



Western Cape
Government

Education

2023 Promotion of Access to Information (PAIA)

Handleiding by die Wet op die
Bevordering van Toegang tot Inligting

IManyuwali yokuKhuthazwa koFikelelo
KwiNgcaciso

English Version



Western Cape
Government

FOR YOU

PAIA MANUAL TEMPLATE 2023

Promotion of Access to Information (PAIA) Manual, 2021 compiled in terms of section 14 of the Promotion of Access to Information Act, 2000 (as amended) for the Western Cape Education Department

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1. List of acronyms and abbreviations

1.1.	"DIO"	Deputy Information Officer
1.2.	"DotP"	Department of the Premier
1.3.	"HOD"	Head of Department
1.4.	"IO"	Information Officer
1.5.	"MEC"	Member of the Executive Committee
1.6.	"PAIA"	Promotion of Access to Information Act, 2000
1.7.	"PFMA"	Public Finance Management, 1999
1.8.	"POPIA"	Protection of Personal Information Act, 2013
1.9.	"PSA"	Public Service Act, Proclamation 103 of 1994
1.10.	"Regulator"	Information Regulator
1.11.	"the Constitution"	Constitution of the Republic of South Africa, 1996
1.12.	"WCG"	Western Cape Government
1.13.	"WCED"	Western Cape Education Department

2. Purpose of the PAIA Manual

This PAIA Manual is useful for the public to-

- 2.1. check the nature of the records which may already be available at Western Cape Education Department, without the need for submitting a formal PAIA request.
- 2.2. understand how to make a request for access to a record of the Western Cape Education Department.
- 2.3. obtain all the relevant contact details of the persons who will assist the public with the records they intend to access.
- 2.4. be aware of all the remedies available from the Western Cape Education Department regarding a request for access to the records, before approaching the Regulator or the Courts.
- 2.5. obtain a description of the services available to members of the public from the Western Cape Education Department, and how to gain access to those services.
- 2.6. obtain a description of the guide on how to use PAIA, as updated by the Regulator and how to obtain access to it.
- 2.7. know if the Western Cape Education Department will process personal information, the purpose of processing of personal information and the description of the categories of data subjects and of the information or categories of information relating thereto.
- 2.8. know if the Western Cape Education Department has planned to transfer or process personal information outside the Republic of South Africa and the recipients or categories of recipients to whom the personal information may be supplied.
- 2.9. know whether the Western Cape Education Department has appropriate security measures to ensure the confidentiality, integrity and availability of the personal information which is to be processed.

3. Establishment of the Western Cape Education Department

The Western Cape Education Department is a provincial structure within the public service which is established in terms of section 197 of the Constitution. The PSA which gives effect to section 197 of the Constitution provides in section 7 thereof for provincial departments.

3.1 Objectives/Mandate

Objectives:

Quality education for every learner in every classroom in every school in the province. In realising the vision, the department will focus on the following policy priorities:

1. Strengthen and Expand quality learning opportunities for enhanced performance;
2. Enhance and Expand enabling learning environments;
3. Strengthen functionality and accountability; and
4. Strengthen and Enhance innovative adaptability and preparedness for changing context.

The mission of the WCED is to ensure that: Every child has quality learning opportunities in a functional and enabling environment to acquire knowledge, competencies, skills and values to succeed in a changing world.

Mandate:

Constitutional mandate

The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996):

Section 29 guarantees that everyone has the right to basic education, including adult basic education; everyone has the right to receive education in the official language or languages of their choice in public educational institutions where that education is reasonably practicable, and that everyone has the right to establish and maintain, at their own expense, independent educational institutions that do not discriminate on the basis of race, are registered with the state, and maintain standards that are not inferior to standards at comparable public educational institutions. The state, with all its organs, has the duty to respect all fundamental rights, and is enjoined in terms of section 7(2) of the Constitution to promote and fulfil the rights enunciated in the Bill of Rights, in Chapter 2.

Legislative and policy mandates

The Western Cape Education Department (WCED), as an organ of state, fulfils the obligations imposed upon it within the context of the concurrent law-making competence conferred by the Constitution on parliament and provincial legislatures to regulate education at all levels excluding tertiary education (Part A of Schedule 4 to the Constitution). The following national and provincial legislative enactments are instructive:

The National Education Policy Act), 1996 (NEPA (Act 27 of 1996):

This Act provides for the determination of national education policy for planning, provision, financing, co-ordination, management, governance, programmes, monitoring, evaluation and wellbeing of the education system by the Minister, subject to the competence of the provincial legislatures in terms of section 146 of the Constitution, principles listed in section 4 of the Act, and the relevant provisions of provincial law relating to education. It further provides for consultative structures for the determination of national education policy and legislation in the form of the Council for Education Ministers (CEM), Heads of Education Departments Committee (HEDCOM), and other consultative bodies on any matter the Minister may identify, as stated in section 11 of the Act and, where applicable, the Education Labour Relations Council.

The South African Schools Act, 1996 (SASA) (Act 84 of 1996):

This Act applies to all school education in the Republic of South Africa. Its purpose is to give effect to the constitutional right to education. Subject to this Act and any applicable provincial law, every parent must cause every learner for whom he or she is responsible to attend a school from the first school day of the year in which such learner reaches the age of seven years until the last school day of the year in which such learner reaches the age of fifteen years or the ninth grade, whichever occurs first. This Act outlaws any form of discrimination, it seeks to redress past injustices in the provision of education and to provide education of a progressively high quality for all learners.

In terms of the Act, three partners oversee the operations of schools:

- i) The national government represented by the Minister of Basic Education whose primary role is to determine national policy, subject to the provisions of the Constitution, the provisions of the Act and considering the competency of the provincial legislature;
- ii) the provincial government which acts through the Provincial Minister for Education. The Provincial Minister bears the obligation to provide public schools and, together with the Head of Department, exercises executive and administrative control over public schools through principals; and
- iii) governing body in which the governance of the schools is vested on condition that they only perform such functions and obligations and exercise only such rights as prescribed by SASA.

A draft Basic Education Laws Amendment Bill published by the Minister of Basic Education in Government Gazette 41178, Notice 1101 dated 13 October 2017, proposes amendments to this Act.

The Western Cape Provincial School Education Act, 1997 (Act 12 of 1997) as amended in 2018: Amendments to the Act promulgated in 2018, made provision for:

- the establishment of an evaluation authority to be known as the Western Cape School Evaluation Authority (or "SEA"), which is intended to improve the school quality assessment and establish a new SEA in the Western Cape to conduct independent evaluations of school quality that are credible, transparent and effective in enabling school improvement in the province. The outcomes of these assessments are published.
- Collaboration Schools and Donor Funded Schools. The WCED's approach to Collaboration Schools and Donor Funded Schools reflects the commitment of the Western Cape Government to consider all innovative options for improving opportunities, especially in poor communities.
- the establishment of short-term intervention facilities for learners who have been found guilty of serious misconduct, as an alternative to expulsion.
- the enabling of classroom observation, and, providing for an exception to the prohibition of alcohol on school premises, on application to the Head of Department, to permit the consumption or sale of alcoholic liquor on school premises or at any school activity held on school premises.

The Service Delivery Improvement Plan (SDIP) Directive, 2019:

The SDIP as issued by the Department of Public Service and Administration (DPSA) required that a department must submit their approved SDIPs to the DPSA by 31 March every 5 years. SDIPs must be aligned to the Strategic Plans of each department.

The Employment of Educators Act, 1998 (Act 76 of 1998):

This Act applies to the employment of educators at public schools and in departmental offices and provides for the determination of salaries and other conditions of service of educators by the Minister of Basic Education, subject to the Labour Relations Act or any Collective Agreement concluded by the Education Labour Relations Council and the Personnel Administrative Measures (PAM).

A draft Basic Education Laws Amendment Bill published by the Minister of Basic Education proposes amendments to this Act.

Public Finance Management Act, 1999 (Act 1 of 1999):

This Act applies to departments, public entities listed in Schedule 2 or 3, constitutional institutions and provincial legislatures subject to subsection 3(2) of the Act, and regulates accountability, transparency and sound management of the revenue, expenditure, assets and liabilities of institutions listed in section 3 of the Act, and also contains responsibilities of persons entrusted with financial management. In terms of sections 13 and 22 of the PFMA, school fees do not form part of the revenue funds, which are regulated by the PFMA. This implies that the PFMA do not apply to schools and that the financial management of school funds is provided for in the SASA and not the PFMA.

The South African Council for Educators Act, 2000 (Act 31 of 2000):

This Act deals with the registration of educators in the teaching profession with the South African Council for Educators (SACE), and further provides for promotion, development and enhancement of the teaching profession as well as the enforcement of the Code of Professional Ethics for educators to protect the dignity of the profession on continuous basis.

Public Service Act, 1994 (Proclamation 104 of 1994):

This Act deals with the organisation and administration of the public service of the Republic as well as the regulation of the conditions of employment, terms of office, discipline, retirement and discharge of the members of the public service.

The Promotion of Administrative Justice Act [PAJA], 2000 (Act 3 of 2000) and the Promotion of Access to Information Act [PAIA], 2000 (Act 2 of 2000):

These Acts are essential legislative instruments and apply, in the case of PAJA, to all administrative acts performed by the state administration that influence members of the public. It deals with the requirements for procedural fairness if an administrative decision affects a person (section 3) or public (section 4), reasons for administrative action and grounds for judicial review (sections 5 and 6). PAIA on the other hand deals with section 32 of the Constitution, the right of access to information 'records' held by public and private bodies such as all documents, recordings and visual material, but does not apply during civil and criminal litigation.

Protection of Personal Information Act, 2013 (POPIA) (Act 4 of 2013):

To promote the protection of personal information processed by public and private bodies; to introduce certain conditions so as to establish minimum requirements for the processing of personal information; to provide for the establishment of an Information Regulator to exercise certain powers and to perform certain duties and functions in terms of this Act and the Promotion of Access to Information Act, 2000; to provide for the issuing of codes of conduct; to provide for the rights of persons regarding unsolicited electronic communications and automated decision making; to regulate the flow of personal information across the borders of the Republic; and to provide for matters connected therewith.

Occupational Health and Safety Act, 1993 (OHSA) (Act 85, 1993):

To provide for the health and safety of persons at work and for the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

Labour Relations Act, 1995 (LRA) (Act 66 of 1995):

To change the law governing labour relations and, for that purpose –

- to give effect to section 27 of the Constitution;
- to regulate the organisations rights of trade unions;
- to promote and facilitate collective bargaining at the workplace and at sectoral level;
- to regulate the right to strike and the recourse to lock-out in conformity with the Constitution;
- to promote employee participation in decision-making through the establishment of workplace forums;
- to provide simple procedures for the resolution of labour disputes through statutory conciliation, mediation and arbitration (for
- which purpose the Commission for Conciliation, Mediation and Arbitration is established), and through independent alternative
- dispute resolution services accredited for that purpose;
- to establish the Labour Court and Labour Appeal Court as superior courts, with exclusive jurisdiction to decide matters arising from the Act;
- to provide for a simplified procedure for the registration of trade unions and employers' organisations, and to provide for them
- regulation to ensure democratic practices and proper financial control;
- to give effect to the public international law obligations of the Republic relating to labour relations;
- to amend and repeal certain laws relating to labour relations; and
- to provide for incidental matters.

In addition to the legislative mandates mentioned above, the following white papers, policies and prescripts guide the WCED in its delivery of quality education:

The National Curriculum Statement Grade R-12:

This comprises Curriculum and Assessment Policy Statements for all approved school subjects; The National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grade R – 12; and The National Protocol for Assessment, Grades R – 12.

Education White Paper 5:

Education White Paper 5 on Early Childhood Development (2000) provides for the expansion and participation of 5-year olds in pre-school reception grade education, for the improvement in the quality of the programmes, curricula and teacher development. (0-4 and 6-9-year olds).

Education White Paper 6:

Education White Paper 6 on Inclusive Education (2001) describes the implementation of inclusive education at all levels of the system to include vulnerable learners, remove learning barriers, targeted support structures and mechanisms to improve the retention of learners in the system.

Education White Paper 7:

Education White paper 7 is about e-education and the use of ICT to accelerate achievement. It describes connecting teachers and learners to each other to share ideas and information, support services and providing platforms of learning for education reform. The policies and guidelines below are in draft format and may influence the strategies of the department:

Draft Curriculum and Assessment Policy Statement for Learners with Severe Intellectual Disability (SID), Grade R-5:

This Policy has invited public comment and envisages to present knowledge and skills at a more functional and at reduced breadth and depth, while also making available a few occupational subjects, giving an opportunity to receive an endorsed statement of achievement. WCED submitted its response to DBE on 1 August 2018.

Draft Guidelines on Resourcing of an Inclusive Education System:

The draft Guidelines on Resourcing of an Inclusive Education System, published in Government Gazette 41581 dated 20 April 2018 deal with, amongst other things, special schools, resource centres for these schools, full-service schools, ordinary public schools and district-based support teams.

Additionally, those listed below may continue to guide the department over the next reporting cycle:

National Norms and Standards for School Funding, 2011

National Norms and Standards for Educators, 2000

Regulations Relating to Minimum Uniform Norms and Standards for Public School Infrastructure, 29 November 2013

Language in Education Policy, 1997

National Policy on Religion and Education, 2003

National Policy on HIV/AIDS for Learners and Educators at Public Schools and Students and Educators in Further Education and Training Institutions, 1998

National Policy regarding Further Education and Training Programmes: Approval of Amendments to the programme and promotion requirements for the National Senior Certificate: A Qualification in Level 4 of the National Qualifications Framework (NQF), April 2007

Regulations relating to the Conduct, Administration and Management of Assessment for the National Senior Certificate, 29 August 2008

Addendum to FET Document, National Curriculum Statement on the National Framework Regulating Learners with Special Needs, 11 December 2006

National Planning on an Equitable Provision of an Enabling School Physical Teaching and Learning Environment, 21 November 2008

National Framework for Teacher Education and Development in South Africa, 26 April 2007

Requirements for Administration of Surveys, 2 April 2007

National Education Information Policy, 2004

Policy on the organisation, roles and responsibilities of education districts, 10 April 2013

Policy on Learner Attendance, 4 May 2010

Umalusi Language Policy, 2016

Regulations regarding the criteria for the quality assurance, accreditation and monitoring of independent schools and private assessment bodies by the General and Further Education and Training Quality Assurance Council, 2016

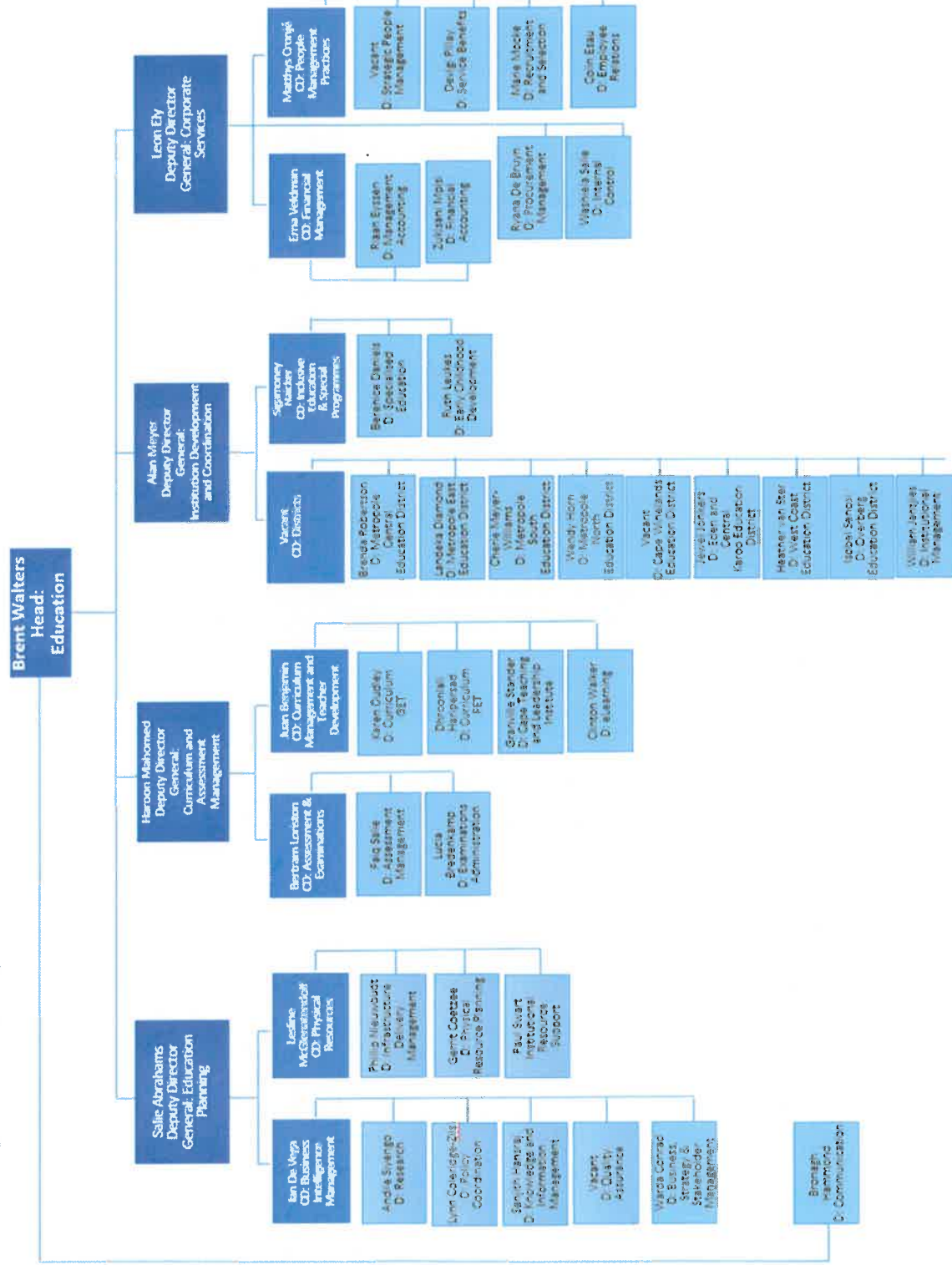
Policy and criteria for the quality assurance, accreditation and monitoring of independent schools and private assessment bodies

Amended Policy on the Organisation, Roles and Responsibilities of Education Districts

Repeal of the Proviso on the Compulsory Offering of Accounting with Mathematics

4. Structure of the Western Cape Education Department and functions

4.1 Structure



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4.2 Functions

Education Planning provides research, policy coordination, planning and resource support, centralized information management and quality assurance.

Curriculum and Assessment Management is responsible for curriculum development, support and coordination for general and further education and training, as well as the growing functions of assessment and examinations.

Institution Development and Coordination coordinates education management by eight education districts and provides management and governance support to schools. The branch includes the Chief Directorate: Inclusive Education and Special Programmes to manage special school education and other special programmes

The branch, **Corporate Services**, is responsible for managing financial resources, including, financial and management accounting, internal control, procurement management. It also includes managing people management practices which includes service benefits, recruitment and selection, employee relations and strategic people management.

Head of Department

Functions: The Head of Education is responsible for implementing the mandate of the WCED to provide general and further education and training in schools, and related services, including special needs education, and supporting early childhood development in line with national and provincial policy.

To ensure the quality of education and education institutions in the province through:

- Rendering departmental communication services. Managing the business strategy and stakeholder management process;
- Providing education planning services; managing curriculum development, assessment and examination processes;
- Managing the development of education institutions and management structures and coordinate delivery of programmes and activities. Managing the continuous and sustained effectiveness, efficiency and economy in providing corporate support;
- Providing executive and administrative support to the Head of Department; Training opportunities for teachers and non-teachers
- Targeted food programmes and other poverty alleviation and safety measures
- Support to teachers through provision of basic conditions of service, incentives and an employee wellness programme

Programme 1: Administration

To provide overall management of the education system in accordance with the National Education Policy Act, the Public Finance Management Act and other policies.

- Sub-programme 1.1: Office of the MEC: To provide for the functioning of the office of the Member of the Executive Council (MEC) for education in line with the ministerial handbook.
- Sub-programme 1.2: Corporate Services: To provide management services which are not education specific for the education system
- Sub-programme 1.3: Education Management: To provide education management services for the education system
- Sub-programme 1.4: Human Resource Development: To provide human resource development for office-based staff
- Sub-programme 1.5: Education Management Information System (EMIS): To provide an Education Management Information System in accordance with the National Education Information Policy

Programme 2: Public Ordinary School Education

To provide Public Ordinary Education from Grades 1 to 12, in accordance with the South African Schools Act and White Paper 6 on inclusive education. (E-learning is also included.)

- Sub-programme 2.1: Public Primary Level: To provide specific Public Primary Ordinary Schools (including Inclusive Education) with resources required for the Grade 1 to 7 level
- Sub-programme 2.2: Public Secondary Level: To provide specific Public Secondary Ordinary Schools (including Inclusive Education) with resources required for the Grades 8 to 12 level
- Sub-programme 2.3: Human Resource Development: To provide departmental services for the development of educators and non-educators in public schools.
- Sub-programme 2.4: Conditional Grants: To provide for projects under programme 2 specified by the Department of Basic Education and funded by conditional grants

Programme 3: Independent School Subsidies

To support Independent Schools in accordance with the South African Schools Act

- Sub-programme 3.1: Primary Level: To support Independent Schools in the Grades 1 to 7 levels
- Sub-programme 3.2: Secondary Level: To support Independent Schools in the Grades 8 to 12 levels

Programme 4: Public Special School Education

To provide compulsory public education in special schools in accordance with the South African Schools Act and White Paper 6 on Inclusive Education. Including e-learning and inclusive education.

- Sub-programme 4.1: Schools: To provide specific Public Special Schools with resources. (Including e-learning and inclusive education.)
- Sub-programme 4.2: Human Resource Development: To provide departmental services for the professional and other development of educators and non-educators in public special schools (including inclusive education).
- Sub-programme 4.3: Conditional Grants: To provide for projects under programme 4 specified by the Department of Basic Education and funded by conditional grants (including inclusive education)

Note that the Sub-programme: "School Sport, Culture and Media Services" is not provided for as the function resides under the Department of Cultural Affairs and Sport.

Programme 5: Early Childhood Development

To provide Early Childhood Development (ECD) at the Grade R and pre-grade R in accordance with White Paper 5. (E-learning is also included).

- Sub-programme 5.1: Grade R in Public Schools: To provide specific public ordinary schools with resources required for Grade R
- Sub-programme 5.2: Grade R in Early Childhood Development Centres: To support Grade R at early childhood development centres
- Sub-programme 5.3: Pre-Grade R training: To provide training and payment of stipends of Pre-Grade R practitioners/educators
- Sub-programme 5.4: Human Resource Development: To provide departmental services for the development of practitioners/educators and non-educators in grade R at public schools and ECD centres
- Sub-programme 5.5: Conditional Grants: To provide for projects under Programme 5 specified by the Department of Basic Education and funded by conditional grants

Programme 6: Infrastructure Development

To provide and maintain infrastructure facilities for schools and non-schools

- Sub-programme 6.1: Administration: To provide and maintain infrastructure facilities for administration
- Sub-programme 6.2: Public Ordinary Schools: To provide and maintain infrastructure facilities for public ordinary schools
- Sub-programme 6.3: Special Schools: To provide and maintain infrastructure facilities for public special schools
- Sub-programme 6.4: Early Childhood Development: To provide and maintain infrastructure facilities for early childhood development

Programme 7: Examination and Education Related Services

To provide the education institutions with examination and education-related services.

- Sub-programme 7.1: Payments to SETA: To provide employee HRD in accordance with the Skills Development Act
- Sub-programme 7.2: Professional Services: To provide educators and learners in schools with departmentally managed support services
- Sub-programme 7.3: External Examinations: To provide for departmentally managed examination services
- Sub-programme 7.4: Special Projects: To provide for special departmentally managed intervention projects in the education system.
- Sub-programme 7.5: Conditional Grants: To provide for projects specified by the Department of Education that is applicable to more than one programme and funded with conditional grants

5. Key contact details for access to information of the Western Cape Education Department

Information Officer

Name: Brent Walters
Tel: 021 467 2536
Email: eduhead.eduhead@westerncape.gov.za

Deputy Information Officers

PAIA:			
Director:	Name	Telephone	E-mail
Communication	Bronagh Hammond	021 467 2531	bronagh.hammond@westerncape.gov.za
POPIA			
Director:	Name	Telephone	E-mail
Institutional Management and Governance	William Jantjies	021 467 2611	william.jantjies@westerncape.gov.za

Access to information general contacts

Email: anna-mare.hanekom@westerncape.gov.za

Head Office

Postal Address: Private Bag x9114, Cape Town, 8000
Physical Address: 1 North Wharf Square, 2 Lower Loop Street, Cape Town, 8001
Telephone: 021 467 2000
Email: media1.media1@westerncape.gov.za
Website: wcedonline.westerncape.gov.za

6. Description of all remedies available in respect of an act or a failure to act by the Western Cape Education Department

Legislation applicable to the Western Cape Education Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order in terms of the Promotion of Administrative Justice Act, 2000.

Questions, complaints, or comments regarding any service delivery by the Western Cape Education Department made as follows:

Tel: 021 467 2000 (7:30 am – 16:00 pm)

E-mail: Eduhead.eduhead@westerncape.gov.za

Visit the Western Cape Education Department @ 1 North Wharf Square, 2 Lower Loop Street, Cape Town, 8001

Service delivery charter: <https://wcedonline.westerncape.gov.za/wced-services-access-schedule>

Contact the WCED: <https://wcedonline.westerncape.gov.za/home/webmaster.html>

7. Guide on how to use PAIA and how to obtain access to the guide

7.1 The Regulator has, in terms of section 10(1) of PAIA, updated and made available the revised Guide on how to use PAIA ("Guide"), in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right contemplated in PAIA and POPIA.

