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To: Deputy Directors-General, Chief Directors, Directors (Head Office), Deputy Directors (Head Office) and all officials at Head Office

Short summary: *This circular serves to introduce the Standard Operating Procedure for the Language Services Unit.*

Subject: Standard Operating Procedure for the Language Services Unit

1. Section 5(1)(a) of the Constitution of the Western Cape, 1998 (Act 1 of 1998), designates Afrikaans, English and Xhosa as the official languages for the purposes of provincial government.
2. The Western Cape Provincial Languages Act, 1998 (Act 13 of 1998), seeks to give legislative effect to this stipulation in the provincial constitution. The Act has reinforced the position of Afrikaans, English and Xhosa as the official languages of the province to be given equal status in all official communication by all provincial government departments and provincial organs of state.
3. Furthermore, the Western Cape Language Policy stipulates that all official notices must be published in the three official languages of the Western Cape, i.e., Afrikaans, English and Xhosa.
4. It is within this mandate that the Western Cape Education Department's Language Services Unit (LSU) was established.
5. To enable the LSU to fulfil its duties efficiently and to streamline its processes, a Standard Operating Procedure (SOP) has been developed.

6. The purpose of this circular is to introduce the LSU SOP, attached for ease of reference, which will come into effect on 01 March 2022.
7. Directors at Head Office are kindly requested to bring the attached LSU SOP to the attention of all officials.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2022-03-01