

Curriculum Plan

Workflow and Distribution of Tasks



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Curriculum Plan Workflow and Distribution of Tasks			2021												2022												2023	
Num	Activity	Responsible entity	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Stage Zero																												
0.01	Establish the Curriculum Higher Committee	Minister of Education and Higher Education																										
0.02	Establish a committee to develop a preliminary work plan for curriculum development	CERD President																										
0.03	Develop a work plan and SOPs	A committee to develop a work plan and SOPs																										
0.04	Endorsement of the work plan and SOPs	Minister/ Curriculum Higher Committee																										
Stage One																												
1.01	Establish the Curriculum Planning and Reference Framework Committee	CERD President																										
1.02	Establish the Educational Studies and Research Committee	CERD President																										
1.03	Develop an action plan for desired studies	Educational Studies and Research Committee																										
1.04	Conduct a situational analysis study	Educational Studies and Research Committee																										
1.05	Conduct a needs assessment study	Educational Studies and Research Committee																										
1.06	Develop curriculum foundations and national framework	Educational Studies and Research Committee																										
1.07	Endorsement of the curriculum foundations and national framework	Curriculum Higher Committee																										
1.08	Establish the Quality Assurance and Project Evaluation Committee	CERD President																										
1.09	Setting the action plan for the Quality Assurance and Project Evaluation Committee	Quality Assurance and Project Evaluation Committee																										
1.10	Developing monitoring and evaluation tools and quality assurance standards	Quality Assurance and Project Evaluation Committee																										
1.11	Establish an Automation Committee	CERD President																										
1.12	Set the action plan for developing a communication and production platform for all concerned personnel involved in the curriculum development project	Automation Committee																										
1.13	Implement the action plan for developing a communication and production platform for all concerned personnel involved in the curriculum development project	Automation Committee																										
Stage Two																												
2.01	Develop the academic aspect of the reference framework	Curriculum Planning and Reference Framework Committee																										
2.02	Develop the administrative pedagogical aspect of the reference framework	Curriculum Planning and Reference Framework Committee																										
2.03	Endorsement of the reference framework	Curriculum Higher Committee																										
2.04	Setting the criteria for selecting members of the committees that will be formed during Stage 3	Curriculum Higher Committee																										

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Numb	Activity	Responsible entity	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb
2.05	Forming one or more teams for the selection of committee members	CERD President																										
2.06	Selecting committee members for Stage 3	CERD President																										
Stage Three																												
3.01	Establish the Committees for Developing the curriculum	CERD President																										
3.02	Set a work mechanism / action plan for the Committee	Committee for Developing Academic Programs																										
3.03	Produce a guide for developing the curriculum	Committee for Developing Academic Programs																										
3.04	Prepare training material for the teams developing the curriculum	Committee for Developing Academic Programs																										
3.05	Form the Official Examination and School Assessment Committee	CERD President																										
3.06	Set a work mechanism /action plan for the Official Examination and School Assessment Committee	Official Examination and School Assessment Committee																										
3.07	Develop the assessment system for schools and national examinations and tests	Official Examination and School Assessment Committee																										
3.08	Develop an assessment guide	Official Examination and School Assessment Committee																										
3.09	Preparing training material for teams developing assessment programs	Official Examination and School Assessment Committee																										
3.10	Develop assessment models	Official Examination and School Assessment Committee																										
3.11	Develop a guide for writing textbooks	Official Examination and School Assessment Committee Developing Academic Programs Committee																										
3.12	Form the Continuing Training Committee	CERD President																										
3.13	Set a suitable work mechanism for the functions of the Continuing Training Committee	Continuing Training Committee																										
3.14	Train all committees on formulating suitable work mechanisms	Continuing Training Committee																										
3.15	Establish the Education Administration Committee	CERD President																										
3.16	Set a suitable work mechanism for the functions of the Administration Committee	Education Administration Committee																										
3.17	Execute work plan of committee	Education Administration Committee																										
Stage Four																												
4.01	Select the members of teams developing the curriculum	CERD President																										
4.02	Establish different committees needed to develop curriculum	CERD President																										
4.03	Training the members of the teams developing curriculum	Continuing Training Committee																										
4.04	Prepare action plans for the teams developing curriculum	Developing Academic Programs Committee																										
4.05	Develop curriculum	Developing Academic Programs Committee																										
4.06	Prepare models for teaching/learning units	Developing Academic Programs Committee																										
4.07	Produce unit models	Developing Academic Programs Committee																										
4.08	Identifying the supplies needed for curriculum	Developing Academic Programs Committee																										
4.09	Endorsement of the curriculum	Curriculum Higher Committee																										



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Stage Five																												
5.01	Set the procedural plan for pilot testing the curriculum	Educational Studies and Research Committee in cooperation with the Curriculum Planning and Framework Committee																										
5.02	Sample Selection	Educational Studies and Research Committee																										
5.03	Prepare the training material	Continuing Training Committee																										
5.04	Train the academic staff of the selected schools	Continuing Training Committee																										
5.05	Train the administrative staff of the selected schools	Continuing Training Committee																										
5.06	Prepare monitoring and evaluation tools	Educational Studies and Research Committee																										
5.07	Train the personnel in charge of follow-up	Continuing Training Committee																										
5.08	Conduct workshops to engage stakeholders (educational partners)	Continuing Training Committee																										
5.09	Pilot the new curriculum in selected schools	The Educational Studies and Research Committee and The Curriculum Planning and Framework Committee																										
5.10	Collect feedback from sample schools	Educational Studies and Research Committee																										
5.11	Develop pilot reports	Educational Studies and Research Committee																										
5.12	Refer to the relevant committees to discuss recommendations/amendments or approve the proposed curriculum based on data analysis	Educational Studies and Research Committee																										
5.13	Implement the necessary changes; each committee as per its function and competences	Developing Academic Programs Committee																										
5.14	Preparing the official (legal) texts to institutionalize new curricula	Curriculum Planning and Reference Framework Committee																										
5.15	Revise/endorse curriculum according to pilot recommendations	Curriculum Higher Committee																										
5.16	Issue the decisions and decrees required to institutionalize the new curriculum	Minister of Education and Higher Education																										
Stage Six																												
6.01	Prepare evaluation reports	Quality Assurance and Project Evaluation Committee																										
6.02	Establish an External Evaluation Committee	According to Funding/Donor party																										
6.03	Establish a reference framework for evaluating whether the project objectives were met or not	External Evaluation Committee according to donor's regulations																										
6.04	Implement the evaluation	External Evaluation Committee according to donor's regulations																										

Signatures
 رشيد الميزان
 George Nohra



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Approved
 Minister of Education and Higher Education

Date
 23/03/2021

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