



2012 EDUCATION CALENDAR



"UBE is everyone's responsibility"

PUBLIC HOLIDAYS

DAY	DATE	EVENT
Monday in lieu of Sunday	January 1	New Years Day
Friday	April 6	Good Friday
Saturday	April 7	Easter Saturday
Monday	April 9	Easter Monday
Monday	June 11	Queen's Birthday
Monday	July 23	National Remembrance Day
Monday in lieu of Sunday	August 26	National Day of Repentance
Monday in lieu of Sunday	September 17	Independence Day
Tuesday	December 25	Christmas Day
Wednesday	December 26	Boxing Day

DAYS TO OBSERVE

Month	Date	Event
February	21	International Mothers Language Day
March	8	United Nation's Day for Women's Rights and International Peace
	9	Commonwealth Day
	24	National Women's Day
	29	National Day for people with disabilities
April	7	World Health Day
May	31	World No Tobacco Day
June	5	World Environment Day
	10	National Labour Day
	26	International Day Against Drug Abuse and Illicit Trafficking
July	11	World Population Day
	19	Provincial Government Day
September	8	International Literacy Day
October	5	International and National Teachers Day
	24	United Nations Day
November	20	Universal Children's Day
December	1	World AIDS Day
	3	National Day for Disabled Persons
	10	Human Rights Day
	11	Anniversary of UNICEF

Calendar for January showing days of the week and dates.

Calendar for February showing days of the week and dates.

Calendar for March showing days of the week and dates.

Calendar for April showing days of the week and dates.

Calendar for May showing days of the week and dates.

Calendar for June showing days of the week and dates.

Calendar for July showing days of the week and dates.

Calendar for August showing days of the week and dates.

Calendar for September showing days of the week and dates.

Calendar for October showing days of the week and dates.

Calendar for November showing days of the week and dates.

Calendar for December showing days of the week and dates.



Students of Limana Community College in NCD during a cooking class

TERM DATES

Term	Start of term	End of term	Teaching weeks	Term holiday dates	Student holiday weeks	Teacher holiday weeks
1	Feb 6	April 13	10	April 16-20	1	1
2	April 23	June 22	9	June 25 - July 6	2	1
3	July 9	Sept 21	11	Sept 24 - Sept 28	1	1
4	October 1	Dec 14	11	Dec 17 - Feb 1, 2013	7	6

In 2012 Teachers start work on January 30th, 2012. Students begin the school year on February 6th, 2012. Christmas Holidays for teachers will be from the December 17th, 2012 to January 25th, 2013.

Christmas Holidays for students will be from December 17th, 2012 to February 1st, 2013.

**Teachers participating in the National Elections will have the option of organizing NIST week during the year.

In 2013 Teachers commence Term 1 of 2013 on January 28th Students commence Term 1 of 2013 on February 4th

2012 ELECTION DATES

KEY ACTIVITIES	DATES
Issue of writ and start of nominations	Friday, April 27th
Close of nominations and order of draw	Friday, May 4th
Train the trainer	End of February
Polling starts	Saturday, June 23rd
Polling ends	Friday, July 6th
Counting of votes	Friday, July 6th - Friday July 27th
Declaration of results and issue of writs	Friday, July 27th

EXAMINATION DATES

GRADE 12 August 13	Upper Secondary School Certificate Written Expression Examinations
October 15-19 22-26	Upper Secondary School Certificate Examinations
GRADE 10 June 14	Lower Secondary School Certificate Written Expression Examinations
October 2 - 5 8-12	Lower Secondary School Certificate Examinations
GRADE 8 October 29 to November 1	Certificate of Basic Education Examinations

"Achieving Quality Education and Training Through Public, Private & Church Partnerships"

"PROSPERITY THROUGH SELF-RELIANCE"



Students in the New Ireland Province participating in the National Literacy Week celebrations.

JANUARY

1 **NEW YEARS DAY**
2 **PUBLIC HOLIDAY**

9 PEA and inspectors of provincial institutions prepare for January 30.
30 Term 1 begins for teaching staff. Principals, HT, VC managers devote a week to sort out enrolments with governing bodies and teachers devote 5 working days to prepare for a full days teaching on Monday, February 6. (PNGEI, PTCs, BCS and PTCs see TED and TVETD circulars).

- PEAs and all supervisory staff commence 2 week program of quick visits accessible institutions to sort out administrative or professional problems. All PEAs & AS ensure RDSS from all schools and Form EDB012 for new appointments are checked, signed and submitted to DoE on a DAILY BASIS as received from schools.

