FESA Training Reports	DPE DHR	Quarter 1-3 Special Ed/ IST. Budget
		Quarterly Report on capacity building for teachers and administrators locally and overseas [for scholarships by sector and type of studies]	4	4	• Promotion of training opportunities • Registration of personnel trained locally and overseas	Training reports by trainers and participants	DHR	Quarter 1-4 HR Budget
		Number of teachers upgrading their qualification by gender: Pre-primary Primary Education Lower Secondary (Yr 9 – 11) Upper Secondary (Yr 12 – 13)	NA	110	• Identification of teachers to be selected for in-service • Collate data	List of teachers and programs of study	DHR	Quarter 1-4 HR Budget
		Identification and organization of Short Course – Local & Overseas Training for teachers and officers	25	25	• Recommendation & selection of appropriate officers to undergo training through bilateral invitations & sponsored by: UNESCO, AusAid, ITEC, CPSC, Korea, JICA EU, Malaysia, China, NZAid, Indonesia, Ministry of Civil Service etc.	Training reports by trainers and participants	DHR	Quarter 1-4 HR Budget
		Termly Reports and Updates of teachers successfully completing Future Leaders' and Current Leaders' Programmes	3	3	• Selection of current and future leaders candidates • Planning and organization of workshops • To train maximum of 40 participants at 9 venues	List of participants Training reports	DHR	Quarter 1-4 HR Budget
		Quarterly reports on the Implementation of in-service training programs which are in great demand from teachers and officers.	NA	4	• Identification of courses from survey conducted from teachers and officers • Planning and organization of workshops • Monitoring/reviewing In-service data	List of participants Training reports	DHR	Quarter 1-4 HR Budget
		Number of women officers provided with equal training opportunities in schools and at the central office	50	50	• Reports of women officers provided with training opportunities • Coordinate training and ensure equal participation of gender selected	List of women sent on training	DHR	Quarter 1-4 HR Budget
		Number of MOE Professional /support staffs undergo local and overseas training in identified areas of need	200	500	• Training report submitted, internal PD training for schools and cluster organised. • Nominees for overseas training identified	List of recipients Training reports	DHR	Quarter 1-4 HR Budget
		Quarterly Reports of training applications registered with PDU that are processed through MOE Accounts	4	4	• Processing of training requests by Accounts section	Training applications TNA and Planning report	DHR	Quarter 1-4 HR Budget
		Quarterly Reports of participants trained that are applying training knowledge and skills	4	4	• Coordinate monitoring and impact of training provided	Knowledge Transfer Evaluation forms assessed	DHR	Quarter 1-4 HR Budget
	Facilitate, update and advise school clusters during their organized meeting.	Number of school clusters functioning effectively	65	90	• Organize school clusters to promote professional relationships.	Records and reports of cluster meetings and workshops conducted	DPE Divisions	Quarter 1-4 Primary Budget
	Provide a range of appropriate support and training for teachers.	Number of teachers that upgrade skills and knowledge through PD sessions.	5000	6,000	• PD Organized, conducted and registered • PD Forms received, registered, acknowledged	PDs and Workshop Reports	DHR	Quarter 1-4 HR Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		Number and location of teachers that pursue Professional Development at their own costs [Certificates, etc.]	150	250	<ul style="list-style-type: none"> <li>Register teacher certificates and programs and update training database and attained qualifications in FESA.</li> </ul>	Registration Reports and Examination results	DHR	Quarter 1-4 HR Budget
		Number of teachers trained on First Aid and OHS by districts	NA	1000	<ul style="list-style-type: none"> <li>Attendance register received</li> <li>Impact analysis through assessment of monthly reports</li> </ul>	List of participants	DHR	Quarter 1-4 HR Budget
		Number of Subject Content Workshop for new teachers and/or refreshing training for existing teachers.	NA	3	<ul style="list-style-type: none"> <li>Logistics on workshops to be carried out</li> <li>Conduct workshops and / or refresher courses for New and existing teachers on the subject content.</li> <li>Workshops to be conducted in district centers and/or clusters.</li> </ul>	Training Reports	DCAS	Quarter 1 – 3 CAS Budget (Refresher Courses -\$130 000)
	Develop appropriate competency frameworks and standards for all officers at the ministry	Quarterly Report on the review and Implementation of the Teachers and Leaders Competency Framework	4	4	<ul style="list-style-type: none"> <li>Formulation of a Task Force to review the Teachers and Leaders Competency Framework</li> <li>Presentation to PSE and Minister of TCF and LCF</li> <li>Collection of information from schools on the use of TCF and LCF</li> </ul>	Approval to implement Survey reports	DHR	Quarter 1-4 HR Budget
Enhanced Workforce management and administration [ESSDP 4.2]	Increase in teacher establishments	Number of teachers appointed to new establishments	100[S] 250[P]	50[S] 200[P]	<ul style="list-style-type: none"> <li>Identification of positions to be established</li> <li>Shortlisting of applicants and appointments done</li> </ul>	Workflow approvals and appointment List of teachers	DSE DPE DHR	Quarter 1-2 MOE Budget
		Number of new departments established in secondary schools	30	10	<ul style="list-style-type: none"> <li>Identification of schools for new establishments</li> <li>Appointment of officers to fill vacancies</li> </ul>	Workflow approvals and appointment List of schools, departments and teachers	DSE	Quarter 1 MOE Budget
	Implementation of MOE PSE deliverables as articulated in Table 3 of the ACP.	Quarterly Report of PSE's deliverables for each platform in Table 3 of ACP	4	4	<ul style="list-style-type: none"> <li>Distribution of responsibilities</li> <li>Collection of data</li> <li>Compiling the various deliverables</li> </ul>	Quarterly progress reports Respective documents	DCS DHR Section Heads	Quarter 1-4 MOE Budget
	Implementation of MOE Finance deliverables as articulated in Table 5 of the ACP	Quarterly reports of PSE's deliverables for each platform in Table 5 of ACP	4	4	<ul style="list-style-type: none"> <li>Annual Budget preparations and Budget loading</li> <li>Implementation of audit recommendations</li> <li>Prepare RIE submissions and virements to MOF Provide monthly expenditure reports for SSMs</li> <li>Monthly reconciliations of Trust, RFA, Drawings, Salary, Wages, ECE Grants, IDC</li> <li>Prepare a Quarterly Arrears of Revenue Report to MOF</li> <li>Annual BOS reports from all Units/ Sections /District Offices and Government Schools</li> <li>Prepare Quarterly Vehicle Returns to MOF</li> <li>Responses to Public Accounts Committee on queries from the Auditor- General's Report</li> </ul>	Budget submissions to Ministry of Finance by Sept 2017 Implementations after Audit Exit Meeting RIE monthly Reports Monthly Expenditure reports Actual reconciliations Actual Arrears of Revenue report per Quarter Actual BOS reports submitted to Finance by 31st June 2018 Actual Quarterly Vehicle Report submitted to Finance per Quarter in 2017-2018 Actual appearance before PAC	DF	Quarter 1-4 MOE Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Improve processing of appointments, transfers and payments of MoEHA employees by Jul 2018	Appointments and Transfers timely processed	6000	2000	<ul style="list-style-type: none"> <li>Identification of officer to be transferred</li> <li>Verify appointment and peg salary according to qualification</li> </ul>	FESA Audit and update Release of appointment and transfer letter Workflow approvals	DHR DPE DSE	Quarter 1-4 MOE Budget
		Termly report on the distribution and monitoring of Location Allowance for Teachers and Officers	NA	3	<ul style="list-style-type: none"> <li>Identify officers who qualify</li> <li>Verification of forms from schools</li> <li>Submission of school files to Salaries for payment</li> <li>Distribution and monitoring</li> </ul>	Quarterly Reports	DHR DF	Quarter 1-4 MOE Budget
	Ensure the approved number of establishment is maintained by July 2018	Number of new appointments, processed within the 2017-2018 academic year through exits	500	300	<ul style="list-style-type: none"> <li>New files received from Secondary &amp; Primary and verification</li> <li>FESA placements approval</li> <li>Issue of appointments to teachers</li> </ul>	Monthly reconciliation of status report	DHR	Quarter 1-4 MOE Budget
		Monthly reports of the number of new appointments and transfers processed in time	12	12	<ul style="list-style-type: none"> <li>Facilitate application of advertised posts and the promotion process</li> </ul>	Monthly reports	DHR	Quarter 1-4 MOE Budget
	Improve processing of promotions for MoE employees by July 2018	Number of advertised posts processed through OMRS	500	500	<ul style="list-style-type: none"> <li>Advertised positions are verified with respective sections Primary, Secondary, and XO</li> <li>Check and confirm the school name /location and the level of school (1 week)</li> <li>Receiving of applications( 14 days)</li> <li>Email or hardcopies to be forwarded to PPU</li> <li>Check and confirm on the applications</li> <li>Incomplete applications will be notified as 1st phase of elimination</li> <li>Sorting and Registering of applications</li> </ul>	Reports	DHR	Quarter 1-4 HR Budget
		Monthly reports of advertised posts and promotions processed through OMRS	12	12	<ul style="list-style-type: none"> <li>Summaries of posts advertised and promotions processed in a month</li> </ul>	Summaries	DHR	Quarter 1-4 MOE Budget
	Facilitate equal opportunities for promotion of women in MoEHA	Number of women leaders promoted to positions of responsibilities in Primary, Secondary and the Administration cadre	79	100	<ul style="list-style-type: none"> <li>Identification of women leaders promoted</li> <li>Maintenance of Women Leaders' Register and report on a quarterly basis</li> </ul>	Summaries and Reports	DHR	Quarter 1-4 HR Budget
	All PD's reviewed by 2018	PDs reviewed/stored at Human Relations Unit for all officers	1	1	<ul style="list-style-type: none"> <li>PD of each position to be amended [if need be] and collated by all sections for submission to HR</li> </ul>	PD reviewed and stored	DHR Section Heads	Quarter 1-4 MOE Budget
	Improved understanding and reporting against IWP and Business Plan	IWP completed and submitted to Section Heads	7000	7000	<ul style="list-style-type: none"> <li>Officers to develop own IWP</li> <li>Submitted to Section Heads</li> </ul>	IWP files and records	Section Heads	Quarter 1-4 MOE Budget
	Improved compliance with OHS policies and regulation by Jul 2018	Number of OHS workplace assessment reports completed and actioned.	NA	5	<ul style="list-style-type: none"> <li>Form OHS Committee and compliance to all requirements</li> </ul>	OHS Reports	Section Heads	Quarter 1-4 MOE Budget
		Number of MOE OHS meetings conducted	NA	3	<ul style="list-style-type: none"> <li>Preparation for and conduct of OHS committee meetings</li> </ul>	Meeting Minutes	OHS Committee DHR	Quarter 1-4 MOE Budget
		Number of evacuation drills and activities carried out in the Ministry	NA	2	<ul style="list-style-type: none"> <li>Preparation for and organization of OHS drills</li> </ul>	Activity Report	OHS Committee	Quarter 1-4 MOE Budget DHR

## OUTPUT 5: TECHNOLOGY AND EMPLOYMENT SKILLS TRAINING

### PRIORITIES

- Improvement in infrastructure
- Provision of industry standards equipment
- Establishment of Technical Colleges
- Increased student enrolment in the Technical Colleges