7.2 The Guide is available in each of the official languages.

7.3 The aforesaid Guide contains the description of-

7.3.1 the objects of PAIA and POPIA;

7.3.2 the postal and street address, phone and, if available, electronic mail address of-

7.3.2.1 the Information Officer of every public body, and

7.3.2.2 every Deputy Information Officer of every public and private body designated in terms of section 17(1) of PAIA¹ and section 56 of POPIA²;

7.3.3 the manner and form of a request for-

7.3.3.1 access to a record of a public body contemplated in section 11³; and

7.3.3.2 access to a record of a private body contemplated in section 50⁴;

¹ Section 17(1) of PAIA- for the purposes of PAIA, each public body must, subject to legislation governing the employment of personnel of the public body concerned, designate such number of persons as deputy information officers as are necessary to render the public body as accessible as reasonably possible for requesters of its records.

² Section 56(a) of POPIA- Each public and private body must make provision, in the manner prescribed in section 17 of the Promotion of Access to Information Act, with the necessary changes, for the designation of such a number of persons, if any, as deputy information officers as is necessary to perform the duties and responsibilities as set out in section 55(1) of POPIA.

³ Section 11(1) of PAIA- A requester must be given access to a record of a public body if that requester complies with all the procedural requirements in PAIA relating to a request for access to that record; and access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

⁴ Section 50(1) of PAIA- A requester must be given access to any record of a private body if-

- a) that record is required for the exercise or protection of any rights;
- b) that person complies with the procedural requirements in PAIA relating to a request for access to that record; and
- c) access to that record is not refused in terms of any ground for refusal contemplated in Chapter 4 of this Part.

- 7.3.4 the assistance available from the Information Officer of a public body in terms of PAIA and POPIA;
- 7.3.5 the assistance available from the Regulator in terms of PAIA and POPIA;
- 7.3.6 all remedies in law available regarding an act or failure to act in respect of a right or duty conferred or imposed by PAIA and POPIA, including the manner of lodging-
- 7.3.6.1 an internal appeal;
- 7.3.6.2 a complaint to the Regulator; and
- 7.3.6.3 an application with a court against a decision by the information officer of a public body, a decision on internal appeal or a decision by the Regulator or a decision of the head of a private body;
- 7.3.7 the provisions of sections 14⁵ and 51⁶ requiring a public body and private body, respectively, to compile a manual, and how to obtain access to a manual;
- 7.3.8 the provisions of sections 15⁷ and 52⁸ providing for the voluntary disclosure of categories of records by a public body and private body, respectively
- 7.3.9 the notices issued in terms of sections 22⁹ and 54¹⁰ regarding fees to be paid in relation to requests for access; and
- 7.3.10 the regulations made in terms of section 92¹¹
- 7.4 Members of the public can inspect or make copies of the Guide from the offices of the public or private bodies, including the office of the Regulator, during normal working hours. The Guide can also be obtained-

⁵ Section 14(1) of PAIA- The information officer of a public body must, in at least three official languages, make available a manual containing information listed in paragraph 4 above.

⁶ Section 51(1) of PAIA- The head of a private body must make available a manual containing the description of the information listed in paragraph 4 above.

⁷ Section 15(1) of PAIA- The information officer of a public body, must make available in the prescribed manner a description of the categories of records of the public body that are automatically available without a person having to request access

⁸ Section 52(1) of PAIA- The head of a private body may, on a voluntary basis, make available in the prescribed manner a description of the categories of records of the private body that are automatically available without a person having to request access

⁹ Section 22(1) of PAIA- The information officer of a public body to whom a request for access is made, must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹⁰ Section 54(1) of PAIA- The head of a private body to whom a request for access is made must by notice require the requester to pay the prescribed request fee (if any), before further processing the request.

¹¹ Section 92(1) of PAIA provides that – “The Minister may, by notice in the Gazette, make regulations regarding-

- (a) any matter which is required or permitted by this Act to be prescribed;
- (b) any matter relating to the fees contemplated in sections 22 and 54;
- (c) any notice required by this Act;
- (d) uniform criteria to be applied by the information officer of a public body when deciding which categories of records are to be made available in terms of section 15; and
- (e) any administrative or procedural matter necessary to give effect to the provisions of this Act.”

7.4.1 upon request to the Information Officer;

7.4.2 from the website of the Regulator (<https://www.justice.gov.za/inforeg/>). The contact details of the Regulator are in the table below.

The Office of the Information Regulator	
Telephone	Not available
Fax	Not available
E-Mail Address	General inquiries: enquiries@inforegulator.org.za. Complaints: PAIAComplaints@inforegulator.org.za -
Postal Address	P O Box 31533 Braamfontein, Johannesburg, 2017
Street Address	J.D. House 27 Stiemens Street Braamfontein, Johannesburg, 2001
Website	https://www.justice.gov.za/inforeg/

8. Description of the subjects on which the body holds records and categories of records held by the Western Cape Education Department

The Western Cape Education Department holds records on the following subjects and categories:

Categories and Subject Matter	Programme Requires a request	Programme Automatically available (Open Data)
Records kept part of the WCG Uniform File plan (1-11 support series)		
Organisation and Control (e.g) <ol style="list-style-type: none"> 1. Reorganization of functions 2. Delegation of Powers 3. Planning 4. Office instructions and codes 5. Organisational Performance Systems 6. Annual publications on measuring a set of outcome indicators within key (i) policy thematic areas; and (ii) governance indicators 7. Reports 8. Policy and Strategy 	Programmes 1-7	
Statutory and Regulatory Framework / Legislation <ol style="list-style-type: none"> 1. National Constitutional Framework 2. National Legislation 3. Western Cape Provincial Legislation 	CD: BIM D: Policy Co-ordination	
Human Resource Management <ol style="list-style-type: none"> 1. Organisational Development 	CD: People Management Practices D: Strategic people management D: Service Benefits, D: Recruitment and Selection,	

Categories and Subject Matter	Programme Requires a request	Programme Automatically available (Open Data)
<ul style="list-style-type: none"> 2. Departmental (i) organisational behaviour reports; (ii) business process reports; (iii) organisation design reports 3. Transversal service delivery intervention reports 4. Human Resource Management 5. Posts Control 6. Conditions of Service 7. Vacancies and Appointments 8. Termination of Service 9. Qualifications, Training and Skills Development 10. Staff movement 11. Staff control 12. Employee relations 13. Employee Health and wellness 14. Behaviour Dynamics 15. Human Resource Call Centre 	D: Employee Relations	
<p>Internal Financial Management</p> <ul style="list-style-type: none"> 1. Budget 2. Accounting responsibility 3. Expenditure 4. Banking Arrangements 5. Funds 6. Corporate Assurance 7. Internal Audit 8. Audit reports 	CD: Financial Management D: Management Accounting, D: Financial Accounting, D: Internal Control	
<p>Supply Chain Management</p> <ul style="list-style-type: none"> 1. Procurement 2. Provisioning 3. Asset management 4. Equipment and Furniture 	Branch Corporate Services: Procurement Management	
<p>Internal Facilities Management</p> <ul style="list-style-type: none"> 1. Buildings and Grounds 2. Telecommunication services 	Branch Planning D: Physical Resource Planning.	
<p>Internal Facilities Management</p> <ul style="list-style-type: none"> 1. Occupational Health and Safety 2. Internal security matters 	Branch: Institutional Resource Support D: Institutional Management and Governance	
<p>Internal Travel and Transport Services</p> <ul style="list-style-type: none"> 1. Transport 	Branch Corporate Services: Procurement Management	
<p>Internal Information Services</p> <ul style="list-style-type: none"> 1. Internal records management 2. Library management 3. Information management 4. Knowledge management 	Branch Planning D: Knowledge Management D: Institutional Resource Support	
<p>Communications</p> <ul style="list-style-type: none"> 1. Internal communications 	Office of the HOD D: Communications	

Categories and Subject Matter	Programme Requires a request	Programme Automatically available (Open Data)
2. Awareness Programmes 3. Language services 4. Media monitoring 5. Participation in events 6. Publications 7. Strategic Communication 8. Contact details		
Research Support Education Research Research development	Branch Planning D: Research Support	
Policy Co-Ordination; Policy development Policy services; Call for comment	D: Policy Co-ordination and D: Institutional Management and Governance	
Knowledge and Information Management Provision of departmental data	D: Knowledge and Information Management	
Quality Assurance; Compliance	D: Quality Assurance	
Infrastructure Delivery Management; Works inspectorate; Maintenance; Norms and standards; Basic service programmes; Architectural services	D: Infrastructure Delivery Management	
Physical Resource Planning; Property management Geographical information systems (GIS)	D: Physical Resource Planning	
Institutional Resource Support; Learner transport Learning and teaching support material	D: Institutional Resource Support	
Assessment Management; Assessment governance; Marking administration	D: Assessment Management	
Examination Administration; Conducting of examinations; Reprographic services	D: Examination Administration	
General Education Training (GET); Curriculum research; Subject development; Special projects Professional development	D: Curriculum (GET)	
Further Education Training (FET); Curriculum research; Subject development; Special projects Professional development	D: Curriculum (FET)	
Cape Teaching Learning Institute (CTLI); Teacher qualification improvements; Programmes; School management and leadership; EDULIS	D: Cape Teaching and Learning Institute	
E Learning/Technology development; E Infrastructure and LAN	D: E-Learning	
Specialised Education; Special school and resource Centres; Specialised support services	D: Specialised Education	
Institutional Management and Governance Safe schools; Independent schools; School enrichment	D: Institutional Management Governance	

Categories and Subject Matter	Programme Requires a request	Programme Automatically available (Open Data)
Districts; District offices create and keep records of the support and line function of the department.	CD: Districts	

9. Categories of records of the Western Cape Education Department which are available without a person having to request access

The following records are available for inspection in terms of section 15(1)(a)(i) and copying in terms of section 15(1)(a)(ii).

Documents that are available for download from the WCED Website at wcedonline.westerncape.gov.za free of charge in terms of section 15(1)(a)(iii) are marked with an asterisk.

The following records are available for inspection in terms of section 15(1)(a)(i) and copying in terms of section 15(1)(a)(ii).

Description of categories of records automatically available in terms of section 15(1)(a)(i) of the Promotion of Access to Information Act, 2000	Manner of access to recorded (these records are either available for inspection or can be obtained by paying a prescribed fee) between 08:00 and 15:45
(a) LOGIS annual statements and reports (b) Tender documents and quotations (c) SourceLink documents - advertisements (d) Tender documents (e) Tender Bulletins	Directorate: Supply Chain Management
(f) Remittance register (g) Files (excluding confidential and personal information) (h) WCED circulars and minutes*	Directorate: Knowledge and Information Management (General Registry)
(i) Employment equity plan (j) Training records	Directorate: Strategic People Management
(k) Financial records of expenditure	Directorate: Management Accounting

Description of categories of records automatically available for copying or purchasing in terms of Section 15(1)(a)(ii)	Manner of Access to Records (these records are either available for inspection or can be obtained by paying a prescribed fee) between 08:00 and 15:45
(a) Inspection reports (could be requested by institution that has been inspected)	Directorate: Financial Accounting
(b) Schedules of amounts that have been deducted from an individual's salaries and paid over to outside organisations (Only the personal and organisations concerned may request it.)	Directorate: Examinations

Description of categories of records automatically available for copying or purchasing in terms of Section 15(1)(a)(ii)	Manner of Access to Records (these records are either available for inspection or can be obtained by paying a prescribed fee) between 08:00 and 15:45
(c) Curriculum Policy Statements*	Directorate: Curriculum GET and FET
(d) Manuals on school matters (e) Information on boarding and transport bursaries	Directorate: Institution Management and Governance
(f) Workplace skills plan (g) Equity plan	Directorate: People Development Practices
(h) Course material*	Copies of these records may be obtained, on payment of the prescribed fee, from the Cape Teaching and Leadership Institute, (CTLI) Private Bag X14, Kuilsriver 7580
(i) Annual reports (WCED)*	Copies of these records may be obtained, from the Directorate: Communication
(j) Child abuse policy and protocol*	Copies of these records may be obtained, from the Directorate: Communication
(k) Policy documents (WCED)* (published with the relevant circular)	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Policy Co-ordination
(l) Vacancy lists*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Recruitment and Selection
(m) Establishments/Organograms of WCED educational institutions and offices*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Recruitment and Selection
(o) Edumedia catalogue*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication, Edumedia, 3 Station Road, Mowbray
(p) Edulis catalogues	Copies of these records may be obtained, on payment of the prescribed fee, from the Cape Teaching and Leadership Institute, (CTLI) Private Bag X14, Kuilsriver 7580
(q) Educational video material*U	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Curriculum GET and Directorate eLearning
(r) Home schooling information*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Institution Management and Governance Planning (including Safe Schools)
(s) Assessment policy	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Assessment Management
(t) Curriculum: Policy*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates: Curriculum GET & Curriculum FET
(u) List of prescribed books*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorates: Curriculum GET & Curriculum FET
(v) Strategic plan*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication
(w) Annual Performance Plan*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication
(x) Departmental forms*	Copies of these records may be obtained, on payment of the prescribed fee, from the Directorate: Communication

Description of category of records automatically available free of charge in terms of Section 15(1)(a)(iii)	Manner of access to records (these records are either available for inspection or can be obtained by paying a prescribed fee) between 08:00 and 15:45
(a) Particulars of auditors of schools (b) Statistics about the number of schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	Copies of these records are available free of charge from the Directorate: Institutional Management and Governance
(c) Examination results (first publication only)* (d) Senior Certificate: Full-time candidates (original copy only) (e) Examination directives	Copies of these records are available free of charge from the Directorate: Examinations Administration
(f) Disposal certificate (VA27 and 28) of used, obsolete, redundant and unserviceable items (g) Comparative schedule of tenders received.	Copies of these records are available free of charge from the Directorate: Supply Chain Management
(h) Tenders: Learner Transport Schemes (i) Approved suppliers' list of learner support material (institutional resource support) (j) Provisioning recording certificates (VA12) of offices, schools, centres and Head Office	Copies of these records are available free of charge from the Directorate: Institutional Resource Support
(k) Proof of payment to suppliers (l) Registration documents as supplier of learner support material	Copies of these records are available free of charge from the Directorate: Institutional Resource Support
(m) Expenses of learner support material	Copies of these records are available free of charge from the Directorate: Institutional Resource Support
(n) Reports of losses about burglaries, fires and vandalism at institutions	Copies of these records are available free of charge from the Directorate: Physical Resources Planning
(o) Payment data on municipal services provided to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996)	Copies of these records are available free of charge from the Directorate: Management Accounting
(p) Information on schools for learners with special educational needs (q) Specialised learner and educator support (r) Gender equity pamphlets (s) Gender equity posters (t) Diversity posters (u) Anti-violence posters (v) Human resource development newsletter (w) Employment equity advocacy material	Copies of these records are available free of charge from the Directorate: Specialised Education Copies of these records are available free of charge from the Directorate: Strategic People Management

(x)	Manual: Maintenance of buildings and sites	Copies of these records are available free of charge from the Directorate: Physical Resources Planning
(y)	Scheduled maintenance	
(z)	Capital works	
(aa)	Appointment of employees (educators and public servants) (excluding confidential and personal information)	Copies of these records are available free of charge from the Directorate: Recruitment and Selection
(bb)	Retirement of employees	Copies of these records are available free of charge from the Directorate: Service Benefits, Grand Central Towers
(cc)	Conditions of service and benefits of employees	
(dd)	Resolutions of bargaining councils	
(ee)	Information about leave (Only the persons and organisations that have an interest may request it)	
(ff)	Promotion requirements	
(hh)	Resolutions of bargaining councils	Copies of these records are available free of charge from the Directorate: Employee Relations
(ii)	Promotion requirements	Copies of these records are available free of charge from the Directorate: Recruitment and Selection
(jj)	Senior Certificate requirements	Copies of these records are available free of charge from the Directorate: Examinations Administration
(kk)	General Education & Training certificate information	
(mm)	List of WCED schools for purpose of finding placement.*	This information is obtainable by accessing the Find-A-School
(nn)	List of schools listed by subject offerings.*	
(oo)	Mailing list for all educational institutions registered with the WCED*	
(pp)	Information on the progress of an application to any public schools registered with the WCED.*	

10. Services available to members of the public from the Western Cape Education Department and how to gain access to those services

The Public Body renders the following services directly to the public:

Services rendered by the Western Cape Education Department	How to access these services
Call Centre (Personnel and Finance queries)	0861 92 33 22
Safe Schools Call Centre	0800 45 46 47
Directorate Examination helpline:	021 467 2300
WCED Online - Feedback	wcedonline.westerncape.gov.za/give-us-your-feedback

11. Public involvement in the formulation of policy or the exercise of powers or performance of duties by Western Cape Education Department

In most instances, legislation prescribes the following procedures for making matters known and for public participation:

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers
- Workshops with concerned and affected groups
- Notification on the Department's website
- Manuals and guideline documents (sometimes)

12. Processing of Personal Information

12.1 Purpose of the Processing

12.1.1 Personal Information is processed to comply with the Public Body's constitutional and legislative mandates as set out in its Annual Strategic, Business and Performance Plans available at wcedonline.westerncape.gov.za

12.1.2 Personal Information is used for:

- Human resources and employment purposes such as (1) recruitment, selection and placement; (2) administration of compensation and benefits; (3) performance management and training; and (4) government reporting (5) parent data (6) learner data.
- Risk management which includes physical and electronic security and access control;
- Planning;
- Procurement of goods and services; and
- Rendering of services.

12.2 Description of the categories of Data Subjects, information processed and recipients thereof

Data Subjects	Information	Recipients
Prospective employees, current employees, consultants, interns and volunteers	<ul style="list-style-type: none"> - Name, identification number, biographical information; - Contact details; - Educational, employment and criminal history; - Biometric and health information; - Psychometric assessments; and - References, background checks. 	Relevant Provincial and National Government Departments and their agents.
Current employees, consultants, interns	<ul style="list-style-type: none"> - Account information; - Performance reports; and - Skills/training reports. 	Relevant Provincial and National Government Departments and their agents.
Prospective and current suppliers, service providers, contractors, sub-	<ul style="list-style-type: none"> - Name, identification number/company registration number; - Relevant registration number; - Contact details; 	Relevant Provincial and National Government: <ul style="list-style-type: none"> - Departments; - Public Entities;

contractors and business partners	<ul style="list-style-type: none"> - Financial history; - References, background checks; - Account information; and - Performance reports. 	<ul style="list-style-type: none"> - Business Enterprises; and their agents.
Service users (clients / customers) and visitors.	<ul style="list-style-type: none"> - Name, identification number, biographical information - Contact details - Compliments or complaints 	Relevant Provincial and National Government: <ul style="list-style-type: none"> - Departments - Public Entities; Public Enterprises; and their agents.
Prospective parents and current parents	<ul style="list-style-type: none"> • Name, identification number, biographical information; • Contact details; 	Only for internal departmental use. No sharing of information.
Prospective and current learners	<ul style="list-style-type: none"> • Name, identification number, biographical information; • Contact details; • Academic History 	Relevant Provincial and National Government Departments and their agents.
Volunteers and Partners	<ul style="list-style-type: none"> • Name, identification number, biographical information • Contact details; 	

12.3 Planned transborder flows of personal information

Transfers of personal information outside the Republic

The Western Cape Education Department shall not transfer personal information about a data subject to a third party who is in a foreign country unless—

- (a) The third party who is the recipient of the information is subject to a law, binding corporate rules or binding agreement which provide an adequate level of protection that—
 - (i) effectively upholds principles for reasonable processing of the information that are substantially similar to the conditions for the lawful processing of personal information relating to a data subject who is a natural or juristic person; and
 - (ii) includes provisions relating to the further transfer of personal information from the recipient to third parties who are in a foreign country;
- (b) The data subject consents to the transfer;
- (c) The transfer is necessary for the performance of a contract between the data subject and the Western Cape Education Department, or for the implementation of pre-contractual measures taken in response to the data subject's request;
- (d) The transfer is necessary for the conclusion of performance of a contract between the Western Cape Education Department and a third party; or
- (e) The transfer is for the benefit of the data subject, and—
 - (i) it is not reasonably practicable to obtain the consent of the data subject to that transfer; and
 - (ii) if it were reasonably practicable to obtain such consent, the data subject would be likely to give it.

12.4 General Description of Information Security Measures to be implemented by the Western Cape Education Department to ensure the confidentiality, integrity and availability of the information

12.4.1 The integrity and confidentiality of personal information is protected against anticipated threats and unauthorised access by employing security safeguards that are reasonable and appropriate to the identified risks and the sensitivity of the information.

12.4.2 These safeguards include the following:

12.4.3 Organisational measures:

- The Head of Department takes overall responsibility for the security of all Departmental information.
- The Departmental Security Manager manages this security function in DotP on behalf of the DG supported by a DotP Security Committee.
- The Chief Information Officer (CIO) ensures that appropriate measures are in place to safeguard ICT infrastructure, networks and systems. This includes taking responsibility for third parties that develop, access or use WCG ICT infrastructure, networks and systems.
- A Chief Information Security Officer (CISO) assesses and documents enterprise information risk and manages the risk in respect of ICT infrastructure, networks and systems.
- Safekeeping and security responsibilities are included in the responsibilities of employees working with personal information and they have to adhere to information security laws, policies, plans and procedures.
- Security incidents are reviewed and reported on.

12.4.4 Physical measures:

- Access to facilities and equipment is controlled and auditable.
- Access points are limited with provision for physical security controls, such as window bars, grilles, shutters and security doors. Where required access points are enhanced by the use of intruder detection systems, guard services and/or closed-circuit television surveillance.
- Access is controlled and monitored through a combination of manned guarding, electronic access control systems, ID access cards, visitor management systems, biometric activation doors, turnstiles and entry & egress searching.

12.4.5 Technical measures

- The Information Security standards issued for the public service is adhered to.
- Agreements concluded with third parties include the protection of the integrity and confidentiality of information by the third parties.
- Risks are assessed during the development of new applications and systems, when changing existing systems, when changing business processes and when areas of concern are identified.
- Risk to the ICT infrastructure, networks and systems is managed through vulnerability and threat testing and awareness, audit controls, incident management and security awareness training.

12.4.6 Similar safeguards are required from service providers, suppliers and business partners who receive personal information from or on behalf the WCG during their relationship with DotP.

13. Accessibility and Availability of this Manual

- 13.1 The manual is available in English, Afrikaans and Xhosa for viewing between 7.30 and 16.00 Mondays to Fridays (excluding public holidays) at
- the WCED walk-in Centre, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8001
 - the office of the Deputy Information Officer Mrs Bronagh Hammond, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8001
- 13.2 The manual and Afrikaans and Xhosa translations thereof, may be accessed online through the World Wide Web by visiting the following web address wcedonline.westerncape.gov.za

14. Updating of the Manual

The Western Cape Education Department will, if necessary, update and publish this manual annually.

Issued by



Brent Walters
Head of Department

Guidance on access to records that are not automatically available

1. Completion of application form, payment of fees and form of access – sections 18, 19, 22, 29 and 31.

1.1 Application form

- A prescribed form (attached as **FORM 2** must be completed by the requester and submitted to the Information Officer/Deputy Information Officer.
 - If a requester cannot read or write or complete the form due to a disability, the request may be made orally. The Information Officer/ Deputy Information Officer will then complete Form 2 on behalf of the requester, keep the original and give the requester a copy thereof.
 - A request may be made on behalf of another person but then the capacity in which the request is made must be indicated on Form 2. The requester must also submit proof of the capacity in which the request is made, to the reasonable satisfaction of the Information Officer/Deputy Information Officer.
 - A requester (data subject) seeking to confirm whether his/her personal information is held by the public body or the identities of third parties who had access or requires access to his/her own personal information must provide proof of their identity and is required to supply a certified copy of their identity document for authentication purposes.

1.2 Fees

- The fees for requesting and searching for a record, as well as making copies of the record, are prescribed by the regulations made in terms of PAIA. (Attached as **FEE SCHEDULE**) The following fees are payable:
 - Request fee of R100.00 for each request;
 - Access fee for the reasonable time spent to search for and prepare the record, if it takes more than an hour to search and prepare a record. A deposit, of not more than a third of the total access fee, may be required. However, the full access fee is payable before access is granted; and
 - for making copies of the record.

1.3 Applicants who are exempt from paying a request fee:

- A maintenance officer/investigator requesting access to a record for a maintenance investigation or inquiry in terms of the Maintenance Act, 1998 (or regulations made in terms thereof.)
- A person requesting a record that contains his/her personal information.

1.4.1 Applicants who are exempt from paying an access fee:

- A person requesting a record that contains his/her personal information.
- A single person whose annual income does not exceed R14 712 per annum.
- Married persons, or a person and his or her life partner whose annual income does not exceed R27 192.

14.2 Form of access

- A requester must indicate on Form 2 if a copy or an inspection of the record is required.
 - If a copy is required, the requester must indicate the form thereof (e.g., printed or electronic) and the preferred language (where the record is available in more than one language). The Department does not translate records that are only available in one language.
- The record will be provided in the requested format unless it is impractical, or it will unreasonably interfere with the running of the Department's business

2. Decision to Grant or Refuse Access – Sections 25 And 26

2.1 Time period to make a decision

The Information Officer/ Deputy Information Officer must as soon as reasonably possible after receipt of the R100,00 and the completed Form 2, but at least within **30 days** of receipt thereof, decide whether to grant or refuse the request and notify the requester of the decision.

2.2 Extension of time period

The Information Officer / Deputy Information Officer may extend the period of 30 days, **once** for a further period of **30 days** in the following circumstances:

- the request is for a large number of records or requires a search through a large number of records and attending to the request unreasonably interferes with the department's activities;
- the request requires a search for records from an office that is not in the same town or city as that of the Information officer/Deputy Information Officer;
- consultation is required with other departments of the WCG or other public bodies to decide upon the request; or
- the requester consented to an extension.

