



Isalathiso: 20190117-439  
Inombolo yefayili: 3/3/3/1/1  
Imibuzo: IZiko leeFoni

INGcaciso eMfutshane yeCandelo loLawulo lwaBasebenzi ngoBuchule: 0001/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kumaSekela-Balawuli, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kuBaphathi beeSekethe, kwiiNqununu nakwiiNtloko zaMaziko eMfundo

### Isihloko: Ukuqeshwa kweenqununu eziqeshwe njengabalingwa

1. IsiCwangciso soPhuhliso sikaZwelonke (*National Development Plan*) sigxininisa kutshintsho kwinkqubo yokuqeshwa ukuqinisekisa ukugaywa kwabantu abanobuchule abaza kuba yinkxalenye yeKomiti yaBaphathi abakhulu (*Senior Management Team*) kumaziko emfundo.
2. Injongo yethuba lokuqeshwa njengabalingwa kukufumanisa ukuba ngaba kukho ukumataniseka okwamkelekileyo na phakathi komqeshwa, umsebenzi nendawo asebenza kuyo, nokuba ngaba kukho umoya okhuthaza ukusebenza ngokufanalekileyo phakathi kweKomiti yoLawulo yeSikolo.
3. Ukuqeshwa kootitshala njengabalingwa kulawulwa yiMigaqo yoLawulo lwaBasebenzi (*Personnel Administration Measures (PAM)*), njengoko ifakelwe izilungiso ngoFebruwari 2016, noMthetho weNgqesho yooTitshala, 1998 (uMthetho ka-1998) (*Employment of Educators Act (EEA), 1998 (Act 76 of 1998)*).
4. Imimiselo **“yoKuwqeshwa njengomqeshwa ongumlingwa”** njengoko icaciswe kwisiqendu B.3.3 se-PAM yile ilandelayo:

“B.3.3.1 Ukuqeshwa okokuqala kwezemfundo kukatitshala ngokusisigxina kuya kuba kukuqeshwa njengomlingwa kangangethuba leenyanga eziyi-12, nelinako ukwandiswa ngenxa yezizathu ezivakalayo, libe lithuba leenyanga ezingagqithanga kweziyi-12 elingaphezulu. Utitshala makaxelelwe ngenchwadi ebhaliweyo ngenjongo yokulandisa ithuba lakhe lokuqeshwa njengomlingwa.

B.3.3.2 Umqeshi unokukuvuma ukusekondwa, ukutshintshelwa kwesinye isikolo okanye **ukunyuselwa esikhundleni** ngethuba lokuba ngumlingwa, ngokuxhomekeke ekubeni utitshala uhlala eqeshwe njengomlingwa ithuba

elipheleleyo kuqukwa nethuba lengqesho kwisikhundla sangaphambili leenyanga eziyi-12 ubuncinane.

B.3.3.3 Ukuba oko kubonwa njengokuyimfuneko, umqeshi unokufuna ukuqeshwa kukatitshala **kwinqanaba lonyuselo-sikhundleni lokuqeshwa njengomlingwa**, ngokuxhomekeke ekubeni kusebenza imiqathango ekumhlathi B.3.3.1 no-B.3.3.2 .

B.3.3.4 Ukuba intsebenzo katitshala oqeshwe njengomlingwa iyazithobela iimfuno ezimiselweyo ezichaphazelekayo njengoko zimiselwe kwinkqubo yolawulo lwentsebenzo (*performance management system*), kunokuqinisekiswa ukuqeshwa kwakhe ngokusisigxina.

B.3.3.5 Ukuqeshwa kukatitshala isigxina kuya kuqala ukusebenza akuba utitshala exelelwe ngencwadi ebhaliweyo ngumqeshi emazisa ngalo mba. Umqeshi makamazise utitshala zingadlulanga iinyanga eziyi-6 emva kokuphela kwethuba lokuqeshwa njengomlingwa okanye kwethuba lokulingwa elandisiweyo likatitshala oqeshwe ngokusisigxina okanye ngolunye uhlobo."