- Competency based training curriculum to enhance employability \* Outcome based curriculum
- Increased access and retention of students in technical centers \* Human resource development and capacity building
- Review of Technical subjects curriculum with required resources \* Careers Trainin
- Appropriate training package
- New TVET policy

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
To improve the quality and strengthen the capacity of TEST (ESSDP 5.1)	Create a Unified TVET system to fulfill its general obligations towards the Fijian Society	Termly reporting of the Distribution and Monitoring of Tuition Fee Free Grants for technical students	3	3	<ul style="list-style-type: none"> <li>Finalization of the number of students</li> <li>Timely disbursement and monitoring of Grants</li> </ul>	Database of schools receiving Grants	DTCF	Quarter 1-4 TCF Budget
		Quarterly reports on the drive for Recognition of Technical College of Fiji by the Fiji Higher Education Commission	NA	4	<ul style="list-style-type: none"> <li>Consultations with FHEC on the criteria for recognition</li> <li>Recognition application lodged with relevant processes</li> </ul>	Quarterly reports	DTCF	Quarter 1-4 TCF Budget
		Increased number of students attending the Technical College of Fiji	2000	2300	<ul style="list-style-type: none"> <li>Enrollment figures collated for Short Courses and programs from the TCF campuses</li> </ul>	Monthly updates	DTCF	Quarter 1-4 TCF Budget
		Increased number of students Graduating from TCF	NA	1000	<ul style="list-style-type: none"> <li>Number of students graduating in each programme from each campus</li> <li>Graduation database</li> </ul>	Final assessment report	DTCF	Quarter 1-4 TCF Budget
		TVET Policy developed	NA	1	<ul style="list-style-type: none"> <li>Development of TOR for the consultant</li> <li>Advertisement for Hiring of a consultant to undertake the evaluation of TVET in Fiji</li> <li>Hiring of a consultant to undertake an evaluation</li> <li>Consultation with SG's office and stakeholders</li> <li>Drafting of the policies</li> <li>Vetting by the Policy unit Final Consultation with the stakeholders</li> <li>Final vetting by the policy unit</li> <li>Submission to PSE - for Cabinet Approval</li> </ul>	Quarterly report	DTEST DTCF DFHEC	Quarter 2 -4 TEST Budget
		Development of a Student Management System of Technical College	NA	1	<ul style="list-style-type: none"> <li>Consultation with FEMIS programmers</li> <li>Collaborate with MFAT and IT section to build a Student Management System on FEMIS</li> </ul>	Quarterly report	DTCF	Quarter 1-4 TCF Budget
	Development and review of relevant Policies	Policy on TEST subjects establishment in schools	NA	1	<ul style="list-style-type: none"> <li>Consultation with stakeholders</li> <li>Drafting of the policies Vetting by the Policy unit Final Consultation with the stakeholders</li> <li>Final vetting by the policy unit</li> <li>Submission to PSE - for Cabinet Approvals</li> </ul>	Monthly update	DTEST	Quarter 1-3 TEST Budget
Establish and Promote career pathways leading to higher education. (ESSDP 5.2)	Appropriate training packages organized developed	Training packages developed for Careers, E learning, Entrepreneurship skills	3	3	<ul style="list-style-type: none"> <li>Careers –</li> <li>My life at school (yr: 1)</li> <li>Tender Process, Submission of approval</li> <li>Printing of books&amp; distribution Monitoring</li> <li>2018-2019 careers information handbook,</li> <li>Consultation</li> <li>Student package( separating from primary and secondary)</li> <li>Review ,Vetting,Approval,Printing</li> <li>Publication</li> <li>United World College activities [UWC]</li> <li>developing promotional items</li> <li>conduct Student interview with PDU</li> </ul>	Monthly updates	D TEST	Quarter 1-3 TEST Budget



Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
					<ul style="list-style-type: none"> <li>selection of Fiji nominees: Robert Bosch College- Germany</li> <li>Mahindra College –India,-South East Asia- Singapore</li> <li>E Learning – Fundamentals and Advance Graphic Design Package</li> <li>Proposal submitted to PSE for approval</li> <li>Review training package,Approval, Publication</li> <li>ENT Ed - KAB training packages developed.</li> <li>Proposal submitted to PSE for approval</li> <li>Review ,Workgroup meeting</li> <li>Vetting,Approval, Publication</li> </ul>			
		Number of advocacy package prepared	8	14 AS 2, HE 2, IA 2, OT 2, CE 2, EL 1, Nutrition 1, Ent Ed 1, Careers Ed - 2	<ul style="list-style-type: none"> <li>Collect information</li> <li>Design &amp;Format</li> <li>Vetting, Quotations</li> <li>Submission for approval (PS) &amp;Printing</li> </ul>	Monthly update	DTEST	Quarter 1-2 TEST Budget
		Quarterly reports on the promotional materials developed for awareness and outreach programs	4	4	<ul style="list-style-type: none"> <li>Development of flyers</li> <li>Radio/TV awareness</li> <li>Community outreach</li> <li>Newspaper insert</li> <li>Advertisement</li> </ul>	Quarterly reports	DTCF	Quarter 1-4 TCF Budget
		Number of new National Qualification programs offered at TCF	1	1	<ul style="list-style-type: none"> <li>Consultation with industry and FHEC on program to be offered</li> <li>Preparation of logistics for the implementation of program</li> </ul>	Report	DTCF	Quarter 1-4 TCF Budget
	Strengthening of Career education in schools and communities by the end of the fiscal year	Number of Career Awareness Programs organized for schools and communities	12	10	<ul style="list-style-type: none"> <li>Consultation with stakeholders</li> <li>Proposal submitted to PSE for approval</li> <li>Circular sent to schools</li> <li>Career Expos conducted in the 10 schools</li> <li>10 CAPs</li> <li>10 Career talk</li> <li>10 Careers awareness workshop for primary teachers</li> </ul>	Monthly update	D TEST	Quarter 3-4 TEST Budget [\$20 000]
		Strengthen Community Awareness Program	12	10	<ul style="list-style-type: none"> <li>CAPS conducted in selected schools communities.</li> <li>Prepare awareness package</li> <li>Seek approval from stakeholders</li> <li>Conduct awareness</li> <li>Evaluate awareness</li> <li>Consult relevant authorities regarding feedback from the awareness for appropriate action</li> <li>Record keeping of important statistics</li> <li>TEST awareness preparation of awareness package</li> <li>Seek approval from stakeholders</li> <li>Conduct awareness</li> <li>Evaluate awareness</li> <li>Consult relevant authorities regarding feedback from the awareness for appropriate action</li> <li>Record keeping of important statistics</li> </ul>	Monthly update	DTEST	Quarter 3-4 TEST Budget Quarter 1-4 \$10 000
		TEST& Enterprising Week	NA	10	<ul style="list-style-type: none"> <li>TEST&amp; Enterprising week</li> <li>Formation of committee</li> <li>Preparation of theme</li> <li>Preparation of circular</li> <li>Monitoring</li> <li>Feedback</li> </ul>	Monthly update	D TEST	Quarter 4 \$5,000

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Create awareness on the programs offered by Technical College of Fiji	Number of short courses developed and offered as per industry needs	2	4	<ul style="list-style-type: none"> <li>Development of short courses which are aligned to the industry needs</li> <li>Consultation with industries</li> </ul>	Training package Short course certificate database	DTCF	Quarter 1-4 TCF Budget
		Number of industries accepting TCF attaches	NA	50	<ul style="list-style-type: none"> <li>Arranging industrial attachment for students</li> <li>Monitoring industrial attachment</li> <li>Number of students completing industrial attachment</li> </ul>	Industrial Attachment quarterly reports	DTCF	Quarter 1-4 TCF Budget
		Number of linkages developed with industries	NA	2	<ul style="list-style-type: none"> <li>Consultation and signing MoU</li> <li>Memberships</li> <li>Registrations</li> <li>Partnerships</li> </ul>	Quarterly reports	DTCF	Q 1-4 TCF Budget
Improved effective programs, curriculum, resources and technology for quality TVET delivery. (ESSDP 5.3)	Review of TVET curriculum and assessment programs to meet the changing demands of labour market locally and internationally.	Number of Syllabi reviewed and developed which integrate appropriate technology and ESD Green concepts	8 [Yr 10 – OT, H Ec, BT, BGT, Agr Sc, Yr 12 CS, Enterprise Education]	8	<ul style="list-style-type: none"> <li>Develop questionnaire</li> <li>Review</li> <li>Design Monitoring template</li> <li>Filled by 70% of teachers</li> <li>Analysis of data</li> <li>Submit</li> <li>Evaluation</li> <li>Review</li> <li>Consultation with stakeholders</li> <li>Curriculum work group writings</li> <li>Contract writers for the development of text books</li> <li>Final editing and Vetting of syllabi</li> <li>Presentation to Curriculum Council for approval</li> <li>Printing request with ERC for the printing of</li> </ul>	Monthly Feedback reports Reviewed syllabi	DTEST	Quarter 1-4 TEST Budget [\$20 000]
		Number of resources developed for new Initiatives: (2017 – 2018 Nutrition –Activity book Yrs 4 to 6 Enterprise Education - A teaching resource for Year 5 & 6	NA	8	<ul style="list-style-type: none"> <li>Consultation with stakeholders</li> <li>Curriculum work group writings</li> <li>Contract writers for the development of text books</li> <li>Final editing and Vetting of syllabi</li> <li>Presentation to Curriculum Council for approval</li> <li>Printing request with ERC</li> </ul>	Monthly update	DTEST	Q1 - Q4 TEST Budget [\$5000]
		Computer Education - Syllabus and Textbook for Yr 7 & 8	2	4	<ul style="list-style-type: none"> <li>Development of short courses which are aligned to the industry needs</li> <li>Consultation with industries</li> </ul>	Training package Short course certificate database	DTCF	Quarter 1-4 TCF Budget
		Number of teaching resources reviewed and developed for TEST Subjects (Yr 9 (Agr Sc, Home Ec, OT, BT, BGT, Yr 11 CS – Teaching resource	5	10	<ul style="list-style-type: none"> <li>Consultation with stakeholders</li> <li>Curriculum work group writings</li> <li>Contract writers for the development of the teaching resource</li> <li>Final editing and Vetting of the teaching resource</li> <li>Presentation to Curriculum Council for approval</li> <li>Printing request with ERC</li> </ul>	Monthly update	DTEST	Q1 - Q4 TEST Budget [\$25 000]
		No. of new textbooks developed (Yr 13 – H Ec, I Arts, OT, Agr Sc Yr 12 Agr Sc	NA	3	<ul style="list-style-type: none"> <li>Consultation with stakeholders</li> <li>Curriculum work group writings</li> <li>Vetting of syllabi</li> <li>Curriculum Council</li> <li>Contract writers for the development of text books</li> <li>Consultation with stakeholders</li> <li>Vetting and final editing</li> <li>Curriculum Council</li> </ul>	Monthly update	DTEST	Q1 - Q4 TEST Budget
		Quarterly Reports on the number of teaching and assessment resources reviewed in consultation with FHEC and industries	NA	4	<ul style="list-style-type: none"> <li>Consultations with FHEC on updated unit standards as per industry demand and new technology uses</li> <li>Consultations with industries to identify new demands, new technology and industry needs</li> <li>Review and upgrade teaching and assessment materials</li> </ul>	Quarterly reports	DTCF	Q1 – 4 TCF Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Implementation of relevant Assessments by July 2018.	Development of External Examinations Papers	27	28 Ag-Yr 9,10,11, 12,13, HE-Yr 9,10, 11,12,13 OT-Yr 9,10,11, 12,13 CE-Yr 11,12,&13 IA -Y9 x 2 (B/Tec. & B.Graphics Tec) Yr 10 x 2 (B/Tec. & B.Graphics Tec); Yr 11 x2 (App. Tech. & TD);Yr. 12x 2 (App.Tech. & TD & D);Yr. 13 x 1 (Intro.Tech.)	<ul style="list-style-type: none"> <li>Preparation of the blue print</li> <li>Writing of the papers</li> <li>Internal KLA vetting</li> <li>Formatting of the paper</li> <li>Moderation of the paper</li> <li>Review</li> <li>Retable</li> <li>Re-format –</li> <li>Trial sit</li> <li>finalize paper</li> <li>submit to EAU</li> <li>Selection of Markers</li> <li>Markers Meeting</li> <li>Marking</li> <li>Examiners Report</li> <li>Detailed Solutions</li> </ul>	Monthly update	DTEST	Q3 - Q4 TEST Budget [\$5 000]
		Moderation of internal assessment projects conducted	10	10 Yr 12 & 13 for Agr; IA; HE; OT & CE	<ul style="list-style-type: none"> <li>Itinerary &amp; Budget prepared and submitted to PSE for approval</li> <li>Organize venue</li> <li>Letters sent to schools/ divisions</li> <li>Moderations carried out in districts</li> <li>IA marks sent to EAU</li> <li>Moderation Workshop reports submitted to EAU</li> </ul>	Monthly update	DTEST	Q1-2 TEST Budget [\$30 000]
		TEST school visits	15	15	<ul style="list-style-type: none"> <li>Prepare proposal</li> <li>Approval</li> <li>Contact schools/divisions</li> <li>Visit schools</li> <li>Prepare report</li> <li>Submission</li> <li>Revisit if needed</li> </ul>	Monthly update	DTEST	Q 3 – 4 \$2,000.00 TEST Budget
	Evaluation of syllabi and resource materials by end of fiscal year	Evaluation of Careers' My Life at school and Hand Book	NA	2	<ul style="list-style-type: none"> <li>Develop questionnaire for Careers "My Life at School"</li> </ul>	Monthly update	DTEST	Quaters 1-4 TEST Budget
		Evaluation of the syllabi, resources and IA Tasks currently implemented at Year 9-11	NA	NA 6 Year 9 – 11 (Agr; H/E, IA, CE,OT)	<ul style="list-style-type: none"> <li>Develop questionnaires for Yr 9 -11 Syllabi, teaching resources &amp; effectiveness of IA</li> <li>Vetting of questionnaires</li> <li>Circular sent to schools</li> <li>Analysis of completed questionnaires</li> <li>Reports of Syllabi and resources</li> </ul>	Monthly update	DTCF	Quarter 1-4 TCF Budget
Improved human resource development for TEST (ESSDP 5.4)	Develop the qualifications of TEST and TCF officers/ administrators	Number of TEST officers to attend up skilling workshop.	NA	3	<ul style="list-style-type: none"> <li>Proposal submitted to</li> <li>PSE for approval</li> <li>Workshop</li> <li>Attendance</li> <li>Training report</li> <li>completed and sent to PDU</li> </ul>	Training Reports	DTEST	Quarter 1-4 TEST Budget [\$25 000]