3. Records that contain information of third parties – Sections 47, 48

3.1 Notification:

The Information Officer/Deputy Information Officer must take all reasonable steps to inform a third party as soon as possible, but at least within **21 days**, of receipt of any request for a record that contains:

- a third party's personal information;
- a third party's trade secrets;
- a third party's financial, commercial, scientific or technical information and disclosure would likely cause commercial or financial harm to the third party;
- information supplied by a third party in confidence and the disclosure would prejudice or put the third party at a disadvantage in contractual or other negotiations or commercial competition;
- information supplied in confidence by a third party and disclosure would (i) amount to a breach of a duty of confidence owed to the third party in terms of an agreement; or (ii) reasonably prejudice the future supply of similar information which should, in the public interest, be supplied; or
- information about research being carried out by or on behalf of a third party that would seriously disadvantage either the third party, the agent or the research subject matter.

3.2 Third Party representations and consent

Within **21 days** of the notification (3.1 above) a third party may either (i) make written or oral representations to the Information Officer/ Deputy Information Officer why the request should be refused; or (ii) give written consent for the disclosure of the record.

3.3 Decision on representation for refusal

The Information Officer/ Deputy Information Officer must as soon as reasonable possible, but at least within **30 days** after the notification (3.1 above) decide whether to grant or refuse the request for access and must notify the third party concerned as well as the requester of the decision.

4. Internal appeal – sections 74 and 75

4.1 Requester

A requester may lodge an internal appeal, within **60 days** after notice is given of a decision by the Information Officer/Deputy Information Officer to:

- refuse a request for access (see 2 above);
- pay a fee (see 1.2 above);
- extend the period to give access (see 2.2 above).

4.2 Third party

A third party may lodge an internal appeal, within **30 days** after notice is given of a decision by the Information Officer/Deputy Information Officer to grant access to a record that contains information about the third party (see 3 above).

4.3 Manner of internal appeal

An internal appeal is lodged by completing the prescribed form (**Form 4** attached) and delivering or sending it to the Information Officer/ Deputy Information Officer.

5. Complaint to Information Regulator – sections 77A and 77B

Only after an internal appeal has been lodged and the requester or third party remains unsatisfied with the outcome of the internal appeal a complaint may be lodged to the Information Regulator.

5.1 Requester

- A requester may complain to the Regulator in respect of:
 - an unsuccessful internal appeal;
 - a disallowed late appeal;
 - a refusal of a request for access to information;
 - a decision about fees;
 - a decision to extend the time to deal with a request; or
 - a decision to provide access in a particular form.

5.2 Third party

- A third party may complain to the Information Regulator in respect of:
 - an unsuccessful internal appeal,
 - any grant of a request for access to information.

5.3 Format

A complaint to the Information Regulator must be made in writing in the prescribed form (**Form 5** attached) within **180 days** of the decision giving rise to the complaint.

6. Application to court – section 78

6.1 A requester or third party may apply to court for appropriate relief if

- an internal appeal was lodged and the applicant remains unsatisfied with the outcome of the internal appeal; or
- a complaint was lodged with the Information Regulator and the complainant remains unsatisfied with the outcome of the complaint.

6.2 The application to court must be made within **180 days** after being informed of the outcome of the internal appeal or the decision by the Information Regulator, as the case may be.

Form 2 - Request for access to record

[Regulation 7]

Note:

1. Proof of identity must be attached by the requester.
2. If requests made on behalf of another person, proof of such authorisation, must be attached to this form.

To: The Information Officer

(Address)

E-mail address:

Fax number:

Mark with an "X"

Request is made in my own name Request is made on behalf of another person.

Personal information				
Full Names				
Identity Number				
Capacity in which request is made <i>(when made on behalf of another person)</i>				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B):		Facsimile:	
	Cellular:			
Full names of person on whose behalf request is made <i>(if applicable)</i> :				
Identity Number				
Postal Address				
Street Address				
E-mail Address				
Contact Numbers	Tel. (B)		Facsimile	
	Cellular			

Particulars of record requested	
<i>Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located. (If the provided space is inadequate, please continue on a separate page and attach it to this form. All additional pages must be signed.)</i>	
Description of record or relevant part of the record:	
Reference number, if available	
Any further particulars of record	
Type of record	
<i>(Mark the applicable box with an "X")</i>	
Record is in written or printed form	
Record comprises virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Record consists of recorded words or information which can be reproduced in sound	
Record is held on a computer or in an electronic, or machine-readable form	
Form of access	
<i>(Mark the applicable box with an "X")</i>	
Printed copy of record <i>(including copies of any virtual images, transcriptions and information held on computer or in an electronic or machine-readable form)</i>	
Written or printed transcription of virtual images <i>(this includes photographs, slides, video recordings, computer-generated images, sketches, etc)</i>	
Transcription of soundtrack <i>(written or printed document)</i>	
Copy of record on flash drive <i>(including virtual images and soundtracks)</i>	
Copy of record on compact disc drive <i>(including virtual images and soundtracks)</i>	
Copy of record saved on cloud storage server	
Manner of access	
<i>(Mark the applicable box with an "X")</i>	
Personal inspection of record at registered address of public/private body <i>(including listening to recorded words, information which can be reproduced in sound, or information held on computer or in an electronic or machine-readable form)</i>	
Postal services to postal address	
Postal services to street address	
Courier service to street address	
Facsimile of information in written or printed format <i>(including transcriptions)</i>	
E-mail of information <i>(including soundtracks if possible)</i>	
Cloud share/file transfer	
Preferred language <i>(Note that if the record is not available in the language you prefer, access may be granted in the language in which the record is available)</i>	

Particulars of right to be exercised or protected	
<i>If the provided space is inadequate, please continue on a separate page and attach it to this Form. The requester must sign all the additional pages.</i>	
Indicate which right is to be exercised or protected	
Explain why the record requested is required for the exercise or protection of the aforementioned right:	

Fees	
a) A request fee must be paid before the request will be considered. b) You will be notified of the amount of the access fee to be paid. c) The fee payable for access to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record. d) If you qualify for exemption of the payment of any fee, please state the reason for exemption	
Reason	

You will be notified in writing whether your request has been approved or denied and if approved the costs relating to your request, if any. Please indicate your preferred manner of correspondence:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Requester / person on whose behalf request is made

For official use

Reference number:	
Request received by: (State: Rank, Name and Surname of Information Officer)	
Date received:	
Access fees:	
Deposit (if any):	

Signature of Information Officer

Fees in Respect of Public Bodies

Item	Description	Amount
1.	The request fee payable by every requester	R100.00
2.	Photocopy of A4-size page	R1.50 per page or part thereof.
3.	Printed copy of A4-size page	R1.50 per page or part thereof
4.	for a copy in a computer readable form on: (i) Flash drive (to be provided by requestor) (ii) Compact disc If provided by requestor If provided to requester	R40.00 R40.00 R60.00
5.	for a transcription of visual images per A4-size page	Service to be outsourced. Will depend on quotation from the Service Provider
6.	Copy of visual images	
7.	Transcription of an audio record, per A4-size page	R24,00
8.	Copy of an audio record on: (i) Flash drive (to be provided by requestor) (ii) Compact disc If provided by requestor If provided to the requestor	R40,00 R40,00 R60,00
9.	To search for and prepare the record for disclosure for each hour or part of an hour, excluding the first hour, reasonably required for such search and preparation. To not exceed a total cost of	R100,00 R300,00
10.	Deposit: If search exceeds 6 hours	One third of amount per request calculated in terms of items 2 to 8.
11.	Postage, e-mail or any other electronic transfer	Actual expense, if any

Form 4 - Internal Appeal Form - [Regulation 9]

Reference Number:

Particulars of Public Body			
Name of Public Body			
Name and Surname of Information Officer:			
Particulars of complainant who lodges the Internal Appeal			
Full Names			
Identity Number			
Postal Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
E-Mail Address			
Is the internal appeal lodged on behalf of another person?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If answer is "yes", capacity in which an internal appeal on behalf of another person is lodged: <i>(Proof of the capacity in which appeal is lodged, if applicable, must be attached.)</i>			
Particulars of person on whose behalf the internal appeal is lodged (If lodged by a third party)			
Full Names			
Identity Number			
Postal Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		
E-Mail Address			

Decision against which the internal appeal is lodged <i>(mark the appropriate box with an "X")</i>	
Refusal of request for access	<input type="checkbox"/>
Decision regarding fees prescribed in terms of section 22 of the Act	<input type="checkbox"/>
Decision regarding the extension of the period within which the request must be dealt with in terms of section 26(1) of the Act	<input type="checkbox"/>
Decision in terms of section 29(3) of the Act to refuse access in the form requested by the requester	<input type="checkbox"/>
Decision to grant request for access	<input type="checkbox"/>
Grounds for appeal <i>(If the provided space is inadequate, please continue on a separate page and attach it to this form. all the additional pages must be signed)</i>	
State the grounds on which the internal appeal is based:	
State any other information that may be relevant in considering the appeal:	

You will be notified in writing of the decision on your internal appeal. Please indicate your preferred manner of notification:

Postal address	Facsimile	Electronic communication (Please specify)

Signed at _____ this _____ day of _____ 20 _____

Signature of Appellant/Third party

For official use
Official record of internal appeal

Appeal received by: (state rank, name and surname of Information Officer)		
Date received:		
Appeal accompanied by the reasons for the information officer's decision and, where applicable, the particulars of any third party to whom or which the record relates, submitted by the information officer:	Yes	
	No	
Outcome of appeal		
Refusal of request for access. Confirmed?	Yes	New decision (if not confirmed)
	No	
Fees (Sec 22). Confirmed?	Yes	New decision (if not confirmed)
	No	
Extension (Sec 26(1)). Confirmed?	Yes	New decision (if not confirmed)
	No	
Access (Sec 29(3)). Confirmed?	Yes	New decision (if not confirmed)
	No	
Request for access granted. Confirmed?	Yes	New decision (if not confirmed)
	No	

Signed at _____ this _____ day of _____ 20 _____

Relevant Authority

Form 5 - Complaint Form
[Regulation 10]

Note:

1. This form is designed to assist the Requester or Third Party (hereinafter referred to as "the Complainant") in requesting a review of a Public or Private Body's response or non-response to a request for access to records under the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) ("PAIA"). Please fill out this form and send it to the following email address: PAIAComplaints@justice.gov.za or complete online complaint form available at <https://www.justice.gov.za/inforeg/>.
2. PAIA gives a member of the public a right to file a complaint with the Information Regulator about any of the nature of complaints detailed in part F of this complaint form.
3. It is the policy of the Information Regulator to defer investigating or to reject a complaint if the Complainant has not first given the public or private body (herein after referred to as "the Body") an opportunity to respond to and attempt to resolve the issue. To help the Body address your concerns prior to approaching the Information Regulator, you are required to complete the prescribed **PAIA Form 2** and submit it to the Body.
4. A copy of this Form will be provided to the Body that is the subject of your complaint. The information you provide on this form, attached to this form or that you supply later, will only be used to attempt to resolve your dispute, unless otherwise stated herein.
5. The Information Regulator will only accept your complaint once you confirm having complied with the prerequisites below.
6. **Please attach copies of the following documents, if you have them:**
 - a. Copy of the form to the Body requesting access to records;
 - b. The Body's response to your complaint or access request;
 - c. Any other correspondence between you and the Body regarding your request;
 - d. Copy of the appeal form, if your complaint relate to a public body;
 - e. The Body's response to your appeal;
 - f. Any other correspondence between you and the Body regarding your appeal;
 - g. Documentation authorizing you to act on behalf of another person (if applicable);
 - h. Court Order or Court documents relevant to your complaint, if any.
7. If the space provided for in this Form is inadequate, submit information as an Annexure to this Form and sign each page.

**Capacity of person/party lodging a complaint
(Mark with an "X")**

- Complainant Personally**
- Representative of Complainant**
- Third Party**

PREREQUISITES			
Did you submit request (PAIA form) for access to record of a public/private body?	Yes		No
Has 30 days lapsed from the date on which you submitted your PAIA form?	Yes		No
Did you exhaust all the internal appeal procedure against a decision of the Information officer of a public body?	Yes		No
Have you applied to Court for appropriate relief regarding this matter?	Yes		No
For Information Regulator's use only			
Received by: (Full names)			
Position			
Signature			
Complaint accepted	Yes		No
Reference Number			
Date stamp			

Postal address	Facsimile	Other electronic communication (Please specify)

Part A - Personal Information of Complainant			
Full Names			
Identity Number			
Postal Address			
Street Address			
E-Mail Address			
Contact numbers	Tel. (B)		Facsimile
	Cellular		

Part B - Representative Information			
<i>(Complete only if you will be represented. A Power of Attorney must be attached if complainant is represented, failing which the complaint will be rejected)</i>			
Full Names of Representative			
Nature of representation			
Identity Number / Registration Number			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B)		Facsimile
	Cellular		

Part C - Third Party Information <i>(Please attach letter of authorisation)</i>			
Type of Body	Private		Public
Name of Public / Private Body			
Registration Number (if any)			
Name, Surname and Title of person authorised to lodge a complaint			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile
	Cellular		

Part D - Body against which the complaint is lodged			
Type of body	Private		Public
Name of public / private body			
Registration number (if any)			
Name, surname and title of person you dealt with at the public or private body to try to resolve your complaint or request for access to information			
Postal Address			
Street Address			
E-mail Address			
Contact Numbers	Tel. (B):		Facsimile
	Cellular		
Reference Number given (if any)			

Part E - Complaint			
<i>Tell us about the steps you have taken to try to resolve your complaint (Complaints should first be submitted directly to the public or private body for response and possible resolution)</i>			
Date on which request for access to records submitted.			
Please specify the nature of the right(s) to be exercised or protected, if a complaint is against a private body.			
Have you attempted to resolve the matter with the organisation?	Yes		No
If yes, when did you receive it? (Please attach the letter to this application.)			
Did you appeal against a decision of the information officer of the public body?	Yes		No
If yes, when did you lodge an appeal?			
Have you applied to Court for appropriate relief regarding this matter?	Yes		No
If yes, please indicate when was the matter adjudicated by the Court? Please attach Court Order, if there is any.			

Part F - Detailed type of access to records (Please select one or more of the following to describe your complaint to the Information Regulator)		
Unsuccessful appeal (Section 77A(2)(a) or section 77A(3)(a) of PAIA)	<i>I have appealed against the decision of the public body and the appeal is unsuccessful.</i>	
Unsuccessful application for condonation (Sections 77A(2)(b) and 75(2) of PAIA)	<i>I filed my appeal against the decision of the public body late and applied for condonation. The condonation application was dismissed.</i>	
Refusal of a request for access (Section 77A(2)(c)(i) or 77A(2)(d)(i) or 77A(3)(b) of PAIA)	<i>I requested access to information held by a body and that request was refused or partially refused.</i>	
The body requires me to pay a fee and I feel it is excessive (Sections 22 or 54 of PAIA)	<i>Tender or payment of the prescribed fee.</i>	
	<i>The tender or payment of a deposit.</i>	
Repayment of the deposit (Section 22(4) of PAIA) <i>The information officer refused to repay a deposit paid in respect of a request for access which is refused.</i>	<i>The information officer refused to repay a deposit paid in respect of a request for access which is refused.</i>	
Disagree with time extension (Sections 26 or 57 of PAIA)	<i>The body decided to extend the time limit for responding to my request, and I disagree with the requested time limit extension or a time extension taken to respond to my access request.</i>	
Form of access denied (Section 29(3) or 60 (a) of PAIA)	<i>I requested access in a particular and reasonable form and such form of access was refused.</i>	
Deemed refusal (Section 27 or 58 of PAIA)	<i>It is more than 30 days since I made my request and I have not received a decision.</i>	
	<i>Extension period has expired and no response was received.</i>	
Inappropriate disclosure of a record (Mandatory grounds for refusal of access to record).	<i>Records (that are subject to the grounds for refusal of access) have inappropriately/ unreasonably been disclosed.</i>	
No adequate reasons for the refusal of access (Section 56(3) (a) of PAIA)	<i>My request for access is refused, and no valid or adequate reasons for the refusal, were given, including the provisions of this Act which were relied upon for the refusal.</i>	
Partial access to record (Section 28(2) or 59(2) of PAIA)	<i>Access to only a part of the requested records was granted and I believe that more of the records should have been disclosed.</i>	
Fee waiver (Section 22(8) or 54(8) of PAIA)	<i>I am exempt from paying any fee and my request to waive the fees was refused.</i>	
Records that cannot be found or do not exist (Section 23 or 55 of PAIA)	<i>The Body indicated that some or all of the requested records do not exist and I believe that more records do exist.</i>	
Failure to disclose records	<i>The Body decided to grant me access to the requested records, but I have not received them.</i>	
No jurisdiction (exercise or protection of any rights) (Section 50(1)(a) of PAIA)	<i>The Body indicated that the requested records are excluded from PAIA and I disagree.</i>	
Frivolous or vexatious request (Section 45 of PAIA)	<i>The Body indicated that my request is manifestly frivolous or vexatious and I disagree.</i>	

Other (Please explain)		
Part G - Expected Outcome		
How do you think the Information Regulator can assist you? Describe the result or outcome that you seek.		

Part H - Agreements

The legal basis for the following agreements is explained in the Privacy Notice on how to file your complaint document. In order for the Information Regulator to process your complaint, you need to check each one of the checkboxes below to show your agreement:

- I agree that the Information Regulator may use the information provided in my complaint to assist it in researching issues relating to the promotion of the right of access to information as well as the protection of the right to privacy in South Africa. I understand that the Information Regulator will never include my personal or other identifying information in any public report, and that my personal information is still protected by the Protection of Personal Information Act, 2013 (Act No. 4 of 2013). I understand that if I do not agree, the Information Regulator will still process my complaint.
- The information in this Complaint Form is true to the best of my knowledge and belief.
- I authorize the Information Regulator to collect my personal complaint information (such as the information about me in this complaint form) and use it to process my human rights complaint relating to the right of access to information and / or the protection of the right to privacy.
- I authorise anyone (such as an employer, service provider, witness) who has information needed to process my complaint to share it with the Information Regulator. The Information Regulator can obtain this information by talking to witnesses or asking for written records. Depending on the nature of the complaint, these records could include personnel files or employer data, medical or hospital records, and financial or taxpayer information.
- If any of my contact information changes during the complaint process, it is my responsibility to inform the Information Regulator; otherwise my complaint could experience a delay or even be closed.

Signed at _____ this _____ day of _____ 20 _____

Complainant/Representative/Authorised person of Third party

Afrikaans Version



Western Cape
Government
FOR YOU

**Handleiding by die Wet op die Bevordering van
Toegang tot Inligting (PAIA) 2021, saamgestel
ooreenkomstig Artikel 14 van die Wet op die
Bevordering van Toegang tot Inligting, 2000 (soos
gewysig), vir die Wes-Kaapse
Onderwysdepartement**

DATUM VAN SAMESTELLING: Mei 2023
DATUM VAN HERSIENING: Weergawe 1

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1. Lys akronieme en afkortings

1.1	“AIB”	Adjunkinligtingsbeampte
1.2	“DH”	Departementshoof
1.3	“die Grondwet”	die Grondwet van die Republiek van Suid-Afrika, 1996
1.4	“DvdP”	Departement van die Premier
1.5	“IB”	Inligtingsbeampte
1.6	“LUR”	Lid van die Uitvoerende Raad
1.7	“PAIA”	Wet op die Bevordering van Toegang tot Inligting, 2000
1.8	“POPIA”	Wet op die Beskerming van Persoonlike Inligting, 2013
1.9	“Reguleerder”	Inligtingsreguleerder
1.10	“SDW”	Staatsdienswet, Proklamasie 103 van 1994
1.11	“WBOF”	Wet op die Bestuur van Openbare Finansies, 1999
1.12	“WKOD”	Wes-Kaapse Onderwysdepartement
1.13	“WKR”	Wes-Kaapse Regering

2. Doel van die PAIA-handleiding

Hierdie PAIA-handleiding is nuttig vir die publiek om:

- 2.1. die aard van die verslae te kontroleer wat reeds by die Wes-Kaapse Onderwysdepartement kan wees, sonder dat dit nodig is om 'n formele PAIA-versoek in te dien.
- 2.2. te verstaan hoe om 'n versoek vir toegang tot 'n verslag van die Wes-Kaapse Onderwysdepartement te rig.
- 2.3. alle tersaaklike kontakbesonderhede van die persone wat die publiek sal bystaan met die verslae waartoe hulle toegang verlang, te verkry.
- 2.4. bewus te wees van al die remedies wat van die Wes-Kaapse Onderwysdepartement beskikbaar is oor 'n versoek vir toegang tot verslae voor hulle die Reguleerder of die hof nader.
- 2.5. 'n beskrywing te bekom van die dienste van die Wes-Kaapse Onderwysdepartement wat aan die publiek beskikbaar is, en hoe om toegang tot hierdie dienste te verkry.
- 2.6. 'n beskrywing te verkry van die gids oor hoe om PAIA te gebruik, soos bygewerk deur die Reguleerder, en hoe om toegang daartoe te verkry.
- 2.7. te weet of die Wes-Kaapse Onderwysdepartement persoonlike inligting sal verwerk, wat die doel van die verwerking van persoonlike inligting is, en die beskrywing van die kategorieë van data-onderwerpe en die inligting of kategorieë van inligting wat hiermee verband hou, te verstaan.
- 2.8. te weet of die Wes-Kaapse Onderwysdepartement beplan het om persoonlike inligting van buite die Republiek van Suid-Afrika oor te dra of te verwerk, en ook te weet wie die ontvanger of kategorieë van ontvangers is aan wie die persoonlike inligting voorsien kan word.
- 2.9. te weet of die Wes-Kaapse Onderwysdepartement toepaslike sekuriteitsmaatreëls het om vertroulikheid, integriteit en beskikbaarheid van die persoonlike inligting wat verwerk gaan word, te verseker.

3. Vestiging van die Wes-Kaapse Onderwysdepartement

Die Wes-Kaapse Onderwysdepartement is 'n provinsiale struktuur binne die staatsdiens wat kragtens Artikel 197 van die Grondwet van die Republiek tot stand gekom het. Die SDW, wat die Artikel 197 van die Grondwet in werking stel, maak in Artikel 7 daarvan voorsiening vir provinsiale departemente.

3.1 Doelstellings/Mandaat

Doelstellings:

Gehalte-onderrig vir elke leerder in elke klaskamer in elke skool in die provinsie. Om hierdie visie te verwesenlik sal die Departement op die volgende beleidsprioriteite fokus:

1. Versterk en brei gehalte-leergeleenthede uit vir verbeterde prestasie;
2. Verbeter en vergroot 'n toelatende leeromgewing;
3. Versterk funksionaliteit en verantwoordbaarheid ; en
4. Versterk en verbeter vernuwende aanpasbaarheid en bereidheid vir 'n veranderende konteks.

Die missie van die Wes-Kaapse Onderwysdepartement is om te verseker dat: Elke kind gehalte-leergeleenthede in 'n funksionele en toelatende omgewing het om kennis, bevoegdhede, vaardighede en waardes te bekom om suksesvol te wees in 'n veranderende wêreld.

Mandaat:

Grondwetlike mandaat

Die Grondwet van die Republiek van Suid-Afrika, 1996:

Artikel 29 waarborg dat elke mens die reg tot basiese onderwys, insluitend volwasse basiese onderwys, het; dat elkeen die reg het om onderrig in die amptelike taal of tale van hulle keuse in openbare onderwysinstellings te ontvang waar sodanige onderwys redelik prakties haalbaar is, en dat elkeen die reg het om op hulle eie koste onafhanklike onderwysinstellings tot stand te bring en te onderhou wat nie op die grondslag van ras diskrimineer nie, by die staat geregistreer is en standarde handhaaf wat nie minderwaardig is vergeleke met die standarde by vergelykbare openbare onderwysinstellings is nie. Die staat, met al sy staatsorgane, het die plig om alle fundamentele regte te respekteer, en het kragtens Artikel 7(2) van die Grondwet 'n verpligting om die regte wat in Hoofstuk 2 van die Handves van Regte vervat is, te bevorder en te verwesenlik.

Wetgewende en beleidsmandate

Die Wes-Kaapse Onderwysdepartement (WKOD), vervul, as orgaan van die staat, die verpligtinge wat op hom geplaas is binne die konteks van gelyklopende wetgewende bevoegdheid wat deur die Grondwet aan die parlement en provinsiale wetgewers toegeken is om onderwys op alle vlakke, uitsluitend tersiêre onderwys, te reguleer (Afdeling A van Skedule 4 tot die Grondwet), gelei deur die volgende nasionale en provinsiale wetgewende verordeninge:

Die Nasionale Wet op Onderwysbeleid, 1996 (NWOB) (Wet 27 van 1996):

Dié wet maak voorsiening vir die vaststelling van nasionale onderwysbeleid vir beplanning, verskaffing, finansiering, koördinerings, bestuur, bestuurstoetsing, programme, monitering, evaluering en welsyn van die onderwysstelsel deur die minister, onderworpe aan die bevoegdheid van die provinsiale wetgewers ooreenkomstig Artikel 146 van die Grondwet, beginsels wat in Artikel 4 van die wet verskaf word en die tersaaklike voorsienings van provinsiale wette wat met onderwys verband hou. Dit maak voorts voorsiening vir raadgevende strukture vir die vaststelling van nasionale onderwysbeleid en wetgewing in die vorm van die Raad vir Onderwysministers (ROM), Komitee van Hoofde van

Onderwysdepartemente (KHOD), en ander raadgewende instellings oor enige saak wat die minister mag identifiseer, soos voorsien in Artikel 11 van die wet, en, waar van toepassing, die Raad op werkverhoudinge in die onderwys.

