IMIGAQO YOKUSEBENZA EMISELWEYO *(STANDARD OPERATING PROCEDURE)* UKWENZELA IZICELO EZIFIKE EMVA KWEXESHA KWIZIKOLO ZIKARHULUMENTE EZIQHELEKILEYO

wcedonline.westerncape.gov.za
Employment and salary enquiries: 0861 819 919 | Safe Schools: 0800 45 46 47
Western Cape Education Department

Isalathiso: IDC1211024 – 0001

1. **IMigaqo yoKusebenza eMiselweyo ukulungiselela izicelo ezifike emva kwexesha**

Intshayelelo

Le Migaqo yoKusebenza iMiselweyo (*Standard Operating Procedure (SOP))* yenzelwe ukunika abazali/abagcini/abanonopheli bomfundi, amagosa eSebe leMfundo leNtshona Koloni neenqununu, iingcebiso ezimalunga nolawulo lwezicelo ezifike emva kwexesha zokwamkelwa kwabafundi kwizikolo ezikwiPhondo leNtshona Koloni. Icacisa uMgaqo-nkqubo wangoku weSebe leMfundo leNtshona Koloni (WCED) wokuLawulwa koKwamkelwa noKubhaliswa kwaBafundi kwiZikolo zikaRhulumente eziQhelekileyo (*Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools)* nothathwa njengokunyanzeliswa kwemiqathango enezithintelo (*restrictive conditions*) kwilungelo lemfundo esisiseko njengoko kucetywayo kwicandelo 29(1) loMgaqo-siseko weRiphabliki yoMzantsi Afrika, 1996 *(Constitution of the Republic of South Africa, 1996)*. I-*SOP* isebenza kwizicelo ezifike emva kwexesha zamaBakala R, 1, no-8 kwakunye nezicelo zokutshintshelwa kwezinye izikolo (*transfer applications*) (o.k.t. isicelo somzali/somgcini/somnonopheli womfundi ofuna indawo kumaBakala 2–7 okanye kumaBakala 9–12). Injongo yayo kukufaka abafundi esikolweni ngexesha elisengqiqweni emva kokufakwa kwesicelo sokwamkelwa komfundi esikolweni emva komhla wokuvala opapashiweyo.

I-*SOP* imele ukufundwa kunye nezi setyhula zilandelayo:

- ISetyhula 0053/2021: Ukwamkelwa ezikolweni kwabafundi baseMzantsi okanye abangengabo abemi baseMzantsi Afrika abangenawo amaxwebhu asemthethweni.
- ISetyhula 0059/2021: Izenzo ezingekho mthethweni ezinxulumene nokwamkelwa kwabafundi ezikolweni.
- ISetyhula 0018/2022: ISistim yoKwamkelwa kwaBafundi ezikolweni EKUPHELA kwayo esemthethweni.
- Isetyhula yaqho ngonyaka ecacisa amaxesha amiselweyo okwamkelwa kwabafundi ezikolweni.

I-*SOP* imele ukufundwa kunye nalo mgaqo-nkqubo ulandelayo:

- UMgaqo-nkqubo i-*WCED's Policy for the Management of Admission and Registration of Learners at Ordinary Public Schools* (umgaqo-nkqubo). Lo mgaqo-nkqubo usaqwalaselwa.

Ngokuxhomekeke ekuqukunjelweni kokuqalaselwa komgaqo-nkqubo, nakuphi na ukungqubana okukhoyo phakathi komgaqo-nkqubo ne-*SOP*, i-*SOP* neesetyhula ekubhekiselelwe kuzo apha ngentla, kuya kusonjululwa ngokuthi kuthathelwe ingqalelo okuqulethwe yi-*SOP*.

