



Isalathiso: 20170309-8982
13/19/1/1
Imibuzo: Njengoko kuchaziwe kwitheyibhile 13.1

INGcaciso eMfutshane yeCandelo loLawulo lweeMviwo: 0003/2017

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zoQuquzelelo neeNgcebiso ngezeKharityhulam, kuBacebisi ngeZifundo, kwiiNtloko zoQuquzelelo neNgcebiso ngeze-IMG, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kwiiNtloko zoQuquzelelo neNgcebiso ngezeSLES, kuBaququzeleli boVavanyo nakwiiNtloko zamaziko alungiselela abaviwa kwiimviwo zeSatifikethi seMatriki sikaZwelonke (NSC) neze-AET Level 4

Isihloko: Ukugqesha kwabagadi babaviwa kwiimviwo zeSatifikethi seMatriki sikaZwelonke (NSC) zangoNovemba 2017, kwiimviwo zokuxabangela zeNSC zangoMatshi 2018, kwiimviwo zeSatifikethi seMatriki (SC) nakwiiimviwo ze-Adult Education and Training (AET) Level 4 zango-2018.

1. Ngokwemimiselo i-Regulations Pertaining to the Conduct, Administration and Management of National Senior Certificate examination, eyapapashwa kwiGazethi kaRhulumente No. 37651 ye-16 Meyi 2014, **amasebe emfundo amaphondo makatyumbe iinqununu njengabagadi babaviwa abaziintloko beemviwo zeNSC.**
2. Iinqununu nabaphathi bamaziko emfundo yabadala banokuwudlulisela lo msebenzi, ngenchwadi ebhaliweyo, kwilungu leKomiti yoLawulo yeSikolo (School Management Team) (SMT)). Nakuba kunjalo, inqununu/umphathi weziko uya kwamkela uxanduva ngokupheleleyo lokuphendula ngokubhalwa kwazo zonke iimviwo kwisikolo sayo/kwiziko lakhe.
3. Kuviwo lweNSC lwangoNovemba 2017, umgadi wabaviwa oneqhuzu (senior invigilator), ekufuneka abe ungumntu wasekuhlaleni, kulindeleke ukubaancedise umgadi wabaviwa oyintloko ekulawulweni nasekubhalweni kweemviwo. Akuvumelekile, phantsi kwazo naziphi na iimeko ukuba umgadi wabaviwa oneqhuzu athathe uxanduva ngokupheleleyo lwayo yonke imisebenzi yezolawulo enxulumene noviwo lweNSC lwangoNovemba 2017.

4. Umgadi wabaviwa oneqhuzu uya kusebenza njengomgadi wabaviwa oyintloko kwiimviwo zokuxabangela zeNSC zangoMatshi 2018 kwa neemviwo zeSatifikethi seMatriki (SCa) zangoMeyi 2018.
5. Kucelwa iinqununu nabaphathi bamaziko ukuba bagaye abantu abafanelekileyo basekuhlaleni abaya kusebenza njengabagadi babaviwa abaneqhuzu kwanabagadi babaviwa bezi mviwo zikhankanywe ngentla.
6. Inqununu/umphathi weziko okanye lowo kudluliselwe kuye amagunya makaqinisekise ukuba kuzaliswa onke la maxwebhu aqhotyoshelwe kule ngcaciso imfutshane:

IsiHlomelo A – Ukutyunjwa koMgadi waBaviwa oyiNtloko

IsiHlomelo B – Ukutyunjwa koMgadi waBaviwa oneQhuzu

IsiHlomelo C – Ukuqeshwa kwaBagadi baBaviwa

IsiHlomelo D – I-BAS Entity Maintenance

IsiHlomelo E – I-Contract of Temporary Employment for Community Members

7. **likhrayitheriya zokuqeshwa kwabagadi babaviwa**

- 7.1 Phantsi kweemeko zesiqhelo, makungabikho mntu uqwalaselelwa ukuqeshwa njengomgadi wabaviwa oyintloko, umgadi wabaviwa oneqhuzu okanye umgadi wabaviwa ukuba:
 - 7.1.1 ungaphantsi kweminyaka eyi-25 okanye ungaphezu kweminyaka eyi-65 ubudala;
 - 7.1.2 usisizalwane somfundi obhala iimviwo; okanye
 - 7.1.3 ungumyeni okanye yinkosikazi yesizalwane somgadi wabaviwa oyintloko.
- 7.2 Ukongeza kumgadi wabaviwa oyintloko, makuqeshwe umgadi wabaviwa abe mnye kwi-30 nganye yabaviwa. Onke amagumbi makasetyenziswe ngokomthamo wawo opheleleyo phambi kokuba kusetyenziswe elinye igumbi elongezelelweyo.
- 7.3 Kwiiseshoni apho kukho kuphela inani elincinane labaviwa (ababini ilelona nani lisezantsi), ziya kwanela iinkonzo zomgadi wabaviwa omnye. Kwimeko enjengale, umgadi wabaviwa oyintloko okanye oneqhuzu akasayi kwenza misebenzi yesiqhelo yokugada abaviwa, ngaphandle nje kokubambela umgadi wabaviwa xa kufuneka ekhapse umviwa ukuya kwigumbi langasese.
- 7.4 Ukuba bonke abaviwa ngamadoda, kucetyiswa ukuba umgadi wabaviwa oyintloko, umgadi wabaviwa oneqhuzu nabagadi babaviwa mababe ngamadoda ngokunjalo. Ukuba bonke abaviwa ngamabhinqa, kucetyiswa ukuba umgadi wabaviwa oyintloko, umgadi wabaviwa oneqhuzu nabagadi babaviwa mababe ngamabhinqa.

Ukuba kukho abaviwa abangamadoda nabangamabhinqa yaye umgadi wabaviwa oyintloko ngumntu oyindoda, ubuncinane omnye wabagadi babaviwa makabe libhinqa, okanye, ukuba umgadi wabaviwa oyintloko libhinqa, ubuncinane omnye wabagadi babaviwa makabe yindoda.

7.5 Xa zifuneka iinkonzo zabagadi babaviwa abongezelelweyo ukulawula amagumbi okubhalela iimviwo amabini nangaphezulu ngaxeshanye, umgadi wabaviwa oyintloko akasayi kwenza misebenzi yesiqhelo yokugada abaviwa, koko kuya kufuneka ukuba enze imisebenzi yomgadi wabaviwa oyintloko kuwo onke loo magumbi.

8. Ukuqeshwa kwabagadi babaviwa

8.1 Iimviwo zeNSC zangoNovemba 2017 neze-AET Level 4 zangoNovemba 2017

8.1.1 Kwiiseshoni zeemviwo zeNSC, inqununu mayiqinisekise ukuba **i-50% yabagadi babaviwa ngootitshala yaye i-50% ngabantu basekuhlaleni.**

8.1.2 Ootitshala abasebenza njengabagadi babaviwa **akuyomfuneko** ukuba bafakwe kwishedyuli ephela yoyokugada abaviwa kwiseshoni nganye yeemviwo.

8.1.3 Utitshala onomntwana obhala iimviwo zeNSC esikolweni apho utitshala aqeshwe khona, **makangaqeshwa** njengomgadi wabaviwa.

8.1.4 Kunyanzelekile ukuba utitshala angabagadi abafundi ababhala isifundo asifundisayo esikolweni.

8.1.5 Inqununu mayiqeshe ngencwadi ebhaliweyo bonke ootitshala abaya kuba besebenza njengabagadi babaviwa kwiimviwo zeNSC. Ilisti yabo bonke ootitshala nabantu basekuhlaleni abaqeshwe njengabagadi babaviwa mayingeniswe kwi-ofisi yesithili engadlulanga **uLwesihlanu, we-02 Juni 2017.**