Die Suid-Afrikaanse Skolewet, 1996 (SASW) (Wet 84 van 1996):

Hierdie wet is van toepassing op alle skoolonderwys in die Republiek van Suid-Afrika. Die doel hiervan is om uitvoering te gee aan die grondwetlike reg tot onderwys. Kragtens hierdie wet en enige ander toepaslike provinsiale wet, moet elke ouer toesien dat elke leerder vir wie hy of sy verantwoordelik is, vanaf die eerste dag van die jaar waarin sodanige leerder sewe jaar oud sal word tot die laaste dag van die jaar waarin sodanige leerder vyftien jaar oud word, of in die negende graad is, watter ook al eerste gebeur. Hierdie wet maak enige vorm van diskriminasie strafbaar, dit wil die onregte van die verlede rakende die3 voorsiening van onderwys uitwis, en wil onderwys van 'n progressiewe hoër gehalte vir alle leerders verskaf.

Kragtens hierdie wet is daar drie vennote wat oorsig oor die bedrywigheide van skole het:

- i) Die nasionale regering, verteenwoordig deur die minister van basiese onderwys, wie se primêre rol is om nasionale beleid vas te stel onderworpe aan die bepalings van die wet en met inagneming van die bevoegdheid van die provinsiale wetgewer;
- ii) die provinsiale regering wat deur die provinsiale minister van onderwys handel. Die provinsiale minister het die verpligting om openbare skole te voorsien, en oefen saam met die Departementshoof uitvoerende en administratiewe beheer oor die openbare deur skoolhoofde uit; en
- iii) beheerliggaam waarin die bestuurstoetsig van skole gevestig is, op voorwaarde dat sodanige beheerliggaam slegs sodanige funksies en verpligtinge verrig en slegs sulke regte uitoefen soos deur die SASW voorgeskryf word.

'n Konsep-Wysigingswet op Basiese Onderwyswette wat deur die minister van Basiese Onderwys in die Staatskoerant 41178, Kennisgewing 1101 van 3 Oktober 2017 gepubliseer is, stel wysigings aan hierdie wet voor.

Die Wes-Kaapse Provinsiale Wet op Skoolonderrig (Wet 12 van 1997), soos gewysig in 2018:

Wysigings aan die Wet, wat in 2018 gepromulgeer is, maak voorsiening vir:

- Die instelling van 'n evalueringsgesagsliggaam wat as die Wes-Kaapse skoevalueringsowerheid (of SEO) bekend staan, wat bedoel is om die skoolgehalte-assessering te verbeter en 'n nuwe SEO in die Wes-Kaap om onafhanklike evaluering van skoolgehalte te doen, wat geloofwaardig, deursigtig en doeltreffend is om skoolverbetering in die provinsie te laat gebeur. Die uitkomste van hierdie assesserings word gepubliseer.
- Samewerkingskole en donateur-befondste skole. Die WKOD se benadering tot samewerkende skole en donateur-befondste skole weerspieël die verbintenis van die Wes-Kaapse Regering om alle innoverende opsies vir die verbetering van geleenthede, veral in arm gemeenskappe, te oorweeg.
- Die vestiging van korttermynintervensiegeriewe vir leerders wat skuldig bevind is aan ernstige misdrywe, as alternatief tot skorsing.
- Die toelating van klaskamerwaarneming, wat voorsiening maak vir die uitsondering van die verbod op alkohol op skoolterreine, op aansoek aan die Departementshoof, om die gebruik of verkope van alkoholiese drank op skoolterreine of by enige skoolaktiwiteit wat op die skoolterrein aangebied word, toe te laat.

Die Riglyne vir die Plan vir die verbetering van dienslewering (RVDL), 2019:

Die RVLD, soos uitgereik deur die Departement van Openbare Diens en Administrasie (DODA) vereis dat 'n departement elke vyf jaar sy goedgekeurde RVDL'e aan die DODAS moet voorlê. Die RVDL'e moet met die Strategiese plan vir elke departement belyn wees.

Die Wet op die Indiensneming van Opvoeders, 1998 (Wet 76 van 1998):

Hierdie wet is van toepassing op die indiensneming van opvoeders by openbare skole en in die departementele kantore, en maak voorsiening vir die vaststelling van salarisse en ander diensvoorwaardes vir opvoeders deur die minister van basiese onderwys, onderworpe aan die Wet op arbeidsverhoudinge of enige ander kollektiewe ooreenkoms wat deur die Opvoederswerkverhoudingsraad en Personeel- administratiewe maatreëls (PAM) aanvaar is.

'n Konsep-wysigingswet op basiese onderwyswette wat deur die minister gepubliseer is, stel wysigings aan hierdie wet voor.

Wet op die Bestuur van Openbare Finansies, 1999 (Wet 1 van 1999):

Hierdie wet is van toepassing op departemente, openbare entiteite wat in Skedule 2 of 3 gelys is, grondwetlike instellings en provinsiale wetgewers, onderworpe aan Subartikel 3(2) van die wet, en reguleer verantwoordbaarheid, deursigtigheid en gesonde bestuur van die inkomste, besteding, bates en laste van instellings wat in Artikel 3 van die wet gelys is, en bevat ook alle verantwoordelikhede van persone wat met finansiële bestuur toevertrou is. Kragtens Artikel 13 en 22 van die WBOF vorm skoolgeld nie deel van die inkomstefonds wat deur die WBOF geregleer word nie. Dit impliseer dat die WBOF nie op skole van toepassing is nie en dat die finansiële bestuur van skoolfonds in die SASW, en nie in die WBOF nie, voorsien word.

Die Wet op die Suid-Afrikaanse Raad vir Opvoeders, 2000 (Wet 31 van 2000):

Hierdie wet handel met die registrasie van opvoeders in die onderwysberoep by die Suid-Afrikaans Raad vir Opvoeders (SARO) en maak voorts voorsiening vir bevordering, ontwikkeling en verbetering van die onderwysberoep, asook die handhawing van die Professionele Etiese Kode vir opvoeders om die waardigheid van die beroep deurlopend te beskerm.

Staatsdienswet, 1994 (Proklamasie 104 van 1994):

Hierdie wet handel met die organisasie en administrasie van die staatsdiens van die Republiek, asook die regulering van voorwaardes oor indiensneming, ampstermyne, dissipline, aftrede en ontslag van die lede van die staatsdiens.

Die Wet op die Bevordering van Administratiewe Geregtigheid [WBAG], 2000 (Wet 3 van 2000) en die Wet op die Bevordering van Toegang tot Inligting [PAIA], 2000 (Wet 2 van 2000):

Hierdie wette is wesenlike wetgewende instrument en is, in die geval van WBAG, van toepassing op alle administratiewe optredes deur die staatsadministrasie wat lede van die publiek raak. Dit handel met die vereistes vir prosedurele billikheid as 'n administratiewe besluit 'n persoon (Art. 3), of die publiek (Art. 4) of redes vir administratiewe optrede en gronde vir geregtelike hersiening (Art. 5 en 6) raak. PAIA, daarteenoor, handel met art. 32 van die Grondwet, die reg tot toegang tot inligtingsverslae wat deur staats- en private instellings gehou word, soos alle dokumente, opnames en visuele materiaal, maar is nie van toepassing tydens siviele en kriminele litigasie nie.

Wet op die Beskerming van Persoonlike Inligting, 2013 (POPIA) (Wet 4 van 2013):

Om die beskerming van persoonlike inligting wat deur staats- en private instellings verwerk word, te bevorder; om sekere voorwaardes in te stel soos om minimum vereistes vir die verwerking van persoonlike inligting vas te stel; om die instelling van 'n Inligtingsreguleerder te voorsien wat sekere magte het en sekere pligte en funksies kragtens die wet en die Wet op die Bevordering van Toegang tot Inligting (2000) uitvoer; om voorsiening te maak vir die instelling van gedragkodes; om voorsiening te maak vir die regte van persone oor ongevraagde elektroniese kommunikasie en outomatiese besluitneming; om die vloeï van persoonlike inligting oor die grense van die Republiek te reguleer, en om voorsiening vir verwante sake te maak.

Wet op Beroepsgesondheid en Veiligheid, 1993 (WBGV) (Wet 85 van 1993):

Om voorsiening te maak vir die gesondheid en veiligheid van persone in die werkplek en vir die gesondheid en veiligheid van persone rakende die gebruik van aanlegte en masjinerie; die beskerming van persone anders as persone by die werk, teen gesondheid- en veiligheidsrisiko's voortspruitend uit of in verband met die aktiwiteite van persone by die werk; om; om 'n adviesraad vir beroepsgesondheid en –veiligheid in te stel en om voorsiening te maak vir sake wat daarmee verband hou.

Wet op Arbeidsverhoudinge, 1995 (WAV) (Wet 66 van 1995):

Om die wet wat arbeidsverhoudinge hanteer, te verander, en vir daardie doel –

- uitvoering te gee aan Art. 27 van die Grondwet;
- die organisatoriese regte van vakbonde te reguleer;
- kollektiewe bedinging in die werkplek en op sektorale vlak te bevorder en te fasiliteer;
- om die reg tot staking en die toevlug tot uitsluiting in ooreenstemming met die Grondwet te reguleer;
- om werknemerdeelname in besluitneming te bevorder deur werkplekforums in te stel;
- om eenvoudige prosedures vir die oplossing van arbeidsdispute deur statutêre versoening, bemiddeling en arbitrasie te voorsien (vir
- welke doel die Kommissie vir versoening, bemiddeling en arbitrasie ingestel word), en deur
- onafhanklike alternatiewe dispuutoplossingsdienste vir daardie doel;
- om die Arbeidshof en Arbeidsappèlhof as meerdere howe in te stel, met uitsluitlike jurisdiksie om oor sake voortspruitend uit die wet te beslis;
- om 'n vereenvoudigde prosedure vir die registrasie van vakbonde en werkgewer-organisasies en daarvoor voorsiening te maak
- regulasies in te stel om demokratiese praktyke en behoorlike finansiële beheer te verseker
- uitwerking te gee aan die openbare internasionale wetsverpligtinge van die Republiek oor arbeidsverhoudinge;
- om sekere wette in oor arbeidsverhoudinge te wysig en te herroep; en
- om voorsiening te maak vir toevallige sake.

Bykomstig tot bovermelde wetlike mandate gee die volgende witskrifte, beleide en voorskrifte leiding aan die WKOD in sy lewering van gehalte-onderrig

Die Nasionale Kurrikulumverklaring Graad R–12:

Dit bevat Kurrikulum- en assesseringbeleidsverklarings vir alle goedgekeurde skoolvakke; Die nasionale beleid vir die program- en bevorderingsvereistes van die Nasionale kurrikulumverklaring Graad R–12; en Die nasionale protokol vir assessering Graad R–12.

Witskrif 5 oor onderwys 5:

Onderwyswitskrif 5 oor vroeëkindertontwikkeling (2000) maak voorsiening vir die uitbreiding en deelname van vyfjariges in die voorskoolse intreegraadonderwys, vir die verbetering in die gehalte van die programme, kurrikula en onderwyserontwikkeling (0–4- en 6–9-jariges).

Witskrif 6 oor onderwys:

Witskrif 6 oor inklusiewe onderwys (2001) beskryf die implementering van inklusiewe onderwys op alle vlakke van die stelsel om kwesbare leerders in te sluit, leerhindernisse uit te skakel, en geteikende steunstrukture en meganismes om die behoud van leerders in die stelsel te verbeter.

Onderwyswitskrif 7:

Onderwyswitskrif 7 handel oor e-leer en die gebruik van IKT om prestasie te versnel. Dit beskryf hoe om onderwysers en leerders met mekaar te verbind om idees en inligting te deel, steundienste en om platforms van leer vir onderwyservorming te voorsien. Die volgende beleide en riglyne is in konsepformaat en mag die strategieë van die departement beïnvloed:

Konsep kurrikulum- en assesseringsbeleidsverklaring vir leerders met erge intellektuele gestremdhede (EIG), Graad R-5:

Hierdie beleid het openbare kommentaar gevra en het ten doel om kennis en vaardighede op 'n meer funksionele vlak met verminderde breedte en diepte te verskaf terwyl dit ook enkele beroepsgerigte vakke beskikbaar stel, en 'n geleentheid gee om 'n goedgekeurde verklaring van prestasie te ontvang. Die WKOD het sy reaksie op 1 Augustus 2018 aan die Departement van basiese onderwys voorgelê.

Konsepriglyne oor hulpbronne van 'n inklusiewe onderwysstelsel:

Die konsepriglyne oor hulpbronne van 'n inklusiewe onderwysstelsel, gepubliseer in die Staatskoerant 41 581 van 20 April 2018 hanteer onder andere spesiale skole, hulpbronsentra vir hierdie skole, voldiensskole, gewone openbare skole en distriks-gebaseerde spanne.

Bykomend hiertoe kan die volgende lys kan oor die volgende verslagtydperk leiding gee aan die departement:

Nasionale norme en standaarde vir skoolbefondsing, 2011

Nasionale norme en standaarde vir opvoeders, 2000

Regulasies oor minimum eenvormige norme en standaarde vir die infrastruktuur van openbare skole, 29 November 2013

Taal en onderwysbeleid, 1997

Nasionale beleid oor geloof en onderwys, 2003

Nasionale beleid oor MIV/Vigs vir leerders en opvoeders by openbare skole en studente en opvoeders aan Instelling vir verdere onderwys en opleiding, 1998

Nasionale beleid rakende verdere onderwys- en opledingsprogramme: Goedkeuring van wysigings aan die program en bevorderingsvereistes vir die Nasionale Senior Sertifikaat: 'n Kwalifikasie op Vlak 4 van die Nasionale Kwalifikasieraamwerk (NKR), April 2007

Regulasies vir die gedrag, administrasie en bestuur van assessering vir die nasionale Senior Sertifikaat, 29 Augustus 2008

Bylaag tot VOO-dokument, Nasionale kurrikulumverklaring oor die Nasionale Raamwerk wat leerders met spesiale behoeftes reguleer, 11 Desember 2006

Nasionale beplanning oor 'n billike voorsiening van 'n toelatende skool- fisiese, onderrig- en leeromgewing, 21 November 2008

Nasionale raamwerk vir onderwysersopleiding en -ontwikkeling in Suid-Afrika, 26 April 2007

Vereis vir administrasie van opnames, 2 April 2007

Nasionale onderwysinligtingsbeleid, 2004

Beleid oor die organisasie, rolle en verantwoordelikhede van onderwysdistrikte, 10 April 2013

Beleid oor leerderbywoning, 4 Mei 2010

Umalusi-taalbeleid, 2016

Regulasies rakende die kriteria vir gehalteversekering, akkreditasie en monitering van onafhanklike skole en private assesseringsinstellings deur die Gehalteversekeringsraad vir algemene en verdere onderwys en opleiding, 2016

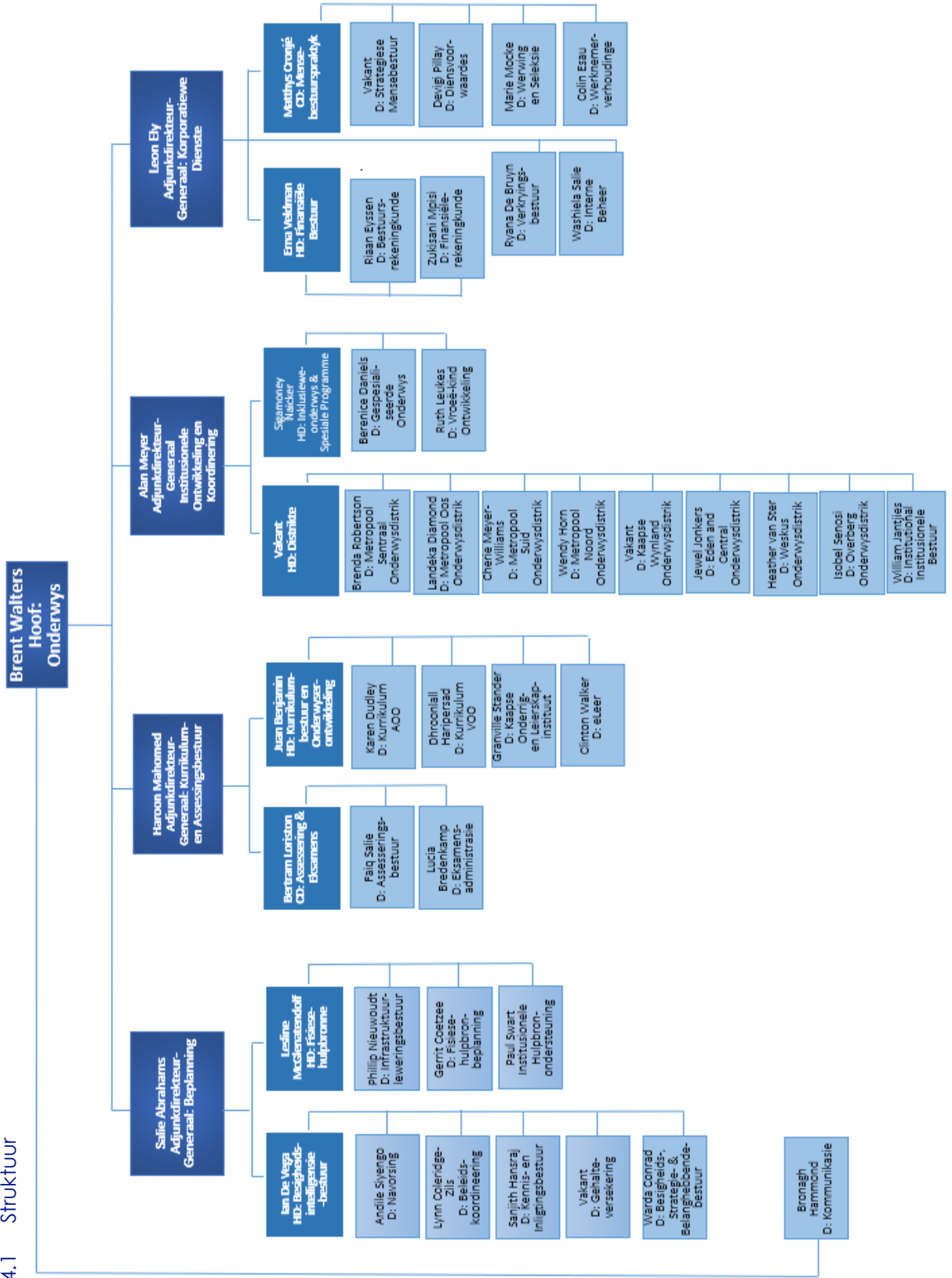
Beleid en kriteria vir die gehalteversekering, akkreditasie en monitering van onafhanklike skole en private assesseringsinstellings

Gewysigde beleid oor die organisasie, rolle en verantwoordelikhede van onderwysdistrikte

Herroeping van die voorbehoud van die verpligte aanbidding van Rekeningkunde met Wiskunde

4. Struktuur van die Wes-Kaapse Onderwysdepartement en funksies

4.1 Struktuur



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Direkteur: Finansiële rekeningkunde

Zukisani Mpisi

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Hoofdirekteur: Mensebestuurspraktyke

Matthys Cronjé

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Direkteur: Strategiese mensebestuur

Vakant

Tel: 021 467 2479/80

Direkteur: Diensvoordele

Devigi Pillay

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devigi.pillay@westerncape.gov.za

Direkteur: werwing en seleksie

Marie Mocke

Tel: 021 467 2261/9278

marie.mocke@westerncape.gov.za

Direkteur: werknemerverhoudinge

Colin Esau

Tel: 021 467 2849/6

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4.2 Funksies

Onderwysbeplanning voorsien navorsing-, beleids-, koördinerings-, beplanning- en hulpbronsaak, gesentraliseerde inligtingsbestuur en gehalteversekering.

Kurrikulum- en assesseringsbestuur is verantwoordelik vir kurrikulumontwikkeling, steun en die koördinerings van algemene en verdere onderwys en opleiding, asook die groter wordende funksies van assessering en eksamens.

Institusionele ontwikkeling en koördinerings koördineer onderwysbestuur deur agt onderwysdistrikte en voorsien institusionele bestuur- en bestuur aan skole. Die vertakking sluit die Hoofdirekteur: Inklusiewe onderwys en Spesiale programme in wat spesialeskoolonderwys en ander spesiale programme bestuur.

Die vertakking **Korporatiewe dienste** is verantwoordelik vir die bestuur van finansiële hulpbronne, insluitend finansiële en bestuursrekeningkunde, interne beheer en verkrygingsbestuur. Dit sluit ook die bestuur van mensebestuurspraktyke in, wat diensvoordele, werwing, werknemerverhoudinge en strategiese mensebestuur insluit.

Hoof van die Departement

Funksies: Die Onderwyshoof is verantwoordelik vir die implementering van die mandaat van die WKOD om algemene en verdere onderwys en opleiding in skole, en verwante dienste, insluitend spesialebehoefte-onderwys en die ondersteuning van vroeëkindertontwikkeling in lyn met nasionale en provinsiale beleid te verskaf.

Om die gehalte van onderwys en onderwysinstellings in die provinsie te verseker deur:

- Lewer departementele kommunikasiedienste. Bestuur die sakestrategie- en belanghebbendebestuursproses;
- Voorsien onderwysbeplanningdienste, bestuur kurrikulumontwikkeling, assessering- en eksamineringsprosesse;
- Bestuur die ontwikkeling van onderwysinstellings en bestuurstrukture en koördineer die lewering van programme en aktiwiteite. Bestuur die deurlopende en volgehoue doeltreffendheid, doelmatigheid en ekonomie in die verskaffing van korporatiewe steun;
- Verskaf uitvoerende en administratiewe steun aan die Departementshoof; Opleidingsgeleenthede vir onderwysers en nie-onderwysers
- Geteikende voedingsprogramme and ander armoedeverligting- en veiligheidsmaatreëls
- Steun aan onderwysers deur die voorsiening van basiese diensvoorwaardes, aansporings en 'n werknemerwelstandsprogram

Program 1: Administrasie

Om oorkoepelende bestuur van die onderwysstelsel te voorsien in ooreenstemming met die op die Nasionale Wet op Onderwysbeleid, die Wet op die Bestuur van Openbare Finansies en ander beleide.

- Subprogram 1.1: Kantoor van die Lid van die Uitvoerende Raad (LUR): Om voorsiening te maak vir die funksionering van die kantoor van die LUR vir onderwys in lyn met die ministeriële handleiding.
- Subprogram 1.2: Korporatiewe dienste: Om bestuursdienste wat nie onderwys-spesifiek is nie, vir die onderwysstelsel te voorsien
- Subprogram 1.3: Onderwysbestuur: Om onderwysbestuursdienste vir die onderwysstelsel te voorsien
- Subprogram 1.4: Mensehulpbronontwikkeling: Om voorsiening te maak vir mensehulpbronontwikkeling vir kantoorpersoneel
- Subprogram 1.5: Onderwysbestuursinligtingstelsel (OBIS): Om 'n Onderwysbestuursinligtingstelsel te voorsien in ooreenstemming met die Nasionale onderwysinligtingsbeleid

Program 2: Openbare gewone skoolonderwys

Om openbare gewone onderwys van Graad 1 tot 12 te verskaf in ooreenstemming met die Suid-Afrikaanse skolewet en die witskrif oor inklusiewe onderwys (e-leer is ook ingesluit.)

- Subprogram 2.1: Openbare primêre vlak: Om spesifieke openbare primêre gewone skole (insluitend inklusiewe onderwys) met die nodige hulpbronne vir Graad 1 tot Graad 7-vlak te verskaf
- Subprogram 2.2: Openbare sekondêre vlak: Om spesifieke openbare sekondêre gewone skole (insluitend inklusiewe onderwys) met die nodige hulpbronne vir Graad 8 tot Graad 12-vlak te verskaf
- Subprogram 2.3: Mensehulpbronontwikkeling: Om departementele dienste vir die ontwikkeling van opvoeders en nie-opvoeders in openbare skole te voorsien.

- Subprogram 2.4: Voorwaardelike toelaes: Om voorsiening te maak vir projekte onder Program 2 wat deur die Departement van Basiese Onderwys gespesifiseer is en deur voorwaardelike toelaes befonds word

Program 3: Privaatskoolsubsidies

Om onafhanklike skole te ondersteun ooreenkomstig die Suid-Afrikaanse Skolewet

- Subprogram 3.1: Primêre vlak: Om onafhanklike skole in die Graad 1 tot Graad 7-vlak te ondersteun
- Subprogram 3.2: Sekondêre vlak: Om onafhanklike skole in die Graad 8 tot Graad 12-vlak te ondersteun

Program 4: Openbare spesialeskoolonderwys

Om verpligte openbare onderwys in spesiale skole te voorsien in ooreenstemming met die Suid-Afrikaanse Skolewet en Witskrif 6 oor Inklusiewe onderwys. Sluit e-leer en inklusiewe onderwys in.

- Subprogram 4.1: Skole: Om spesifiek openbare spesiale skole (insluitend e-leer en inklusiewe onderwys) van hulpbronne te voorsien
- Subprogram 4.2: Mensehulpbronontwikkeling: Om departementele dienste vir die professionele en ander ontwikkeling van opvoeders en nie-opvoeders in openbare spesiale skole (insluitend e-leer en inklusiewe onderwys) te verskaf.
- Subprogram 4.3: Voorwaardelike toelaes. Om voorsiening te maak vir projekte onder Program 4 wat deur die Departement gespesifiseer is en deur voorwaardelike toelaes (insluitend inklusiewe onderwys) befonds word

Let wel: Die Subprogram: "Daar word nie vir "skolesport en mediadienste" voorsiening gemaak nie, aangesien dié funksie onder die Departement van Kultuursake en Sport val.

Program 5: Vroeëkindertontwikkeling

Om vroeëkindertontwikkeling (VKO) op Graad R en pre-Graad R-vlak te voorsien ooreenkomstig Witskrif 5 (E-leer is ook ingesluit).

