UXWEBHU LWEMIGAQO YOKWENZIWA KOMSEBENZI *(STANDARD OPERATIONAL PROCEDURE (SOP))*				
Iqela (amaqela) e*SOP*	ULawulo loKhuseleko kwezeMfundo (*Education Safety Management (ESM*))			
Amaqelana e-*SOP*	A. INkqubo yoMsebenzi woLawulo loKungena noKuphuma kumaSango (*Access Control Business Process)* B. Umsebenzi woKhuseleko ngeHolide nakwiiMeko zoNgxamiseko (*Holiday and Emergency Security Business*) C. Ukubeka esweni noKunika ingxelo ngemisebenzi ye-*ESM*			
Udidi	**Ummiselo**		**Umgaqo-nkqubo**	
	Isikhokelo		**Inkqubo**	
Imigaqo, imithetho, imigaqo-nkqubo, amaxwebhu/iimanyuwali/iincwadana ii-*handbooks*/iisistim ezichaphazelekayo	• UmGaqo-siseko weRiphablikhi yoMzantsi Afrika, 1996 (uMthetho 108 of 1996) • UmGaqo-siseko wePhondo leNtshona Koloni*, (1997)* • I-*Criminal Procedures Second Amendment Act,1997 (Act 85 of1997)* • I-*Employment of Educators Act,1998 (Act 76 of1998)* • I-*Firearms Control Act, 2000 (Act 60 of 2000)* • IMmiselo i-*Regulations for Safety Measures at Public Schools*, kwi*Gazethi kaRhulumente No.* 22754, 2001: ISaziso 1040 ne*Gazethi kaRhulumente No.* 29376. ISaziso 876 sika-2006 • I-*National Crime Prevention Strategy (National RDP Office, 1996)* • I-*National Educational Policy Act, 1996 (Act 27 of 1996)* • I-*Occupational Health and Safety Act (OHSA),1993 (Act 85 of 1993)* • I-*Compensation for Occupational Injuries and Diseases Act ,1993 (Act 18 of 1993)* • I-*South African Schools Act (SASA),1996 (Act 84 of 1996) [As amended]* • I-*National School Safety Framework* • I-*Provincial School Safety Framework* • Uluhlu lokutshekisha lokuphunyezwa kwemigqaliselo yemithetho ye-*SASA* neminye imigqaliselo • I-*Safe Schools Procedural Manual* • ISetyhula: 24/2009: UMgaqo woKuziphatha weZikolo • UMthetho weMfundo weZikolo zePhondo leNtshona Koloni,1997 (*Western Cape Provincial School Education Act),1997 (Act 12 of 1997)* • UMthetho woLungiso weMfundo weZikolo zePhondo leNtshona Koloni, *2010* • ISetyhula: 24/2011: *Ukusetsha nokuhlutha, nokuvavanyelwa iziyobisi* • Uxwebhu i-*WCED Abuse No More Protocol, 2014* • IMmiselo i-*Regulations for Safety Measures at Public Schools*, kwi*Gazethi kaRhulumente No.* 22754, 2001: ISaziso 1040 ne*Gazethi kaRhulumente No.* 29000. ISaziso 876 sika-2006 • UMgaqo-nkqubo weSebe iWCED i-*WCED Policy and Protocol on Safety in School Science* – iSetyhula: 22/2004 • ISetyhula: 32/2009: IMimiselo neMigangatho yeNkxaso-mali yeZikolo • UMgaqo-nkqubo woKuhamba iSikolo kwaBafundi *(Learner Attendance Policy)*, kwi*Gazethi kaRhulumente No*. 33150 • INgcaciso eMfutshane yeCandelo loLawulo nokuPhathwa kwamaZiko -IMG: 0006/2011: Ukuhlaziywa nokungeniswa kwesiCwangciso seSikolo soKuqulela okuNgekehli (*contingency plan)* – • ISetyhula: 33/2016: Abaqeshwa abonyulwe ezikhundleni ngokwesiqendu 16(2) njengoko kumiselwe nguMthetho wezeMpilo noKhuseleko *(Occupational Health and Safety Act* – • ISetyhula: 0005/2017: ULawulo lweZikolo eZikhuselekileyo – **Izifinyezo:** **CCAC** – Creative and Constructive Approaches to Conflict **OHSA** – Occupational Health and Safety Act **DRM** – Disaster Risk Management **GB** – Governing Body **SSC** – School Safety Committee **CES** – Chief Education Specialist **DSSCO** – District School Safety Coordinator **SSFW** – Safe Schools Fieldworker **NSSF** – National School Safety Framework **PSSF** – Provincial School Safety Framework **CM** – Circuit Manager **ESM** – Education Safety Management **IMG** – Institutional Management and Governance **SCM** – Supply Chain Management **SSCC** – Safe Schools Call Centre **CSD** – Central Supplier Database			

