Isalathiso: 20170912-4831
12/2/13/6
Imibuzo: V Madasi

INgcaciso eMfutshane yokuXhasa amaZiko ngeZibonelelo: 0007/2017
Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kwiiNtloko zoQuquzelelo neNgcebiso ngezeKharityhulam, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBacebisi beZifundo nakwiiNqununu zezikolo zikarhulumente eziqhelekileyo nezezikolo zemfundo eneemfuno ezizodwa okusebenzayo kuzo oku

Isishwankathelo esifutshane: *Isistim esebenza ngekhompyutha yokuqaphela iincwadi zomsebenzi (workbooks) ezishotayo nezingaphezu kwemfuneko ukulungiselela uJanuwari 2018*

Isihloko: Isistim esebenza ngekhompyutha yeencwadi zomsebenzi zamaBakala R ukuya ku–9 ukulungiselela u-2018

1. Iincwadi zomsebenzi (zamaBakala R ukuya ku–9) zesiqingatha sokuqala sonyaka ka-2018, zasiwa kuzo zonke izikolo zikarhulumente njengoko kwakuchaziwe kwiSetyhula 0026/2017.

2. Ukwenzela ukuba izikolo zikwazi kwangexesha ukuziqaphela iincwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko zamaBakala R ukuya ku–9 kwisiqingatha sokuqala sonyaka ka-2018, zonke izikolo zikarhulumente mazingene kwi-*CEMIS* phakathi kowe-23 nowe-27 ku-Oktobha 2017. Ngeli thuba, izikolo zimele ukuwafaka ekhompyutheni yaye ziwasayinele amanani kanye ngqo eencwadi zomsebenzi ezifunyenweyo kwibakala ngalinye, ziwathelekisa namanani obhaliso lwabafundi aqikelelweyo angoJanuwari 2018.

3. Xa izikolo zingena kwi-*CEMIS,* zifanele ukukhetha u-"*Administration" option* okwi-*menu bar*. Kwi-*drop down list,* mazikhethe u-"*Workbooks*" zize zikhethe u-"*Welcome and guidelines*" okanye iskrini i-"*Capture" screen*.

4. Kunokuqhagamshelwana naba bantu balandelayo ukufumana uncedo ngokufaka iinkcukacha nangenkqubo yokuzisayinela (*sign off process*):

Vuyelwa Madasi kule nombolo yefoni 021 467 2108, okanye kule dilesi ye-imeyili Vuyelwa.Madasi@westerncape.gov.za

Noncedo Mbali kule nombolo yefoni 021 467 2142, okanye kule dilesi ye-imeyili Noncedo.Mbali@westerncape.gov.za

Kashiefa Sedien kule nombolo yefoni 021 467 2553, okanye kule dilesi ye-imeyili Kashiefa.Sedien@westerncape.gov.za

5. Zakuba zifakiwe zonke iinkcukacha zeencwadi zomsebenzi zesikolo zezo zigaba zithile, mayigqitywe inkqubo yokusayinelwa kwazo.

6. Ingcaciso efunyenweyo ngokumalunga neencwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko iya kwenziwa ifumaneke kumagosa ezithili ngokuqala kugqithwe kwi-*EduInfoSearch*, yaye kuya kuba luxanduva lwawo ukuququzelela nokulungiselela ukuthathwa kweencwadi zomsebenzi ezishotayo okanye ezingaphezu kwemfuneko.

7. Kucelwa wazise okuqulethwe yile ngcaciso imfutshane bonke abasebenzi abachaphazelekayo ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-HA LEWIS
USEKELA MLAWULI-JIKELELE WEZOCWANGCISO LWEMFUNDO
UMHLA: 2017-09-14