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Western Cape Education Department

ISEBE leMfundo leNtshona Koloni

ISETYHULA: 0117/2002
UMHLA AWUKHO
WOKUPHELELWA:

IYA: KUBALAWULI ABAZIINTLOKO, KUBALAWULI (KWANDLUNKULU
NAKWII-EMDC), KUBAPHATHI BEESEKETHE ABAKHULU,
KUBAPHATHI BEESEKETHE NAKWIINTLOKO ZAMAZIKO EMFUNDO

ISISHWANKATHELO ESIFUTSHANE: *Ukwaziswa komgaqo-nkqubo omalunga nokufaneleka
kweenqununu ukuba zifumane ingcebiso nokuxhotyiwa ngezakhono (mentorship)
kunye/okanye nokuba kunikezelwe ulawulo kumlondolozhi (curatorship)*

ISIHLOKO: INGCEBISO NOKUXHOTYISWA NGEZAKHONO (MENTORSHIP)
NONIKEZELO LOLAWULO KUMLONDOLOZI (CURATORSHIP)
NJENGOKO OKU KUSEBENZA KWIINQUNUNU ZAMAZIKO EMFUNDO
ESEBE LEMFUNDO LENTSHONA KOLONI

1. IMIHLABA EZA KUFIKELELWA NGULO MGAQO-NKQUBO

- 1.1 Lo mgaqo-nkqubo ocetywayo usebenza kuzo zonke iinqununu zezikolo ezifumana ubunzima ekulawuleni amaziko azo emfundo ngendlela eyiyo kunye/okanye ezingakwaziyo ukufikelela kwimilinganiselo ebekiweyo.
- 1.2 Phambi kokuba kufikelelwe esigqibeni sokuba kunikwe ingcebiso nokuxhotyiswa ngezakhono okanye kunikezelwe ulawulo kumlondolozhi, ziya kuba zonke ezinye iinzame zongenelelo ngoncedo ziwe phantsi.
- 1.3 Kuzo zonke iimeko zokunikwa ingcebiso nokuxhotyiswa ngezakhono okanye zonikezelo lolawulo kumlondolozhi, iNtloko yeSebe leMfundo okanye umthunywa ogunyaziswe yiyo, mayigunyazise ukutyunjwa komcebisi (*mentor*) okanye komlondolozhi (*curator*).

2. INJONGO

- 2.1 Kukugcina imigangatho yemfundo neyolawulo ezikolweni ihlale iyimpumelelo enkulu
- 2.2 Kukuqalisa indlela yoqeqesho olujonge kuphuhliso lwabasebenzi, ekulungiseni undonakele okanye ekubuyiseleni izinto kwimo eyamkelekileyo ukuzama ukuhlangabezana nengxaki yomsebenzi ombi weenqununu

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- 2.3 Kukubonelela ngomgaqo oza kukhokelela kwezi zinto zilapha ngasentla, ngokungqinelana nesiHlomele 8, sesiQendu 8 (1) no-(2) soMthetho wezobuDlelwane emiSebenzini (uMthetho 66 wowe-1995)

3. IINGCINGA EZIQULATHIWEYO (*CONCEPTS*)

3.1 Ingcebiso nokuxhotyiswa ngezakhono (*Mentorship*)

- 3.1.1 Ingcebiso nokuxhotyiswa ngezakhono kuthetha ukunikela isikolo ezandleni zomcebisi onamava nothembekileyo.
- 3.1.2 Oku kuthetha ukuba umlawuli onamava, esebenzisana nekomiti ejongene nemiba ngemiba yemfundo (*multi-disciplinary team*) yeZiko loLawulo noPhuhliso lweMfundo (*EMDC*) elichaphazelekayo, uya kunika inkxaso kwaye axhobise ngezakhono apho kuyimfuneko lowo usesikhundleni ngokusisigxina.
- 3.1.3 Ingcebiso noxhotyiso ngezakhono kunokuthathwa njengento ekwayinxalenye yoqeqesho olongeziweyo nolunjongo yalo ikukuphuhlisa nokuxhobisa ngezakhono.
- 3.1.4 Ubude bexesha lale ngcebiso nokuxhotyiswa ngezakhono mabumiselwe yiNtloko yeSebe leMfundo okanye ngumthunywa ogunyaziswe yiyo.
- 3.1.5 Ngethuba lale nkqubo luphezu kwamagxa enqununu ngokusemthethweni, nakwibhunga lolawulo, uxanduva lolawulo nokuphathwa kweziko lemfundo elo.

