



Isikhokelo sokufunyanwa kweencwadi zokwenza umsebenzi zamaBakala R ukuya ku-9 kunyaka wesikolo ka-2017

Unikwa esi sikhokelo silandelayo ukunceda isikolo sakho xa sifumana yaye sirekhoda ukusiwa kwencwadi zokwenza umsebenzi zeKota 1 no-2 ka-2017. Kufanelwe ukuba kulandelwe le nkqubo inye naxa kusiwa iincwadi zokwenza umsebenzi zeKota 3 no-4 zika-2017.

Phambi kokusiwa kwazo

1. Inqununu ifanele ukunyula utitshala oneqhuzu nekomiti yabancedisi (*team of assistants*) ukuphumeza esi sikhokelo.
2. Utitshala oneqhuzu nekomiti yakhe yabancedisi bafanele ukukwazi okuqulethwe yiSetyhula 0034/2015 yeWCED.
3. Iziko lewebhu leSebe leMfundo leNtshona Koloni (leWCED) apha : <http://wcedonline.pgwc.gov.za/branchPS/LTSM/index.html>

Skrola wehle (*Scroll down*) ukuya ku-number 5 uze uklikhe ku-“2016 WC workbook delivery schedule”.

Kwishedyuli, amagama esikolo acwangciswe ngolandelelwano lwe-alfabhethi. Yiya kwigama lesikolo sakho uze uqwalasele iikholam ezinezihloko ezilandelayo: *Subject, Language, Grade, ISBN, Year, Quantity and Delivery date*.

Printa kuphela ikhasi elineenkukacha zesikolo sakho. Okanye, bhala iinkukacha ezifanelekileyo. Kucelwa uqaphele ukuba inani eliboniswayo lalinikwe iDBE yiWCED ngokungqinelana namanani engqikelelo e-CEMIS angaMatshi 2016. Isikolo masiqinisekise ukuba umboneleli-nkonzo weDBE, uzisa eli nani leencwadi zokwenza umsebenzi kwanokuqinisekisa ukuba kuziswe iincwadi zokwenza umsebenzi zeelwimi ezichanekileyo.

4. Ithempleyithi yokurekhoda iincwadi zokwenza umsebenzi (isiHlomelo B) mayisetyenziselwe ukufaka iinkukacha kwikholam yenani elilindelekileyo. Eli linani elalichaziwe lesikolo sakho kwishedyuli yokuziswa kweencwadi zomsebenzi

yango-2016. Ngokuyirekhoda kwakho le totali ngoku unalo elo nani lilindeleke ukuba liziswe ngumboneleli-nkonzo weDBE.

5. Inani elaneleyo labantu malilungele ukuncedisa ekutshekisheni nasekubaleni iincwadi zokwenza umsebenzi xa itrakhi ezizisayo ifika ngosuku oluchazwe kwishedyuli yokuziswa kweencwadi zokwenza umsebenzi.
6. Makugqitywe kwangethuba ukuba iincwadi zokwenza umsebenzi ziya kugcinwa phi na nangendlela eziya kupakishwa ngayo. Umzekelo, zingapakishwa ngokwesihloko okanye ngokwebakala okanye ngokolwimi.
7. Makugqitywe phambi kwexesha ngendawo eziza kuthulelwa kuyo zipakishwe ngendlela enokwenza ukuba kufikelelwe lula kuzo ukulungiselela ukutshekishwa nokubalwa kwazo.
8. Umntu emakuqhagamshelwane naye esikolweni (njengoko echaziwe kuxwebhu *i-delivery schedule*) unokulindela ifoni evela kummeli wenkampani ezisa iincwadi (*delivering company*) ukungqinisisa umhla nexesha lokuziswa kweencwadi zokwenza umsebenzi.

Imigaqo ngomhla wokuziswa kweencwadi zokwenza umsebenzi

9. Umntu (abantu) ocelwe ukuba ancedise ekutshekishweni nasekubalweni kweencwadi zokwenza umsebenzi makabekho xa kuziswa iincwadi zokwenza umsebenzi.
10. Makuqatshelwe ukuba iincwadi zokwenza umsebenzi ziya kufakwa ikhowudi yombala ngokolwimi olo, umz., isiNgesi (oblowu), i-Afrikansi (obomvu), isiXhosa (otyheli), isiSuthu (oluhlaza). Iincwadi zokwenza umsebenzi zesiNgesi uLwimi lokuQala zamaBakala 1 ukuya ku-6 zifumaneka ngeendidi zemibala kumabakala ngokubanzi.
11. Ifanele ukufumaneka ithemployithi yokurekhoda apho amanani alindelekileyo eencwadi zokwenza umsebenzi (makufundwe unombolo 4 apha ngentla) abonisiweyo.
12. Xa kufika itrakhi, makuthelekiswe iphepha lokungqina ukuziswa kwazo (*proof of delivery*) (*POD*), elikhutshwa ngumqhubi wetrakhi nelinengcaciso ekwi-*delivery schedule ne-workbook recording template* (makufundwe imihlathi 3 no- 4 apha ngentla).