8.1.6 I-ofisi yesithili mayizoqokelele izihlanganise iifom zamagama atyunjiweyo (*nomination forms*) ezifunyenwe kuwo onke amaziko okubhalela uviwo yaye mayizingenise ezi fom kwaNdlunkulu zikwibhetshi enye ehlangeneyo (*one collated batch*) engadlulanga **uLwesihlanu we-09 Juni 2017.**

8.2 Uviwo lokuxabangela lweNSC lwango-2018

Inqununu mayiqeshe, ngencwadi ebhaliweyo, abantu basekuhlaleni abaya kuba besebenza njengabagadi babaviwa abaneqhuzu kunye nabagadi babaviwa ngethuba loviwo lokuxabangela lweNSC lwango-2018. Ilisti yabo bonke abantu basekuhlaleni abaqeshwe njengabagadi babaviwa kolu viwo mayingeniswe kwi-ofisi yesithili engadlulanga **uLwesihlanu, we-09 Februwari 2018.**

8.3 **Imviwo zeSatifikethi seMatriki (SC) zangoJuni ukuya kuJulayi 2018 kunye neze-AET Level 4 zangoJuni 2018**

8.3.1 Inqununu/umphathi weziko okanye lowo kudluliselwe kuye amagunya uya kusebenza njengomgadi wabaviwa oyintloko yaye uya kuthwala uxanduva lokuphendula ngolawulo nokubhalwa koviwo lweSatifikethi seMatriki (SC) lwangoJuni 2018. Inqununu/umphathi weziko okanye nabani ekudluliselwe kuye umsebenzi njengomgadi wabaviwa oyintloko uyakuncediswa ngumgadi wabaviwa oneqhuzu ekusingatheni iimviwo zeSC.

8.3.2 Inqununu/umphathi weziko makaqeshe, ngencwadi ebhaliweyo, abantu basekuhlaleni abaya kuba besebenza njengabagadi babaviwa abaziintloko nabagadi babaviwa ngethuba leemviwo zeSatifikethi seMatriki (SC) zangoJuni ukuya kuJulayi 2018 nakwiimviwo ze-AET Level 4. Ilisti yabo bonke abantu basekuhlaleni abaqeshwe njengabagadi babaviwa kwezi mviwo, mayingeniswe kwi-ofisi yesithili ungadlulanga **uMvulo , we-19 Matshi 2018**.

9. **Imisebenzi yabagadi babaviwa abaziintloko, yabagadi babaviwa abaneqhuzu kunye neyabagadi babaviwa**

9.1 Imisebenzi yabagadi babaviwa abaziintloko, yabagadi babaviwa abaneqhuzu neyabagadi babaviwa, iyavela kwi-**Examination Procedure Manual, eqhotyoshelwe njengesihlomelo A**.

9.2 Abagadi babaviwa mabangabancedisi abaviwa kuyo nayiphi na imisebenzi etenxileyo (*irregular activities*) ngethuba lokubhalwa koviwo. ISebe leMfundo leNtshona Koloni (iSebe iWCED) ayisayi kuthandabuza ukubeka izityholo zolwaphulo-mthetho kuloo mgadi wabaviwa ufunyenwe enalo naliphi na ityala lokubandakanyeka kwisitenxo (*irregularity*).

9.3 Abagadi babaviwa abaziintloko, abagadi babaviwa abaneqhuzu nabagadi babaviwa, **mabaphathe izazisi zabo, iirekhodi zezifundo zakutshanje abazipasileyo (ubuncinane iBakala 12) neemvumelwano zengqesho** ngalo lonke ithuba lokubhalwa kweemviwo.

9.4 Inqununu mazenze ithayimthebhile yokugada abaviwa ize ingeniswe kumphathi wesekethe ochaphazelekayo nje ukuba kuvunywe ukuqeshwa kwabagadi babaviwa. Ithayimthebhile yokugada abaviwa mayibandakanye abagadi babaviwa nabagadi babaviwa ababambeleyo kwiseshoni yoviwo nganye.

