Isalathiso: 20190503-4261
Inombolo yefayili: 13/11/2
Imibuzo: Njengoko kuchaziwe kwitheyibhile 12

INgcaciso eMfutshane yeCandelo loLawulo lweeMviwo: 0004/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kuBacebisi ngeZifundo, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kuBaphathi beeSekethe, kumaSekela eeNgcali zeMfundo eziziiNtloko, kwiiNtloko zoQuquzelelo neNgcebiso ngeze*SLES*, kuBaququzeleli boVavanyo neeMviwo nakwiiNtloko zamaziko alungiselela abaviwa iimviwo zeSatifikethi seMatriki sikaZwelonke *(NSC)* neze-*AET Level 4*

Isihloko: Ukuqeshwa kwabagadi babaviwa ukwenzela iimviwo zeSatifikethi seMatriki sikaZwelonke (*NSC*) zangoNovemba 2019, neemviwo ze-*Adult Education and Training (AET) Level 4*

1. Ngokwemimiselo ii-*Regulations Pertaining to the Conduct, Administration and Management of National Senior Certificate examination*, ezapapashwa kwi*Gazethi kaRhulumente No.* 37651 ye-16 Meyi 2014, **amasebe emfundo amaphondo makatyumbe inqununu yesikolo njengomgadi wabaviwa oyintloko weemviwo ze*NSC*.**

2. Iinqununu nabaphathi bamaziko emfundo yabadala banokuwudlulisela lo msebenzi, ngencwadi ebhaliweyo, kwilungu leKomiti yoLawulo yeSikolo (*School Management Team*) (*SMT*)). Nakuba kunjalo, inqununu/umphathi weziko uya kwamkela ekugqibeleni uxanduva ngokupheleleyo nokuphendula ngokubhalwa kwazo zonke iimviwo kwisikolo/kwiziko axelenga kulo.

3. Kuviwo lwe*NSC* lwangoNovemba 2019, umgadi wabaviwa oneqhuzu (*senior invigilator*), ekufuneka abe ungumntu wasekuhlaleni, kulindeleke ukuba ancedise umgadi wabaviwa oyintloko ekulawulweni nasekubhalweni kweemviwo. Akuvumelekile, phantsi kwazo naziphi iimeko ukuba umgadi wabaviwa oneqhuzu makathathe uxanduva ngokupheleleyo lwayo yonke imisebenzi yezolawulo enxulumene noviwo lwe*NSC* lwangoNovemba 2019.

4. Kucelwa iinqununu nabaphathi bamaziko emfundo yabadala bagaye abantu abafanelekileyo basekuhlaleni abaya kusebenza njengabagadi babaviwa abaneqhuzu kunye nabagadi babaviwa bezi mviwo zikhankanywe ngentla.

5. 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* **(inombolo yerhafu nesitampu sebhanki)**
IsiHlomelo E – Ikhontraki yeNgqesho yeThutyana yaBantu baseKuhlaleni

6. **Iikhrayitheriya zokuqeshwa kwabagadi babaviwa**

6.1 Phantsi kweemeko zesiqhelo, makungabikho mntu uqwalaselelwa ukuqeshwa njengomgadi wabaviwa oyintloko, umgadi wabaviwa oneqhuzu okanye umgadi wabaviwa ukuba:

6.1.1 ungaphantsi kweminyaka eyi-25 okanye ungaphezu kweminyaka eyi-65 ubudala;

6.1.2 usisizalwane somfundi obhala iimviwo; okanye

6.1.3 ungumyeni okanye yinkosikazi yesizalwane somgadi wabaviwa oyintloko.

6.2 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**.

6.3 Kwiiseshoni apho kukho kuphela inani elincinane labaviwa (ababini ilelona nani lisezantsi), ziya kwanela iinkonzo zomgadi wabaviwa omnye. Kwimeko elolo hlobo, umgadi wabaviwa oneqhuzu okanye oyintloko akasayi kwenza misebenzi yesiqhelo yokugada abaviwa, ngaphandle nje kokubambela umgadi wabaviwa xa kufuneka ekhaphe umviwa ukuya kwigumbi langasese.