2. **Inkqubo emiselweyo kubazali/kubagcini/kubanonopheli abangenisa isicelo/izicelo ezifike emva kwexesha**

2.1 Umzali/umgcini/umnonopheli womfundi kufuneka:

2.1.1 aqhagamshelane nesona sikolo okanye eyona ofisi yesithili ikufutshane ukufumana uncedo;

2.1.2 azalise yaye angenise ifom i-*WCED application form* (***Annexure A - Admission or Annexure B – Grade R***); yaye

2.1.3 angenise iikopi eziqinisekisiweyo, ezifundekayo zamaxwebhu ahamba nesicelo ayimfuneko kwisikolo okanye kwi-ofisi yesithili; okanye

2.1.4 kwimeko apho umzali/umgcini/umnonopheli, engenawo amaxwebhu ahamba nesicelo, kufuneka ingxelo efungelweyo esayiniweyo evela kumzali/kumgcini/kumnonopheli efungelwe phambi komfungisi *(commissioner of oaths*), ofana negosa elilipolisa leeNkonzo zamaPolisa aseMzantsi Afrika. (Makufundwe **isiHlomelo u-*Annexure C***: Ithemplethi eyidrafti yengxelo efungelweyo emayizaliswe.)

2.2 **KUCELWA KUQATSHELWE OKU: Isicelo asinako ukusingathwa ngaphandle kokuba kuzalsiwe ifom yesicelo i-*WCED application form.***

2.3 Kwimeko yesicelo sokutshintshelwa kwesinye isikolo, umzali/umgcini/umnonopheli kufuneka azalise yaye angenise ifom eliphepha i-*Transfer Request Form* ***(Annexure D*)** kwisikolo asikhethayo okanye kwi-ofisi yesithili.

2.4 Abazali/abagcini/abanonopheli mabaqinisekise ukuba bayifumene irisithi eyingqinisekiso ***(Annexure E)*** njengobungqina bokuba basingenisile isicelo esiliphepha.

2.5 **Makuqatshelwe** ukuba ifom ezaliswe ngokupheleleyo engeniswe esikolweni ayiqinisekisi ukufumaneka ngokuzenzekalayo kwendawo yokufunda kweso sikolo.

2.6 **Amaxwebhu ayimfuneko**

2.6.1 Kwimeko yamaBakala R, 1, no-8 nezicelo zokutshintshelwa kwezinye izikolo, **iikopi ezingamaphepha zamaxwebhu ahamba nesicelo** eziqinisekisiweyo mazingeniswe kwisikolo okanye kwi-ofisi yesithili. Amaxwebhu makafakwe (*uploaded*) sisikolo okanye sisithili semfundo kwisistim ekwikhompyutha. Umzali/umgcini/umnonopheli makangenise kuphela iikopi ezingamaphepha esikolweni akuba umfundi amkelwe esikolweni, yaye nomzali/nomgcini/nomnonopheli akungqine ukuyamkela indawo kwisikolo sokugqibela asikhethayo ngomhla oya kumiselwa sisikolo.

2.6.2 Ngokuxhomekeke kumhlathi 2.1.4 apha ngentla, isicelo ASIPHELELANGA kude kungeniswe esikolweni ONKE amaxwebhu achaphazelekayo ahamba nesicelo afunwa liSebe i-WCED.

2.7 **Uluhlu lwamaxwebhu**

Izicelo zamaBakala R no-1 nezicelo zokutshintshelwa kwesinye isikolo (amaBakala 2–7) (isikolo esiyiprayimari)

2.7.1 Ikhadi leripoti yesikolo elisemthethweni lokugqibela/iziphumo zomfundi, ukuba umfundi ebehamba isikolo ngaphambili.

2.7.2 Uxwebhu lwesazisi (*Identity document(ID))*/isatifikethi sokuzalwa/ipasipothi yomfundi

OKANYE

Isatifikethi sokuzalwa/ipasipothi yomfundi

OKANYE

Kwimeko yabafundi abavela kumazwe angaphandle, ikopi yepemithi yomzali/yomgcini/yomnonopheli ongummi oyimbacu/yommi okweli lizwe ngokufuna igwiba lokhuseleko, apho makuvele khona igama lomfundi

OKANYE

Ukuba umfundi wayengazalelwanga eMzantsi Afrika, ipemithi yommi oyimbacu okanye yommi okweli ngokufuna igwiba lokhuseleko ekhutshwe egameni lomfundi

OKANYE

Ukuba umfundi wabazali/wabagcini/wabanonopheli bamazwe angaphandle, wayezalelwe eMzantsi Afrika: Isatifikethi sokuzalwa esibhalwe ngesandla (*a handwritten birth certificate*) (i-*DHA 19 form)* okanye ingxelo efungelweyo eyifom ebufana **nesiHlomelo (*Annexure)* C**, iyakufaneleka.