10. **Ukuqeqeshwa kwabagadi babaviwa beemviwo zeNSC, eze-SC neze-AET Level 4**

10.1 Uqeqesho lweenqununu, abagadi babaviwa abaziintloko nabagadi babaviwa abaneqhuzu luya kuqhutywa ngo-**Agasti nangoSeptemba 2017** yaye lunyanzelekile.

- 10.2 Abagadi babaviwa abaneqhuzu baya kuhlulwa ngeseshoni enye kuphela eyongezelelweyo ukubabuyisela ngexesha labo abalichithe kuqeqesho ukukhawulelana nendleko zokuhamba.
- 10.3 Inqununu yesikolo mayiqinisekise ukuba bonke ootitshala nabantu basekuhlaleni abaqeshwe njengabagadi babaviwa, baqeqeshwe ngokupheleleyo ekwenzeni imisebenzi yabo yokugada abaviwa ukukhawulelana nendleko zokuhamba.
- 10.4 Uqeqesho lungasusela phezulu (*cascaded*) kwiinqununu nakubagadi babaviwa abaziintloko ukuya kubo bonke abagadi babaviwa abangekayi kwiseshoni yoqeqesho kwaNdlunkulu.
- 10.5 Iirejista zababekho kuqeqesho mazizaliswe njengobungqina kwinqanaba lesikolo yaye mazibonise ixesha nendawo ekwakuqhutyelwa kuyo uqeqesho namagama abagadi babaviwa ababekwiseseshoni leyo.
11. **Ukutyunjwa nokuvunywa kwamagama abagadi babaviwa abaziintloko, abagadi babaviwa abaneqhuzu nabagadi babaviwa ukulungiselela zonke iimviwo**
- 11.1 **IsiHlomelo A nesiHlomelo B** mazizaliswe yinqununu okanye ngumphathi weziko. Umphathi wesekethe uya kuwangqinisa amagama abatyunjiweyo aze akuxhase ukutyunjwa kwabo emva koko awagqithisele kwaNdlunkulu amaxwebhu ukwenzela ukuvunywa kwawo kokugqibela.
- 11.2 Amagama abagadi babaviwa abaneqhuzu abatyunjiweyo, makahanjiswe neekopi ezingqinisiweyo zesazisi somntu ngamnye otyunjiweyo, iSivi eliphepha elinye namabanga emfundo akhe, amakabandakanye nesatifikethi seBakala 12 ubuncinane.
- 11.3 **Inqununu** mayilwenze ngokwayo **udliwano-ndlebe** nalowo utyunjwe njengomgadi wabaviwa oyintloko okanye njengomgadi wabaviwa oneqhuzu ekudluliselwe kuye amagunya.
- 11.4 Umphathi wesekethe makaqiniseke ngobuchule bokufunda, ukubhala, ukuva nokubona kwakunye nemeko yempilo yomntu ngamnye otyunjiweyo.
- 11.5 Abenzi-sicelo okanye abatyunjiweyo ababefake izicelo zokuqeshwa ngokusisigxina kwezinye iindawo kukhethwa ukuba mabangaqwalaselelwa ukuqeshwa .
- 11.6 Inqununu okanye umphathi wesekethe makangqine ukuba umtyunjwa (abatyunjwa) ukufanele na ukwenza imisebenzi yomgadi wabaviwa. Emva koko, umphathi wesekethe makaxele ukuba ingaba angacebisa ngokuba angaqwalaselelwa

ukuqeshwa na lowo utyunjiweyo (abo batyunjiweyo). **IsiHlomelo C** emva koko masizaliswe size sisayinwe ngumgadi wabaviwa (ngabagadi babaviwa).

- 11.7 Kuphela ngumntu ekuvunyiweyo ukuqeshwa kwakhe nguNdlunkulu onokwenza imisebenzi njengomgadi wabaviwa. Akuvumelekanga naphantsi kwazo naziphi na iimeko ukuba abagadi babaviwa baqeshe abagadi babaviwa ababambeleyo nakweyiphi na inxenywe yomisebenzi wabo.

