URhulumente weNtshona Koloni
EzeMfundo

ICandelo lokuXhasa amaZiko ngeziBonelelo

Isalathiso: 20180620-3518
12/2/13/6
Imibuzo: V Madasi

ISetyhula: 0027/2018
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 leNtshona Koloni ezikhutshwa liSebe leMfundo esiSiseko likazwelonke ukulungiselela unyaka wokufunda ka-2019*

Isihloko: Ukusiwa kweencwadi zokwenza umsebenzi zeSebe leMfundo esiSiseko likazwelonke zamaBakala R ukuya ku-9 ngo-2019

1. Njengoko kuchaziweyo kwileta esuka kwiSebe leMfundo esiSiseko likazwelonke (i*DBE*) yowe-22 Novemba 2017, i*DBE* iya kuprinta yaye ihambise iincwadi zokwenza umsebenzi kuzo zonke izikolo zikarhulumente (eziqhelekileyo nezemfundo eneemfuno ezizodwa) eNtshona Koloni ukulungiselela unyaka wekhalenda yesikolo ka-2019.

1.1 Ezi ncwadi zilandelayo ziya kusiwa ngqo ezikolweni:

1.1.1 Iincwadi zokwenza umsebenzi zeBakala R
1.1.2 EzamaBakala 1 ukuya ku-6 zeeLwimi zeeNkobe
1.1.3 EzamaBakala 1 ukuya ku-3 zeMathematika kulwimi lokufunda nokufundisa (*LoLT*)
1.1.4 EzamaBakala 4 ukuya ku-9 zeMathematika kwisiNgesi nakwiAfrikansi
1.1.5 EzamaBakala 1 ukuya ku-6 zoLwimi lokuQala oloNgezelelweyo zesiNgesi
1.1.6 EzamaBakala 1 ukuya ku-3 zeZakhono zoBomi

1.2 IVolyum 1 ka-2019 (yeKota 1 no-2) neyeBakala R ziya kusiwa kuzo zonke izikolo ungadlulanga owe-28 Septemba 2018.

Lower Parliament Street, Cape Town, 8001
tel: +27 21 467 2108 Fax: +27 21 467 2612
Safe Schools: 0800 45 46 47
Private Bag X9114, Cape Town, 8000
Employment and salary enquiries: 0861 92 33 22
www.westerncape.gov.za

1.3 IVolyum 2 ka-2019 (yeKota 3 no-4) iya kusiwa kuzo zonke izikolo ungadlulanga owe-30 Novemba 2018.

2. NgoMatshi 2018, kwakucelwe iSebe leMfundo leNtshona Koloni (i*WCED*) ukuba linike i*DBE* amanani abafundi aqikelelweyo eencwadi zokwenza umsebenzi eziza kuprintwa zisiwe ukulungiselela u-2019. Amanani abafundi anikwa i*DBE* asuselwa kwiinkcukacha zasekhompyutheni ze*Central Education Management Management Information System* (*CEMIS*) efanelekileyo eyayifumaneka ngelo xesha.

3. Inani leencwadi zokwenza umsebenzi eziza kusiwa kwisikolo ngasinye ziyangqinelana namanani abafundi anikwa i*DBE* yi*WCED*. Inani leencwadi zokwenza umsebenzi ngebakala ngalinye izikolo ezinokulindela lizisiwe yi*DBE* linokujongwa kwikhasi lewebhu le*LTSM* (*learning and teaching support material*) (*CAPS textbooks*) kwiziko lewebhu le*WCED* (Idilesi yeziko lewebhu yile: http://wcedonline.pgwc.gov.za/branchPS/LTSM/index.html.

4. Uxwebhu olusisikhokelo oluchaza umgaqo wenkqubo yaphambi nangethuba lokusiwa kweencwadi zokwenza umsebenzi luqhotyoshelwe njengesiHlomelo A apha kule setyhula.

5. Zakuba zizisiwe iincwadi zokwenza umsebenzi ngumboneleli-nkonzo we*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 le*DBE*.

6. I*DBE* ifaka amaphepha abubungqina ii*POD* esikolo ngasinye kweli ziko lewebhu: http://www.schoolmaster.org.za yaye kukhuthazwa izithili zingene kweli ziko lewebhu ukungqinisisa iinkcukacha ezingokuziswa kweencwadi. Inombolo yasekhompyutheni eyi-*Education Management Information System* (*EMIS*) yesikolo inokusetyenziselwa ukuloga kwiziko lewebhu.

