URhulumente weNtshona Koloni
EzeMfundo

IsiCwangciso soLawulo lokuBuyiswa kwaKhona noKugcinwa kweeNcwadi zeZifundo seZikolo

IKota yeSikolo 1

	Umsebenzi	**Umhla omiselweyo**	**Abenza umsebenzi**	**Ubungqina obufunekayo**
1.1	Ikomiti ye*LTSM* iyatyunjwa ngencwadi ebhaliweyo.	Iveki 1 yekota	Yinqununu (nesayinelwa ngokuyinxalenye ngusihlalo webhunga lolawulo)	Ziileta zokutyunjwa zelungu ngalinye lekomiti ye*LTSM* kuqukwa naleyo yomququzeleli we*LTSM* Uxwebhu lokubhengezwa kokuyimfihlo nolusayinelwa yikomiti ye*LTSM* kunye nenqununu
1.2	Makuqinisekiswe ukuba umfundi ngamnye **unencwadi yesifundo ekhavarishiweyo**.	Iveki 1 yekota	Yikomiti yeze*LTSM*	Uluhlu lweencwadi lusayinelwa ngumfundi nomzali/nomgcini Uluhlu lweklasi lweklasi nganye kunye nebakala ngalinye
1.3	Intlanganiso yabazali iyabanjwa apho i*LTSM* iqukwayo njengombandela we-ajenda.	Njengoko kucwangcisiweyo kwintlanganiso yabazali	Ngumququzeleli weze*LTSM*	Imizuzu yentlanganiso yabazali esayinelwe ngusihlalo webhunga lolawulo nenqununu
1.4	Makuthunyelwe imbalelwano kubazali malunga nomsebenzi oluxanduva lwabo lokubuyisa iincwadi zezifundo ezilahlekileyo okanye ezanakeleyo.	Iveki 2 yekota	Yinqununu	Amaphetshana okuphendula asayinelwe ngumzali agcinwa kwifayili ngootitshala lincwadi ze-akhawunti zeencwadi zezifundo ezilahlekileyo
1.5	Makuhlaziywe ngokutsha umgaqo-nkqubo we*LTSM* *yaye* ungeniswe kwibhunga lolawulo ukwenzela ukuba uvunywe.	Iveki 3 yekota	Yikomiti yeze*LTSM*	Imizuzu yomgaqo-nkqubo we*LTSM* ohlaziyweyo novunyiweyo wentlanganiso yekomiti ye*LTSM*

1.6	Makutshekishwe iincwadi zezifundo ngekota ukuqaphela iincwadi zezifundo (*textbooks*) ezilahlekileyo nezanakeleyo.	Iveki 3 yokugqibela yekota	Yikomiti yeze*LTSM*	**Iilisti zeeklasi** ezihlaziywe ngokutsha kunye **nerejista ye-inventri** ebonisa (i) Inani leencwadi zezifundo ezilahlekileyo, kunye (ii) nenani leencwadi zezifundo ezanekeleyo nekufuneka zicinywe kwiincwadi.
1.7	Izikolo zifaka ekhompyutheni iireyithi zokukhutshwa kweencwadi zezifundo (kucelwa kuqatshelwe isalungiswa isistim yasekhompyutheni yokufaka iireyithi zeencwadi zezifundo)	Iveki 2 yokugqibela yeKota 1	Ngootitshala	Isipredishithi zeencwadi zezifundo ezikhutshwayo ngomfundi ngamnye, ngeklasi nganye nangokwebakala ngalinye
1.8	Inqununu isayinela iireyithi zeencwadi zezifundo zokukhutshwa kweencwadi zezifundo kwisistim i*CEMIS*.	Kwiveki 2 yeveki yokugqibela yeKota 1	Yinqununu	Makusayinelwe isipredishithi seencwadi zezifundo ngomfundi ngamnye, ngeklasi nganye nangokwebakala ngalinye.
1.9	Makuxoxwe ngenkqubo ye*LTSM* ekufuneka ichazwe kwibhunga lolawulo ize emva koko ingeniswe kwinqununu ukwenzela ukunika imvume.	Phambi kwentlanganiso yebhunga lolawulo ecwangcisiweyo	Yikomiti yeze*LTSM*	Imizuzu yentlanganiso yekomiti ye*LTSM* Makusayinelwe ingxelo
1.10	Makunikwe ingxelo malunga nokubuyiselwa kwakhona kweencwadi zezifundo nokugcinwa kwazo eyandlalwa kwintlanganiso yebhunga lolawulo yekota.	Ngokungqinelana nentlanganiso ecwangcisiweyo yebhunga lolawulo yekota	Yinqununu/ngumququzeleli we*LTSM*	Imizuzu yentlanganiso yebhunga lolawulo Ingxelo engokugcinwa nokubuyiselwa kwakhona kweencwadi zezifundo
1.11	Makungeniswe iifom zeSebe i*WCED 032* (zolwabiwo lwe*LTSM*) ezisiwa kwaNdlunkulu.	Kwiveki yokugqibela yeKota 1	Yinqununu	Makusayinelwe ifom 032
1.12	Umphathi wesekethe	Kwiveki yokugqibela	Ngumphathi wesekethe	Makusayinelwe ingxelo engobume kunye

	usayinela iireyithi zeencwadi zezifundo yokukhutshwa kweencwadi zezifundo yaye ubhala inkcazo aze alandelele nakuphi na ukunqongophala kweencwadi zezifundo esikolweni.	kweKota 1		neNgxelo i-*Issue Rate Report* kwisistim i-*EIS*