Ukuba iimeko ziyamthintela umgadi wabaviwa oyintloko, umgadi wabaviwa oneqhuzu okanye umgadi wabaviwa ukuba agade abaviwa kuviwo, inqununu okanye umphathi weziko, ngokuthetha-thethana nomphathi wesekeke, makeenze amalungiselelo okuqeshwa komgadi wabaviwa obambeleyo kwaye malaziswe ngoko nangoko iCandelo loLawulo lweeMviwo ngolo tshintsho. Abagadi babaviwa ababambeleyo nabo mabangenise ngokunjalo iinkcukacha zabo zeebhanki neenombolo zesalathiso zerhafu (*tax reference number*) kwifom **yesiHlomelo D** eqhotyoshelweyo.

12. Imvumelwano yokwenziwa kwenkonzo

Bonke abagadi babaviwa abaziintloko, abagadi babaviwa abaneqhuzu nabagadi babaviwa, mabazilungiselele ukungena kwimvumelwano yokwenziwa kwenkonzo (*service contract*) neSebe iWCED emalunga nemisebenzi neemfanelo zabo eziphathelele kwiimviwo. Le mvumelwano iya kusebenza kwiimviwo **zangoNovemba 2017, ezangoMatshi 2018, nezangoJuni ukuya kuJulayi 2018.**

13. Ukungeniswa kweefom zokutyumba abagadi babaviwa

- 13.1 Emva kokungqinisiswa **kweziHlomelo A, B, C, D no-E**, umphathi wesekeke makazingenise zikwibhetshi enye **kwigosa elichaphazelekayo kula axelwe ngezantsi:**

Isithili	Igosa elichaphazelekayo	Itoni	I-imeyili
<i>Metro Central</i>	Farrel Jacobs (KwaNdlunkulu)	021 467 2990	farrel.jacobs@westerncape.gov.za
<i>Metro East</i>	Gideon Diljee (Kwi-ofisi yesithili)	021 900 7032	gideon.diljee@westerncape.gov.za
<i>Metro North</i>	Johnnie Isaacs (Kwi-ofisi yeSithili)	021 938 3033	johnnie.isaacs@westerncape.gov.za
<i>Metro South</i>	Linsay van Gensen (Kwi-ofisi yesithili)	021 370 2076	linsay.vangensen@westerncape.gov.za
<i>Cape Winelands</i>	Lindsay Weber (KwaNdlunkulu)	021 467 2732	lindsay.weber@westerncape.gov.za
<i>Overberg</i>	Patricia Liguma (KwaNdlunkulu)	021 467 2935	patricia.liguma@westerncape.gov.za
<i>Eden and Central Karoo</i>	Samuel Adams (KwaNdlunkulu)	021 467 2914	samuel.adams@westerncape.gov.za

West Coast	Clive Roodt (KwaNdlunkulu)	021 467 2461	clive.roodt@westerncape.gov.za
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13.2 **Isishwankathelo semihla yokungeniswa kweefom zokutyumba abagadi babaviwa:**

- 13.2.1 Iimviwo zeNSC zangoNovemba 2017 neze-AET Level 4 **02 Juni 2017**
- 13.2.2 Uviwo lokuxabangela lweNSC lwangoMatshi 2018 **09 Februwari 2018**
- 13.2.3 Iimviwo zeSatifikethi seMatriki (SC) zangoJuni ukuya kuJulayi ngo-2018 neze-AET Level 4, zangoJuni 2018 **19 Matshi 2018**

