

Glossary

AIM	Overall statement of intent
CLUSTER	Group of related items e.g. schools or programmes
EDUCATIONAL TRENDS	Directions and patterns in education
EMPATHY	Ability to put oneself in somebody's position and so understand his/her feelings
ETHOS	Characteristics and norms of a particular community e.g. school
EVALUATION	Determining the value or worth of something based on the available data.
GENDER SENSITIVITY	Awareness of the potential of individuals irrespective of whether they are male or female.
INNOVATIONS	New ideas and/or reforms
INSTRUMENT	Tool or means used to achieve goal
LEARNING OUTCOMES	What is to be achieved as a result of learning
MISSION STATEMENT	Description of long term goals and expectations
MODULE	A set of related information and activities forming a training programme
MONITORING	Regular checking of the performance of a programme
NEEDS	The gap between expectation and the current situation or requirements.
NORM	Standards of behaviour acceptable to a particular society e.g a school.
QUALITY ASSURANCE	Maintaining and disseminating acceptable standards
QUALITY CONTROL	Keeping a regular check on standards
QUALITY AUDIT	Judgement about quality made by external group of assessors.
SCHOOL DEVELOPMENT PLANNING	A consultative process of preparing development guidelines for a school over a stated period of time.
STAKEHOLDERS	Someone associated with the activities of a particular institution.
STANDARDS	Levels of performances or achievement

SUCCESS CRITERIA	Agreed standards which can be used to measure the achievement of intended goals.
UNDERPIN	Provision of support from the base
UNIT	A section of a module or programme consisting of related topics or concepts.
VISION	A long term aspiration.

Abbreviations

AIDS	Acquired Immune Deficiency Syndrome
DEO	District Education Officer
HIV	Human Immune Virus
INSET	In-service Education and Training
NEC	National Education Centre
OFSTED	Office for Standards in Education
PTA	Parent Teachers' Association
SADC	Southern African Development Community
SWOT	Strengths, Weaknesses, Opportunities, and Threats
TMS	Teacher Management and Support