- Subprogram 5.1: Graad R in openbare skole: Om spesifieke openbare gewone skole van hulpbronne te voorsien wat vir Graad R vereis word
- Subprogram 5.2: Graad R in Vroeëkindertontwikkelingsentrums: Om Graad R in vroeëkindertontwikkelingsentrums te steun
- Subprogram 5.3: Pre-Graad R-opleiding: Om opleiding en betaling van toelaes van pre-Graad R-praktisyns/-opvoeders te verskaf
- Subprogram 5.4: Mensehulpbronontwikkeling: Om departementele dienste vir die ontwikkeling van praktisyns/opvoeders en nie-opvoeders in Graad by openbare skole en VKO-sentrums te verskaf
- Subprogram 5.5: Voorwaardelike toelaes: om voorsiening te maak vir projekte onder Program 5 wat deur die Departement van Basiese Onderwys gesteun en deur voorwaardelike toelaes befonds word

Program 6: Infrastruktuurontwikkeling

Om infrastruktuurgeriewe vir skole en nie-skole te verskaf en te onderhou

- Subprogram 6.1: Administrasie: Om infrastruktuurgeriewe vir administrasie te verskaf en te onderhou
- Subprogram 6.2: Openbare gewone skole: Om infrastruktuurgeriewe vir openbare gewone skole te verskaf en te onderhou
- Subprogram 6.3: Spesiale skole: Om infrastruktuurgeriewe vir spesiale skole te verskaf en te onderhou

- Subprogram 6.4: Vroeëkindertontwikkeling: Om infrastruktuurgeriewe vir vroeëkindertontwikkeling te verskaf en te onderhou

Program 7: Eksamen- en onderwysverwante dienste

Om eksamen- en onderwysverwante dienste aan die onderwysinstellings te verskaf.

- Subprogram 7.1: Betalings aan SOOG (SETA): Om werknemer-MHO in ooreenstemming met die Wet op Vaardigheidsontwikkeling te verskaf
- Subprogram 7.2: Professionele dienste: Om opvoeders en leerders in skole met departementeel-bestuurde steundienste te voorsien
- Sub-program 7.3: Eksterne eksamens: Om voorsiening te maak vir departement-bestuurde eksamendienste
- Subprogram 7.4: Spesiale projekte: Om voorsiening te maak spesiale departementeel-bestuurde intervensieprojekte in die onderwysstelsels
- Subprogram 7.5: Voorwaardelike toelaes: Om voorsiening te maak vir projekte wat deur die Departement van Onderwys gespesifiseer is wat van toepassing is op meer as een program en met voorwaardelike toelaes befonds word

5. Sleutelkontakbesonderhede vir toegang tot inligting van die Wes-Kaapse Onderwysdepartement

Inligtingskantoor

Naam: Brent Walters
 Tel: 021 467 2536
 E-pos: eduhead.eduhead@westerncape.gov.za

Adjunkinligtingsbeampies

PAIA:			
Direkteur:	Naam	Telefoon	E-pos
Kommunikasie	Bronagh Hammond	021 467 2531	bronagh.hammond@westerncape.gov.za
POPIA			
Direkteur:	Naam	Telefoon	E-pos
Institusionele Bestuur en Bestuurstoestig	William Jantjies	021 467 2611	william.jantjies@westerncape.gov.za

Algemene besonderhede vir toegang tot inligting

E-pos: anna-mare.hanekom@westerncape.gov.za

Hoofkantoor

Posadres: Privaatsak x9114, KAAPSTAD, 8000
 Fisiese adres: North Wharf-plein 1, Laer Loopstraat 2, KAAPSTAD, 8001
 Telefoon: 021 467 2000
 E-pos: media1.media1@westerncape.gov.za
 Webwerf: WKODonline.westerncape.gov.za

6. Beskrywing van alle remedies beskikbaar ten opsigte van 'n optrede of gebrek aan optrede deur die Wes-Kaapse Onderwysdepartement

Wetgewing wat van toepassing is op die Wes-Kaapse Onderwysdepartement mag vir 'n interne hersiening of appèl voorsiening maak. Indien hierdie prosedure uitgeput is, of daar geen voorsiening gemaak is vir sodanige prosedure nie, mag 'n hof genader word vir 'n toepaslike bevel ten opsigte die Wet op die Bevordering van Administratiewe Geregtigheid, 2000.

Vrae, klagtes of kommentaar oor enige dienslewering deur die moet as volg gerig word:

Tel: 021 467 2000 (7:30–16:00)

E-pos: Eduhead.eduhead@westerncape.gov.za

Besoek die Wes-Kaapse Onderwysdepartement by North Wharf-plein 1, Laer Loopstraat 2, Kaapstad

Diensleweringshandves: <https://WKODonline.westerncape.gov.za/WKOD-services-access-schedule>

Kontak die WKOD: <https://WKODonline.westerncape.gov.za/home/webmaster.html>

7. Gids oor hoe om PAIA te gebruik en hoe om toegang tot die gids te verkry

7.1 Die Reguleerder het, ten opsigte van Art. 10(1) of PAIA, die hersiene Gids oor hoe om PAIA te gebruik ("Gids") bygewerk en in 'n maklik verstaanbare formaat en manier, soos wat redelik vereis kan word van 'n persoon wat enige reg wil uitoefen wat in beskikbaar gestel PAIA en POPIA voorsien word, beskikbaar gestel.

7.2 Die gids is in elke van die amptelike tale beskikbaar.

7.3 Die bogenoemde Gids bevat die beskrywing van –

7.3.1 Die onderwerpe van PAIA en POPIA;

7.3.2 Die pos- en straatadres, telefoonnommer en, indien beskikbaar, elektroniese posadres van –

7.3.2.1 Die Inligtingsbeampte van elke openbare instelling; en

7.3.2.2 Elke Adjunktinligtingsbeampte van elke openbare en private instelling private wat ooreenkomstig Art. 17(1) van PAIA¹ en Art. 56 van POPIA aangewys is²;

7.3.3 Die wyse en formaat van 'n versoek vir

7.3.3.1 Toegang tot 'n verslag van 'n openbare instelling wat in Art. 11 voorsien word³; en

7.3.3.2 Toegang tot 'n verslag van 'n private instelling wat in Art. 50 voorsien word in Art. 50⁴;

¹ Art. 17(1) van PAIA – vir die doeleindes van PAIA, moet elke openbare instelling, onderworpe aan wetgewing wat die indiensneming van personeel van die betrokke openbare instelling hanteer sodanige aantal mense as adjunktinligtingsbeamptes aanwys as wat nodig is om die openbare instelling as so toeganklik as moontlik te vir aansoekers van verslae wat daar gehou word.

² Art. 56(a) van POPIA – Elke openbare en private instelling moet op die wyse wat voorgeskryf word in Art. 17 van die wet op die Bevordering van Toegang tot Inligting, met die nodige veranderinge, voorsiening maak vir die aanwysing van sodanige aantal persone, indien enige, as adjunktinligtingsbeamptes soos wat nodig is om die pligte en verantwoordelikhede uit tye voer soos in Art. 55(1) van POPIA uiteengesit word.

³ Art 11(1) van PAIA – A aansoeker moet toegang tot 'n verslag van 'n openbare instelling gegee word indien sodanige aansoeker aan al die prosedurele vereistes in PAIA ten opsigte van 'n versoek vir toegang tot daardie verslag voldoen, en toegang tot daardie verslag nie geweier word kragtens enige basis vir weiering wat in Hoofstuk 3 van hierdie afdeling voorsien word nie.

⁴ Art. 50(1) van PAIA- 'n Aansoeker moet toegang tot enige verslag van 'n private instelling gegee word indien –

- a) Daardie verslag vereis word vir die uitoefening of beskerming van enige regte;
- b) Daardie persoon voldoen aan die prosedurele vereistes in PAIA ten opsigte van 'n versoek vir toegang tot daardie verslag; en
- c) Toegang tot daardie verslag nie geweier word ten opsigte van enige basis vir weiering wat in Hoofstuk 4 van hierdie deel voorsien word nie.

- 7.3.4 Die bystand wat van die Inligtingsbeampte van 'n openbare instelling beskikbaar is kragtens PAIA en POPIA;
- 7.3.5 Die bystand wat van die Reguleerder beskikbaar is kragtens PAIA en POPIA;
- 7.3.6 alle remedies wat wetlik beskikbaar is ten opsigte van 'n optrede of gebrek aan optrede ten opsigte van 'n reg of plig wat deur PAIA en POPIA toegeken of opgelê is, insluitend die manier waarop -
- 7.3.6.1 'n interne appèl geloods word;
- 7.3.6.2 'n klagte aan die Reguleerder gerig is; en
- 7.3.6.3 'n aansoek by die hof teen 'n besluit van die Inligtingsbeampte van 'n openbare instelling, 'n besluit van 'n interne appèl of 'n besluit deur die hoof van 'n private instelling ingedien is.;
- 7.3.7 Die bepalings van Art. 14⁵ en 51⁶ wat van 'n openbare en private instelling onderskeidelik, vereis dat hulle 'n handleiding moet saamstel en hoe om toegang tot 'n handleiding te verkry;
- 7.3.8 Die bepalings van art. 15⁷ en 52⁸ wat voorsiening maak vir die vrywillige openbaarmaking van kategorieë van verslae van 'n openbare instelling en 'n private instelling onderskeidelik
- 7.3.9 Die kennisgewings wat uitgereik is ten opsigte van Art. 22⁹ en 54¹⁰ ten opsigte van die fooie wat betaalbaar is rakende versoeke tot toegang; en
- 7.3.10 Die regulasies ten opsigte van Art. 92¹¹

⁵ Art. 14(1) van PAIA – Die Inligtingsbeampte van 'n openbare instelling moet 'n handleiding waarin inligting in paragraaf 4 hier bo verskyn, in minstens drie amptelike tale beskikbaar stel.

⁶ Art. 51(1) van PAIA – Die hoof van 'n private instelling moet 'n handleiding beskikbaar stel waarin die inligting wat in paragraaf 4 hier bo voorkom, verskyn.

⁷ Art. 15(1) van PAIA – Die Inligtingsbeampte van 'n openbare instelling moet 'n beskrywing van die kategorieë van verslae van die openbare instelling wat outomaties beskikbaar is sonder dat 'n persoon toegang hoef te versoek, op die voorgeskrewe wyse beskikbaar stel

⁸ Art. 52(1) van PAIA – Die hoof van 'n private instelling kan op vrywillige basis 'n beskrywing van die kategorieë van verslae wat outomaties beskikbaar is sonder dat 'n persoon toegang hoef te versoek, op die voorgeskrewe wyse beskikbaar stel

⁹ Art. 22(1) van PAIA – Die Inligtingsbeampte van 'n openbare instelling aan wie 'n versoek om toegang tot 'n verslag gerig is, moet die aansoeker per kennisgewing in kennis stel om die voorgeskrewe versoekfooi (indien enige) te betaal voordat die versoek verwerk kan word.

¹⁰ Art. 54(1) van PAIA – Die hoof van 'n private instelling aan wie 'n aansoek vir toegang gerig is, moet die aansoeker per kennisgewing versoek om die voorgeskrewe versoekfooi, indien enige, te betaal voordat die versoek verwerk kan word.

¹¹ Art. 92(1) van PAIA maak voorsiening dat – “die minister, deur 'n kennisgewing in die Staatskoerant regulasies mag afkondig oor –

- (a) enige saak wat deur hierdie Wet vereis of toegelaat word;
- (b) enige saak oor die fooi wat in Art. 22 en 54 voorsien word.;
- (c) enige kennisgewing wat deur hierdie wet vereis word;
- (d) eenvormige kriteria wat deur die Inligtingsbeampte van 'n openbare instelling toegepas moet word wanneer besluit word watter kategorieë van verslae beskikbaar gestel kan word kragtens Art. 15; en
- (e) enige administratiewe of prosedurele saak wat nodig is om die bepalings van hierdie wet in werking te stel.”

- 7.4 Lede van die publiek kan tydens normale werkdag afskrifte van die Gids by die kantore van openbare of private instellings, insluitend die kantoor van die Reguleerder, bestudeer of maak. Die Gids kan ook verkry word –
- 7.4.1 Deur 'n versoek aan die Inligtingsbeampte te rig;
- 7.4.2 Van die webwerf van die Reguleerder (<https://www.justice.gov.za/inforeg/>). Die kontakbesonderhede van die Reguleerder verskyn in die onderstaande tabel.

Die kantoor van die Inligtingsreguleerder	
Telefoon	Nie beskikbaar nie
Faks	Nie beskikbaar nie
E-posadres	Algemene navrae: enquiries@inforegulator.org.za . Klagtes: PAIAComplaints@inforegulator.org.za -
Posadres	Posbus 31533 Braamfontein, Johannesburg, 2017
Straatadres	J.D. Huis Stiemensstraat 27 Braamfontein, JOHANNESBURG, 2001
Webwerf	https://www.justice.gov.za/inforeg/

8. Beskrywing van die onderwerpe waarvoor die instelling verslae hou en kategorieë van verslae wat deur die Wes-Kaapse Onderwysdepartement gehou word

Die Wes-Kaapse Onderwysdepartement hou verslae oor die volgende onderwerpe en kategorieë:

Kategorieë en onderwerpmateriaal	Program vereis 'n versoek	Program outomaties beskikbaar (Oop data)
Verslae gehou as deel van die WKR-eenvormige lêerplan (1–11 steunreeks)		
Organisasie en beheer (bv.) 1. Herorganisasie van funksies 2. Afwenteling van magte 3. Beplanning 4. Kantooropdragte en kodes 5. Organisasoriese prestasiesistels 6. Jaarlikse publikasies om 'n stel uitkomsaanduiders binne sleutel- (i) beleidstematiese areas, en (ii) bestuurstoetsaanduiders te meet 7. Verslae 8. Beleid en strategie	Program 1-7	
Statutêre en regulatoriese raamwerk/ Wetgewing 1. Nasionale grondwetlike raamwerk 2. Nasionale wetgewing 3. Wes-Kaapse Provinsiale Wetgewer	Hoofdirekteur: BIM Direkteur: Beleidskoördinerings	
Mensehulpbronbestuur 1. Organisasoriese ontwikkeling	Hoofdirekteur: Mensebestuurspraktyke	

Kategorieë en onderwerpmateriaal	Program vereis 'n versoek	Program automaties beskikbaar (Oop data)
2. Departementele (i) organisatoriese gedragsverslae; (ii) sakeprosesverslae; (iii) organisasie-ontwerpverslae 3. Transversale diensleweringintervensieverslae 4. Mensehulpbronbestuur 5. Postebeheer 6. Diensvoorwaardes 7. Vakatures en aanstellings 8. Beëindiging van diens 9. Kwalifikasies, Opleiding en vaardigheidsontwikkeling 10. Personeelbeweging 11. Personeelbeheer 12. Werknemerverhoudinge 13. Werknemergesondheid en -welstand 14. Gedragdinamika 15. Mensehulpbron-inbelsentrum	Direkteur: Strategiese mensebestuur Direkteur: Diensvoorrede, Direkteur: Werwing en seleksie, Direkteur: Werknemerverhoudinge	
Interne finansiële bestuur 1. Begroting 2. Rekenpligtigheidsverantwoordelikheid 3. Besteding 4. Bankreëlins 5. Fondse 6. Korporatiewe Versekering 7. Interne oudit 8. Ouditverslag	Hoofdirekteur: Finansiële bestuur Direkteur: Bestuursrekenpligtigheid, Direkteur: Finansiële rekenpligtigheid, Direkteur: Interne beheer	
Verkaffingskettlingbestuur 1. Verkryging 2. Voorsiening 3. Batebestuur 4. Toerusting en meublement	Takkorporatiewe dienste: Verkrygingsbestuur	
Internegeriewebestuur 1. Geboue en terreine 2. Telekommunikasiediens	Takbeplanning Direkteur: Fisiesehulpbronbeplanning.	
Internegeriewebestuur 1. Beroepsgesondheid en -veiligheid 2. Interneveiligheidsake	Tak: Institusionele hulpbronsteun Direkteur: Institusionele Bestuur en Bestuurstoestig	
Interne reis en vervoerdienste 1. Vervoer	Takkorporatiewe dienste: Verkrygingsbestuur	
Interne inligtingsdienste 1. Interneverslagbestuur 2. Biblioteekbestuur 3. Inligtingbestuur 4. Kennisbestuur	Takbeplanning Direkteur: Kennisbestuur Direkteur: Institusionele hulpbronsteun	

Kommunikasie		Kantoor van die DH
1. Interne kommunikasie 2. Bewusmakingsprogram 3. Taaldienste 4. Mediamonitering 5. Deelname aan gebeure/byeenkomste 6. Publikasies 7. Strategiese kommunikasie 8. Kontakbesonderhede		Direkteur: Kommunikasie
Navorsingsteun; Onderwysnavorsing	Takbeplanning	
Navorsingsontwikkeling	Direkteur: Navorsingsteun	
Beleidskoördinerings, beleidsontwikkeling	Direkteur: Beleidskoördinerings en	
Beleidsdienste;	Direkteur: Institusionele Bestuur en	
Oproep vir kommentaar	Bestuurstoetsig	
Kennis- en inligtingbestuur	Direkteur: Kennis- en inligtingsbestuur	
Voorsiening van departementele data		
Gehalteversekering, Voldoening	Direkteur: Gehalteversekering	
Infrastruktuurontwikkeling, Werke-inspektoraat;	Direkteur:	
onderhoud; norme en standaarde; basiese	Infrastruktuurleringsbestuur	
diensprogram; Argiteksdienste		
Fisiesehulpbronbeplanning; eiendomsbestuur	Direkteur: Fisiesehulpbronsteun	
Geografiese inligtingstelsels (GIS)		
Institusionele hulpbronsteun; leerdervoer	Direkteur: Institusionele hulpbronsteun	
Leer- en onderrigsteunmateriaal		
Assesseringsbestuur; Assesseringsbestuurstoetsig;	Direkteur: Assesseringsbestuur	
Bemarkingsadministrasie		
Eksamenadministrasie; Afneem van eksamens;	Direkteur: Eksamenadministrasie	
Reprografiese diens		
Algemene onderrig en opleiding (AOO);	Direkteur: Kurrikulum (AOO)	
kurrikulumnavorsing; Vakontwikkeling;		
Spesiale projekte		
Professionele ontwikkeling		
Verdere onderrig en opleiding (VOO);	Direkteur: Kurrikulum (VOO)	
kurrikulumnavorsing; vakontwikkeling;		
Spesiale projekte		
Professionele ontwikkeling		
Kaapse Onderwys- en Leierskapinstituut (KOLI);	Direkteur: Kaapse Onderrig- en	
Onderwyskwalifikasieverbetering; Program;	Leierskapinstituut	
Skoolbestuur en -leierskap; EDULIS		
E-leer/Tegnologie-ontwikkeling;	Direkteur: E-leer	
E-infrastruktuur en LAN		
Gespesialiseerde onderrig; spesiale skole en	Direkteur: Gespesialiseerde onderrig	
hulpbronsentrums; Gespesialiseerde steundienste		
Institusionele bestuur en bestuurstoetsig	Direkteur: Institusionele Bestuur en	
Veilige skole; onafhanklike skole; skoolverryking	Bestuurstoetsig	
Distrikte, distrikkantore skep en hou verslae van die	Hoofdirekteur: Distrikte	
steun en lynfunksie van die Departement.		

9. Kategorieë van verslae van die Wes-Kaapse Onderwysdepartement wat beskikbaar is sonder dat die gebruiker toegang hoef te vra

Die volgende verslae is beskikbaar vir inspeksie kragtens Art. 15(1)(a)(i), en kopiëring kragtens Art. 15(1)(a)(ii).

Dokumente wat gratis kragtens Art. 15(1)(a)(iii) beskikbaar is vir aflaai van die WKOD-webwerf by WKODonline.westerncape.gov.za word met 'n asterisk aangedui.

Die volgende verslae is beskikbaar vir inspeksie kragtens Art. 15(1)(a)(i), en kopiëring kragtens Art. 15(1)(a)(ii).

Beskrywing van kategorieë verslae wat outomaties beskikbaar is kragtens Art. 15(1)(a)(i) van die Wet op die Bevordering van Toegang tot Inligting, 2000	Wyse van toegang tot verslae (hierdie verslae is óf beskikbaar vir inspeksie óf kan verkry word deur 'n voorgeskrewe fooi te betaal) Tussen 08:00 en 15:45
(a) LOGIS- jaarlikse state en verslae (b) Tenderdokumente en -kwotasies (c) SourceLink-dokumente - advertensies (d) Tenderdokumente (e) Tenderbulletins	Direktoraat Verskaffingskettingbeheer
(f) Register van oorbetalings (g) Lêers (vertroulike en persoonlike inligting uitgesluit) (h) WKOD-omsendbriewe en -notules *	Direktoraat: Kennis- en inligtingbestuur (Algemene register)
(i) Indiensneminggelykheidsplan (j) Opleidingsverslae	Direktoraat: Strategiese mensebestuur
(k) Finansiële verslae van besteding	Direktoraat: Bestuursrekenpligtigheid

Beskrywing van kategorieë verslae wat outomaties beskikbaar is vir kopiëring of aankoop kragtens Art. 15(1)(a)(ii)	Wyse van toegang tot verslae (hierdie verslae is óf beskikbaar vir inspeksie óf kan verkry word deur 'n voorgeskrewe fooi te betaal) Tussen 08:00 en 15:45
(a) Inspeksieverslae (kan aangevra word deur die instelling wat geïnspekteer is)	Direktoraat: Finansiële rekenpligtigheid
(b) Skedules van bedrae wat van 'n individu se salaris afgetrek en aan buite-organisasies oorbetaal is (Slegs die persoon en organisasies mag dit versoek.)	Direktoraat: Eksamens
(c) Kurrikulumbeleidsverklaring+ *	Direktoraat: Kurrikulum AOO en VOO
(d) Handleidings oor skoolsake (e) Inligting oor kosganger- en vervoerbeurse	Direktoraat: Institusionele Bestuur en Bestuurstoestig
(f) Werkplekvaardigheidsplan (g) Gelykheidsplan	Direktoraat: Menseontwikkelingspraktyk

Beskrywing van kategorieë verslae wat outomaties beskikbaar is vir kopiëring of aankoop kragtens 15(1)(a)(ii)	Wyse van toegang tot verslae (hierdie verslae is óf beskikbaar vir inspeksie óf kan verkry word deur 'n voorgeskrewe fooi te betaal) Tussen 08:00 en 15:45
(h) Kursusmateriaal *	Afskrifte van hierdie verslae kan by betaling van 'n voorgeskrewe fooi, van die Kaapse Onderwys- en Leierskapinstituut KOLI) Privaatsak X14, Kuilsrivier 7580, verkry word
(i) Jaarverslae (WKOD)* (j) Kindermishandelingsbeleid en -protokol *	Afskrifte van hierdie verslae kan van die Direkoraat: Kommunikasie verkry word
(k) Beleidsdokumente (WKOD)* (gepubliseer met die tersaaklike omsendskrywe)	Afskrifte van hierdie verslae kan, met betaling van 'n voorgeskrewe bedrag, van die Direkoraat: Beleids-koördinering verkry word
(l) Vakaturelyste * (m) Vestiging/Organogramme van WKOD-opvoedkundige instellings en kantore *	Afskrifte van hierdie verslae kan, met betaling van 'n voorgeskrewe bedrag, van die Direkoraat: Werwing en seleksie verkry word
(o) Edumedia-katalogus*	Afskrifte van hierdie verslae kan, met betaling van 'n voorgeskrewe bedrag, van die Direkoraat: Kommunikasie, Edumedia, Stasieweg 3, Mowbray, verkry word
(p) Edulis-katalogusse	Afskrifte van hierdie verslae kan, met betaling van 'n voorgeskrewe bedrag, van die Kaapse Onderrig- en Leierskapinstituut (KOLI) Privaatsak X14, Kuilsrivier 7580
(q) Opvoedkundige videomateriaal *	Afskrifte van hierdie verslae kan, met betaling van 'n voorgeskrewe bedrag, van die Direkoraat: Kurrikulum AOO en VOO en die Direkoraat e-Leer verkry word
(r) (Inligting oor tuisonderrig *	Afskrifte van hierdie verslae kan, met betaling van 'n voorgeskrewe bedrag, van die Direkoraat: Institusionele Bestuur en Bestuurstoedig (Insluitend veilige skole) verkry word
(s) Assesseringsbeleid	Afskrifte van hierdie verslae kan, met betaling van 'n voorgeskrewe bedrag, van die Direkoraat: Assesseringsbestuur verkry word
(t) Kurrikulum: Beleid* (u) Lys van voorgeskrewe boeke *	Afskrifte van hierdie verslae kan, met betaling van 'n voorgeskrewe bedrag, van die Direkoraat: Kurrikulum AOO & VOO verkry word
(v) Strategiese plan* (w) Jaarlikse prestasieplan * (x) Departementele vorms*	Afskrifte van hierdie verslae kan, met betaling van 'n voorgeskrewe bedrag, van die Direkoraat: Kommunikasie verkry word

Beskrywing van kategorieë verslae wat outomaties gratis beskikbaar is kragtens Art. 15(1)(a)(iii)	Wyse van toegang tot verslae (hierdie verslae is óf beskikbaar vir inspeksie óf kan verkry word deur 'n voorgeskrewe fooi te betaal) Tussen 08:00 en 15:45
(a) Besonderhede van ouditeurs van skole (b) Statistiek oor die aantal skole gestig kragtens Art. 21 van die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996)	Afskrifte van hierdie verslae is gratis beskikbaar van die Direkoraat: Institusionele Bestuur en Bestuurstoedig