Isalathiso seSOP neNombolo yenguqulelo.		*2018: V 2.1; 2019-12-19: Version 2.2; 2021-02-24: V3*			
Ukungqinisiswa kwenkqubo emiselweyo		_____ _____ UMhla woKudluliselwa kwaMagunya (*Delegated Authority Date*)			
Umhla wokuvunywa		**Umhla wokuqalisa**		**Umhla wokujongisiswa**	
INKCAZO NGOKUHLAZIYWA					
Revision ref no.	**Ivunyiwe/ Ikhatyiwe**	**Umhla**	**Igunya**	***Resolution Number or Minutes Reference***	
2021 – Version 3		2021-02-24			
1.0 Injongo		Ukwenza izikolo zibe ngamaziko okugqwesa anamakhonco okubambana abahlali aluqilima, okufunda nokufundiswa okusemgangathweni nolawulo olusebenza ngempumelelo ukwenzela ukubasiphula neengcambu onoobangela bolwaphulo-mthetho nobundlobongela.			
2.0 Imihlaba eza kufikelelwa		Isicwangciso seZikolo eZikhuselekileyo sijolise ngokubanzi kukhuseleko lwabantu –ootitshala, abafundi nabasebenzi abanika inkxaso. Isicwangciso esinemingxilo emithathu (*three-pronged strategy*) siqulethe ezi ndidi zeeprogram ezenzelwe ukudala indawo ezikhuthaza nezinegalelo ekufundeni nasekufundiseni: **liprogram zemeko engqongileyo:** apho izakhiwo zesikolo zikhuselweyo ngokulungisa iingcingo ezibiyele nezikhusela izikolo (ezingagqithanga ku-35m), ucingo oluyi-*mesh and razor wire*, idivayisi eziphathwayo ii-*hand-held metal detectors*, ii-*burglar bars* kwakunye nee-alam (*alarms)* eziqhagamshelaniswe nenkonzo ye-*armed response*. **liprogram:** zona zenzelwa ukunika inkxaso, ukutshintsha apha naphaya okanye ukuvuselela indlela yokuziphatha kubazali, kootitshala nakubafundi. Apho kunokwenzeka, abahlali babandakanyiwe nabo. liprogram ezifana nokulawulwa kongquzulwano, ukunikwa iingcebiso kunxuphalo nomothuko omkhulu, ukufumana iingcebiso koontanga nemfundo engamalungelo abantu ezisetyenziselwa ukulungisa izimilo. Ukongeza apho, kuqaliswa imisebenzi yezemidlalo neyezenkcubeko noqeqesho loqheliso. **liprogram zeesistim:** ezi zibandakanya indlela ehlanganisa konke ukuguqula indlela isikolo siphela esisebenza ngayo. Ezi program ziquka uqeqesho lobunkokeli nezolawulo, ukuphuculwa kweenkqubo zeziko, ubudlelane phakathi kwabahlali nolawulo olusebenzayo. Zikwaquka ukuqulunqa ikharityhulam efanelekileyo nokuqaphela nokunceda abafundi abasengozini. Amaqela obuhlakani abandakanya amanye amasebe karhulumente, kwakunye nemibutho engekho phantsi kukarhulumente kwakunye nemibutho yasekuhlaleni enzelwa ukujongana nemiba yokhuseleko nokhuselo.			
3.0 Inkcazo yenjongo		• Uphuhliso lolutsha luxhaswa yimiba emalunga nezengqondo nezentlalo; • Ukuhlanganisa abahlali besikolo ukubusiphula neengcambu ulwaphulo-mthetho nobundlobongela, izenzo ezimalunga neziyobisi nemigewu ezikolweni; • Ulawulo olusebenzayo lokhuseleko kumaziko eSebe leMfundo leNtshona Koloni (WCED) kuqukwa ii-*SSCs* ezisebenzayo kuya kuba negalelo kwimfundo esisiseko esemgangathweni kumntu wonke; • Izikolo zixhotyisiwe yaye zikhuselwe ngeenkqubo zokhuselo; • Ukulawulwa kweemeko zongxamiseko ezimalunga noqhekezo *(burglaries*), ukonakaliswa kwezakhiwo nolwaphulo-mthetho; • Ukuqeqesha izikolo kwi-NSSF, kwi-CCAC, ukusonjululwa kweengxabano zabafundi ngabanye abafundi (*peer mediation*), iziphumo zokusetyenziswa gwenxa kweziyobisi, ukuvavanyelwa iziyobisi, ukusetsha nokohluthwa kwazo kunye • Nokuqeqesha i-SSCs kwi-OHSA ne-DRM.			
4.0 Iingcaciso-magama nezishunqulelo		**4.1 Iingcaciso-magama:** **Izitraktsha zezikolo ezisebenzisanayo *(clusters*):** Iqela lezikolo ngokommandla kwindawo ethile ezisebenzisanayo kwizicwangciso zokulwa nokuthintela ubundlobongela nezicwangciso ukubusiphula neengcambu			

	ulwaphulo-mthetho nobundlobongela obuphethe kakubi nobuchaphazela izikolo eNtshona Koloni. **Ukhuseleko lwabahlali:** Amasebe karhulumente awenza umsebenzi wokhuseleko nokhuselo phakathi kwezinye izinto, inkxaso yezicwangciso zothintelo lolwaphulo-mthetho. **Iindawo ezikhuthaza ukungabinazo izixhobo eziyingozi *(Dangerous object-free zone):*** UMphathiswa weMfundo emva kokuthethana neBhunga laBaphathiswa beMfundo (*Council of Education Ministers*), wabhengeza zonke izikolo njengendawo ezingenazixhobo zinobungozi (*dangerous object -free zones)*. Ngoko ke, akukho mntu unokuphatha kuye okanye agcine kuye isixhobo esiyingozi kumasango esikolo sikarhulumente, ngaphandle kwakwindawo ezimiselwe oko ezisemthethweni ezichazwe yinqununu. Isixhobo esiyingozi sichazwa njengesixhobo esiqhushumbayo/idivayisi/umpu/isixhobo serhasi *(explosive material/device/firearm/gas weapon okanye nasiphi na isixhobo esiyi-article/object/instrument*) esinokusetyenziselwa ukonzakalisa umntu/sibangele umntu afe amalungu omzimba okwethutyana (*temporarily paralysed*) okanye angabikho zingqondweni/sibangele umonakalo kwipropathi okanye nakwintoni na uMphathiswa ngokwesaziso *kwiGazethi kaRhulumente*, ebhengezwa njengesixhobo esiyingozi, ngaphandle kokuba isixhobo sisetyenziselwa iinjongo zezemfundo. **Iprogram eyi-*Diversion programme*:** Le program iquka abo bantwana basemngciphekweni okanye abo babonisa iingxaki zendlela yokuziphatha esikolweni, ekhaya okanye ekuhlaleni. **Uvavanyo lokuqinisekisa iimfuno:** Indlela ebubuchule esetyenziswa ziZikolo eZikhuselekileyo zeSebe iWCED ukuhlela izikolo ngokwamanqanaba azo isetyenziselwa ukuxhasa izikolo ngezimali ezineeprojekthi zokulawula nothintelo lolwaphulo-mthetho **Igosa lezokhuseleko:** Inqununu okanye igosa ekudluliselwe kulo amagunya ngencwadi ebhaliweyo, esikolweni ukuququzelela ukhuseleko. **I-*District School Safety Coordinator (DSSCO):*** Igosa eliqeshwe liSebe iWCED ukuhlanganisa, ukulawula ukuququzelela, ukhuseleko nokhuselo kwi-ofisi yesithili. **Izikolo ezisengozini:** **Izikolo ezisengozini exhomisa amehlo kakhulu:** Isikolo esikummandla ekukho kuwo ubundlobongela obuxhomisa amehlo apho kuxhaphake izenzo zodubulo. **Isikolo ezisengozini enkulu:** Ngokwe-*Risk Self-Assessment Tool (RSAT*), zimbalwa izinto (*elements)* (0% - 49%) zeprogram yokhuseleko lweziko eziphunyeziweyo. **Isikolo ezisengozini ephakathi:** Ngokwe-*Risk Self-Assessment Tool (RSAT*), zininzi izinto *(elements)* (50% - 79%) zeprogram yokhuseleko lweziko eziphunyeziweyo. **Isikolo ezisengozini enkulu:** Ngokwe-*Risk Self-Assessment Tool (RSAT*), zininzi izinto *(elements*) (80% -100%) zeprogram yokhuseleko lweziko eziphunyeziweyo. **Iprogram yokubeka esweni:** Iprogram apho abantu abangumzekelo kulutsha abanika iingcebiso, unonophelo nenkxaso kwithuba lexesha elithile yaye ngale ndlela bayabanceda bandise namathuba amahle abo okuba babe ngabemi besizwe abanoxanduva.
5.0 Imigqaliselo	• Ukuxhasa abahlali bezikolo kwimigudu yabo yokubuyisela ulawulo kwiimeko abakuzo; • Ukugxininisa ekuphunyezweni kwe-Nkqubo i-*Nine-Point Safe Schools' Planning Process*; • Ukuqaliswa kweeprogram zongenelelo ngoncedo ukuqaphela oonobangela bezehlo namanyathelo othintelo ukuphelisa naziphi na iimeko eziyingozi; • Ukwandiswa okanye ukongezwa kweenkqubo zokhuseleko eziyimfuneko; • Ukudwelisa iiprogram zoncedo zee-arhente zonyanzeliso-mthetho ukuncedisa ekupatroleni, kunye • Nokusoloko kulandelwa imigqaliselo yemigaqo-nkqubo kuqukwa ne-*PSSF* kubanjiswene ne-*NSSF*, xa kusenziwa imisebenzi.
6.0 Umsebenzi oluxanduva	**UMphathi woKhuseleko kwezeMfundo**

