

## Checklist for Implementing Enhanced SBCPD

This checklist outlines the key actions to be taken when setting up the Enhanced SBCPD programme. This is in line with the Zambian roles (further details are provided in the Implementation Guide) but the actions themselves are valid for all contexts. The checklist was prepared by the Provincial Teacher Education Department (Central Province), World Vision Zambia and the Open University, and can be adapted as needed in accordance with the copyright conditions.

### Province checklist for implementing Enhanced SBCPD

#### At the start of Implementation:

1. Provincial Teacher Education Department to read the Implementation Guide.
2. Provincial Teacher Education Department to read the Training Resources and Facilitator Guides.
3. Provincial Teacher Education Department to plan briefing meeting for District Education Support Team(s).
4. Receive details of district plans for rolling out training to schools.

#### During each term (ongoing):

5. Engage with the Training Resources. Use resources during support and monitoring visits to districts and schools.
6. Ensure records are kept up to date for all enhanced SBCPD activities.
7. Identify opportunities for knowledge exchange e.g. sharing examples of best practice between districts, facilitating district/school exchange visits where possible, utilizing social media to build links between schools, holding virtual review meetings (e.g. via Zoom) etc.

#### At the end of each Term:

8. Hold a Provincial Teacher Education Department review meeting at the end of term and identify priorities for next term.
9. Communicate next term's priorities to the District Education Support Team(s).

### District checklist for implementing Enhanced SBCPD

#### At the start of Implementation:

1. District Education Support Team and Zonal Education Support Team to read the Implementation Guide, Training Resources and Facilitator Guides.

**Note:** Before effective planning can take place, all concerned need to be familiar with the Implementation Guide, Training Resources and Facilitation Guide.

2. Hold District/Zonal briefing meeting – key meeting topics include:
  - a. Introduction to enhanced SBCPD
  - b. Review of Implementation Guide

- c. Review of Training Resources and Facilitator Guides
- d. Identify District and Zonal Moodle/Raspberry Pi leads
- e. Plan 2 sets of school training for week 0:
  - i. Core training – enhanced SBCPD training for school leaders/SICs
  - ii. Additional technical training – Moodle/Raspberry Pis for school champions.
3. Deliver school training in week 0:
  - i. Core training – enhanced SBCPD training for school leaders/SICs
  - ii. Additional technical training – Moodle/Raspberry Pis for school champions.

**During each term (ongoing):**

4. District Education Support Team to engage with the Training Resources and TESSA library. Use both during support and monitoring visits to schools.
5. Ensure records are kept up to date for all enhanced SBCPD activities.
6. Identify zones and schools where good practice is taking place and share examples as part of ongoing support. Organise visits between schools where possible. Use social media to build links between schools. Hold virtual review meetings (e.g. via Zoom) where appropriate.

**At the end of each Term:**

7. Hold a District Education Support Team review meeting at the end of term to review implementation and identify gaps where support is needed next term.
8. Prepare a report for the Provincial Teacher Education Department which identifies examples of good practice from across the District.

## Zonal checklist for implementing Enhanced SBCPD

**At the start of Implementation:**

1. Zonal Education Support Team to read the Implementation Guide, Training Resources and Facilitator Guides.
2. Zonal Education Support Team to attend briefing meeting at the District Office.
3. Identify Zonal school champion to attend additional technical training (Moodle/Raspberry Pi) at the District Office.
4. Zonal Education Support Team and Zonal school champion to train HT, SICs and school champions from the schools in their Zone. District Education Support Team to support.
5. Receive details of week 0 school training plans from HT and SICs.

**During each term (ongoing):**

6. Use the Training Resources, Facilitator Guides and TESSA Library to support schools during regular support visits.
7. Ensure records are kept up to date for all enhanced SBCPD activities.
8. Identify schools where good practice is taking place and share examples as part of ongoing support to those who need it. Encourage school visits.

**At the end of each Term:**

9. Hold a review meeting with HT/SICs/school champions to identify lessons learned and make a provisional plan for next term.

## School checklist for implementing enhanced SBCPD

**At the start of Implementation:**

1. HT and SIC to attend enhanced SBCPD training provided by the Zonal Education Support Team.
2. Identify school champion to attend additional technical training (Moodle/Raspberry Pi) provided by the District Education Support Team.
3. Headteacher to hold HIM in week 0 to plan the CPD activities, using the Training Resources and Facilitator Guides.
4. SIC to prepare school CPD workplan for the term, using the Training Resources and Facilitator Guides.
5. Teacher Group participants to prepare CPD activities for the term, using the Training Resources and Facilitator Guides. TGM Facilitator to be identified for each meeting. CPD workplan to be shared with SIC.

**During each term (ongoing):**

6. At the end of each Teacher Group meeting, participants to reflect on how it went and review the plan for next meeting.
7. Ensure records are kept up to date for all enhanced SBCPD activities.

**At the end of each Term:**

8. Hold a review meeting at the end of term with HT/SIC/school champions and TGM Facilitators to identify lessons learned and make a provisional plan for next term.