



Western Cape
Government
FOR YOU

**IManyuwali yokuKhuthazwa koFikelelo
kwiNgcaciso, 2012 equlunqwe ngokwemiqathango
yecandelo 14 loMthetho wokuKhuthazwa
koFikelelo kwiNgcaciso, 2025 (njengoko
ulungisiwe) weSebe leMfundo leNtshona Koloni**

Okuqulathiweyo

1.	Uluhlu lweziFinyezo neziShunqulelo	1
2.	Injongo yeManyuwali yePAIA	1
3.	Ukwakhiwa kweSebe leMfundo leNtshona Koloni	2
3.1.	IiNjongo/Isigunyaziso	2
4.	Isakhiwo seSebe leMfundo leNtshona Koloni neMisebenzi	8
4.1.	Isakhelo	8
4.2.	Imisebenzi	11
5.	Iinkcukacha zoqhagamshelwano eziphambili zofikelelo kwingcaciso yeSebe leMfundo leNtshona Koloni	14
6.	Inkcazelo yalo lonke uncedo olufumanekayo ngokuphathelelene nomthetho okanye ukusilela kuthatyatho lwamanyathelo liSebe leMfundo yeNtshona Koloni	15
7.	Isikhokhelo ngendlela yokusetyenziswa kwePAIA nendlela yokufumana ufikelelo kwisikhokhelo	15
8.	Inkcazelo yeZihloko elithe iqumrhu elineerekhodi elizigcine phantsi kwazo kunye namacandelo eerekhodi agcinwe liSebe leMfundo leNtshona Koloni	18
9.	Amacandelo eerekhodi eSebe leMfundo leNtshona Koloni afumanekayo ngaphandle kokuba umntu acele ufikelelo	21
10.	Iinkonzo ezifunekayo kumalungu oluntu aphuma kwiSebe leMfundo leNtshona Koloni nendlela yokufumana olo fikelelo kwezo nkonzo	25
11.	Ukubandakanyeka koluntu kuqulunqo lomgaqo-nkqubo okanye kukusetyenziswa kwamagunya okanye kukwenziwa komsebenzi liSebe leMfundo leNtshona Koloni	25
12.	Ukuqwalaselwa kwengcaciso yomntu	26
12.1.	Injongo yokuqwalaselwa	26
12.2.	Inkcazelo yamacandelo eZihloko zeenkukacha zamanani, ingcaciso eqwalaselweyo kunye nabamkeli ngoko	26
12.3.	Ukungena nokuphuma okucwangcisiweyo kweNgcaciso yoMntu ngaPhaya kweMida	27
12.4.	Inkcazelo ngokubanzi kwemiqathango yokhuseleko lwengcaciso ekufuneka imiliselwe liSebe leMfundo leNtshona Koloni ukuqinisekisa ngokuba yimfihlo, gemfezeko nokufumaneka kwengcaciso	27
13.	Ukufikeleleka nokufumaneka kwale manyuwali	29
14.	Ukuhlaziywa kwemanyuwali	29
	Isihlomelo A: Isikhokhelo esingofikelelelo kwiirekhodi ezingafumaneki nje lula	30
	IFomu 2 - Isicelo sofikelelo kwiirekhodi	34
	Isihlomelo B: Imirhumo	38
	IFomu 4: UkuBhena kwaNgaphakathi	39
	IFomu 5: Ifomu yokukhalaza	41

1. ULuhlu lwezifinyezo nezishunqulelo

1.1.	"DIO"	IGosa eliSekelayo leNgcaciso
1.2.	"DotP"	ISEbe leNkulumbuso
1.3.	"HOD"	INTloko yeSebe
1.4.	"IO"	IGosa leNgcaciso
1.5.	"MEC"	ILungu leKomiti yeSigqeba
1.6.	"PAIA"	UkuKhuthazwa koFikelelo kuMthetho weNgcaciso, 2000
1.7.	"PFMA"	ULawulo lweMali kaRhulumente, ka1999
1.8.	"POPIA"	UMthetho woKhuseleko lweNgcaciso yoMntu, ka2013
1.9.	"PSA"	UMthetho weNkonzo kaRhulumente, isiBhengezo 103 sika1994
1.10.	"Regulator"	Umlawuli weNgcaciso
1.11.	"the Constitution"	UMgaqo-siseko weRiphabliki yoMzantsi Afrika, ka1996
1.12.	"WCG"	URhulumente weNtshona Koloni
1.13.	"WCED"	ISEbe leMfundo leNtshona Koloni

2 Injongo yeManyuwali yePAIA

Le Manyuwali yePAIA iluncedo kuluntu okokuba-

- 2.1 luhlale uhlobo lweerekhodi olunokuthi lube nakho ukufumaneka kwiSebe leMfundo leNtshona Koloni, ngaphandle kokudingeka okokuba ungenise isicelo esisesikweni kwiPAIA.
- 2.2 luqonde indlela yokwenza isicelo sofikelelo kwiSebe leMfundo leNtshona Koloni.
- 2.3 lufumane zonke iinkcukacha zonxibelelwano ezifanelekileyo zabantu abaya kunceda uluntu ngeerekhodi abajonge ukufikelela kuzo.
- 2.4 lwazi ngalo lonke uncendo olufumanekayo kwiSebe leMfundo leNtshona Koloni oluphathelelene nesicelo sokufikelela kwiSebe leMfundo leNtshona Koloni, phambi kokuya kuMlawuli okanye kwiiNkundla.
- 2.5 lufumane inkcazelo yeenkonzo ezifumanekayo kumalungu oluntu ezivela kwiSebe leMfundo leNtshona Koloni, kunye nendlela yokuzifumana ezo nkonzo.
- 2.6 lufumane inkcazelo yesikhokhelo ngendlela yokusebenzisa iPAIA, njengoko ihlaziyiwe nguMlawuli nendlela yokufikelela kuyo.
- 2.7 lwazi okokuba ingaba iSebe leMfundo leNtshona Koloni liya kuyiqwalasela na ingcaciso yomntu, injongo yokuqwalasela kwengcaciso yomntu kunye nenkcazelo yamacandelo ezihloko zeenkukacha zolwazi kunye namacandelo engcaciso enxulumene noko.
- 2.8 lwazi okokuba ingaba iSebe leMfundo leNtshona Koloni linesicwangciso sokukhuphela okanye sokuqwalasela ingcaciso yomntu ongaphandle kweRiphabliki yoMzantsi Afrika yaye abamkeli okanye amacandelo abamkeli ekunokunikezelwa ingcaciso yomntu.
- 2.9 lwazi okokuba ingaba iSebe leMfundo leNtshona Koloni linemiqathango yokhuseleko efanelekileyo na yokuqinisekisa ngokufihlakala, ngemfezeko nokufumaneka kwengcaciso yomntu ekufuneka iqwalaselwe.

3. Ukwakhiwa kweSebe leMfundo leNtshona Koloni

ISebe leMfundo leNtshona Koloni sisakhelo esikwinkonzo karhulumente esisekwe ngokwemiqathango yecandelo 197 loMgaqo-siseko. I-PSA enika uncendo kwicandelo 197 loMgaqo-siseko inikezela ngecandelo 7 ngoko kumasebe ephondo.

3.1 Iinjongo/Isigunyaziso

Iinjongo:

Imfundo elungileyo kumfundi ngamnye kwigumbi lokufundela ngalinye kwisikolo ngasinye kwiphondo. Ukufezekisa umbono, isebe liya kujolisa kokuphambili okulandelayo komgaqo-nkqubo:

1. Ukuqiniswa noKwandiswa kwamathuba alungileyo okufunda kulungiselelwa ukusebenza okwandisiweyo;
2. UkuKhuliswa noKwandiswa kobume bokufunda obuncedayo;
3. Ukuqiniswa kokusebenza nokuthatyathwa koxanduva; kunye
4. Ukuqiniswa noKwandiswa kokuziqhelanisa okunenguqulelo nokulungela ubume obuguqukayo.

Umnqophiso weWCED kukuqinisekisa ngento yokuba: Wonke umntwana unamathuba okufunda okulungileyo kubume obusebenzayo yaye obuncedayo ukuze afumane ulwazi, ubuchule, izakhono kunye neenqobo ezisesikweni ukuze abe nokuphumelela kwihlalathi eliguqukayo.

Isigunyaziso:

Isigunyaziso soMgaqo-siseko

UMgaqo-siseko weRiphabliki yoMzantsi Afrika, 1996 (uMthetho 108 ka1996):

ICandelo 29 liqinisekisa ngento yokuba wonke umntu unelungelo kwimfundo yesiseko, kubandakanywa imfundo yesiseko yabadala; wonke umntu unelungelo lokufumana imfundo ngolwimi okanye ngeelwimi ezisesikweni abazikhetheleyo kumaziko emfundo karhulumente apho kunakho ukwenzeka ngokufanelekileyo, yaye nento yokuba wonke umntu unelungelo lokuseka nokugcina, ngeendleko zabo, amaziko emfundo azimeleyo angacaluli ngobuhlanga, abhaliswe kurhulumente, ze agcine imigangatho engekho ngaphantsi kwimigangatho xa ethelekiswa namaziko emfundo karhulumente. Urhulumente, kunye nawo onke amasebe akhe, unoxanduva lokuhlonipha onke amalungelo esiseko, yaye uyalelwe ngokwemiqathango yecandelo 7(2) loMgaqo-siseko okokuba akhuthaze yaye azalisekise amalungelo acaciswe kuSomqulu wamaLungelo, iSahluko 2.

Izigunyaziso zowiso-mthetho nezomgaqo-nkqubo

ISebe leMfundo leNtshona Koloni (WCED), lisebe likarhulumente, elizalisekisa izigunyaziso ezibekwe phezu kwamagxa alo kubume obuhamba kunye nobuchule bokuqulunqwa komthetho obunikezelwe nguMgaqo-siseko kwipalamente nakwizindlu zowiso-mthetho zamaphondo ukulungiselela ukulawulwa kwemfundo kuwo onke amanqanaba kungabandakanywa imfundo yamabanga aphakamileyo (iCandelo A leShedyuli 4 kuMgaqo-siseko). Imithetho yowiso-mthetho elandelayo yesizwe neyephondo iyafundisa:

UMthetho weSizwe woMgaqo-nkqubo weMfundo), 1996 (NEPA (uMthetho 27 ka1996):

Lo Mthetho ubonelela ngokumiselwa komgaqo-nkqubo wesizwe wemfundo kulungiselelwa ucwangciso, ubonelelo, ukuxhaswa ngemali, ulungelelwaniso, ulawulo, ukuphathwa, iinkqubo, ukubekwa kweliso, uvavanyo kunye nempilo-ntle yenkqubo yemfundo nguMphathiswa, kuxhonyekeke kwigunya lowiso-mthetho lwephondo ngokwemiqathango yecandelo 146 loMgaqo-siseko, imithetho-siseko edweliswe kwicandelo 4 loMthetho, kunye nezibonelelo ezifanelekileyo zomthetho wephondo onxulumene nemfundo. Unikezela ngaphezulu ngamacandelo othethwano ukulungiselela ukumiselwa komgaqo-nkqubo wemfundo wesizwe kunye nomthetho ngohlobo lweBhunga laBaphathiswa beMfundo (CEM), iKomiti yeeNtloko zamaSebe eMfundo (HEDCOM), kunye namanye amaqumrhu othethwano nangawo nawuphi na umcimbi onokuchongwa nguMphathiswa, njengoko kuchaziwe kwicandelo 11 loMthetho yaye, apho kufanelekileyo, iBhunga leMfundo loBudlelwane baBasebenzi.

UMthetho weZikolo woMzantsi Afrika, 1996 (SASA) (uMthetho 84 ka1996):

Lo Mthetho usebenza kwimfundo yazo zonke izikolo kwiRiphabliki yoMzantsi Afrika. Injongo yawo kukuncedisa kwilungelo lomgaqo-nkqubo kwimfundo. Ngokuxhomekeke kulo Mthetho kunye nayo nayiphi na eminye imithetho yephondo esebenzayo, nawuphi na umzali kufuneka anyanzelise nawuphi na umfundi anoxanduva lwakhe okokuba ahambe isikolo ukususela kusuku lokuqala lwesikolo lonyaka apho umfundi lowo afikelela kubudala beminyaka esixhenxe de kube lusuku lokugqibela lwesikolo lonyaka apho umfundi lowo afikelela kubudala beminyaka elishumi elinesihlanu okanye kwigreyidi yesithoba, nayiphi na afike kuyo kuqala. Lo Mthetho ubhangisa naluphi na uhlobo localulo, uzama ukulungisa ukungabikho kobulungisa kwangaphambili ngokubonelelwa kwemfundo nokunikezelwa kwemfundo ekumgangatho ophakamileyo ngamanqanaba kulungiselelwa bonke abafundi.

Ngokwemiqathango yalo Mthetho, amahlakani amathathu ongamela imisebenzi yezikolo:

- i) urhulumente wesizwe omelwe nguMphathiswa weMfundo yeSiseko ondima yakhe ephambili ikukumisela umgaqo-nkqubo wesizwe, oxhomekeke kwizibonelelo zoMgaqo-siseko, izibonelelo zoMthetho nokucamngca ngegunya lendlu yowiso-mthetho yephondo;
- ii) urhulumente wephondo osebenza ngoMphathiswa wePhondo weMfundo. UMphathiswa wePhondo uthwele uxanduva lokubonelela izikolo zoluntu kunye, ngokunjalo kunye neNtloko yeSebe, basebenzise ulawulo lwesigqeba nolokuphatha kwizikolo zoluntu ngokusetyenziswa kweenqununu; kunye
- iii) nequmrhu elilawulayo apho ulawulo lwezikolo lugunyaziswe khona ngaphandle kokuba bayenza kuphela imisebenzi enjalo nezigunyaziso yaye bawasebenzisa amalungelo anjalo njengoko echazwe yiSASA.

UMthetho oYilwayo oLungisiweyo weMithetho yeMfundo yeSiseko epapashwe nguMphathiswa weMfundo yeSiseko kwiGazethi kaRhulumente 41178, kwiSaziso 1101 somhla we13 kweyeDwarha 2017, ucebisa izilungiso kulo Mthetho.

UMthetho weMfundo weSikolo sePhondo leNtshona Koloni, 1997 (uMthetho 12 ka1997) njengoko ulungisiwe ngowama-2018:

Izilungiso kuMthetho oqulunqwe ngowama-2018, zenza isibonelelo:

- sokusekwa kogunyaziwe wovavanyo oya kwaziwa njengoGunyaziwe woVavanyo lweZikolo zeNtshona Koloni (okanye "SEA"), oxhibe ukuphucula uvavanyo olulungileyo lwesikolo nokusekwa kweSEA entsha eNtshona Koloni ukuqhuba iimvavanyo ezizimeleyo zokulunga kwesikolo ezifezekileyo, eziphandle nezifanelekileyo ekuncedeni ukuphuculwa kwesikolo kwiphondo. Iziphumo zezi mvavanyo ziyapapashwa.

- kwiZikolo zeNtsebenziswano kunye neZikolo eziXhaswa ngeMali yoMnikelo. Indlela yeWCED kwiZikolo zeNtsebenziswano neZikolo eziXhaswa ngeMali yoMnikelo ibonisa ukuzibophelela koRhulumente weNtshona Koloni ekucamngceni zonke iindlela zenguqulelo zamathuba okuphucula, ingakumbi kuluntu oluhluphekileyo.
- sokusekwa kwezibonelelo zongenelelo zethuba elifutshane kulunguselelwa abafundi abafunyaniswe benobutyala bokuziphatha kakubi kakhulu, ngohlobo olulolunye lwesohlwayo kunokugxothwa.
- ukuncediswa kokunikwa kwengqwalasela kwigumbi lokufunda, kunye, nokunikezelwa konxaxho kuthintelo lotywala kwimimandla yesikolo, xa kwenziwe isicelo kwiNtloko yeSebe, okokuba ivumele ukuselwa okanye ukuthengiswa kotywala kwimimandla yesikolo okanye nakuwuphi na umsebenzi wesikolo obanjelwa kummandla wesikolo.

UMyalelo wesiCwangciso soPhuculo sokuNikezelwa kweNkonzo (SDIP), 2019:

I-SDIP njengoko ikhutshwe liSebe leNkonzo kaRhulumente noLawulo (DPSA) idinga okokuba isebe kufuneka lingenise iiSDIP zalo ezivunyiweyo kwiDPSA ngomhla wama-31 kweyoKwindla rhoqo ngeminyaka emi-5. Ii-SDIP kufuneka zilungelelaniswe kwiziCwangciso zeQhinga zesebe ngalinye.

UMthetho weNgqesho yooTitshala, 1998 (uMthetho 76 ka1998):

Lo Mthetho usetyenziswa kwinqesho yootitshala kwizikolo zikarhulumente nakwii-ofisi zesebe nokunikezelwa kokumisela kwemivuzo kunye neminye imiqathango yenkonzo yootitshala nguMphathiswa weMfundo yeSiseko, kuxhonyekeke kuMthetho woBudlelwane waBasebenzi okanye nasiphi na isiVumelwano esiHlangeneyo esiqukunjelwe liBhunga loBudlelwane baBasebenzi kunye neMiqathango yoLawulo lwaBasebenzi (PAM).

UMthetho oYilwayo oLungisiweyo weMithetho yeMfundo yeSiseko epapashwe nguMphathiswa weMfundo yeSiseko uceba izilungiso kulo Mthetho.