	I-*District School Safety Coordinator (DSSCO):* **I-*Safe Schools Fieldworker (SSFW):*** Ukunceda i-*SSC* ekuququzeleleni nokwenza ukuba isikolo sibe yindawo ekhuthaza ukusheleko nokhuselo nokumisela umoya wokufunda nokufundisa kwizikolo ezisebenzisanayo (*cluster of schools)*.
7.0 Uxanduva lokuphendula kwaBasemagunya:	**7.1 Ukuphunyezwa:** Ngokukhawulezileyo Kugxininisa kwimisebenzi ye-*ESM Safe Schools* **7.2 Ukuthotyelwa kwemigaqo:** lCandelo loLawulo loCwangciso noKuphathwa kwamaZiko (*IMGP*) kwicandelwana i-*Education Safety Management* ukuqinisekisa ukuthotyelwa nokulandelelwa kwemigqaliselo esebenzayo equlethwe kwimiyalelo, kwiisetyhula, kwimigaqo-nkqubo nezigunyaziso ezichaphazelekayo ngokumalunga nolawulo lokhuseleko nokhuselo kumaziko eSebe iWCED. **7.3 Ukubeka esweni noKuhlolwa kweMigaqo:** Ukulungelalaniswa; Uluhlu lokutshekisha lwemigqaliselo yemithetho elawulayo; kunye neprogram zeholide nezasemva kokuphuma kwesikolo. **7.4 UPhuhliso/Ukujongisiswa:** lCandelo le-*IMG* **7.5 Abasemagunyeni abanika imvume:** Ngokwamagunya adluliselweyo **7.6 Ukucaciswa neeNgcebiso:** lCandelo le-IMG ngecandelwana: *Education Safety Management* ukunika iingcebiso ezibubuchule ngokumalunga nokwenziwa kwenkonzo.
8.0 Ngubani okwathethwa naye ngokumalunga nale SOP?	lNgcali eyiNtloko yezeMfundo: i-ESM, ikomiti yeNtloko yeSebe (HO) neDSSCOs
9.0 Ngubani omele ukwazi ngale SOP?	Amagosa amele ukuyiphumeza iSOP, ngala. HO: lNtloko ye-IMG, i-ESM noMlawuli weSithili, iNtloko yeCandelo loLawulo noKuphathwa kwamaZiko – (*Institutional Management & Governance),i-SSC, DSSCO ne-SSFW*.
10.0 Isicwangciso sokuphunyezwa kweSOP	IsiCwangciso seNtsebenzo saQho ngoNyaka
11.0 Izibonelelo ezifunekayo	Ibhajethi ekhoyo, inani elaneleyo labasebenzi, izixhobo zethekhnoloji nonxibelelelwano
11.0 Iimpendulo kwiMibuzo eBuzwa Qho (*FAQ)*	**Umbuzo.** Yinkxaso enjani eya kufunyanwa zizikolo ezisengozini? **Impendulo:** • lnkxaso [ukuhlola ingozi yezoyikiso, ukuqatshelwa kweemfuno zesikolo, ukubonelelwa ngenkxaso kwezethekhnoloji eyi-*technical support*] kubahlali besikolo kwimigudu yabo nokubuyisela uzinzo kulawulo kule meko; • Ukunikwa iingcebiso kunxunguphalo nemenzakalo omkhulu neengcebiso; • Ukuqaliswa kweeprogram zongenelelo ngoncedo ukuqaphela oonobangela (*root causes*), namanyathelo othintelo okunqanda le meko [umzekelo, ungenelelo ngoncedo kwizenzo zemigewu, iiprogram ezahlukileyo, iindlela ezibubuchule zokujongana nongquzulwano ukusonjululwa kweengxabano zabafundi ngabanye abafundi. • Ukwandiswa okanye ukongezwa kwazo naziphi na iinkqubo zokhuseleko eziyimfuneko; kunye • Nokudwelisa iiprogram zoncedo zee-arhente zonyanzeliso-mthetho ukuncedisa ekupatroleni, kunye nemisebenzi ehlanganisa amacandelo neziko lokwenziwa kwemisebenzi ehlanganisa amacandelo. **Umbuzo**. Isikolo singafikelela njani kule nkxaso? **Impendulo:**

Makuqhagamshelwane ne-*Safe Schools' Call Centre* – **0800 45 46 47** okanye i-*District Safe Schools Office*

Umbuzo. Yeyiphi inkxaso yeziseko zophuhliso isikolo esinokuyicela kwiZikolo eZikhuselekiyo (*Safe Schools)?*

Impendulo:
U-*Safe Schools* uya kubonelela ezi nkqubo zokhuseleko zilandelayo: Ukulungiswa kweengcingo (*perimeter fencing*) (ezingekho ngaphezu kwe-35m) iigeyithi ii-*motorised gates*, iigeyithi zabahambi ngenyawo (*pedestrian monitoring gates*), i-*videocom*, i-*alarm system* eqhagamshelaniswe no-*armed response*, iingcingo ii-*barbed wire* ne-*mesh wire*, ii-*burglar bars,* iigeyithi ii-*safety gates*,ne-*stone guards*.

Q. Yeyiphi inkqubo eyimfuneko ukufikelela kule nkxaso?

Impendulo:
- Zonke izehlo zolwaphulo-mthetho esikolweni nobundlobongelo zimele ukuchazwa kwi-*SSCC* nakwi-*South African Police Service (SAPS)*, apho kuyimfuneko.
- Isikolo simele ukwenza isicelo ngencwadi ebhaliweyo kumlawuli wesithili okanye kwi-*DSSCO* ye-ofisi yesithili echaphazelekayo.
- Omakubandakanywe kwileta kumele ukuba ziinkcukacha zazo zonke izehlo ekunikwe ingxelo ngazo kwiZiko leeFoni, iinombolo zetyala zakwa-*SAPS* nefom i-*baseline assessment form*.
- I-*DSSCO* iya kundwendwela isikolo ukuya kuhlola ingozi esikuyo (*assess the risk*).
- Isikolo esikwindawo enobungozi esingakhange sikhethwe njengesikolo esisengozini enkulu siya kunikwa inkxaso xa kukho imeko yongxamiseko.
- Isikolo esingakhethwanga sinokwenza isicelo ngencwadi ebhaliweyo kumlawuli okanye kwi-*DSSCO* enika izizathu ezivokothekileyo ezimalunga nemfuno yaso yenkxaso yeenkqubo zokhuseleko (*security mechanism support*).
- Nayiphi na imibuzo mayibhekiswe kwi-*DSSCO* echaphazelekayo.