Beskrywing van kategorieë verslae wat outomaties beskikbaar is vir kopiëring of aankoop kragtens 15(1)(a)(ii)	Wyse van toegang tot verslae (hierdie verslae is óf beskikbaar vir inspeksie óf kan verkry word deur 'n voorgeskrewe fooi te betaal) Tussen 08:00 en 15:45
(c) Eksamenuitslae (slegs eerste publikasie)* (d) Voltydse Senior Sertifikaat-kandidate (slegs oorspronklike dokument (e) Eksamenopdrag	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Eksamenadministrasie
(f) Wegdoeningsertifikaat (VA27 en 28) van gebruikte, verouderde, oorbodige of ondiensbare items (g) Vergelykende skedule van tenders ontvang.	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Verskaffingskettingbestuur
(h) Tenders: Leerdervoerskemas (i) Goedgekeurde verskafferslys van leerdersteunmateriaal (institusionele hulpbronsteun) (j) Voorsieningsverslagsertifikate (VA12) van kantore, skole, sentrums en Hoofkantoor	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Institusionele Hulpbronsteun
(k) Bewys van betalings aan verskaffers (l) Registrasiedokumente as verskaffer van leerdersteunmateriaal	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Institusionele Hulpbronsteun
(m) Uitgawes van leerdersteunmateriaal	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Institusionele Hulpbronsteun
(n) Verslae van verliese weens inbrake, brande en vandalisme by instellings	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Fisiesehulpbronbeplanning
(o) Betalingsdata van munisipale dienste aan skole verskaf, gevestig ooreenkomstig Art. 21 van die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996)	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Bestuursrekenpligtheid
(p) Inligting oor skole vir leerders met spesiale onderwysbehoefes (q) Gespesialiseerde leerder- en opvoedersteun (r) Gendergelykheidspamflette (s) Gendergelykheidsplakkate (t) Plakkate oor diversiteit (u) Teengeweldplakkate (v) Nuusbrief oor mensehulpbronontwikkeling (w) Voorspraakmateriaal vir indiensnemingsgelykheid	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Gespesialiseerde onderwys Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Strategiese mensebestuur
(x) Handleiding: Onderhoud van geboue en persele (y) Geskeduleerde onderhoud (z) Kapitale werke	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Fisiesehulpbronbeplanning

Beskrywing van kategorieë verslae wat outomaties beskikbaar is vir kopiëring of aankoop kragtens 15(1)(a)(ii)	Wyse van toegang tot verslae (hierdie verslae is óf beskikbaar vir inspeksie óf kan verkry word deur 'n voorgeskrewe fooi te betaal) Tussen 08:00 en 15:45
(aa) Aanstelling van werknemers (opvoeders en staatsamptenare) (vertroulike en persoonlike inligting uitgesluit)	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Werwing en Seleksie
(bb) Aftrede van werknemers (cc) Diensbepalings en –voordele van werknemers (dd) Resolusies van bedingingsrade (ee) Inligting oor verlof (slegs belanghebbende persone en organisasies mag dit aanvra) (ff) Bevorderingsvereistes	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Diensvoordele, Grand Central Towers
(hh) Resolusies van bedingingsrade	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Werknemerverhoudinge
(ii) Bevorderingsvereistes	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Werwing en seleksie
(jj) Senior Sertifikaatvereistes (kk) Inligting oor Algemene Onderwys en Opleidingsertifikate	Afskrifte van hierdie verslae is gratis beskikbaar van die Direktooraat: Eksamenadministrasie
(mm) Lys van WKOD-skole vir die doel om plasing te vind.* (nn) Lys van skole volgens vakaanbod gerangskik.* (oo) Poslys vir alle opvoedkundige instellings wat by die WKOD geregistreer is* (pp) Inligting oor die vordering van 'n aansoek aan alle skole wat by die WKOD geregistreer is.*	Hierdie inligting is beskikbaar deur op Find-A-School in te gaan

10. Dienste van die Wes-Kaapse Onderwysdepartement beskikbaar aan die publiek en hoe om toegang tot hierdie dienste te verkry

Die openbare instelling lewer die volgende dienste direk aan die publiek:

Dienste gelewer deur die Wes-Kaapse Onderwysdepartement	Hoe om toegang tot hierdie dienste te verkry
Inbelsentrum (Personeel- en finansiële navrae)	0861 92 33 22
Veilige skole-inbelsentrum	0800 45 46 47
Direktooraat eksamenhulplyn:	021 467 2300
WKOD aanlyn terugvoering	WKODonline.westerncape.gov.za/give-us-your-feedback

11. Openbare betrokkenheid by die formulering van beleid of die uitoefening van magte of uitvoering van pligte deur die Wes-Kaapse Onderwysdepartement

In die meeste gevalle skryf wetgewing die volgende prosedures voor vir die openbaarmaking van sake en vir openbare deelname:

- Kennisgewing in die media, soos die Provinsiale Gaset, provinsiale koerante en plaaslike/ gemeenskapskoerante
- Werkwinkels met besorgde en geraakte groepe
- Kennisgewing op die departement se webwerf
- Handleidings en riglyndokumente (soms)

12. Verwerking van persoonlike inligting

12.1 Doel van die verwerking

12.1.1 Persoonlike inligting word verwerk om aan die grondwetlike en wetgewende mandate, van die openbare instelling, soos uiteengesit in sy Jaarlikse Strategiese, Sake en Prestasieplanne te voldoen, wat beskikbaar is by WKODonline.westerncape.gov.za

12.1.2 Persoonlike inligting word gebruik vir:

- Mensehulpbron- en indiensnemingsdoeleindes soos (1) werwing, seleksie en plasing; (2) administrasie van vergoeding en voordele; (3) prestasiebestuur en opleiding; en (4) verslagdoening aan die regering (5) data van ouers (6) leerderdata.
- Risikobestuur, wat fisiese en elektroniese sekuriteit en toegangsbeheer insluit;
- Beplanning;
- Verkryging van goedere en dienste; en
- Lewering van dienste.

12.2 Beskrywing van kategorieë van data-onderwerpe, inligting wat verwerk is en die ontvangers daarvan

Data-onderwerpe	Inligting	Ontvangers
Potensiële werknemers, huidige werknemers, konsultante, internskappe en vrywilligers	<ul style="list-style-type: none"> - Naam, identiteitsnommer, biografiese inligting; - Kontakbesonderhede; - Opvoedings- indiensneming- en kriminele geskiedenis; - Biometriese en gesondheidsinligting; - Psigometriese assesserings; en - Verwysings, agtergrondkontrole 	Tersaaklike provinsiale en nasionale en nasionale regeringsdepartemente en hulle agente
Huidige werknemers, konsultante, internskappe	<ul style="list-style-type: none"> - Rekeninginligting; - Prestasieverlae; en - Vaardighede/opleidingsverlae 	Tersaaklike provinsiale en nasionale en nasionale regeringsdepartemente en hulle agente
Potensiële en huidige verskaffers, diensverskaffers, kontrakteurs, subkontrakteurs en sakevennote	<ul style="list-style-type: none"> - Naam, identiteitsnommer/ maatskappyregistrasienumer; - Tersaaklike registrasienumer; - Kontakbesonderhede; - Finansiële geskiedenis; - Verwysings, agtergrondkontrole - Rekeninginligting; - Prestasieverlae 	Tersaaklike provinsiale en nasionale en nasionale regerings <ul style="list-style-type: none"> - Departemente; - Openbare entiteite; - Sakeondernemings; en hulle agente

Data-onderwerpe	Inligting	Ontvangers
Gebruikers van dienste (Kliënte/klante en besoekers).	<ul style="list-style-type: none"> - Naam, identiteitsnommer, biografiese inligting - Kontakbesonderhede - Komplimente of klagtes 	Tersaaklike provinsiale en nasionale en nasionale regerings <ul style="list-style-type: none"> - Departemente; - Openbare entiteite; - Sakeondernemings; en hulle agente
Potensiële ouers en huidige ouers	<ul style="list-style-type: none"> • Naam, identiteitsnommer, biografiese inligting; • Kontakbesonderhede; 	Slegs vir interne departementele gebruik. Geen deling van inligting
Potensiële en huidige leerders	<ul style="list-style-type: none"> • Naam, identiteitsnommer, biografiese inligting; • Kontakbesonderhede; • Akademiese geskiedenis 	Tersaaklike provinsiale en nasionale en nasionale regerings-departemente en hulle agente
Vrywilligers en vennote	<ul style="list-style-type: none"> • Naam, identiteitsnommer, biografiese inligting; • Kontakbesonderhede 	

12.3 Beplande oorgrensvloei van persoonlike inligting

Oordrag van persoonlike inligting buite die Republiek

Die Wes-Kaapse Onderwysdepartement sal nie persoonlike inligting oor 'n data-onderwerp aan 'n derde party oordra wat in 'n vreemde land is nie, tensy:

- (a) die derde party wat die ontvanger van die inligting is, onderhewig is aan 'n wet, bindende korporatiewe reëls of 'n bindende ooreenkoms wat 'n voldoende mate van beskerming bied wat –
 - (i) die beginsels van redelike verwerking van die inligting navolg wat wesenlik soortgelyk is aan die omstandighede van 'n wettige verwerking van persoonlike inligting oor 'n data-onderwerp wat 'n natuurlike of regs persoon is; en
 - (ii) bepaling insluit oor die verdere oordrag van persoonlike inligting van die ontvanger na derde partye wat hulle in 'n vreemde land bevind;
- (b) die data-onderwerp tot die oordrag instem;
- (c) die oordrag noodsaaklik is vir die uitvoering van 'n kontrak tussen die data-onderwerp en die Wes-Kaapse Onderwysdepartement, of vir die implementering van voor-kontraktuele maatreëls wat in reaksie op die data-onderwerp se versoek getref is;
- (d) die oordrag nodig is vir die afhandeling van die uitvoering van 'n kontrak tussen die Wes-Kaapse Onderwysdepartement en 'n derde party, en —
 - (i) dit nie redelik prakties is om die toestemming van die data-onderwerp vir sodanige oordrag te bekom nie; en
 - (ii) die data-onderwerp in alle toestemming sou gegee het indien dit redelik prakties was om dit te bekom.

12.4 Algemene beskrywing van inligtingsekerheidsmaatreël wat deur die Wes-Kaapse Onderwysdepartement geïmplementeer moet word om die vertroulikheid, integriteit en beskikbaarheid van die inligting te verseker.

12.4.1 Die integriteit en vertroulikheid van persoonlike inligting word teen voorsiene bedreigings en ongemagtigde toegang beskerm deur veiligheidsvoorsorgmaatreëls

wat redelik en toepaslik is vir die geïdentifiseerde risiko's en die sensitiwiteit van die inligting.

12.4.2 Hierdie voorsorgmaatreëls sluit die volgende in

12.4.3 Organisasoriese maatreëls:

- Die Hoof van die Departement aanvaar oorkoepelend verantwoordelikheid vir die sekuriteit van alle departementele inligting.
- Die departementele sekuriteitsbestuurder bestuur die sekuriteitsfunksie in die in DvdP namens die FG, ondersteun deur 'n sekuriteitskomitee van die DvdP.
- Die Hoofinligtingsbeampte (HIA) verseker dat toepaslike maatreëls getref is om die IKT-infrastruktuur, -netwerke en -stelsels te beskerm. Dit sluit in dat verantwoordelikheid aanvaar word vir derde partye wat WKR IKT-infrastruktuur, -netwerke en -stelsels gebruik, ontwikkel of toegang daartoe het.
- 'n Hoofinligtingsekuriteitsbeampte (HISB) assesseer en dokumenteer ondernemingsinligtingsrisiko's en bestuur die risiko ten opsigte van IKT-infrastruktuur, -netwerke en -stelsels.
- Die verantwoordelikheid vir die veilige bewaring en sekuriteit is ingesluit in die verantwoordelikhede van die werknemers van met persoonlike inligting werk, en hulle moet voldoen aan inligtingsekerheidswette, -beleide, -planne en -prosedures.
- Sekuriteitsvoorvalle word hersien en verslag word daaroor gelewer.

12.4.4 Fisiese maatreëls:

- Toegang tot geriewe en toerusting word beheer en kan geouditeer word.
- Toegangspunte word beperk, met die voorsiening vir fisiese sekuriteitsbeheer, soos vensterstawe, roosters, luik en veiligheidsdeure. Waar nodig, word toegangspunte deur die gebruik van indringeropsporingstoestelle, bewakingsdienste en/of geslotebaan-kringtelevisietoetsing verder beveilig.
- Toegang word deur 'n kombinasie van bemande bewaking, elektroniese toegangbeheerstelsels, ID-toegangskarte, besoekerbestuurstelsels, biometriese-aktiveringsdeuredraaihekke en deursoekings tydens inkoms en uitgang.

12.4.5 Tegnieiese maatreëls

- Daar word gehou by die Inligtingsekuriteitstandaarde vir die staatsdiens.
- Ooreenkomste wat met derde partye aangegaan word, sluit die beskerming van die integriteit en vertroulikheid van inligting deur derde partye in.
- Risiko's word tydens die ontwikkeling van nuwe toepassings en stelsels, die verandering van bestaande stelsels, die verandering van sakeprosesse en wanneer terreine van besorgdheid geïdentifiseer word, geassesseer.
- Risiko's aan die IKT-infrastruktuur, -netwerke en -stelsels word deur die toetsing van kwesbaarheid en bedreigings, en bewustheidouditbeheer, voorvalbestuur en sekuriteitsbewustheidsopleiding bestuur.

12.4.6 Soortgelyke voorsorgmaatreëls word van diensverskaffers, voorsiener en sakevennote vereis wat persoonlike inligting van of namens die WKR ontvang tydens hulle verbinding met die DvdP.

13. Toegang tot en beskikbaarheid van hierdie handleiding

- 13.1 Die handleiding is in Afrikaans, Engels en Xhosa beskikbaar en kan elke dag van Maandag tot Vrydag (openbare vakansiedae uitgesluit) tussen 07:30 en 16:00 gelees word by
- die WKOD se inloopsentrum te North Wharf-plein 1, Laer Loopstraat 2, Strandgebied, Kaapstad, 8001
 - die kantoor van die Adjunkinligtingsbeampte, mev. Bronagh Hammond, 14^e vloer, North Wharf-plein 1, Laer Loopstraat 2, Strandgebied, Kaapstad, 8001
- 13.2 Die handleiding en Afrikaanse en Xhosa-vertaling daarvan, kan aanlyn by die volgende webadres besigtig word: WCEDonline.westerncape.gov.za

14. Bywerking van die handleiding

Die Wes-Kaapse Onderwysdepartement sal die handleiding die jaarliks bywerk en publiseer indien nodig.

Uitgereik deur

Engelse weergawe geteken Mei 2023

Brent Walters
Departementshoof

Riglyne vir toegang tot verslae wat nie outomaties beskikbaar is nie

1. Voltooiing van aansoekvorm, betaling van geld en vorm van toegang – Artikel 18, 19, 22, 29 en 31.

1.1 Aansoekvorm

- 'n Voorgeskrewe vorm (aangeheg as **VORM 2**) moet deur die aansoeker voltooi wen ingegee word by die Inligtingsbeampte/Adjunkinligtingsbeampte.
 - Indien die aansoeker nie kan lees of skryf of die vorm nie kan voltooi nie weens 'n gestremdheid, kan die versoek mondeling gerig word. Die Inligtingsbeampte/Adjunkinligtingsbeampte sal dan Vorm 2 namens die aansoeker voltooi, die oorspronklike hou en die aansoeker 'n afskrif daarvan gee..
 - 'n Versoek mag namens 'n ander persoon gerig word, maar dan moet die hoedanigheid waarin die versoek gerig word, op Vorm 2 aangedui word. Die aansoeker moet ook bewys van hoedanigheid waarin die versoek gerig word, ter redelike bevrediging van die Inligtingsbeampte/Adjunkinligtingsbeampte indien.
 - 'n Aansoeker (data-onderwerp) wat wil bevestig dat hulle persoonlike inligting deur die openbare instelling gehou word of die identiteite van derde partye wat toegang gehad het of toegang tot hul eie persoonlike inligting vereis, moet bewys van hulle identiteit verskaf en word versoek om 'n gesertifiseerde afskrif van hulle identiteitsdokument vir 'n verifikasiedoeleinde te verskaf.

1.2 Fooi

- Die fooi vir die aansoek en soektog na 'n verslag, asook vir die maak van afskrifte van 'n verslag, word deur die regulasies ten opsigte van PAIA voorgeskryf (Sien aangehegte **FOOISKEDULE**). **Die volgende bedrae is betaalbaar:**
 - Versoekfooi van R100,00 vir elke versoek;
 - Toegangsfooi vir die redelike tyd wat bestee is om die verslag op te spoor en voor te berei, indien dit langer as 'n uur neem om die verslag op te spoor en voor te berei. 'n Deposito van nie meer as een-derde van die volle fooi nie, mag vereis word. Die volle toegangsfooi is egter betaalbaar voor toegang toegestaan word; en
 - Vir die maak van afskrifte van die verslag.

1.3 Aansoekers wat van die betaling van 'n versoekfooi vrygestel is:

- 'n Onderhoudsbeampte/-ondersoeker wat toegang tot 'n verslag vir 'n onderhoudsondersoek of navraag doen ooreenkomstig die Wet op Onderhoud, 1998, (of regulasies wat ten opsigte daarvan gemaak is)
- 'n Persoon wat 'n verslag aanvra wat sy/haar persoonlike inligting bevat.

1.4.1 Aansoekers wat van die betaling van 'n toegangsfooi vrygestel is:

- 'n Persoon wat 'n verslag aanvra wat sy/haar persoonlike inligting bevat.
- 'n enkelpersoon wie se jaarlikse inkomste nie meer as R14 712 is nie.
- Getroude persone, of 'n persoon en sy/haar lewensmaat wie se jaarlikse inkomste nie R27 192 oorskry nie

14.2 Vorm van toegang

- 'n Aansoeker moet op Vorm 2 aandui of 'n afskrif van 'n verslag vereis word.
 - Indien 'n afskrif vereis word, moet die aansoeker die vorm daarvan aandui (bv. gedruk of elektronies) en die voorkeurtaal (waar 'n verslag in meer as een taal beskikbaar is). Die Departement vertaal nie verslae wat net in een taal beskikbaar is nie.
- Die verslag sal in die gevraagde formaat verskaf word tensy dit onprakties is of onredelik met die verloop van die Departement se bedrywighede sal inmeng

2. Besluit of toegang toe te staan of te weier – Artikel 25 en 26

2.1 Tydsbeperking om 'n besluit te neem

Die Inligtingsbeampte/Adjunkinligtingsbeampte moet so gou as redelik moontlik ná ontvangs van die R100,00 en die voltooide Vorm 2, maar minstens binne **30 dae** van ontvangs daarvan, besluit of die versoek toegestaan of geweier word, en die aansoeker van hulle besluit in kennis stel.

2.2 Verlenging van tydsbeperking

Die Inligtingsbeampte/Adjunkinligtingsbeampte mag in die volgende omstandighede die tydperk van 30 dae **een keer** vir 'n verdere **30 dae** verleng:

- Die versoek behels 'n groot aantal verslae, of verg 'n soektog deur 'n groot aantal verslae, en voldoening aan die versoekmeng meng op onredelike wyse in met die bedrywighede van die Departement;
- Die versoek vereis 'n soektog vir verslae van 'n kantoor wat nie in dieselfde dorp of stad as dié van die Inligtingsbeampte/Adjunkinligtingsbeampte is nie;
- Konsultasie met ander departemente van die WKR of ander openbare instellings word geverg om oor die aansoek te besluit; of
- Die aansoeker het tot 'n verlenging ingestem

3. Verslae wat inligting van derde partye bevat – Artikel 47, 48

3.1 Kennisgewing:

Die Inligtingsbeampte/Adjunkinligtingsbeampte moet alle redelike stappe doen om die derde party so spoedig moontlik, maar minstens binne **21 dae**, in kennis te stel van die ontvangs van enige aansoek vir 'n verslag wat die volgende bevat:

- die persoonlike inligting van 'n derde party;
- die handelsgeheime van 'n derde party;
- finansiële, kommersiële, wetenskaplike of tegniese inligting van 'n derde party, waar openbaarmaking van sodanige inligting waarskynlik finansiële of kommersiële skade aan die derde party kan beteken;
- inligting wat vertroulik deur 'n derde party gegee is, en waarvan die openbaarmaking die derde party kan benadeel of te na kom in kontraktuele of ander onderhandelinge of handelsmededinging;
- inligting wat vertroulik deur 'n derde party gegee is en waarvan openbaarmaking (i) die verbreking van 'n vertroulikheidsverpligting teenoor die derde party ten opsigte van 'n ooreenkoms beteken; of (ii) die toekomstige verskaffing van soortgelyke inligting wat in die openbare belang verskaf behoort te word, sal benadeel; of
- inligting oor navorsing wat deur of namens 'n derde party onderneem word wat óf die derde party óf die agent óf die navorsingsmateriaal ernstig kan belemmer.

3.2 Derdepartyvoorstelle en -toestemming

'n Derde party mag binne **21 dae** ná die kennisgewing (3.1 hier bo) (i) skriftelike of mondelinge voorstelle aan die Inligtingsbeampte/Adjunkinligtingsbeampte bring oor waarom die versoek geweier moet word; of (ii) skriftelik toestemming vir die openbaarmaking van die verslag gee.

3.3 Besluit oor voorstel vir weiering

Die Inligtingsbeampte/Adjunkinligtingsbeampte moet so spoedig as redelik moontlik, maar minstens binne **30 dae** na die kennisgewing (3.1 hier bo) besluit of die versoek vir toegang tot toegang toegestaan of geweier word en moet die derde party wat betrokke is en die aansoeker van die besluit in kennis stel.

4. Interne appèl – Artikel 74 en 75

4.1 Aansoeker

'n Aansoeker mag 'n binne **60 dae** ná kennisgewing appèl aanteken teen die besluit deur die Inligtings-beampte/Adjunkinligtingsbeampte om:

- 'n versoek te weier (sien 2 hier bo);
- 'n fooi te betaal (sien 1.2 hier bo);
- die tydperk om toegang te gee, te verleng (sien 2.2 hier bo).

4.2 Derde party

'n Derde party mag 'n binne **30 dae** ná die kennisgewing van 'n besluit deur die Inligtingsbeampte/Adjunkinligtingsbeampte gegee is om toegang tot 'n verslag te gee wat inligting oor die derde party bevat, appèl aanteken (sien 3 hier bo).

4.3 Wyse van interne appèl

'n Interne appèl word aangeteken deur die voorgeskrewe vorm (**Vorm 4** – aangeheg) te voltooi en dit in te lewer by/aan te stuur na die Inligtingsbeampte/Adjunkinligtingsbeampte.

5. Klagte aan die Inligtingsreguleerder – Artikel 77A en 77B

'n Klagte by die Inligtingsreguleerder gelê word slegs nadat 'n interne appèl aangeteken is en die aansoeker of derde party steeds ontevrede is met die uitkoms van die interne appèl.

5.1 Aansoeker

- 'n Aansoeker mag by die Reguleerder kla ten opsigte van:
 - 'n onsuksesvolle interne appèl;
 - 'n laat appèl wat van die hand gewys is;
 - Weiering van 'n versoek vir toegang tot inligting
 - 'n besluit oor die fooi;
 - 'n besluit om die tydsbeperking vir 'n versoek te verleng; of
 - 'n besluit om toegang in 'n sekere formaat te verskaf.

5.2 Derde party

- 'n Derde party mag 'n klag by die Inligtingsreguleerder lê ten opsigte van:
 - 'n onsuksesvolle interne appèl
 - enige toestaan van 'n aansoek vir toegang tot inligting.

5.3 Formaat

'n Klage aan die Inligtingsreguleerder moet skriftelik binne **180 dae** na die besluit wat tot die klage aanleiding gee, op die voorgeskrewe vorm (**Vorm 5 - aangeheg**) gelê word.

6. Aansoek tot die hof – Artikel 78

6.1 'n Aansoeker of derde party mag vir toepaslike verligting by die hof aansoek doen indien

- 'n interne appèl aangeteken is en die applikant steeds ontevrede is met die uitkoms van die interne appèl; of
- 'n klage met die Inligtingsreguleerder gelê is en die klaer ongelukkig met die uitkoms van die klage is.

6.2 Die aansoek tot die hof moet binne **180 dae** na die kennisgewing van die uitkoms van die interne appèl of die besluit deur die Inligtingsreguleerder gedoen word, wat ook al die geval mag wees.

Vorm 2 – Versoek vir toegang tot verslag

[Regulasie 7]

Let wel:

1. Bewys van identiteit moet deur die aansoeker aangeheg word.
2. Indien versoek namens iemand anders gerig word, moet bewys van sodanige magtiging aan hierdie vorm geheg word.

Aan: Die Inligtingsbeampte

(Adres)

E-posadres:

Faksnommer:

Merk met 'n "X"

Versoek is in my eie naam gerig

Versoek is namens iemand anders gerig.