UMthetho woLawulo lweMali kaRhulumente, we-1999 (uMthetho 1 ka1999):

Lo Mthetho usetyenziswa kumaqumrhu karhulumente adweliswe kwiShedyuli 2 okanye eyesi-3, kumaziko omgaqo-siseko kunye nezindlu zowiso-mthetho zephondo kuxhonyekeke kwicandelwana 3(2) loMthetho, yaye ulawula ukuthatyathwa koxanduva, ukuba selulaba kunye nokulawulwa okuzinzileyo kwengeniso, inkcitho, ii-asethi kunye namatyalaamaziko adweliswe kwicandelo 3 loMthetho, yaye uqulathe ngokunjalo uxanduva lwabantu abaphathiswe ngokuthenjwa ulawulo lwemali. Ngokuhambelana namacandelo 13 kunye nelama-22 ePFMA, imirhumo yesikolo asiyiyo inxalenye yeengxowa-mali zengeniso, ezilawulwa yiPFMA. Oku kuthetha okokuba iPFMA ayisebenzi ezikolweni yaye ngoko ulawulo lwemali lweengxowa-mali zesikolo lubonelelwe kwiSASA yaye alubonelelwanga kwiPFMA.

UMthetho weBhunga loMzantsi Afrika looTitshala, 2000 (uMthetho 31 ka2000):

Lo Mthetho ujongene nokubhaliswa kootitshala abakwikhono lokufundisa kunye neBhunga loMzantsi Afrika elilungiselelwe ooTitshala (SACE), yaye ubonelela ngaphezulu ngokukhuthazwa, ngokuphuhlisa nokwandiswa kobuchule bekhono lokufundisa ngokunjalo nokunyanzeliswa kweKhowudi yeeNqobo eziseSikweni zoBuchule beSakhono elungiselelwe ootitshala ukukhusela isidima sobuchule besakhono ngokuqhubekayo.

UMthetho weNkonzo kaRhulumente, 1994 (isiBhengezo 104 se-1994):

Lo Mthetho ujongene nombutho kunye nolawulo lwenkonzo karhulumente weRiphabliki ngokunjalo nokulawulwa kwemiqathango yengqesho, isithuba sokuba se-ofisini, ululeko, ukuthathwa komhlalaphantsi nokugxothwa kwamalungu enkonzo karhulumente.

UMthetho wokuKhuthazwa koLawulo loBulungisa [PAJA], 2000 (uMthetho 3 wama-2000) kunye noMthetho wokuKhuthazwa koFikelelo kwiNgcaciso [PAIA], 2000 (uMthetho 2 ka2000): Le Mithetho zizixhobo eziyimfuneko zowiso-mthetho yaye isebenza, kwimeko yePAJA, kuyo yonke imisebenzi yolawulo eyenziwa lulawulo lukarhulumente oluthi lube nempembelelo kumalungu oluntu. Ujongene neemfuno zobulungisa kwinkqubo ukuba ngaba isigqibo solawula sichaphazele umntu (icandelo 3) okanye uluntu (icandelo 4), izizathu zenyathelo lolawulo kunye nemihlaba yokuhlaziya kwesigwebo (amacandelo 5 kunye nelesi-6). I-PAIA kwelinye icala ijongene necandelo 32 loMgaqo-siseko, ilungelo lokufikelela 'kwiirekhodi' zengcaciso ezigcinwe ngamaqumrhu karhulumente nawangasese ezifana namaxwebhu onke, okurekhodiweyo kunye nemathiriyeli eboniswayo, kodwa angabhekiselelanga kumangalelwano loluntu nololwaphulo-mthetho.

UMthetho wokuKhuselwa kweNgcaciso yoMntu, 2013 (POPIA) (uMthetho 4 ka2013):

Ukukhuthazwa kokukhuselwa kokuqwalaselwa kwengcaciso yomntu ngamaqumrhu karhulumente nawangasese; ukuveliswa kwemiqathango ethile ukulungiselela ukusekwa kweemfuno eziphantsi zokuqwalaselwa kwengcaciso yomntu; ukubonelela ngokuswekwa koMlawuli weNgcaciso ukulungiselela ukusetyenziswa kwamagunya athile nokwenziwa kwemigaqo ethile nemisebenzi ngokwemiqathango yalo Mthetho kunye noMthetho wokuKhuthazwa kokuFikelela kwiNgcaciso, 2000; ukubonelela ngokukhutshwa kweekhowudi zokuziphatha; ukubonelela ngamalungelo abantu ngokuphathelele kunxibelelwano lwe-elektroniki olungabongozwanga kunye nokuthatyathwa kwesigqibo okuzenzekeleyo; ukulawulwa kokungena nokuphuma kwengcaciso yomntu ngaphaya kwemida yeRiphabliki; nokubonelela kwimiba enxulumene noko.

UMthetho weMpilo noKhuselo eNgqeshweni, 1993 (OHS Act) (uMthetho 85, ka1993):

Ukubonelelwa ngempilo nokhuselo lwabantu engqeshweni kunye nempilo nokhuseleko lwabantu ngokunxulumene nokusetyenziswa komzi-mveliso kunye noomatshini; ukukhuselwa kwabantu ingengabo abantu abasemsebenzini kwiingozi kwimpilo nokhuselo oluvela okanye ngokunxulumena nemisebenzi yabantu abasemsebenzini; ngokusekwa kwebhunga lengcebiso okanye lwempilo nokhuselo engqeshweni; nokubonelela kwimiba enxulumene noko apho.

UMthetho woBudlelwane kuBasebenzi, 1995 (LRA) (uMthetho 66 ka1995):

Ukutshintsha umthetho olawula ubudlelwane babasebenzi kunye, ngenxa yaloo njongo –

- kunika intsingiselo kwicandelo 27 loMgaqo-siseko;
- kulawula amalungelo emibutho yomamyano lwabasebenzi;
- kukhuthaza yaye kuququzelela uthethwano oluhlangeneyo kwindawo yokusebenza nakwinqanaba lecandelo;
- kulawula ilungelo lokuqhankqalaza kunye noncedo kukuvallelwa kwabasebenzi ngabaqeshi kuba bengavani ngemiba ethile kuthotyelwa uMgaqo-siseko;
- kukhuthaza ukuthatyathwa kwenxaxheba ngumsebenzi kukwenziwa kwezigqibo ngokusekwa kweeforum kwindawo yokusebenza;
- kubonelela ngeenkqubo ezilula zesisombululo kwiimbambano zabasebenzi ngokusetyenziswa koxolelo olusemthethweni, ungenelelo kunye nolamlo (ekungenxa
- yaloo njongo kusekwe iKhomishini yoXolelwaniso, yoNgenelelo, kunye noLamlo), ngokusetyenziswa kweendlela ezizezinye ezizimeleyo
- iinkonzo eziqinisekisiweyo zokusonjululwa kwembambano kulungiselelwa loo njongo;
- ukusekwa kweNkundla yemicimbi yaBasebenzi kunye neNkundla yokuBhena yemicimbi yaBasebenzi njengeenkundla eziphezulu, ezinommandla wolawulo owodwa wokwenza isigqibo ngemicimbi evela kuMthetho;

- ukubonelela ngenkqubo eyenziwe lula yokubhaliswa kweemanyano zabasebenzi kunye nemibutho yabaqeshwa nokuyibonelela
- ngolawulo ukuqinisekisa ngeendlela ezinentando yesininzi kunye nolawulo olululo lwemali;
- ukunikezela ngentsingiselo kwizigunyaziso zomthetho wehlabathi karhulumente weRiphabliki enxulumene nobudlelwane babasebenzi;
- ukulungisa nokubhangisa imithetho ethile enxulumene nobudlelwane babasebenzi; kunye
- nokubonelela ngemiba ehamba nayo.

Ngaphezulu kwezigunyaziso zowiso-mthetho ezichazwe apha ngasentla, amaphepha alandelayo engcaciso yomgaqo-nkqubo, imigaqo-nkqubo kunye nemimiselo ikhokhela iWCED ekunikezeleni kwayo imfundo elungileyo:

INgxelo yeSizwe yeKharityhulam yeGreyidi R-12:

Le iqulathe iingxelo zoMgaqo-nkqubo weKharityhulam noVavanyo yazo zonke izifundo ezivunyiweyo zesikolo;

Umgaqo-nkqubo weSizwe ophathelelene nenkqubo kunye neemfuno zokukhuthazwa kweNngxelo yeSizwe yeKharityhulam kaGreyidi R ukuya kweye-12; kunye Nesivumelwano soMnqophiso weSizwe woVavanyo, kwiGreyidi R ukuya kweye-12.

IPhepha leNgcaciso yoMgaqo-nkqubo weMfundo 5:

IPhepha leNgcaciso yoMgaqo-nkqubo weMfundo 5 elingoPhuhliso lwaNgethuba loBuntwana (2000) linonelela ngokwandiswa nokuthatyathwa kwenxaxheba ngabeneminyaka emi-5 ubudala kulwamkelo lwaphambi kokungena esikolweni kwimfundo yegreyidi, kulungiselelwa ukuphuculwa kokulunga kweenkqubo, uludwe lwezifundo kunye nophuhliso lukatitshala. (0-4 kunye nobudala beminyaka emi-6-9).

IPhepha leNgcaciso yoMgaqo-nkqubo weMfundo 6:

IPhepha leNgcaciso yoMgaqo-nkqubo weMfundo 6 elingeMfundo ebandakanya bonke abantwana (2001) lichaza ukumilisela kwemfundo ebandakanya bonke abantwana kuwo onke amanqanaba enkqubo ukulungiselela ukubandakanywa kwabafundi abasesichengeni, ukususwa kwezithintelo ekufundeni, amacandelo enkxaso achongiweyo kunye neendlela zokuphucula ukugcinwa kwabafundi bekwinkqubo yesikolweni.

IPhepha leNgcaciso yoMgaqo-nkqubo weMfundo 7:

IPhepha leNgcaciso yoMgaqo-nkqubo weMfundo 7 limalunga nemfundo yekhompyutha nokusetyenziswa kwe-ICT ukuqhubela phambili ufezekiso. Lichaza unxulumano lwootitshala nabafundi omnye komnye ukulungiselela ukwabelana ngezimvo kunye nengcaciso, iinkonzo zenkxaso nokunikezelwa kwamaqonga okufunda kulungiselelwa ukulungiswa kwemfundo. Imigaqo-nkqubo kunye nezikhokhelo ezingasezantsi zisekwisimo soyilo yaye zinganakho ukuphemelela amaqhinga esebe:

INgxelo eYilwayo yoMgaqo-nkqubo weKharityhulam noVavanyo lwaBafundi aBakhubazeke kaKhulu ngeNgqondo (SID), beGreyidi R-5:

Lo Mgaqo-nkqubo umeme izimvo zoluntu yaye uqikelela ukwandlala ulwazi nezakhono ngendlela esebenzayo kakhulu kububanzi nobunzulu obuncitshisiweyo, ngeli thuba yenza ngokunjalo kubekho izifundo ezimbalwa zesakhono somsebenzi, unikezela ngethuba lokufumana ungxelo yofezekiso eqinisekisiweyo. I-WCED ingenise impendulo yayo kwiDBE ngomhla woku-1 kweyeThupha 2018.

IZikhokhelo eziYilwayo ezingokuBonelelwa kweNkqubo yeMfundo eBandakanya bonke abantwana:

IZikhokhelo eziYilwayo ezingokuBonelelwa kweNkqubo yeMfundo eBandakanya bonke abantwana, ezipapashwe kwiGazethi kaRhulumente 41581 yomhla wama-20 kuTshazimpuzi 2018 zijongene, phakathi kwezinye izinto, nezikolo ezizodwa, amaziko obonelelo ezi zikolo, izikolo zenkonzo ephелеleyo, izikolo zikarhulumente eziqhelekileyo kunye namaqela enxaso asekwe kwizithili.

Ngaphezulu, ezi zidweliswe ngasezantsi zinokuqhubeka ngokukhokhela isebe kwisithuba somjikelo olandelayo wokunikwa kwengxelo:

IZithethe zeSizwe neMigangatho yeNkxaso-mali yeSikolo, 2011

IZithethe zeSizwe neMigangatho yooTitshala, 2000

IMimiselo eNxulumene neZithethe eziPhantsi eziFana neMigangatho yeZibonelelo zeZikolo zikaRhulumente, yomhla wama-29 kweyeNkanga 2013

ULwimi kuMgaqo-nkqubo weMfundo, 1997

UMgaqo-nkqubo weSizwe ongeNkolo neMfundo, 2003

UMgaqo-nkqubo weSizwe ngeHIV/AIDS olungiselelwe aBafundi kunye nooTitshala kwiZikolo zikaRhulumente kunye naBafundi nooTitshala kumaZiko eMfundo ePhezulu noQeqesho, 1998

UMgaqo-nkqubo weSizwe ophathelelene neNkqubo zeMfundo ePhezulu noQeqesho: UkuVunywa kweZilungiso kwinkqubo kunye neemfuno zokunyuselwa kulungiselelwa isiQinisekiso esiPhezulu seSizwe: IsiQinisekiso esikwiNqanaba 4 lesiCwangciso-nkqubo seSizwe seziQinisekiso (NQF), kuTshazimpuzi 2007

IMimiselo enxulumene nokuqhutywa, ukuPhathwa nokuLawulwa koVavanyo kwesiQinisekiso esiPhezulu seSizwe, 29 kweyeThupha 2008

ISihlomelo kuXwebhu lweFET, iNgxelo yeSizwe yeKharithyulam kwisiCwangciso-nkqubo seSizwe esiLawula aBafundi abaneeMfuno eziZodwa, 11 kweyoMnga 2006

UCwangciso lweSizwe kuBonelelo oluLinganayo loBume obuNcedayo beNdawo yokuFundisela nokuFundela eSikolweni, 21 kweyeNkanga 2008

IsiCwangciso-nkqubo seSizwe seMfundo yooTitshala noPhuhliso eMzantsi Afrika, 26 kuTshazimpuzi 2007

liMfuno zokuLawulwa kweeMvavanyo, 2 kuTshazimpuzi 2007

UMgaqo-nkqubo weSizwe weNgcaciso yeMfundo, 2004

UMgaqo-nkqubo kumbutho, kwiindima kunye noxanduva lwezithili zemfundo, 10 kuTshazimpuzi 2013

UMgaqo-nkqubo kukuza koMfundi esikolweni, 4 kuCanzibe 2010

UMgaqo-nkqubo ka-Umalusi woLwimi, 2016

IMimiselo ephathelelene neenqobo zokukhetha zengqinisekiso yokulunga, ukuqinisekiswa nokubekwa kweliso kwezikolo ezizimeleyo kunye namaqumrhu angasese ovavanyo liBhunga leNgqinisekiso yokuLunga kweMfundo yesiQhelo nePhezulu noQeqesho, 2016

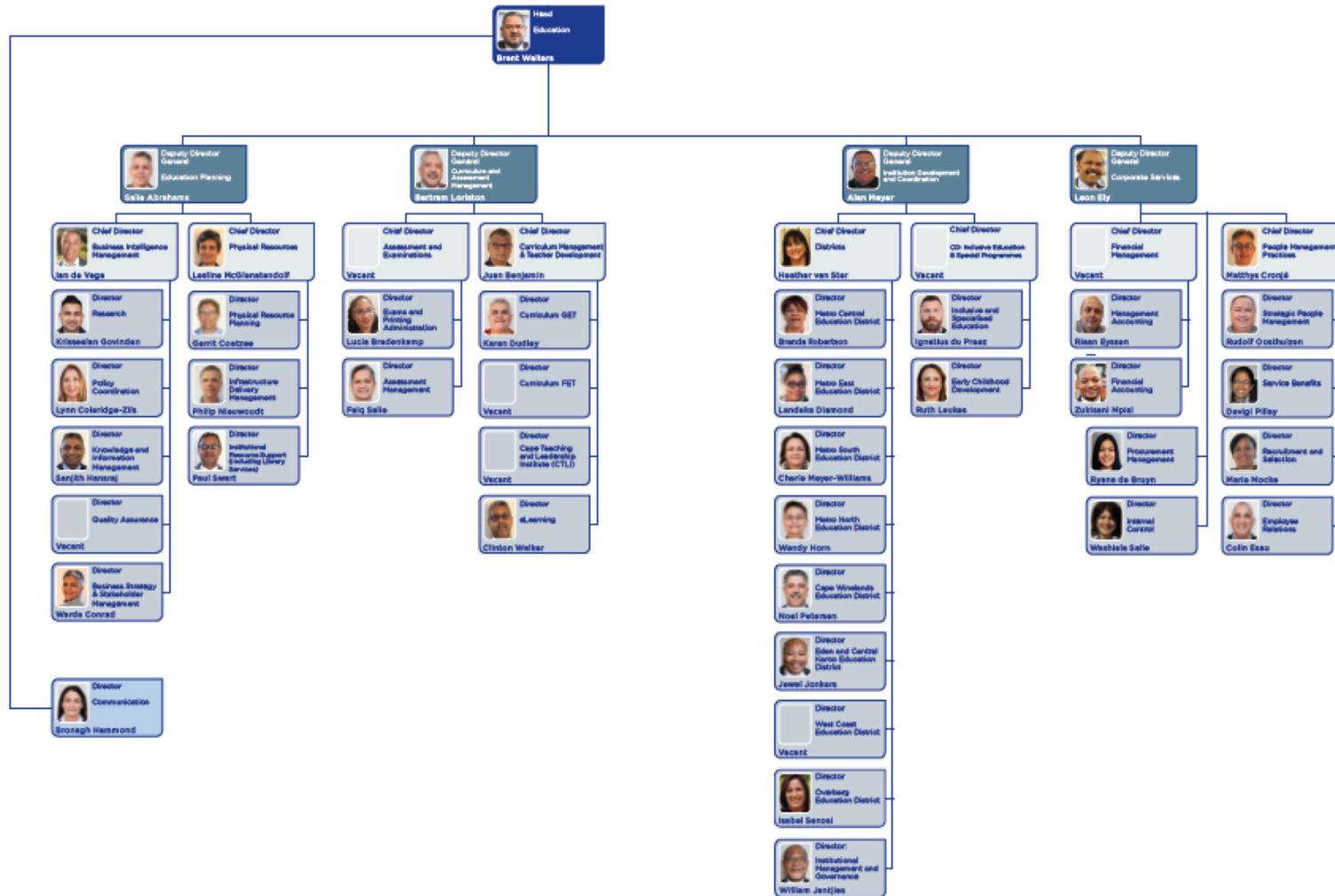
UMgaqo-nkqubo kunye neenqobo zokukhetha zengqinisekiso yokulunga, ukuqinisekiswa nokubekwa kweliso kwezikolo ezizimeleyo kunye namaqumrhu angasese ovavanyo

UMgaqo-nkqubo olungisiweyo ongoMbutho, iiNdima noXanduva lweZithili zeMfundo

Ukubhangiswa koNciphiso kuNikelo lwesiNyanzelo loCalulo-mali kunye neMathematiki

4. ISakhelo seSebe leMfundo leNtshona Koloni kunye neMisebenzi

4.1 ISakhelo



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4.2 Imisebenzi

UCwangciso lweMfundo lubonelela ngophando, ulungelelwaniso lomgaqo-nkqubo, ucwangciso kunye nenkxaso yezibonelelo, ulawulo lwengcaciso ebekwe kwindawo esembindini kunye nengqinisekiso yokulunga.