6.4 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.

6.5 Ziyafuneka iinkonzo zabagadi babaviwa abongezelelweyo ukulawula amagumbi okubhalela iimviwo amabini okanye ngaphezulu ngaxeshanye, umgadi wabaviwa oyintloko akasayi kwenza misebenzi yesiqhelo yokugada abaviwa, koko kuya kufuneka ukuba enze imisebenzi yomgadi wabaviwa oyintloko kuwo onke amagumbi ekubhalelwa kuwo.

7. **Ukutyunjwa kwabagadi babaviwa**

7.1 Kwiiseshoni zeemviwo ze*NSC*, inqununu mayiqinisekise ukuba **i-50% yabagadi babaviwa ngootitshala ize i-50% ibe ngabantu basekuhlaleni**.

7.2 Ootitshala abasebenza njengabagadi babaviwa **akuyomfuneko** ukuba bafakwe kwishedyuli epheleleyo yokugada abaviwa kwiseshoni nganye yoviwo.

7.3 Utitshala onomntwana obhala iimviwo ze*NSC* esikolweni apho utitshala aqeshwe khona**, makangatyunjwa** njengomgadi wabaviwa.

7.4 Kunyanzelekile ukuba utitshala angabandakanyeki ekubagadeni abafundi ababhala isifundo asifundisayo esikolweni.

7.5 Inqununu mayityumbe ngokubhala incwadi eya kubo bonke ootitshala abaya kuba besebenza njengabagadi babaviwa kwiimviwo ze*NSC*. Ilisti yabo bonke ootitshala nabantu basekuhlaleni abatyunjwe njengabagadi babaviwa mayingeniswe kwi-ofisi yesithili engadlulanga **uMvulo, we-03 Juni 2019**.

7.6 I-ofisi yesithili mayiqokelele kwaye ihlanganise iifom zamagama atyunjiweyo *(nomination forms*) ezisuka kuwo onke amaziko okubhalela uviwo izingenise ezi fom kwaNdlunkulu zikwibhetshi enye ehlangeneyo (*one collated batch*) **ungadlulanga uLwesihlanu, we-07 Juni 2019**.

8. **Imisebenzi yabagadi babaviwa abaziintloko, eyabagadi babaviwa abaneqhuzu neyabagadi babaviwa**

8.1 Imisebenzi yabagadi babaviwa abaziintloko, eyabagadi babaviwa abaneqhuzu neyabagadi babaviwa, iyavela kwi-***Examination Procedure Manual*, eqhotyoshelwe apha njengesiHlomelo A.**

8.2 Abagadi babaviwa mabangabancedisi abaviwa kuyo nayiphi imisebenzi etenxileyo (*irregular activities*) ngethuba lokubhalwa koviwo. ISebe leMfundo leNtshona Koloni *(WCED)* alisayi kulibazisa ekubekeni izimangalo zokwaphulwa komthetho kuye namphi na umgadi wabaviwa ofunyenwe enetyala lwako nakuphi ukubandakanyeka kwisitenxo (*irregularity*).

8.3 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.

8.4 Iinqununu mazenze irosta yokugada abaviwa ize ingeniswe kumphathi wesekethe ochaphazelekayo nje ukuba kuvunywe ukuqeshwa kwabagadi babaviwa.

8.5 Irosta yokugada abaviwa mayibandakanye abagadi babaviwa kunye nabagadi babaviwa ababambeleyo kwiseshoni yoviwo nganye.

9. **Uqeqesho lwabagadi babaviwa beemviwo ze*NSC* neze-*AET Level 4***

9.1 Uqeqesho lweenqununu, abagadi babaviwa abaziintloko nabagadi babaviwa abaneqhuzu luya kuqhutywa **ngoAgasti nangoSeptemba 2019** kwaye lunyanzelekile.

9.2 Abagadi babaviwa abaneqhuzu abahlala **kumgama we-75 km** ukusuka esikolweni okanye kwiziko apho uqeqesho lwenzeka khona **baya kuhlawulwa ngeeseshoni ezimbini ezongezelelweyo** ukwenza imbuyiselo yeendleko zokuhamba.