Ikota yesikolo 2

	Umsebenzi	**Umhla omiselweyo**	**Abenza umsebenzi**	**Ubungqina obufunekayo**
2.1	Makwenziwe uphicotho-zincwadi lwe*LTSM* lwaqho ngonyaka ukulungiselela uku-odolwa kweencwadi zezifundo zokongezelela (*top-up textbooks*) ngoMeyi/Juni.	Iveki 1-2 yekota entsha	Yikomiti ye*LTSM*	Ilisti ye-inventri ehlaziyweyo equka okulandelayo: (i) Ibhalansi yokuvula (ii) Iincwadi zeziundo ezikhutshiweyo (iii) Iincwadi zezifundo ezilahlekileyo (iv) Iincwadi zezifundo kutshintshwa (v) Iincwadi zezifundo ezithengiweyo (vi) Iincwadi zezifundo ezicinywe njengezonakeleyo nezingasetyenziswayo (vii) Isitokhwe esikhoyo/ibhalansi yokuvala (viii) Iincwadi zezifundo eziza ku-odolwa
2.2	Makungeniswe iincwadi zezifundo ezonakeleyo nezindala kwikomiti ejongene nokutshitshiswa kweencwadi.	Iveki 3 yekota entsha	Yikomiti ye*LTSM*	Ilisti yeencwadi zezifundo eziza kuchithwa Ilisti zeeklasi ezihlaziyweyo Imizuzu yentlanganiso yekomiti ye*LTSM*
2.3	Makuxoxwe ngenkqubela-phambili ye*LTSM* ekuya kunikwa ingxelo ngayo kwibhunga lolawulo yaye emva koko ingeniswe kwinqununu ukwenzela ukuvunywa kwayo.	Phambi kwentlanganiso yebhunga lolawulo ecwangcisiweyo	Yikomiti ye*LTSM*	Imizuzu yentlanganiso yekomiti ye*LTSM* Ingxelo esayinelweyo
2.4	Makwenziwe ingxelo engokubuyiselwa kwakhona nokugcinwa kweencwadi zezifundo eyandlalwa kwintlanganiso yebhunga lolawulo yekota. Oku kuquka iziphumo zokubalwa kwesitokhwe/zophicotho-	Ngokungqinelana nentlanganiso ecwangcisiweyo yekota yebhunga lolawulo	Yinqununu/ngumququzeleli we*LTSM*	Imizuzu yentlanganiso yebhunga lolawulo Ingxelo engokubuyiswa kwakhona nokugcinwa kweencwadi zezifundo

	zincwadi.			
2.5	Makutshekishwe iincwadi zezifundo zekota ukuqaphela iincwadi zezifundo ezilahlekileyo nezindala.	Iveki yokugqibela yekota	Yikomiti ye*LTSM*	**Iilisti zeeklasi** ezihlaziywe ngokutsha **nerejista ye-inventri** ebonisa (i) Inani leencwadi zezifundo ezilahlekileyo, kunye (ii) Nenani leencwadi zezifundo ezonakeleyo neziza kucinywa ezincwadini
2.6	Maku-odolwe ngekhompyutha iincwadi zezifundo ze*CAPS* zokongezelela (*CAPS top-up textbooks*)	NguMeyi/nguJuni kunyaka ngamnye	Yinqununu/ngumququzeleli we*LTSM*	Yifom yerikhwizishini ezalisiweyo nesayinelweyo

Ikota yesikolo ye-3

	Umsebenzi	**Umhla omiselweyo**	**Abenza umsebenzi**	**Ubungqina obufunekayo**
3.1	Makungeniswe iincwadi zezifundo ezonakeleyo nezindala kwikomiti ejongene nokuchithwa kweempahla (*disposal committee*).	Iveki ye-3 yekota entsha	Yikomiti ye*LTSM*	Ilisti yeencwadi zezifundo eziza kulahlwa lilisti zeeklasi eziza kuhlaziywa ngokutsha Imizuzu yentlanganiso yekomiti ye*LTSM*
3.2	Makutshekishwe iincwadi zezifundo zekota ukuqaphela iincwadi zezifundo ezilahlekileyo nezindala.	Iveki ye-3 yeveki yokugqibela yekota	Yikomiti ye*LTSM*	**lilisti zeeklasi** ezihlaziywe ngokutsha **nerejista ye-inventri** ebonisa (i) Inani leencwadi zezifundo ezilahlekileyo, kunye (ii) Nenani leencwadi zezifundo ezonakeleyo neziza kucinywa ezincwadini
3.3	Makuxoxwe ngenkqubela-phambili ye*LTSM* ekuya kunikwa ingxelo ngayo kwibhunga lolawulo yaye emva koko ingeniswe kwinqununu ukwenzela ukuvunywa kwayo.	Phambi kwentlanganiso ecwangcisiweyo yebhunga lolawulo	Yikomiti ye*LTSM*	Imizuzu yentlanganiso yekomiti ye*LTSM* Ingxelo esayinelweyo
3.5	Makwenziwe ingxelo engokubuyiselwa kwakhona nokugcinwa kweencwadi zezifundo eyandlalwa kwintlanganiso yebhunga lolawulo yekota.	Ngokungqinelana nentlanganiso ecwangcisiweyo yebhunga lolawulo yekota	Yinqununu/ngumququzeleli we*LTSM*	Imizuzu yentlanganiso yebhunga lolawulo Ingxelo engokulondolozwa nokubuyiselwa kwakhona kweencwadi zezifundo
3.5	Makuqinisekiswe ukuba iincwadi zezifundo ezisandula ukuthengwa zifakwe isitampu yaye zanikwa inombolo efana yodwa.	Njengoko zi-odolwe nanjengoko zifunyenweyo	Yikomiti ye*LTSM*	Iincwadi zezifundo ezifakwe isitampu

