URhulumente
weNtshona Koloni

ISebe leMfundo leNtshona Koloni
Help Desk
ICandelo lokuGaya nokuKhetha aBasebenzi
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IsiHlomelo 1

Ukuqeshwa ngokusisigxina kootitshala beBakala R abanamabanga emfundo afanelekileyo

1. Esi sihlomelo sisebenza kumaziko emfundo akwiSebe leMfundo leNtshona Koloni (iSebe i*WCED*) anootitshala beBakala R abanamabanga emfundo afanelekileyo.

2. ISebe i*WCED* liqalise inkqubo yokubandakanywa kweBakala R kwinkqubo yezemfundo ukususela ngowama-2023.

3. Nangona le nkqubo yagqitywa ngo-Apreli 2023, iSebe i*WCED* linolwazi lokuba kusekho ootitshala abaninzi beBakala R abanamabanga emfundo afanelekileyo abangabandakanywanga kwinkqubo yokubandakanywa kweBakala R kwinkqubo yezemfundo *(universalisation process)* ngenxa yezizathu ezininzi.

4. Ukuqinisekisa ukuba ootitshala beBakala R abanamabanga emfundo afanelekileyo abachatshazelwa ngokungalunganga, iCandelo lokuGaya nokuKhetha aBasebenzi liya kujongana nabo bonke ootitshala beBakala R abanamabanga emfundo afanelekileyo abatyunjiweyo njengenxalenye yenkqubo yokutshintshwa kwengqesho eqhelekileyo eya kuqala ukusebenza ngoko nangoko.

5. Izikolo kufuneka zithobele ngqo inkqubo eneenkcukacha ezingezantsi:

5.1 **Amabanga emfundo**

5.1.1. Ootitshala beBakala R abanala mabanga emfundo afanelekileyo alandelayo MABAFAKWE kwisistim:

a) I-*National Professional Diploma in Education (NPDE*) (kwiSigaba esiSiseko) nobungqina bamava eminyaka emihlanu okufundisa phambi kokufunda i-*NPDE*
b) I-*B.Ed* kwiSigaba esiSiseko
c) I-*Junior Primary Teacher's Diploma*
d) I-*Diploma in Grade R Teaching*
e) Amabanga emfundo avunyiweyo (*NQF 6/7*), anebanga i-*Postgraduate Professional Teaching Qualification* elenza ukuba utitshala akufanele ukufundisa kwiSigaba esiSiseko.

5.1.2 Kubalulekile ukuqaphela ukuba amabanga emfundo e-***educare*** (***educare*** *qualification*) awavunywa ukwenzela ukufundisa kwizikolo zikarhulumente eziqhelekileyo.

5.2 **Inkqubo emayilandelwe**

5.2.1 Amagama abatyunjiweyo mawafakwe kwisistim yokuGaya abasebenzi ekwikhompyutha i-*online eRecruit system*.

a) Ngena kwi-*SGB's profile*.
b) Klikha kwi-*SGB button*.
c) Khetha i-*option* "*Vacant Posts*" kwi-*drop-down menu*.
d) Ukufumana ifankshini yokutshintshwa kwengqesho katitshala weBakala R, khetha i-*option* "*Request New Advert*".
e) Kuya kuvela amacandelo(*fields*) **amabini ekunyanzelekileyo** ukuba azaliswe:
   - **Ku-*Vacancy reason***: Khetha isizathu esichanekileyo kwi-*drop-down menu*.
   - **Ku-*Rank***: Khetha u-"*Grade R Educator*" kwilisti yeenkcazelo zerenki kwi-*drop-down menu*.