Umbuzo Yeyiphi imigaqo enokulandelwa ngootitshala kwiimeko zokungathotyelwa okuxhomisa amehlo kakhulu kwemigaqo yokuziphatha yesikolo okanye ukuziphatha gwenxa okuxhomisa amehlo ngabafundi?

Impendulo:
- Iingxoxo zoluleko mazilungiselelwe ngokwemigaqo yokuziphatha kakubi okuxhomisa amehlo.
- Ummangali makanike ingxelo ngokuziphatha kakubi komfundi kwinqununu.
- Isithili masenze amalungiselelo eeprogram zootitshala ukujongana nezinye iindlela zokohlwaya ngokubetha (*corporal punishment)* abafundi ngokwenkqubo yekomiti eyenza imisebenzi emininzi (*multi-functional team approach)*.
- Kwiimeko ezingaphaya kwamandla, apho abafundi babonisa iingxaki ezimalunga nokuziphatha, mabathunyelwe kwisithili ukulungiselela iiprogram zophuhliso lwabafundi ngabodwa phambi kokubuyiselwa ezikolweni.
- Apho indlela yokuziphatha komfundi ibonisa ukuba sisoyikiso esiyingozi emzimbeni nakubomi bukatitshala, inqununu, usihlalo webhunga lolawulo ne-*CM* banokwenza isigqibo ngokunqunyanyiswa komfundi ngokukhawuleza, ngokuxhomekeke kwiingxoxo zoluleko.
- Inqununu nosihlalo webhunga lolawulo banako ukuthatha isigqibo esilolu hlobo ukuba kunako ukuboniswa ukuba bekwenziwe iinzame zokuqhagamshelana ne-*CM*.
- Kwimeko exhomisa amehlo kakhulu kucetyiswa ukuba iingcebiso ezimalunga nokugxothwa komfundi mazenziwe kwiNtloko yeSebe (*HOD)*.

Umbuzo. Uthini umgaqo wokuvalwa kwesikolo ngenxa yobundlobongela bemigewu?

Impendulo:
Kukhethwa ukuba singavalwa isikolo, koko kwenziwe iinzame zokuyizinzisa imeko kumasango esikolo ngokukhawuleza. Ukuba kubonakala kuyimfuneko ukuvalwa kwesikolo, inqununu ne-SSC mabajonge kuluhlu lokutshekisha yaye inike iingcebiso kumlawuli wesithili okanye kulowo kudluliselwe kuye amagunya oxoxa ne-*HOD* onokunika imvume yokuvalwa kwesikolo.

Uluhlu lokutshekisha ukwenzela isicelo sokuvalwa kwesikolo ngenxa yobundlobongela bemigewu:
Imibuzo ephambili enokubuzwa:

1. Bangaphi abafundi abaya kuzihlalela ekhaya kungekho mntu ubajongileyo kwiindawo ezinobundlobongela?
2. Ingaba isikolo sinenkqubo esebenzayo yokwazisa abazali ngokuvalwa kwesikolo ngaphambi kwexesha?
3. Ingaba abazali banako ukwenza amanye amalungiselelo ukunceda abafundi?
4. Ingaba udutyulwano luqhubeke phi?
5. Ingaba yaziswe i-SAPS?
6. Ingaba i-*SAPS* iyapatrola ngokufanelekileyo?
7. Ingaba udutyulwano lungahle luqhubeke imini yonke (ingcaciso yobuntlola)?
8. Ingaba iqondo lomothuko lingakanani?
9. Kwenzeke ntoni? - Ukubulawa komntu, ubundlobongela bemigewu, ukuzibulala, udutyulwano?
10. Ingaba usweleke phi umntu, uphi umntu owenzakeleyo okanye owothuke kakhulu ? (Ukusweleka, umenzakalo okanye umothuko omkhulu owenzeka kwimihlaba yesikolo kunzima ngokungaphezulu ukuqubisana nako.)
11. Ngubani obonileyo xa kusweleka umntu, kukho owenzakalayo okanye umothuko omkhulu? (Kubalulekile ukwazi okuqhubekayo ukwenzela ukulungiselela ukubonelela ngentuntuzelo neengcebiso)
12. Zeziphi ezinye izehlo eziyintlekele ezichaphazele esi sikolo ngokukhethekileyo?
13. Ngobani abophuli-mthetho?
14. Ukuba kunokugqitywa ekubeni kuvalwe isikolo yaye bagoduke abafundi, ingaba leliphi ixesha elifanelekileyo?
15. Ingaba kuya kuba yimfuneko kwi-SAPS ukuba ihambe nabafundi ukubagodusa, yaye ingaba iyafumaneka i-SAPS?

Umbuzo. Ngoobani abenza i-*School Safety Committee (SSC)?*

Impendulo:
I-SSC yikomitana yebhunga lolawulo. ICandelo 17 le-OHSA licacisa ukuba kubaqeshwa abayi-20 ukuya ku-50 qho kumele kubekho ummeli wokhuseleko omnye kumasango esikolo. Igosa lokhuseleko elisesikolweni (*school-based safety officer*) liya kusizalisekisa esi sigunyaziso. Inqununu kufuneka ityumbe igosa lokhuseleko ngencwadi ebhaliweyo. I-SSC inokuquka amalungu e-*GB* nabameli bemibutho yezenkolo, yamabhunga ezemidlalo, eyezolawulo, eyamashishini asekuhlaleni, i-*SAPS* yasekuhlaleni, urhulumente wengingqi, abazali nemibutho yasekuhlaleni.

Umbuzo. Zeziphi iinkalo zomsebenzi oyimfanelo yeBhunga lolawulo (*GB*?)

Impendulo:
Ukungqinelana nemisebenzi ecaciswe kwi-SASA, iinkalo zemisebenzi eyimfanelo zezi zilandelayo:

- Ukongamela nokubeka esweni i-SSC;
- Ukufumana iingxelo zaqho ngenyanga ngokuqhubekayo;
- Ukuphunyezwa kweengcebiso ze-*SSC,* kunye
- Nokuphononongwa nokuhlolwa kwale nkqubo.

Umbuzo. Ingaba iZikolo eZikhuselekileyo ziya kumisela imiqathango yokhuseleko emayithotyelwe?