2.7.3 Ikhadi logonyo (*Immunisation card)* (i-*Road to Health Chart*) lomfundi (elisebenza kwizikolo eziziprayimari kuphela)

2.7.4 Ubungqina bendawo yokuhlala (umzekelo, i-akhawunti yeenkonzo zikamasipala/imvumelwano yengqeshiso/ingxelo efungelweyo eqinisekisa indawo yokuhlala).

2.8 **Uluhlu lwamaxwebhu**

Izicelo zeBakala 8 nezicelo zokutshintshelwa kwezinye izikolo (AmaBakala 9–12) (isikolo esiyisekondari

2.8.1 Ikhadi leripoti yesikolo elisemthethweni lokugqibela/iziphumo zomfundi, ukuba umfundi ebehamba isikolo ngaphambili.

2.8.2 Uxwebhu lwesazisi (*Identity document(ID)*/Isatifikethi sokuzalwa/ipasipothi yomfundi

OKANYE

Isatifikethi sokuzalwa/ipasipothi yomfundi

OKANYE

Kwimeko yabafundi abavela kumazwe angaphandle, ikopi yepemithi yomzali/yomgcini/yomnonopheli ongummi oyimbacu/yommi okweli lizwe ngokufuna igwiba lokhuseleko, apho makuvele khona igama lomfundi.

OKANYE

Ukuba umfundi wayengazalelwanga eMzantsi Afrika, ipemithi yommi oyimbacu okanye yommi okweli ngokufuna igwiba lokhuseleko ekhutshwe egameni lomfundi

OKANYE

Ukuba umfundi ongumntwana wabazali/wabagcini/wabanonopheli bamazwe angaphandle, wayezalelwe eMzantsi Afrika: Isatifikethi sokuzalwa esibhalwe ngesandla (*a handwritten birth certificate*) (*i-DHA 19 form*) okanye ingxelo efungelweyo eyifom ebufana **nesiHlomelo C,** iyakufaneleka.

2.8.3 Ubungqina bendawo yokuhlala (umzekelo, i-akhawunti yeenkonzo zikamasipala/imvumelwano yengqeshiso/ingxelo efungelweyo eqinisekisa indawo yokuhlala).

2.8.4 Umzali/umgcini/umnonopheli ongawangenisanga nawaphi na amaxwebhu ayimfuneko, omfundi, nokuba ngaba ngawomfundi ngokwakhe okanye ngawomntu omdala ololu hlobo odlala indima egameni lomfundi, ngethuba lokwamkelwa kwabafundi, uya kuvunyelwa ukuba ahambe isikolo umfundi nakuba kunjalo.

2.8.5 Inqununu yesikolo mayicebise umzali/umgcini/umnonopheli ukuba awangenise esikolweni amaxwebhu ayimfuneko zingadlulanga iintsuku ezingamashumi amathathu (30). Ukuba umzali okanye umgcini okanye umnononopheli akanako ukusinika isikolo amaxwebhu ayimfuneko ngethuba leentsuku ezingamashumi amathathu (30), mabayazise inqununu ngokulibaziseka kwamaxwebhu okanye ngeengxaki abazifumeneyo.

3. Inkqubo yesikolo, ye-ofisi yesithili neyakwaNdlunkulu yokujongana nezicelo ezifike emva kwexesha

3.1 Abanakujikiswa abazali/abagcini/abanonopheli abeza ngqo ezikolweni, kwii-ofisi zezithili okanye kwaNdlunkulu ukufuna uncedo malunga nezicelo zokwamkelwa kwabafundi.

3.2 Ukuba isicelo besingenzelwanga isikolo esikhethekileyo, okanye isikolo ekwenziwe isicelo kuso asinayo indawo yomfundi, isikolo ke ngoko, ukongeza kumanyathelo amiselwe kumhlathi 3.4 no-3.5 apha ngezantsi, sisingenisa isicelo kwi-ofisii yesithili zingadlulanga iintsuku zesikolo **ezintathu**. I-ofisi yesithili iya kusingatha izicelo ezifike emva kwexesha yaye yenze iinzame zokuqinisekisa ukubakho kwendawo esikolweni zingadlulanga iintsuku zesikolo ezingamashumi amabini ananye (21).