13. Emva koko, iincwadi zothulelwa kwindawo ebikhethwe kwangaphambi kokuziswa kwazo (makufundwe umhlathi 7 apha ngentla) ukwenzela ukuba zitshekishwe yaye zibalwe kuthelekiswa noxwebhu i-POD yazo.
14. Lo gama kusabalwa iincwadi zokwenza umsebenzi, omnye umntu makarekhode inani leencwadi ezifunyenweyo kwithempleyithi yokuzirekhoda (*recording template*). Eli nani lifunyenweyo liya kurekhodwa kwikholam ebhalwe, QTY RECEIVED yesifundo/yebakala/yolwimi ngalunye.
15. Ukuba kunokwenzeka ukuba zakuba zibaliwe iincwadi zokwenza umsebenzi, kufunyaniswe ukuba zimbalelwa ezo zizisiweyo kunezo zichazwe kwi-POD; oku makubhalwe kwi-POD. Nayiphi ingcaciso efanelekileyo imelwe kukubhalwa kwikholam yokugqibela ye-POD.
16. Wakuba wanelisekile koku, inqununu okanye loo titshala uneqhuzu kudluliselwe kuyo amagunya makazalise, asayine aze afake isitampu sesikolo kwezo kholam zifanelekileyo ezantsi kwe-POD. Ukuba akukho sitampu sesikolo sikhoyo, inqununu okanye loo titshala uneqhuzu kudluliselwe kuyo amagunya, makabonise oko ngokubhala axele ukuba isitampu sesikolo asifumaneki anike nezizathu zoku.
17. I-POD yentsusa esayiniweyo yaza yafakwa isitampu mayibuyiselwe kumqhubi wetrakhi ize ikopi yayo igcinwe esikolweni.

Ezishotayo nezingaphezu kwemfuneko

18. Lo gama kusabalwa iincwadi eziziswayo, inani leencwadi zokwenza umsebenzi ezichazwe njengezifunyenweyo kwi-workbook *recording template* (makufundwe umhlathi 14 apha ngentla), malithelekiswe nenani labafundi elilindelwe sisikolo ngoJanuwari 2017.

Umzekelo: Kufunyenwe zayi-400 iincwadi zesiNgesi zoLwimi lweeNkobe zeBakala 2, kodwa isikolo sakho besilindele eziyi-425 iincwadi zesiNgesi zoLwimi lweeNkobe zabafundi beBakala 2 ngo-Januwari 2017. Oku kuthetha ukuba ukubone kwangaphambili ukushota kweencwadi eziyi-25 kwezi ncwadi zokwenza umsebenzi. Makufakwe eli nani (25) kwikholam yezishotayo phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwi-workbook *recording template*.

Ukuba ulindele abafundi abayi-385 kwisiNgesi uLwimi lweeNkobe kwiBakala 2 esikolweni sakho ngoJanuwari 2017, ubungaba neencwadi zokwenza umsebenzi ezingaphezu kwemfuneko eziyi-15 kwisiNgesi uLwimi lweeNkobe kwiBakala 2. Makufakwe eli nani (15) kwikholam yezingaphezu kwemfuneko (*surplus column*)

phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwi-workbook reporting template.

Ukuchazwa kwikhompyutha kweencwadi zokwenza umsebenzi ezishotayo okanye ezingaphezu kwemfuneko

19. Isistim yekhompuyutha eyi-CEMIS online system iya kuvulwa isebenze ezikolweni ngo-Oktobha 2016 ukwenzela ukufaka amanani abafundi engqikelelo ukwenzela uJanuwari 2017 nokuchaza inani leencwadi zokwenza umsebenzi ezikhoyo njengoko ziziswayo yiDBE. Xa le ngcaciso ifakiwe ekhompuyutheni, le sistim iya kubala ezishotayo nezingaphezu kwemfuneko.
20. Ingcaciso ngeencwadi zokwenza umsebenzi ezishotayo nezingaphezu kwemfuneko iya kunikwa amagosa ezithili achaphazelekayo, aya kuququzelela ukuziswa kweencwadi zokwenza umsebenzi ezishotayo nezingaphezu kwemfuneko kwangaphambi kosuku lokuqala lwesikolo ngoJanuwari 2017.

ANNEXURE B: WORKBOOK RECORDING TEMPLATE: 2017 workbooks delivery

NAME OF SCHOOL : _____

SUBJECT	HOME LANGUAGE																							
GRADE	Grade 1				Grade 2				Grade 3				Grade 4				Grade 5				Grade 6			
LANGUAGE	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS
QTY EXPECTED																								
QTY RECEIVED																								
SHORTAGES																								
SURPLUS																								

SUBJECT	FIRST ADDITIONAL LANGUAGE																							
GRADE	Grade 1				Grade 2				Grade 3				Grade 4				Grade 5				Grade 6			
LANGUAGE	ENGLISH				ENGLISH				ENGLISH				ENGLISH				ENGLISH				ENGLISH			
QTY EXPECTED																								
QTY RECEIVED																								
SHORTAGES																								
SURPLUS																								

SUBJECT	LIFE SKILLS												
GRADE	Grade 1				Grade 2				Grade 3				
LANGUAGE	ENG	SOTHO	AFR	XHS	ENG	SOTHO	AFR	XHS	ENG	SOTHO	AFR	XHS	
QTY EXPECTED													
QTY RECEIVED													
SHORTAGES													
SURPLUS													

SUBJECT	MATHEMATICS																							
GRADE	Grade 1				Grade 2				Grade 3				Grade 4		Grade 5		Grade 6		Grade 7		Grade 8		Grade 9	
LANGUAGE	ENG	AFR	XHS	SOTHO	ENG	AFR	SOTHO	XHS	ENG	AFR	SOTHO	XHS	ENG	AFR	ENG	AFR	ENG	AFR	ENG	AFR	ENG	AFR	ENG	AFR
QTY EXPECTED																								
QTY RECEIVED																								
SHORTAGES																								
SURPLUS																								

GRADE R						
LANGUAGE	ENG	AFRIK	XHS	SOTHO		
QTY EXPECTED						
QTY RECEIVED						
SHORTAGES						
SURPLUS						