Isalathiso: 20170620-2219
12/2/13/6
Imibuzo: V Madasi

ISetyhula: 0026/2017
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kwiiNtloko zoQuquzelelo neNgcebiso ngezeKharityhulam, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBacebisi ngeZifundo nakwiiNqununu zezikolo zikarhulumente eziqhelekileyo nezezikolo zemfundo eneemfuno ezizodwa ezichaphazelekayo

Isishwankathelo esifutshane: *Ukusiwa kweencwadi zokwenza umsebenzi* zeSebe leMfundo esiSiseko *(DBE) ezikhutshwa liSebe iWCED ukulungiselela unyaka wokufunda ka-2018*

Isihloko: Ukusiwa kweencwadi zokwenza umsebenzi zeSebe leMfundo esiSiseko (*DBE*) zamaBakala R ukuya ku-9 ngo-2018

1. Njengoko kuchaziweyo kwiSetyhula S8 ka-2016, iSebe i*DBE* liya kuprinta lize lihambise iincwadi zokwenza umsebenzi kuzo zonke izikolo zikarhulumente (eziqhelekileyo nezemfundo eneemfuno ezizodwa) eNtshona Koloni ukwenzela unyaka wekhalenda yesikolo ka-2018.

1.1 Ezi ncwadi zilandelayo ziya kusiwa ngqo ezikolweni:

a) Iincwadi zokwenza umsebenzi zeBakala R;
b) EzamaBakala 1 ukuya ku-6 zeeLwimi zeeNkobe;
c) EzamaBakala 1 ukuya ku-3 zeMathematika kulwimi lokufunda nokufundisa (*LoLT*);
d) EzamaBakala 4 ukuya ku-9 zeMathematika kwisiNgesi nakwi-Afrikansi;
e) EzamaBakala 1 ukuya ku-6 zoLwimi lokuQala oloNgezelelweyo zesiNgesi; kunye
f) nezamaBakala 1 ukuya ku-3 zeZakhono zoBomi kulwimi lokufunda nokufundisa (kwizikolo zamanqanaba 1-3 eNtlupheko kuphela).

1.2 IVolyum 1 ka-2018 (yeKota 1 no-2) neyeBakala R, ziya kusiwa kuzo zonke izikolo ungadlulanga owe-29 Septemba 2017.

1.3 IVolyum 2 ka-2018 (yeKota 3 no-4) neZakhono zoBomi kwizikolo zamanqanaba 1-3 entlupheko, ziya kusiwa kuzo zonke izikolo ungadlulanga owe-30 Novemba 2017.

1.4 NgokweSetyhula S6 ka-2017 yeSebe i*DBE*, iincwadi zokwenza umsebenzi zeZakhono zoBomi kumaBakala 1 ukuya ku-3, ziya kuprintwa ze zisiwe kwizikolo zamanqanaba 1-3 eNtlupheko

2. NgoMatshi 2017 kwakucelwe iSebe leMfundo leNtshona Koloni (i*WCED*) ukuba linike iSebe i*DBE* amanani abafundi aqikelelweyo eencwadi zokwenza umsebenzi eziza kuprintwa zisiwe ukulungiselela u-2018. Amanani abafundi anikwa i*DBE* asuselwa kwiinkcukacha ze*CEMIS* efanelekileyo eyayifumaneka ngelo xesha.

3. Inani leencwadi zokwenza umsebenzi eziza kusiwa kwisikolo ngasinye ziyangqinelana namanani abafundi anikwa iSebe i*DBE* liSebe i*WCED*. Inani leencwadi zokwenza umsebenzi ngebakala ngalinye izikolo ezinokulindela liziswe liSebe i*DBE,* linokujongwa kwikhasi *l*ewebhu le-*LTSM* (*Learning and Teaching Support Material)* (*CAPS textbooks*) kwiziko lewebhu leSebe i*WCED* (Idilesi yeziko lewebhu yile: http://wcedonline.pgwc.gov.za/branchPS/LTSM/index.html

4. Uxwebhu olusisikhokelo olucacisa imigaqo yenkqubo yaphambi nangethuba lokusiwa kweencwadi zokwenza umsebenzi ezikolweni luqhotyoshelwe apha njengesiHlomelo A.