9.3 Abagadi babaviwa abaneqhuzu abahlala **kumgama ongaphezulu kwe-75 km** ukusuka kwindawo ekuqhubekela kuyo uqeqesho **baya kuhlawulwa ngeeseshoni ezimbini ezongezelelweyo** ukwenza imbuyiselo ngeendleko zokuhamba.

9.4 Inqununu yesikolo mayiqinisekise ukuba bonke ootitshala nabantu basekuhlaleni abatyunjwe njengabagadi babaviwa, baqeqeshwe ngokupheleleyo ekwenzeni imisebenzi yabo yokugada abaviwa.

9.5 Uqeqesho malususele (*must be cascaded*) kwiinqununu nakubagadi babaviwa abaziintloko ukuya kubo bonke abagadi babaviwa abangekayi kwiseshoni yoqeqesho kwaNdlunkulu.

9.6 Iirejista zababekho kuqeqesho mazizaliswe njengobungqina kwinqanaba lesikolo kwaye mazibonise ixesha nendawo ekwakuqhutyelwa kuyo uqeqesho namagama abagadi babaviwa ababekwiseshoni leyo.

10. **Ukutyunjwa nokuvunywa kwamagama abagadi babaviwa abaziintloko, abagadi babaviwa abaneqhuzu nabagadi babaviwa ukulungiselela zonke iimviwo**

10.1 **IsiHlomelo A nesiHlomelo B** mazizaliswe yinqununu okanye ngumphathi weziko. Umphathi wesekethe uya kuwangqininisa amagama abatyunjiweyo acebise ngokutyunjwa kwabo emva koko agqithisele amaxwebhu kwaNdlunkulu ukwenzela ukuvunywa kwawo kokugqibela.

10.2 Amagama atyunjiweyo abagadi babaviwa abaneqhuzu, makakhatshwe ziikopi ezingqinisisiweyo zesazisi somntu ngamnye otyunjiweyo, ikharityhulam vitheyi elikhasi elinye (elinesiqinisekiso samabanga emfundo akhe) elineziqinisekiso zamabanga emfundo akhe, emaziquke ubuncinane nesatifikethi seBakala 12.

10.3 **Inqununu** mayilwenze ngokwayo **udliwano-ndlebe** nalowo (nabo) utyunjwe njengomgadi wabaviwa oyintloko kunye nomgadi wabaviwa oneqhuzu ekudluliselwe kuye amagunya**.**

10.4 Umphathi wesekethe makaqiniseke ukuba umntu ngamnye otyunjiweyo unobuchule obububo bokufunda, ukubhala, ukuva nokubona kwaye usempilweni entle.

10.5 Abenzi-sicelo okanye abatyunjiweyo ababefake izicelo zokuqeshwa ngokusisigxina kwezinye iindawo kukhethwa ukuba mabangaqwalaselelwa ukuqeshwa .

10.6 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 kwaye sisayinwe ngumgadi wabaviwa (ngabagadi babaviwa).

10.7 Kuphela ngumntu ekuvunyiweyo ukutyunjwa kwakhe nguNdlunkulu onokwenza imisebenzi njengomgadi wabaviwa. Akuvumelekile naphantsi kwazo naziphi iimeko ukuba abagadi babaviwa batyumbe abagadi babaviwa ababambeleyo nakweyiphi inxenye yomsebenzi wabo.

10.8 Ukuba iimeko ziyamthintela umgadi wabaviwa oyintloko, umgadi wabaviwa oneqhuzu okanye umgadi wabaviwa ukuba agade abaviwa kuviwo, inqununu okanye umphathi weziko, ngokuthetha-thethana nomphathi wesekethe, makenze amalungiselelo okutyunjwa 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.

11. **Imvumelwano yokwenziwa kwenkonzo**

Bonke abagadi babaviwa abaziintloko, abagadi babaviwa abaneqhuzu nabagadi babaviwa, mabazilungiselele ukungena kwimvumelwano yokwenziwa kwenkonzo (*service contract*) ne*WCED* emalunga nemisebenzi neemfanelo zabo eziphathelele kwiimviwo. Le mvumelwano iya kusebenza kwiimviwo **zangoNovemba 2019**.