Impendulo:

	Hayi, kodwa ikomiti yokhuseleko imele ukuthumela isicelo esisemthethweni ngokuqala idlule kwi-DSSCO. Nangona i-DSSCO inokunika ingcebiso ngemfuno leyo, isigqibo sesoMphathi weZikolo eZikhuselekileyo wePhondo. **Umbuzo.** Zeziphi iinkalo zomsebenzi oyimfanelo we-SCC?) **Impendulo:** • Ukuhlolwa kweenkqubo zokhuseleko; • Ukuqulunqa iingxelo zokhuseleko zaqho ngenyanga; • Ukunika ingxelo ngempilo nokhuseleko kwibhunga lolawulo (*GB*); • Ukuqulunqa nokuhlaziya izicwangciso zokhuseleko eziquka: ✓ Isicwangciso sokuqulela okungekehli ✓ Isicwangciso sokuqulela okungekehli sezehlo zogwayimbo ✓ Isicwangciso sokulungela ukuqubisana nentlekele ✓ Isicwangciso soKuqhubekeka sezeMfundo • Ukunika iingcebiso ngokumalunga nezicwangciso zokukhethwa nokuphunyezwa kweenkqubo; • Ukuhlolwa kwee-SPs; • Ukucwangcisela iprogram ngokumalunga neenkqubo zokhuseleko; • Ukuveza izimvo ligosa lezikolo ezikhuselekileyo kunye/okanye yinqununu kwikomiti eyi-*cluster safety committee*; kunye • Nokuphonononga nokuhlola inkqubela ngamaxesha athile. **Umbuzo.** Sithini isizathu sokuba kuhlolwe iinkqubo zokhuseleko? **Impendulo:** • Makuqokelelwe idatha efanelekileyo ngokumalunga noonobangela bolwaphulo-mthetho; • Makuhlolwe ubungakanani nefuthe lale ngxaki; • Makuqatshelwe izikhewu kwiinkqubo zokhuseleko; • Makuqatshelwe imiba isikolo nabahlali abanqwenela ukuyitshintsha; yaye • Makuqatshelwe imiba efuna ukuphuculwa okanye ukutshintshwa.
12.0 I(sa)zalathi zeNtsebenzo:	• Ukuqokelela nokuqulunqa/ukushwankathela uvavanyo lokuqinisekisa iimfuno; • Ukulawulwa kwamasango okungena nokuphuma esikolweni kuqatshelwe yaye kunikwa inkxaso; • Izicwangciso zokwenziwa kweenkqubo zingeniswa kwi-SCM yaye zivunywa yi-SCM • Kufakwa iziseko zophuhliso zokhuseleko; • Iinkqubo zokhuseleko ziyafakwa; • Iingozi ziyathintelwa yaye zipheliswe; • Izicwangciso zokhuseleko ziyasebenza; • Izicwangciso zongxamiseko ziyasebenza; • Kunikwa inkxaso neengcebiso kumothuko omkhulu; • Izikolo ezikhethiweyo ziqeqeshwa kwi-*Occupational Health and Safety* /kwizicwangciso ii-*Disaster Risk Management and safety plans* ziyahlaziywa; • Zonke izikolo ezisengozini enkulu eziqeqeshwe kwi-*CCAC, ungenelelo l*okusonjululwa kweengxabano zabafundi ngabanye abafundi, iziphumo zokusetyenziswa gwenxa kweziyobisi, ukuvavanyelwa iziyobisi, ukusetsha nokohluthwa kwazo kunye; • noPhuhliso lolutsha - abafundi bayasebenza kwiindibano zokhuseleko nabanye (*safety clusters*)/kwiiklabhu zolutsha.
13.0 IziHlomelo	**1.** *Managing Safety and Security within WCED Institutions* (PSSF)

Uxwebhu lweMigaqo yoKwenziwa koMsebenzi (SOP): Amaqelana	
Igama leNkqubo yoMsebenzi	**INKQUBO YOMSEBENZI I-*ACCESS CONTROL BUSINESS PROCESS***
Imihlaba efikelelwa yinkqubo	**Iinkqubo zokulungiselela ukhuseleko ezizezona zisezantsi kwizikolo ezikhethiweyo eziqatshelweyo, kuqukwa:** • isistim ye-alam edibene nenkonzo ye-*armed response*; • ii-*burglar bars*; • ii-*stone guards*; • iigeyithi zokubeka esweni abangenayo nabaphumayo; • ii-*motorised access gates;* • iigeyithi zokhuseleko eklasini nasezipasejini; • ucingo oluyi-*barbed wire ukunyusa ubude bocingo; kunye* • nokutshintshwa okanye ukulungiswa kocingo olurhange isikolo olungekho ngaphezu kweemitha eziyi-35 kwiimeko zokuba kubekho izoyikiso zengozi yokuphulukana nobomi okanye namalungu omzimba. **Kwiimeko ezikhethekileyo, emva kothethathethwano nokuthathela ingqalelo isoyikiso sengozi yokuphulukana nobomi okanye namalungu omzimba, kunokugqithwa kwimitha eziyi-35. Le yimeko ekhethekileyo engangqinelaniyo nemeko yesiqhelo. Ubungqina bokunika izizathu ezithethela ukunxaxha: Ingxelo yeSSCC neenombolo ezizii-*case numbers* zeSAPS.**
Imithetho elawulayo	• I-*Occupational Health and Safety Act,1993 (Act 85 of 1993);* • UMthetho weMfundo weZikolo zePhondo leNtshona Koloni,1997 (uMthetho 12 ka-1997); • I-*Procedural Manual on Managing Safety and Security within WCED Institutions;* • I-*Public Finance Management Act (PFMA), 1999 (Act 1 of 1999);* • *I-National Treasury Regulations, 2005;* • *I-Provincial Instructions, 2009;* kunye • neNgcaciso eMfutshane yeCandelo loLawulo lwezeMali: 0002/2011

Igama leNkqubo yoMsebenzi	**ULAWULO LOKUNGENA NOKUPHUMA KUMASANGO**				
Inkcazo yomsebenzi	**Abenza umsebenzi**	**Ulawulo**	**Ngubani**	**Ixesha elisikiweyo**	**Isiphumo somsebenzi**
1. Ukuqatshelwa kwenkqubo	Isithili	• Ukuhlolwa okwandlalelayo • Imizuzu yeentlanganiso ezibalulekileyo zebhunga lolawulo (GB) • Iimfuno ngenxa yoqhekezo nokonakaliswa kwezakhiwo	Isithili Isikolo	Oktobha-Novemba Ngokuqhubekayo	Uluhlu lolawulo lokungena nokuphuma kwizakhiwo luyaqukunjelwa
2. Ukungqinisiswa kwemfuno	Isithili	• Ukuhlolwa okwandlalelayo • Ukundwendwelwa kweziko	DSSCO yesithili	Januwari-Februwari	Ukungqinisiswa kuqukunjelwe
3. Ibhajethi eyimfuno	Isikolo	• Siqulunqa iinkqubo emazenziwe • Kwenziwa isicelo kwi-*SCM* ukulungiselela inkqubo yokhuphiswano ngamaxabiso	*DSSCO*	Matshi-Apreli	Isicwangciso sokwenziwa komsebenzi
4. Ukwabiwa kwebhajethi	Isithili	• Ukunikwa inkqubo yeziniki-maxabiso • Ibhajethi eyabelwe isithili ukwenzela ii-odolo zemisebenzi (works order)	*SCM* *DSSCO*	Apreli - Meyi	I-DSSCO inika inkcazo ngeziphumo & isikolo sinikwa inkcazo nge-SP ephumeleleyo