ULawulo lweKharithyulam noVavanyo lunoxanduva lophuhliso lwekharithyulam, inkxaso nolungelelwaniso lwemfundo yesiqhelo nephezulu kunye noqeqesho, ngokunjalo nemisebenzi ekhulayo yovavanyo kunye neemviwo.

UPhuhliso lweZiko noLungelelwaniso lulungelelanisa ulawulo lwemfundo lwezithili zemfundo ezisibhozo yaye lubonelela ngenkxaso yokuphatho neyolawulo kwizikolo. Isebe libandakanya iCandelo eliyiNtloko: IMfundo eBandakanya bonke abantwana neNkqubo eziZodwa ukulungiselela ukuphathwa kwemfundo yezikolo ezizodwa kunye neenkqubo ezizezinye ezizodwa.

Isebe, **liNkonzo zeQumrhu**, linoxanduva lokulawula izibonelelo zemali, libandakanya, imali nobalo-mali lolawulo, ulawulo lwangaphakathi, ulawulo lokuthengwa kwempahla. Libandakanya ngokunjalo iindlela zolawulo lwabantu ezibandakanya izibonelelo zenkonzo, ukufunwa nokukhethwa kwabasebenzi, ubudlelwane babasebenzi kunye nolawulo lweqhinga lwabantu.

INTloko yeSebe

Imisebenzi: INTloko yeMfundo inoxanduva lokumilisela isigunyaziso seWCED sokubonelela ngemfundo yesiqhelo nephezulu kunye noqeqesho ezikolweni, kunye neenkonzo ezinxulumene noko, kubandakanywa iimfundo yeemfundo ezizodwa, nokuxhasa uphuhliso lwangethuba lobuntwana ngokuhambelana nomgaqo-nkqubo wesizwe nephondo.

Ukuqinisekisa ngokulunga kwemfundo kunye namaziko emfundo kwiphondo ngokubanzi:

- Ngokunikezelwa kweenkonzo zonxibelelwano zesebe. Ukulawulwa kweqhinga leshishini kunye nenkqubo yolawulo lwabachaphazelekayo;
- Ngokunikezelwa kweenkonzo zocwangciso lwemfundo; ukulawulwa kophuhliso lwekharithulam, uvavanyo neenkqubo zokuhlolwa;
- Ngokulawulwa kophuhliso lwamaziko emfundo kunye namacandelo olawulo nokulungelelaniswa kokunikezelwa kweenkqubo kunye nemisebenzi. Ukulawulwa kokusebenza okuqhubekayo nokuzinzileyo, ukufaneleka kunye noqoqosho ekunikezelweni kwenkxaso yequmrhu;
- Ngokunikezelwa kwenkxaso yesigqeba neyokulawula kwiNtloko yeSebe; Amathuba oqeqesho alungiselelwe ootitshala nabasebenzi abangengabo ootitshala
- Ngokuchongwa kweenkqubo zokutya kunye neminye imiqathango yokudanjiiswa kwendlala neyokhuselo
 - Ngenkxaso kootitshala ngokubonelelwa kwemiqathango yesiseko yenkonzo, iinkuthazo kunye nenkqubo yempilo-ntle yomqeshwa

INkqubo 1: ULawulo

Ukunikezela ngolawulo ngokubanzi lwenkqubo yemfundo ngokuhambelana noMthetho woMgaqo-nkqubo weSizwe weMfundo, uMthetho woLawulo lweMali kaRhulumente kunye neminye imigaqo-nkqubo.

- INkqutyana 1.1: I-Ofisi kaMEC: Ukubonelela ngokusebenza kwe-ofisi yeLungu leBhunga leSigqeba (MEC) wemfundo ngokuhambelana nencwadi yemigaqo yabaphathiswa.
- INkqutyana 1.2: IiNkonzo zeQumrhu: Ukubonelela ngeenkonzo zolawulo ezingathanga ngqo kwimfundo kulungiselelwa inkqubo yemfundo
- INkqutyana 1.3: ULawulo lweMfundo: Ukunonelela ngeenkonzo zolawulo lwemfundo kulungiselelwa inkqubo yemfundo
- INkqutyana 1.4: UPuhliso lweMicimbi yaBasebenzi: Ukubonelela ngophuhliso lwemicimbi yabasebenzi kulungiselelwa abasebenzi abasebenzi kwii-ofisi
- INkqutyana 1.5: INkqubo yeNcaciso yoLawulo lweMfundo (EMIS): Ukubonelela ngeNkqubo yeNgcaciso yoLawulo lweMfundo ngokuhambelana noMgaqo-nkqubo weSizwe weNgcaciso yeMfundo

INkqubo 2: IMfundo yeZikolo zesiQhelo zikaRhulumente

Ukubonelela ngeMfundo yesiQhelo kaRhulumente ukususela kwiiGreyidi 1 ukuya kweye-12, ngokuhambelana noMthetho weZikolo zoMzantsi Afrika kunye nePhepha leNgcaciso yoMgaqo-nkqubo 6 elingemfundo ebandakanya bonke abafundi. (iMfundo yeKhompyutha ibandakanyiwe ngokunjalo.)

- INkqutyana 2.1: INqanaba leZikolo zikaRhulumente lasePrayimari: Ukubonelela iZikolo zikaRhulumente zesiQhelo (kubandakanywa iMfundo ebandakanya bonke abafundi) ngezibonelelo ezidingekayo kwinqanaba leGreyidi 1 ukuya kweye-7

- INkqutyana 2.2: INqanaba leZikolo zaseSekondari zikaRhulumente: Ukubonelela kwiZikolo ezithile zesiQhelo zaseSekondari zikaRhulumente (kubandakanywa iMfundo ebandakanya bonke abafundi) ngezibonelelo ezidingekayo kwinqanaba leGreyidi 8 ukuya kwele-12
- INkqutyana 2.3: UPuhliso lweMicimbi yaBasebenzi: Ukubonelela ngeenkono zesebe kulungiselelwa upuhliso lootitshala kunye nabasebenzi abangengabo ootitshala kwizikolo zikarhulumente.
- INkqutyana 2.4: IMinikelo eneMiqathango: Ukubonelela ngeeprojekti eziphantsi kwenkqubo 2 ezichazwe liSebe leMfundo yeSiseko yaye zixhaswa ngemali yiminikelo enemiqathango

INkqubo 3: INxaso-mali yeZikolo eziZimeleyo

Ukuxhasa izikolo eziZimeleyo ngokuhambelana noMthetho weZikolo zoMzantsi Afrika

- INkqutyana 3.1: INqanaba lasePrayimari: Ukuxhasa izikolo eziZimeleyo kumanqanaba eeGreyidi 1 ukuya kweyesi-7
- INkqutyana 3.2: INqanaba laseSekondari: Ukuxhasa izikolo eziZimeleyo kumanqanaba eeGreyidi 8 ukuya kweye-12

INkqubo 4: IMfundo yeZikolo zeMfundo eYodwa zikaRhulumente

Ukubonelela ngemfundo karhulumente yesinyanzelo kwizikolo ezizodwa ngokuhambelana noMthetho weZikolo zoMzantsi Afrika kunye nePhepha leNgcaciso loMgaqo-nkqubo 6 elingeMfundo eBandakanya bonke abafundi. Kubandakanywa ukufundwa kwekhompyutha kunye nemfundo ebandakanya bonke abafundi.

- INkqutyana 4.1: IZikolo: Ukunikezela kwiZikolo eziZodwa zikaRhulumente ezithile ngezibonelelo. (Kubandakanywa ukufundwa kwekhompyutha kunye nemfundo ebandakanya bonke abafundi.)
- INkqutyana 4.2: UPuhliso lweMicimbi yaBasebenzi: Ukubonelela ngeenkono zesebe kulungiselelwa ubuchule kunye nolunye upuhliso lootitshala kunye nabasebenzi abangengabo ootitshala abakwizikolo ezizodwa zikarhulumente (kubandakanywa iMfundo ebandakanya bonke abafundi).
- INkqutyana 4.3: IMinikelo eneMiqathango: Ukubonelela ngeeprojekti eziphantsi kwenkqubo 4 ezichazwe liSebe leMfundo yeSiseko yaye zixhaswa ngemali yiminikelo enemiqathango (kubandakanywa iMfundo ebandakanya bonke abafundi)

Qaphela okokuba iNkqutyana: “Iinkonzo zeMidlalo yeSikolo, ezeNkcubeko nezoPapasho” azibonelelwa njengoko umsebenzi uphantsi kweSebe leMicimbi yeNkcubeko neMidlalo.

INkqubo 5: UPuhliso lwaNgethuba loBuntwana

Ukubonelela ngoPuhliso lwaNgethuba loBuntwana (ECD) kwigreyidi R nakwigreyidi engaphambi kwegreyidi R ngokuhambelana nePhepha leNgcaciso yoMgaqo-nkqubo 5. (Ukufundiswa kwekhompyutha kubandakanyiwe nako).

- INkqutyana 5.1: IGreyidi R kwiZikolo zikaRhulumente: Ukubonelela kwizikolo ezithile zesiqhelo zikarhulumente ngezibonelelo ezidingekayo kulungiselelwa uGreyidi R
- INkqutyana 5.2: IGreyidi R kumaZiko oPuhliso lwaNgethuba loBuntwana: Ukuxhasa uGreyidi R kumaZiko oPuhliso lwangethuba lobuntwana
- INkqutyana 5.3: Uqeqesho lwegreyidi engaphambi koGreyidi R: Ukubonelela ngoqeqesho nentlawulo yemivuzo yamagcisa/ootitshala begreyidi engaphambi koGreyidi R
- INkqutyana 5.4: UPuhliso lweMicimbi yaBasebenzi: Ukubonelela ngeenkono zesebe kulungiselelwa ukuphuhliswa kwamagcisa/ootitshala kunye nabasebenzi abangengabo ootitshala kwigreyidi R abakwizikolo zikarhulumente kunye namaziko e-ECD

- INkqutyana 5.5: IMinikelo eneMiqathango: Ukubonelela kwiiprojekti eziphantsi kweNkqubo 5 ezichazwe liSebe leMfundo yeSiseko yaye zixhaswa ngemali ngeminikelo enemiqathango

INkqubo 6: UPhuhliso lweZibonelelo

Ukubonelela nokugcinwa kwamaziko kulungiselelwa izikolo kunye nalawo angezizo izikolo

- INkqutyana 6.1: ULawulo: Ukubonelela nokugcinwa kwamaziko ezibonelelo kulungiselelwa ulawulo
- INkqutyana 6.2: IZikolo zesiQhelo zikaRhulumente: Ukubonelelwa nokugcinwa kwamaziko ezibonelelo alungiselelwe izikolo zesiQhelo zikarhulumente
- INkqutyana 6.3: IZikolo eziZodwa: Ukubonelelwa nokugcinwa kwamaziko ezibonelelo alungiselelwe izikolo ezizodwa zikarhulumente
- INkqutyana 6.4: UPhuhliso lwaNgethuba loBuntwana: Ukubonelelwa nokugcinwa kwamaziko ezibonelelo alungiselelweuphuhliso lwangethuba

INkqubo 7: liMviwo neNkonzo eziNxulumene neMfundo

Ukubonelelwa kwamaziko emfundo aneenkonzo zemviwo nanxulumene nemfundo.

- INkqutyana 7.1: liNtlawulo eziya kwiSETA: Ukubonelelwa kweHRD yabasebenzi ngokuhambelana noMthetho woPhuhliso lweZakhono
- INkqutyana 7.2: liNkonzo zoBuchule: ukubonelelwa kootitshala kunye nabafundi ezikolweni kunye neenkonzo zenkxaso ezilawulwa lisebe
- INkqutyana 7.3: liMviwo zaNgaphandle: Ukubonelelwa kweenkonzo zemviwo ezilawula lisebe
- INkqutyana 7.4: liProjekti eziZodwa: Ukubonelelwa kweeprojekti ezizodwa zongenelo ezilawulwa lisebe kwinkqubo yemfundo.
- INkqutyana 7.5: IMinikelo eneMiqathango: Ukubonelelwa kweeprojekti ezichazwe liSebe leMfundo ezisebenza kwiinkqubo ezingaphezulu kwenkqubo enye yaye zixhaswa ngemali meminikelo enemiqathango

5. **linkcukacha eziphambili zoqhagamshelwano kulungiselelwa ufikelelo kwiSebe leMfundo leNtshona Koloni**

IGosa leNgcaciso

Igama: Brent Walters

Imfono-mfono: 021 467 2536

I-Imeyile: eduhead.eduhead@westerncape.gov.za

AmaGosa aSekelayo eNgcaciso

PAIA:			
Umlawuli:	Igama	Imfono-mfono	I-imeyile
Unxibelelwano	Bronagh Hammond	021 467 2531	bronagh.hammond@westerncape.gov.za
POPIA			
Umlawuli:	Igama	Imfono-mfono	-imeyile

PAIA:			
Umlawuli:	Igama	Imfono-mfono	I-imeyile
ULawulo lweZiko nokuPhathwa	William Jantjies	021 467 2611	william.jantjies@westerncape.gov.za

Ufikelelo lonxibelelwano lwengcaciso ngokubanzi

I-imeyile: anna-mare.hanekom@westerncape.gov.za

I-Ofisi eyiNtloko

IDilesi yeposi: Private Bag x9114, Cape Town, 8000

IDilesi yeSakhiwo: 1 North Wharf Square, iSitalato 2 Lower Loop, eKapa, 8001

Imfono-mfono: 021 467 2000

I-Imeyile: media1.media1@westerncape.gov.za

IWebhusayiti: westerncape.gov.za/education

6. Inkcazelo yalo lonke uncdo olufumanekayo ngokuphathelele kuthatyatho lwamanyathelo okanye ukusilela ukuthatyathwa kwamanyathelo kweSebe leMfundo leNtshona Koloni

Umthetho osebenza kwiSebe leMfundo leNtshona Koloni unakho ukubonelela ngovavanyo kwakhona lwangaphakathi okanye inkqubo yokubhena. Ukuba ngaba le nkqubo yenziwe ngokupheleleyo, okanye kungabikho sibonelelo esenziweyo kulungiselelwa inkqubo enjalo, kunakho ukuyiwa enkundleni kulungiselelwa ukufunyanwa komyalelo ofanelekileyo ngokuhambelana noMthetho wokuKhuthazwa koLawulo loBulungisa, 2000.

Imibuzo, izikhalazo, okanye izimvo eziphathelele nakuluphi na unikezelo lwenkonzo lweSebe leMfundo leNtshona Koloni lwenziwe njengoku kulandelayo:

Imfono-mfono: 021 467 2000 (7:30 kusasa – 16:00 emva kwemini)

I-imeyile: Eduhead.eduhead@westerncape.gov.za

Tyelela iSebe leMfundo leNtshona Koloni @ 1 North Wharf Square, iSitalato 2 Lower Loop, eKapa, 8001

Iphepha lamalungelo okunikezelwa kwenkonzo: <https://wcedonline.westerncape.gov.za/wced-services-access-schedule>

Uqhagamshelwano lweWCED: <https://www.westerncape.gov.za/education/contact-us>

7. Isikhokhelo ngendlela yokusetyenziswa kwePAIA nendlela yokufikelela kwisikhokhelo

7.1 Umlawuli, ngokwemiqathango yecandelo 10(1) lePAIA, uhlaziye yaye wenza safumaneka iSikhokhelo esihlaziyiweyo ngendlela yokusetyenziswa kwePAIA ("ISikhokhelo"), ngohlobo nendlela enokuqondwa, njengoko kunokufunwa ngokufanelekileyo ngumntu othanda ukusebenzisa naliphi na ilungelo eliqukunqwe kwiPAIA nePOPIA.