Persoonlike inligting			
Volle name			
Identiteitsnommer			
Hoedanigheid waarin versoek gerig is (wanneer dit namens iemand anders gerig word)			
Posadres			
Straatadres			
E-posadres			
Kontaknommer	Tel. (W):	<input type="text"/>	Faks: <input type="text"/>
	Sel:	<input type="text"/>	
Volle name van persoon namens wie die versoek gerig word (indien van toepassing):			
Identiteitsnommer			
Posadres			
Straatadres			
E-posadres			
Kontaknommer	Tel. (W):	<input type="text"/>	Faks: <input type="text"/>
	Sel:	<input type="text"/>	

Besonderhede van verslag wat aangevra word	
<i>Verkaf volledige inligting oor die verslag waarvoor toegang gevra is, insluitend die verwysingsnommer (indien dit bekend is) ten einde te help met die opsporing van die verslag. (Gebruik asseblief 'n aparte bladsy indien die gegewe ruimte nie genoeg is nie, en heg die bladsy aan hierdie vorm. Alle ekstra bladsye moet geteken wees.)</i>	
Beskrywing van verslag of tersaaklike deel van die verslag:	
Verwysingsnommer, indien beskikbaar	
Enige verdere besonderhede van verslag	
Soort verslag <i>(Merk die toepaslike blokkie met 'n "X")</i>	
Verlag is in geskrewe of gedrukte vorm	
Verlag bevat virtuele beelde (<i>dit sluit foto's, skyfies, video-opnames, rekenaar-gegenereerde beelde, sketse, ens. in</i>)	
Verlag bestaan uit stemopnames of inligting wat in klank omgesit kan word	
Verlag word in 'n elektroniese of masjien-leesbare formaat op 'n rekenaar gestoor	
Vorm van toegang <i>(Merk die toepaslike blokkie met 'n "X")</i>	
Gedrukte afskrif van verslag (<i>insluitend afskrifte van enige virtuele beelde, transkripsies en inligting wat op rekenaar of in 'n elektroniese of masjien-leesbare formaat gestoor word</i>)	
Geskrewe of gedrukte transkripsie van virtuele beelde (<i>dit sluit foto's, skyfies, video-opnames, rekenaar-gegenereerde beelde, skets ens. in</i>)	
Transkripsie van klankbaan (<i>geskrewe of gedrukte dokument</i>)	
Afskrif van verslag op geheuestokkie (<i>insluitend virtuele beelde en klankbane</i>)	
Afskrif van verslag op kompakskyf (CD) (<i>insluitend virtuele beelde en klankbane</i>)	
Afskrif van verslag wat op wolkstoordiens gestoor word	
Wyse van toegang <i>(Merk die toepaslike blokkie met 'n "X")</i>	
Persoonlike inspeksie van verslae by geregistreerde adres van openbare/private instelling (<i>insluitend luister na stemopnames, inligting wat in klank omgesit kan word, of inligting wat op rekenaar of in elektroniese of masjien-leesbare formaat gehou word</i>)	
Posdiens tot posadres	
Posdiens na straatadres	
Koerierdiens na straatadres	
Faksimilee van inligting in geskrewe of gedrukte formaat (<i>insluitend transkripsies</i>)	
E-pos van inligting (<i>insluitend klankbane indien moontlik</i>)	
Cloud share/oordrag van lêers	
Voorkeurtaal <i>(Let wel: As die verslag nie in u voorkeurtaal beskikbaar is nie, mag toegang toegestaan word in die taal waarin die verslag beskikbaar is)</i>	

Besonderhede van die reg wat uitgeoefen of beskerm moet word	
Gaan asseblief op 'n ekstra bladsy voort as die ruimte op die vorm nie genoeg is nie, en heg die ekstra blad/blaaie aan hierdie vorm. Die aansoeker moet elke ekstra bladsy teken.	
Dui aan watter reg uitgeoefen of beskerm moet word	
Verduidelik waarom die verslag wat aangevra word, vereis word vir die uitoefening of beskerming van die bogemelde reg:	

Foie	
<p>a) 'n Versoekfooi moet betaal word voordat die aansoek oorweeg sal word..</p> <p>b) U sal in kennis gestel word van die bedrag van die toegangsfooi wat betaal moet word.</p> <p>c) Die fooi betaalbaar vir toegang tot 'n verslag, hang af van die formaat waarin die verslag vereis word, en die redelike tyd wat vereis word om die verslag op te spoor en voor te berei.</p> <p>d) Verskaf asseblief die rede vir kwytskelding indien u vir kwytskelding van die betaling van enige geld kwalifiseer</p>	
Rede	

U sal in kennis gestel word of u aansoek goedgekeur of geweier is, en indien goedgekeur, wat die koste, indien enige, daaraan verbonde is. Dui asseblief u voorkeurwyse van korrespondensie aan:

Posadres	Faksimilee	Elektroniese kommunikasie (Spesifiseer asseblief)

Geteken te _____ hierdie _____ dag van _____ 20 _____

Handtekening van aansoeker/ persoon namens wie die versoek gerig is

Vir amptelike gebruik

Verwysingsnommer:	
Versoek ontvang deur: (Noem rang, naam en van van inligtingsbeampte)	
Datum ontvang:	
Toegangsfooi:	
Deposito (indien enige)	

Handtekening van Inligtingsbeampte

Fooie

Fooie ten opsigte van openbare instellings

Item	Beskrywing	Bedrag
1.	Die versoekfooie betaalbaar deur enige aansoeker	R100,00
2.	Fotostaat van A4-grootte bladsy	R1,50 per bladsy of deel daarvan
3.	Gedrukte afskrif van A4-grootte bladsy	R1,50 per bladsy of deel daarvan
4.	Vir 'n afskrif in rekenaar-leesbare formaat op:	
	(i) geheuestokkie (deur aansoeker verskaf)	R40,00
	(ii) Kompakskyf	
	Indien deur aansoeker verskaf	R40,00
	Indien aan aansoeker verskaf	R60,00
5.	Vir 'n transkripsie van visuele beelde per A4-grootte bladsy	Diens word uitgekonnekteer. Sal van die kwotasie van die diensverskaffer afhang.
6.	Afskrif van visuele beelde	
7.	Transkripsie van klankopname, per A4-bladsy	R24,00
8.	Afskrif van klankopname op:	
	(i) Geheuestokkie (deur aansoeker verskaf)	R40,00
	(ii) Kompakskyf	
	Indien deur aansoeker verskaf	R40,00
	Indien aan aansoeker verskaf	R60,00
9.	Vir die opspoor en voorbereiding van die verslag vir openbaarmaking vir elke uur of deel van 'n uur, uitgesluit die eerste uur wat redelik vereis word vir sodanige soektog en voorbereiding. Maksimum bedrag betaalbaar	R100,00
		R300,00
10.	Depositoo: indien soektog 6 uur oorskry	Een-derde van die bedrag per versoek, bereken ten opsigte van 2–8 items.
11.	Posgeld, e-pos of enige ander elektroniese oordrag	Werklike uitgawe, indien enige

Vorm 4 – Interne appèl – [Regulasie 9]

Verwysingsnommer:

Besonderhede van openbare instelling			
Naam van openbare instelling			
Naam en van van Inligtingsbeampste:			
Besonderhede van klaer wat interne appèl aangeteken het			
Volle name			
Identiteitsnommer			
Posadres			
Kontaknommers	Tel. (W)		Faks
	Sel		
E-posadres			
Is die interne appèl namens iemand anders aangeteken?		Ja	Nee
Indien "Ja", dui die hoedanigheid aan waarin 'n interne appèl namens iemand anders aangeteken is: <i>(Bewys van die kapasiteit waarin die appèl aangeteken is, moet aangeheg word, indien van toepassing.)</i>			
Besonderhede van persoon namens wie die interne appèl aangeteken is (Indien de3ur 'n derde party aangeteken is)			
Volle name			
Identiteitsnommer			
Posadres			
Kontaknommers	Tel. (W)		Faks
	Sel		
E-posadres			

Besluit waarteen die interne appèl aangeteken is <i>(Merk die toepaslike blokkie met 'n "X")</i>	
Weiering van versoek tot toegang	
Besluit rakende fooi voorgeskryf ten opsigte van Art. 22 van die Wet	
Besluit rakende die verlenging van die tydperk waarin die versoek hanteer moet word in terme van Art. 26(1) van die Wet	
Besluit ten opsigte van Art. 29(3) van die Wet om toegang in die formaat wat deur die aansoeker gevra is	
Besluit om toegang toe te staan	
Gronde vir appèl <i>(Gaan asseblief op 'n ekstra bladsy voort as die ruimte op die vorm nie genoeg is nie, en heg die ekstra blad/blaaie aan hierdie vorm. Die aansoeker moet elke ekstra bladsy teken.)</i>	
Noem die grond waarop die interne appèl gebaseer is:	
Noem enige ander inligting wat ter sake mag wees rakende die appèl:	

U sal skriftelik in kennis gestel word van die besluit oor u interne appèl. Dui asseblief u voorkeurmetode van kennisgewing aan:

Posadres	Faks	Elektroniese kommunikasie (Spesifiseer asseblief)

Geteken te _____ hierdie _____ dag van _____ 20 _____

Handtekening van appellant/derde party

Vir amptelike gebruik
Amptelike verslag van interne appèl

Appèl ontvang deur: (noem rang, naam en van van Inligtingsbeampte)			
Datum ontvang:			
Appèl vergesel van die redes vir die besluit van die inligtingsbeampte en, waar van toepassing, die besonderhede van enige derde party met/van wie die verslag verband hou, ingedien deur die inligtingsbeampte:	Ja		
	Nee		
Uitkoms van appèl			
Weiering vir toegang tot verslag. Bevestig?	Ja		Nuwe besluit (indien nie bevestig nie)
	Nee		
Fooi (Art. 22). Bevestig?	Ja		Nuwe besluit (indien nie bevestig nie)
	Nee		
Verlenging (Art. 26(1)). Bevestig?	Ja		Nuwe besluit (indien nie bevestig nie)
	Nee		
Toegang (Art. 29(3)). Bevestig?	Ja		Nuwe besluit (indien nie bevestig nie)
	Nee		
Versoek tot toegang toegestaan. Bevestig?	Ja		Nuwe besluit (indien nie bevestig nie)
	Nee		

Geteken te _____ hierdie _____ dag van _____ 20 _____

Tersaaklike gesag

Vorm 5 – Klagtevorm

[Regulasie 10]

Let wel

1. Hierdie vorm is ontwerp om die Aansoeker of Derde party (hierna “ die klaer” genoem) in hulle versoek om 'n hersiening van die reaksie of gebrek aan reaksie van 'n openbare of private instelling op 'n versoek vir toegang tot verslae onder die Wet op die Bevordering van Toegang tot Inligting, 2000 (Wet no. 2 van 2000) (PAIA). Voltooi asseblief hierdie vorm en stuur dit aan die volgende e-posadres: PAIAComplaints@justice.gov.za, of voltooi die aanlyn klagtevorm beskikbaar by <https://www.justice.gov.za/inforeg/>.
2. PAIA gee aan 'n lid van die publiek 'n reg om 'n klagte by die Inligtingsreguleerder te lê oor die aard van enige klagtes wat in Deel F van hierdie klagtevorm uiteengesit word.
3. Dit is die beleid van die Inligtingsreguleerder om 'n ondersoek aan te vra of diem klagte te verwerp as die klaer nie eers die openbare of private instelling (hierna “die instelling” genoem) 'n geleentheid gegee het om, te reageer op en die kwessie probeer oplos het nie. Ten einde die instelling te help om die besorgdheid te hanteer voor die Inligtingsreguleerder genader word, moet u die voorgeskrewe **PAIA Vorm 2** in te vul en dit by die instelling in te dien.
4. 'n Afskrif van hierdie vorm sal aan die instelling beskikbaar gestel word wat die onderwerp vir u klagte is. Die inligting wat u in hierdie vorm, of aan die vorm heg, of later verskaf, sal slegs gebruik word in 'n poging om u dispuut op te los, tensy anders hier vermeld word.
5. Die Inligtingsreguleerder sal u klagte slegs aanvaar sodra u bevestig het dat u aan die ondergenoemde voorvereistes voldoen het.
6. **Heg asseblief afskrifte van die volgende dokumente aan, indien u sodanige afskrifte het:**
 - a. Afskrif van die vorm aan die instelling van aansoek om toegang tot verslae;
 - b. Die instelling se reaksie op u klagte of versoek tot toegang;
 - c. Enige ander korrespondensie tussen u en die instelling oor u versoek;
 - d. Afskrif van die appèlvorm, as u klagte aan 'n openbare instelling gekoppel is;
 - e. Die reaksie van die instelling op u appèl;
 - f. Enige ander korrespondensie tussen u en die instelling oor u appèl;
 - g. Dokumentasie, wat u magtig om namens iemand anders op te tree (indien van toepassing);
 - h. Hofbevel of hofdokumente, indien enige, oor u klagte.
7. Heg inligting as 'n bylae tot hierdie vorm aan en teken elke bladsy indien die ruimte wat op hierdie vorm daarvoor beskikbaar is, onvoldoende is.

**Hoedanigheid van persoon/party wat klagte lê
(Merk met 'n "X")**

- Klaer persoonlik**
- Verteenwoordiger van klaer**
- Derde party**

VOORVEREISTES

Het u versoek (PAIA-vorm) vir toegang tot 'n verslag van 'n openbare/ private instelling ingedien?	Ja		Nee	
Het 30 dae verloop vanaf die datum waarop die PAIA-vorm ingedien is?	Ja		Nee	
Het u alle interne appèlprosedures teen die besluit van die Inligtingsbeampte van 'n openbare instelling gebruik?	Ja		Nee	
Het u die hof genader vir toepaslike verligting rakende die aangeleentheid?	Ja		Nee	

Slegs vir gebruik deur Inligtingsreguleerder

Ontvang deur: (Volle name)				
Posisie				
Handtekening				
Klagte aanvaar	Ja		Nee	
Verwysingsnommer				
<i>Datumstempel</i>				

Posadres	Faks	Ander elektroniese kommunikasie (Spesifiseer asseblief)	

Deel A – Persoonlike inligting van klaer

Volle name			
Identiteitsnommer			
Posadres			
Straatadres			
E-posadres			
Kontaknommers	Tel. (W)		Faks
	Sel		

Deel B – Inligting van verteenwoordiger

(Voltooi slegs indien u verteenwoordig wil wees. 'n Magtiging moet aan die vorm geheg word indien die klaer verteenwoordig word, by gebrek waaraan die klagte verwerp sal word)

Volle name van verteenwoordiger			
Aard van verteenwoordiging			
Identiteitsnommer/ Registrasienommer			
Posadres			
Straatadres			
E-posadres			
Kontaknommers	Tel. (W):		Faks

	SeI	
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Deel C – Inligting van derde party <i>(Heg asseblief magtigingsbrief aan)</i>			
Tipe instelling	Privaat	<input type="checkbox"/>	Openbare
Naam van openbare/private instelling			
Registrasienuommer (indien enige)			
Naam, van en titel van persoon wat gemagtig is om klagte te lê			
Posadres			
Straatadres			
E-posadres			
Kontaknummers	Tel. (W):	<input type="text"/>	Faks
	Sel	<input type="text"/>	

Deel D – Instelling waarteen die klag gerig is			
Tipe instelling	Privaat	<input type="checkbox"/>	Openbare
Naam van openbare/private instelling			
Registrasienuommer (indien enige)			
Naam van en titel van persoon met wie u by die openbare of private instelling gewerk het om die klagte of versoek tot toegang tot inligting op te los			
Posadres			
Straatadres			
E-posadres			
Kontaknummers	Tel. (W):	<input type="text"/>	Faks
	Sel	<input type="text"/>	
Verwysingsnommer gegee (indien enige)			

Deel E - Klagte			
<i>Vertel ons van die stappe wat u gedoen het om die klagte te probeer oplos (Klagtes behoort eers direk aan die openbare of private instelling ingedien te word vir oplossings of moontlike oplossings)</i>			
Datum waarop die versoek vir toegang tot verslae gerig is.			
Spesifiseer asseblief die aard van die reg(te) wat uitgeoefen het of wat beskerm moet word, indien 'n klagte teen 'n private instelling gerig is.			
Het u probeer om die saak met die betrokke organisasie op te los?	Ja	<input type="checkbox"/>	Nee
Indien ja, wanneer het u dit ontvang? (Heg asseblief die brief aan hierdie aansoek.)			
Het u teen 'n besluit van die inligtingsbeampte van die openbare instelling geappelleer?	Ja	<input type="checkbox"/>	Nee
Indien ja, wanneer het u 'n appèl aangeteken?			
Het u die hof genader vir toepaslike verligting rakende hierdie saak?	Ja	<input type="checkbox"/>	Nee

Indien ja, verduidelik asseblief wanneer die saak voor die of gediën het. Heg asseblief die hofbevel aan, indien daar wel so iets is.

Deel F – Gedetailleerde tipe toegang tot verslae (Kies asseblief een of meer van die volgende om u klagte aan die Inligtingsreguleerder te beskryf)		
Onsuksesvolle appèl (Art. 77A(2)(a) van Art. 77A(3)(a) van PAIA)	Ek het teen die besluit van die openbare instelling geappelleer en die appèl is onsuksesvol.	
Onsuksesvolle aansoek vir kondonering (Art. 77A(2)(b) en 75(2) van PAIA)	Ek het my appèl teen die besluit van die openbare instelling laat ingedien en vir kondonering gevra. Die kondoneringsaansoek is van die hand gewys.	
Weiering van 'n versoek vir toegang (Art. 77A(2)(c)(i) of 77A(2)(d)(i) of 77A(3)(b) van PAIA)	Ek het toegang tot inligting gevra wat deur 'n instelling gehou word, en daardie versoek is geweier of gedeeltelik geweier.	
Die instelling verwag van my om 'n bedrag geld te betaal en ek voel dit is buitensporig (Art. 22 of 54 van PAIA)	Aanbod of betaling van die voorgeskrewe bedrag.	
	Die aanbod of betaling van 'n deposito.	
Terugbetaling van deposito (Artikel Die inligtingsbeampte het geweier om 'n betaalde deposito terug te betaal 22(4) van PAIA) ten opsigte van 'n versoek tot toegang wat geweier is.	Die inligtingsbeampte het geweier om 'n deposito ten opsigte van 'n aansoek tot toegang wat geweier is, terug te betaal.	
Stem nie saam met tydverlenging nie (Art. 26 of 57 van PAIA)	Die instelling het besluit om die tydperk vir reaksie op my versoek te verleng, en ek stem nie saam met die verlenging van die tydperk wat dit neem om op my versoek te reageer nie.	
Vorm van toegang afgekeur (Art. 29(3) of 60 (a) van PAIA)	Ek het toegang op 'n spesifieke en redelike vorm versoek, en sodanige vorm van toegang is geweier.	
Geagte weiering (Art. 27 of 58 van PAIA)	Dis meer as 30 dae sedert ek my versoek gerig het, en ek het nog geen besluit ontvang nie.	
	Verlengingstydperk het verval, en ek het nog geen reaksie ontvang nie.	
Onvanpaste openbaarmaking van 'n verslag (Verpligte grond vir weiering van toegang tot verslag).	Verslae (wat onderworpe is aan die gronde vir weiering tot toegang) is ontoepaslik/ onredelik openbaar gemaak.	
Geen voldoende redes vir weiering van toegang (Art. 56(3) (a) van PAIA)	My versoek tot toegang is geweier, en geen geldige of gepaste rede vir die weiering is gegee nie, insluitend die voorsiening in hierdie Wet, waarop die weiering beroep is.	
Gedeeltelike toegang tot verslag (Art. 28(2) of 59(2) van PAIA)	Toegang tot slegs 'n deel van die gevraagde verslae is toegestaan, en ek glo dat meer van die verslae openbaar gemaak moes gewees het.	
Kwytskelding van geld (Art. 22(8) of 54(8) van PAIA)	Ek is vrygestel van die betaling van enige geld, en my versoek om afstanddoening van die geld is geweier.	
Verslae wat nie opgespoor kan word of nie bestaan nie (Art. 23 of 55 van PAIA)	Die instelling het aangedui dat sekere dele van/ die volledige gevraagde nie bestaan nie, en ek glo wel dat meer verslae bestaan.	
Mislukking om verslae beskikbaar te stel	Die instelling het besluit om my toegang tot die gevraagde verslae te gee, maar ek het dit nie ontvang nie	

Geen jurisdiksie (uitoefening of beskerming van enige regte) (Art. 50(1)(a) van PAIA)	Die instelling beweer dat die gevraagde verslae vrygestel is van die PAIA-wet, en ek stem nie saam nie.	
Ligsinnige of ergerlike versoek (Art. 45 van PAIA)	Die instelling het aangedui dat my versoek duidelik ligsinnig of ergerlik is, en ek stem nie saam nie.	
Ander (Verduidelik asseblief)		
Deel G – Verwagte uitkoms		
Hoe dink u kan die Inligtingsreguleerder u bystaan? Beskryf die uitkoms wat u verwag		

Deel H – Ooreenkoms

Die wetlike basis vir die volgende ooreenkomste word in privaatheidsnota van die dokument oor hoe om 'n klag te lê, verduidelik. Ten einde die Inligtingsreguleerder in staat te stel om die klagte te verwerk, moet u elk van die blokkies hier onder affik om u instemming te kenne te gee:

- Ek stem in dat die Inligtingsreguleerder die inligting wat in my klagte vervat is, mag gebruik om sodoende te help om kwessies rakende die bevordering van die reg tot inligting asook die beskerming van die reg tot privaatheid in suid-Afrika na te gaan. Ek verstaan dat die Inligtingsreguleerder nooit my persoonlike of ander identifiserende inligting in enige openbare verslag sal insluit nie, en dat my persoonlike inligting steeds deur die Wet op die Beskerming van Persoonlike Inligting, 2013 (Wet 4 van 20123) beskerm word. Ek verstaan ook dat, indien ek nie saamstem nie, die m Inligtingsreguleerder steeds my klagte sal verwerk.
- Die inligting in die Klagtevorm is na die beste van my wete en oortuiging korrek.
- Ek magtig die Inligtingsreguleerder om my persoonlike klagte-inligting (soos die inligting oor my in hierdie klagtevorm) in te samel en te gebruik om my menseregteklagte rakende die reg op toegang tot inligting en/of die beskerming van die reg op privaatheid te verwerk.
- Ek magtig enigeen (soos my werkgewer, diensverskaffer, getuie) wat inligting het wat nodig is om hierdie klagte te verwerk, om dit met die Inligtingsreguleerder te deel. Die Inligtingsreguleerder kan hierdie inligting verkry deur met getuies te praat of vir skriftelike verslae te vra. Hierdie verslae mag personeellêers of werkgewerdata, mediese of hospitaalverslae en finansiële of belastingbetalersinligting insluit, afhangend van die aard van die klagte.
- Indien enige kontakbesonderhede gedurende die klagteproses verander, is dit my verantwoordelikheid om die Inligtingsreguleerder in kennis te stel; anders kan die klagte vertraag of selfs gesluit word.

Geteken te _____ op hierdie _____ dag van _____ 20 _____

Klaer/Verteenwoordiger/Gemagtigde persoon van derde party

Xhosa Version

**IManyuwali yokuKhuthazwa koFikelelo
kwiNgcaciso, 2012 equlunqwe ngokwemiqathango
yecandelo 14 loMthetho wokuKhuthazwa
koFikelelo kwiNgcaciso, 2000 (njengoko
ulungisiwe) weSebe leMfundo leNtshona Koloni**

UMHLA WOKUQULUNQWA: KUCANZIBE 2023
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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 Iuhlale uhlobo lweerekhodi olunokuthi lube nakho ukufumaneka kwiSebe leMfundo leNtshona Koloni, ngaphandle kokudingeka okokuba ungenise isicelo esisesikweni kwiPAIA.
- 2.2 luqonde indlela yokwenza isicelo sofikelelo kwirekhodi zeSebe leMfundo leNtshona Koloni.
- 2.3 lufumane zonke iinkcukacha zonxibelelwano ezifanelekileyo zabantu abaya kunceda uluntu ngeerekhodi abajonge ukufikelela kuzo.
- 2.4 lwazi ngalo lonke uncedo olufumanekayo kwiSebe leMfundo leNtshona Koloni oluphathelelene nesicelo sokufikelela kwiirekhodi, 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 yokuqwalaselwa 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 uncedo 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.

Umqophiso weWCED kukuqinisekisa ngento yokuba: Wonke umntwana unamathuba okufunda okulungileyo kubume obusebenzayo yaye obuncedayo ukuze afumane ulwazi, ubuchule, izakhono kunye neenqobo ezisesikweni ukuze abe nokuphumelela kwihlabathi 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 kwingqesho yootitshala kwizikolo zikarhulumente nakwii-ofisi zesebe nokunikezelwa kokumiselwa 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 namaandelo 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 kaRhulumenete, 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 yokuhlaziywa 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 kweeforam 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 yeKharithulam yeGreyidi R-12:

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

Umgaqo-nkqubo weSizwe ophathelelene nenkqubo kunye neemfundo zokukhuthazwa kweNngxelo yeSizwe yeKharithulam 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 ukumiliselwa kwemfundo ebandakanya bonke abantwana kuwo onke amanqanaba enkqubo ukulungiselela ukubandakanywa kwabafundi abasesichengeni, ukususwa kwezithintelo ekufundeni, amacandelo enxaso 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 ukuphembelela amaqhinga esebe:

INgxelo eYilwayo yoMgaqo-nkqubo weKharithulam 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 epheleleyo, izikolo zikarhulumente eziqhelekileyo kunye namaqela enxaso asekre 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 yeKharithulam 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

IiMfuno zokuLawulwa kweMvavanyo, 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

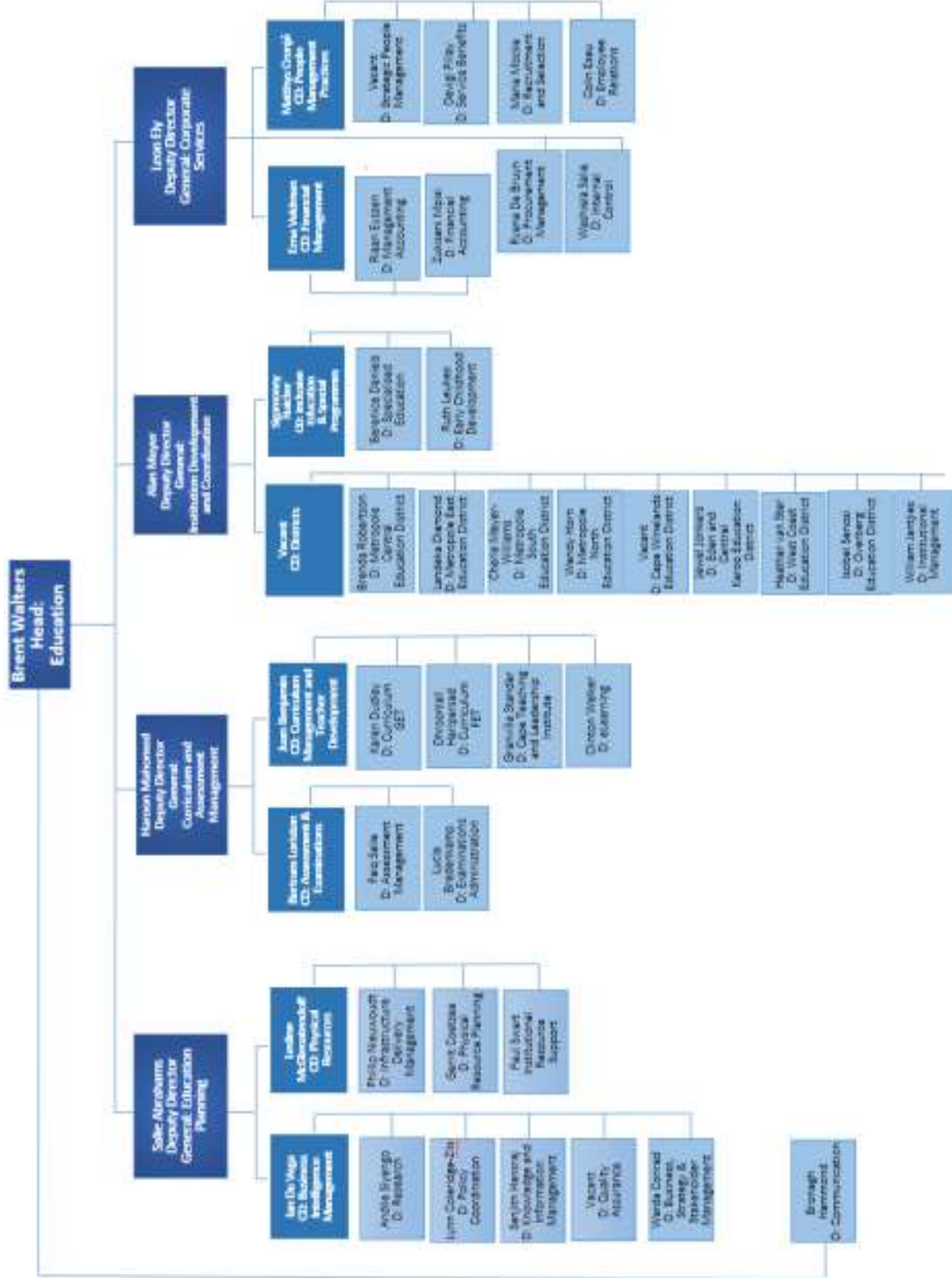
UMgaqo-nkqubo kunye neenqobo zokukhetha zengqinisekiso yokulunga, ukuqinisekiswa nokubekwa kweliso kwezikolo ezizimeleyo kunye namaqumrhu angasese ovavanyo

UMgaqo-nkqubo olungisiweyo ongoMbutsho, iindima noXanduva lwezithili zeMfundo

Ukubhangiswa koNciphiso kuNikelo lwesiNyanzelo loCalulo-mali kunye neMathematiki

4. ISAKHELO sesebe leMfundo leNtshona Koloni kunye neMisebenzi

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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 lweKharithulam noVavanyo lunoxanduva lophuhliso lwekharithulam, 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 neeNkqubo eziZodwa ukulungiselela ukuphathwa kwemfundo yezikolo ezizodwa kunye neenkqubo ezizezinye ezizodwa.