5. Zakuba zizisiwe iincwadi zokwenza umsebenzi ngumboneleli-nkonzo weSebe i*DBE*, kulindeleke ukuba izikolo zithelekise inani leencwadi zokwenza umsebenzi ezizisiweyo namanani anikwe kweli ziko lewebhu likhankanywe apha ngentla. Naziphi iincwadi ezizisiweyo zolwimi olungachanekanga okanye ezishotayo mazixelwe kwiphepha elibubungqina bokuziswa kwazo (*proof of delivery* (*POD*)) yaye oko makwaziswe umboneleli-nkonzo obezise iincwadi zokwenza umsebenzi egameni leSebe i*DBE*.

6. ISebe i*DBE* lifaka amaphepha abubungqina bokuziswa kweencwadi (*proof of delivery*) esikolo ngasinye kweli ziko lewebhu: http://www.schoolmaster.org.za yaye kukhuthazwa izikolo nezithili zingene kweli ziko lewebhu ukungqinisisa iinkcukacha ezimalunga nokuziswa kweencwadi. Inombolo ye-*EMIS* yesikolo inokusetyenziselwa ukuloga kwiziko lewebhu.

7. Ngo-Oktobha 2017, zonke izikolo ekusiwe kuzo iincwadi zokwenza umsebenzi ziya kucelwa ukuba zingene kwi-*CEMIS* ukufaka amanani abafundi aqikelelweyo ango-2018 nenani ngqo leencwadi zokwenza umsebenzi ngesifundo ngasinye nangebakala ngalinye ezifunyenwe kwiSebe i*DBE*. Ngethuba lokwenziwa kwale nkqubo, iincwadi zokwenza umsebenzi ezishotayo okanye ezingaphezu kwemfuneko ziya kuqwalaselwa kuze kuxelelwe izithili malunga noko. Le ngxelo iya kufumaneka ku-*EduInfoSearch*.

8. Amagosa ezithili achaphazelekayo aya kuba noxanduva lokuququzelela ukusiwa kweencwadi zokwenza umsebenzi eziqatshelwe njengezishotayo.

9. Kucelwa wazise okukule setyhula bonke abasebenzi abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU -BK SCHREUDER
INTLOKO: YESEBE LEMFUNDO
UMHLA: 2017-08-09

URhulumente weNtshona Koloni
EzeMfundo

IsiHlomelo A

Isikhokelo sokufunyanwa kweencwadi zokwenza umsebenzi zamaBakala R ukuya ku-9 kunyaka wesikolo ka-2018

Kunikwa izikolo esi sikhokelo silandelayo ukuzinceda xa zifumana naxa zirekhoda ukusiwa kwencwadi zokwenza umsebenzi zeKota 1 no-2 zika-2018. Kufanelwe ukuba kulandelwe le nkqubo inye naxa kusisiwa iincwadi zokwenza umsebenzi zeKota 3 no-4 zika-2018.

1. Phambi kokusiwa kwazo

1.1 Inqununu ifanele ukunyula utitshala oneqhuzu nekomiti yabancedisi (*team of assistants*) ukuphumeza esi sikhokelo.

1.2 Utitshala oneqhuzu nekomiti yakhe yabancedisi bafanele ukukwazi okuqulethwe yiSetyhula 0029/2016 yeSebe i*WCED*.

1.3 Ngena kwiziko lewebhu leSebe leMfundo leNtshona Koloni (*WCED*) apha: http://wcedonline.pgwc.gov.za/branchPS/LTSM/index.html ulandele la manyathelo alandelayo:

(a) Skrola wehle (*Scroll down*) ukuya ku-*number 5* uze uklikhe ku-"2018 *WC workbook delivery schedule*".

(b) Kwishedyuli, amagama ezikolo acwangciswe ngolandelelwano lwe-alfabhethi. Yiya kwigama lesikolo uze uqwalasele kwezi kholam zilandelayo: *Subject, Language, Grade, ISBN, Year, Quantity and Delivery date*.