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		Number of trainings organized for TCF teachers and officers	3	3	<ul style="list-style-type: none"> <li>Identify non-qualified trainers who are competent for further training</li> <li>In-house trainings organized</li> </ul>	Quarterly reports	DTCF	Quarter 1-4 TCF Budget
		Number of Teachers trained on specific areas in the curriculum	90	100 - IA 20 –Computer ( Moodle) 50- CS 50- HE 50- OT 30– Ag.Sc	<ul style="list-style-type: none"> <li>Proposal submitted to PSE for approval</li> <li>Workshop</li> <li>Attendance</li> <li>Training report completed and sent to PDU</li> </ul>	Monthly update	D TEST	Q1-4 TEST Budget [\$110 000]
		Teachers trained in the new syllabi	500	500	<ul style="list-style-type: none"> <li>Proposal submitted to PSE for approval</li> <li>Letters sent to schools</li> <li>Workshop ,Attendance</li> <li>Training report completed and sent to PDU</li> </ul>	Monthly update	D TEST	Q2 TEST Budget [\$30 000]
		Number of Cooks of boarding schools trained	5	10 [SS, SP]	<ul style="list-style-type: none"> <li>Proposal submitted to PSE for approval</li> <li>Letters sent to schools. Workshop ,Attendance</li> <li>Training report completed and sent to PDU</li> </ul>	Monthly update	D TEST	Q1-Q3 TEST Budget [\$10 000]
		Quarterly reports on TCF officers/ administrators qualification upgraded	4	4	<ul style="list-style-type: none"> <li>Identify officers to be trained</li> <li>List of officers and trainings conducted</li> </ul>	Training Reports	DTCF	Quarter 1-4 TCF Budget
Improved adequate infrastructure for quality TEST delivery (ESSDP 5.5)	Quality infrastructure and facility to meet industry standards.	Quarterly reports on the Renovation of existing structures and building of new structures to meet industry standards	NA	4	<ul style="list-style-type: none"> <li>Scoping work carried out</li> <li>Layout and Plans finalized</li> <li>Contract Awarding processes</li> <li>Renovations and Upgrading</li> <li>Site visits</li> </ul>	Monthly monitoring reports of progress	DTCF	Quarter 1-4 TCF Budget
		Number of Technical College of Fiji campuses established in education divisions by July 2018	5	2	<ul style="list-style-type: none"> <li>Signing of Memorandum of Agreement</li> <li>Facilitation of the establishment of TC campuses [infrastructure and resources]</li> <li>Organization of the Official opening of the TCF Campuses</li> <li>Staffing issues met</li> </ul>	Quarterly reports	DTCF	Quarter 1-3 TCF Budget
	Relevant and quality equipment and tools that meet industry standards.	Improved quality of equipment and tools to meet industry standard	50	50	<ul style="list-style-type: none"> <li>Identify schools and equipment</li> <li>Seek 3 quotations</li> <li>Request for tender</li> <li>Tender board consultations</li> <li>Prepare TS7</li> <li>Records</li> </ul>	Monthly update	D TEST	Q1 – 3 TEST Budget [\$500 000]
		Quarterly report on Quality equipment & tools purchased which meet industry standards	4	4	<ul style="list-style-type: none"> <li>Quotations obtained</li> <li>Tender Process</li> <li>Procurement</li> </ul>	Report on purchased tools	DTCF DTEST	Quarter 1-4 TCF and TEST Budget



## OUTPUT 6: STAKEHOLDER PARTNERSHIP

### PRIORITIES

- Development Partner Coordination
- Community Libraries
- Community Awareness and Empowerment
- Strengthen partnership with stakeholders and donors
- Women involvement in School Managements

- Community Service projects
- Commitment to community and Environment Upkeep
- Careers exposition, outreach and roadshows
- Counseling services to community members
- Education Forums organized

