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ISetyhula: 0029/2019

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 eneemfundo ezizodwa ezichaphazelekayo

Isishwankathelo esifutshane: *Ukusiwa kweencwadi zokwenza umsebenzi zeSebe leMfundo leNtshona Koloni ezikhutshwa liSebe leMfundo esiSiseko likazwelonke ukulungiselela unyaka wokufunda ka-2020*

Isihloko: Ukusiwa kweencwadi zokwenza umsebenzi zeSebe leMfundo esiSiseko likazwelonke zamaBakala R ukuya ku-9 ngo-2020

1. Njengoko kuchaziweyo kwileta esuka kwiSebe leMfundo esiSiseko likazwelonke (iDBE) yowe-10 Julayi 2019, iSebe iDBE liya kuprinta yaye lihambise iincwadi zokwenza umsebenzi kuzo zonke izikolo zikarhulumente (eziqhelekileyo nezemfundo eneemfundo ezizodwa) eNtshona Koloni ukulungiselela unyaka wekhalenda yesikolo ka-2020.

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 zeLwimi 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 kulwimi lokufunda nokufundisa iLoLT

1.2 IVolyum 1 ka-2020 (yeKota 1 no-2) neyeBakala R ziya kusiwa kuzo zonke izikolo ungasadlulanga owe-20 Septemba 2019.

1.3 IVolyum 2 ka-2020 (yeKota 3 no-4) iya kusiwa kuzo zonke izikolo ungasadlulanga owe-29 Novemba 2019.

2. NgoMatshi 2019, kwakucelwe iSebe leMfundo leNtshona Koloni (iWCED) ukuba linike iSebe iDBE amanani abafundi aqikelelweyo eencwadi zokwenza umsebenzi eziza kuprintwa zisiwe ukulungiselela u-2020. Amanani abafundi anikwa iSebe iDBE 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 iSebe iDBE liSebe iWCED. Inani leencwadi zokwenza umsebenzi ngebakala ngalinye izikolo ezinokulindela liziswe liSebe iDBE linokujongwa kwikhasi lewebhu leLTSM (*learning and teaching support material*) (*CAPS textbooks*) kwiziko lewebhu leSebe iWCED (Idilesi yeziko lewebhu ngu-: <https://wcedonline.westerncape.gov.za/learning-and-teaching-support-material-ltsm>).
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 weSebe iDBE, 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 iDBE.
6. ISebe iDBE lifaka 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 2019, zonke izikolo ekusiwe kuzo iincwadi zokwenza umsebenzi ziya kucelwa ukuba zingene kwi-CEMIS ukufaka amanani abafundi aqikelelweyo ango-2020 nenani ngqo leencwadi zokwenza umsebenzi ngesifundo ngasinye nangebakala ngalinye ezifunyenwe kwiSebe iDBE. 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: 2019-08-09



Isikhokelo sokufunyanwa kweencwadi zokwenza umsebenzi zamaBakala R-9 kunyaka wesikolo ka-2020

Kunikwa esi sikhokelo silandelayo ukunceda izikolo xa zifumana yaye zirekhoda ukusiwa kweencwadi zokwenza umsebenzi zeKota 1 no-2 ka-2020. Kufanelwe ukuba kulandelwe le nkqubo inye naxa kusiwa iincwadi zokwenza umsebenzi zeKota 3 no-4 zika-2020.

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 0027/2018, yowe-27 Septemba 2018.
- 1.3 Yiya kwiziko lewebhu leWCED apha: <https://wcedonline.westerncape.gov.za/learning-and-teaching-support-material-itsm> uzalise la manyathelo alandelayo:
 - (a) Skrola usihla (*Scroll down*) ukuya ku-number 5 uze uklikhe ku- "2020 WC workbook delivery schedule".
 - (b) Wakufika kwishedyuli, amagama esikolo acwangciswe ngolandelwano lwe-alfabhethi. Yiya kwigama lesikolo sakho uqwalasele ezi kholam zilandelayo: *Subject, Language, Grade, ISBN, Year, Quantity* kunye no-*Delivery date*.
 - (c) Printa kuphela ikhasi elineenkukacha zesikolo sakho. Okanye, bhala iinkukacha ezichaphazela isikolo sakho. Kucelwa uqaphele ukuba inani eliboniswayo lalinikwe iSebe leMfundo esiSiseko (iDBE) liSebe leMfundo leNtshona Koloni (iWCED) ngokungqinelana namanani engqikelelo eCEMIS angoMatshi 2019. Isikolo masiqinisekise ukuba umboneleli-nkonzo weSebe iDBE, 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-2020. Ngokuyirekhoda le totali isikolo ngoku sinelo nani kulindeleke ukuba liziswe ngumboneleli-nkonzo weSebe iDBE.
- 1.5 Inani elaneleyo labantu malilungele ukuncedisa ekutshekisheni nasekubaleni iincwadi zokwenza umsebenzi xa itrakhi ezisisayo 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 abacelwe ukuba bancedise) ocelwe ukuba ancedise ekutshekishweni nasekubalweni kweencwadi zokwenza umsebenzi makabekho (mababekho) 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 kuboniswe 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 ebikhethe 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 zibalwa 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 2020.
- 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 2020. Oku kuthetha ukuba isikolo sikubone kwangaphambili ukushota kwezi ncwadi ziyi-25 zokwenza umsebenzi. Faka eli nani (25) kwikholam yezishotayo (*SHORTAGES*) phantsi kwesiNgesi uLwimi

IweeNkobe kwiBakala 2 kwi-workbook recording template yeencwadi zokwenza umsebenzi.

- 3.3 Ukuba ulindele abafundi abayi-385 kwisiNgesi uLwimi IweeNkobe kwiBakala 2 esikolweni sakho ngoJanuwari 2020, isikolo siya kuba sisenalo inani leencwadi zokusebenza elingaphezu kwemfuneko elingu-15 kwisiNgesi uLwimi IweeNkobe kwiBakala 2. Makufakwe eli nani (15) kwikholam yezingaphezu kwemfuneko (SURPLUS) phantsi kwesiNgesi uLwimi IweeNkobe kwiBakala 2 kwi-workbook recording template.

4. Ukuchazwa ekhompuyutheni kweencwadi zokwenza umsebenzi ezishotayo okanye ezingaphezu kwemfuneko

- 4.1 Isistim yasekhompuyutheni eyi-CEMIS online system iya kuvulwa isebenze ezikolweni ngo-Oktobha 2019 ukwenzela ukuba kufumaneka amanani abafundi engqikelelo ukulungiselela uJanuwari 2020 nokuxela inani leencwadi zokwenza umsebenzi ezikhoyo njengoko ziziswayo liSebe iDBE. Xa kufakwa le ngcaciso ekhompuyutheni, 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 2020.

ANNEXURE B: WORKBOOK RECORDING TEMPLATE: 2020 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						