(c) Printa kuphela ikhasi elineenkcukacha zesikolo. Okanye, bhala iinkcukacha ezifanelekileyo zesikolo. Kucelwa uqaphele ukuba inani eliboniswayo lalinikwe iSebe i*DBE* liSebe i*WCED* ngokungqinelana namanani engqikelelo e-*CEMIS* angoMatshi 2017. Isikolo masiqinisekise ukuba umboneleli-nkonzo weSebe i*DBE*, uzisa iincwadi zokwenza umsebenzi ezingqinelana neli nani nokuba kuziswa iincwadi zokwenza umsebenzi zeelwimi ezichanekileyo.

1.4 Ithempleyithi yokurekhoda iincwadi zokwenza umsebenzi (isiHlomelo B) mayisetyenziselwe ukuzalisa ikholam yenani elilindelekileyo (*quantity expected column*). Eli linani elalichaziwe lesikolo kwishedyuli yokuziswa kweencwadi zomsebenzi zango-2018. Ngokurekhoda le totali, isikolo ngoku sinalo elo nani kulindeleke ukuba liziswe ngumboneleli-nkonzo weSebe i*DBE*.

1.5 Inani elaneleyo labantu malilungele ukuncedisa ekutshekisheni nasekubaleni iincwadi zokwenza umsebenzi xa itrakhi ezizisayo ifika ngosuku oluchazwe kwishedyuli yokuziswa kweencwadi zokwenza umsebenzi.

1.6. Makugqitywe kwangethuba ukuba ziya kugcinwa phi na iincwadi zokwenza umsebenzi nangendlela eziya kupakishwa ngayo, umzekelo, zingapakishwa ngokwesihloko okanye ngokwebakala okanye ngokolwimi.

1.7 Makugqitywe phambi kwexesha ngendawo eziza kuthulelwa kuyo yaye mazipakishwe ngendlela enokwenza ukuba kufikelelwe lula kuzo ukulungiselela ukutshekishwa nokubalwa kwazo.

1.8. 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.

2. Imigaqo ngomhla wokuziswa kweencwadi zokwenza umsebenzi

2.1. Umntu (abantu) ocelwe ukuba ancedise ekutshekishweni nasekubalweni kweencwadi zokwenza umsebenzi makabekho xa kuziswa iincwadi zokwenza umsebenzi.

2.2. Makuqatshelwe ukuba iincwadi zokwenza umsebenzi ziya kufakwa ikhowudi yombala ngokolwimi olo, umzekelo isiNgesi (oblowu), i-Afrikansi (obomvu), isiXhosa (otyheli), isiSuthu (oluhlaza). Iincwadi zokwenza umsebenzi zesiNgesi uLwimi lokuQala oloNgezelelweyo zamaBakala 1 ukuya ku-6 zifumaneka ngeendidi zemibala kumabakala ngokubanzi.

2.3. Ifanele ukufumaneka ithempleyithi yokurekhoda (isiHlomelo B) apho sele ebonisiwe amanani alindelekileyo eencwadi zokwenza umsebenzi (makufundwe ingongoma 1.4 apha ngentla).

2.4. Xa kufika itrakhi, makuthelekiswe iphepha lokungqina ukuziswa kwazo *(proof of delivery*), elikhutshwa ngumqhubi wetrakhi nelinengcaciso ekwi-*delivery schedule* ne-*workbook recording template* (makufundwe iingongoma 1.3(c) no-1.4 apha ngentla).

2.5 Emva koko, iincwadi zothulelwa kwindawo ebikhethwe kwangaphambi kokuziswa kwazo (makufundwe ingongoma 1.7 apha ngentla) ukwenzela ukuba zitshekishwe yaye zibalwe kuthelekiswa nephepha i-*proof of delivery* lazo.

2.6 Lo gama kusabalwa iincwadi zokwenza umsebenzi, omnye umntu makarekhode inani leencwadi ezifunyenweyo kwithempleyithi yokuzirekhoda (*recording template (isiHlomelo B)*). Eli nani lifunyenweyo liya kurekhodwa kwikholam ebhalwe, *QTY RECEIVED* yesifundo/yebakala/yolwimi ngalunye.