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Community Empowerment (ESSDP 6.1)	Build community understanding of EIE and school policy including SOP of MOE in times of disaster, and roles and responsibilities of MOE and Schools	Number of information sessions held on EIE and School Safety Policy with communities, civil society and other ministries	7	10	<ul style="list-style-type: none"> <li>• Conduct workshops and meetings on EIE Policy</li> <li>• Conduct sessions with vulnerable communities on school safety</li> </ul>	Workshop reports Evaluation from participants	DAMU	Quarter 1 - 4 AMU Budget
		Number communities, CSOs and organizations participating in information sessions held on WASH and School safety Policy	NA	50	<ul style="list-style-type: none"> <li>• Rollout of WASH Handbook</li> <li>• Information sessions organized</li> </ul>	Workshop reports Handbooks distributed	DAMU	Quarter 1 - 4 AMU Budget
	Strengthen community support and ownership in the delivery of education services by July 2018	Quarterly Reports of Career Expos, exhibitions, Outreach, National Events and Roadshows Organized	4	4	<ul style="list-style-type: none"> <li>• Organization of relevant education services for the public</li> </ul>	Quarterly reports	All Sections DTEST	Quarters 1 - 4 MoEHA Budget
		Quarterly reports on events facilitated to help increase and strengthen library publicity allowing programs to be conducted to foster and cultivate good reading habits in children.	4	4	<ul style="list-style-type: none"> <li>• (i) National Library Week, (ii). World Book Day, (iii). Book Fest Roadshow.</li> </ul>	Quarterly Reports	DLSF	Quarters 1 - 4 LSF Budget
	Provision of information access to rural communities through setting up of rural libraries	Bi-annual impact assessment of programs and services provided in community libraries	NA	2	<ul style="list-style-type: none"> <li>• Formulation of questionnaire</li> <li>• Survey executed</li> <li>• Site visits</li> </ul>	Monitoring reports	DLSF	Quarters 1 - 4 LSF Budget
		Number of trainings conducted to empower women with acquisition of lifelong skills through book-based activities	6	6	<ul style="list-style-type: none"> <li>• Identified Community libraries, liaising with village head man and provincial office.</li> <li>• Prepare logistics submitted for PS approval.</li> <li>• Prepare training materials needed</li> <li>• Executed training – evaluation to be filled at the end of training</li> </ul>	Training report	DLSF	Quarters 1 - 4 LSF Budget
		Quarterly report on resources distributed to community and public libraries	4	4	<ul style="list-style-type: none"> <li>• Selection of community libraries to be assisted</li> <li>• Reports on the distribution of resources</li> </ul>	Monitoring reports	DLSF	Quarters 1 - 4 LSF Budget
	Increased Level of participation by School Committee, Parents & Community Leaders in DFS, HIVAIDS & the Elimination of Child Abuse:	Number of Sch. Com., & Parents participating in TOT on DFS, HIV AIDS & elimination of Child Abuse & Violence against girls & women & Basic Counselling Skills	30	50	<ul style="list-style-type: none"> <li>• Consultation with Districts &amp; schools, Police, Social Welfare, Save the Children, St Giles and donor</li> <li>• Selection of schools committees &amp; PTA</li> <li>• Conduct TOT</li> <li>• Evaluate &amp; report</li> </ul>	Training Reports	DNSAAC	Quarter 1 - 4 NSAAC Budget
		Number of reports on community leaders, youths FBOs & CSOs trained on Basic Counselling	2	2	<ul style="list-style-type: none"> <li>• Profiling and consulting with stakeholders and Provincial Council Office on Districts/Villages to be targeted</li> <li>• Preparation and organization of training</li> <li>• Evaluate &amp; report</li> </ul>	Training Reports Evaluation Forms	DNSAAC	Quarter 1 - 4 NSAAC Budget
		Number of QRP & Public Display for communities	20	20	<ul style="list-style-type: none"> <li>• Organization for and participation in displays for the public</li> <li>• Evaluation of QRP</li> </ul>	Data, Photos and reports	DNSAAC	Quarter 1 - 4 NSAAC Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		Quarterly reports on the provision of voluntary/referral counseling services to community members	4	4	<ul style="list-style-type: none"> <li>conduct initial engagement with community members &amp; sign up for ongoing counselling sessions</li> <li>consultation and referral with other stakeholders</li> <li>Conduct counselling to community members with follow ups</li> </ul>	Quarterly Reports	DNSAAC	Quarter 1 - 4 NSAAC Budget
	Strengthen community support and ownership in the delivery of education services by July 2018.	Number of females from the community participating in school management	4	10[S] 70[P]	<ul style="list-style-type: none"> <li>Gender parity focus in policies</li> <li>AGM Reports of women selected into school management</li> </ul>	AGM Minutes Quarterly Reports	DPE DSE Division	Quarter 1 - 4 Primary and Secondary Budget
		Quarterly Reports of Career Expos, exhibitions, Outreach, National Events and Roadshows Organized	4	4	<ul style="list-style-type: none"> <li>Career expos, outreaches and roadshows organized.</li> </ul>	Quarterly Reports	All Sections Careers	Quarter 1 - 4 Primary and Secondary Budget
		Completion of Educational videos for maximum awareness	1	2	<ul style="list-style-type: none"> <li>Compilation of information for video</li> <li>Negotiations with company for production</li> </ul>	Progress Reports	DCS	Quarter 1-4 CS Budget
Development Partner Coordination (ESSDP 6.2)	Improve Donor Agencies Support to Education by July 2018	Number of international volunteers on attachment arrangement	19	10	<ul style="list-style-type: none"> <li>International volunteers engaged</li> </ul>	Reports	DPE DSE Division	Quarter 1 - 4 MOE Budget
		Number of Donor Sectoral Meeting	1	1	<ul style="list-style-type: none"> <li>Identification of donors</li> <li>Invitation to meeting</li> <li>Preparations and logistics of meeting coordinated</li> </ul>	Meeting Reports	DF	Quarter 1-4 MOE Budget
		Number of Donors supported programs during the year	6	4	<ul style="list-style-type: none"> <li>Donor programs supported</li> <li>Activities and workshops attended</li> <li>Invitations from donors</li> </ul>	Reports	DF Divisions	Quarter 1-4 MOE Budget
Public and Private Stakeholder Partnership (ESSDP 6.3)	Strengthened partnerships and coordination processes	Quarterly report on the Ministry projects assisted by development partners	4	4	<ul style="list-style-type: none"> <li>Coordination of activities supported by Development partners</li> </ul>	Stakeholders involvement & participation in education	All Sections Divisions	Quarter 1 - 4 MOE Budget
		Number of consultations and review programs of MOEHA Policies organized with stakeholders	12	6	<ul style="list-style-type: none"> <li>Consultations and awareness programs organized</li> <li>Stakeholder participation ensured</li> </ul>	Consultation reports	DCS	Quarter 1 - 4 CS Budget
	Update and consult with major stakeholders on key initiatives and policies of the MoEHA	Number of Education Forums Organized	3	3	<ul style="list-style-type: none"> <li>Education Forum coordinated with preparation and logistics</li> </ul>	Forum reports	DCS	Quarter 1 - 4 CS Budget
		Number of MoU and MoA with partners and stakeholders	3	3	<ul style="list-style-type: none"> <li>Discussions with stakeholders</li> <li>MoU and MOA drafted, agreed to and signed</li> </ul>	Copies of MoU and MoA	DCS	Quarter 1 - 4 CS Budget
	Promote MoEHA full participation in community and environment project work by Jul 2018	Number of Corporate Service Responsibility projects conducted	3	3	<ul style="list-style-type: none"> <li>Corporate activities coordinated and conducted</li> </ul>	CSR reports	ESEC Committee Section Heads	Quarter 1 - 4 MOE Budget
		Number of new initiatives on environmental issues carried out	2	3	<ul style="list-style-type: none"> <li>Environment activities coordinated</li> <li>Civic participation</li> </ul>	Environment /Community Visits reports	ESEC Committee Section Heads	Quarter 1 - 4 MOE Budget
		Energy Saving practices conducted in all Sections at the Ministry	14	1	<ul style="list-style-type: none"> <li>Lights put out during lunch break</li> <li>Power shut down from switch each day</li> <li>Utilization of natural light</li> <li>Open windows during breaks</li> </ul>	Energy Saving reports	Section Heads	Quarter 1 - 4 MOE Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Collaboration with development partners for education and training support	Number of Fijian students selected to further education overseas and through donors	3	5	<ul style="list-style-type: none"> <li>Students selected through sponsorship programs</li> </ul>	Training reports	DHR	Quarter 1 - 4 HR Budget
		Number of MOEHA officers securing scholarship, training and work attachment support at tertiary and education institutions overseas	10	20	<ul style="list-style-type: none"> <li>In-service and external training data</li> <li>Officers that secure scholarships and are nominated by MoE to attend training</li> </ul>	Training reports	DHR	Quarter 1 - 4 HR Budget
		Increased number of overseas experts to bridge deficiencies and areas of need	NA	10	<ul style="list-style-type: none"> <li>Consultations with foreign embassies on areas of needs and number of officers needed</li> <li>Logistics and preparation for the officers' arrival, time of service and departure.</li> </ul>	Report of personnel recruited as volunteers in Fiji	DCS	Quarter 1-3 CS Budget





## OUTPUT 7: PROCESSES AND SYSTEMS

### PRIORITIES

- Training Framework for school management
- Leadership and Management Training
- Efficiency of Communication
- Implementation and review of policies, Plans and Legislations
- FEMIS Use and maintenance

- Finalization of Education Act
- Draft amendments to TSLB Act
- Strengthening Financial Management
- Improved data quality management
- Relevant researches planned and implemented
- National Research Council Bill finalized
- Improved timeliness and quality of planning and monitoring
- Compilation and adherence to Year Planner

- Monitoring and Evaluation of activities and Initiatives
- Digitization and Business Process Re-engineering
- Service Excellence and Best Practices
- Compliance to government Finance Regulations

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Effectiveness of policies, plans and legislations facilitated (ESSDP 7.1)	Formulate or review of relevant policies and legislations in strategic priority areas by July 2018	Number of policies reviewed or new ones developed that meet government requirements.	12	10	<ul style="list-style-type: none"> <li>• Policies being reviewed based on timelines</li> <li>• New policies developed addressing emerging needs</li> </ul>	Reviewed and developed policies	DCS Section Heads	Quarter 1-4 MOE Budget
		Education Act finalized and submitted to Cabinet	NA	1	<ul style="list-style-type: none"> <li>• Consultations with stakeholders</li> <li>• Drafting of reviewed Act</li> <li>• Submission to SG Office</li> </ul>	Final draft of Education Act	DCS	Quarter 1-4 MOE Budget
		Quarterly Reports on the implementation of Policies at the Ministry	4	4	<ul style="list-style-type: none"> <li>• Quarterly reports compiled from responses from policy owners</li> </ul>	Reports	DCS Section Heads	Quarter 1-4 Corporate Services Budget
		Standard Operating Procedures developed for Ministry processes [School Library/ Finance FESA]	NA	3	<ul style="list-style-type: none"> <li>• SOPs developed and reviewed by Sections and Units for various work processes and systems</li> </ul>	Completed SOPs and diagrammatic representation displayed	DLSF DF DSHR	Quarter 1 Section Budget
		Number of Cabinet Papers for major Government initiatives finalized	NA	2	<ul style="list-style-type: none"> <li>• Compilation of Cabinet Papers</li> <li>• Tabled and approved for submission</li> </ul>	MM Papers tabled and Cabinet papers prepared and adhered to upon endorsement	DCS	Quarter 1 MOE Budget
	Facilitate and promote education research and its impact on current educational programs and new initiatives by Jul 2018	Quarterly Reports on Researches done within the Ministry to determine impacts of government initiatives and programmes	4	4	<ul style="list-style-type: none"> <li>• Research implemented in the Ministry</li> </ul>	Progress Reports	DCS	Quarter 1-4 Corporate Services Budget
		Number of researches accomplished by the Ministry	4	4	<ul style="list-style-type: none"> <li>• Research implemented in the Ministry</li> </ul>	Progress Reports	DCS	Quarter 1-4 Corporate Services Budget
		Number of Research Applications approved by the Ministry Research and Ethics Council	30	25	<ul style="list-style-type: none"> <li>• Convening of MOE Research Council meeting</li> <li>• Vetting of applications</li> </ul>	Meeting Minutes Reports of research application	DCS	Quarter 1-4 Corporate Services Budget
		Identified Research being listed and relevant research presented to Management towards Policy decisions	1	1	<ul style="list-style-type: none"> <li>• Compiled list of researches</li> </ul>	Research Report	DCS	Quarter 1-4 Corporate Services Budget
		Publication of all research done by the Ministry for knowledge sharing	NA	1	<ul style="list-style-type: none"> <li>• Compilation of research done in the Ministry</li> <li>• Publication of Journal</li> </ul>	Published Report	DCS	Quarter 1-4 MOE Budget
		Launching off Online Research portal	NA	1	<ul style="list-style-type: none"> <li>• IT work on specifications regarding creation of Research portal on website</li> <li>• Invitation to stakeholders</li> </ul>	Progress Report Launching ceremony	DCS	Quarter 1-4 Corporate Services Budget
	Promote the Ministry's Customer Service Charter by Jul 2018	Number of trainings conducted on the reviewed MOEHA Customer Service Charter	NA	1	<ul style="list-style-type: none"> <li>• Training on the newly developed Customer Service Charter.</li> </ul>	Training Report List of attendees	DCS	Quarter 1-4 MOE Budget



Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
	Review of the Ministry plans by April 2018	Quarterly report on the Consultation and review conducted on the Ministry Plans with Sections and Districts	4	4	• Evaluation and review of the 2017-2018 ACP and ABP KPIs	Reviewed Plans Amended KPIs	DCS	Quarter 1-4 MOE Budget
		Number of MOEHA 2017-2018 Plans meeting government priorities and requirements	NA	2	• Consultations, Funding Proposal, Planning Workshop and printing	ABP ACP	DCS	Quarter 1-4 MOE Budget
		Finalized Section Business Plans and reviewed every quarter/term	20	16	• Development and adherence to Ministry's ABP for Sections and Districts	Finalized Section Business Plans	DCS All Sections	Quarter 1-4 MOE Budget
		Formulation of 2017-2018 Calendar of Events	2	1	• Collation of important dates of events from Sections • Compilation of Year Planner	2017-2018 Year Planner	DCS	Quarter 1-4 MOE Budget
Strengthening Financial Management and compliance at all levels. (ESSDP 7.2)	Facilitate better understanding and compliance on government policies, procedures, rules and regulations by July 2018	Quarterly reports on cases dealt with PSDT in compliance with the New Disciplinary Guideline	NA	4	• Investigation and reports conducted • Counseling and referral of continuing defaulters • Prosecuting officers	Quarterly reports on the cases dealt with	DHR	Quarter 1-4 HR Budget
		Monthly report on number of Discipline cases resolved	NA	12	• Promulgating decision on discipline cases • Action taken	Reports	DHR	Quarter 1-4 HR Budget
		Number of awareness workshops organized on PSC code of conduct and Terms of employment	NA	9	• Organization and conducting workshops in districts	Report of workshops Attendance List	DHR	Quarter 1-4 HR Budget
		Quarterly Report on measures taken to reduce cases of non-compliance to government policies, procedures, rules and regulations	4	4	• Strengthen internal control process at all Level • Processing of non-compliance cases • Awareness conducted on school Discipline	Quarterly reports of investigations	DHR	Quarter 1-4 HR Budget
		Monthly report on the resolving of disciplinary cases relating to Students	NA	12	• Disciplinary measures enforcement and awareness conducted • Action taken	Reports	DHR	Quarter 1-4 HR Budget
	Ensure compliance of all MoE staff with government finance regulations by July 2018	Number of government schools reconciliation report reviewed by due date.(monthly)	NA	156	• Workshops on FMA, FI, MOE Finance Manual, Procurement Regulations for all MOE staff including Heads of Schools (Government Schools and Technical colleges) and Bursars • Submission of monthly Bank Reconciliations of FEGs	Awareness Reports Reconciliation Report	DF	Quarter 1-4 MOE Budget
		Number of schools audited and adhering to the new Financial Management procedures on the Tuition Fee Free Grant	100	100	• Identification of schools to be audited • Audit activities • Audit report	Audit Report and recommendations	DF	Quarter 1-4 MOE Budget
		Quarterly Reports [Audit Matrix] on Monitoring and Support provided to schools for the implementation of the Tuition Fee Free Grant	NA	4	• Workshops, circulars and correspondences sent to schools	Reports of activities	DF	Quarter 1-4 MOE Budget
		Financial Management Reform Awareness conducted for Officers at the Ministry	2	2	• Workshops, accessibility to Financial guidelines and MOF updates	Workshop reports and list of attendees	DF	Quarter 1-4 MOE Budget
		Creating On-line Chart of Accounts for calculation of accurate distribution of Grants to schools through FEMIS	NA	1	• Modify the online chart of accounts as per the requirements by the MoE Finance Section	Progress report of completion and trial	DCS	Quarter 1-4 CS Budget
	Facilitate better understanding and compliance on government policies, procedures, rules and regulations by July 2018	Quarterly Report on activities carried out by the Ministry to bring a Reduction in finance audit queries	NA	4	• Workshops on FMA, FI, MOE Finance Manual, Procurement Regulations for all MOE staff including Heads of Schools (Government Schools) and Bursars	Workshop reports and activities	DF	Quarter 1-4 MOE Budget
	Awareness on Policies conducted	Number of Awareness Programs conducted on new MoEHA Policies in Districts	9	9	• Awareness on the new Ministry policies to be conducted in all districts	Awareness program reports	DCS	Quarter 1-4 Corporate Services Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		2016 - 2017 Annual Report approved and printed	NA	1	<ul style="list-style-type: none"> <li>• Compilation of 2016-2017 Annual Report</li> <li>• Collecting from Sections</li> <li>• Draft then print final</li> </ul>	Annual Report Copy	DCS	Quarter 1-4 Corporate Services Budget
Efficiency of coordination and communication at all levels improved (ESSDP 7.3)	Strengthening of public library services through the provision of ICT facilities by Jul 2018	Number of Public Libraries processes automated	2	2	<ul style="list-style-type: none"> <li>• Surveys conducted</li> <li>• Connection of internet</li> <li>• Automation of processes</li> </ul>	Implementation Reports	DLSF	Quarters 1-4 LSF Budget
	Improve the updates on the revamped MOE Website by Jul 2018	MOE website regularly updated.	24	10	<ul style="list-style-type: none"> <li>• Regular maintenance and update of MOE website</li> </ul>	Update reports	DCS	Quarter 1-4 Corporate Services Budget
	Re-engineering of processes at the Ministry	Number of Ministry processes Re-engineered	2	2	<ul style="list-style-type: none"> <li>• Facilitation of re-engineering of processes</li> </ul>	Process update	DCS	Quarter 1-4 MOE Budget
		Quarterly Report of On-line Leave Application for teachers and the Non-teaching cadre	NA	2	<ul style="list-style-type: none"> <li>• Teachers are using leave online for short leaves - compassionate, SLWSS etc. Special leaves such as overseas leave/ LWOP which needs relevant Directors/PS approval is pending due to officers not having FEMIS access.</li> <li>• Non-Teaching leave online pending due to FEMIS access not been given to staff.</li> <li>• Training to be conducted by IT.</li> </ul>	Review updates	DHR	Quarter 1-4 HR Budget
		Number of school files and PF scanned and documented at Record Management Unit	NA	500	<ul style="list-style-type: none"> <li>• Most files are very thick files which will take time in the digitalizing process because of the folios not good condition, torn. This will photocopy and put for scanning.</li> <li>• Quick scanning when well assessed of folios carried and photocopy for easier scanning.</li> <li>• Classifying individual scan folios (PDF form) in respective folders.</li> <li>• Verifying the respective folders and files contained are correct.</li> <li>• Final Endorsement upon proper checking of overall digitalized documents from hard drive and signed out for files to be filed away.</li> <li>• Forward to the responsible Records Clerk for action.</li> </ul>	Progress reports	DHR	Quarter 1-4 HR Budget
		Bi annual report on the Purchase of relevant equipment and software to support Digitalization of Records project	2	2	<ul style="list-style-type: none"> <li>• 2 File Server [ NAS ] { main / Backup }</li> <li>• 1 scanner with sheet fitters</li> <li>• 3 Desktop computer</li> <li>• Office Setup</li> <li>• Quotations/ Payments/ Acquittals/ instalments</li> </ul>	Biannual reports	DHR	Quarter 1-4 HR Budget
		Development of a FEMIS User Manual for Schools	NA	1	<ul style="list-style-type: none"> <li>• Compilation of User Manual by research and trial versions</li> <li>• Trying out the Manual to check its reliability</li> </ul>	Manual Approved and printed	DCS	Quarter 1-4 CS Budget
		Quarterly Reports on the Digitalization of Recordkeeping Project	NA	4	<ul style="list-style-type: none"> <li>• Summary of activities carried out in the quarters on the development of new system</li> </ul>	Quarterly reports	DHR	Quarter 1-4 HR Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		Number of officers trained on FEMIS	NA	300	<ul style="list-style-type: none"> <li>Training proposal and logistics prepared</li> <li>List of officers identified</li> <li>Training organized</li> </ul>	Training Report	DCS	Quarter 1-4 CS Budget
		Revamping of the MoEHA Website	NA	1	<ul style="list-style-type: none"> <li>Gathering and uploading of information from current website onto new one</li> <li>New format and pictures creating new outlook</li> </ul>	Progress Report	DCS	Quarter 1-4 CS Budget
		Development of module for inclusion of HEI data in FEMIS	NA	1	<ul style="list-style-type: none"> <li>Consultation with FHEC on the information required and development of database in FEMIS to trace students</li> </ul>	Progress Report	DCS	Quarter 1-4 CS Budget
		Development of Literacy and Numeracy Assessment tracker module for Years 2 and 3	NA	1	<ul style="list-style-type: none"> <li>Tracker module developed</li> </ul>	Progress Report	DCS	Quarter 1-4 CS Budget
		Development of Reports on Indicators for SDG4 and SDG 6	NA	1	<ul style="list-style-type: none"> <li>Inclusion of portals in FEMIS database to allow information on the relevant indicators</li> </ul>	Progress Report	DCS	Quarter 1-4 CS Budget
		Development of e-Transport/e-Ticketing module in FEMIS	NA	1	<ul style="list-style-type: none"> <li>Creation of Module and have relevant portals to allow for information relating to e-Ticketing to be captured</li> </ul>	Progress Report	DCS	Quarter 1-4 CS Budget
		Integrating Ministry of Youth and Sports school-based data into FEMIS	NA	1	<ul style="list-style-type: none"> <li>Consultation with MY&amp;S</li> <li>Collaboration of the use of data and inputting into FEMIS</li> </ul>	Progress Report	DCS	Quarter 1-4 CS Budget
		Development of On-line HR Job Eligibility Test for school administrators and Heads	NA	1	<ul style="list-style-type: none"> <li>Finalization of Module</li> <li>Testing the facility to ensure compatibility before running</li> </ul>	Progress Report	DCS DHR	Quarter 1-4 MOE Budget
		Development of SDG 6 [WASH] module in FEMIS	NA	1	<ul style="list-style-type: none"> <li>IT specifications on Module</li> <li>Creation and use of module to gather relevant information</li> </ul>	Progress Report	DCS	Quarter 1-4 CS Budget
		Digitalizing new Salary structure in FESA	NA	1	<ul style="list-style-type: none"> <li>Consultation with HR and specifications on the input of new salary structure</li> </ul>	Progress Report	DCS	Quarter 1-4 CS Budget
		Digitalization of Technical College data in FEMIS	NA	1	<ul style="list-style-type: none"> <li>Working with TCF on the type of information required on FEMIS</li> <li>Developing FEMIS portal to collect data</li> </ul>	Progress Report	DCS	Quarter 1-4 CS Budget
	Improved quality of feedback on educational queries by Jul 2018	Number of Correspondences processed	10 000	10 000	<ul style="list-style-type: none"> <li>Compilation of evidences of correspondences from officers</li> <li>Response to queries</li> </ul>	Monthly update reports	All Sections	Quarter 1-4 MOE Budget
	Improve the quality and timeliness of speeches produced for the Hon. Minister and PSE by Jul 2018	Number of media statements released	100	100	<ul style="list-style-type: none"> <li>Conduct thorough research</li> <li>Response to queries</li> <li>Compose drafts</li> <li>Ensure quality by editing and polishing statements before release</li> </ul>	Update Reports	ESU	Quarter 1-4 HR Budget
		Monthly Reports on the media statements released	12	12	<ul style="list-style-type: none"> <li>Report on number, type and content of media releases</li> </ul>	Monthly reports	ESU	Quarter 1-4 HR Budget
		Number of speeches prepared for the Hon. Minister and PSE	50	50	<ul style="list-style-type: none"> <li>Conduct thorough research</li> <li>Compose drafts</li> <li>Ensure quality by editing and polishing of speeches before release</li> </ul>	Update reports	ESU	Quarter 1-4 HR Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Effectiveness of quality assurance and reporting process improved (ESSDP 7.4)	Improve quality of data and data use for improvements by July 2018	Quarterly reports of all schools training, issues and challenges regarding the use of the new FEMIS database	4	4	• FEMIS statistics collated and analyzed	Quarterly report	DCS	Quarter 1-4 Corporate Services Budget
		Data analysis at the Ministry conducted and trended with comparisons done towards diagnostic and proactive purposes	14	14	• Data collected analyzed for trending and planning purposes	Charts and Reports	All Section Heads	Quarter 1-4 MOE Budget
		Creation of FEMIS Disaggregated Disability tool kit Module into FEMIS	NA	1	• IT work on the creating of Disability disaggregate tool kit	Progress Report	DCS	Quarter 1-4 CS Budget
	Financial management training and re-training for relevant Committee personnel by July 2018	Training programmes rated by participant as satisfactory or better	350	300	• Facilitate training feedback form from participants • Analyze responses	Feedback report	DHR	HR Budget
	Improved efficiency and effectiveness of systems, processes and productivity initiatives to improve quality of service delivery by July 2018	Number of teacher information updated on FESA	7000	2000	• Update relevant information • Workflow approvals	FESA report	DPE DSE DHR	Quarter 1-4 MOE Budget
		Number of MAR submitted on time. (Primary / Secondary / Sections)	P - 400 S - 100 S - 10	P - 731 S - 168 S - 57	• MAR received • Application verified with Mar & updated on FESA • Late arrival calculated as per MAR & updated on FESA • Application & MAR's file away	Monthly update report	DHR Divisions	Quarter 1-4 MOE Budget
		Number of APA and Teacher Assessments received (Primary / Secondary / Sections)	10 400	10 400	• APA received • Update FESA upon receipt of APA forms • Forward to respective DSE (Secondary), DPE (Primary), DCAS/HR/DSPS/DSP for countersigning officer. • Forward to PSE for final endorsement. • Filed away in Red file. • APA Forms received from officers in the unit	Monthly update report	DHR Section Heads	Quarter 1-4 MOE Budget
		Number of Special Leave s Approved	2 000	1 000	• LVOP • Overseas Leave • Duty Leave • Sporting Leave • Military, Training Leave • Medical Leave Overseas	Monthly updates	DHR	Quarter 1-4 HR Budget
		Customer Service rated as satisfactory or better at the Ministry	10 000	10 000	• Questionnaires for Customer survey • Analysis of evaluation forms	Weekly or monthly updates of analysis	Section Heads Divisions	Quarter 1-4 MOE Budget
Strengthening of processes and systems (ESSDP 7.5)	Effective implementation of Service Excellence tools by July 2018	Number of social committees formed in sections and districts with organized activities	13	12	• Social committees formed in sections • Organize activities and report	Reports of activities organized	Section Heads	Quarter 1-2 MOE Budget
		Quarterly reports on the Formation of MOE-HA ESEC Committee and their activities	4	4	• Organization of ESEC Committee • Planning and execution of activities • Activities' Reports	Reports	DHR	Quarter 1-2 MOE Budget
		Biannual Report on creating Conducive environment for NAF Employees through the Implementation of FBEA in the Department.	NA	2	• Facilitate FBEA champion role • Establishment of FBEA Committee • Establishment of 5S and QC Committees • Appointment Letters to be given • Close monitoring of Committees 30% implementation of OFI's • Facilitate registration with FBEA Secretariat • Coordinate Desktop Submissions to FBEA	Three [3] committee form Report 40 % OFI's Implementation One desktop submission- FBEA	DNAF	Quarter 1-4 NAF Budget

