Isalathiso: 20170913-4886
13/1/1/2
Imibuzo: M Combrink

INgcaciso eMfutshane yeCandelo loLawulo loVavanyo: 0016/2017

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela-Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zokuNika iNkxaso kwiKharityhulam, kuBaphathi beeSekethe, kwiiNtloko zoLawulo nokuPhathwa kwamaZiko, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBacebisi ngeZifundo, nakwiiNtloko zamaziko ezilungiselela abaviwa iimviwo zeSatifikethi seMatriki sikaZwelonke

Isihloko: **Iinkqubo nesikhokelo seemviwo zepraktikhali zokugqibela ze-*Computer Applications Technology* (*CAT*) ne-*Information Technology* (*IT*) zeSatifikethi seMatriki sikaZwelonke ngoNovemba 2017**

1. ISebe leMfundo esiSiseko likazwelonke (i*DBE*) linqwenela ukutsalela ingqwalaselo kwiinkqubo nesikhokelo emazithotyelwe xa kuqhutywa iimviwo zokugqibela zepraktikhali kwi-*Computer Applications Technology* (*CAT*) ne-*Information Technology* (*IT*).

2. Le ngcaciso imfutshane mayifundwe kunye ne-*Annexure G of the Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate* (efakelwe izilungiso), epapashwe kwiGazethi kaRhulumente No. 31337 ye-29 Agasti 2008.

3. Ootitshala nezikolo mabangqinisise ukuba i-*software tools* abazisebenzisayo ukufundisa i-*CAT* ne-*IT* zithobela ikhontenti nezakhono ezidweliswe kwiNkcazelo yoMgaqo-nkqubo weKharityhulam noVavanyo (*Curriculum and Assessment Policy Statement*) (*CAPS*) lwe-*CAT* ne-*IT*. Akusayi kulungelelaniswa amaphepha emibuzo ukuze angqinelane nezixhobo ze-*software* ezingayithobeliyo i-*CAPS*. .

4. Uviwo lwe*CAT* ngoNovemba 2017 lubonelela ngezi phakheji ze-*software* zilandelayo:
   (a) linguqulelo ezintathu zakutshanje ze-*Microsoft Office* ziya kuvumeleka — i-*MS Office 2010,* i-*MS Office 2013* kwane-*MS Office 2016* (nekwaziwa ngokuba yi-*MS Office 365*)
   (b) I-*HTML editor*, umz. i-*Notepad* ++ engokwenziwa kwamakhasi ewebhu

5. Uviwo lwe-*IT* ngoNovemba 2017 lunika abafundi iifayili eziya kusetyenziswa kwakunye nezi phakheji ze-*software* zilandelayo:
   (a) i-*Delphi*
   (b) i-*Delphi 2010* nangaphezulu
   (c) i-*MS Access 2010* nangaphezulu

6. Zonke izikolo ezifundisa i-*CAT* kunye/okanye i-*IT* ziya kuphicothwa ngabacebisi bezifundo.

7. Ziiseshoni ezimbini ubuninzi ezivumelekileyo ngosuku lokubhalwa koviwo. Kucetyiswa la maxesha asikiweyo alandelayo ngezi seshoni ngokulandelelanayo:

   (a) **ISESHONI ENYE**

INKCAZO	IXESHA ELABIWEYO	IXESHA
Bahleli kwilabhoretri yeekhompyutha		08:30 – 08:35
Ukunika i-*access cards*, inkqubo yokuloga nokunika ifolda elinye igama	Yi-15 yemizuzu	08:35 – 08:50
Lixxesha lokufunda iphepha lemibuzo	Yi-10 yemizuzu	08:50 – 09:00
IPhepha 1 (iPraktikhali)	Yi-3 yeeyure	09:00 – 12:00
Kugqityezelwa ukutshekisha, ukufumana kwakhona iifolda (*retrieve folders*), seyiva kwii*CD*/kwii*DVD*	Yi-120 yemizuzu (kuxhomekeke kwinani labaviwa)	12:00 – 14:00

   (b) **IISESHONI EZIMBINI**

INKCAZO	IXESHA ELABIWEYO	UBUDE BESESHONI YOKUQALA	UBUDE BESESHONI YESIBINI
Bahleli kwilabhoretri yeekhompyutha		07:30 – 07:35	13:00 – 13:05
Ukunika i-*access cards*, inkqubo yokuloga nokunika ifolda elinye igama	Yi-15 yemizuzu	07:35 – 07:50	13:05 – 13:20
Lixesha lokufunda iphepha lemibuzo	Yi-10 yemizuzu	07:50 – 08:00	13:20 – 13:30
IPhepha 1 (iPraktikhali)	Yi-3 yeeyure	08:00 – 11:00	13:30 – 16:30
Gqibezela ukutshekisha, ukufumana kwakhona iifolda (*retrieve folders*), seyiva kwiiCD/kwii*DVD*	Yi-120 yemizuzu (kuxhomekeke kwinani labaviwa)	11:00 – 13:00	16:30 – 18:30

8. Apho kukho iiseshoni ezimbini, abaviwa nabazali babo KUFUNEKA baziswe ngencwadi ebhaliweyo ngala malungiselelo. Abaviwa beseshoni yesibini mabaripote kwiyure phambi kokuphela kweseshoni yokuqala.

9. Akuvumelekile ukuba abaviwa baphume kwigumbi lokubhalela uviwo kude kube kugqitywe zonke iinkqubo zolawulo eziphathelele ekuqhutyweni koviwo lwepraktikhali.