7.2 ISikhokhelo siyafumaneka ngolwimi ngalunye kwiilwimi ezisesikweni.

7.3 ISikhokhelo esichazwe ngasentla siqulathe inkcazelo-

7.3.1 yeenjongo zePAIA kunye nePOPIA;

7.3.2 idilesi yeposi neyesitalato, imfono-mfono kunye, ukuba ikho, idilesi ye-imeyile ye-elektroniki-

7.3.2.1 iGosa leNgcaciso lalo naliphi na iqumrhu likarhulumente, kunye

7.3.2.2 naliphi na iGosa eliSekelayo leNgcaciso lalo naliphi na iqumrhu likarhulumente nelangasese elityunjiweyo ngokwemiqathango yecandelo 17(1) lePAIA¹ kunye necandelo 56 lePOPIA²;

7.3.3 indlela nohlobo lwesicelo-

7.3.3.1 sokufikelela kwirekhodi yequmrhu likarhulumente eliqulunqwe kwicandelo 11³; kunye

7.3.3.2 nesokufikelela kwirekhodi yequmrhu langasese eliqulunqwe kwicandelo 50⁴;

7.3.4 uncedo olukhoyo oluvela kwiOfisi yeNgcaciso yequmrhu likarhulumente ngokuhambelana nePAIA kunye nePOPIA;

7.3.5 uncedo olukhoyo oluvela kuMlawuli ngokuhambelana nePAIA kunye nePOPIA;

7.3.6 lonke uncedo kumthetho okhoyo ophathelelene nelungelo okanye imfanelo enikezelweyo okanye ebekwe emagxeni yiPAIA kunye nePOPIA, kubandakanywa indlela yokufakwa-

7.3.6.1 kwesibheni sangaphakathi;

7.3.6.2 isikhalazo kuMlawuli; kunye

7.3.6.3 nesimangalo kwinkundla esichasene nesigqibo esenziwe ligosa lengcaciso lequmrhu likarhulumente, isigqibo esingokubhena kwangaphakathi esenziwe nguMlawuli okanye isigqibo sentloko yequmrhu likarhulumente;

¹ Icandelo 17(1) lePAIA- kulungiselelwa iinjongo zePAIA, iqumrhu ngalinye likarhulumente kufuneka, kuxhonyekeke kumthetho olawula ukuqeshwa kwabasebenzi bequmrhu likarhulumente elichaphazelekayo, lityumba inani elinjalo labantu njengamagosa asekelayo engcaciso njengoko kuyimfuneko okokuba enze iqumrhu likarhulumente libe lelifikelekayo kangangoko kufanelekileyo kubaceli beerekhodi zalo.

² Icandelo 17(1) lePAIA- kulungiselelwa iinjongo zePAIA, iqumrhu ngalinye likarhulumente kufuneka, kuxhonyekeke kumthetho olawula ukuqeshwa kwabasebenzi bequmrhu likarhulumente elichaphazelekayo, lityumba inani elinjalo labantu njengamagosa asekelayo engcaciso njengoko kuyimfuneko okokuba enze iqumrhu likarhulumente libe lelifikelekayo kangangoko kufanelekileyo kubaceli beerekhodi zalo.

³ Icandelo 11(1) lePAIA- Umenzi wesicelo kufuneka anikwe ilungelo lofikelelo kwirekhodi yequmrhu likarhulumente ukuba ngaba lo menzi wesicelo uyahambelana nazo zonke iimfuno zomgaqo kwiPAIA ezinxulumene nesicelo sofikelelo kuloo rekhodi; yaye ufikelelo kuloo rekhodi akwaliwanga ngokuhambelana nayo nawuphi na umhlaba wokwala oqulunqwe kwiSahluko 4 seli Candelo

⁴ Icandelo 50(1) lePAIA- Umenzi wesicelo kufuneka anikwe ilungelo lofikelelo nakuyiphi na irekhodi yequmrhu langasese ukuba-

- a) ngaba irekhodi ifunelwa ukusetyenziselwa okanye ukukhuselwa kwawo nawuphi na amalungelo;
- b) umntu lowo uyahambelana neemfuno zomgaqo kwiPAIA ezinxulumene nesicelo sofikelelo kuloo rekhodi; kunye
- c) nofikelelo kuloo rekhodi alwaliwa ngokuhambelana nawo nawuphi na umhlaba wokwala oqulunqwe kwiSahluko 4 seli Candelo.

- 7.3.7 izibonelelo zamacandelo 14⁵ kunye nama-51⁶ zidinga iqumrhu likarhulumente nequmrhu langasese, ngokwahlukahlukeneyo, okokuba aqulunqe imanyuwali, nendlela yokufumana ufikelelo kwimanyuwali;
- 7.3.8 izibonelelo zamacandelo 15⁷ kunye nama-52⁸ zinikezela ngobhengezo lokuzithandela lwamacandelo eerekhodi liqumrhu likarhulumente nequmrhu langasese, ngokwahlukahlukeneyo
- 7.3.9 izaziso ezikhutshwe ngokwemiqathango yamacandelo 22⁹ kunye nama-54¹⁰ eziphathelelene nemirhumo ekufuneka ihlawulwe ngokuhambelana kwizicelo zofikelelo; kunye
- 7.3.10 nemimiselo eyenziwe ngokwemiqathango yecandelo 92¹¹
- 7.4 Amalungu oluntu anakho ukuhlola okanye enze iikopi zeSikhokhelo kwii-ofisi zamaqumrhu karhulumente okanye awangasese, kubandakanywa i-ofisi yoMlawuli, ngeeyure zesiqhelo zomsebenzi. ISikhokhelo sinakho ngokunjalo ukufunyanwa-
- 7.4.1 xa kwenziwe isicelo kwiGosa leNgcaciso;
- 7.4.2 kwiwebhusayiti yoMlawuli (<https://www.justice.gov.za/infoereg/>). linkcukacha zonxibelelwano zoMlawuli zikule theyibhile ingasezantsi.

I-Ofisi yoMlawuli weNgcaciso	
Imfono-mfono	Ayifumaneki
IFaksi	Ayifumaneki
IDilesi ye-Imeyile	General inquiries: enquiries@infoeregulator.org.za. Complaints: PAIAComplaints@infoeregulator.org.za -

⁵ Icandelo 14(1) lePAIA- Igosa lengcaciso lequmrhu likarhulumente kufuneka, ubuncinane ngeelwimi ezintathu ezisesikweni, enze imanyuwali equlathe ingcaciso edweliswe kumhlathi 4 ngasentla.

⁶ Icandelo 51(1) lePAIA – Intloko yequmrhu langasese kufuneka lenze imanyuwali equlathe inkcazelo yengcaciso edweliswe kumhlathi 4 ngasentla.

⁷ Icandelo 15(1) lePAIA – Igosa lengcaciso lequmrhu likarhulumente, kufuneka lenze ngendlela echaziweyo inkcazelo yamacandelo eerekhodi zequmrhu likarhulumente athi afumaneka ngokuzenzekela engakhange umntu enze isicelo sokufikelela kuzo

⁸ Icandelo 52(1) lePAIA – Intloko yequmrhu langasese inakho, ngokuzithandela, enze ngendlela echaziweyo inkcazelo yamacandelo eerekhodi equmrhu langasese afumaneka ngokuzenzekela engakhange umntu enze isicelo sokufikelela kuzo

⁹ Icandelo 22(1) lePAIA - Igosa lengcaciso lequmrhu likarhulumente ekwenziwa kulo isicelo sofikelelo, kufuneka ngesaziso afune umenzi wesicelo okokuba ahlawule umrhumo ochaziweyo wesicelo (ukuba ukho), phambi kwengqwalasela engaphezulu yesicelo.

¹⁰ Icandelo 54(1) lePAIA – Intloko yequmrhu langasese ekwenziwe kuyo isicelo sofikelelo kufuneka ngesaziso afune umenzi wesicelo okokuba ahlawule umrhumo ochaziweyo wesicelo (ukuba ukho), phambi kwengqwalasela engaphezulu yesicelo.

¹¹ Icandelo 92(1) lePAIA libonelela ngokuba– “UMphathiswa unakho, ngesaziso kwiGazethi, enze imigaqo ephathelelene-

(a) nawuphi na umba odingwayo okanye ovunyelwe ngulo Mthetho okokuba ochazwe;

(b) nawuphi na umba onxulumene nemirhumo equlathwe kumacandelo 22 nelama-54;

(c) nasiphi na isaziso esidingwa ngulo Mthetho;

(d) nendlela yokukhetha efanayo ekufuneka isetyenzisiwe ligosa lengcaciso lequmrhu likarhulumente xa lisenza isigqibo malunga namacandelo eerekhodi ekufuneka enziwe afumaneka ngokuhambelana necandelo 15; kunye

(e) nawo nawuphi na umcimbi wolawulo okanye womgaqo oyimfuneko ukunceda izibonelelo zalo Mthetho.”

IDilezi yePosi	P O Box 31533 Braamfontein, Johannesburg, 2017
IDilesi yeSitalato	J.D. House 27 Stiemens Street Braamfontein, Johannesburg, 2001
IWebhusayiti	https://www.justice.gov.za/infoereg/

8. Inkcazelo yemixholo yequmrhu eligcine phantsi kwayo iirekhodi namacandelo eerekhodi agcinwe liSebe leMfundo yeNtshona Koloni

ISebe leMfundo leNtshona Koloni ligcine iirekhodi kwimixholo elandelayo namacandelo:

Amacandelo noMcimbi woMxholo	INkqubo idinga isicelo	INkqubo efumaneka ngokuzenzekela (IiNkcukacha zolwazi eziFumanekayo)
Iirekhodi ezigcine inxalenye yesicwangciso seFayile eFanayo yeWCG (1-11 uluhlu lwenkxaso)		
UMbutho noLawulo (umz.) 1. Ulungiso ngokutsha kwemisebenzi 2. UkuNikezelwa kwamaGunya 3. Ucwangciso 4. Imiyalelelo ye-ofisi kunye neekhowudi 5. IiNkqubo zokuSebenza koMbutho 6. Upapasho lonyaka ngokulinganiswa koluhlu lwemigqalisela yesiphumo olukwimimandla (i) ephambili yomxholo womgaqo-nkqubo; nakwimigqalisela (ii) yolawulo 7. Kwiingxelo 8. KuMgaqo-nkqubo kunye neQhinga	IiNkqubo 1-7	
IsiCwangciso-nkqubo esiseMthethweni nesiLawulayo/UMthetho 1. IsiCwangciso-nkqubo seSizwe soMgaqo-nkqubo 2. UMthetho weSizwe 3. UMthetho wePhondo leNtshona Koloni	CD: BIM D: ULungelelwaniso loMgaqo-nkqubo	
ULawulo lweMicimbi yaBasebenzi 1. UPuhlislo loMbutho 2. Iingxelo zeSebe (i) zendlela yokuziphatha kombutho; (ii) zeengxelo zenkqubo yoshishino; (iii) iingxelo zoyilo lombutho 3. Iingxelo zongenelo lonikezelo lwenkonzo enqamlezileyo 4. ULawulo lweMicimbi yaBasebenzi 5. ULawulo lwezithuba 6. Imiqathango yeNkonzo 7. Izithuba ezingazaliswanga neNgqesho 8. Ukupheliswa kweNkonzo	CD: Iindlela zoLawulo lwaBantu D: ULawulo lweqhinga lwabantu D: IziBonelelo zeNkonzo, D: UkuFunwa nokuKhethwa kwaBasebenzi, D: UBudlelwane baBasebenzi	

Amacandelo noMcimbi woMxholo	INkqubo idinga isicelo	INkqubo efumaneka ngokuzenzekela (liNkcukacha zolwazi eziFumanekayo)
9. IziQinisekiso, uQeqesho noPhuhliso lweZakhono 10. Ukutshintshwa kwaBasebenzi 11. UkuPhathwa kwaBasebenzi 12. Ubudlelwane bebasebenzi 13. Impilo yoMsebenzi nempilo-ntle 14. Amandla endlela yokuziphatha 15. Iziko lokuTsalela umnxeba elisimahla leMicimgi yaBasebenzi		
ULawulo lwaNgaphakathi lweMali 1. UHlahlo Lwabiwo-mali 2. UXanduva lokuNikwa kwengxelo 3. INkcitho 4. AmaLungiselelo okuBhankisha 5. liNgxowa-mali 6. INgqinisekiso yeQumrhu 7. UPhicotho-zincwadi lwaNgaphakathi 8. Iingxelo zophicotho-zincwadi	CD: ULawulo lweMali D: ULawulo loBalo-mali, D: UBalo-mali lweMali, D: ULawulo lwaNgaphakathi	
ULawulo lweSixokelelwano soNikezelo 1. UkuThengwa kweMpahla 2. UkuBonelelwa 3. Ukulawulwe kwee-Asethi 4. Izixhobo neFaniitshala	IiNkonzo zeSebe leQumrhu: ULawulo lokuThengwa kweMpahla	
ULawulo lwaNgaphakathi lweZibonelelo 1. Izakhiwo namaBala 2. Iinkonzo zoxibelelwano	UCwangciso lweSebe D: UCwangciso lweZibonelelo zeZakhiwo.	
ULawulo lwaNgaphakathi lweZibonelelo 1. Impilo eNgqeshweni noKhuselo 2. Imicimbi yokhuseleko lwangaphakathi	ISebe: IZibonelelo zeZiko D: UkuLawulwa kweZiko nokuPhathwa	
IiNkonzo zoHambo lwangaphakathi noThutho 1. UThutho	IiNkonzo zeSebe leQumrhu: ULawulo lokuThengwa kweMpahla	
IiNkonzo zaNgaphakathi zeNgcaciso 1. Ulawulo lwangaphakathi lweerekhodi 2. Ulawulo lwethala leencwadi 3. Ulawulo lwengcaciso 4. Ulawulo lolwazi	UCwangciso lweSebe D: ULawulo loLwazi D: INkxaso yeZibonelelo zeZiko	
Unxibelelwano 1. Unxibelelwano lwangaphakathi 2. IiNkqubo zolwazi 3. Iinkonzo zolwimi 4. Ukubekwa kweliso kupapasho 5. Ukuthatyathwa kwenxaxheba kwimisitho 6. Upapasho	I-Ofisi yeHOD D: Unxibelelwano	

Amacandelo noMcimbi woMxholo	INkqubo idinga isicelo	INkqubo efumaneka ngokuzenzekela (liNkcukacha zolwazi eziFumanekayo)
7. UNxibelelwano lweqhinga 8. linkcukacha zoqhagamshelwano		
INkxaso yoPhando UPhando lweMfundo UPhuhliso loPhando	UCwangciso lweSebe D: INkxaso yoPhando	
ULungelelwaniso loMgaqo-nkqubo; UPhuhliso loMgaqo-nkqubo linkonzo zomgaqo-nkqubo; Iphulo lokufunwa kwezimvo	D: ULungelelwaniso loMgaqo-nkqubo kunye D: ULawulo lweZiko nokuPhathwa	
ULawulo loLwazi nolweNgcaciso Ukubonelelwa kweenkcukacha zamanani esebe	D: ULawulo loLwazi nolweNgcaciso	
INGqinisekiso yokuLunga; Uhambelwano	D: INGqinisekiso yokuLunga	
ULawulo lokuNikezelwa kweZibonelelo; Uhlolo lwemisebenzi; ulungiso; Izithethe nemigangatho; linkqubo zenkonzo yesiseko; linkonzo zoyilo lwezakhiwo	D: ULawulo lokuNikezelwa kweZibonelelo	
UCwangciso lweZibonelelo lweZakhiwo; Ulawulo lwePropati linkqubo zengcaciso yendawo (GIS)	D: UCwangciso lweZibonelelo lweZakhiwo	
INkxaso yeZibonelelo zeZiko; Uthutho lwabafundi Imathiriyeli yenkxaso yokufunda nokufundisa	D: INkxaso yeZibonelelo zeZiko	
ULawulo loVavanyo; Ukuphathwa kovavanyo; Ulawulo lokumakisha	D: ULawulo loVavanyo	
UkuPhathwa kweemviwo; Ukuqhutywa kweemviwo; linkonzo zokuKotshwa kwamaxwephu ngokufotwa	D: UkuPhathwa kweemviwo	
IMfundo yesiQhelo noQeqesho (GET); Uphando lwekharithulam; Uphuhliso lweSifundo; liprojekti ezizodwa UPhuhliso lobuchule	D: Ikharithulam (GET)	
IMfundo eNgaphezulu noQeqesho (FET); Uphando lwekharithulam; Uphuhliso lweSifundo; liprojekti ezizodwa UPhuhliso lobuchule	D: Ikharithulam (FET)	
IZiko lokuFunda nokuFundisa laseKapa (CTLI); Ukuphuculwa kwezinqinisekiso; INkqubo; Ulawulo lwesikolo nobunkokheli; I-EDULIS	D: IZiko lokuFunda nokuFundisa laseKapa	
Ukufundwa kwekhompyutha/Uphuhliso lwetheknoloji; IZibonelelo zeKhompyutha kunye neLAN	D: Ukufundwa kwekhompyutha	
IMfundo eYodwa; iZikolo ezizodwa namaZiko ezibonelelo; linkonzo zenkxaso ezizodwa	D: IMfundo eYodwa	

Amacandelo noMcimbi woMxholo	INkqubo idinga isicelo	INkqubo efumaneka ngokuzenzekela (liNkcukacha zolwazi eziFumanekayo)
ULawulo lweziko nokuPhathwa Isikolo ezikhuselekileyo; Izikolo ezizimeleyo; Ukuhlunyiswa kwesikolo	D: ULawulo lweziko nokuPhathwa	
Izithili; Ii-ofisi zesithili eziyiliweyo yaye ezigcina iirekhodi zenkxaso kunye nabasebenzela isebe.	CD: Izithili	

9. Amacandelo eerekhodi eSebe leMfundo leNtshona Koloni athi afumaneka ngaphandle kokuba umntu enze isicelo sofikelelo kuwo

Iirekhodi ezilandelayo ziyafumaneka okokuba zihlolwe ngokwemiqathango yecandelo 15(1)(a)(i) nokukotshwa ngokwemiqathango yecandelo 15(1)(a)(ii).

