Isalathiso: 20190503-4292
Inombolo yefayili: 13/1
Imibuzo: W Gordon

INgcaciso eMfutshane yeCandelo loLawulo lweeMviwo: 0007/2019

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, kuBaququzeleli beeMvavanyo neeMviwo, nakwiiNtloko zamaziko nezikolo ezizimeleyo ezilungiselela abaviwa kwiimviwo zeSatifikethi seMatriki sikaZwelonke

Isihloko: Ukubuyiswa kweZafikethi zeMatriki zikaZwelonke ezingabangwanga (*unclaimed certificates*) zeminyaka edlulileyo (ukususela ngo-1992 ukuya ku-2017)

1. Kucelwa bonke abathathi-nxaxheba kuqukwa iinqununu zezikolo eziphakamileyo/izikolo ezizisekondari, kwakunye nabaphathi baMaziko eMfundo oLuntu *(Community Learning Centres*), ukuba baqwalasele oku kulandelayo:

   (a) Zonke izatifikethi ezingabangwanga zimele ukufunyanwa yaye zibuyiselwe kwaNdlunkulu weSebe leMfundo leNtshona Koloni emva kwethuba leenyanga eziyi-12 ukususela kumhla amaziko okubhalela iimviwo azifumana ngawo.

   (b) Izatifikethi zeemviwo zangoNovemba 2017, ezahanjiswa ngo-2018, mazibuyiselwe kwaNdlunkulu ungadlulanga owe-31 Julayi 2019. Le nkqubo mayiphindwe qho ngonyaka.

2. Izatifikethi ezingabangwanga ziya kugcinwa kwindawo ekhuselekiyo nenqatyisiweyo kwaNdlunkulu kangangethuba leminyaka emithathu ukulungiselela ukuthathwa kwazo okunokwenzeka ngabaviwa. Ukuba azithathwanga kwelo thuba leminyaka emithathu ziya kutshatyalaliswa.

3. Ukongeza koku kungentla, abathathi-nxaxheba abachaphazelekayo mabayithobele ngokunjalo imigaqo, imigaqo-nkqubo nemigqaliselo ka-Umalusi emalunga noku kulandelayo:

(a) Izatifikethi ezingabangwanga mazibuyiswe emva konyaka omnye wokukhutshwa kwazo ukusiwa ezikolweni zabo.

(b) Izatifikethi maziphathwe njengezixabiseke kakhulu yaye mazigcinwe ngokhuseleko nangokunqatyisiweyo ngawo onke amaxesha.

(c) Abaviwa mabaziswe xa izatifikethi sele zikulungele ukuthathwa yaye ukuhanjiswa kwazo makwenzeke phantsi kwemiqathango yokhuseleko.

4. Ziyacelwa izikolo ukuba zizibuyisele izatifikethi ezingabangwanga kwaNdlunkulu, zibhalwe ngokucacileyo oku kulandelayo:
UNCLAIMED CERTIFICATES
***FOR ATTENTION**: Mr Werner Gordon*
Directorate: Examinations Administration
5th Floor, Room 502
Grand Central Building
Lower Parliament Street
CAPE TOWN
8001

5. Apha kuqhotyoshelwe isatifikethi sokungqina ukususwa kwezatifikethi (*clearance certificate)* emasizaliswe zizikolo ukungqinisisa ukuba zonke izatifikethi zeminyaka exeliweyo zisusiwe zabuyiselwa kwaNdlunkulu.

6. Imibuzo emalunga nokubuyiswa kwezatifikethi ezingabangwanga mayibhekiswe kuMnu Werner Gordon nge-imeyili apha: Werner.Gordon@westerncape.gov.za okanye ngefeksi kule nombolo yefeksi: 021 461 5637.

7. Iya kuthakazelelwa intsebenziswano yenu ngokumalunga noku.

ISAYINWE: NGU-T SINGH
IBAMBELA SEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO
UMHLA: 2019-06-19

Reference: 20190503-4292
File no.: 13/1
Enquiries: W Gordon

CLEARANCE CERTIFICATE

DECLARATION FOR THE SUBMISSION OF UNCLAIMED NATIONAL SENIOR CERTIFICATES FROM PREVIOUS YEARS TO HEAD OFFICE

I,.....(Principal/Deputy Principal) of.....(school) hereby declare on .....(date) that all unclaimed National Senior Certificates from previous years (1992 to 2017) have been removed from the safe/strongroom and have been submitted to the Directorate: Examinations Administration at the Western Cape Education Department's Head Office for archiving and/or shredding as per the Department of Basic Education's Management Plan for both certificates of National Senior Examinations (NSCs) and Senior Examinations (Amended) [SC(A)s].

..... **SCHOOL STAMP**

PRINT NAME OF PRINCIPAL/DEPUTY PRINCIPAL

....

SIGNATURE OF PRINCIPAL/DEPUTY PRINCIPAL **DATE:**

PLEASE FAX OR EMAIL THE COMPLETED CLEARANCE CERTIFICATE TO MR WERNER GORDON AT FAX NO.: 021 461 5637 OR Werner.Gordon@westerncape.gov.za.