Isalathiso: 20180502-1715
12/2/13/6
Imibuzo: A Henriques

ISetyhula: 0020/2018
Umhla wokuphelelwa: 31 Matshi 2019

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

Isishwankathelo esifutshane: *Ifasilithi yokwenza ii-odolo ngekhompyutha kwiCEMIS ukwenzela izikolo zikwazi uku-odola iincwadi zezifundo zeCAPS zamaBakala 1 ukuya kwele-12.*

Isihloko: Ifasilithi yokwenza ii-odolo ngekhompyutha zeencwadi zezifundo ze*CAPS* zamaBakala 1 ukuya kwele-12

1. Izikolo eziseNtshona Koloni kulindeleke zinike incwadi yezifundo (*textbook*) umfundi ngamnye obhalisiweyo ngesifundo ngasinye sakhe.

2. Ukuze kuqinisekiswe ukuba bonke abafundi kwisikolo ngasinye baneencwadi zezifundo (*textbooks*) kuzo zonke izifundo ngo-2019, kucelwa iinqununu ukuba:

2.1 zichaze inani elilindelekileyo labo lokubhalisa abafundi ngokwebakala ngebakala ngo-2019;
2.2 ziqikelele inani elilindelekileyo labafundi abangaphezulu ekuqaleni kuka-2019 ngokusekelwe kwindlela izinto ezidla ngokwenzeka ngayo kule minyaka idlulileyo;
2.3 ziqinisekise ukuba zonke iincwadi zezifundo ekungokunje zikumagumbi anqatyisiweyo zithathelwa ingqalelo; kwaye
2.4 zithathele ingqalelo ukuba limi njani iqondo lokubuyiswa kweencwadi zezifundo ngabafundi (*textbook retention rate*) ekupheleni konyaka kule minyaka idlulileyo.

3. Ezi ngcombolo zikumhlathi 2 mazisetyenziselwe ukunika ulwazi ngoku-odolwa kweencwadi zezifundo zokongezelela (*textbook top-up orders*) zango-2019.

4. Kuya kunikwa izikolo ithuba libe linye kuphela ngo-2018, phakathi kwe-28 Meyi ne-08 Juni, loku-odola iincwadi zezifundo zokongezelela zabo kusetyenziswa ifasilithi yokwenza ii-odolo efumaneka kwiSebe leMfundo leNtshona Koloni (i*WCED*). Oku kuthetha ukuba izikolo mazibekele bucala ixesha ukulungiselela iimfuno zazo

zokongezelela iincwadi zezifundo zango-2019 ngononophelo, zithathela ingqalelo zonke iimeko ezichazwe kumhlathi 2.

5. Iimali zokuxhasa ukufunda nokufundisa kunye nemimiselo nemigangatho yolwabiwo (*learning and teaching support materials norms and standards*) (ye-*N&S*) zezikolo ziya kusetyenziselwa ukuhlawula iincwadi zezifundo zokongezelela nezokukhula kwamanani abafundi (*top-up and learner growth textbooks*) ngoJanuwari 2019.

6. Ukuba izikolo azinamali zolwabiwo ze-*N&S* ezaneleyo zokuhlawulela zonke iincwadi zezifundo zokongezelela nezijongene nokwanda kwamanani abafundi ezizi-odola ngekhompyutha, makufakwe isicelo kwi*WCED* sokufuna uncedo lwezemali. Isicelo eso masizaliswe kwithempleyithi eqhotyoshelweyo, yaye kufuneka sichaze nesizathu sokucela olo ncedo lwezemali. Le thempleyithi mayisayinwe yinqununu yesikolo iskenwe ize ithunyelwe nge-imeyili apha aletta.knipe@westerncape.gov.za ungadlulanga owe-22 Juni 2018.

7. Kukhuthazwa izikolo ziwenze ziwagqibe amalungiselelo azo phambi kokuba lifike ithuba lokufaka ii-odolo ngekhompyutha zeencwadi zezifundo zokongezelela zabo ezifunekayo ukususela kumhla ekuye kwavulwa ngayo isistim yasekhompyutheni (*online system*) nge-28 Meyi 2018.

8. Xa ungena ekhompyutheni kwi-*CEMIS*, khetha u-"*Administration*" *option* kwi-*menu bar* uze ukhethe u-"*CAPS textbook top-up*" kwi-*drop down list*. I-*sub-menu* iya kuvela yona ikuse kwi-*capture screen*, naku-"*How to guide*". Kukhuthazwa izikolo zikufunde kwaye zikwazi okubhalwe ku-"*How to guide*" phambi kokuba zifake ekhompyutheni ii-*top-up textbook orders.*

9. Kucelwa ufunde i-*welcome note* kunye ne-*guide* ekhompyutheni kwi*CEMIS* ukuqinisekisa ukuba ngubani omakuqhagamshelwane naye xa kukho naziphi iingxaki eziye zivele xa kufakwa ii-odolo zeencwadi zezifundo zokongezelela ezizii-*top-up textbook orders.*

10. Yakungqinisiswa i-odolo yasekhompyutheni yaza yasayinwa yinqununu, isikolo masiprinte ikopi eliphepha ye-odolo engqinisisiweyo (*verified order*), siyitshekishe ukuba ichanekile na kwaye siyigcine kwirekhodi.

11. Kufikelele kwingqwalaselo ye*WCED* ukuba izikolo zinomkhwa wokwala ukuziswa kwee-odolo ezazifakwe ngokungachanekanga sisikolo, noye uchaphazele iimali zababoneleli-nkonzo. Ababoneleli-nkonzo okanye ii-arhente ezijongene nokuziswa kweencwadi zezifundo azisayi kunyanzeleka zizibuyisele ngendlela echanekileyo ii-odolo ezinikiweyo. Kukhunjuzwa iinqununu ukuba isikolo sinoxanduva ngokwezemali ngazo zonke ii-odolo ezifakwe nge*CEMIS* kwaye azinandlela yimbi ngaphandle kokuba kunyanzelekile ukuba zamkele oko kuziswe ezikolweni ngokungqinelana ne-odolo eseburhulumenteni.

12. Kucelwa wazise okukule kule setyhula bonke abasebenzi abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-BK SCHREUDER
INTLOKO YESEBE LEMFUNDO
UMHLA: 2018-05-12

Western Cape Government
Education

Annexure A

APPLICATION FOR FINANCIAL ASSISTANCE: TOP-UP TEXTBOOKS FOR 2019

Name of school: _____

EMIS No.: _____

District: _____

State the amount still available for LTSM norms and standards:	**R**

Describe the school's reason for requesting financial assistance:

Name and signature of Principal: _____

Date: _____

The completed and signed form must be scanned and emailed to the following email address by 22 June 2018: Aletta.Knipe@westerncape.gov.za