3.3 Yonke imibuzo (ngefoni, nge-imeyili, ngokuza kwiziko lokwenzelwa iinkonzo) emalunga nokwamkelwa kwabafundi ifakwa njengenkcazo ebhaliweyo (*note*) kwiprofayili yesicelo somfundi kwi-*School Admissions Management Information (SAMI) system* ngabasebenzi besikolo, besithili nangamagosa akwaNdlunkulu.

3.4 Izikolo, ii-ofisi zezithili namagosa akwaNdlunkulu mazinike abazali/abagcini/abanonopheli ifom eyi-*WCED learner admissions form* **emayifakwe** *(captured)* kwisistim egameni lomzali/lomgcini/lomnonopheli.

3.5 Kwimeko yesicelo sokutshintshelwa kwesinye isikolo, izikolo mazinike abazali/abagcini/abanonopheli ifom i-*WCED transfer request form* **emayifakwe** kwisistim egameni lomzali/lomgcini/lomnonopheli.

3.6 Izikolo namagosa ee-ofisi zezithili makakuvume ukuyifumana imbalelwano evela kubazali/kubagcini/kubanonopheli yaye mazenze zonke iinzame zokufaka umfundi esikolweni zingadlulanga iintsuku zesikolo eziyi-21.

3.7 Zonke iingxoxo nabazali/nabagcini/nabanonopheli okanye nabameli babo **mazifakwe** kwi-*SAMI system.*

3.8 Izikolo nee-ofisi zezithili, kuya kufuneka zibanike abazali/abagcini/abanonopheli irisithi eyingqinisekiso nobungqina bokuba bayingenisile ikopi yesicelo eliphepha ***(Annexure E)***.

4. Izicelo zokutshintshelwa kwezinye izikolo ezifike emva kwexesha

4.1 Kwimeko yabazali/yabagcini/yabanonopheli abafudukileyo, eyamabakala okugqibela *(exit grades)* okuphuma kweso sikolo sithile, nakwiimeko ezixhomisa amehlo, izicelo zokutshintshelwa kwezinye izikolo, ziya kusingathwa ngokufanayo nezicelo ezifike emva kwexesha.

4.1.1 "Izicelo zamaBakala okugqibela okuphuma esikolweni" zokutshintshelwa kwesinye isikolo ziya kusebenza apho umfundi ahamba isikolo esingenalo iBakala 7 okanye iBakala 12 njengelona bakala liphezulu elibonelelwa kwisikolo esithile (oku kusebenza kwimeko apho isikolo esiyiprayimari sithe sandiswa ukwenzela ukuba sibandakanye iBakala 8 kunye/okanye iBakala 9).

4.1.2 "Iimeko ezixhomisa amehlo" ziimeko apho izicelo zokutshintshelwa kwezinye izikolo zibangelwa zizigqibo ezimalunga neemeko zomfundi zempilo ngokwasengqondweni kunye/okanye ngokwasemzimbeni kunye/okanye kwiimeko eziyalelwa yinkundla okanye liSebe loPhuhliso loluNtu.

4.2 Nasiphi na isicelo sokutshintshelwa kwesinye isikolo, apho umfundi sele ebhalise kwisikolo sikarhulumente esiqhelekileyo, siya kuxhomekeka ekufumanekeni kwesikolo (kwizikolo) esifunwa ngumzali.

4.3 **Inkqubo yezicelo zokutshintshelwa kwezinye izikolo (ezingamaphepha) (kumaBakala 2–7 nakumaBakala 9–12)**

4.3.1 Abazali/abagcini/abanonopheli abasayi kubanako ukufaka isicelo sokutshintshelwa kwesinye isikolo kwi-*SAMI system* ngokwabo.

4.3.2 Abazali/abagcini/abanonopheli baya kuzalisa ikopi eliphepha yefom yesicelo sokutshintshelwa kwesinye isikolo baze bayingenise ifom ezaliswe ngokupheleleyo namaxwebhu ahamba naso, kwisikolo abasikhethayo okanye kweyona ofisi yesithili ikufutshane.