Isebe, **IiNkonzo 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 neenkonzco 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 ngeenkonzco zolawulo ezingathanga ngqo kwimfundo kulungiselelwa inkqubo yemfundo
- INkqutyana 1.3: ULawulo lweMfundo: Ukunonelela ngeenkonzco 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 yeKhompuyutha 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 ngeenkonzo 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: INkxaso-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 ngeenkonzo 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: "liNkonzo zeMidlalo yeSikolo, ezeNkcubeko nezoPapasho" azibonelelwa njengoko umsebenzi uphantsi kweSebe leMicimbi yeNkcubeko neMidlalo.

INkqubo 5: UPuhliso lwaNgethuba loBuntwana

Ukubonelela ngoPhuhliso 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 oPhuhliso lwaNgethuba loBuntwana: Ukuxhasa uGreyidi R kumaziko ophuhliso 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 ngeenkonzo 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: UPuhhliso 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: UPuhhliso lwaNgethuba loBuntwana: Ukubonelelwa nokugcinwa kwamaziko ezibonelelo alungiselelweupuhhliso lwangethuba

INkqubo 7: IiMviwo neeNkonzo eziNxulumene neMfundo

Ukubonelelwa kwamaziko emfundo aneenkonzo zemviwo nanxulumene nemfundo.

- INkqutyana 7.1: IiNtlawulo eziya kwiSETA: Ukubonelelwa kweHRD yabasebenzi ngokuhambelana noMthetho woPuhhliso lweZakhono
- INkqutyana 7.2: IiNkonzo zoBuchule: ukubonelelwa kootitshala kunye nabafundi ezikolweni kunye neenkonzo zenkxaso ezilawulwa lisebe
- INkqutyana 7.3: IiMviwo zaNgaphandle: Ukubonelelwa kweenkonzo zemviwo ezilawula lisebe
- INkqutyana 7.4: IiProjekti eziZodwa: Ukubonelelwa kweprojekti ezizodwa zongenelo ezilawulwa lisebe kwinkqubo yemfundo.
- INkqutyana 7.5: IMinikelo eneMiqathango: Ukubonelelwa kweprojekti 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: wcedonline.westerncape.gov.za

6. Inkcazelo yalo lonke uncedo 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://wcedonline.westerncape.gov.za/home/webmaster.html>

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 eliqulunqwe 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, kuxhonyekekwe 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, kuxhonyekekwe 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 iifundo 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 nawaphi 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 kwicelo 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 equlathe 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/infomag/

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 (liNkcukacha 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. UPhuhliso 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 (IiNkcukacha 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. IiNgxowa-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 neFanitshala	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 zoLwazi 4. Ukubekwa kweliso kupapasho 5. Ukuthatyathwa kwenxaxheba kwimisitho 6. Upapasho	I-Ofisi yeHOD D: Unxibelelwano	

Amacandelo noMcimbi woMxholo	INkqubo idinga isicelo	INkqubo efumaneka ngokuzenzekela (IiNkcukacha zoLwazi eziFumanekayo)
7. UNxibelelwano lweqhinga 8. Iinkcukacha zoqhagamshelwano		
INkxaso yoPhando UPhando lweMfundo UPhuhliso loPhando	UCwangciso lweSebe D: INkxaso yoPhando	
ULungelelwano loMgaqo-nkqubo; UPhuhliso loMgaqo-nkqubo Iinkonzo zomgaqo-nkqubo; Iphulo lokufunwa kwezimvo	D: ULungelelwano 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; Iinkqubo zenkonzo yesiseko; Iinkonzo zoyilo lwezakhiwo	D: ULawulo lokuNikezelwa kweZibonelelo	
UCwangciso lweZibonelelo lweZakhiwo; Ulawulo lwePropati Iinkqubo 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; Iinkonzo zokuKotshwa kwamaxwephu ngokufotwa	D: UkuPhathwa kweemviwo	
IMfundo yesiQhelo noQeqesho (GET); Uphando lwekharithulam; Uphuhliso lweSifundo; Iiprojekti ezizodwa UPhuhliso lobuchule	D: Ikharityhulam (GET)	
IMfundo eNgaphezulu noQeqesho (FET); Uphando lwekharithulam; Uphuhliso lweSifundo; Iiprojekti ezizodwa UPhuhliso lobuchule	D: Ikharityhulam (FET)	
IZiko lokuFunda nokuFundisa laseKapa (CTLI); Ukuphuculwa kweziqinisekiso; Iinkqubo; 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; Iinkonzo zenkxaso ezizodwa	D: IMfundo eYodwa	

Amacandelo noMcimbi woMxholo	INkqubo idinga isicelo	INkqubo efumaneka ngokuzenzekela (liNkcukacha zoLwazi eziFumanekayo)
ULawulo lweziko nokuPhathwa Isikolo ezikhuselekileyo; Isikolo ezizimeleyo; Ukuhlunyiswa kwesikolo	D: ULawulo lweziko nokuPhathwa	
Izithili; li-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 ngokuhlululwa 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 ngokuhlalulwa 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: IiMviwo
(c) IiNingxelo zoMgaqo-nkqubo weKharithyulam*	ICandelo: Iikharithyulam yeGET kunye neFET
(d) IiManywali ezingemiba yesikolo	ICandelo: ULawulo lweZiko nokuPhathwa
(e) Ingcaciso engeebhasari zokuhlala kwihostele yesikolo neyothutho	
(f) Isicwangciso sezakhono zendawo zomsebenzi	ICandelo: Iindlela zoPhuhliso lwaBantu
(g) Isicwangciso sobulungisa	
(h) Imathiriyeli yesifundo*	Iikopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiZiko lokuFundisa noBunkokheli laseKapa, (CTLI) Private Bag X14, Kuilsriver 7580
(i) Iingxelo zonyaka (WCED)*	Iikopi zezi rekhodi zinakho ukufumaneka, zivela kwiCandelo: loNxibelelwano
(j) Umgaqo-nkqubo wokuxhatshazwa kwabantwana kunye nesivumelwano*	
(k) Amaxwebhu omgaqo-nkqubo (WCED)* (apapashwe nesetyhula efanelekileyo)	Iikopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: loLungelelwaniso loMgaqo-nkqubo
(l) Uluhlu lwezithuba ezingazaliswanga*	Iikopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: lokuFunwa nokuKhethe kwaBasebenzi
(m) Uluhlu lwabasebenzi/i-oganogram lwamaziko emfundo eWCED kunye neee-ofisi*	
(o) Ikhathalogu ye-Edumedia*	Iikopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: UNxibelelwano, i-Edumedia, 3 Station Road, eMowbray
(p) Ikhathalogu ze-Edumedia	Iikopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, kwiZiko lokuFundisa noBunkokheli laseKapa, (CTLI) Private Bag X14, Kuilsriver 7580
(q) Imathiriyeli yevidiyo yemfundo*	Iikopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: Iikharithyulam GET kunye neCandelo lokuFundiswa kweKhompyutha
(r) Ingcaciso yokufundiswa kwabantwana ekhaya*	Iikopi 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 ngokuhlululwa komrhumo ochaziweyo) phakathi kwentsimbi yesi-08:00 neye-15:45
(s) Umgaqo-nkqubo wovavanyo	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: ULawulo loVavanyo
(t) Ikharithyulam: Umgaqo-nkqubo* (u) Uluhlu lweencwadi ezichaziweyo*	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kumaCandelo Ikharithyulam GET nekharityulam FET
(v) Isicwangciso zeqhinga* (w) IsiCwangciso soNyaka sokuSebenza* (x) lifomu zeSebe*	likopi zezi rekhodi zinakho ukufumaneka, ngentlawulo yomrhumo ochaziweyo, zivela kwiCandelo: loNxibelelwano

Inkcazelo yamacandelo eerekhodi afumaneka ngokuzenzekela afumaneka simahla ngokwemiqathango yeCandelo 15(1)(a)(iii)	Indlela yokufikelela kwiiRekhodi (ezi rekhodi ziyafumaneka okokuba zihlolwe okanye zinakho ukufunyanwa ngokuhlululwa komrhumo ochaziweyo) phakathi kwentsimbi yesi-08:00 neye-15:45
(a) linkcukacha zabaphicothi-zincwadi bezikolo (b) linkcukacha 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) (e) Imiyalelo yeMviwo	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: UkuPhathwa kweeMviwo
(f) Ukulahlwa kwesiqinisekiso (VA27 kunye nama-28) ezinto ezisetyenzisiweyo, ezingenakube ziphinde zisebenze, ezingafunekiyo nezingenakho ukuphinde zibe salungiswa (g) Ishedyuli yothelekiso yeethenda ezifunyenweyo.	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: ULawulo lweSixokelelwano soNikezelo
(h) lithenda: lZikimu zoThutho lwaBafundi (i) Uluhlu lwabanikezeli abavunyiweyo bemathiriyeli yenkxaso yomfundi (inkxaso yezibonelelo zeziko) (j) UkuBonelelwa kwezinqinisekiso zokurekhodwa (VA12) zee-ofisi, izikolo, amaziko kunye ne-Ofisi eyiNtloko	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: INkxaso yeZibonelelo zeZiko
(k) Ubungqina bentlawulo kunanikezeli benkonzo (l) Amaxwebhu obhaliso njengabanikezeli bemathiriyeli yenkxaso yomfundi	likopi zezi rekhodi zifumaneka simahla zivela kwiCandelo: INkxaso yeZibonelelo zeZiko

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

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

Iqumrhu likaRhulumente linikezela iinkonzo ezilandelayo ngqo kuluntu:

Iinkonzo 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
I-Intanethi yeWCED – liNgcebiso	wcedonline.westerncape.gov.za/give-us-your-feedback

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:

- Iinjongo 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 neenkonzelo; 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - AmaSebe; - AmaQumrhu kaRhulumente; - AmaShishini orhwebo; kunye nee-arhente zawo.
Abasebenzisi benkonzo (abaxhamli / abathengi) kunye nabatyeleli.	<ul style="list-style-type: none"> - Igama, inombolo yesazisi, ingcaciso ngembali yobomi bomntu; - linkcukacha zoqhagamshelwano - Izincomo okanye izikhalazo 	URhulumente ofanelekileyo wePhondo noweSizwe: <ul style="list-style-type: none"> - AmaSebe - AmaQumrhu kaRhulumente; AmaShishini kaRhulumente; kunye nee-arhente zawo.
Abazali abalindelweyo nabazali abakhoyo	<ul style="list-style-type: none"> • Igama, inombolo yesazisi, ingcaciso ngembali yobomi bomntu; • linkcukacha zoqhagamshelwano; 	Ukusetyenziselwa kuphela ngaphakathi kwisebe. Akukho kwabelwana ngengcaciso.
Abafundi abalindelweyo nabakhoyo	<ul style="list-style-type: none"> • Igama, inombolo yesazisi, ingcaciso ngembali yobomi bomntu; • linkcukacha zoqhagamshelwano; • Imbali ngamanqanaba emfundo 	AmaSebe afanelekileyo kaRhulumente wePhondo noweSizwe kunye nee-arhente zawo.
Amavolontiya namaHlakani	<ul style="list-style-type: none"> • 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 weenkukacha 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 weenkukacha 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 kulumiliselwe lwemiqathango ebekwe ngaphambi kokuthatyathwa kwesivumelwano kusatyelwa kwisicelo somxholo weenkukacha zolwazi;
- (d) Ukhutshelo luyimfuneko kukuqokunjelwa komsebenzi wesivumelwano phakathi kweSebe leMfundo leNtshona Koloni kunye nomntu wesithathu; okanye
- (e) Ukhutshelo lusibonelelo kumxholo weenkukacha zolwazi, yaye—
 - (i) akukwazeki ngokufanelekileyo ukufunyanwa kwemvume yomxholo weenkukacha zolwazi kukhutshelo olunjalo; yaye
 - (ii) ukuba bekunakho ngokufanelekileyo ukufunyanwa kwemvume enjalo, umxholo weenkukacha 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 ngokuphathelene 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, amakhushi 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 eziqukunjelwe 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 dilesi ilandelayo yewebhu wcedonline.westerncape.gov.za

14. Ukuhlaziywa kweManyuwali

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

Ikhutshwe ngu

English version signed May 2023

Brent Walters
INfloko yeSebe

Isikhokhelo sokufikelela kwiirekhodi ezivele zifumaneke 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 wofikelelelokulungiselelwa 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 ophēleleyo 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.

1.4.1 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.

14.2 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 eziqalathe 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	<input style="width: 100%;" type="text"/>		
INombolo yeSazisi	<input style="width: 100%;" type="text"/>		
Isikhundla ekwenziwe isicelo phantsi kwaso (xa senziwe egameni lomnye umntu)	<input style="width: 100%;" type="text"/>		
IDilesi yePosi	<input style="width: 100%;" type="text"/>		
IDilesi yeSitalato	<input style="width: 100%;" type="text"/>		
IDilesi ye-Imeyile	<input style="width: 100%;" type="text"/>		
IiNombolo zoqhagamshelwano	Imfono-mfono (B):	<input style="width: 150px;" type="text"/>	IFeksi: <input style="width: 100px;" type="text"/>
	Iselula:	<input style="width: 250px;" type="text"/>	
Amagama apheleleyo omntu ekwenziwe isicelo egameni lakhe (<i>Ukuba kufanelekile</i>):	<input style="width: 100%;" type="text"/>		
INombolo yesazisi	<input style="width: 100%;" type="text"/>		
IDilesi yePosi	<input style="width: 100%;" type="text"/>		
IDilesi yeSitalato	<input style="width: 100%;" type="text"/>		
IDilesi ye-Imeyile	<input style="width: 100%;" type="text"/>		
IiNombolo zoNxibelelwano	Imfono-mfono (B)	<input style="width: 150px;" type="text"/>	IFeksi <input style="width: 100px;" type="text"/>
	Iselula	<input style="width: 250px;" type="text"/>	

Iinkcukacha 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 ikopi zayo nayiphi na imifanekiso eyinyaniso, okukhutshelweyo nengcaciso egcinwe kwikhompyutha kwi-elektroniki, okanye kuhlobo lomatshini ekufundwa kuwo)	
Okukhutshelweyo okubhaliweyo okanye okushicilelweyo kwemifanekiso eyinyani (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 eyinyani kunye necala lefilimu yebhanyabhanya elinesandi)	
Ikopi yerekhodi ekwidiski yekhompyutha ebumbeneyo (ebandakanya imifanekiso eyinyani 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 yekhuniya eya kwidilesi yesitalato	
Ukufaniswa kwengcaciso ekumboniso obhaliweyo okanye oshicilelweyo (kubandakanywa okukhutshelweyo)	
I-imeyile 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	
<p>a) Umrhumo wesicelo kufuneka uhlawulwe phambi kokuba sibe isicelo siqwalaselwe.</p> <p>b) Uya kwaziswa ngesixa-mali somrhumo wofikelelo ekufuneka uhlawulwe.</p> <p>c) Umrhumo ekufuneka uhlawulwe ukufikelela kwirekhodi uxhomekekek kwifomu ekufunwa ngayo ufikelelo kunye nexesha elifanelekileyo elidingekayo ukukhangelwa nokulungiswa kwerekhodi.</p> <p>d) Ukuba ngaba uselungelweni lokukhululwa kwintlawulo yawo nawuphi na umrhumo, nceda uchaze isizathu sokukhululwa</p>	
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 / Umtu ekwenziwa isicelo egameni lakhe

Ilungiselelwe ukusetyenziswa ngokusesikweni

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

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 ukukhangelwa 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	Iindleko ezizizo, ukuba zikho

IFomu 4 – Ifomu yokuBhena kwangaphakathi - [UMmiselo 9]

INombolo yesingqinisiso:

linkcukacha zeQumrhu likaRhulumente				
Igama leQumrhu likaRhulumente				
Igama kunye neFani yeGosa leNgcaciso:				
linkcukacha zomngali ongenise iSibheno 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 isibheno, ukuba sikho, kufuneka sincanyathelise.)				
linkcukacha zomntu ekungeniswe isibheno 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 isibheno 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 fomu. Onke amaphepha ongezelelweyo kufuneka asayinwe)	
Chaza imihlaba ekusekwe kuyo isibheno sangaphakathi:	

Chaza nayiphi na enye ingcaciso enokuthi ifaneleke xa kuqwalaselwa isibheno:

Uya kwaziswa ngembalelwano ngesigqibo sokubhena kwakho kwangaphakathi. Nceda ubonise indlela oyikhethayo yesaziso:

Idilesi yeposi	Ifeksi	Unxibelelwano lwe-elektroniki (Nceda uluchaze)

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20 _____

Utyikityo loMbheni/loMntu wesithathu

**Ilungiselelwe ukusetyenziswa ngokusesikweni
Irekhodi esesikweni yokubhena kwangaphakathi**

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

Ityikitywe _____ ngomhla _____ kwinyanga _____ 20 _____

UGunyaziwe ofanelekileyo

IFormu 5 – IFormu yokuMangala

[UMmiselo 10]

Qaphela:

1. Le fomu iyilelwe ukunceda uMenzi wesicelo okanye uMntu wesiThathu (ekubhekiselelwe kuye apha “njengoMmangali”) ekwenzeni isicelo sohlaziyo lwempendulo yeQumrhu likaRhulumente okanye eNgcaciso okanye ukungabikho kwempendulo kwisicelo sofikelelo kwiirekhodi eziphantsi koMthetho wokuKhuthazwa koFikelelo kwiNgcaciso, 2000 (uMthetho onguNombolo 2 wama-2000) (“PAIA”). Nceda uzalise le fomu 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/inforg/>.
2. I-PAIA inika ilungu loluntu ilungelo lokungenisa isimangalo kunye noMlawuli weNgcaciso nangalo naluphi na uhlobo lwezikhhalazo ezicalulwe kwicandelo F lale fomu 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 izikhhalazo phambi kokuchwechwela uMlawuli weNgcaciso, udingeka okokuba uzalise **iFomu 2 yePAIA** echaziweyo ze uyingenise kwiQumrhu.
4. Ikopi yale Fomu iya kunikezelwa kwiQumrhu elingunobangela wesikhhalazo sakho. Ingcaciso oyinikezele kule fomu, encanyatheliswe kule fomu okanye othe wayinikezela kamva, iya kusetyenziswa kuphela ukuzama ukusombulula imbambano yakho, ngaphandle kuchazwe apha ngenye indlela.
5. UMlawuli weNgcaciso uya kusamkela isikhhalazo kuphela xa uthe waqinisekisa okokuba uhambelene nazo zonke iimfuno ezingezantsi.
6. **Nceda uncamathisele iikopi zamaxwebhu alandelayo, ukuba unawo:**
 - a. Ikopi yefomu eya kwiQumrhu ecela ufikelelo kwiirekhodi;
 - b. Ipendulo yeQumrhu kwisikhhalazo sakho okanye kwisicelo sofikelelo;
 - c. Nayiphi na enye imbalelwano ephakathi kwakho neQumrhu ebhekiselele kwisicelo sakho;
 - d. Ikopi yefomu yokubhena, ukuba ngaba isikhhalazo 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 Fomu asanelanga, ngenisa ingcaciso njengeSihlomelo kule Fomu 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	<input type="checkbox"/>	Hayi <input type="checkbox"/>
Ingaba iintsuku ezingama-30 sele zidlule ukususela kumhla othe wangenisa ngayo ifomu yakho yePAIA?	Ewe	<input type="checkbox"/>	Hayi <input type="checkbox"/>
Ingaba uyisebenzise yonke inkqubo yokubhena kwangaphakathi kwisigqibo seGosa leNgcaciso lequmrhu likarhulumente?	Ewe	<input type="checkbox"/>	Hayi <input type="checkbox"/>
Ingaba sele usenzile isicelo kwiNkundla ukufumana uncedo olufanelekileyo olubhekiselele kulo mba?	Ewe	<input type="checkbox"/>	Hayi <input type="checkbox"/>
Kulungiselelwe ukusetyenziswa kuphela nguMlawuli weNgcaciso			
Yamkelwe ngu: (Amagama apheleleyo)			
Isikhundla			
Utyikityo			
Isimangalo samkelwe	Ewe <input type="checkbox"/>		Hayi <input type="checkbox"/>
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 ye-Imeyile			
IiNombolo zoNxibelelwano	Imfono-mfono (B)	<input type="checkbox"/>	Ifeksi <input type="checkbox"/>
	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 ye-Imeyile			
IiNombolo zoNxibelelwano	Imfono-mfono (B)	<input type="checkbox"/>	Ifeksi <input type="checkbox"/>
	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 ye-Imeyile			
IiNombolo 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 ye-Imeyile			
IiNombolo zoNxibelelwano	Imfono-mfono (B):		IFeksi
	Iselula		
INombolo yesingqinisiso enikezelweyo (ukuba ikho)			

ICandelo E - Isikhalazo			
<i>Sixelele ngamanyathelo owathabathileyo ukuzama ukusombulula isikhalazo sakho (Izikhalazo 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 (Nceda ukhethe ibe nye okanye ngaphezulu kwezilandelayo ukuchaza isikhalazo sakho kuMlawuli weNgcaciso)		
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)	<i>Isicelo sam sofikelelo saliwe, yaye akukho zizathu zifanelekileyo nezanelisayo zokwaliwa, ezinikezelweyo, kubandakanywa izibonelelo zalo Mthetho ekuthenjelwe kuzo ukwala.</i>	
Ufikelelo olungaphelelanga kwirekhodi (ICandelo 28(2) okanye 59(2) lePAIA)	<i>Ufikelelo kwicandelo kuphela leerekhodi eziceliweyo lwanikezelwa yaye nginekolo yokokuba uninzi lweerekhodi bekufanele okokuba zibe zibhengeziwe.</i>	
Ukurhoxiswa komrhumo (ICandelo 22(8) okanye 54(8) lePAIA)	<i>Ndikhululwe ekuhlawuleni nawuphi na umrhumo yaye isicelo sam sokurhoxiswa kwemirhumo saliwa.</i>	
Iirekhodi ezingenakho ukufunyanwa okanye ezingekhoyo (ICandelo 23 okanye 55 lePAIA)	<i>IQumrhu lichaze into yokuba ezinye okanye zonke iirekhodi eziceliweyo azikho yaye ndinenkolo yokuba zininzi iirekhodi ezingekhoyo kwa ukubakho.</i>	
Ukusilela ukubhengeza iirekhodi	<i>IQumrhu ligqibe ngokudinikezela ngofikelelo kwiirekhodi endizicelileyo, kodwa endingazifumenanga.</i>	
Akukho gunya (lokusetyenziswa okanye lokukhuselwa kwawo nawaphi na amalungelo) (ICandelo 50(1) (a) lePAIA)	<i>IQumrhu lichaze into yokuba iirekhodi ezifuniweyo azibandakanywanga kwiPAIA yaye andivumelani noko</i>	
Isicelo esiyimfeketho nezicaphukisayo (ICandelo 45 lePAIA)	<i>IQumrhu lichaze into yokuba isicelo sam sibonakala siyimfeketho okanye sicaphukisa yaye andivumelani.</i>	
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 yokubaingcaciso 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 ukqwalasela 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



**Western Cape
Government**