



Inombolo yefayili: 27/P
Isalathiso: 20240122-1002

ISetyhula: 0002/2024

Umhla wokuphelelwa: 31 Disemba 2024

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kwiiNtloko zoKunika iNkxaso kwiKharithulam, kuBaphathi beeSekethe, kwiiNqununu zezikolo zikarhulumente eziqhelekileyo nakooSihlalo bamaBhunga oLawulo

Isishwankathelo esifutshane: Le setyhula yenzelwe ukukhumbuza izikolo ukuba zifake kwikhompyutha iincwadi zokufunda zazo ezikhutshwe ekupheleni kwekota yokuqala yesikolo nezo zifunyenweyo ezibuyisiweyo ngekota yokugqibela yesikolo ngonyaka ngamnye kwakunye nemfuno yokugcinwa kweerekhodi ezichanekileyo

Isihloko: Ukufakwa kwikhompyutha kweencwadi zezifundo ezikhutshwe ekupheleni kwekota yokuqala yesikolo nezo zifunyenwe ngethuba lekota yokugqibela yesikolo ngonyaka ngamnye kunye nemfuno yokuqinisekisa ukugcinwa kwerekhodi ezichanekileyo nokunika ingxelo ngeencwadi zokufunda ezigciniweyo nezifunyenweyo ezibuyisiweyo ngowama-2024

1. Inqununu nekomiti yeZibonelelo eziXhasa ukuFunda nokuFundisa (*Learning and Teaching Support Material*) (LTSM) badlala indima ebalulekileyo ekuphunyezweni komgaqo-nkqubo we-LTSM wesikolo nolawulo ngokupheleleyo lweencwadi zezifundo, iincwadi zomsebenzi, neencwadi zoncwadi nezinye izixhobo zokufunda esikolweni.
2. Ukwenzela ukunika inkxaso yokugcinwa kweerekhodi ezikolweni, kuphuculwe ifankshinalithi (*functionality*) ye-LTSM kwi-CEMIS ukulungiselela ukufakwa kweencwadi zezifundo ezikhutshelwe abafundi nezifunyenweyo ezibuyisiweyo ngomfundi ngamnye, kwibakala ngalinye.
3. Izikolo ziya kwaziswa ngonyaka ngamnye malunga nemihla emisiweyo xa kufuneka zifake kwikhompyutha iincwadi zezifundo ezikhutshiweyo nezifunyenweyo ezibuyisiweyo ekwikhulanda yokucwangcisa izikolo yonyaka ochaphazelekayo.

- 3.1 Umhla omisiweyo wokuba izikolo mazifake kwi-CEMIS iincwadi zezifundo ezikhutshiweyo ukwenzela owama-2024 **uphakathi kowe-12 Februwari nowe-08 Matshi 2024**. Iinqununu zisayinela iireyithi zeencwadi zezifundo ezikhutshiweyo kwi-CEMIS ungadlulanga **owe-15 Matshi 2024**. Abaphathi beesekethe basayinela iireyithi zezikhutshiweyo, babhale iikhomenti yaye balandelele nakuphi na ukushota kweencwadi zezifundo ezikolweni ungadlulanga **owama-22 Matshi 2024**.
- 3.2 Izikolo zikhunjuzwa ukuba izithili ziya kubeka esweni ukukhutshwa kweencwadi zezifundo zizikolo phakathi **kowe-14 Februwari ukuya kowe-15 Matshi 2024** ukungqinisisa ukuba umfundi ngamnye uyayinikwa incwadi yesifundo ngasinye kwibakala ngalinye.
- 3.3 Umhla omisiweyo wokuba izikolo mazifake kwi-CEMIS iincwadi zezifundo ezifunyenweyo ezibuyisiweyo ukwenzela owama-2024 uphakathi **kowe-18 Novemba nowe-06 Disemba 2024**. Iinqununu zisayinela iireyithi zeencwadi zezifundo ezifunyenweyo ezibuyisiweyo kwi-CEMIS ungadlulanga **owe-12 Disemba 2024**. Abaphathi beesekethe basayinela iireyithi zeencwadi zezifundo ezifunyenweyo ezibuyisiweyo kwikhompyutha, ungadlulanga **owama-20 Disemba 2024**.
4. Ukufumana i-capture screen kwi-CEMIS yiya:
- kwi-**“Administration”** tab;
 - ukhethe u-**“Textbook Issued”** kwimenyu (menu) edwelisiweyo yaye uzalise iinkcukacha, okanye
 - ukhethe u-**“Textbook Retrieved”** kwimenyu (menu) edwelisiweyo yaye uzalise iinkcukacha.
5. **Ngumsebenzi oluxanduva lwenqununu ukuqinisekisa ukuba iirekhodi ezifakiweyo kwi-CEMIS zezichanekileyo yaye zinako ukungqinisiswa ngeelisti zeeklasi, xa izithili okanye abaphicothi-zincwadi bangaphandle (external auditors) bebeka esweni ukulawulwa kwe-LTSM ezikolweni.**
6. Kucelwa wazise okuqulethwe yile setyhula kubo bonke abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-B WALTERS
INTLOKO YESEBE LEMFUNDO
UMHLA: 2024-01-30