Isalathiso: 20181024-7834
Inombolo yefayili: 3/3/3/I/1
Imibuzo: IZiko leeFoni

INgcaciso eMfutshane yeCandelo loLawulo lwezaBasebenzi ngoBuchule: 0009/2018

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela Balawuli, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwaMaziko, kwiiNtloko ezinika iNkxaso yeKharityhulam kwiZithili; kwiiNtloko ezinika iNkxaso kuBafundi kwiZithili; kwiiNqununu nakubo bonke ootitshala

Isihloko: Ukubaluleka kolawulo lwentsebenzo esemgangathweni

1. Apha kuqhotyoshelwe ikhalenda ye-*Integrated Quality Management System (IQMS)* ka-2019 emalunga nokuqulethwe kwiNgcaciso eMfutshane yeCandelo loLawulo lwezaBasebenzi ngoBuchule 0003/2018 yange-27 Februwari 2018.

2. Le khalenda inika isikhokelo seenkqubo eziyimfuneko kunye nemihla esikiweyo echaphazelekayo. Kucelwa izikolo ziyithobele ngqo imihla yokungeniswa kwamaxwebhu enikiweyo zii-ofisi zezithili ukwenzela ukuba ziyibambe ngqo imihla esikiweyo ebhalwe kwikhalenda.

3. Ulawulo lwentsebenzo yinkqubo enxibelelanisa izicwangciso zeziko neenjongo kwiinjongo zeeyunithi ezincinane (*subunit goals*) nakwisikhundla somntu ngamnye. Ijolise ekunikeni isikhokelo nasekuphuculeni intsebenzo yomntu ngamnye, ukuze kuphuculwe ukusebenza ngokuyimpumelelo kwesebe namaziko emfundo. Le nkqubo ke ngoko yinkqubo engokuphuhliswa kwezakhono nobuchule ukulungiselela umntu ngamnye/iziko/nesebe ngokubanzi.

4. Ulawulo lwentsebenzo oluqhubeka okokoko lunceda:
   - ekumiseleni umoya wentsebenzo egqwesileyo;
   - ekuphuculeni ulwazi nokuqonda ngezo zinto uzilindeleyo;
   - ekuphuculeni unxibelelwano;
   - ekukhuthazeni uvavanyo olunobulungisa nolungakhethi cala;
   - ekunikeni amathuba abhekiselele kwiimfuno zophuhliso;
   - ekulawuleni intsebenzo enganelisiyo ngokuthatha amanyathelo okuthintela ingxaki kwangoko;
   - ekukhokeleni nasekunikeni inkxaso abasebenzi; kunye
   - nokubonelela ngesiseko sezigqibo zethuba elizayo.

5. Kunyanzelekile ukuba zonke iinqununu nabasebenzi baqinisekise ukuba ukuhlolwa kwentsebenzo kwenziwa rhoqo. Bonke ootitshala, nokuba baqeshwe isigxina okanye baqeshwe njengabalingwa okanye ngokwemvumelwano, mayihlolwe intsebenzo yabo, yaye ireyithingi nganye ebonisa intsebenzo mayisekelwe kubungqina. Ukubekwa esweni nokunikwa inkxaso kwentsebenzo yinkqubo eqhubekeka okoko.

6. Kuluxanduva lwazo zonke iinqununu nootitshala ukuqinisekisa ukuba iirivyu nokuhlolwa kokugqibela kwentsebenzo yabo kuqhutywa ngokwemigqaliselo emiselwe kwiMvumelwano i-*IQMS Collective Agreement 8 of 2003*. Kubalulekile ukuba ithotyelwe ngqo imihla esikiweyo yokungeniswa kwamaxwebhu ayimfuneko.

7. Iinqununu ziya kuphendula ngokungeniswa kwamaxwebhu ayimfuneko. Ukungangeniswa kwala maxwebhu ayimfuneko kunokubangela ukuba utitshala angawunikwa uchatha kumvuzo wakhe.

8. Kucelwa wazise okukule ngcaciso imfutshane bonke ootitshala abachaphazelekayo abaphantsi kweliso lakho ukuze bakuthathele ingqalelo.

ISAYINWE: NGU-LJ ELY
USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO
UMHLA: 2018-11-21

Ikhalenda ye-*Integrated Quality Management System (IQMS)* yamaziko emfundo ngo-2019