Amaxwebhu afumanekayo ukuba akhutshwe kwi-intanethi kwiWebhusayiti yeWCED kule dilesi wcedonline.westerncape.gov.za simahla ngokwemiqathango yecandelo 15(1)(a)(iii) aphawulwe ngenkwenkwezana.

Iirekhodi ezilandelayo ziyafumaneka okokuba zihlolwe ngokwemiqathango yecandelo 15(1)(a)(i) nokukotshwa ngokwemiqathango yecandelo 15(1)(a)(ii).

Inkcazelo yamacandelo eerekhodi afumaneka ngokuzenzekela ngokwemiqathango yecandelo 15(1)(a)(i) loMthetho wokuKhuthazwa koFikelelo kwiNgcaciso, 2000	Indlela yokufikelela kokurekhodiweyo (ezi rekhodi zifumaneka okokuba zihlolwe okanye zinakho ukufunyanwa ngokuhlulwa komrhumo ochaziweyo) phakathi kwentsimbi yesi-08:00 neye-15:45
(a) Iingxelo zonyaka zeLOGIS kunye neengxelo (b) Amaxwebhu ethenda nokunikezelwa kwamaxabiso (c) Amaxwebhu onxibelelwano lomthombo – upapasho (d) Amaxwebhu ethenda (e) IiBhulethini yeThenda	ICandelo: ULawulo lweSixokelelelo soNikezelo
(f) Irejista yokuthunyelwa kwezinto (g) Iifayile (kungabandakanywa ingcaciso eyimfihlo neyomntu) (h) Iisetyhula nemizuzu*	ICandelo: ULawulo loLwazi neNgcaciso (iRejista ngokubanzi)
(i) Isicwangciso sobulungisa engqeshweni (j) Iirekhodi zoqeqesho	ICandelo: ULawulo lweQhinga lwaBantu
(k) Iirekhodi zemali yenkcitho	ICandelo: ULawulo loBalo-mali

Inkcazelo yamacandelo eerekhodi afumaneka ngokuzenzekela kulungiselelwa ukukotshwa okanye ukuthengwa ngokwemiqathango yeCandelo 15(1)(a)(ii)	Indlela yokufikelela kwiiRekhodi (ezi rekhodi ziyafumaneka okokuba zihlolwe okanye zinakho ukufunyanwa ngokuhlulwa komrhumo ochaziweyo) phakathi kwentsimbi yesi-08:00 neye-15:45
(a) Iingxelo zohlolo (zinakho ukucelwa liziko esele lihloliwe)	ICandelo: UBalo-mali lweMali
(b) IiShedyuli zezixa-mali ezithe zaxhuzulwa kwimivuzo yomntu ngamnye ze yahlawulwa kwimibutho yangaphandle (Ngumntu kunye nemibutho echaphazelekayo kuphela enakho ukwenza isicelo soku.)	ICandelo: liMviwo
(c) IiNgxelo zoMgaqo-nkqubo weKharithulam*	ICandelo: Ikharithulam yeGET kunye neFET
(d) IiManywali ezingemiba yesikolo (e) Ingcaciso engeebhasari zokuhlala kwihostele yesikolo neyothutho	ICandelo: ULawulo lweZiko nokuPhathwa
(f) Isicwangciso sezakhono zendawo zomsebenzi (g) Isicwangciso sobulungisa	ICandelo: IiNdelela zoPhuhliso lwaBantu
(h) Imathiriyeli yesifundo*	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiZiko lokuFundisa noBunkokheli laseKapa, (CTLI) Private Bag X14, Kuilsriver 7580
(i) Iingxelo zonyaka (WCED)* (j) Umgaqo-nkqubo wokuxhatshazwa kwabantwana kunye nesivumelwano*	likopi zezi rekhodi zinakho ukufumaneka, zivela kwiCandelo: loNxibelelwano
(k) Amaxwebhu omgaqo-nkqubo (WCED)* (apapashwe nesetyhula efanelekileyo)	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: loLungelelwaniso loMgaqo-nkqubo
(l) Uluhlu lwezithuba ezingazaliswanga* (m) Uluhlu lwabasebenzi/i-oganogram lwamaziko emfundo eWCED kunye neee-ofisi*	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: lokuFunwa nokuKhethwa kwaBasebenzi
(o) Ikhathalogu ye-Edumedia*	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: UNxibelelwano, i-Edumedia, 3 Station Road, eMowbray
(p) Ikhathalogu ze-Edumedia	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, kwiZiko lokuFundisa noBunkokheli laseKapa, (CTLI) Private Bag X14, Kuilsriver 7580
(q) Imathiriyeli yevideo yemfundo*	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: Ikharithulam GET kunye neCandelo lokuFundiswa kweKhompyutha
(r) Ingcaciso yokufundiswa kwabantwana ekhaya*	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: ULawulo lweZiko noCwangciso lokuPhathwa (kubandakanywa iZikolo eziKhuselekileyo)

Inkcazelo yamacandelo eerekhodi afumaneka ngokuzenzekela kulungiselelwa ukukotshwa okanye ukuthengwa ngokwemiqathango yeCandelo 15(1)(a)(ii)	Indlela yokufikelela kwiiRekhodi (ezi rekhodi ziyafumaneka okokuba zihlolwe okanye zinakho ukufunyanwa ngokuhlulwa komrhumo ochaziweyo) phakathi kwentsimbi yesi-08:00 neye-15:45
(s) Umgao-nkqubo wovavanyo	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: ULawulo loVavanyo
(t) Ikharithulam: Umgao-nkqubo*	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kumaCandelo Ikharithulam GET nekharityulam FET
(u) Uluhlu lweencwadi ezichaziweyo*	
(v) Isicwangciso zeqhinga*	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: loNxibelelwano
(w) Isicwangciso soNyaka sokuSebenza*	
(x) lifomu zeSebe*	

Inkcazelo yamacandelo eerekhodi afumaneka ngokuzenzekela afumaneka simahla ngokwemiqathango yeCandelo 15(1)(a)(iii)	Indlela yokufikelela kwiiRekhodi (ezi rekhodi ziyafumaneka okokuba zihlolwe okanye zinakho ukufunyanwa ngokuhlulwa komrhumo ochaziweyo) phakathi kwentsimbi yesi-08:00 neye-15:45
(a) Iinkcukacha zabaphicothi-zincwadi bezikolo	
(b) Iinkcukacha zamanani ezimalunga nenani lezikolo ezisekwe ngokwemiqathango yecandelo 21 loMthetho weZikolo zoMzantsi Afrika, 1996 (uMthetho 84 we-1996)	
(c) Iziphumo zovavanyo (upapasho lokuqala kuphela)*	
(d) Isiqinisekiso esiPhezulu: Abagqatswa abasesikolweni (ikopi yokuqala kuphela)	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: UkuPhathwa kweeMviwo
(e) Imiyalelo yeMviwo	
(f) Ukulahlwa kwesiqinisekiso (VA27 kunye nama-28) ezinto ezisetyenzisiweyo, ezingenakube ziphinde zisebenze, ezingafunekiyo nezingenakho ukuphinde zibe salungiswa	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: ULawulo lweSixokelelwano soNikezelo
(g) Ishedyuli yothlekiso yeethenda ezifunyenweyo.	
(h) Iithenda: Izikimu zoThutho lwaBafundi	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: INkxaso yeZibonelelo zeZiko
(i) Uluhlu lwabanikezeli abavunyiweyo bemathiriyeli yenkxaso yomfundi (inkxaso yezibonelelo zeziko)	
(j) UkuBonelelwa kweziqinisekiso zokurekhodwa (VA12) zee-ofisi, izikolo, amaziko kunye ne-Ofisi eyiNtloko	
(k) Ubungqina bentlawulo kunanikezeli benkonzo	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: INkxaso yeZibonelelo zeZiko
(l) Amaxwebhu obhaliso njengabanikezeli bemathiriyeli yenkxaso yomfundi	

Inkcazelo yamacandelo eerekhodi afumaneka ngokuzenzekela afumaneka simahla ngokwemiqathango yeCandelo 15(1)(a)(iii)	Indlela yokufikelela kwiiRekhodi (ezi rekhodi ziyafumaneka okokuba zihlolwe okanye zinakho ukufunyanwa ngokuhlulwa komrhumo ochaziweyo) phakathi kwentsimbi yesi-08:00 neye-15:45
(m) lindleko zemathiriyeli yenkxaso yomfundi	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: INkxaso yeZibonelelo zeZiko
(n) lingxelo zelahleko emalunga nokuqhekezwa, imililo nokonakaliswa ngabom kwamaziko	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: UCwangciso lweZibonelelo zeZakhiwo
(o) linkcukacha zentlawulo kwiinkonzo zikamasipala ezinikezelwe kwizikolo ezisekwe ngokwemiqathango yecandelo 21 loMthetho weZikolo zoMzantsi Afrika, 1996 (uMthetho 84 we-1996)	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: ULawulo loBalo-mali
(p) Ingcaciso ngezikolo zabafundi abaneemfuno zemfundo ezizodwa (q) Inkxaso eyodwa yomfundi notitshala	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: IMfundo eYodwa
(r) liphamflethi zobulungisa besini (s) liposta zobulungisa besini (t) liposta zeyantlukwano	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: ULawulo lweQhinga lwaBantu
(u) liposta ezichasene nobundlobongela (v) Incwadana yendaba yophuhliso lwemicimbi yabasebenzi (w) Imathiriyeli yokuphembelela ubulungisa engqeshweni	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: ULawulo lweQhinga lwaBantu
(x) Imanyuwalli: Ukugcinwa kwezakhiwo neziza (y) Ukugcinwa okushedyuliweyo (z) Imisebenzi yezakhiwo	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: UCwangciso lweZibonelelo zeZakhiwo
(aa) Ukuqeshwa kwabasebenzi [ootitshala nabasebenzi abangengabo ootitshala] (kungabandakanywa ingcaciso eyimfihlelo neyomntu)	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: LokuFunwa nokuKhethwa kwaBasebenzi
(bb) Ukuthatyithwa komhlalaphantsi ngabasebenzi (cc) Imiqathango yenkonzo nezibonelelo zabasebenzi (dd) Izigqibo zamabhunga othethwano (ee) Ingcaciso emalunga nekhefu (abantu nemibutho enomdla kuphela enokwenza isicelo) (ff) limfuno zokunyuselwa	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: IZibonelelo zeNkonzo, Grand Central Towers
(hh) Izigqibo zamabhunga othethwano	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: UBudlelwane baBasebenzi
(ii) limfuno zokunyuselwa	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: LokuFunwa nokuKhethwa kwaBasebenzi

Inkcazelo yamacandelo eerekhodi afumaneka ngokuzenzekela afumaneka simahla ngokwemiqathango yeCandelo 15(1)(a)(iii)		Indlela yokufikelela kwiiRekhodi (ezi rekhodi ziyafumaneka okokuba zihlolwe okanye zinakho ukufunyanwa ngokuhlulwa komrhumo ochaziweyo) phakathi kwentsimbi yesi-08:00 neye-15:45
(jj)	limfuno zeZiqinisekiso zeMfundo ephhezulu	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: Examinations Administration
(kk)	Ingcaciso yesiqinisekiso zeMfundi yesiQhelo kunye noQeqesho	
(mm)	Uluhlu lwezikolo zeWCED kulungiselelwa injongo yokufunyanwa kwezithuba zokungeniswa kwabafundi esikolweni.*	Le ngcaciso iyafumaneka ngokufikelela kwi-Find-A-School
(nn)	Uluhlu lwezikolo ezidweliswe ngokwezifundo ezininikezelayo.*	
(oo)	Uluhlu lweedilesi zawo onke amaziko emfundo abhaliswe kunye neWCED*	
(pp)	Ingcaciso ngenkqubela phambili kwizicelo ezenziwe nakusiphi na isikolo sikarhulumente esibhaliswe kunye neWCED.*	

10. **linkonzo ezifumanekayo kumalungu oluntu ezivela kwiSebe leMfundo leNtshona Koloni nendlela yokufikelelela kwezi nkonzo**

IQumrhu likaRhulumente linikezela iinkonzo ezilandelayo ngqo kuluntu:

linkonzo ezinikezelwa liSebe leMfundo leNtshona Koloni	Indlela yoyokufikelela kwezi nkonzo
IZiko lokutsalela umnxeba elisimahla (Imibuzo eyomntu neyeMali)	0861 92 33 22
IZiko lokutsalela umnxeba elisimahla loKhuselo lweZikolo	0800 45 46 47
Umxeba woncedo weCandelo leeMviwo:	021 467 2300
AI Chatbot on WCED website	https://www.westerncape.gov.za/education

11. **Ukubandakanyeka koluntu kuqulunqo lomgaqo-nkqubo okanye ukusetyenziswa kwamagunya okanye ukwenziwa kwemisebenzi liSebe leMfundo leNtshona Koloni**

Kumaxesha amaninzi, umthetho ochaza iinkqubo ezilandelayo ukuyenza imicimbi yaziwe nokuthatyathwa kwenxaxheba luluntu:

- Isaziso kumajelo opapasho, afana neGazethi yePhondo, amaphepha-ndaba ephondo kunye namaphepha-ndaba engingqi/oluntu
- Ucweyo kunye namaqela anenkxalabo nachaphazelekayo
- Isaziso kwiwebhusayiti yeSebe
- Iimanyuwali kunye namaxwebhu esikhokhelo (ngamanye amathuba)

12. Ukuqwalaselwa kweNgcaciso yoMntu

12.1 Injongo yokuqwalaselwa

12.1.1 Ingcaciso yoMntu iyaqwalaselwa ukulungiselela ukuhambelana nezigunyaziso zomgqo-siseko nezomthetho weQumrhu likaRhulumente njengoko zandlaliwe kwiziCwangciso zalo zoNyaka zeQhinga, zoShishino nezoMsebenzi ezifumaneka kwi-wcedonline.westerncape.gov.za

12.1.2 Ingcaciso yoMntu isetyenziselwa:

- Injongo zemcimbi yabasebenzi nezengqesho ezifana (1) nokufunwa, nokukhethwa nokufakwa ezithubeni kwabasebenzi; (2) zolawulo lwembuyekiso nezibonelelo; (3) zolawulo lomsebenzi noqeqesho; kunye (4) nezokunikwa kwengxelo ngurhulumente (5) nezenkcukacha zabazali (6) nezenkcukacha zomfundi.
- Ulawulo lomngcipheko obandakanya ukhuseleko lwezakhiwo nolwe-elektroniki kunye nolawulo lofikelelo kwizakhiwo;
- Ucwangciso;
- Ukuthengwa kwempahla neenkonzo; kunye
- Nokunikezelwa kweenkonzo.

12.2 Inkcazelo yamacandelo eziHloko zeeNkcukacha zamanani, ingcaciso eqwalaselweyo nabayifumeneyo ngoko

IZihloko zeeNkcukacha zamanani	Ingcaciso	Abayifumeneyo
Abasebenzi abalindelweyo, abasebenzi abakhoyo, abacebisi, abaqeqeshwa besengqeshweni namavolontiya	- Igama, inombolo yesazisi, ingcaciso ngembali yobomi bomntu; - Iinkcukacha zoqhagamshelwano; - Imbali yemfundo, yengqesho, neyolwaphulo-mthetho; - Ingcaciso yebhayometriki neyempilo; - Iimvavanyo zekhono lengqondo; kunye - Izingqiniso, ukuhlolwa kwemvelaphi.	AmaSebe afanelekileyo kaRhulumente wePhondo naweSizwe kunye nee-arhente zawo.
Abasebenzi abakhoyo, abacebisi, abaqeqeshwa besengqeshweni	- Ingcaciso yeakhawunti; - Iingxelo zomsebenzi; kunye - Neengxelo zezakhono/zoqeqesho.	AmaSebe afanelekileyo kaRhulumente wePhondo naweSizwe kunye nee-arhente zawo.