FEBRUARY

6 Schools starts for all schools, Vocational Centres – HT, Principals Vocational Centre Managers to ensure that all teachers commence a full day's of teaching from February 6.

- All H/T, Principals, PHS, SS, NHS send special enrolment and staffing reports to provide an update to student numbers and staffing needs for current and next years to Manager of Basic Education & Supt for National High Schools, NCD/GES. Managers VC send reports to Supt. VSS TVETD. Copy to PEO.

15-16 **NEB meeting No. 175**

- Provinces and DoE divisions note that TSC Form 26 to create, abolish or reclassify positions in existing institutions & DoE Form EDA 212 "Application for membership/amendment to registration information" for registration for new schools for 2013 must reach TSC and CCLS respectively by 30 March, 2012.
- Teachers wishing to appeal against the ratings given the new 2012 reports by the ratings conference must do so by the end of February in 2012.

27 CCLS, HROD & TSC to update MPR with provincial divisions of education.

MARCH

5 Heads of institutions to complete and forward monthly staffing returns for February to PDOE and NDOE Corporate Data.
7 Last pay day for teachers whose RDSS forms and EDB012 have not been received at DoE.
19-23 **National School Census Week**
26 TSC cancellation of tenure forms due at TSC from PEAs and DoE divisions closing date for Education Ministry Awards: Nominations from provincial and DoE Awards Committee TSC/DoE - Any teachers who has served for 40 years must be nominated.

- Deadline for TSC Form 26 to create, abolish or reclassify positions in existing institutions for 2013 to reach TSC from PEAs and DoE divisions.
- Deadline to apply for registration of new schools for 2013. PEAs send DoE Form EDA212 "Application for Membership/Amendment to registration information" for Basic Education, CCLS.

30 MPR back at Manager for Basic Education in CCLS showing changes in schools/college positions for 2013.
Application for new Permitted Schools for 2013 due at DoE: Permitted Schools Liaison Officer.

APRIL

2 Heads of institutions to complete and forward monthly staffing returns for March to PDOE & CCLS.
6 **GOOD FRIDAY**
9 **EASTER MONDAY**

13 Term 1 ends for all schools and vocational centres, PNGEI, PTCs, TCs and business colleges. (Consult divisional circulars).

- Teachers due for furlough leave in July 2013 to apply to PEO or respective DoE AS before May 4.

23 **TERM 2 COMMENCES** for all schools and vocational centres, PNGEI, PTCs, TCs and BCs (consult circulars).

- Teachers complete RDSS/Form EDB012 for any appointment variations. Heads of institutions check, sign and forward to appropriate PEO or DoE AS at earliest opportunity.
- Non citizen teachers due for 2013 contract renewals.
- Appointment officers conduct quality check on RDSS/Appointment variations and forward changes to DoE.

MAY

1 Heads of institutions to complete and forward monthly staffing returns for April to PDOE & CCLS.
1-4 Issue and release of teacher's eligibility and registration certificate.

- Screening of personal reports, SLIPs sent to successful applicants.
- Closing dates for teachers' applications for furlough on July 2013 to be with PEO or respective AS.

16-17 **NEB meeting No. 176.**
14-15 Basic Education Board of Studies meeting.
17-18 Secondary Board of Studies meeting.
31 Deadline for all PEA and DoE AS to advise TSC/AS HROD of full details of 2012 overseas recruiting requirements.

- All PEAs prepare list of activities for National Education Week Agenda Items for PEB.

JUNE

4 Heads of institutions to complete and forward monthly staffing returns for May to PDOE & CCLS.
4-8 Standards Officers Conference.

- Close of Applications for Kina for Kina subsidy from Nat. Secretary of Church Education Agencies. Lodge applications with Senior Trust Officer, F&A - DoE.

11 **QUEENS BIRTHDAY**
12 All requests for teachers due for leave to be submitted to the PEO by July 26.
12-15 Vocational Co-ordinators Workshop/conference.
14 School Certificate Written Expression Exams (Grade 10).
15 All DoE divisions - completed Public Service Staff Appraisals for 02/01/2012 to 29/06/2012 to be submitted to AS HROD.
22 Term 2 ends for all schools and vocational centres, PNGEI, PTCs, BCs and TCs see TED and TVETD circulars for details.
All PEA, DoE AS (teaching divisions) & Permitted school Agencies submit annual National Staffing and Enrolment Returns to Director Corporate Data (EMIS & Statistics), DoE by July 27.
Dispatch of Grade 10 SLF to all secondary schools.
27 Deadline for non citizen contract renewal to be submitted to DoE.