4.3.3 Abazali/abagcini/abanonopheli baya kunikwa ipekhi yezibonelelo zenkxaso *(resource support pack*) ekufuneka bayisayinele ngokwesihlomelo esiqhotyoshelweyo ***(Annexure F*)** yaye makubhalwe inkcazo (*note)* kwi-*SAMI* yokuba umzali/umgcini/umnonopheli uyinikiwe ipekhi eyi-*resource support pack* nomhla abayinikwe ngawo.

4.3.4 Iipekhi ii-*resource support packs* Ziya kufumaneka kwii-ofisi zezithili nakwaNdlunkulu.

4.3.5 Izikolo ziya kubanako ukufaka izicelo xa umzali/umgcini/umnonopheli anqwenela ukuba umfundi atshintshele kwisikolo esithile.

4.3.6 Ii-ofisi zezithili ziya kubanako ukufaka (*capture)* izicelo zokutshintshelwa kwezinye izikolo ukulungiselela izikolo ezininzi.

5. **Inkxaso kubafundi abaqalisa isikolo emva kwexesha**

5.1 Apho umfundi angenawo amaxwebhu ayimfuneko okanye irekhodi yezifundo/ikhadi leripoti yesikolo *(academic record/school report card*), isicelo siya kugqithiselwa kumagosa anika inkxaso kubafundi kwisithili, aya kumhlola umfundi ukulungiselela ukufakwa ngokufanelekileyo kwakhe esikolweni.

5.2 Kwimeko yokufakwa esikolweni kwabafundi abafike emva kwexesha nobafundi abatshintshelwa kwezinye izikolo abafike emva kwexesha *(late placements and late transfers*), baya kuhlolwa yiKomiti eyi-*School-based Support Team* ukumisela ukuba ngaba izicwangciso zokumncedisa umfundi/zokulungiselela ixesha aphulukene nalo umfundi ngokwemeko yomfundi ngamnye, zinokuphunyezwa na kunye/okanye ukuba ngaba kukho imfuno yokuba umfundi ahlolwe ngokoMgaqo-nkqubo i-*Screening, Identification, Assessment and Support (SIAS) Policy*.

5.3 Abafundi abalindele ukufakwa esikolweni (kuqukwa nezicelo zokutshintshelwa kwezinye izikolo ezifike emva kwexesha) baya kufumana ii-*resource support packs* zokufunda yaye baya kubhaliswa kwi-*WCED ePortal*, ukulungiselela ukuba bafumane imathiriyeli yenkxaso kwikhompyutha mahala.

5.4 Ii-*resource support packs* ziya kufumaneka kwii-ofisi zezithili nakwaNdlunkulu kuphela. Abazali/abagcini/abanonopheli baya kukusayinela ukuzifumana kwabo ii-*resource support packs* **(Annexure F)**.

6. **Inkxaso kubazali/kubagcini/kubanonopheli**

6.1 ISebe i-*WCED* liya kubacebisa yaye libakhumbuze abazali/abagcini/abanonopheli ngephulo lamakhasi onxibelelwano *(social media campaign)*, lenkqubo emayilandelwe kwizicelo ezifike emva kwexesha nezicelo zokutshintshelwa kwezinye izikolo ezifike emva kwexesha.

6.2 Abazali/abagcini/abanonopheli abafuna uncedo ngezicelo ezifike emva kwexesha banokusebenzisa ezi nkcukacha zoqhagamshelwano zilandelayo.

6.3 **Iziko i-*WCED Contact Centre:***
IZiko leeFoni leSebe i-*WCED* 0861 819 919 | Iiyure: 07h30 - 17h00
Iiyure zokufumana inkxaso ngokwamkelwa kwabafundi ezikolweni kwii-ofisi zezithili: 07h30 - 16h00

6.4 **Inkxaso ye-ofisi yesithili kwizicelo ezifike emva kwexesha**

6.4.1 Abaphathi beesekethe benza umsebenzi wokuqinisekisa ukufakwa kwabafundi ezikolweni (kuqukwa nezicelo ezifike emva kwexesha) kwisekethe ezichaphazelekayo kwisithili ngasinye.