Izihloko zeeNkcukacha zamanani	Ingcaciso	Abayifumeneyo
Abanikezeli benkonzo abalindelweyo nabakhoyo, iikontilaka, iikontilaka eziqhekezelwe umsebenzi kunye namahlakani oshishino	- Igama, inombolo yesazisi /inombolo yobhaliso yenkampani; - Inombolo efanelekileyo yobhaliso; - linkcukacha zoqhagamshelwano; - Imbali yezemali; - Izingqiniso, ukuhlolwa kwemvelaphi; - Ingcaciso ye-akhawunti; kunye - Neengxelo zomsebenzi.	URhulumente ofanelekileyo wePhondo noweSizwe: - AmaSebe; - AmaQumrhu kaRhulumente; - AmaShishini orhwebo; kunye nee-arhente zawo.
Abasebenzisi benkonzo (abaxhamli / abathengi) kunye nabatyeleli.	- Igama, inombolo yesazisi, ingcaciso ngembali yobomi bomntu; - linkcukacha zoqhagamshelwano - Izincomo okanye izikhalazo	URhulumente ofanelekileyo wePhondo noweSizwe: - AmaSebe - AmaQumrhu kaRhulumente; AmaShishini kaRhulumente; kunye nee-arhente zawo.
Abazali abalindelweyo nabazali abakhoyo	• Igama, inombolo yesazisi, ingcaciso ngembali yobomi bomntu; • linkcukacha zoqhagamshelwano;	Ukusetyenziselwa kuphela ngaphakathi kwisebe. Akukho kwabelwana ngengcaciso.
Abafundi abalindelweyo nabakhoyo	• Igama, inombolo yesazisi, ingcaciso ngembali yobomi bomntu; • linkcukacha zoqhagamshelwano; • Imbali ngamanqanaba emfundo	AmaSebe afanelekileyo kaRhulumente wePhondo naweSizwe kunye nee-arhente zawo.
Amavolontiya namaHlakani	• Igama, inombolo yesazisi, ingcaciso ngembali yobomi bomntu • linkcukacha zoqhagamshelwano;	

12.3 Ukungena kokuphuma okucwangcisiweyo ngaphaya kwemida kwengcaciso yomntu

Ukukhutshelwa kwengcaciso yomntu ngaphandle kweRiphabliki

ISebe leMfundo leNtshona Koloni alisayi kukhuphela ingcaciso yomntu emalunga nomxholo weenkcukacha zolwazi kumntu wesithathu okwilizwe elingaphandle ngaphandle kokuba—

- (a) Umntu wesithathu ongumamkeli wengcaciso uphantsi komthetho, ubotshelwe yimigaqo yequmrhu okanye ubotshelwe sisivumelwano esinikezela ngenqanaba elaneleyo lokhuseleko oluthi---
 - (i) Iugcine ngokufanelekileyo imithetho-siseko yokuqwalaselwa okufanelekileyo kwengcaciso eyelele kakhulu kwimiqathango yokuqwalaselwa kwengcaciso yomntu enxulumene nomxholo weenkcukacha zolwazi zomntu ongummi okanye umntu womthetho; yaye

- (ii) lubandakanya izibonelelo ezinxulumene nokhutshelo olungaphezulu lwengcaciso yomntu evela kumamkeli iye kumntu wesithathu okwilizwe langaphandle;
- (b) Isihloko seenkcukacha zolwazi sivunyelwe ukuba sikhutshelwe;
- (c) Ukhutshelo luyimfuneko kukusebenza kwesivumelwano phakathi kwesihloko seenkcukacha zolwazi kunye neSebe leMfundo leNtshona Koloni, okanye kulumiliselo lwemiqathango ebekwe ngaphambi kokuthatyathwa kwesivumelwano kusatyelwa kwisicelo somxholo weenkcukacha zolwazi;
- (d) Ukhutshelo luyimfuneko kukuqokunjelwa komsebenzi wesivumelwano phakathi kweSebe leMfundo leNtshona Koloni kunye nomntu wesithathu; okanye
- (e) Ukhutshelo lusibonelelo kumxholo weenkcukacha zolwazi, yaye—
 - (i) akukwazeki ngokufanelekileyo ukufunyanwa kwemvume yomxholo weenkcukacha zolwazi kukhutshelo olunjalo; yaye
 - (ii) ukuba bekunakho ngokufanelekileyo ukufunyanwa kwemvume enjalo, umxholo weenkcukacha zolwazi ubunganakho ukuyinikezela.

12.4 INkcazelo ngokuBanzi yeMiqathango yoKhuseleko lweNgcaciso ekufuneka imiliselwe liSebe leMfundo leNtshona Koloni ukuqinisekisa ngokuyimfihlo, ngemfezeko nokufumaneka kwengcaciso.

12.4.1 Imfezeko nokuba yimfihlo kwengcaciso yomntu kukhuselwe kwizigrogriso ezingathi zibekho nakufikelelo olungagunyaziswanga ngokusetyenziswa kwesikhuseli sokhuseleko olufanelekileyo ukulungiselela imingcipheko echongiweyo nobuntunu-ntunu bengcaciso.

12.4.2 Ezi zikhuseli zibandakanya okulandelayo:

12.4.3 Imiqathango yombutho:

- INTloko yeSebe ithabatha uxanduva olupheleleyo lokhuseleko lwayo yonke ingcaciso yeSebe.
- UMphathi woKhuseleko weSebe uphatha lo msebenzi wokhuseleko kwiDotP egameni leDG exhaswa yiKomiti yoKhuseleko yeDotP.
- IGosa eliyiNtloko leNgcaciso (CIO) liqinisekisa ngento yokuba imiqathango efanelekileyo imiselwe ukukhusela izibonelelo zeICT, uthungelwano neenkqubo. Oku kubandakanya ukuthatyathelwa koxanduva lomntu wesithathu othe waphuhliswa, ufikelelo okanye ukusetyenziswa kwezibonelelo zeICT yeWCG, uthungelwano neenkqubo.
- IGosa eliyiNtloko loKhuseleko lweNgcaciso (CISO) livavanya ze liqulunqe kumaxwebhu ingcaciso yomngcipheko weshishini yaye lilawula umngcipheko ngokuphathelelene nezibonelelo zeICT, uthungelwano kunye neenkqubo.
- Uxanduva lokugcina nokhuseleko lubandakanyiwe kuxanduva lwabasebenzi abasebenza ngengcaciso yomntu yaye kufuneka bathobele imithetho yokhuseleko lwengcaciso, imigaqo-siseko, izicwangciso kunye neenkqubo.
- Izehlo zokhuseleko ziyahlaziywa yaye kunikwe ingxelo ngazo.

12.4.4 Imiqathango yezakhiwo:

- Ufikelelo kwizibonelelo nezixhobo luyalawuwa yaye luyaphicothwa.
- Iindawo zokungena zimbalwa yaye zinesibonelelo solawulo lokhuseleko lwesakhiwo, esifana neentsimbi ezifakwe kwiifestile, amakhosi awenziwe ngeentonga zentsimbi, isivalo socango lwentsimbi, kunye neengcango zokhuseleko ezenziwe ngentsimbi. Apho kuyimfuneko iindawo zokungena zandiswe ngokusetyenziswa kwezixokelelwano

zokucupha abangafanele ukungena, iinkonzo zonogada kunye/okanye ukucutshwa ngomabonakude obonisa abangena bephuma.

- Ufikenelo lulawulwa yaye lubekwa iliso ngokusetyenziswa komxube wonogada abeme esangweni, iinkqubo zolawulo lofikelelo lwe-elektroniki, amakhadi okungene e-ID, iinkqubo zolawulo lwabatyeleli, iingcango ezizihambelayo zebhayometriki, ucango olujikelezayo nokusetshwa xa ungena naxa uphuma.

12.4.5 Imiqathango yobuchule

- Imigangatho yoKhuseleko lweNgcaciso ekhutshiweyo yenkonzo karhulumente kufuneka ithotyelwe.
- Izivumelwano eziqunjelwe nomntu wesithathu zibandakanya ukhuseleko lwemfezeko kunye nemfihlelo yengcaciso ngumntu wesithathu.
- Imingcipheko iyavavanywa ngethuba lophuhliso lwezicelo ezitsha kunye neenkqubo, xa kutshintshwa izixokelelwano ezikhoyo, xa kutshintshwa iinkqubo zoshishino naxa imimandla yenkxalabo ithe yachongwa.
- Umngcipheko wezibonelelo ze-ICT, uthungelwano kunye nezixokelelwano ulawulwa ngokuhlolwa komngcipheko nogrogriso kunye nolwazi, ulawulo lophicotho, ulawulo lwesehlo kunye noqeqesho lolwazi lokhuseleko.

12.4.6 Izikhuseli eziyeleleneyo ziyadingeka ezivela kubanikezeli benkonzo, kubavelisi bempahla kunye namahlakani oshishino afumana ingcaciso yomntu evela okanye egameni leWCG ngethuba lobudlelwane bawo neDotP.

13. Ukufikelela nokuFumaneka kwale Manyuwali

13.1 Imanyuwali ifumaneka ngesiNgesi, ngesiBhulu nangesiXhosa okokuba ihlolwe phakathi kwentsimbi yesi-7.30 kunye neye-16.00 ngeMivulo ukuya kutsho ngolweziHlanu (kungabandakanywa iiholide zikarhulumente)

- kwiZiko ozingenelayo leWCED, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8001
- kwi-ofisi yeGosa eliSekelayo leNgcaciso uNksk Bronagh Hammond, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8001

13.2 Imanyuwali kunye neenguqulelo zesiBhulu nesiXhosa ngoko, inokufunyanwa kwi-intanethi ngokusetyenziswa kweWorld Wide Web ngokutyelela lwe diilesi ilandelayo yewebhu westerncape.gov.za/education

14. Ukuhlaziywa kweManyuwali

ISebe leMfundo leNtshona Koloni, xa kuyimfuneko, liya kuhlaziya ze lipapashe le manyuwali rhoqo ngonyaka.

Ikhutshwe ngu

Signed on 13.5.2025

Brent Walters

INTloko yeSebe

Isikhokhelo sokufikelela kwiirekhodi ezivele zifumaneka ngokuzenzekelela

1. Ukuzaliswa kwefomu yesicelo, intlawulo yemirhumo kunye nofikelelo kwifomu – amacandelo 18, 19, 22, 29 kunye nelama31.

1.1 Ifomu yesicelo

- Ifomu echaziweyo (encanyatheliswe **njengeFOMU 2** kufuneka izaliswe ngumceli ze ingeniswe kwiGosa leNgcaciso/kwiGosa eliSekelayo leNgcaciso.
 - Ukuba ngaba umenzi wesicelo akakwazi ukufunda okanye ukubhala okanye azlise ifomu ngenxa yokukhubazeka, isicelo sinokwenziwa ngomlomo. IGosa leNgcaciso/iGosa eliSekelayo leNgcaciso liya kuzalisa ngoko iFomu 2 egameni lomenzi wesicelo, ligcine ikopi yokuqala ze linike umenzi wesicelo ikopi ngoko.
 - Isicelo sinakho ukwenziwa egameni lomnye umntu kodwa ke isikhundla eso isicelo senziwa phantsi kwaso masichazwe kwiFomu 2. Umenzi wesicelo kufuneka angenise ubungqina besikhundla isicelo esenziwe phantsi kwaso, kulwaneliseko olufanelekileyo lweGosa leNgcaciso/kwiGosa eliSekelayo leNgcaciso.
 - Umenzi wesicelo (umxholo weenkukacha zolwazi) ofuna ukuqinisekisa okokuba ingaba ingcaciso yakhe igcinwe liqumrhu likarhulumente okanye iinkukacha zolwazi lomntu wesithathu onelungelo lofikelelo kwingcaciso yakhe kufuneka anikezele ngobungqina besazisi sabo yaye kudingeka okokuba anikezele ngekopi eqinisekisiweyo yoxwebhu lwesazisi sakhe kulungiselelwa iinjongo zokuqinisekiswa.

1.2 Imirhumo

- Imirhumo yokwenziwa kwesicelo neyokufunwa kweerekhodi, ngokunjalo neyokwenziwa kweekopi zerekhodi, ichazwe yimithetho eyenziwe ngokwemiqathango yePAIA. (Okuncanyathelisiweyo **njengeSHEDYULI YOMRHUMO**). Imirhumo elandelayo iyahlawulwa:
 - Umrhumo wesicelo li-R100.00 ngesicelo ngasinye;
 - Umrhumo wofikelelo kulungiselelwa ixesha elifanelekileyo elichithiweyo kufunwa yaye kulungiselelwa irekhodi, ukuba ngaba kuthatha isithuba esingaphezulu kweyure ukufunwa nokulungiselelwa kwerekhodi. Idipozithi, engekho ngaphezulu kwesinye kwisithathu somrhumo ophелеleyo wofikelelo, inakho ukufunwa. Ngoko, umrhumo ophелеleyo wofikelelo uhlawulwa phambi kokuba kunikezelwe ngelungelo lofikelelo; kunye
 - Nowokwenziwa kweekopi zerekhodi.

1.3 Abenzi bezicelo abakhululweyo ekubeni bahlawule umrhumo ofunwayo:

- Igosa lololongo/umphandi ocela ufikelelo kwirekhodi lilungiselela uphando lololongo umbuzo ngokwemiqathango yoMthetho woLolongo, 1998 (okanye imigaqo eyenziwe ngokwemiqathango apho.)
- Umntu ucela irekhodi equlethe ingcaciso yakhe.

1.4 Abenzi bezicelo abakhululweyo ekubeni bahlawule umrhumo yofikelelo:

- Umntu ocela irekhodi equlethe ingcaciso yakhe.
- Umntu ongatshatanga onengeniso yonyaka engadlulanga kwi-R14 712 ngonyaka.
- Abantu abatshatileyo, okanye umntu kunye neqabane lakhe lobomi abanngeniso yonyaka engadlulanga kuma-R27 192.

1.5 IFomu yofikelelo

- Umenzi wesicelo kufuneka achaze kwiFomu 2 okokuba ingaba yikopi okanye kukuhlolwa kwerekhodi okudingwayo kusini na.
 - Ukuba ngaba kufunwa ikopi, umenzi wesicelo kufuneka achaze ifom ngoko (umz. Eshicilelweyo okanye ethunyelwa nge-elektroniki) nolwimi alukhethayo (apho irekhodi ifumaneka ngolwimi olungaphezulu kolunye). ISebe aliziguquleli iirekhodi ezifumaneka ngolwimi olunye kuphela.
- Irekhodi iya kunikezelwa ngohlobo locwangciso oluceliweyo (ifomathi) ngaphandle kokuba oko akwenzeki, okanye kuya kuphazamisana ngokungafanelekanga nokuqhutywa komsebenzi weSebe.

2. Isigqibo sokuNikezelwa okanye soKwaliwa kofikelelo – AmaCandelo 25 kunye nelama26

2.1 Ixesha lesithuba sokwenziwa kwesigqibo

IGosa leNgcaciso/ iGosa eliSekelayo leNgcaciso kufuneka msinyane kangangoko kunakho emva kokufumana iR100,00 kunye neFomu 2 ezalisiweyo, kodwa ubuncinane obumalunga **neentsuku ezingama30** bokuzifumana ngoko, lenze isigqibo sokunikezela okanye sokwala isicelo ze lazise umenzi wesicelo ngesigqibo.

2.2 Ukwandiswa kwesithuba sexesha

IGosa leNgcaciso/ iGosa eliSekelayo leNgcaciso linakho ukwandisa isithuba seentsuku ezingama-30, **kube kanye** isithuba esingaphezulu **seentsuku ezingama-30** kwiimeko ezilandelayo:

- isicelo sesenani elikhulu leerekhodi okanye siding okokuba zikhangelwe kwinani elikhulu leerekhodi yaye ukuqwalaselwa kwesicelo kuphazamisana ngokungafanelekanga nemisebenzi yesebe;
- isicelo esidinga ukukhangelwa kweerekhodi kwi-ofisi engekho kwidolophu enye okanye isixeko neso sikuso iGosa leNgcaciso/ iGosa eliSekelayo leNgcaciso;
- uthethwano luyadingeka namanye amasebe eWCG okanye amanye amaqumrhu karhulumente okokuba kugqitywe ngesicelo; okanye
- umenzi wesicelo akuvumele ukwandiswa kwexesha.

3. Irekhodi eziqulathe ingcaciso yomntu wesithathu – amaCandelo 47, nelama48

3.1 Isaziso:

IGosa leNgcaciso/ iGosa eliSekelayo leNgcaciso kufuneka lithabathe onke amanyathelo afanelekileyo ukwazisa umntu wesithathu kwamsinyane kangangoko linakho, ubuncinane kwisithuba **seentsuku ezingama-21**, zokufunyanwa kwesicelo serekhodi equlethe:

- ingcaciso yomntu wesithathu;
- amahlebo oshishino omntu wesithathu;
- ingcaciso yemali, yorhwebo, yenzululwazi okanye yobuchule yomntu wesithathu kunye nesibhengezo esingabangela ingozi yorhwebo okanye yemali kumntu wesithathu;
- ingcaciso enikezelwe ngumntu wesithathu ngokuyimfihlo yaye ubhengezo lungambeka umntu wesithathu esichengeni okanye kungasisithintelo kuthethwano lwesivumelwano nakolunye okanye kukhuphiswano lorhwebo;

- ingcaciso enikezelwe ngokuyimfihlo ngumntu wesithathu ze yabhengezwa (i) iya kufana nokwaphulwa kwesivumelwano sokuba yimfihlo okufanele ukuba kugciniwe ngokwemiqathango yesivumelwano; okanye (ii) kumbeke esichengeni ngokungafanelekanga kunikezelo lwexa elizayo lwengcaciso eyelelene nayo ekufuneka, ngomdla woluntu, ibifanele ukuba iyanikezelwa; okanye
- ingcaciso emalunga nophando oluqhutyiweyo ngumntu wesithathu okanye egameni lakhe engathi imthintele kakhubi mhlawumbi umntu wesithathu, i-arhente okanye umba womxholo wophando.

3.2 Umelo lomntu wesithathu kunye nemvume

Kwisithuba **seentsuku ezingama21** sesaziso (3.1 ngasentla) umntu wesithathu kufuneka (i) enze umelo olubhaliweyo okanye olwenziwa ngomlomo kwiGosa leNgcaciso/ iGosa eliSekelayo leNgcaciso ngesizathu sokuba isicelo kufuneka saliwe; okanye (ii) anike imvume ebhaliweyo yokubhengezwa kwerekhodi.

3.3 Isigqibo ngomelo lokwaliwa kwesicelo

iGosa leNgcaciso/ iGosa eliSekelayo leNgcaciso kufuneka kwakamsinyane kangangoko linakho, kodwa ubuncinanane **kwiintsuku ezingama30** emva kwesaziso (3.1 ngasentla) lenze isigqibo sokunikezela okanye sokusala isicelo sofikelelo yaye kufuneka lazise umntu wesithathu ochaphazelekayo ngokunjalo nomenzi wesicelo ngesigqibo.