JANUWARI	FEBRUWARI	MATSHI
• Intlanganiso ye-*Staff Development Team (SDT)* • Okwenziwa yiSDT: Ukuqinisekisa ukuba imisebenzi ye-*IQMS* iyavela kwikhalenda yesikolo • Okwenziwa yiSDT: Uqeqesho lootitshala abangalufumananga uqeqesho • Okwenziwa yinqununu:Ifumana amaxwebhu e-*IQMS* asuka kwisikolo sangaphambili ukuba utitshala wemka • Okwenziwa yiSDT: Ichaza inkqubo yesiCwangciso sezoLawulo se- *IQM*S neeProgram zoPhuhliso zaBasebenzi • Ukumodareyithwa sisithili kwamanqaku oMlinganiselo weNtsebenzo (PM) • Ukuzaliswa kwikhompyutha kweziCwangciso zoPhuculo lweZikolo (*SIPs)* ne-*SIP Action Plan*	• Okwenziwa yiSDT: Ukuqinisekisa ukuba bonke ootitshala abatsha abafikayo bafumana uqeqesho • Okwenziwa yiSDT: Ikhupha ithayimthebhile yokuhambela iiklasi (uvavanyo olwandlalelayo) • Uqeqesho: yi-*SDT* • Inkqubo yoVavanyo lweSikolo siPhela (*WSE)* yangaphandle • Ukumodareyithwa sisithili kwamanqaku oMlinganiselo weNtsebenzo (PM) • Ukugqitywa kwe-*SIPs* ne-*SIP Action Plan* ukuba kucetyiswa ngazo naziphi iinguqu ngumphathi wesekethe (CM) nemakuvunyelwane ngazo	• Qinisekisa ukuba bonke ootitshala abatsha abafikayo baluzalisile uvavanyo olwandlalelayo • Ukungeniswa kwamanqaku ovavanyo olwandlalelayo (ngootitshala abatsha abafikayo) • I-*Development Support Group* (*DSG)*:Intlanganiso yerivyu yekota ye*Personal Growth Plan (PGP)* (QA6) • Uqeqesho: yi-*SDT* • Ukungeniswa: kwengxelo yekota ye*School Improvement Monitoring (SIM) report* • Inkqubo ye*WSE* yangaphandle
APRELI	**MEYI**	**JUNI**
• Intlanganiso yeSDT • Umjikelo wophuhliso: uqeqesho, uphuhliso nokunika inkxaso • Okwenziwa yiDSG: Inkqubela elinganisiweyo ngokunxulumene nePGP (QA6) • Ukubekwa kwenkqubo esweni okokoko yinqununu ne*SMT/SDT* • Uqeqesho: yi-*SDT* • Inkqubo ye*WSE* yangaphandle	• Umjikelo wophuhliso: uqeqesho, uphuhliso nokunika inkxaso • Okwenziwa yiDSG: Inkqubela elinganiswe kwiPGP (QA6) • Ukubekwa kwenkqubo esweni okokoko yinqununu neSMT/SDT • Uqeqesho: yiSDT • Inkqubo ye*WSE* yangaphandle	• Umjikelo wophuhliso: ukuqeqesha, uphuhliso nokunika inkxaso • Okwenziwa yi-*DSG*: intlanganiso yerivyu yekota *yePGP (QA6)* • Ukubekwa kwenkqubo esweni okokoko yinqununu ne*SMT/SDT* • Ukungeniswa: kwengxelo yeKota ye*School Improvement Monitoring (SIM) report* • Inkqubo ye*WSE* yangaphandle
JULAYI	**AGASTI**	**SEPTEMBA**
• Intlanganiso yeSDT • Umjikelo wophuhliso: uqeqesho, uphuhliso nokunika inkxaso • Okwenziwa yi-*SDT*: Ikhupha ithayimthebhile yokuhambela iiklasi (yovavanyo oluquphayo) • Okwenziwa yi-*DSG:* Inkqubela elinganisiweyo kusetyenziswa i-*PGP* (QA6) • Ukubekwa kwenkqubo esweni okokoko yinqununu ne*SMT/SDT* • Ukungeniswa: kwengxelo yeNkqubela ye*SIP* yezikolo ezingaqhubi kakuhle • Inkqubo ye*WSE* yangaphandle	• Umjikelo wophuhliso: uqeqesho, uphuhliso nokunika inkxaso • Ukuqaliswa kovavanyo oluquphayo • Okwenziwa yi-DSG: Inkqubela elinganisiweyo ngokunxulumene nePGP (QA6) • Ukubekwa kwenkqubo esweni okokoko yinqununu neSMT/SDT • Inkqubo ye*WSE* yangaphandle	• Umjikelo wophuhliso: uqeqesho, uphuhliso nokunika inkxaso • Uvavanyo oluquphayo • Okwenziwa yi-*DSG*: intlanganiso yerivyu yekota ye*PGP* (QA6) • Ukubekwa kwenkqubo esweni okokoko yinqununu ne*SMT/SDT* • Ukungeniswa kwengxelo yeKota i-*School Improvement Monitoring (SIM) Report* • Inkqubo ye*WSE* yangaphandle
OKTOBHA	**NOVEMBA**	**DISEMBA**
• Intlanganiso ye*SDT* • Ukucwangcisela i-*IQMS* ngo-2020 • Ukugqitywa kovavanyo oluquphayo • Ukubekwa kwenkqubo esweni okokoko yinqununu neSMT/SDT • Inkqubo yeWSE yangaphandle • Ilisti yamalungu e*SDT* neephothifoliyo ngokwemisebenzi • Ukungeniswa kwesiCwangciso soPhuculo looTitshala *(EIP)* • Ukungeniswa kwikhompyutha kwesiCwangciso soMsebenzi i-*SIP action plan* ka-2020.	• Inqununu ne*SDT*: ukumodareyithwa kwangaphakathi kwamanqaku e*PM* • Okwenziwa yi-SDT: Iprogram yoPhuhliso lwaBasebenzi eyenziwe ngokwenkqubo yovavanyo oluquphayo ka-2019 • Ukungeniswa: kwamanqaku ovavanyo oluquphayo • Ukungeniswa kwengxelo yokumodareyithwa kwangaphakathi olungenkqubo yokuhlola • Ukungeniswa: kwengxelo yeKota ye*School Improvement Monitoring (SIM) report*	• Okwenziwa yi-*SDT:* ukuqinisekisa ukuba imisebenzi ye-*IQMS* iyavela kwikhalenda ka-2020

UMSEBENZI	IMIHLA ESIKIWEYO
➢ Ukungeniswa kwamanqaku ovavanyo olwandlalelayo (ngutitshala omtsha)	15 Matshi 2019
➢ Ukugqitywa kovavanyo oluquphayo	18 Oktobha 2019
➢ Ukungeniswa kwamanqaku aquphayo	Ukususela nge-01 Novemba 2019
➢ Ukungeniswa kweNgxelo yokuModareyitha yaNgaphakathi emalunga novavanyo lwenkqubo	22 Novemba 2019