6.4.2 Iinkcukacha zamagosa adweliswe kwezi zintlu zilandelayo ziya kusetyenziselwa ukuqhagamshelwana nawo ngabazali/ngabagcini/ngabanonopheli abafuna uncedo ngezicelo ezifike emva kwexesha.

6.4.3 Kucelwa niqaphele ukuba ezi zintlu zisenokutshintshwa yaye ziya kuhlaziywa rhoqo kwiziko leSebe i-*WCED*.

ISithili seMfundo i-*Metro Central*

Ms Bongiwe Nkwali
Tel.: 021 514 6927 | 021 514 6700
Bongiwe.Nkwali@westerncape.gov.za
Ms Lecruisa Parsons
Tel.: 021 514 6700
Lecruisa.Parsons@westerncape.gov.za

Ms Julie Cameron
Tel.: 021 514 6925 | 021 514 6700
Julie.Cameron@westerncape.gov.za

District Office: Google Maps
Gate House 2
Alexandra Provincial Office Precinct
Haven Road
Garden Village
MAITLAND
Tel.: 021 514 6700

ISithili seMfundo i-*Metro East*

Mr Patrick Mdledle
Tel.: 021 900 7047 | 021 900 7000
Patrick.Mdledle@westerncape.gov.za
Mr Zukisa Cwayi
Tel.: 021 900 7040 | 021 900 7000
Zukisa.Cwayi@westerncape.gov.za

District Office: Google Maps
Belhar Main Road and New Nooiensfontein Drive
KUILSRIVER
Tel.: 021 900 7000

ISithili seMfundo i-*Metro North*

Ms Josephine Victor
Tel.: 021 833 5485 | 021 938 3000
Josephine.Victor@westerncape.gov.za
Ms Mildred Afrika
Tel.: 021 938 3133
Mildred.Afrika@westerncape.gov.za

District Office: Google Maps
9 Timmerman Street
PAROW
Tel.: 021 938 3000

ISithili seMfundo i-*Metro South*

Ms Melissa Lodewyks
Tel.: 021 704 9360 | 021 370 2000
Melissa.Lodewyks@westerncape.gov.za

District Office: Google Maps
Lentegeur Hospital
AZ Berman Drive
Lentegeur
MITCHELL'S PLAIN
Tel.: 021 370 2000
Satellite Office: **Mitchells Plain Education Support Centre** | Google Maps
c/o Aloe & Bamboo Street
LENTEGEUR
Tel.: 021 374 4107
Satellite Office: **Ottery Campus** | Google Maps
Plantation Road
OTTERY
Tel.: 021 703 3798

ISithili seMfundo i-*Cape Winelands*

Mr Jean Claude Frolicks
Tel.: 023 348 0613 | 023 348 4601
Jean-Claude.Frolicks@westerncape.gov.za
Mr Kevin Van Eeden
Tel.: 023 348 0635 | 023 348 4601
Kevin.VanEeden@westerncape.gov.za
Mr Duwell Spielman
Tel.: 023 348 4696 | 023 348 4601
Duwell.Spielman@westerncape.gov.za
Ms. Ferrin Stellenboom
Tel.: 023 348 0661
Ferrin.Stellenboom@westerncape.gov.za

District Office: Google Maps
9 Durban Street
WORCESTER

Satellite Office: **Paarl** | Google Maps
6 Hospital Street
PAARL
Tel.: 023 348 4601
Satellite Office: **Ceres** | Google Maps
3 Carson Street
CERES
Tel.: 023 316 1410
Satellite Office: **Stellenbosch** | Google Maps
5 Blom Street
Die Braak
STELLENBOSCH
Tel.: 021 887 0222

ISithili seMfundo i-*Overberg*

Ms Suzanne C Braaf
Tel.: 028 214 7411 | 028 214 7300
Suzanne.Braaf@westerncape.gov.za
Ms Natashia Rhoode
Tel.: 028 214 7380 | 028 214 7300
Natashia.Rhoode@westerncape.gov.za
Mr Kobus Mike
Tel.: 028 214 7368 | 028 214 7300
Kobus.Mike@westerncape.gov.za