7. Ngo-Oktobha 2018, zonke izikolo ekusiwe kuzo iincwadi zokwenza umsebenzi ziya kucelwa ukuba zingene kwi-*CEMIS* ukufaka amanani abafundi aqikelelweyo ango-2019 nenani ngqo leencwadi zokwenza umsebenzi ngesifundo ngasinye nangebakala ngalinye ezifunyenwe kwi*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 SHREUDER

INTLOKO YESEBE LEMFUNDO

UMHLA: 2018-07-27

IsiHlomelo A

Isikhokelo sokufunyanwa kweencwadi zokwenza umsebenzi zamaBakala R–9 kunyaka wesikolo ka-2019

Kunikwa esi sikhokelo silandelayo ukunceda izikolo xa zifumana yaye zirekhoda ukusiwa kweencwadi zokwenza umsebenzi zeKota 1 no-2 ka-2019. Kufanelwe ukuba kulandelwe le nkqubo inye naxa kusiwa iincwadi zokwenza umsebenzi zeKota 3 no-4 zika-2019.

1. Phambi kokusiwa kwazo

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

1.2. Utitshala oneqhuzu nekomiti yakhe yabancedisi makakwazi okuqulethwe yiSetyhula 0026/2017, yowe-14 Septemba 2017.

1.3 Yiya kwiziko lewebhu le*WCED* apha: http://wcedonline.pgwc.gov.za/branchPS/LTSM/index.html uzalise la manyathelo alandelayo:

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

(b) Wakufika kwishedyuli, amagama esikolo acwangciswe ngolandelelwano lwe-alfabhethi. Yiya kwigama lesikolo sakho uqwalasele ezi kholam zilandelayo: *Subject, Language, Grade, ISBN, Year, Quantity* kunye no-*Delivery date*.

(c) Printa kuphela ikhasi elineenkcukacha zesikolo sakho. Okanye, bhala iinkcukacha ezichaphazela isikolo sakho. Kucelwa uqaphele ukuba inani eliboniswayo lalinikwe iSebe leMfundo esiSiseko (i*DBE*) liSebe leMfundo leNtshona Koloni (i*WCED*) ngokungqinelana namanani engqikelelo e*CEMIS* angoMatshi 2018. Isikolo masiqinisekise ukuba umboneleli-nkonzo we*DBE*, uzisa iincwadi zokwenza umsebenzi ngokweli nani lifunwayo (*quantity)* yaye zezolwimi oluchanekileyo.

1.4 Ithempleyithi yokurekhoda iincwadi zokwenza umsebenzi (isiHlomelo B) mayisetyenziselwe ukufaka inani lazo kwikholam efanelekileyo. Eli linani

elalichaziwe lesikolo sakho kwishedyuli yokuziswa kweencwadi zomsebenzi yango-2018. Ngokuyirekhoda le totali isikolo ngoku sinalo elo nani kulindeleke ukuba liziswe ngumboneleli-nkonzo we*DBE*.

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

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

1.7 Makugqitywe ngendawo ezinokuthulelwa kuyo zipakishwe ngendlela enokwenza ukuba kufikelelwe lula kuzo ukulungiselela ukutshekishwa nokubalwa kwazo.

1.8 Umntu emakuqhagamshelwane naye esikolweni (njengoko kuchaziwe kuxwebhu i-*delivery schedule*) unokulindela ifoni evela kummeli wekhampani ezisa iincwadi ukungqinisisa umhla nexesha lokuziswa kweencwadi zokwenza umsebenzi.

2. Umgaqo ngomhla wokuziswa kweencwadi zokwenza umsebenzi

2.1 Umntu (abantu) ocelwe ukuba ancedise ekutshekishweni nasekubalweni kweencwadi zokwenza umsebenzi makabekho ngexesha lokuziswa kweencwadi zokwenza umsebenzi.

2.2 Makuqatshelwe ukuba iincwadi zokwenza umsebenzi ziya kufakwa ikhowudi yombala wolwimi, umz. isiNgesi (oblowu), iAfrikansi (obomvu), isiXhosa (otyheli), isiSuthu (oluhlaza). Iincwadi zokwenza umsebenzi zesiNgesi uLwimi lokuQala (*FAL*) zamaBakala 1–6 zikwiindidi zemibala ngemibala kumabakala ngokubanzi.

2.3 Kufuneka ifumaneke ithempleyithi yokurekhoda iincwadi zokwenza umsebenzi (isiHlomelo B) apho sele kubonisiwe amanani alindelekileyo eencwadi zokwenza umsebenzi (jonga umhlathi 1.4 apha ngentla).