14. **Ukuhlawulwa kwabagadi babaviwa**

- 14.1 ISebe iWCED liya kubaqesha yaye libahlawule abagadi babaviwa abangabantu basekuhlaleni ngokungqinelana nemimiselo ye-*Personnel Administration Measures (PAM)*.
- 14.2 **Izikolo ezizimeleyo, iikholeji neentolongo, zinoxanduva lokuhlawula abagadi babaviwa bazo.** Nakuba kunjalo, iinqununu zezikolo ezizimeleyo, iintloko zeekholeji nezeentolongo maziqaphele ukuba **kunyanzelekile** ukuzalisa **iziHlomelo A, B, C no-E zize zibuyiselwe kwiSebe iWCED** nangona abagadi babaviwa bala maziko bengahlawulwa liSebe iWCED.
- 14.3 Abasebenzi abangoomabhalana nootitshala abafumana umvuzo kwiSebe iWCED nabasebenza njengabagadi babaviwa, abayi kuhlawulwa liSebe iWCED ngemisebenzi yabo abayenzileyo yokugada abaviwa.
- 14.4 Ireyithi yentlawulo yokugada abaviwa ngoku (esengatshintsha) yi-**R210,20 ngeseshoni kumgadi wabaviwa oneqhuzu** ize ibe yi-**R140,15 ngeseshoni kumgadi wabaviwa**.
- 14.5 **Abagadi babaviwa abayi kuhlawulwa naphantsi kwazo naziphi na iimeko ngeendleko zeehambo.** Iinqununu nabaphathi bamaziko, ngoko ke, mabaqeshe abagadi babaviwa abangabantu basekuhlaleni abafumana iinkonzo kweso sikolo okanye kwelo ziko.
- 14.6 Imimiselo (*IRP10*) emalunga nokuhlawulwa kwerhafu yomqeshwa imisela ukuba yonke imivuzo yabantu abaqeshwe ngokungesosigxina mayitsalelwe irhafu ye-25%. ISebe iWCED liya kuthi, ngoko ke, itsale **i-25% eyirhafu yezixa zentlawulo yabagadi babaviwa ngeenkono abazenzileyo.** Ngoko ke, **ukungeniswa komyalelo werhafu yabaqeshwa (tax directive) (IRP 3) akusasebenzi.**

Abagadi babaviwa abafanele ukuxolelwa ngokupheleleyo okanye ngokuyinxenye kwintlawulo yerhafu yabaqeshwa, mabathi emva kokuba befumene izatifikethi ze-*IRP*

5 bazingenise kwi-ofisi yabo ye-Receiver of Revenue ekufutshane nabo, kwakunye nefom emiselweyo i-IT12 S form.

Izatifikethi zerhafu ii-IRP 5 certificates, zidla ngokuposelwa kumakhaya abagadi babaviwa okanye kwiidilesi zeposi ngoJuni okanye ngoJulayi kunyaka olandela lowo bebengabagadi babaviwa ngawo.

- 14.7 Ukwenzela ukuba kukhawuleziswe intlawulo yamabango, ngamnye umgadi wabaviwa oneqhuzu okanye umgadi wabaviwa makabhale **inombolo yesazisi (identity number)** yakhe kwifom yokwamkela ukuqeshwa aze aqhoboshele ikopi yesazisi sakhe eqinisekisiweyo. **IsiHlomelo D** ekubhalwe kuso kwakhona **inombolo yerhafu (tax reference number)** masizaliswe ngabo **bonke abagadi babaviwa abaneqhuzu nangabagadi babaviwa abangabantu basekuhlaleni**. Le fom mayizaliswe ize ingqinwe njengechanekileyo kwaye i-akhawunti yebhanki mayingqinwe njengesebenzayo yibhanki echaphazelekayo.
15. Kucelwa uqinisekise ukuba ikopi yale ngcaciso imfutshane inikwa inqununu okanye umphathi weziko, okanye lowo kudluliselwe kuye amagunya, umgadi wabaviwa oneqhuzu kunye nomgadi wabaviwa ngamnye owongezelelweyo.

ISAYINWE: NGU-T SINGH

USEKELA-MLAWULI JIKELELE OBAMBELEYO WEKHARITYHULAM NOLAWULO LOVAVANYO

UMHLA: 2017-04-13