					kukhuphiswano ngamaxabiso
5. Ukusayinelwa sisithili	Isithili	• Igqityiwe ishedyuli yomsebenzi • INgcaciso eMfutshane *(PFMA Accounting minute*) igqityiwe	*DSSCO*	Julayi-Agasti	Ukusayinelwa kokungqinisiswa komsebenzi kugqityiwe kwathunyelwa kwi-ofisi yesithili (DO) yeSCM
6. Intlawulo yenziwe kwi-SP	I-DO SCM	• Ukungqinisiswa kwamaxwebhu afakiweyo nokugunyaziswa yi-SCM	*SCM*	Agasti -Septemba	I-EFT kwi-SP I-*DSSCO* yazisiwe
Kwimeko yongxamiseko (isoyikiso sengozi yokuphulukana nobomi okanye namalungu omzimba) okanye iinkqubo ze-SCM zivaliwe yaye kukho imfuno yokujongana nalo mbandela ngokukhawuleza, kulandelwa kwale nkqubo yokwenziwa komsebenzi ifanayo neyeholide neyokhuseleko kwimeko yongxamiseko. I-*Private Security Industry Regulatory Authority (PSIRA)* yimfuno enyanzelekileyo yazo zonke iinkqubo zokuthengwa kweempahla neenkonzo ezinxulumene nezokhuseleko.					

Igama leNkqubo yoMsebenzi	**UKHUSELEKO NGEHOLIDE**				
Inkcazo yomsebenzi	**Abenza umsebenzi**	**Ulawulo**	**Ngubani**	**Ixesha elisikiweyo**	**Isiphumo somsebenzi**
1. Inkqubo yokuqatshelwa	Isithili	• Iikhrayitheriya ezisekelwe - kwingozi kwipropati - iinkcukacha-magama ze-SSCC zonyaka-mali abalandelelanayo emazisetyenziswe - iindawo ekuxhaphake kuzo ubundlobongela zeSAPS - Ezinye iingozi zangaphandle - Ukusetyenziswa kwe-*Resilience Scorecard*	Isithili Isikolo	Matshi-Apreli	Uluhlu lwezikolo luqukunjelwe
2. Ukungqinisiswa kwemfuno	Isithili	• Ukuhlolwa okwandlalelayo • Ukundwendwelwa kweziko • Iinkcukacha-manani zeSSCC	I-DSSCO yesithili	Matshi-Apreli	Ukungqinisiswa kuqukunjelwe
3. Ibhajethi eyimfuno	Isikolo	• Ukuqulunqa uxwebhu olusisikhokelo lwezikolo - Ukhuseleko lweeyure eziyi-24-(oonogada ababini) - Ukhuseleko lweeyure eziyi-12 (unogada omnye) • Ukufuna ii-SPs ezintathu ubuncinane ezibhaliswe kwi-PSIRA ne-CSD ukuba banike ikowuteshini	*GB*	Matshi-Apreli	Ikowuteshini ezifunyenweyo
4. Ukuqulunqwa kwesicwangciso sokwenziwa komsebenzi	Isikolo	• I-PFMA • Ingcaciso emfutshane yoLawulo noSetyenziso lwemali	*GB/SSC*	Meyi-Juni	Isicwangciso sokwenziwa komsebenzi eziqukunjelweyo ezilungele ukuthunyelwa kwisithili

5. Ukwabiwa kwebhajethi	Isithili	• Iikowuteshini ezivela ezikolweni • Ibhajethi eyabelwe isithili	*DSSCO*	Matshi-Apreli	Isikolo sazisiwe ngenkxaso-mali emiselwe yibhajethi efumanekayo
6. Ileta yokuvunywa	Isithili	• Ileta ehamba kunye nayo evela esikolweni • Ileta yokuvunywa ekhutshwe yi-DSSCO kuphela EMVA kokuba ezi ayithem zilandelayo zilungisiwe: • Ifom WCED 043 • I-*Declaration of Interests (WCBD4)* • Imvumelwano zezemali • SS 002 • Iikowuteshini ezintathu ezinamaxwebhu ahamba kunye nazo kwikowuteshini nganye. Ukunxaxha koku kuya kwenzeka (i) kwiimeko zongxamiseko nezezoyikiso zengozi yokuphulukana nobomi okanye namalungu omzimba = ikowuteshini **enye** neleta ehamba nayo echaza imeko (ii) xa zingafumaneki iikowuteshini ezihamba namaxwebhu, inqununu kufuneka inike i-afidavithi evela kwi-SAPS – mazibe zeziyintsusa ingabi ziikopi. Nakuba kunjalo, oku akuqhelekanga. • Kwiimeko ezingaphaya kwamandla, i-DSSCO inokwenza izigqibo kunye ne-*Deputy Chief Education Specialist (DCES) ne-M&G,* apho kunokwenzeka. • Ubhaliso lwe-*SP CSD* (uxwebhu oluprintiweyo olunomhla wenyanga enye phambi okanye emva komhla wekowuteshini) • ISatifikethi i-*Tax Clearance Certificate* ukuba i-*SP* ayiboniswa njengethobela imiqathango yokuhlawulwa kwerhafu kuxwebhu i-*CSD* • Ubungqina bokuthotyelwa kwe-PSIRA yangoku • I-*Service-level agreement (SLA)* yethuba lenkonzo eyenziwayo	*DSSCO*	Matshi-Apreli	Isikolo sifumana ileta yokuvunywa ukuqalisa iprojekthi. I-SP yazisiwe yaye kwaqukunjelwa iprojekthi, inqununu isayinela yaye ithumele i-invoyisi esayinisweyo kwisithili.