4. Ukubhena kwangaphakathi – amacandelo 74 kunye nelama75

4.1 Umenzi wesicelo

Umenzi wesicelo angafaka isibheni sangaphakathi, kwisithuba **seentsuku ezingama60** emva kokuba isaziso sinikezelwe sesigqibo liGosa leNgcaciso/ iGosa eliSekelayo leNgcaciso:

- sokusala isicelo sofikelelo (khangela 2 ngasentla);
- sokuhlawula umrhumo (khangela 1.2 ngasentla);
- sokwandiswa kwesithuba sokunikezelwa kofikelelo (khangela 2.2 ngasentla).

4.2 Umntu wesithathu

Umntu wesithathu ungenisa isibheni sangaphakathi, kwisithuba **seentsuku ezingama-30** emva kokuba kunikezelwe isaziso sesigqibo liGosa leNgcaciso/iGosa eliSekelayo leNgcaciso sokunikezelwa kofikelelo kwirekhodi esiqulathe ingcaciso emalunga nomntu wesithathu (khangela 3 ngasentla).

4.3 Uhlobo lwesibheni sangaphakathi

Isibheni sangaphakathi singeniswa ngokuzaliswa kwefomu echaziweyo (**IFomu 4** encanyathelisiweyo) ze sinikezelwe okanye sithunyelwe kwiGosa leNgcaciso/kwiGosa eliSekelayo leNgcaciso.

5. Isikhalazo kuMlawuli weNgcaciso – amacandelo 77A kunye nelama77B

Kusemva kokungeniswa kwesibheni sangaphakathi kuphela yaye umenzi wesicelo okanye umntu wesithathu usele enganelisekanga sisiphumo sesibheni sangaphakathi isikhalazo sinakho ukungeniswa kuMlawuli weNgcaciso.

5.1 Umenzi wesicelo

- Umenzi wesicelo unakho ukukhalaza kuMlawuli ngokuphathelelene:
 - kwisibheni sangaphakathi esingaphumelelanga;
 - isibheni esingvunywanga esingeniswe emva kwexesha;
 - ukwaliwa kwesicelo sofikelelo kwingcaciso;
 - isigqibo malunga nemirhumo;
 - isigqibo sokwandiswa kwexesha ukulungiselela ukuqwalaselwa kwesicelo; okanye
 - isigqibo sokunikezelwa kofikelelo kwifomu ethile.

5.2 Umntu wesithathu

- Umntu wesithathu unakho ukukhalaza kuMlawuli weNgcaciso ngokuphathelelene:
 - nesibheni sangaphakathi esingeyompumelelo,
 - Nakuphi na ukunikezelwa kwesicelo sofikelelo kwingcaciso.

5.3 Uhlobo/Ukumila

Isikhalazo esiya kuMlawuli weNgcaciso kufuneka senziwe ngokubhaliweyo kwifomu echaziweyo (**iFomu 5** incanyathelisiwe) kwisithuba **seentsuku ezili180** zesigqibo ekuvele kuso isikhalazo.

6. Isimangalo enkundleni – icandelo 78

6.1 Umenzi wesicelo okanye umntu wesithathu unakho ukumangala kwinkundla ukufumana uncedo olufanelekileyo ukuba ngaba

- isibheni sangaphakathi sangeniswa ze umenzi wesicelo wasala enganelisekanga sisiphumo sokubhena kwangaphakathi; okanye
- isikhalazo sangeniswa kuMlawuli weNgcaciso waze umkhalazi wasala enganelisekanga sisiphumo sesikhalazo.

6.2 Isimangalo kwinkundla kufuneka senziwe kwisithuba **seentsuku ezili180** emva kokuba azisiwe ngesiphumo sokubhena kwangaphakathi okanye ngesigqibo soMlawuli weNgcaciso, njengoko imeko injalo.

IFomu 2 – Isicelo sofikelelo kwirekhodi

[UMmiselo 7]

Qaphela:

1. Ubungqina besazisi kufuneka buncanyatheliswe ngumenzi wesicelo.
2. Ukuba ngaba isicelo senziwe egameni lomnye umntu, ubungqina besigunyaziso esinjalo, kufuneka sincanyatheliswe kule fomu.

Iya: KwiGosa leNgcaciso

(Idilesi)

Idilesi ye-imeyile:

Inombolo yefaksi:

Phawula ngo- "X"

☐

Isicelo senziwe ngegama lam

☐

Isicelo senziwe egameni lomnye umntu.

Ingcaciso yomntu				
Amagama apheleleyo				
INombolo yeSazisi				
Isikhundla ekwenziwe isicelo phantsi kwaso (xa senziwe egameni lomnye umntu)				
IDilesi yePosi				
IDilesi yeSitalato				
IDilesi ye-Imeyile				
IiNombolo zoqhagamshelwano	Imfono-mfono (B):		IFeksi:	
	Iselula:			
Amagama apheleleyo omntu ekwenziwe isicelo egameni lakhe (Ukuba kufanelekile):				
INombolo yesazisi				
IDilesi yePosi				
IDilesi yeSitalato				
IDilesi ye-Imeyile				
IiNombolo zoNxibelelwano	Imfono-mfono (B)		IFeksi	
	Iselula			

linkcukacha zerekhodi eceliweyo	
Nikezela iinkcukacha ezipheleleyo zerekhodi ekwenziwe isicelo sofikelelo, kubandakanywa inombolo yesingqinisiso ukuba ngaba iyaziwa nguwe, ukunceda ukuba irekhodi ibe nokufumaneka. (Ukuba ngaba isithuba esinikiweyo asanelanga, nceda uqhubeke kwiphepha elilodwa ze ulincamathisele kule fomu. Onke amaphepha ongezelelweyo kufuneka atyikitywe.)	
Inkcazelo yerekhodi okanye icandelo elifanelekileyo lerekhodi:	
Inombolo yesingqinisiso, ukuba ikho	
Naziphi na ezinye iinkcukacha zerekhodi	
Uhlobo lwerekhodi (Phawula ibhokisi efanelekileyo ngo- "X")	
Irekhodi ikuhlobo olubhaliweyo okanye olushicilelweyo	
Irekhodi iqulathe imifanekiso eyinyaniso (Ie ibandakanya amafoto, amafoto aboniswa ngokufakwa kumatshini, iividiyo ezirekhodiweyo, imifanekiso eveliswe ngekhompyutha, imizobo, njl.njl.)	
Irekhodi iqulathe amagama arekhodiweyo okanye ingcaciso enakho ukuba ingaveliswa ngesandi	
Irekhodi igcinwa kwikhompyutha okanye kwi-elektroniki, okanye kuhlobo lomatshini ekufundwa kuwo	
IFomu yofikelelo (Phawula ibhokisi efanelekileyo ngo- "X")	
Ikopi eshicilelweyo yerekhodi (kubandakanywa iikopi zayo nayiphi na imifanekiso eyinyaniso, okukhutshelweyo nengcaciso egcinwe kwikhompyutha kwi-elektroniki, okanye kuhlobo lomatshini ekufundwa kuwo)	
Okukhutshelweyo okubhaliweyo okanye okushicilelweyo kwemifanekiso eyinyaniso (Ie ibandakanya amafoto, amafoto aboniswa ngokufakwa kumatshini, iividiyo ezirekhodiweyo, imifanekiso eveliswe ngekhompyutha, imizobo, njl.njl.)	
Okukhutshelweyo kwecala lefilimu yebhanyabhanya elinesandi (uxwebhu olubhaliweyo okanye olushicilelweyo)	
Ikopi yerekhodi kwifleshi drayivu yekhompyutha (kubandakanywa imifanekiso eyinyaniso kunye necala lefilimu yebhanyabhanya elinesandi)	
Ikopi yerekhodi ekwidiski yekhompyutha ebumbeneyo (ebandakanya imifanekiso eyinyaniso kunye necala lefilimu yebhanyabhanya elinesandi)	
Ikopi yerekhodi egcinwe kwiseva yokugcina icloud	

Indlela yokufikelela (Phawula ibhokisi efanelekileyo ngo- "X")	
Ukuhlolwa ngumntu kwerekhodi kwidilesi ebhalisiweyo yequmrhu likarhulumente/kwelangasese (kubandakanywa ukuphulaphulwa kumazwi arekhodiweyo, ingcaciso enakho ukuba iveliswe kwakhona ngesandi, okanye ingcaciso egcinwe kwikhompyutha okanye kwi-elektroniki okanye kuhlobo lomatshini ekufundwa kuwo)	
linkonzo zeposi eziya kwidilesi yeposi	
linkonzo zeposi eziya kwidilesi yesitalato	
Inkonzo yekhaya eya kwidilesi yesitalato	
Ukufaniswa kwengcaciso ekumboniso obhaliweyo okanye oshicilelweyo (kubandakanywa okukhutshelweyo)	
Iimeyile yengcaciso kubandakanywa ingcaciso engecala lefilimu yebhanyabhanya elinesandi ukuba kunakho)	
Ulwabelwano lweCloud /ukhutshelo lwefayile	
Ulwimi olukhethwayo (Qaphela into yokuba ukuba ngaba irekhodi ayifumaneki ngolwimi umntu alukhethileyo, ilungelo lofikelelo linganikezelwa ngolwimi irekhodi efumaneka ngalo)	
linkcukacha zelungelo elinokusetyenziswa okanye elikhuselweyo Ukuba ngaba isithuba esinikiweyo asanelanga, nceda uqhubeke kwiphepha elilodwa ze ulincamathisele kule Fomu. Umenzi wesicelo kufuneka asayineonke amaphepha ongezelelweyo.	
Chaza ukuba liliphi ilungelo ekufuneka lisetyenziswe okanye likhuselwe	
Cacisa isizathu sokokuba kucelwe le rekhodi kulungiselelwa ukusetyenziswa okanye ukukhuselwa kwelungelo elichazwe ngasentla:	

Imirhumo	
a) Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba sibe isicelo siqwalaselwe. b) Uya kwaziswa ngesixa-mali somrhumo wofikelelo ekufuneka uhlawulwe. c) Umrhumo ekufuneka uhlawulwe ukufikelela kwirekhodi uxhomekekek kwifomu ekufunwa ngayo ufikelelo kunye nexesha elifanelekileyo elidingekayo ukukhangelwa nokulungiswa kwerekhodi. d) Ukuba ngaba uselungelweni lokukhululwa kwintlawulo yawo nawuphi na umrhumo, nceda uchaze isizathu sokukhululwa	
Isizathu	

Uya kwaziswa ngembalelwano ukuba ingaba isicelo sakho sivunyiwe na okanye saliwe yaye ingaba zivunyiwe na iindleko ezinxulumene nesicelo sakho, ukuba zikho. Nceda uchaze uhlobo lonxibelelwano olukhethayo:

Idilesi yeposi	Ifeksi	Unxibelelwano lwe-elektroniki (Nceda uluchaze)

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20

Utyikityo loMenzi wesicelo / Umntu ekwenziwa isicelo egameni lakhe

Ilungiselelwe ukusetyenziswa ngokusesikweni

<i>Inombolo yesingqinisiso:</i>	
<i>Isicelo samkelwe ngu: (Urhulumente: Isikhundla, iGama kunye neFani yeGosa leNgcaciso)</i>	
<i>Umhla esamkelwe ngawo:</i>	
<i>Umrhumo wofikelelo:</i>	
<i>Idipozithi (ukuba ikho):</i>	

Utyikityo lweGosa leNgcaciso

Imirhumo ngokubhekiselel kumaQumrhu kaRhulumente

Uluhlu	Inkcazelo	Isixa-mali
1.	Umrhumo wesicelo ohlawulwa nguye nawuphi na umenzi wesicelo	R100.00
2.	Ikopi efotiweyo yephepha elibukhulu buyi-A4	R1.50 ngephepha okanye ngenxalenye yalo.
3.	Ikopi eshicilelweyo yephepha elibukhulu buyi-A4	R1.50 ngephepha okanye ngenxalenye yalo
4.	kwikopi ekuhlobo olufundwayo ekwkhompyutha: (i) Iflashi drayivu (kufuneka ibonelelwe ngumenzi wesicelo) (ii) Idiski ebumbeneyo Ukuba ngaba ibonelelwe ngumenzi wesicelo Ukuba ngaba inikezelwe kumenzi wesicelo	R40.00 R40.00 R60.00
5.	Okukhutshelweyo kwemifanekiso eyinyani kwiphepha elibukhulu buyi-A4	Inkonzo iza kuthengiswa. Liya kuxhomekeka kwikowuti yexabiso elivela kuMnikezeli weNkonzo
6.	Ikopi yemifanekiso ebonakalayo	
7.	Okukhutshelweyo kwerekhodi evakalayo, kwiphepha elibukhulu buyi-A4	R24,00
8.	Ikopi yerekhodi evakalayo: (i) Ekwi-Flash drayivu (ekufuneka ibonelelwe ngumenzi wesicelo) (ii) Idiski ebumbeneyo Ukuba ngaba ibonelelwe ngumenzi wesicelo Ukuba ngaba inikezelwe kumenzi wesicelo	R40,00 R40,00 R60,00
9.	Ukukhangelwa nokulungiswa kwerekhodi kulungiselelwa ubhengezo lweyure nganye okanye inxalenye yeyure, kungabandakanywa iyure yokuqala, edingeka ngokufanelekileyo kulungiselelwa ukukhangela okunjalo kunye nolungiso. Ukuze kungadlulwa kwiindleko ezipheleleyo	R100,00 R300,00
10.	zeDipozithi: Ukuba ngaba ukukhangelwa kudlule iiyure ezi-6	Isinye kwisithathu sesixa-mali ngesicelo ngasinye esibalwe ngokwemiqathango yoluhlu 2 ukuya kwisi-8.
11.	Ukuposa, i-imeyile okanye naluphi na olunye ukutshelo lwe-elektroniki	lindleko ezizizo, ukuba zikho

IFomu 4 – Ifomu yokuBhena kwangaphakathi - [UMmiselo 9]

INombolo yesingqiniso:

linkcukacha zeQumrhu likaRhulumente				
Igama leQumrhu likaRhulumente				
Igama kunye neFani yeGosa leNgcaciso:				
linkcukacha zommangali ongenise iSibheni saNgaphakathi				
Amagama apheleleyo				
INombolo yeSazisi				
IDilesi yePosi				
IiNombolo zoNxibelelwano	Imfono-mfono (B)		IFeksi	
	Iselula			
IDilesi ye-Imeyile				
Ingaba ukubhena kwangaphakathi kungeniswe egameni lomnye umntu?		Ewe		Hayi
Ukuba ngaba impendulo ngu"ewe", isikhundla esithe isibheni sangaphakathi sangeniswa egameni lomnye umntu: (Ubungqina besikhundla ekungeniswe phantsi kwaso isibheni, ukuba sikho, kufuneka sincanyatheliswe.)				
linkcukacha zomntu ekungeniswe isibheni sangaphakathi egameni lakhe (Ukuba ngaba singeniswe ngumntu wesithathu)				
Amagama apheleleyo				
INombolo yeSazisi				
IDilesi yePosi				
IiNombolo zoNxibelelwano	Imfono-mfono (B)		IFeksi	
	Iselula			
IDilesi ye-Imeyile				

Isigqibo ekungeniswe isibheni sangaphambili (Phawula ibhokisi efanelekileyo ngo- "X")	
Ukwaliwa kwesicelo sofikelelo	
Isigqibo esiphathelelene nemirhumo echaziweyo ngokwemiqathango yecandelo 22 loMthetho	
Isigqibo esiphathelelene nokwandiswa kwesithuba ekwenziwe isicelo kufuneka siqwalaselwe ngokwemiqathango yecandelo 26(1) loMthetho	
Isigqibo ngokwemiqathango yecandelo 29(3) loMthetho sokwaliwa kofikelelo kwifomu eceliweyo ngumenzi wesicelo	
Isigqibo sokunikezelwa kwesicelo sofikelelo	
Imihlaba yokubhena (Ukuba ngaba isithuba esinikiweyo asanelanga, nceda uqhubeke kwiphepha elilodwa ze ulincamathisele kule fom. Onke amaphepha ongezelelweyo kufuneka asayinwe)	
Chaza imihlaba ekusekwe kuyo isibheni sangaphakathi:	

Chaza nayiphi na enye ingcaciso enokuthi ifaneleke xa kuqwalaselwa isibheni:	
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Uya kwaziwa ngembalelwano ngesigqibo sokubhena kwakho kwangaphakathi. Nceda ubonise indlela oyikhethayo yesaziso:

Idilesi yeposi	Ifeksi	Unxibelelwano lwe-elektroniki (Nceda uluchaze)

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20 _____

Utyikityo loMbhini/loMntu wesithathu

**Ilungiselelwe ukusetyenziswa ngokusesikweni
Irekhodi esesikweni yokubhena kwangaphakathi**

Isibheni esifunyenwe ngu: (chaza isikhundla, igama nefani yeGosa leNgcaciso)			
Umhla wokufunyanwa:			
Isibheni esikhatshwe zizathu zesigqibo segosa lengcaciso kunye, apho kufanelekileyo, iinkcukacha zaye nawuphi na umntu wesithathu apho irekhodi engenisiweyo ibhekiselele kuye, ezingeniswe ligosa lengcaciso:	Ewe		
	Hayi		
Isiphumo sokubhena			
Ukwaliwa kwesicelo sofikelelo. Siqinisekisiwe?	Ewe		Isigqibo esitsha (Ukuba asiqinisekiswa)
	Hayi		
Imirhumo (ICandelo 22). Siqinisekisiwe?	Ewe		Isigqibo esitsha (Ukuba asiqinisekiswa)
	Hayi		
Ukwandiswa (ICandelo 26(1)). Siqinisekisiwe?	Ewe		Isigqibo esitsha (Ukuba asiqinisekiswa)
	Hayi		
Ufikelelo (ICandelo 29(3)). Siqinisekisiwe?	Ewe		Isigqibo esitsha (Ukuba asiqinisekiswa)
	Hayi		
Isicelo sofikelelo sinikezelwe. Siqinisekisiwe?	Ewe		Isigqibo esitsha (Ukuba asiqinisekiswa)
	Hayi		