## OUTPUT 8 : HERITAGE AND ARTS

### PRIORITIES

- Mainstreaming culture, heritage and arts into national, social and economic development and policy
- Leveraging national sites to international status and recognition
- Government Records and Management Training
- Acknowledging importance of intangible and tangible cultural heritage, connection to land and ocean
- Increase inscriptions on local, national and regional, international registers of UNESCO Memory of the World

#### Program

- Promoting Cultural Plurality
- Enhancing cultural research and access
- Improved safety and accessibility to Fiji's audio visual heritage
- Continued usability of historical documents
- Implementing relevant record-keeping standards
- Enforcement of Legal Deposits Act
- Mainstreaming culture and heritage in schools
- Capacity building and professional management of staff and stakeholders

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Developing and implementing national cultural policies and legislative frameworks (ESSDP 8.1)	Develop policies and strategies to preserve, promote and increase awareness of culture for posterity and increase coordination of relevant strategies	Number of policies, frameworks, strategies and developed and finalized	3[HA] 2[NAF]	3[HA] 2[HAF]	<ul style="list-style-type: none"> <li>• Complete development of relevant policies/strategies.</li> <li>• Policies/Strategies and Frameworks:</li> <li>• National Cultural Policy for Fiji</li> <li>• National Implementation Framework for ICH Convention</li> <li>• National Culture &amp; Education Strategy National consultation on the draft Cultural Policy and other implementation plans and strategies.</li> <li>• Focus Group discussions (Clustering) organized at district and provincial level</li> </ul>	Final Policies, frameworks and strategies	DHA DNAF	Quarter 1-4 HA Budget
	Improving the Preservation and accessibility of Historical AV Materials	Quarterly Reports on the restoration of images and AV footages in the National Archives	4	4	<ul style="list-style-type: none"> <li>• Microfilm preservation Security of microfilms ensured</li> <li>• Restoration of images and supporting activities</li> </ul>	Quarterly reports of activities	DNAF	Quarter 1-4 NAF Budget
	Protect and promote cultural rights of all peoples	Number of implementation measures and ratification of international cultural instruments including UNESCO Conventions	3	3	<ul style="list-style-type: none"> <li>• 1972 World Heritage Convention Activities:</li> <li>• 2003 ICH Convention Activities:</li> <li>• 2005 Cultural Diversity Convention:</li> </ul>	Reports of Implementations	DHA	Quarter 1-4 HA Budget
		Number of legislations and regulatory measures developed, reviewed or updated	1	1	<ul style="list-style-type: none"> <li>• Fiji Heritage Bill Passing.</li> <li>• Implementation Guide for Fiji Heritage Bill developed &amp; awareness conducted.</li> <li>• MOA/MOU signed (international, regional level)</li> <li>• Implementation Plan for Treaties and Conventions signed.</li> </ul>	Report of the progress of development and review	DHA	Quarter 1-2 HA Budget
	Assist Agencies in the implementing of relevant record-keeping standards	Number of Agencies surveyed for record-keeping compliance	170	60	<ul style="list-style-type: none"> <li>• Consultation with agencies</li> <li>• Conduct survey</li> <li>• Completion of questionnaire</li> <li>• Feedback reports</li> </ul>	List of agencies Feedback reports	DNAF	Quarter 1-4 NAF Budget
		Increased coverage of Recordkeeping training	3	4	<ul style="list-style-type: none"> <li>• Collation of information leading to the organization of relevant training</li> </ul>	Training reports	DNAF	Quarter 1-4 NAF Budget
	Support evidence-based decision making on access to heritage documents	Release of archival evidence and published documents to enable policy formulation and accurate decision making	30	30	<ul style="list-style-type: none"> <li>• Assist agencies and departments in accessing archival evidences</li> </ul>	List of agencies assisted and documented archival evidence required	DNAF	Quarter 1-4 NAF Budget
		Avenues explored for the Accurate valuation of the holdings of Fiji's archival heritage	NA	1	<ul style="list-style-type: none"> <li>• Report of activity organized</li> </ul>	Final valuation report	DNAF	Quarter 1-4 NAF Budget
		Develop and research on Best Practices method in relation to Preservation.	NA	1	<ul style="list-style-type: none"> <li>• Research paper to be submitted containing best practices with accurate and reliable data.</li> </ul>	Research Paper	DNAF	Quarter 1-2 NAF Budget



Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Developing measures to protect the natural, tangible and intangible cultural heritage and increase resources for the development and strengthening of national and regional cultural initiatives (ESSDP 8.2)	Develop and strengthen Fiji Arts Council, Fiji Museum, Multi-Cultural Centre and National Trust of Fiji to increase their effectiveness.	Number of Grants disbursed to agencies with analysis of reconciliation reports and cultural activities meeting MOU Outputs.	NA	40	<ul style="list-style-type: none"> <li>Submission received from agencies</li> <li>Grants disbursed timely</li> <li>Reconciliation and acquittals</li> <li>Reports of activities</li> </ul>	Reports of activities and acquittals	DHA	Quarter 1-4 HA Budget \$52,000
		Number of Inter Agency reports submitted and discussion papers approved	NA	12	<ul style="list-style-type: none"> <li>Liaising with agencies for submissions of reports</li> <li>Collating reports</li> </ul>	Agency Reports	DHA	Quarter 1-4 HA Budget
	Promoting greater cultural understanding	Number of projects and initiatives supported and participated emphasizing cultural revitalization, cross-cultural exchange and integration	7	5	<ul style="list-style-type: none"> <li>International/ Regional Cultural Festivals/ Exhibitions/ Exchange CAP Activities</li> <li>Fiji Museum Open Day</li> <li>FAC Cultural Activities</li> <li>TILC Cultural Revitalization Activities</li> <li>Fiji Museum Cultural Activities</li> <li>National Trust of Fiji Cultural Activities</li> <li>China-Fiji Cultural Exchange</li> <li>Back to Levuka Festival</li> <li>Provincial Festivals</li> <li>Fiji Schools Culture Day</li> </ul>	Festival Reports MCC Activity Reports FM Open Day Report Cluster Report	DHA	Quarter 1-4 HA Budget \$100 000.00
	Improved awareness of the importance of Fiji's documented heritage	Increased Number of inscription records onto Fiji's UNESCO Memory of the World Register and commemorate inscriptions to raise awareness	2	1	<ul style="list-style-type: none"> <li>Awareness conducted</li> <li>Preparations of activities for inscriptions on register</li> </ul>	Implementation reports and records	DNAF	Quarter 1-4 NAF Budget
		Increased outreach activities by National Archives in support of government's strategic goals	NA	3	<ul style="list-style-type: none"> <li>Organized activities</li> <li>Collaboration with other government departments</li> </ul>	Activity reports	DNAF	Quarter 1-4 NAF Budget
	Promoting cultural plurality	Bi-annual reports on the activities implemented on the Protection, preservation and management of Fiji's Cultural and natural Heritage	2	2	<ul style="list-style-type: none"> <li>Plans of activities to be implemented</li> <li>Activities and consultation</li> </ul>	Quarterly report	DNAF	Quarter 1-4 NAF Budget
		Number of new cultural programs promoting, safeguarding and protecting Fiji's rich cultural diversity in CAP	4	4	<ul style="list-style-type: none"> <li>New cultural classes and programs introduced (monthly/quarterly) at: <ul style="list-style-type: none"> <li>Ba CAP</li> <li>Labasa CAP</li> <li>Nausori CAP</li> <li>Suva CAP</li> </ul> </li> </ul>	CAP Report	DHA	Quarter 1-2 NAF Budget
		Increase in number of new students enrolled in existing MCC programs	10	20	<ul style="list-style-type: none"> <li>New students enrolled in one or more Centre Programs in a year: <ul style="list-style-type: none"> <li>Ba CAP/ Labasa CAP/ Nausori CAP/ Suva CAP</li> </ul> </li> </ul>	CAP Progress Report	DHA	Quarter 1-4 HA Budget
		Number of new enhancing activities organized at the Multi-Cultural Centers	NA	15	<ul style="list-style-type: none"> <li>Proposal for activities approved</li> <li>Logistics for and execution of activities</li> </ul>	Activities Report	DHA	Quarter 1-4 HA Budget
Facilitate and promote research/studies/ surveys on impact of current and new cultural programs. (ESSDP 8.3)	Cultural Research supported and access enhanced	Number of databases, directories, register and list developed and update to enhance documentation, archival and access to various cultural data	5	2	<ul style="list-style-type: none"> <li>Develop and update Fiji National Artist Directory (FAC).</li> <li>National ICH List established (Representative, Urgent Safeguarding, Best Practice)</li> </ul>	Database entry document/ Directories and Registers' compilation updates	DHA	Quarter 1-4 HA Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
					<ul style="list-style-type: none"> <li>Ovalau Artist Register Rotuman Cultural Elements Database.</li> <li>National Heritage Register (NTF)</li> <li>Suva Cultural Infrastructure Directory.</li> <li>National Cultural Statistics Matrix</li> <li>FM mapped sites meeting visitor attraction status List.</li> </ul>			
		Number of cultural maps produced through Spatial and GEO-Database	2	4	<ul style="list-style-type: none"> <li>Geo-Database Developed:</li> <li>Cultural Maps:</li> </ul>	National Register of cultural maps and Geo-database developed	DHA	Quarter 1-4 NAF Budget
		Number of Researches/studies/surveys conducted by units/agencies or outsourced in identified areas of need	4	4	<ul style="list-style-type: none"> <li>Research studies/surveys on cultural programs</li> <li>Gap Analysis</li> </ul>	Research and Survey reports	DHA	Quarter 1-4 HA Budget \$5000.00
		Quarterly Reports on the provision of archival records, microfilms, publications and the facilitation of historical research	4	4	<ul style="list-style-type: none"> <li>Provision of archival records and published information</li> <li>Production of microfilm for increased accessibility</li> </ul>	Quarterly report	DNAF	Quarter 1-4 NAF Budget
		Number of users assisted with in-depth archival research services	100	120	<ul style="list-style-type: none"> <li>Assistance provided to library users for in-depth researches</li> </ul>	Summary and log of assistance provided	DNAF	Quarter 1-2 NAF Budget
		Number of thematic exhibitions on premises and guided tours for students and groups	NA	20	<ul style="list-style-type: none"> <li>New students enrolled in one or more Centre Programs in a year:</li> <li>Ba CAP/ Labasa CAP/ Nausori CAP/ Suva CAP</li> </ul>	CAP Progress Report	DHA	Quarter 1-4 HA Budget
		Number of set criteria and pre-requisites developed and approved by Management (Minister/PSE).	3	2	<ul style="list-style-type: none"> <li>National ICH Listing Criteria;</li> <li>Cultural Industry SEED Funding Criteria;</li> <li>Fiji Craft Society Register Criteria</li> <li>Fiji National Heritage Register Criteria</li> <li>Potential World Heritage Site Criteria;</li> <li>Criteria for gazettement sites of national heritage significance;</li> <li>Sites of heritage significance meeting visitor attraction status criteria.</li> </ul>	Approved criteria and guidelines	DHA	Quarter 1-2 HA Budget
	Contribution of Culture towards economic growth ascertained	Number of TOR for Technical Working Committee and consultant approved.	NA	2	<ul style="list-style-type: none"> <li>Indicators Researched, Collated and submitted to TWC for finalization in concurrence with FBOS.</li> </ul>	<ul style="list-style-type: none"> <li>Report on Cultural indicator released</li> </ul>	DHA	Quarter 1-4 HA Budget \$10 000.00
		Number of meetings/ consultation conducted	NA	4	<ul style="list-style-type: none"> <li>Preliminary leading up to consultations</li> <li>Meetings/consultations conducted</li> </ul>	Meeting reports and Minutes	DHA	Quarter 1-4 HA Budget \$10 000.00
		Number of framework approved by TWG	NA	1	<ul style="list-style-type: none"> <li>Conduct meetings</li> <li>Consultation and research</li> </ul>	Approved Framework	DHA	Quarter 1-4 HA Budget \$50 000.00
	Ensure the safekeeping and continued usability of historical documents	Quarterly Reports on the materials/ documents restored and conservation methods employed in the National Archives	4	4	<ul style="list-style-type: none"> <li>Utilization of scientific conservation methods in the restoration of historical items and documents restored</li> </ul>	Quarterly report	DNAF	Quarter 1-4 NAF Budget
	Grow Fiji's knowledge base by enforcing Legal Deposit Act with all publishers	Number of different materials published in Fiji acquired as knowledge resources for the government and the Fiji public	2397	2400	<ul style="list-style-type: none"> <li>Acquire books and documents from publishers to be deposited</li> </ul>	List of documents and materials	DNAF	Quarter 1-2 NAF Budget
Culture as a vector for sustainable economic development. (ESSDP 8.4)	Seeking venture capital and access to credit for small and medium-sized cultural enterprises and initiatives, including through the disbursement of culture support funds	Increased number of Cultural Projects and Initiatives assessed, supported and monitored	NA	1	<ul style="list-style-type: none"> <li>Cultural Assistance to individuals, communities and organizations seeking assistance;</li> <li>Cultural Assistance to Culture Sector Institutions Fiji Arts Council, Centre of Arts Promotion, Fiji Museum &amp; National Trust of Fiji;</li> <li>Cultural Assistance to Schools</li> </ul>	Approved MOA and MOU Reports of projects and initiatives supported	DHA	Quarter 1-4 HA Budget \$10 000.00

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Develop and maintain cultural sites, spaces and infrastructure (ESSDP 8.5)	Assist Agencies in the implementation of their development policies and strengthen their supporting infrastructure	Number of heritage site facilities and schools developed/improved	1 [AMU] 3 [HA]	1 [AMU] 3 [HA]	<ul style="list-style-type: none"> <li>Momi Battery Historic Park Visitor Information Centre Furnishing Phase completed.</li> <li>Fiji Museum Extension (roofing, entrance etc.) completed.</li> <li>Rehabilitation of Thurston Garden;</li> <li>Levuka World Upgrading Structures:</li> <li>Levuka Community Centre</li> <li>Restoration Built Heritage</li> <li>Heritage Schools: Marist Convent &amp; Delana Methodist (Levuka)</li> </ul>	Project monitoring Reports	DAMU HA	Quarter 1-4 AMU and HA Budget \$91,000 \$232,988 \$150,000
		Number of archaeological impact assessment conducted reported and analyzed	7	5	<ul style="list-style-type: none"> <li>FM conducts designated sites monthly.</li> <li>Report prepared and submitted to Dept.</li> </ul>	AIA Report	DHA	Quarter 1-4 HA Budget
		Increased in sites of heritage significance (including archaeological sites) mapped and gazette meeting visitor attractions status	NA	2	<ul style="list-style-type: none"> <li>FM set up a committee to vet nominated sites meeting criteria and requirements. Recommendation submitted to FM Board for finalizing and appropriate listing.</li> <li>List developed.</li> </ul>	Progress reports	DHA	Quarter 1-4 HA Budget
		Establishment of sub-centers and coordinators for ICH Safeguarding of communities around Fiji.	10	4	<ul style="list-style-type: none"> <li>ICH Sub-Centers (School/ Facility/ Coordinating Venue) – 1</li> <li>ICH Ambassadors (Coordinators) appointed – 3</li> </ul>	Feasibility study report Consultation report Signed MOA Cabinet Paper Centres Implementation/ Coordinators/ Agent Work Plan	DHA	Quarter 1-4 HA Budget \$30 000.00
Leveraging national sites to international status and recognition (ESSDP 8.6)	Conservation works on Levuka as a World Heritage Site facilitated.	Quarterly reports on projects / activities pursued to facilitate work on safeguarding of Levuka's 'Outstanding Universal Value' so that it remains a world heritage site.	NA	4	<ul style="list-style-type: none"> <li>LOHT – JICA/FIJI Project;</li> <li>Levuka Master Plan development &amp; finalizing;</li> <li>Levuka Management Plan;</li> <li>Restoration Projects – Deed of Cession Site;</li> <li>Levuka Town Album</li> <li>Promotional Video for Levuka</li> <li>Interpretation Signage etc. of Levuka</li> <li>GIS Mapping of sites outside of Levuka in Ovalau</li> <li>Craft Development workshops for communities;</li> <li>Registration of Skilled Conservation Specialists (Carpenters, Builders, Painters, Laborers, Architects etc.);</li> <li>Levuka Tidy Town Campaign developed.</li> <li>World Heritage Youth Strategy for Ovalau;</li> <li>Formation of core group &amp; other forums for Levuka;</li> </ul>	Project Reports	DHA	Quarter 1-4 HA Budget \$85 000.00
		Projects completed meeting World Heritage Committee conditions for inscription of Levuka as World Heritage Site [WHS]	2	2	<ul style="list-style-type: none"> <li>New Levuka Town Scheme approved and implemented;</li> <li>Published Levuka/Ovalau Register – to include archeological sites and maritime archeology (partnership with NTF/FM);</li> <li>Medium Term Conservation Plan for Levuka established;</li> <li>Heritage Impact Assessment Guidelines fostered in Levuka Town Scheme and development plans for Levuka.</li> </ul>	Progress reports on project implementation	DHA	Quarter 1-4 HA Budget \$20 000.00
Mainstream arts, heritage and culture in education and training (ESSDP 8.7)	Cultural Heritage and arts curricula for primary and secondary education levels for inclusion into the formal education curricula developed.	Number of schools with an established cultural program	30	50	<ul style="list-style-type: none"> <li>Culture Programs in School survey – FEMIS Data (Primary and Secondary)</li> <li>Establish a criteria for cultural program</li> <li>Analysis of the data;</li> <li>School Visit;</li> <li>National Culture Day Celebration 2017-2018.</li> </ul>	List of schools and reports of activities	DHA DPE DSE	Quarter 1-4 HA Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
		Number of Schools promoting World Heritage in Young Hands Programme in Levuka	NA	4	<ul style="list-style-type: none"> <li>Develop World Heritage in Young Hands Curriculum for Levuka based on local scenarios.</li> <li>Pilot schools and communities identified.</li> </ul>	Reports on WHYH program	DHA	Quarter 1-4 HA Budget \$10 000.00
		Adjunct Fellowship Program developed and established	NA	3	<ul style="list-style-type: none"> <li>Coordinate District School Programs</li> <li>Formalize District Clusters PS Approved, Circular Distributed</li> <li>Staging of District Festivals live demonstration of artistic skills by students</li> <li>Awarding of awards to creative students</li> </ul>	Progress reports of preparations and activities organized	DHA Divisions	Quarter 1-4 HA Budget \$50 000.00
		Number of cultural sessions conducted by formalized cultural practitioners as resource people in schools	50	25	<ul style="list-style-type: none"> <li>Liaise with schools on programs set and also on available practitioners conducting the sessions.</li> <li>Visit to validate sessions and talk with practitioners and teachers.</li> <li>Identify schools, practitioners, session times and activity pursued.</li> </ul>	FEMIS Updates School reports on activities	DHA DPE DSE	Quarter 1-4 HA Budget \$5000.00
		Number of schools accessing cultural and heritage infrastructure (museums/sites/ libraries/ information center)	NA	50	<ul style="list-style-type: none"> <li>NTF and FM Data on heritage sites[and heritage infrastructure] visited by schools</li> </ul>	Survey data Schools' cultural program	DHA	Quarter 1-4 HA Budget \$1000.00
		Number of newly developed cultural resource for schools.	NA	4	<ul style="list-style-type: none"> <li>Identify subjects through mainstreaming report prepared.</li> <li>Work with SEO and Researchers at CDU/TEST on development of relevant resources pertinent.</li> <li>Drafting of resources by core group.</li> <li>Editing and vetting for publishing</li> </ul>	Progress reports on cultural resources developed	DHA	Quarter 1-4 HA Budget \$50 000.00
	Improve safety and accessibility of Fiji's Audio Visual heritage	Quarterly Report of the maintenance of the audio visual heritage in National Archives	4	4	<ul style="list-style-type: none"> <li>Photo digitization overhaul</li> <li>Photos cleaned, sorted scanned and catalogued</li> </ul>	Quarterly report	DNAF	Quarter 1-4 NAF Budget
		Number of schools assisted with Historical DVD Boxset to support Educational Materials for Schools	NA	60	<ul style="list-style-type: none"> <li>Funding proposals sent out to potential donors</li> <li>Consultation to secure funding</li> <li>Publishing of DVD and distribution to stakeholders</li> </ul>	Quarterly report	DNAF	Quarter 1-4 NAF Budget
		Digitization of Black & White Photographs	NA	1	<ul style="list-style-type: none"> <li>Scan marked photographs from negatives at preservation standards (2400ppi, TIFF)</li> <li>Save digitized photographs in its respective 'Series' folders onto the External Hard drive for Quality checks.</li> </ul>	Report on the work of digitization	DNAF	Quarter 1-4 NAF Budget
Capacity development and professional management (ESSDP 8.8)	Professional development programmes	Number of people trained and area of capacity building offered to cultural officials, policy makers and personnel in the sector	50	50	<ul style="list-style-type: none"> <li>Training SOP to be developed.</li> <li>Training of DHA, CAP, NTF, FM, FAC, Artists etc.</li> <li>TNA Form distributed and completed</li> <li>Data entry- Training Database Organize Minister and PS approval</li> <li>Training Recipient Submit Report 1 week after return.</li> <li>Training Team analyses recommendations in report.</li> </ul>	Training and workshops report	DHA	Quarter 1-4 HA Budget \$25 000.00
	Improved Whole of Government Records Management Training	Overhauled government Records Management training in line with professional standards (PARBICA Recordkeeping for Good Governance Toolkit)	1	1	<ul style="list-style-type: none"> <li>Communication with agencies</li> <li>Preparations for and organization of training and workshops</li> </ul>	Training Report	DNAF	Quarter 1-4 NAF Budget
		Quarterly report on Benchmarking against international standards in order to build a Government Recordkeeping Framework to support efficiency and effectiveness in the Public Service	4	4	<ul style="list-style-type: none"> <li>Research on standards implemented in other countries</li> <li>Collaboration and consultation with stakeholders on findings</li> <li>Formulation of draft framework</li> </ul>	Quarterly reports	DNAF	Quarter 1-4 NAF Budget



Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Enhancing partnership with cultural industry stakeholders (ESSDP 8.9)	Leverage Culture through building partners, networking and information sharing	Number of partner organizations established	5	2	<ul style="list-style-type: none"> <li>Consultation</li> <li>Written Agreement signed to progress Work</li> <li>Joint Project Implementation</li> <li>Identify organization and area of work partnered</li> </ul>	Approved MoU/ MoA	DHA	Quarter 1-4 HA Budget
		Number of stakeholder awareness visits, facilitation attended	4	7	<ul style="list-style-type: none"> <li>Stakeholder awareness visits</li> <li>Attendance reports</li> </ul>	Awareness reports Attendance sheets	DHA	Quarter 1-4 HA Budget \$10 000.00
		Reports on initiatives and outcomes of meetings, conferences, workshops and external initiatives where NAF input is sought	4	4	<ul style="list-style-type: none"> <li>Follow up on initiatives and collaborations conducted with stakeholders Preparations for and attendance to meetings</li> <li>Conferences and workshops</li> </ul>	Reports of meetings, conferences and workshops	DNAF	Quarter 1-4 NAF Budget
		Report of tracking done on initiatives and outcomes to demonstrate value of collaboration and information sharing	1	1	<ul style="list-style-type: none"> <li>Follow up on initiatives and collaborations conducted with stakeholders</li> </ul>	Progress report	DNAF	Quarter 1-4 NAF Budget
Media and digital technology and process automation (ESSDP 8.10)	Cultural Standard-setting tools developed and re-engineered	Number of the promotional and awareness tools developed	4(HA) 4(NAF)	4 [HA] 4[NAF]	<ul style="list-style-type: none"> <li>Development of posters , brochures, banners, pamphlets, radio and TV advertisements for awareness and promotions</li> </ul>	Progress reports	DHA DNAF	Quarter 1-4 HA and NAF Budget
		Quarterly Reports on Updates on website and on Department database	NA	4	<ul style="list-style-type: none"> <li>Input of information into website (updates)</li> <li>Capturing images and videos uploading</li> <li>Monitor Website Hits and tabulate analysis</li> <li>Responding to administrator queries</li> <li>Managing News Bulletins</li> </ul>	Quarterly reports	DHA DNAF	Quarter 1-4 HA Budget





## OUTPUT 9: HIGHER EDUCATION

### PRIORITIES

- Recognition and Registration of Higher Education Institutions
- Embedding of HEI qualifications onto
- Initiatives to enhance recognition of tertiary education in Fiji

- Review of Fiji Qualifications Framework
- Accreditation of FHEC to regional and international Qualifications agencies
- Implementation of Funding Model
- Aligning HEI programs to industry needs
- Stakeholder and community awareness and consultations

- Encourage HEIs to offer national qualifications
- Promotion of Fiji's interest in international fora
- Develop tracking system to trace progress of students from school to workforce

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Quality, relevance and consistency of education and training across the nation ensured (ESSDP 9.1)	Develop, maintain and review Quality Assurance processes and systems to facilitate a culture of continuous improvement by Jul 2018	Increase in number of provider qualifications accredited and registered on the FQF	NA	40	• Networking with HEIs on the accreditation and registration of their qualifications on the FQF	Report of continuous progress of registration of qualifications	DFHEC	Quarter 1-4 FHEC Budget
		Number of HEI programs mapped and matched to National Qualifications	NA	5	• Consultation with HEIs • Assistance so to map programs to NQs	Report of progress	DFHEC	Quarter 1-4 FHEC Budget
		Develop new National Qualifications against the FQF	NA	5	• Development of new NQs	Report of new NQs developed	DFHEC	Quarter 1-4 FHEC Budget
		Review of existing National Qualifications	NA	5	• Review existing NQs	Report of NQs reviewed	DFHEC	Quarter 1-4 FHEC Budget
		Conduct Competency Based Training and Competency Assessment	NA	15	• Logistic preparation for the relevant trainings of CBT and CBA	List of participants Training reports	DFHEC	Quarter 1-4 FHEC Budget
		Develop and complete an apprenticeships policy options paper	NA	1	• Consultations and various stages of policy writing	Finalized policy	DFHEC	Quarter 1-4 FHEC Budget
		Fostering collaboration with HEIs and Industry on Provider Qualifications	NA	4	• Facilitate meetings to incorporate evaluation of industry input into the Monitoring & Evaluation Framework	Meetings and consultations report	DFHEC	Quarter 1-4 FHEC Budget
	Outcomes-based assessment and curriculum be encouraged in line with international best practices	Number of international skills packages assessed	NA	10	• Mobilization of assessors • Assessment of international skills packages	List of packages assessed	DFHEC	Quarter 1-4 FHEC Budget
	Increase efficiency in the registration and accreditation of HEIs	Development and implementation of a Monitoring and Evaluation Framework	1	1	• Finalization of M&E Framework • Implementation	Monitoring and Evaluation Framework	DFHEC	Quarter 1-4 FHEC Budget
		Number of consultations and information dissemination sessions on Monitoring and Evaluation Framework undertaken	NA	5	• Logistics and preparation for consultations • Information sessions	List of sessions and participants	DFHEC	Quarter 1-4 FHEC Budget

Sub Outputs	Strategies and Timeframe	Output Indicators	2016-2017 Actual	2017-2018 Target	Activities	M&E strategy	Responsible for Implementation	Due Date / Budget
Education and training is internationally recognized (ESSDP 9.2)	Promote Fiji's interests in international forums and ensuring that the FHEC stakeholders' interests are well represented and Fiji qualifications are formally recognized.	Number of international forums attended	NA	2	<ul style="list-style-type: none"> <li>Participation in international forums</li> </ul>	Report of participation	DFHEC	Quarter 1-4 FHEC Budget
An Informed and progressive Fijian society (ESSDP 9.3)	Raise awareness of opportunities created by embedding programs onto the FQF for pre-employment education and training, for employers and employees and for training providers	Develop and undertake an employers' survey in conjunction with FCEF and other Government agencies	NA	1	<ul style="list-style-type: none"> <li>Development of survey</li> <li>Implementation of findings</li> </ul>	Survey report	DFHEC	Quarter 1-4 FHEC Budget
	Improve the range of information available to assist in decision-making	Development of module to allow integration of HEI data in FEMIS	NA	1	<ul style="list-style-type: none"> <li>Identify approaches to collect data and measure progress either at a system level or for specific target populations</li> </ul>	Baseline information and draft specifics of processes to be followed	DFHEC	Quarter 1-4 FHEC Budget
Sustained economic growth supported by key capability development (ESSDP 9.4)	Strengthen the Industry Standards Advisory Committees (ISACS) that is up to date with modern practices in areas of strategic significance for the advancement of industries in Fiji	Number of sectors and Qualification ISACs established	NA	2	<ul style="list-style-type: none"> <li>Establish sector and qualification ISACs</li> </ul>	Reports on consultations	DFHEC	Quarter 1-4 FHEC Budget
		Quarterly Report on the role of industry in standard setting and shaping qualifications	NA	4	<ul style="list-style-type: none"> <li>Consultations with industries</li> </ul>	Report of consultations	DFHEC	Quarter 1-4 FHEC Budget
An education and training culture based on continuous improvement (ESSDP 9.5)	Provide strategic direction and leadership for the government on higher education sector	Development of a Higher education strategy (HES)	1	1	<ul style="list-style-type: none"> <li>Arrange technical assistance</li> <li>Develop and promulgate the higher education strategy (HES) for the sector</li> </ul>	Finalized Higher Education Strategy	DFHEC	Quarter 1-4 FHEC Budget
Continuing improvement on its performance as a Quality Assurance Agency of the Higher Education Sector (ESSDP 9.6)	Enhancement of the relevant skills of FHEC staff ensuring the fulfilment of the roles of the FHEC	Operation of new performance management system	NA	1	<ul style="list-style-type: none"> <li>Collate performance information from the 10 under HEIs to better inform the funding model</li> <li>Disbursement of funding to qualified HEIs</li> </ul>	Reports	DFHEC	Quarter 1-4 FHEC Budget
	Capacity building of Staff	Quarterly Reports on the training conducted and capacity building for staff of FHEC	4	4	<ul style="list-style-type: none"> <li>Staff training And Professional Development Sessions</li> <li>Work attachments</li> </ul>	Reports of Trainings and Attachments	DFHEC	Quarter 1-4 FHEC Budget



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