2.4 Xa kufika itrakhi ezise iincwadi zokwenza umsebenzi, makuthelekiswe iphepha lokungqina ukuziswa kwazo *(proof of delivery*), njengoko likhutshiweyo ngumqhubi wetrakhi, elinengcaciso ekwi-*delivery schedule* nakwi-*workbook recording template* (jonga umhlathi 1.3(c) no-1.4 apha ngentla).

2.5 Iincwadi emva koko zithulelwa kwindawo ebikhethwe kwangaphambi kokuziswa kwazo (jonga umhlathi 1.7 apha ngentla) ukwenzela ukuba iincwadi zitshekishwe yaye zibalwe kuthelekiswa nephepha elibubungqina bokuziswa kwazo.

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

2.7 Ukuba kunokuthi zakuba zibaliwe iincwadi zokwenza umsebenzi, ufumanise ukuba zimbalwa ezo zizisiweyo kunezo zichazwe kwiphepha lokuziswa kwazo, kubhale oko kwiphepha elibubungqina bokuziswa kwazo. Nayiphi enye ingcaciso echaphazelekayo kufuneka ibhalwe kwikholam yokugqibela yephepha lokuziswa kwazo.

2.8 Wakuba wanelisekile koku, inqununu okanye loo titshala uneqhuzu kudluliselwe kuyo amagunya makazalise yaye asayine aze ifake isitampu sesikolo kwezo kholam zifanelekileyo zephepha elibubungqina bokuziswa kweencwadi zokwenza umsebenzi. Ukuba akukho sitampu sesikolo sikhoyo, inqununu okanye loo titshala uneqhuzu kudluliselwe kuyo amagunya, makabonise oko ngokubhala axele ukuba isitampu sesikolo asifumaneki aze anike nezizathu zoku.

2.9 Iphepha elibubungqina bokuziswa kwazo eliyintsusa elisayiniweyo laza lafakwa isitampu malibuyiselwe kumqhubi wetrakhi ize ikopi yalo igcinwe sisikolo.

3. Ezishotayo nezingaphezu kwemfuneko

3.1 Makuthelekiswe inani leencwadi zokwenza umsebenzi ezifunyenweyo, njengoko zizalisiweyo kwi-*workbook recording template* lo gama bekubalwa iincwadi emva sele zizisiwe (jonga umhlathi 2.6 apha ngentla), nenani labafundi elilindeleke esikolweni ngoJanuwari 2019.

3.2 Umzekelo: Kufunyenwe zayi-400 iincwadi zesiNgesi zoLwimi lweeNkobe zeBakala 2, kodwa isikolo besilindele eziyi-425 iincwadi zesiNgesi zoLwimi lweeNkobe zabafundi beBakala 2 ngoJanuwari 2019. Oku kuthetha ukuba isikolo sikubone kwangaphambili ukushota kwezi ncwadi ziyi-25 zokwenza umsebenzi. Faka eli nani (25) kwikholam yezishotayo *(SHORTAGES)* phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwi-*workbookrecording template* yeencwadi zokwenza umsebenzi.

3.3 Ukuba ulindele abafundi abayi-385 kwisiNgesi uLwimi lweeNkobe kwiBakala 2 esikolweni sakho ngoJanuwari 2019, isikolo siya kuba sisenalo inani leencwadi zokusebenza elingaphezu kwemfuneko elingu-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 ekhompyutheni kweencwadi zokwenza umsebenzi ezishotayo okanye ezingaphezu kwemfuneko

4.1 Isistim yasekhompyutheni eyi-*CEMIS online system* iya kuvulwa isebenze ezikolweni ngo-Oktobha 2018 ukwenzela ukuba kufumaneke amanani abafundi engqikelelo ukulungiselela uJanuwari 2019 nokuxela inani leencwadi zokwenza umsebenzi ezikhoyo njengoko ziziswayo yi*DBE*. Xa kufakwa le ngcaciso ekhompyutheni, isistim iya kubala ezishotayo nezingaphezu kwemfuneko.

4.2 Ingcaciso engeencwadi zokwenza umsebenzi ezishotayo nezingaphezu kwemfuneko iya kunikwa amagosa ezithili zemfundo achaphazelekayo, aya kuququzelela ukuziswa kweencwadi zokwenza umsebenzi ezishotayo nezingaphezu kwemfuneko kwangaphambi kosuku lokuqala lwesikolo ngoJanuwari 2019.

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						