District Office: Google Maps
Kollege Straat 15 College Road
CALEDON
Tel.: 028 214 7300
Circuit 1: **Swellendam office** | Google Maps
Andrew Whyte Street
SWELLENDAM
Tel.: 028 514 1159
Circuit 2: **Hermanus office** | Google Maps
Unit 5
4 Royal Street
HERMANUS
Tel.: 028 312 2342 | 028 312 2336

ISithili seMfundo i-*Eden and Central Karoo*

Ms. Sharoley du Plessis
Tel.: 044 803 8370
Sharoley.Duplessis@westerncape.gov.za
Mr. Jacobus Carelse
Tel.: 044 803 8323
Jacobus.Carelse@westerncape.gov.za

District Office, Circuit 3 & 8: Google Maps
York Park Building
1st Floor
St Johns Street
GEORGE
Tel.: 044 803 8300
Circuit 1: **Riversdale** | Google Maps
19 Dickson Street
RIVERSDALE
Tel.: 028 713 3425
Circuit 2: **Mossel Bay** | Google Maps
Mossel Bay Shared Services Centre (SSC)
4th Floor
Summer Heights Building
24 Marsh Street
MOSSEL BAY
Tel.: 044 813 1950
Circuit 4: **Knysna** | Google Maps
Royal Hotel
1st Floor
Cnr Queen & Main Street
KNYSNA
Tel.: 044 382 2395
Circuit 5 & 6: **Oudtshoorn** | Google Maps
Eendrag Building
Cnr Vrede & Langenhoven Street
OUDTSHOORN
Tel.: 044 279 1681
Circuit 7: **Beaufort West** | Google Maps
51 Bird Street
BEAUFORT WEST
Tel.: 023 415 2070

ISithili seMfundo i-West Coast

Ms Nomhle Gxowa
Tel.: 021 860 1200 | 021 860 1200
Nomhle.Gxowa@westerncape.gov.za
Mr Mervan Davids
Tel.: 021 860 1210 | 021 860 1200
Mervan.Davids@westerncape.gov.za

District Office: Google Maps
6 Hospital Street
PAARL

Circuit 1: **Malmesbury** | Google Maps
2 School Street
MALMESBURY
Tel.: 022 482 2737

Circuit 2: **Piketberg** | Google Maps
45 Church Street
PIKETBERG
Tel.: 022 913 2158

Circuit 3: **Vredenburg** | Google Maps
1 Haarlem Street
VREDENBURG
Tel.: 022 719 1809

Circuit 4: **Clanwilliam** | Google Maps
Augsburg Farm
CLANWILLIAM
Tel.: 027 482 2453

Circuit 5: **Vredendal**
19 Van Riebeeck Avenue
VREDENDAL
Tel.: 027 213 1795

UNdlunkulu (*Head Office*)

WCED Call Centre: **0861 819 919** | Hours: **07h30 - 17h00**
Admission Walk-in Centre (Head Office) Hours: **07h30 - 16h00**

Mr Ryan Titus
Tel.: 021 467 2128 | 0861 819 919
Ryan.Titus@westerncape.gov.za
Ms Sisipho Mbananga
Tel.: 021 467 1339 | 0861 819 919
Sisipho.Mbananga@westerncape.gov.za
Ms Sisipho Mlanjeni
Tel.: 021 467 2631 | 0861 819 919
Sisipho.Mlanjeni@westerncape.gov.za
Ms Anastacia Petersen
Tel.: 021 467 6994 | 0861 819 919
Anastacia.Petersen@westerncape.gov.za
Mrs Louise Hendricks
Tel.: 0861 819 919
Louise.Hendricks@westerncape.gov.za
Ms Noluthando Sikhweyiya
Tel.: 0861 819 919
Noluthando.Sikhweyiya@westerncape.gov.za
Ms Jenni Addinall
Tel.: 021 467 2603 | 0861 819 919
Jennifer.Addinall@westerncape.gov.za
Mrs Patricia Van Niekerk
Tel.: 021 467 2171 | 0861 819 919
Patricia.VanNiekerk@westerncape.gov.za