



Inombolo yefayili: 18/5/P
Isalathiso: 20230123-560

ISetyhula: 0003/2023

Umhla wokuphelelwa: 31 Disemba 2023

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kwiiNtloko zoKunika iNkxaso kwiKharithyulam, kuBaphathi beeSekethe, kwiiNqununu zezikolo zikarhulumente eziqhelekileyo nakooSihlalo bamaBhunga oLawulo

Isishwankathelo esifutshane: Le setyhula yenzelwe ukukhumbuza izikolo ukuba zifake kwikhompyutha iincwadi zokufunda zazo ezikhutshwe ekupheleni kwekota yokuqala yesikolo nezo zifunyenweyo ngekota yokugqibela yesikolo ngonyaka ngamnye kwakunye nemfuno yokugcinwa kweerekhodi ezichanekileyo

Isihloko: Ukufakwa kwikhompyutha kweencwadi zezifundo ezikhutshwe ekupheleni kwekota yokuqala yesikolo nezo zifunyenwe ngethuba lekota yokugqibela yesikolo ngonyaka ngamnye kunye nemfuno yokuqinisekisa ukugcinwa kwerekhodi ezichanekileyo nokunika ingxelo ngeencwadi zokufunda ezigciniweyo nezifunyenweyo kunyaka-mali ka-2022/23

1. Inqununu nekomiti yeZibonelelo eziXhasa ukuFunda nokuFundisa (*Learning and Teaching Support Material*) (LTSM) badlala indima ebalulekileyo ekuphunyezweni komgaqo-nkqubo we-LTSM wesikolo nolawulo ngokupheleleyo lweencwadi zezifundo, iincwadi zomsebenzi, neencwadi zoncwadi nezinye izixhobo zokufunda esikolweni.
2. Ukwenzela ukunika inkxaso yokugcinwa kweerekhodi ezikolweni, kuphuculwe ifankshinalithi (*functionality*) ye-LTSM kwi-CEMIS ukulungiselela ukufakwa kweencwadi zezifundo ezikhutshelwe abafundi nezifunyenweyo ngomfundi ngamnye, kwibakala ngalinye.
3. Izikolo ziya kwaziswa ngonyaka ngamnye malunga nemihla emisiweyo xa kufuneka zifake kwikhompyutha iincwadi zezifundo ezikhutshiweyo nezifunyenweyo ezikwikhalenda yokucwangcisa izikolo yonyaka ochaphazelekayo.

- 3.1 Imihla emisiweyo yokuba izikolo mazifake kwi-CEMIS iincwadi zezifundo ezikhutshiweyo ukwenzela u-2023 iphakathi **kowe-13 Februwari nowe-15 Matshi 2023**. Abaphathi beesekethe basayinela iireyithi zezikhutshiweyo, babhale iikhomenti yaye balandelele nakuphi na ukushota kweencwadi zezifundo ezikolweni ungadlulanga **owama-24 Matshi 2023**.
- 3.2 Imihla emisiweyo yokuba izikolo mazifake kwi-CEMIS iincwadi zezifundo ezifunyenweyo ukwenzela u-2023 iphakathi **kowe-20 Novemba nowe-07 Disemba 2023**. Abaphathi beesekethe basayinela iireyithi zeencwadi zezifundo ezifunyenweyo kwikhompyutha, ungadlulanga **owe-19 Disemba 2023**.
4. Ukufumana i-capture screen kwi-CEMIS yiya:
- kwi-**“Administration”** tab;
 - ukhethe u-**“Textbook Issued”** kwimenyu (menu) edwelisiweyo yaye uzalise iinkcukacha, okanye
 - ukhethe u-**“Textbook Retrieved”** kwimenyu (menu) edwelisiweyo yaye uzalise iinkcukacha.
5. **Ngumsebenzi oluxanduva lwenqununu ukuqinisekisa ukuba iirekhodi ezifakiweyo kwi-CEMIS zezichanekileyo yaye zinako ukungqinisiwa ngeelisti zeeklasi, xa izithili okanye abaphicothi-zincwadi bangaphandle (external auditors) bebeka esweni ulawulo lwe-LTSM ezikolweni.**
6. Kucelwa wazise okuqulethwe yile setyhula kubo bonke abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-B WALTERS
INTLOKO YESEBE LEMFUNDO
UMHLA: 2023-01-26