10. Kukhunjuzwa izikolo ngale misebenzi yabagadi babaviwa abaziintloko, ootitshala kunye nabaviwa:

10.1 Phambi kokuqala koviwo lwepraktikhali, umgadi wabaviwa oyintloko makaqinisekise ukuba bonke abaviwa:
(a) bawanikiwe amakhadi abo azii-access cards yaye babekwa kwiikhompyutha nakanjani na (randomly), bakuba bengenile kwigumbi lokubhalela uviwo;
(b) bayachazelwa inkqubo yokuloga bangene kwakunye nokunika elinye igama iifolda zabo zoviwo;
(c) babhala iinombolo zabo zoviwo kumakhadi azii-access cards yaye umgadi wabaviwa usteplishela i-access card kwicala elingentla ekhohlo kuxwebhu lweenkcukacha zomviwa (candidate's information sheet); yaye
(d) bayakhunjuzwa ukuba bawuseyive umsebenzi wabo qho nangokuchanekileyo.

10.2 Ngethuba loviwo lwepraktikhali umgadi wabaviwa oyintloko makaqinisekise ukuba:
(a) ukongeza kumgadi wabaviwa, makubekho utitshala onamava we*CAT* okanye we-*IT* ngazo zonke iiseshoni zepraktikhali, ukwenzela ukuba abe nokunika uncedo xa kuyimfuneko;
(b) makuthotyelwe yonke imiqathango yokugada abaviwa;
(c) zonke iinkqubo zokhuseleko zenziwa phantsi kweliso elibukhali lomgadi wabaviwa oyintloko; kunye
(d) nokulandelwa kwemigaqo echanekileyo kwimeko apho kunokwenzeka umke umbane.

10.3 Ngethuba loviwo lwepraktikhali umgadi wabaviwa oyintloko makaqinisekise ukuba:
(a) abaviwa batshekisha ukuba ingaba zonke iifayili zabo ziseyiviwe na kwiifolda zoviwo yaye zileyibhelishwe ngamanani oviwo achanekileyo azo.
(b) abaviwa bazalisa uxwebhu lwengcaciso yaye baqinisekise ukuba ingcaciso leyo iyangqinelana neyeefolda zoviwo;
(c) utitshala ufumana kwakhona (*retrieves*) zonke iifolda zabaviwa ngokusebenzisa i-*network* okanye i-*flash drive* ukukhuphela zonke iifolda zabaviwa kwikhompyutha engundoqo (*central computer*) okanye kwi*server* enye, yaye kutshekishwe ukuba iifayili zomviwa ngamnye ezikwifolda yabo ziyangqinelana nengcaciso ekuxwebhu lwengcaciso yabo;
(d) utitshala useyiva zonke iifolda zabaviwa kwii-*CD*/kwii-*DVD* eziya kungeniswa ukwenzela ukuba zimakishwe yaye enze ii-*CD*/ii-*DVD* ezimbini zokulalelisa (*back-up*) ngaxeshanye, nekufuneka enye yazo igcinwe ngokunqatyisiweyo

kwiziko lokubhalela uviwo ize enye ingeniswe kwicandelwana leemviwo (*examination section*);

(e) iifayili zabaviwa aziseyivwa kwi-*flash drives* njengoko umngcipheko wokulahleka kweefayili ngenxa ye-*viruses* umkhulu kakhulu kwi-*flash drives*.

10.4 Utitshala we*CAT/IT* makatshekishe ukuba zonke iifolda zabaviwa, ezileyibhelishwe ngenani loviwo lomviwa ochaphazelekayo, ziseyivelwe kwii-*CDs/DVD* kwanokuba iifayili kunye neefolda zingavuleka zonke, phambi kokuba ii*CD*/ii-*DVD* zipakishwe yaye zinikwe umgadi wabaviwa oyintloko.

10.5 Ukuba iifolda okanye iifayili zabaviwa zilahlekile, utitshala makazame ukufumana kwakhona (*recover*) ezo folda okanye iifayili ezidukileyo phambi kokuba enze ii-*CD*/ii-*DVD*.

10.6 Inani leefolda zabaviwa eziseyivwe kwii*CD*/kwii-*DVD* malingqinelane nenani labaviwa elidweliswe kwimakhishithi.

10.7 Makungeniswe iripoti epheleleyo kwiCandelo loLawulo lwee*M*viwo (*Directorate: Examinations Administration*) ngazo naziphi iingxaki zobugcisa (*technical problems*) okanye izitenxo ekungenzeka ukuba zenzekile ngethuba loviwo.

10.8 Utitshala we-*CAT*/we-*IT*, kunye nabagadi babaviwa, mabazalise yaye basayine uluhlu lokutshekisha (**isiHlomelo A**) balungenise kwiCandelo loLawulo lwee*M*viwo.

11. Nayiphi imibuzo engeenkqubo zoviwo lwepraktikhali okanye ngezongxamiseko mayithunyelwe ku*M*nu I Francis ngefoni 021 467 2549 okanye nge-imeyili Ighsaan.Francis@westerncape.gov.za

12. Kucelwa uqinisekise ukuba ikopi yale ngcaciso imfutshane inikwa bonke ootitshala be*CAT* ne-*IT* kunye nabagadi babaviwa ukuze bayithathele ingqalelo.

ISAYINWE: NGU-PAD BEETS
USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO
UMHLA: 2017-09-29