3.2 Unikezelo lolawulo kumlondolozhi (*Curatorship*)

- 3.2.1 Ukuba umqeshi unoluvo lokuba iimeko zenza kube yeyona nto elungileyo nefanelekileyo ukwenza oku, unokunika inqununu ikhefu elilodwa (*special leave*) kwiimeko ezingaqhelekanga kakhulu ngenxa yaso nasiphi na isizathu esibambekayo okwethuba elithile nokuba lingakanani na yaye elo khefu aliyo kuhlawulwa ngaphandle kokuba umqeshi uthatha sigqibo simbi.
- 3.2.2 Unikezelo lolawulo kumlondolozhi kubhekiselele kukunikela ulawulo kumlondolozhi, kumgcini (*guardianship*) okanye kumthenjwa (*trusteeship*), yaye kuthetha ukuba umphathi onamava uthabathela kuye ulawulo lweziko ngenjongo yokubuyisela imeko kwisiqhelo kwiinzame zokunika inkxaso nokutshintsha imeko okanye zokuhlangula kwimeko ekukuyo ngenjongo yokwenza inkonzo nokunyusa umgangatho wemfundo kwelo ziko lemfundo.
- 3.2.3 Ukunikwa kwenqununu ikhefu elilodwa.
- 3.2.4 Ngeli thuba umlondolozhi (*curator*) uthathela kuye lonke uxanduva nokuphendula ngezenzo zakhe (*accountability*) ukwenzela ukuqinisekisa ukuba iziko elo lilawulwa ngokungqinelana nemigaqo emiselwe liSebe leMfundo.

3.3 Ukubanomsebenzi ombi (*Poor performance*)

Ngokwentsingiselo yalapha ukubanomsebenzi ombi kuthetha ukuvuthuluka kolawulo esikolweni ngohlobo lokuba kude kufuneka ukuba iSebe leMfundo lingenelele ukuzama ukusihlangula kuloo meko.

4. IIMEKO EZIBANGELA UKUBA KUTHIWE INTLOKO YEZIKO LEMFUNDO IFANELE KUNIKWA INGCEBISO NOXHOTYISO NGEZAKHONO OKANYE MAYINIKEZELE ULAWULO KUMLONDOLOZI

Ezi meko ziya kubandakanya ubungqina bolawulo oluyeke-yeke okanye bokungakwazi kulawula enye yezi zinto zilandelayo ngokungqinelana nemithetho nemigaqo emiselwe liSebe leMfundo leNtshona Koloni:

- 4.1 **Imali** – ukugcina iirekhodi, inkqubo yebhajethi, ingeniso nenkcitho
- 4.2 **Ulawulo lwabasebenzi** – umsebenzi wolawulo lwabasebenzi omalunga nekhefu, nemivuzo, njl. njl. nokukhuthaza iinkqubo ezifanelekileyo ezingenalucalu-calulo nezikhuthaza ukuqiniswa kobudlelwane phakathi kwabasebenzi
- 4.3 **Ikharityhulam** – ukulawula iziko lemfundo ngendlela eyiyo kungekho magingxi-gingxi nokuthi mbo ilandele imigaqo ngokwemigaqo-nkqubo kazwelonke neyephondo, njl. njl. Kwakhona ibeke esweni ikharityhulam entsha iqinisekise ngokulandelwa nokuphunyezwa kwayo, iqinisekise ukuba kwenziwa iintlanganiso qho kuxoxwe ngokuqondwa nokutolikwa kweesiprogram zezifundo, ngophuhliso lootitshala (*professional development*), njl. njl.
- 4.4 **Ulawulo lwesikolo (*School administration*)** – ukuququzelela kwanolawulo olululo lwezicwangciso zamaxesha (*time-tabling*), ilimviwo, iirejista, iingxelo nokugcinwa kweerekhodi, njl. njl.
- 4.5 **Abafundi, ukuhamba isikolo okanye ukudoja isikolo (*truancy*)** – ukuqinisekisa ukuba zibanjiwe iintambo zolawulo ukwenzela ukuba sihanjwe qho isikolo nokuphelisa imikhuba efana nokudoja isikolo. Ukugcina iirejista zokuhamba isikolo mihla le nerejista eshwankathela okwenziweyo (*summary register*), njl. njl.
- 4.6 **Izakhiwo zesikolo, ii-asethi okanye amancedo akhoyo** – ukugcina nokulondoloza izakhiwo ngenjongo yokukhuthaza indawo yokufundela ekhuselekileyo, ukugcina iirejista yazo zonke ii-asethi namancedo akhoyo, njl. njl.
- 4.7 **Imigaqo-nkqubo** – ukuqinisekisa ukuba iyaphunyezwa yonke imigaqo-nkqubo yeSebe leMfundo neesetyhula kwaye la maxwebhu adlululiselwa nakwabanye ootitshala njl. njl.
- 4.8 **Uthatho-nxaxheba ngabahlali** – ukuqinisekisa ngobudlelwane obushushu phakathi kwabo nabo bonke abahlali baloo ndawo inesikolo nokudala umoya wokuba kube lula ukuba abahlali bathathe inxaxheba kwizinto zesikolo, njl. njl.
- 4.9 **Impumelelo ezifundweni (*Academic achievement*)** – ukuqinisekisa ukuba abafundi baqhuba kakuhle ezifundweni ngokuthi bafikelele kwiziphumo ezilindelekileyo
- 4.10 **Izinto zangaphandle kwamagumbi okufundisela (*Extra-mural and extra-curricular activities*)** – ukukhuthaza nokwenza ezi zinto
- 4.11 **Ubudlelwane** – ukugcina ubudlelwane obushushu phakathi kwayo nabanye abasebenzi nobudlelwane noluntu ngokubanzi kwanokuvula unxibelelwano nomntu wonke
- 4.12 **Umoya wokuzimisela mpela emsebenzini (*healthy work ethos*)** – ukuphemelela okanye ukukhuthaza nokugcina umoya wokuzimisela mpela emsebenzini
5. **INKQUBO EZA KULANDELWA (*PROCEDURE TO BE FOLLOWED*)**
- 5.1 Kwakufika izikhalazo nenkxalabo malunga nomsebenzi ombi wenqununu walo naluphi na udidi kwezo zichazwe kuMhlathi 4, zikhalazo ezo ezivela naphi na kubandakanywa
- 5.1.1 abazali
- 5.1.2 ootitshala