JULY

2 Heads of institutions to complete and forward monthly staffing returns for June to PDOE & CCLS.
9 **TERM 3 COMMENCES** for all schools and vocational centers except for those that have NIST Week adjoining the mid year break. PNGEI, PTCs, BCs, and TCs see TED and TVETD circulars for details.

- All teacher's colleges and UOG submit graduate list to DoE (HROD) who will send updated MPRS to provinces.
- Names for caretaker duties and other TSC approved allowances from all relevant institutions to be with PEO (PI) or respective supt. DoE (NI) by July 18.
- All requests for teachers leave fares due at relevant PEO or DoE division.
- Deadline for all PEA, DoE A/S (teaching divisions) & permitted school agencies to submit annual national staffing and enrolment returns to Director Corporate Data (EMIS & Statistics).
- Provincial institutions submit programs for National Education Week to PEB for approval; Principals (NI) submit programs to relevant DoE A/S.

23 **NATIONAL REMEMBRANCE DAY**
23-27 Guidance Officers Conference/workshop.

AUGUST

6 Heads of institutions to complete and forward monthly staffing returns for July to PDOE & CCLS.
6-10 **National Bank Week.**

- NEB/PEB order of reference form to Central Sorting Unit DoE from NEB/PEB. Inspections commences for all elementary, primary and secondary schools.
- Higher School Written Expression Exams (Grade 12).
- NEB Meeting No. 177.**
- HROD distribute teachers leave circulars for 2012 - 2013 and resumption circular for 2013 to provincial education divisions.
- TVET Annual Principal's Consultative Forum.
- Notify PEB of the 2013 school registration

SEPTEMBER

3 Heads of institutions to complete and forward monthly staffing returns for August to PDOE & CCLS.
3-7 **National Literacy Week**
14 Inspection fortnight. All reports to be written by head teachers are written at this time.

- Applications for Diploma Courses through TVET close

16 **INDEPENDENCE DAY**
17 Teachers wishing to retire or resign at the close of the year must submit request forms.
21 Term 3 ends for all schools and vocational centres, PNGEI, PTCs, TCs and BCs refer to TED and TVETD circulars respectively.

- Central Sorting results to be completed and dispatched to appointing authorities NEB/PEB by EO National Co-ordinator Appointments.
- Appeals open

28 Deadline for all Grade 10 SLF to be with chairperson for Grade 11 selections.
Appeals against TSC appointments close.

OCTOBER

1 Term 4 commences for all schools and vocational centres, PNGEI, PTCs, TCs and BCs refer to TED and TVET circulars respectively.
2,5, 8-12 Lower Secondary School Certificate Examinations (Grade 10)
15 Heads of Institutions to complete and forward monthly staffing returns for September to

- National Education Week.**
- Basic Education Board of Studies meeting.
- Secondary Education Board of Studies meeting.
- 17-18 NEB Meeting No. 178**
- 15-19, 22-26 Higher School Certificate Examinations (Grade 12).
- 22-26 Provincial Mini Ratings Conference for Primary and Elementary.
- Deadline for all Grade 12 SLF to be at OHERST.
- Appeals against TSC appointments close with chairman appeals committee TSC.
- DoE (HROD) distribute Resumption of Duty Summary Sheets (RDSS) and Form EDB012 to provinces.
- PEAs and NDOE divisions advise TSC of teachers who are not to receive PBSS or allowances.
- PEA to provide TSC with readmission forms.
- Certificate of Basic Education Examinations (Grade 8).

NOVEMBER

1 Heads of Institutions to complete and forward monthly staffing returns for October to PDOE.
2 Certificate of Basic Education Examinations (Grade 8) ends.
5-9 Regional Ratings Conference for the NCI and Southern regions.
8 PEBs to submit Form EDA 212 for creation of new schools in 2013, and TSC Form 26 for creation, abolition or reclassification of positions on existing institutions in 2012 to CCLS and TSC respectively. Deadline for submitting Forms 212 and TSC 26 for 2013 is March 31, 2012. (NB: Early processing of forms especially important for elementary).
19-23 Regional Ratings Conference for Highlands and Momase regions

DECEMBER

3 Heads of Institutions to complete and forward monthly staffing returns for November to PDOE & NDOE Corporate Data.
3-7 Grade 11 National Selections
14 SGD forward planning workshop for 2013.
17 Term 4 ends for all schools and vocational centres, PNGEI, PTCs, TCs and BCs refer to TED and TVETD circulars respectively.

- All DoE divisions - completed Public Service Staff Appraisals for 02/07/12 - 31/12/12 to be submitted to OD HROD & complete staff appraisals for period 1/2012 to 31/12/2011 & CHRISTMAS DAY
- BOXING DAY