Ikota yesikolo ye-4

	Umsebenzi	Umhla omiselweyo	Abenza umsebenzi	Ubungqina obufunekayo
4.1	Makuqinisekiswe ukuba iincwadi zezifundo ezisandula ukuthengwa zifakwe isitampu yaye zanikwa inombolo efana yodwa.	Njengoko zi-odolweyo yaye zafunyanwa	Yikomiti ye*LTSM*	Iincwadi zezifundo ezifakwe isitampu
4.2	Makungeniswe iincwadi zezifundo ezonakeleyo nezindala kwikomiti ejongene nokuchithwa kweempahla (*disposal committee*).	Iveki 3 yekota entsha	Yikomiti ye*LTSM*	Ilisti yeencwadi zezifundo eziza kulahlwa Imizuzu yentlanganiso yekomiti ye*LTSM*
4.3	Makutshekishwe iincwadi zezifundo qho ngekota ukuqwalasela iincwadi zezifundo ezilahlekileyo nezindala.	Ukususela kweye-3 iveki yokugqibela yekota ukuya phambili	Yikomiti ye*LTSM*	**Iilisti zeeklasi** ezihlaziywe ngokutsha ezibonisa (i) Inani leencwadi zezifundo ezibuyiselweyo kwakhona, (ii) Inani leencwadi zezifundo ezilahlekileyo, (iii) Inani leencwadi zezifundo ezonakeleyo neziza kucinywa ezincwadini, kunye (iv) Nezizathu zokungabuyiselwa kweencwadi zezifundo.
4.4	Makwenziwe ingxelo ngokubuyiselwa kwakhona nokugcinwa kweencwadi zezifundo, eyandlalwa kwintlanganiso yebhunga lolawulo yekota.	Ngokungqinelana nentlanganiso ecwangcisiweyo yebhunga lolawulo yekota	Yinqununu/ngumququzelelwe*LTSM*	Imizuzu yentlanganiso yebhunga lolawulo Ingxelo engokulondolozwa nokubuyiselwa kweencwadi zezifundo
4.5	Inkqubo yokuchithwa kweencwadi ezingafunekiyo nezonakeleyo	Eye-2 kwiveki yokugqibela yekota yesikolo	Yikomiti ye*LTSM* nekomiti ejongene nokuchithwa kweempahla	Imizuzu yesigqibo sebhunga lolawulo kunye nemigaqo ebhaliweyo
4.6	Ingxelo engokubuyiswa	Eye-2 kwiveki	Yikomiti ye*LTSM*	Ingxelo yokuphela konyaka

	kweencwadi zezifundo (kuqukwa iingcebiso malunga nezicwangciso zokuphucula) ingeniswa kwinqununu.	yokugqibela yekota yesikolo		engokulondolozwa nokubuyiselwa kwakhona kweencwadi zezifundo ebonisa ukuphucuka kunyaka olandelayo.
4.7	Ootitshala/izikolo zifaka ekhompyutheni imiyinge engokugcinwa kweencwadi zezifundo kwisistim i*CEMIS*. Ootitshala banika izizathu ngako nakuphi na ukutenxa kwisistim.	Iveki yokugqibela yekota 4	Ngootitshala	Ingxelo engeereyithi zokubuyiswa kweencwadi zezifundo
4.8	Inqununu isayinela iireyithi zokubuyiswa kweencwadi zezifundo kwakhona kwisistim i*CEMIS*.	Iveki yokugqibela yekota 4	Yinqununu	Ukusayinelwa kwengxelo engobume nereyithi yokukhutshwa kweencwadi zezifundo kwisistim i-*EIS*
4.9	Umphathi wesekethe usayinela iireyithi zokugcinwa kweencwadi zezifundo ekhompyutheni	Iveki yokugqibela yekota 4	Ngumphathi wesekethe	Ukusayinelwa kwengxelo engobume nereyithi yokukhutshwa kweencwadi zezifundo kwisistim i-*EIS*