2.7 Ukuba kunokwenzeka ukuba, zakuba zibaliwe iincwadi zokwenza umsebenzi, kufunyaniswe ukuba zimbalwa ezo zizisiweyo kunezo zichazwe kwiphepha i-*proof of delivery,* oku makubhalwe kwi-*proof of delivery*. Nayiphi ingcaciso efanelekileyo imelwe kukubhalwa kwikholam yokugqibela ye-*proof of delivery*.

2.8 Yakuba yanelisekile inqununu okanye loo titshala uneqhuzu kudluliselwe kuyo amagunya, makazalise asayine aze afake isitampu sesikolo kwezo kholam zifanelekileyo ezantsi kwephepha eliyi-*proof of delivery*. Ukuba akukho sitampu sesikolo sikhoyo, inqununu okanye loo titshala uneqhuzu kudluliselwe kuyo amagunya, makabonise oko ngokubhala axele ukuba isitampu sesikolo asifumaneki anike nezizathu zoku.

2.9 Iphepha lentsusa eliyi-*proof of delivery* elisayiniweyo laza lafakwa isitampu malibuyiselwe kumqhubi wetrakhi yaye ikopi yalo mayigcinwe esikolweni.

3. Ezishotayo nezingaphezu kwemfuneko

3.1. Makuthelekiswe inani leencwadi zokwenza umsebenzi ezifunyenweyo, njengoko lalizalisiwe kwi-*workbook recording template* xa kwakubalwa iincwadi emva kokuziswa kwazo (makufundwe ingongoma 2.6 apha ngentla) nenani labafundi elilindelwe sisikolo ngoJanuwari 2018.

3.2 Umzekelo: Kufunyenwe zayi-400 iincwadi zesiNgesi zoLwimi lweeNkobe zeBakala 2, kodwa isikolo besilindele iincwadi eziyi-425 zesiNgesi zoLwimi lweeNkobe zabafundi beBakala 2 ngo-Januwari 2018. Oku kuthetha ukuba isikolo sikubone kwangaphambili ukushota kweencwadi eziyi-25 kwezi ncwadi zokwenza

umsebenzi. Makufakwe eli nani (25) kwikholam yezishotayo (*SHORTAGES)* phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwi-*workbook recording template*.

3.3 Ukuba kulindelwe abafundi abayi-385 kwisiNgesi uLwimi lweeNkobe kwiBakala 2 esikolweni ngoJanuwari 2018, isikolo siya kuba neencwadi zokwenza umsebenzi ezingaphezu kwemfuneko eziyi-15 kwisiNgesi uLwimi lweeNkobe kwiBakala 2. Makufakwe eli nani (15) kwikholam yezingaphezu kwemfuneko (*SURPLUS*) phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwi-*workbook reporting template*.

4. Ukuchazwa kwikhompyutha kweencwadi zokwenza umsebenzi ezishotayo okanye ezingaphezu kwemfuneko

4.1 Isistim yekhompyutha eyi-*CEMIS online system* iya kuvulwa isebenze ezikolweni ngo-Oktobha 2017 ukwenzela ukufaka amanani abafundi engqikelelo ukulungiselela uJanuwari 2018 nokuchaza inani leencwadi zokwenza umsebenzi ezikhoyo njengoko ziziswayo liSebe i*DBE*. Xa le ngcaciso ifakiwe ekhompyutheni, le sistim iya kubala ezishotayo nezingaphezu kwemfuneko.

4.2 Ingcaciso ngeencwadi zokwenza umsebenzi ezishotayo nezingaphezu kwemfuneko, iya kunikwa amagosa ezithili achaphazelekayo, naya kuququzelela ukuziswa kweencwadi zokwenza umsebenzi ezishotayo nezingaphezu kwemfuneko kwangaphambi kosuku lokuqala lwesikolo ngoJanuwari 2018.

Western Cape Government
Education

ANNEXURE B: WORKBOOK RECORDING TEMPLATE: 2018 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		AFR	SOTHO	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						