



**REPUBLIC OF ZAMBIA
MINISTRY OF GENERAL EDUCATION**

SCHOOL

CELL NO: 0977-871307, P. O. Box 380155, LUSAKA, ZAMBIA

TEACHING FILE BASIC CONTENTS

NO	BASIC CONTENTS	INDEX
01	Time Table	A
02	TCZ Practicing Licence	B
03	Individual Work Plan	C
04	Class list	D
05	Pupils Period Attendance Register	E
06	Syllabus	F
07	Topic Plan	G
08	Schemes of work	HI
09	Lesson plans	JK
10	Records of work	L
11	Home Work Record	M
12	Test papers and marking key	N
13	Class list of Assessment/Progress Records	O
14	Results Analysis Record	PQ
15	Continuous Professional Development (CPD) Minutes/Reports	R
16	Co-curriculum activities Minutes/Report	S
17	Monitoring Record	T
18	Miscellaneous	U



REPUBLIC OF ZAMBIA
MINISTRY OF GENERAL EDUCATION
SCHOOL

CELL NO: 0977-871307, P. O. Box 380155, LUSAKA, ZAMBIA

TEACHING FILE

NAME OF THE TEACHER: _____

TEACHING SUBJECT: _____

TEACHING SERVICE (TS) NO: _____

TEACHING COUNCIL OF ZAMBIA (TCZ) NO: _____