f) Klika ku-"*Save*".
g) Khetha i-*option* "*Vacant Posts*" kwi-*SGB drop-down menu*.
h) Khetha isithuba somsebenzi sikatitshala weBakala R ebesenziwe kumanyathelo akhankanywe ngaphambili.
i) Klikha ku-*conversion button* obonakala ngasekunene kwisikrini. Oku kufumaneka ngaku-*Grade R post*.
j) Faka iinkcukacha ezifunwayo kwifom eyi-*conversion form* katitshala ebonakala kwisikrini.
k) Yehlela ngezantsi yaye uklikhe ku-"*Capture Conversion*" osezantsi kwisikrini.
l) Faka amaxwebhu okutshintshwa kwengqesho katitshala (akhankanywe ngezantsi) ngokwe-*drop-down menu*.
m) Akuba efakiwe onke amaxwebhu ali-11, kuya kuvela i-"*Notify HR" button*.
n) Klikha ku-"*Notify HR" button*.
o) Buyela ku- "*Vacant Posts*" kwi-*SGB drop-down menu*.
p) Ukuba amaxwebhu okutshintshwa kwengqesho katitshala afakwe ngokuyimpumelelo yaye kwaklikhwa ku-"*Notify HR" button*, kuya kuvela umyalezo ongu-"*Complete*" ngezantsi ko-*conversion option*. Oku kuqinisekisa ukuba amaxwebhu athunyelwe ngempumelelo kwiCandelo lokuGaya nokuKhetha aBasebenzi, eliya kuqhubeka nokugqininisa ikhontenti yamaxwebhu afakiweyo.

5.3 **Amaxwebhu ayimfuneko**

Kufuneka la maxwebhu anyanzelekileyo alandelayo:

a) I-*A3 form* (*Nomination for appointment as teacher*)
b) Ifom i-*Service Bonus Choice form*
c) I-*Candidate indemnity*: Ukutshekisha nokungqinisisa iinkcukacha nesimo (*Vetting*) (*DOTS*)
d) ISatifikethi sokuTshintshwa kweNgqesho (*Conversion Certificate*) (esisayinwe yinqununu, ngusihlalo we-*SGB* nangumphathi wesekethe)
e) Ifom i-*DPA 2 Application form*
f) Iikopi eziqinisekisiweyo zeSazisi (*ID*) (zamacala omabini ukuba isazisi likhadi (*card ID*))

g) Ubungqina bokubhalisela ukuhlawula irhafu (*tax registration*) kwiNkonzo yeRhafu yaseMzantsi Afrika (*South African Revenue Service)*
h) Iikopi eziqinisekisiweyo zesatifikethi samabanga emfundo yoqeqesho/ zezatifikethi zamabanga emfundo yoqeqesho **okanye** ubungqina bokugqiba amabanga emfundo yoqeqesho (kulindwe umsitho wokunxitywa izidanga) (*awaiting graduation ceremony*)
i) Isatifikethi i-*South African Council for Educators* (*SACE*) *certificate* (*SACE*) /Ubungqina bokubhalisa ku-*SACE*: isiliphu sokuposa/ intlawulo eyenziwe nge-*EFT* (*EFT payment*), ifom yokwenza isicelo kwi-*SACE* (*SACE application form*) – esingenaxesha lingaphezulu kunonyaka senziwe. Makuthunyelwe nge-imeyili ubungqina apha verification@sace.org.za okanye apha registration@sace.org.za
j) Itranskriphthi epheleleyo yezifundo ezenziweyo (*Full academic transcripts*).
k) I-*Bank form* (Z56) kunye nobungqina be-akhawunti yebhanki ebhalwe kwiphepha elineletahedi yebhanki (*bank letterhead*).
l) **Okubalulekileyo omakuqatshelwe**: Le ngcaciso kunye neethempleyithi ezingasentla ziyafumaneka kwisistim i-*eRecruitment system.*

6. Ukusilela ekuthobeleni inkqubo emiselweyo kuya kuba neziphumo zokuba ANGAQWALASELWA amagama abatyunjiweyo yaye abuyiselwe ezikolweni. (I-imeyili eyenziwe kwisistim (*system-generated email*) iya kuthunyelwa kwi-akhawunti ye-imeyili ebhalisiweyo (*registered email account*) yesikolo)

7. Ileta yokuqeshwa iya kukhutshwa kuphela emva kokuba amaxwebhu engqinisiswe aze aqwalaselwa. Oku kuya kuquka le ngcaciso ilandelayo:
   - izithuba zomsebenzi ezabiwe ngempumelelo nezigciniweyo;
   - ukuhlolwa kwamabanga emfundo;
   - umvuzo omiselweyo; kunye
   - nokutshekishwa kokufaneleka kwabasebenzi (ukutshekisha nokungqinisisa iinkcukacha nesimo (*vetting*).

8. Iikhontenti zesi sihlomelo kufuneka zaziswe kubo bonke abathathi-nxaxheba nabasebenzi ukuze bazithathele ingqalelo.