		• Imizuzu yentlanganiso ye-*GB/Cluster* (ukukhethwa kwe-SP) nerejista yokubakho kwintlanganiso • Ukukhethwa kweeklasta zeSP: inqununu mayibe ibhale isigunyaziso sokuthatha inxaxheba egameni lebhunga lolawulo (GB)			
7. Ukusayinelwa sisithili	Isithili	• Isicwangciso sokwenziwa komsebenzi esiqulunwe njengo-#6 kuqukwa: ✓ Uluhlu lokutshekisha IsiHlomelo A: ✓ PGWC 013 ✓ PGWC 002 • I-PFMA • INgcaciso eMfutshane yoLawulo noSetyenziso lwemali	*DSSCO* *DO Director*	Matshi-Apreli	Ukusayinelwa kwezicwangciso zokwenziwa komsebenzi kwi-ESM HO
8. Iimali ezabiweyo ezihlawulwe ngoomatshini eziya kwizikolo	ESM HO	• Zingqininisiwe • Amaxwebhu afakiwe yaye agunyaziswa	HO Admin CES: HO	Matshi-Apreli	Iintlawulo ezenziwa ngoomatshini eziya ezikolweni Ihlawulwe i-SP
9. Ukubeka esweni nokulungelelaniswa kugqityiwe	Isithili	• Iingxelo-mali *(statements)* zebhanki, ii-*cheque requisitions*, ubungqina be-EFT	DSSCO SSFW	Matshi-Apreli	Ulungelelwaniso lweengxelo-mali lugqityiwe yaye lwangqinisiswa yi-*DSSCO* &yaye zithunyelwe kwi-CES e-*ESM HO*

Kwizithili zasemaphandleni, apho kukho ikowuteshini enye, isikolo kufuneka sinike ubungqina obubhaliweyo (i-imeyili, njl.njl), njengobungqina, ukuba zizamile ukufumana iikowuteshini kwezinye ii-*SP*s.

Igama leNkqubo yoMsebenzi	**UKHUSELEKO KWIMEKO YONGXAMISEKO**				
Inkcazo yomsebenzi	**Abenza umsebenzi**	**Ulawulo**	**Ngubani**	**Ixesha elisikiweyo**	**Isiphumo somsebenzi**
1. Ukuqatshelwa kwenkqubo	Isithili	• Isicelo esivela esikolweni ngenxa yengozi ngokumalunga noqhekezo , ukonakaliswa kwezakhiwo kunye okanye ezinye iingozi ezinokubakho.	Isithili Isikolo	Matshi-Apreli	Ifunyenwe ileta yesicelo
2. Ukungqinisiswa kwemfuno	Isithili	• Ukundwendwelwa kweziko • Ukuhlolwa kweemfuno • Ileta eya esikolweni	*I-DSSCO yesithili* *HO*	Matshi-Apreli	Ukungqinisiswa kuqukunjelwe **Hayi:** I-DSSCO mayiqhagamshela-ne nesikolo **Ewe:** makunikwe iingcebiso kwi-HO Ileta: Ivunyiwe/Ayivunywa-nga
3. Ibhajethi eyimfuno	Isikolo	• Ukucwangciswa kweenkqubo emazenziwe • Ukufuna ii-SPs ezintathu ubuncinane ezibhaliswe kwi-PSIRA	*GB*	Matshi-Apreli	Ikowuteshini ezifunyenweyo

		ne-CSD ukuba banike ikowuteshini			
4. Ukuqulunqwa kwesicwangciso sokwenziwa komsebenzi	Isikolo	• I-PFMA INgcaciso eMfutshane yeCandelo loLawulo noSetyenziso lwemali	*GB/SSC*	Meyi-Juni	Izicwangciso zokwenziwa komsebenzi eziqukunjelweyo ezilungele ukuthunyelwa kwisithili
5. Ukwabiwa kwebhajethi	HO	• Iikowuteshini ezivela ezikolweni • Ibhajethi eyabelwe isithili	*DSSCO*	Matshi-Apreli	Isikolo sazisiwe ngenkxaso-mali emiselwe yibhajethi efumanekayo
6. Ileta yokuvunywa	HO	• Ileta ehamba kunye nayo evela esikolweni • Ileta yokuvunywa ekhutshwe yi-DSSCO kuphela EMVA kokuba ezi ayithem zilandelayo zilungisiwe. • Ifom WCED 043 • I-*Declaration of Interests (WCBD4)* • Iimvumelwano zezemali • SS 002 • Iikowuteshini ezintathu ezinamaxwebhu ahamba kunye nazo kwikowuteshini nganye. Ukunxaxha koku kuya kwenzeka (i) kwiimeko zongxamiseko nezezoyikiso zengozi yokuphulukana nobomi okanye namalungu omzimba = ikowuteshini enye neleta ehamba nayo echaza imeko (ii) xa zingafumaneki iikowuteshini ezihamba namaxwebhu, inqununu kufuneka inike i-afidavithi evela kwi-SAPS – mazibe zeziyintsusa, ingabi ziikopi. Nakuba kunjalo, oku akuqhelekanga. • Kwiimeko ezingaphaya kwamandla, i-DSSCO inokwenza izigqibo kunye ne-*Deputy Chief Education Specialist (DCES) ne-M&G*, apho kunokwenzeka. • Ubhaliso lwe-*SP CSD* (uxwebhu oluprintiweyo olunomhla wenyanga enye phambi okanye emva komhla wekowuteshini) • ISatifikethi i-*Tax Clearance Certificate* ukuba i-SP ayiboniswa njengeyithobelayo imiqathango	*DSSCO*	Matshi-Apreli	Isikolo sifumana ileta yokuvunywa ukuqalisa iprojekthi. I-SP yazisiwe yaye kwakuqukunjelwa iprojekthi, inqununu isayinela yaye ithumele i-invoyisi esayinisweyo kwisithili.

		yokuhlawulwa kwerhafu kuxwebhu i-CSD • Ubungqina bokuthotyelwa kwe-*PSIRA* yangoku • I-*SLA* yethuba lenkonzo eyenziwayo • Imizuzu yentlanganiso ye-*GB/Cluster* (ukukhethwa kwe-SP) nerejista yokubakho kwintlanganiso • Ukukhethwa kweeklasta zeSP: inqununu mayibe ibhale isigunyaziso sokuthatha inxaxheba egameni lebhunga lolawulo (GB)			
7. Ukusayinelwa sisithili	Isithili	• Isicwangciso sokwenziwa komsebenzi njengaku-#6 • INgcaciso eMfutshane yoLawulo noSetyenziso lweMali	*DSSCO* *DO Director*	Matshi-Apreli	Ukusayinelwa kwezicwangciso zokwenziwa komsebenzi kwi-ESM HO
8. Iimali ezabiweyo ezihlawulwe ngoomatshini eziya kwizikolo	ESM HO	• Amaxwebhu angqinisisiweyo afakwa yaye agunyaziswe	*HO Admin* *CES: HO*	Matshi-Apreli	Iintlawulo ezenziwa ngoomatshini eziya ezikolweni Ihlawulwe i-SP
9. Ukubeka esweni nokulungelelaniswa kugqityiwe	Isithili	• Iingxelo-mali (*statements)* zebhanki, ii-*cheque requisitions*, ubungqina be-EFT	*DSSCO* *SSFW*	Matshi-Apreli	Ulungelelwaniso lugqityiwe yaye lwangqinisiswa yi-DSSCO & yaye zithunyelwe kwi-CES e-ESM HO
Igama leNkqubo yoMsebenzi	**UKUBEKA ESWENI NOKUNIKA INGXELO NGEMISEBENZI YE-ESM**				
Inkcazo yomsebenzi	**Abenza umsebenzi**	**Ulawulo**	**Ngubani**	**Ixesha elisikiweyo**	**Isiphumo somsebenzi**
1. IMIGAQO YOKUNIKA INGXELO	ESM CES		DSSCO	Qho ngenyanga Qho ngekota	
Izikolo ezisebenzisanayo/ liklasta		Imizuzu ye-*Cluster Safety Committee*	Umququze-leli weklasta	Qho ngekota	Imizuzu nerejista yeentlanganiso ezibanjiweyo
1.1 Eyesithili qho ngekota enika ingxelo kwi-ESM CES	DSSCO	• Ithemplethi ifakwe idatha • Ukusayinelwa: - yi-DSSCO (umqali wengxelo – uyaqokelela yaye aqulunqe) - INtloko ye-M&G (Q&A – ungqinisiso) - Umlawuli wesithili (ukuphuculwa komgangatho wokubeka esweni nentsebenzo)	DSSCO	Usuku lwesithathu kwikota entsha nganye	Kufunyenwe ingxelo emalunga • Nolawulo lolwaphulo-mthetho - Ulawulo lokungena nokuphuma kumasango - Ukhuseleko ngeholide - Ukhuseleko kwimeko yongxamiseko • Uthintelo lolwaphulo-mthetho - CCAC