12. **Ukungeniswa kweefom zokutyumba abagadi babaviwa**

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

Isithili	Igosa elichaphazelekayo	Ifoni	I-imeyili
Metro North	Johnnie Isaacs (KwaNdlunkulu)	021 467 2974	johnnie.isaacs@westerncape.gov.za
Metro Central	Farrel Jacobs (KwaNdlunkulu)	021 467 2909	farrel.jacobs@westerncape.gov.za
Metro South	Linsay van Gensen (KwaNdlunkulu)	021 467 2917	linsay.vangensen@westerncape.gov.za
Metro East	Gideon Dilgee (KwaNdlunkulu)	021 467 2941	gideon.dilgee@westerncape.gov.za
West Coast	Peggy Thomas (KwaNdlunkulu)	021 467 2930	peggy.thomas@westerncape.gov.za
Cape Winelands	Lindsay Weber (KwaNdlunkulu)	021 467 2732	lindsay.weber@westerncape.gov.za
Overberg	Patricia Liguma (KwaNdlunkulu)	021 467 2936	patricia.liguma@westerncape.gov.za
Eden and Central Karoo	Samuel Adams (KwaNdlunkulu)	021 467 2914	samuel.adams@westerncape.gov.za

13. **Ukuhlawulwa kwabagadi babaviwa**

13.1 I-*WCED* iya kubatyumba kwaye ibahlawule abagadi babaviwa abangabantu basekuhlaleni ngokungqinelana nemimiselo ye-*Personnel Administration Measures* (*PAM*).

13.2 **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 zibuyiselwe kwi*WCED*** nangona abagadi babaviwa bala maziko bengahlawulwa yi*WCED*.

13.3 Abasebenzi abangoomabhalana nootitshala abafumana umvuzo kwi*WCED* nabasebenza njengabagadi babaviwa, abayi kuhlawulwa yi*WCED* ngemisebenzi yokugada abaviwa abayenzileyo.

13.4 Ireyithi yentlawulo yokugada abaviwa ngoku (esengatshintsha) yi-**R241,35 ngeseshoni kumgadi wabaviwa oneqhuzu** ize ibe yi-**R160,90 ngeseshoni kumgadi wabaviwa**.

13.5 **Abagadi babaviwa abasayi kuhlawulwa phantsi kwazo naziphi iimeko ngeendleko zeehambo eziphathelele ekwenzeni imisebenzi yokugada abaviwa**. Iinqununu nabaphathi bamaziko, ngoko ke, mabatyumbe abagadi babaviwa abangabantu basekuhlaleni abafumana iinkonzo kweso sikolo okanye kwelo ziko.

13.6 Imimiselo (*IRP10*) engokuhlawulwa kwerhafu yabaqeshwa imisela ukuba yonke imivuzo yabantu abaqeshwe ngokungesosigxina mayitsalelwe irhafu ye-25%. I-W*CED* iya kuthi, ngoko ke, itsale **i-25% eyirhafu yezixa zentlawulo yabagadi babaviwa ngeenkonzo abazenzileyo.** Ngoko ke, **ukungeniswa komyalelo werhafu yabaqeshwa (*tax directive*) (*IRP 3*) akusasebenzi.**

13.7 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 eyi-*IT12 S form*. Ii-*IRP 5 certificates*, zidla ngokuposelwa kumakhaya abagadi babaviwa okanye kwiidilesi zeposi ngoJuni okanye ngoJulayi kunyaka olandela lowo bebengabagadi babaviwa ngawo.

13.8 Ukwenzela ukuba kukhawuleziswe intlawulo yamabango, ngamnye umgadi wabaviwa oneqhuzu okanye umgadi wabaviwa makabhale **inombolo yesazisi** yakhe kwifom yokwamkela ukuqeshwa aze aqhoboshele ikopi yesazisi sakhe eqinisekisiweyo. **IsiHlomelo D** ekubhalwe kuso kwakhona **inombolo yesalathiso yerhafu (*tax reference number*)** masizaliswe ngabo **bonke abagadi babaviwa abaneqhuzu nangabagadi babaviwa abangabantu basekuhlaleni.** Le fom mayizaliswe kwaye ingqinwe njengechanekileyo kwaye i-akhawunti yebhanki mayingqinwe njengesebenzayo yibhanki echaphazelekayo.