- 5.1.3 imibutho
- 5.1.4 imibutho yasekuhlaleni
- 5.1.5 amagosa karhulumente
- 5.1.6 abafundi,

umlawuli we-EMDC makaqale enze uphando ukwenzela ukuqinisekisa ukuba hlobo luni na longenelelo ngoncedo olufunekayo, ukuba ikho imfuneko yalo.

- 5.2 Abakulawulo lwe-EMDC baya kwenza isigqibo sokungenelela ngoncedo olufunekayo omalususele kwiziphumo zophando lwabo nakuhlobo nobungakanani (ukuba imeko imbi kangakanani) bezityholo. Inqununu iya kwaziswa ngezikhaziso ezo ngalo lonke ixesha lale nkqubo. Kuya kusebenza umgaqo wokuba nelinye icala maliviwe (*audi alteram partem rule*).

5.2.1 IZITYHOLO EZINGAXHOMISI MEHLO KAKHUKU (NOT SERIOUS)

Iziphumo zophando kunye noluvo lwabakulawulo lwe-EMDC mazingeniswe kwinqununu leyo kwakunye nesicelo sokuba inike izizathu zayo kwaye iphawule ngemeko leyo.

- (a) I-EMDC mayiphendule ichaze ngencwadi ebhaliweyo ukuba ingathanda ukuyisombulula njani na loo ngxaki.
- (b) Loo meko mayibekwe esweni lize igosa elifanelekileyo elikwi-EMDC limane kuza kujonga imeko leyo qho ngeveki.

Ukuba ayisombululeki loo meko, mayidluliselwe kwikomiti ejongene nemiba ngemiba yezemfundo kwi-EMDC.

NCEDA QAPHELA: Iinqununu mazinikwe ithuba lokuphendula zilungise ingxaki phambi kokuba zinikwe ingcebiso noxhotyiso ngezakhono okanye kunikezelwe ulawulo kumlondolozisi.

5.2.2 IZITYHOLO EZIXHOMIS' AMEHLO (SERIOUS)

- (a) Izityholo zidluliselwa kwikomiti ejongene nemiba ngemiba yezemfundo ekwi-EMDC.
- (b) Kwesi sigaba makucingwe ngoqeqesho okanye ngokunika ingcebiso, kuqukwa nengcebiso ehamba noxhotyiso ngezakhono nonikezelo lolawulo kumlondolozisi.
- (c) Kungenjalo, ngokuxhomekeka ekubeni izityholo zixhomis' amehlo kangakanani na, ikomiti ejongene nemiba ngemiba yezemfundo inokwenza isigqibo sokuba iqalise le nkqubo ilandelayo:
 - * Inqununu mayaziswe ngeleta ebhaliweyo ukuba kungasizathu sini na kubekho imfuneko yokuba kuqaliswe le nkqubo ilandelayo.
 - * MAKUSETYENZISWE umgaqo othi maliviwe nelinye icala (*audi alteram partem rule*).
 - * Umqeshi makacacise entlanganisweni iimfuno nohlobo lweziko lemfuno elisebenza ngokufanelekileyo.