					- Ukusonjululwa kweengxabano zabafundi ngabanye abafundi - Uqeqesho lwekomiti yokhuseleko - OHS • Uphuhliso lolutsha • Ukubhulisha kunye noKubukulwa kwabantu bamanye amazwe • Iziko - Izicwangciso zokuqulela imeko engekehli kwizithili - Ikomiti i-OHS • iisistim - Iiklasta/iiklasta zolutsha - Iintlanganiso zabazali nabahlali - Iintlanganiso zamaqela achaphazele-kayo • Iiprogram zasemva kokuphuma kwesikolo • Iiprogram zeholide • Iziganeko ezikhethekileyo/ Iintsuku ezikhunjulwayo • Iiklabhu zolutsha/ iiklasta zolutsha • Ingxelo yeenkcukacha-manani - Iiprogram zasemva kokuphuma kwesikolo - Iiprogram zeholide - Ukuvavanyelwa iziyobisi - Uqeqesho lokuvavanyela iziyobisi - Ukundwendwela emakhaya - Ukhuseleko ngeholide - Ulawulo lokungena nokuphuma kumasango - Uluhlu lokutshekisha

					phambi kweeholide - linkonzo zezonyango olungxamiseki-leyo
1.2 Inkcazo ngokuqhubekayo yemihla ngemihla **1.3 Iingxelo**	DSSCO	• I-DSSCO mayifake i-*Budget Management Spreadsheet* kwi-*One Drive*	DSSCO	Yonke imihla	• Iingxelo ezingqinisisiweyo eziqhagamshelene ne-*Master spreadsheet* yi-HO
1.4 Inkcazo ngokuqhubekayo yaqho ngenyanga Iingxelo	HO	• Amalungu ekomiti yolawulo makangeniswe kwi-CES kwiintsuku ezintathu phambi kwentlanganiso yabaphathi ye-ESM • I-ESM CES iqinisekisa ungqinelwaniso nesicwangciso sobuchule	HO: MTMs	Esingeni-swe kwiintsuku ezintathu phambi kwe-MTM	Iingxelo ezingqinisisiweyo ezifunyenwe yi-CES • Ingxelo ngomsebenzi ogqityiweyo engqinelaniswe nesicwangciso somsebenzi • Imizuzu yeentlanganiso • Iirejista
1.5 Ukunika ingxelo kwi-DBE	HO	Ukusayinelwa kweengxelo zezithili yi-CES ESM, nguMlawuli (D): yi-IMG noMLawuli oyiNtloko (CD): weMfundo eBandakanya bonke aBafundi neeProgram eZizodwa **I-ESM CES iqinisekisa ungqinelwaniso nesicwangciso sobuchule** D: I-*IMG* -yenza umsebenzi wokusuphavayiza nokuphucula umgangatho wentsebenzo UMlawuli oyiNtloko (*CD*): weMfundo eBandakanya bonke aBafundi neeProgran eZizodwa-umsebenzi wokongamela nokuphuculwa komgangatho	CES	Iiveki ezimbini phambi kwentlanga-niso ephakathi kwamaphondo	Ingxelo engqinisisiweyo edatha yayo efakwe kwithemplethi emiselweyo: • Ubuhlakani phakathi kweSebe leMfundo esiSiseko (ISebe i-DBE) ne-SAPS • Idatha : SSCC • *Road Traffic Management Corporation* • Imfundo ngokuthatha inxaxheba • Izinto ezibalulekileyo ngezikolo ezikhuselekileyo kumaphondo • Uqeqesho olusekelwe ezikolweni zii-*Master Trainers* zephondo • linkqubo ezenziwayo eziyimpumelelo
1.6 Ukunika ingxelo liCandelo				Qho ngenyanga naqho ngekota njengaku-1.1 no-1.2	Imiba efanayo nale ingentla
2. UKUBEKA ESWENI	• **Umsebenzi woqinisekiso lomgangatho ukuqinisekisa ukuthotyelwa kwemigaqo nokuba ifezekisiwe imigangatho emiselweyo.** • **Ukulungiselela inyathelo lokulungisa le meko ukujongana neziphene nokuphucula iprogram yexesha elizayo.**				

	Abenza umsebenzi	Ulawulo	Ngubani	Ixesha elisikiweyo	Isiphumo somsebenzi
2.1 Iiprogran zeholide	I-HO yeSithiili	• Isixhobo sokubeka esweni esimiselweyo • Ingxelo ebhaliweyo yokusayinelwa	CES DCES DSSCO	Qho ngekota	• Ingxelo ebhaliweyo yokusayinelwa • Ukuzaliswa nokusayinelwa kweSixhobo i-*Monitoring tool* • Ukusayinelwa kweerejista
2.2 Iiprogram zasemva kokuphuma kwesikolo	I-HO yeSithiili	• Isixhobo sokubeka esweni esimiselweyo • Ingxelo ebhaliweyo yokusayinelwa	CES DCES DSSCO	Qho ngenyanga Usuku 7 lwenyanga nganye	• Ingxelo esayinelweyo • Ukusayinelwa kwe-M&E tool • Ukusayinelwa kweerejista
2.3 IZikolo eZikhuselekileyo Umsebenzi oyi-*field worker*	I-HO yeSithiili	I-*SSFW* iyayivuma i-*Work Plan* nenkcazo ngezomsebenzi ye-*SSFW*	DSSCO INtloko ye-M&G CES	Qho ngekota USuku lwe-7 kwikota yesikolo entsha	• Ingxelo esayinelweyo • Kugqityiwe ukuhlolwa kweprogram ngabafundi/ngootitshala/yi-DSSCO/yi-CES • Iirejista

INtloko yeSebe leMfundo: B Walters

Isignitsha ……

Umhla: ……