14. 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-PAD BEETS
USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO
UMHLA: 2019-05-16

ADDENDUM A

NOMINATION AND APPOINTMENT: CHIEF INVIGILATOR

TO BE COMPLETED BY THE PRINCIPAL AND SENT TO THE CIRCUIT MANAGER FOR THE PARTICULAR EXAMINATION

*** Attach a certified copy of ID document, highest qualification and one-page CV with this nomination form**

Examination: (Tick appropriate option)

☐ **National Senior Certificate November 2019 examination**

PART A: NOMINATION OF THE CHIEF INVIGILATOR (TO BE COMPLETED BY THE SCHOOL PRINCIPAL)

1. Name of school/centre:

   _____

2. Centre number: | | | | | | | |

3. Contact details of chief invigilator:

   Name and Surname:

   Persal number: | | | | | | | | |

   Cell number: | | | | | | | | | | |

   Address: _____

   _____

   _____

4. Number of candidates entered for the examination. Give number of full-time candidates, as well as part-time (repeater) candidates, if any:

FULL-TIME		PART-TIME/ REPEATER		TOTAL	

5. Number of invigilators required: _____

PART B: APPROVAL (TO BE COMPLETED BY THE CIRCUIT MANAGER)

_____ _____

SIGNATURE OF CIRCUIT MANAGER SIGNATURE OF CHIEF INVIGILATOR

DATE: DATE:

PART C: FINAL APPROVAL BY HEAD OFFICE

Appointment approved ☐ Yes ☐ No

All documents submitted ☐ Yes ☐ No

_____ _____

SIGNATURE OF HEAD OFFICE OFFICIAL DATE:

ADDENDUM B

NOMINATION AND APPOINTMENT: SENIOR INVIGILATOR

TO BE COMPLETED BY THE PRINCIPAL AND SENT TO THE CIRCUIT MANAGER FOR THE PARTICULAR EXAMINATION

*** Attach a certified copy of ID document, highest qualification and one-page CV with this nomination form**

Examination: (Tick appropriate option)

☐ **National Senior Certificate November 2019 examination**

PART A: NOMINATION OF THE SENIOR INVIGILATOR (TO BE COMPLETED BY THE SCHOOL PRINCIPAL)

1. Name of school/centre:

   _____

2. Centre number: | | | | | | | |

3. Contact details of senior invigilator:

   Name and Surname:

   Cell number: | | | | | | | | | | |

   Address: _____

   _____

   _____

PART B: APPROVAL (TO BE COMPLETED BY THE SCHOOL PRINCIPAL)

Senior invigilator nomination is supported by principal: ☐ Yes ☐ No

_____ _____

SIGNATURE OF PRINCIPAL
DATE:

SIGNATURE OF SENIOR INVIGILATOR
DATE:

PART C: FINAL APPROVAL BY HEAD OFFICE

Appointment approved ☐ Yes ☐ No
All documents submitted ☐ Yes ☐ No

_____ _____

SIGNATURE OF HEAD OFFICE OFFICIAL

DATE:

ADDENDUM C

APPOINTMENT OF INVIGILATORS

TO BE COMPLETED BY THE PRINCIPAL/CHIEF INVIGILATOR AND SENT TO THE CIRCUIT MANAGER FOR THE PARTICULAR EXAMINATION

***Attach a certified copy of the ID document and highest qualification for each invigilator (for community members only)**

Examination: (Tick appropriate option)

☐ **National Senior Certificate November 2019 examination**

Name of school/centre:

_____

Centre number: | | | | | | | |

A: APPOINTMENT OF COMMUNITY MEMBERS AS INVIGILATORS

Please complete the table below of all the **community members** appointed as invigilators.