- * Makukhangelwe ukuba luvuthuluke kangakanani ulawulo lwesikolo kuze oko kufunyenweyo kunikwe inqununu.
- * Kungalandela iprogram yokunika ingcebiso okanye yoqeqesho ukwenzela ukuba inqununu ibe nokuncedisa iziko lemfundo lisebenze ngokufanelekileyo.
- * Ukuba inqununu, emva kokwenziswa le program yokunikwa ingcebiso noqeqesho, ayiphumeleli ukuncedisa iziko lemfundo ukuba lisebenze ngokufanelekileyo, umqeshi, emva kokudlana iindlebe nenqununu, unokuyancedisa ngolu hlobo lulandelayo:
 - Uqeqesho olungaphezulu
 - Ingcebiso (*Counselling*)

5.2.3 IZITYHOLO EZIXHOMIS' AMEHLO KAKHUKU (VERY SERIOUS)

- (a) Izityholo zidluliselwa kwikomiti ejongene nemiba ngemiba yezemfundo ye-EMDC.
- (b) Kwesi sigaba makucingwe ngenkxaso noxhotyiso ngezakhono okanye ngonikezelo lolawulo kumlondolozisi.
- (c) Kungenjalo, ngokuxhomekeka ekubeni izityholo zixhomis' amehlo kangakanani na, ikomiti ejongene nemiba ngemiba yezemfundo inokwenza isigqibo sokuba iqalise le nkqubo ilandelayo:
 - * Inqununu mayaziswe ngeleta ebhaliweyo ukuba kungasizathu sini na kubekho imfuneko yokuba kuqaliswe le nkqubo ilandelayo.
 - * MAKUSETYENZISWE umgaqo othi maliviwe nelinye icala (*audi alterum partem rule*)
 - * Umqeshi makacacise entlanganisweni iimfuno nohlobo lweziko lemfundo elisebenza ngokufanelekileyo.
 - * Makukhangelwe ukuba luvuthuluke kangakanani ulawulo lwesikolo kuze oko kufunyenweyo kunikwe inqununu.
 - * Kungalandela iprogram yokunika ingcebiso okanye yoqeqesho ukwenzela ukuba inqununu ibe nokuncedisa iziko lemfundo lisebenze ngokufanelekileyo.
 - * Ukuba inqununu, emva kokwenziswa le program yokunikwa ingcebiso noqeqesho, ayiphumeleli ukuncedisa iziko lemfundo ukuba lisebenze ngokufanelekileyo, umqeshi, emva kokudlana iindlebe nenqununu, unokuyancedisa ngolu hlobo lulandelayo:
 - Uqeqesho olungaphezulu
 - Ingcebiso
 - * Ukuba la manyathelo ongenelelo ngoncedo akezi naziphumo zilindelekileyo zokusombulula ukusebenza ngokufanelekileyo kweziko lemfundo elo, njengento yokugqibela yaye nalapho kuphela emva kokuba onke amanyathelo akhankanywe apha ngasentla engakhange aphumelele, umbandela lowo mawudluliselwe kwaNdlunkulu weSebe leMfundo (*Head Office*) ngenjongo yokuba uphinde uqwalaselwe ngakumbi.
 - * Izinto ezingenziwa nguNdlunkulu ziya kungqinelana nemigaqo emiselwe ngumthetho opapashiweyo ukwenzela ibe nokusebenza le nkqubo icetyiswayo.

6. IMIQATHANGO

- 6.1 Lo mgaqo-nkqubo okhankanywe apha ngasentla omalunga nengcebiso nokuxhotyiswa ngezakhono (*mentorship*) nonikezelo lolawulo kumlondolazi (*curatorship*) awusebenzi apho kufunyenwe okanye kukho ubungqina balo naluphi na uhlobo lokuziphatha kakubi.
- 6.2 Ukuba kuthi nangasiphi na isigaba kufunyanwe okanye kubekho ubungqina balo naluphi na uhlobo lokuziphatha kakubi, kuya kusebenza iinkqubo eziqhelekileyo zokusingatha izenzo zokuziphatha kakubi njengoko kuchaziwe kwisiHlomelo 2 soMthetho weNgqesho yooTitshala (1994) esimalunga nemiGaqo yokuziPhatha neeNkqubo zoLuleko looTitshala.

Nceda wazise bonke abasebenzi abalapho okubhalwe kule setyhula.



R.B. SWARTZ

INTLOKO: YESEBE LEMFUNDO

UMHLA: 17/07/02