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20 _____

UGunyaziwe ofanelekileyo

IFormu 5 – IFormu yokuMangala

[UMmiselo 10]

Qaphela:

1. Le formu iyilelwe ukunceda uMenzi wesicelo okanye uMntu wesiThathu (ekubhekiselelwe kuye apha "njengoMmangali") ekwenzeni isicelo sohlaziyo lwempendulo yeQumrhu likaRhulumente okanye elangasese okanye ukungabikho kwempendulo kwisicelo sofikelelo kwiirekhodi eziphantsi koMthetho wokuKhuthazwa koFikelelo kwiNgcaciso, 2000 (uMthetho onguNombolo 2 wama-2000) ("PAIA"). Nceda uzalise le formu ze uyithumele kule dilesi ye-imeyile ilandelayo: PAIAComplaints@justice.gov.za okanye zalisa ifomu yokumangala kwi-intanethi efumaneka kule dilesi <https://www.justice.gov.za/inforeg/>.
2. I-PAIA inika ilungu loluntu ilungelo lokungenisa isimangalo kunye noMlawuli weNgcaciso nangalo naluphi na uhlobo lwezikhalazo ezicalulwe kwicandelo F lale formu yesimangalo.
3. Ngumgaqo-nkqubo woMlawuli weNgcaciso ukuhlonela uphando okanye ukusala isimangalo ukuba ngaba uMmangali akanikanga kuqala iqumrhu likarhulumente okanye langasese (ekubhekiselelwe kulo apha "njengeQumrhu") ithuba lokuphendula nokuzama ukusombulula umcimbi. Ukunceda iQumrhu okokuba lilungise izikhalazo phambi kokuchwechwela uMlawuli weNgcaciso, udingeka okokuba uzalise **iFormu 2 yePAIA** echaziweyo ze uyingenise kwiQumrhu.
4. Ikopi yale Formu iya kunikezelwa kwiQumrhu elingunobangela wesikhalazo sakho. Ingcaciso oyinikezele kule formu, encanyatheliswe kule formu okanye othe wayinikezela kamva, iya kusetyenziswa kuphela ukuzama ukusombulula imbambano yakho, ngaphandle kuchazwe apha ngenye indlela.
5. Umlawuli weNgcaciso uya kusamkela isikhalazo kuphela xa uthe waqinisekisa okokuba uhambelene nazo zonke iimfuno ezingezantsi.
6. **Nceda uncamathisele ikopi zamaxwebhu alandelayo, ukuba unawo:**
 - a. Ikopi yefomu eya kwiQumrhu ecela ufikelelo kwiirekhodi;
 - b. Impendulo yeQumrhu kwisikhalazo sakho okanye kwisicelo sofikelelo;
 - c. Nayiphi na enye imbalelwano ephakathi kwakho neQumrhu ebhekiselele kwisicelo sakho;
 - d. Ikopi yefomu yokubhena, ukuba ngaba isikhalazo sakho sibhekiselele kwiqumrhu likarhulumente;
 - e. Nayiphi na enye imbalelwano ephakathi kwakho neQumrhu ephathelelene nesibheni sakho;
 - f. Amaxwebhu akugunyazisayo ukuba uthathe amanyathelo egameni lomnye umntu (ukuba kuyimfuneko);
 - g. UMyalelo weNkundla okanye amaxwebhu eNkundla afanelekileyo kwisimangalo sakho, ukuba akhona.
7. Ukuba ngaba isithuba esinikezelweyo kule Formu asanelanga, ngenisa ingcaciso njengeSihlomelo kule Formu ze usayine iphepha ngalinye.

Isikhundla somntu / somntu ongenisa isikhalazo (Phawula ngo-"X")

- ☐ **UMmangali ubuqu**
- ☐ **UMmeli woMmangali**
- ☐ **UMntu wesiThathu**

OKUYIMFUNeko				
Usingenisile na isicelo (ifomu yePAIA) ukufikelela kwirekhodi yequmrhu likarhulumente/langasese?	Ewe		Hayi	
Ingaba iintsuku ezingama-30 sele zidlule ukususela kumhla othe wangenisa ngayo ifomu yakho yePAIA?	Ewe		Hayi	
Ingaba uyisebenzise yonke inkqubo yokubhena kwangaphakathi kwisigqibo seGosa leNgcaciso lequmrhu likarhulumente?	Ewe		Hayi	
Ingaba sele usenzile isicelo kwiNkundla ukufumana uncendo olufanelekileyo olubhekiselele kulo mba?	Ewe		Hayi	
Kulungiselelwe ukusetyenziswa kuphela nguMlawuli weNgcaciso				
Yamkelwe ngu: (Amagama apheleleyo)				
Isikhundla				
Utyikityo				
Isimangalo samkelwe	Ewe		Hayi	
INombolo yesingqinisiso				
Stampisha umhla				

Idilesi yeposi	Ifaksi	Unxibelelwano lwe-elektroniki (Nceda uluchaze)		
ICandelo A – Ingcaciso yoMmangali				
Amagama apheleleyo				
INombolo yeSazisi				
IDilesi yePosi				
IDilesi yeSitalato				
IDilesi yeImeyile				
IiNombolo zoNxibelelwano	Imfono-mfono (B)		IFeksi	
	Iselula			
ICandelo B – Ingcaciso yoMmeli				
(Zalisa kuphela xa uza kumelwa. IGunya lokuMela umntu kwimicimbi yemali kufuneka lincanyatheliswe ukuba ngaba ummangali umelwe, kungabikho kwalo isikhalazo siya kwaliwa)				
Amagama apheleleyo oMmeli				
Uhlobo lomelo				
INombolo yeSazisi /iNombolo yoBhaliso				
IDilesi yePosi				
IDilesi yeSitalato				
IDilesi yeImeyile				
IiNombolo zoNxibelelwano	Imfono-mfono (B)		IFeksi	
	Iselula			

ICandelo C – Ingcaciso yoMntu wesiThathu (Nceda uncamathisele ileta yesigunyaziso)				
Uhlobo lweQumrhu	ElaNgasese		ElikaRhulumente	
Igama leQumrhu likarhulumente / laNgasese				
INombolo yoBhaliso (Ukuba ikho)				
Igama, ifani kunye nesihlonipho somntu ogunyaziswe ukuba angenise isimangalo				
IDilesi yePosi				
IDilesi yeSitalato				
IDilesi yeImeyile				
liNombolo zoNxibelelwano	Imfono-mfono (B):		IFeksi	
	Iselula			

ICandelo – Iqumrhu ekungeniswe isikhalazo ngalo				
Uhlobo lwequmrhu	ElaNgasese		ElikaRhulumente	
Igama leQumrhu likarhulumente / laNgasese				
INombolo yoBhaliso (ukuba ikho)				
Igama, ifani kunye nesihlonipho somntu osebenzisene naye kwiqumrhu likarhulumente okanye elangasese ukuzama ukusombulula isikhalazo sakho okanye ilungelo lofikelelo kwingcaciso				
IDilesi yePosi				
IDilesi yeSitalato				
IDilesi yeImeyile				
liNombolo zoNxibelelwano	Imfono-mfono (B):		IFeksi	
	Iselula			
INombolo yesingqinisiso enikezelweyo (ukuba ikho)				
ICandelo E - Isikhalazo <i>Sixelele ngamanyathelo owathabathileyo ukuzama ukusombulula isikhalazo sakho (Izikhhalazo kufuneka kuqala zingeniswe ngqo kwiqumrhu likarhulumente okanye kwelangasese ukufumana impendulo kunye nesisombululo esingakho)</i>				
Umhla ekungeniswe ngawo isicelo sofikelelo kwiirekhodi.				
Nceda uchaze uhlobo lwelungelo/lwamalungelo ekufuneka esetyenzisiwe okanye ekhuselwe, ukuba ngaba isikhalazo sijoliswe kwiqumrhu langasese.				
Ingaba ukhe wazama ukuwusombulula umba kunye nombutho?	Ewe		Hayi	
Ukuba ngu-ewe, uwufumene nini? (Nceda uncamathelise ileta kwesi sicelo.)				

Ingaba ukhe wabhena kwesi sigqibo segosa lengcaciso lequmrhu likarhulumente?	Ewe		Hayi
Ukuba ngu-ewe, Usingenise nini isibheni?			
Ingaba usenzile isicelo eNkundleni soncedo olufanelekileyo ngokuphathelele kulo mcimbi?	Ewe		Hayi
Ukuba ngu-ewe, nceda uchaze umhla owachotshelwa ngawo umcimbi yiNkundla? Nceda uncamathisele uMyalelo weNkundla, ukuba ukho.			

ICandelo F – Uhlobo olucalulweyo lofikelelo kwiirekhodi <i>(Nceda ukhethe ibe nye okanye ngaphezulu kwezilandelayo ukuchaza isikhalazo sakho kuMlawuli weNgcaciso)</i>		
Isibheni esingaphumelelanga (ICandelo 77A(2)(a) okanye icandelo 77A(3)(a) lePAIA)	Ndibhenile kwisigqibo sequmrhu likarhulumente saze isibheni asaphumelela.	
Isicelo esingaphumelelanga soxolelo (AmaCandelo 77A(2)(b) kunye nele-75(2) lePAIA)	Ngingenise isibheni sam kwisigqibo sequmrhu likarhulumente emva kwexesha elimiselweyo ndaze ndenza isicelo soxolelo. Isicelo soxolelo asavunywa.	
Ukwaliwa kwesicelo sofikelelo (ICandelo 77A(2)(c) (i) okanye 77A(2)(d) (i) okanye 77A(3)(b) lePAIA)	Ndenze isicelo sofikelelo kwingcaciso egcinwe liqumrhu saze isicelo eso saliwa okanye asaliwa ngokupheleleyo.	
Iqumrhu lifuna ndihlawule umrhumo yaye ndibona ngathi uphezulu kakhulu (AmaCandelo 22 okanye 54 lePAIA)	Umnikelo okanye intlawulo yomrhumo ochaziweyo.	
	Umnikelo okanye intlawulo yedipozithi.	
Imbuyekezo yentlawulo yedipozithi (ICandelo Igosa lengcaciso liyala ukubuyekeza intlawulo yedipozithi ehlawulweyo 22(4) lePAIA) ngokuphathelele kwisicelo sofikelelo esaliweyo.	Igosa lengcaciso lalile ukubuyekeza intlawulo yedipozithi ehlawulwe ngokubhekiselele kwisicelo sofikelelo esithe saliwa.	
Ukungavunyelwa kolwandiso lwexesha (AmaCandelo 26 okanye 57 lePAIA)	Iqumrhu ligqibe ngokwandisa inyino lwexesha ukulungiselela ukusabela kwisicelo sam, yaye andivumelani nolwandiso lonyino lwexesha oluceliweyo okanye ixesha lolwandiso lwexesha elithatyathiweyo ukuphendula kwisicelo sam sofikelelo.	
Ifomu yofikelelo eyaliweyo (ICandelo 29(3) okanye 60 (a) lePAIA)	Ndenze isicelo sofikelelo kwifomu ethile nefanelekileyo yaye ifomu enjalo yofikelelo yaliwa.	
Sithatyathwe njengesaliweyo (ICandelo 27 okanye 58 lePAIA)	Sele kuzintsuku ezingaphezulu kwezingama-30 ukususela ekubeni ndenze isicelo yaye andikafumani isigqibo.	
	Isithuba solwandiso sele sifikelele ekupheleni yaye akukho mpendulo efunyenweyo.	
Ubhengezo olungafanelekanga lwerekhodi (Imimandla egunyazisiweyo yokwaliwa kofikelelo kwiirekhodi).	Iirekhodi (ezithambekele kwimihlaba yokwaliwa kofikelelo) ezithe zabhengezwa ngokungafanelekanga/ nangokungabikho kwengqiqo.	

Akukho zizathu zaneleyo zokwaliwa kofikelelo (ICandelo 56(3) (a) le PAIA)	Isicelo sam sofikelelo saliwe, yaye akukho zizathu zifanelekileyo nezanelisayo zokwaliwa, ezinikezelweyo, kubandakanywa izibonelelo zalo Mthetho ekuthenjelwe kuzo ukwala.	
Ufikelelo olungaphelelanga kwirekhodi (ICandelo 28(2) okanye 59(2) lePAIA)	Ufikelelo kwicandelo kuphela leerekhodi eziceliweyo lwanikezelwa yaye nginekolo yokokuba uninzi lweerekhodi bekufanele okokuba zibe zibhengeziwe.	
Ukurhoxiswa komrhumo (ICandelo 22(8) okanye 54(8) lePAIA)	Ndikhululwe ekuhlawuleni nawuphi na umrhumo yaye isicelo sam sokurhoxiswa kwemirhumo saliwa.	
Iirekhodi ezingenakho ukufunyanwa okanye ezingekhoyo (ICandelo 23 okanye 55 lePAIA)	IQumrhu lichaze into yokuba ezinye okanye zonke iirekhodi eziceliweyo azikho yaye ndinenkolo yokuba zininzi iirekhodi ezingekhoyo kwa ukubakho.	
Ukusilela ukubhengeza iirekhodi	IQumrhu ligqibe ngokudinikezela ngofikelelo kwiirekhodi endizicelileyo, kodwa endingazifumenanga.	
Akukho gunya (lokusetyenziswa okanye lokukhuselwa kwawo nawaphi na amalungelo) (ICandelo 50(1)(a) lePAIA)	IQumrhu lichaze into yokuba iirekhodi ezifuniweyo azibandakanywanga kwiPAIA yaye andivumelani noko	
Isicelo esiyimfeketho nezicaphukisayo (ICandelo 45 lePAIA)	IQumrhu lichaze into yokuba isicelo sam sibonakala siyimfeketho okanye sicaphukisa yaye andivumelani.	
Ezinye (Nceda uchaze)		
ICandelo G – Isiphumo esilindelweyo Ucinga uMlawuli weNgcaciso anganakho ukukunceda? Chaza isiphumo okanye umphumela owufunayo.		

ICandelo H – Izivumelwano

Isiseko somthetho sezivumelwano ezilandelayo sichazwe kwiSaziso esiyiMfihlo ngendlela yokungenisa uxwebhu lwesikhalazo. Ukulungiselela okokuba uMlawuli weNgcaciso abe nokuqwalasela isikhalazo sakho, kufuneka uhlole ibhokisi ngaye yokuhlola engasezantsi ukubonisa isivumelwano sakho:

- ☐ Ndiyavuma okokuba uMlawuli weNgcaciso unakho ukusebenzisa ingcaciso enikezelwe kwisikhalazo sam ukumceda ekuphandeni imiba enxulumene kukukhuthazwa kwelungelo lofikelelo kwingcaciso ngokunjalo nokukhuselwa kwelungelo lemfiho eMzantsi Afrika. Ndiyayiqonda into yokuba uMlawuli weNgcaciso akasayi kubandakanya ingcaciso yam okanye nayiphi na enye ingcaciso echongiweyo nakuyiphi na ingxelo karhulumente, nento yokuba ingcaciso eyeyamisakhuselwe nguMthetho woKhuseleko lweNgcaciso yoMntu, 2013 (uMthetho onguNombolo 4 wama-2013). Ndiyayiqonda into yokuba ukuba andivumelani, uMlawuli weNgcaciso uya kuqhubeka ngokuqwalasela isikhalazo sam.
- ☐ Ingcaciso ekule Fomu yeSikhalazo iyinyaniso ngokolwazo lwam kunye nenkolelo.
- ☐ Ndigunyazisa uMlawuli weNgcaciso okokuba aqokelele ingcaciso yam yesikhalazo (efana nengcaciso emalunga nam kule fomu yesikhalazo) ze ayisebenzisele ukuqwalasela isikhalazo samalungelo am esinxulumene nelungelo lofikelelo kwingcaciso kunye/okanye ukhuseleko lelungelo kwimfiho.
- ☐ Ndigunyazisa nawuphi na umntu (ofana nomqeshi, umnikezeli wenkonzo, ingqina) onengcaciso edingekayo ukuqwalasela isikhalazo sam okokuba abelane ngayo kunye noMlawuli weNgcaciso. UMlawuli weNgcaciso unakho ukuyifumana le ngcaciso ngokuthetha namangqina okanye acele iirekhodi ezibhaliweyo. Kuxhomekeke kuhlobo lwesikhalazo, ezi rekhodi zinakho ukubandakanya iifayile zomntu okanye iinkcukacha zomqeshi, ezonyango okanye iirekhodi zesibhedlele, kunye nengcaciso yemali neyomhlawuli werhafu.
- ☐ Ukuba ngaba nayiphi na ingcaciso yam yonxibelelwano ithe yatshintsha ngeli thuba lenkqubo yesikhalazo, luxanduva lwam ukwazisa uMlawuli weNgcaciso; kungenjalo isikhalazo sam singalibaziseka okanye sivalwe.

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20 _____

UMmangali/Ummeli/Umntu wesithathu ogunyazisiweyo