

# Glossary

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

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