FULL FIRST NAMES AND SURNAME	ADDRESS (include street numbers please)	IDENTITY NUMBER (attach a certified copy please)	CELL NO	HIGHEST QUALIFICATION (attach a certified copy please)	SIGNATURE OF INVIGILATOR

B: APPOINTMENT OF TEACHERS AS INVIGILATORS

Please complete the table below of all the **teachers** appointed as invigilators.

FULL FIRST NAMES AND SURNAME	IDENTITY NUMBER	PERSAL NUMBER	SIGNATURE OF INVIGILATOR

C: I declare that the above-mentioned invigilator(s) is/are suitable and I have satisfied myself that he/she/they will perform the invigilation duties diligently.

_____ _____

SIGNATURE OF CHIEF INVIGILATOR DATE:

D: Appointment(s) approved/not approved.

_____ _____

SIGNATURE OF CIRCUIT MANAGER DATE:

Western Cape Government
Education

Directorate: Examinations Administration

ADDENDUM D

BAS ENTITY MAINTENANCE

BANK DETAILS OF ACCOUNT HOLDER

TAX REFERENCE NUMBER (compulsory): .....

Name: .....

Address: .....

.....

.....

Postal Code: .....

Contact Person: ..... Tel. No.: .....

Email Address: .....

Teacher/Official Persal No.: | | | | | | | | |

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as the "ACB ELECTRONIC BANK TRANSFER SERVICE", and I/we also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher (this does not apply where it is not customary for banks to furnish bank statements).

I/We understand that a payment advice will be supplied by the WCED in the normal way, and that it will indicate the date on which funds will be available in my/our account. This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post.

....

INITIALS AND SURNAME AUTHORISED SIGNATURE DATE:

Name of Bank

Name of Branch

Branch Code | | | | | | |

Account Number | | | | | | | | | | | | | | | | | | | |

Type of Account

Current Account ☐

Savings Account ☐

Transmission Account ☐

DATE STAMP OF BANK
BANK ACCOUNT PARTICULARS
CERTIFIED AS CORRECT

ADDRESS TO SEND PAYMENT STUB:

ADDENDUM E

CONTRACT OF TEMPORARY EMPLOYMENT FOR COMMUNITY MEMBERS

SENIOR INVIGILATOR/INVIGILATOR OF EXAMINATIONS

1. CONTRACTING PARTIES

This contract is entered into between the Western Cape Education Department (hereinafter known as the EMPLOYER), represented by Brian Schreuder in his capacity as Head: Education or his delegate (represented by the education district's Institutional Management and Governance Manager of the EMPLOYER), and

_____ (hereinafter known as the EMPLOYEE) to be appointed as senior invigilator/invigilator of examinations at

NAME OF SCHOOL/CENTRE: _____

CENTRE NO: | | | | | | | |

2. TERMS AND CONDITIONS

It is agreed that the senior invigilator/invigilator is appointed in terms of the Regulations pertaining to the National Senior Certificate examination published in Government Gazette No. 37651 of 16 May 2014, and the terms and conditions set out in the **EXAMINATION PROCEDURE MANUAL**.

3. DURATION

Irrespective of the date or dates of the signing of this agreement by the parties, it is agreed that the agreement shall be deemed to be in force and effective from 01 October 2019 to 30 November 2019.

4. DOMICILIA AND NOTICES

The parties hereby select their street and postal addresses for the purposes of this agreement, including the serving of all notices and processes in connection herewith, as undermentioned.

THE EMPLOYER: HEAD: EDUCATION, WESTERN CAPE EDUCATION DEPARTMENT, PRIVATE BAG X9114, CAPE TOWN, 8000

The EMPLOYEE: _____

Street address:_____

_____

Postal address: _____

_____

_____

Done and executed by the parties at the places and on the dates respectively set opposite their names.

Signed on behalf of the EMPLOYER at _____

on this _____ day of _____ 2019

_____ _____

on behalf of the EMPLOYER (signature) As witness (signature)

Signed on behalf of the EMPLOYEE at _____

on this _____ day of _____ 2019

_____ _____

EMPLOYEE (signature) As witness (signature)