URhulumente
weNtshona Koloni

ISebe leMfundo leNtshona Koloni
**Richard Horn**
ICandelo lokuGaya nokuKhetha aBasebenzi
0861 819 919

Inombolo yefayili: 3/3/2/3/2
Isalathiso: 20220405-1252

ISetyhula: 0020/2022
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kuBaphathi beeSekethe, kwiiNtloko zawo onke amaziko emfundo nakooSihlalo bamabhunga olawulo

Isishwankathelo esifutshane: *Le setyhula icacisa inkqubo emayilandelwe xa kutshintshelwa kwezinye izikolo abaqeshwa abasezi-ofisini nabasezikolweni*

**ISihloko: Inkqubo yokutshintshelwa kwesinye isikolo komqeshwa**

1. Le setyhula itshitshisa yaye ithatha indawo yeSetyhula 0074/2002, yomhla we-01 Julayi 2002.

2. **Makuthathelwe ingqalelo oku kulandelayo:**

2.1 Izicelo ezibhaliweyo zokutshintshelwa kwezinye izikolo kootitshala abasezikolweni mazingeniswe **ubuncinane kwikota enye ngaphambi kwexesha** yaye akukho titshala unokushiya isithuba sakhe kude kube kuvunyiwe ukutshintshelwa kwakhe kwesinye isikolo liSebe leMfundo leNtshona Koloni (iSebe iWCED) yaye notitshala wazisiwe ngokusemthethweni ngokutshintshelwa kwakhe kwesinye isikolo.

2.2 Izicelo zokutshintshelwa kwezinye izikolo zivunywa nguNdlunkulu ngokungqinelana nabo kudluliselwe kubo amagunya kumaziko bangoku njengoko kuvunyiwe nguMphathiswa weMfundo wePhondo weSebe leMfundo.

3. **Imiqathango yokutshintshelwa kwezinye izikolo (*Transfer restrictions)***

3.1 Umqeshwa ofaka isicelo sokutshintshelwa kwesinye isikolo makazifezekise iimfuno ezizezona zisezantsi zoku yaye abe namabanga emfundo afanelekileyo kweso sithuba anenjongo yokutshintshelwa kuso.

3.2 Ukutshintshelwa kwezinye izikolo kootitshala kuya kuqwalaselwa ngokwezakhono zobuchule yaye umenzi-sicelo makanike isizathu esivakalayo sokucela ukutshintshelwa kwesinye isikolo.

3.3 Ukutshintshelwa kwezinye izikolo kunokwenziwa kuphela kwisithuba esikhoyo esixhaswa ngemali emva kothetha-thethwano nawo onke amagosa achaphazelekayo.

3.4 Ootitshala abakwizithuba zonyuselo-sikhundleni abanako ukuqwalaselelwa ukutshintshelwa kwezinye izikolo, njengoko zonke izithuba zonyuselo-sikhundleni kufuneka zipapashiwe.

3.5 Izicelo zokutshintshelwa kwezinye izikolo ezivela kootitshala bamasebe emfundo amanye amaphondo ziya kuqwalaselwa kuphela kwakuba kufunyenwe ingqinisekiso yokuba bonke ootitshala abangaphezu kwemfuneko abatsha abanamabanga emfundo yobutitshala, kuqukwa nootitshala abafumana ibhasari yeFunza Lushaka apha ngaphakathi kwiSebe leMfundo leNtshona Koloni (*WCED,)* baqwalaselwe kwisithuba esingenamntu.

3.6 Kucetyiswa ukuba apho ukuvunywa kokutshintshelwa kwesinye isikolo kukhokelela kwizithuba zootitshala abasezikolweni, izithuba mazizaliswe ngootitshala abasandula ukufumana amabanga emfundo (kuqukwa ootitshala abafumana ibhasari yeFunza Lushaka.

4. **Amaxwebhu afunekayo ukwenzela izicelo zokutshintshelwa kwezinye izikolo**

4.1 Isethi epheleleyo yamaxwebhu mayingeniswe kwiCandelo lokuGaya nokuKhetha aBasebenzi.

4.2 **Amaxwebhu afunekayo ngokumalunga nezicelo zokutshintshelwa kwezinye izikolo ukwenzela abaqeshwa abasezi-ofisini aquka:**

a) ileta evela kumqeshwa ocela ukutshintshelwa kwesinye isikolo;
b) ileta engqinayo evela kumphathi wecandelo okwinqanaba lomlawuli omkhululayo umqeshwa; kunye
c) neleta engqinayo evela kumphathi wecandelo okwinqanaba lomlawuli omamkelayo umqeshwa.

4.3 **Amaxwebhu afunekayo ngokumalunga nezicelo zokutshintshelwa kwezinye izikolo ukwenzela abaqeshwa abasezikolweni aquka:**

a) ileta evela kumqeshwa ocela ukutshintshelwa kwesinye isikolo;
b) uxwebhu olungqininisa inkxaso yenqununu nebhunga lolawulo abakhulula umqeshwa;
c) uxwebhu olungqina ukutshintshelwa kwesinye isikolo oluvela kumphathi wesekethe nomlawuli wesithili abakhulula umqeshwa;

d) uxwebhu olungqininisa inkxaso yenqununu nebhunga lolawulo abamkela umqeshwa;

e) uxwebhu olungqina ukutshintshelwa kwesinye isikolo oluvela kumphathi wesekethe nomlawuli wesithili abamamkelayo umqeshwa (ukuba bahlukile kwisikolo esimkhululayo umqeshwa);

f) Ifom A3 form echaza ibakala/isifundo (izifundo) emazifundiswe; yaye

g) ngokumalunga nootitshala, iikopi eziqinisekisweyo zamabanga emfundo omqeshwa (izatifikethi neetranskripthi).

5. Ukuhamba kwabaqeshwa kunokuqhubeka kuphela kwakuba kuvunyiwe ukutshintshelwa kwabo kwezinye izikolo. Kuya kukhutshwa ileta emalunga noku, engqinisisa umhla okuqala ngawo ukutshintshelwa kwesinye isikolo komqeshwa.

6. Iinqununu nabaphathi bamacandelo babaqeshwa abatshintshela kwezinye izikolo abaphuma kwiSebe iWCED bacetyiswa ukuba ngumsebenzi oluxanduva lwabo ukufaka kwikhompyutha (*capture)* ukutshintshelwa kwezinye izikolo kwabaqeshwa kwi-*Control Paysheet*.

7. Umqeshwa otshintshela kwesinye isikolo *(transferring employee*) makangenise ileta yokuqeshwa ayifumeneyo evela kwisebe elitsha, kusekela-mlawuli ochaphazelekayo kwiCandelo lamaLungelo aVela kwiNkonzo ukwenzela inkqubo yokutshintshelwa kwesinye isikolo emayiphunyezwe kwi-*PERSAL system*.

8. Bayacelwa abachaphazelekayo ukuba bazise ngokuqulethwe yile setyhula kubo bonke abaqeshwa beSebe iWCED ukuze bakuthathele ingqalelo.

**ISAYINWE:** NGU-B WALTERS
**INTLOKO: YESEBE LEMFUNDO**
**UMHLA:** 2022-04-25