5. Ukwenzela ukuthotyelwa kweemfuno ezimiselweyo ze-PAM, iSebe leMfundo leNtshona Koloni ukususela ekubeni kwakhutshwa ULUHLU 2 LWEZITHUBA EZIKHETHEKILEYO LUKA-2017, liqeshe iinqununu njengabaqeshwa abangabalingwa. Oku kucacisiwe kwisiqendu 5.9 sesandulela soluhlu lwezithuba ngolu hlobo lulandelayo:

"a. Zonke iinqununu eziqeshwe kwizikhundla ngokusisigxina ziya kuqeshwa njengabalingwa kangangethuba leenyanga eziyi-12, elinokwandiselwa ithuba elillelinye elingagqithanga kwiinyanga eziyi-12 ngezizathu ezivakalayo"

6. Imigaqo yokuqinisekiswa kwabaqeshwa abaqeshwe njengabalingwa ichazwa apha ngezantsi.

6.1 Abaphathi beeSekethe mabazalise le rivyu yaqho ngekota ngokukhawuleza lakuphela ithuba elimiselweyo leenyanga eziyi-12 zekhalenda ukwenzela ukuqinisekisa ukuqeshwa ngokusisigxina kwabaqeshwa njengabalingwa. Mabaqinisekise abaphathi bamacandelo neesuphavayiza ukuba amanyathelo angezantsi ayalandelwa mbo xa bezalisa iifom:

6.1.1 Isixhobo se-*Integrated Quality Management System (IQMS)* esikhoyo, siya kusetyenziselwa ukuqinisekisa ukuthotyelwa kwemithetho esebenzayo (iSigqibo 8 soThetha-thethwano neMibutho yaBasebenzi sango-2003).

6.1.2 Kuya kusebenza iinkqubo nezitraktsha ze-IQMS.

- 6.1.3 Ukuqeshwa njengomlingwa kuya kuba kokwethuba leenyanga eziyi-12, kukho nerivyu enye ekupheleni kwekota.
- 6.1.4 Iirivyu zaqho ngekota ezintathu ziya kuqhutywa, kukho novavanyo olushwankathelayo (*summative evaluation*) oluqokumbela inkqubo yokuqeshwa njengomlingwa.
- 6.1.5 Iirivyu yekota nganye iya kubeka esweni yaye ihlole inkqubela nobuchule beenqununu.
- 6.1.6 Apho kuyimfuneko, kuya kuphunyezwa ngokukhawuleza iiprogram zongenelelo ngoncedo, ezenkxaso nezophuhliso.
- 6.1.7 Iirivyu zaqho ngekota aziyi kunikwa amanqaku, kodwa ziya kusetyenziswa njengendlela yasekuqaleni yokuchonga iinkalo zokuphuculwa kwentsebenzo.
- 6.1.8 Iirivyu zaqho ngekota ziya kunika inkxaso amanqaku okugqibela neereyithingi zovavanyo olushwankathelayo.)
- 7. Kucelwa wazise okuqulethwe yile ngcaciso imfutshane kubo bonke abasebenzi abaphantsi kolawulo lwakho ukuze bakuthathele ingqalelo.

**ISAYINWE:** NGU-LJ ELY

**USEKELA MLAWULI-JIKELELE WEENKONZO ZEZIKO**

**UMHLA :** 2019-01-29



CONFIDENTIAL

QUARTERLY REPORT: PRINCIPAL ON PROBATION

This report must be filled in by the principal's immediate supervisor. Reporting commences immediately three months from the date of appointment. Both the principal on probation and immediate supervisor must sign this document. At the end of the probationary period, the supervisor must submit the original four quarterly reports to the Directorate: Strategic People Management. Copies are to be kept by the principal and supervisor.

Name : .....

PERSAL No. ....

Period: ..... to .....

Quarterly Report No.

1 2 3 4

Table with 4 columns: Insert X in appropriate column, Satisfactory, Unsatisfactory, Comments. Rows include Curriculum Management, Assessment Management, Managing Human Resources, Administration, Leadership & Governance, and Managing Finances & Resources.

Identified Developmental Areas:

- |          |           |
|----------|-----------|
| 1. _____ | 2. _____  |
| 3. _____ | 4. _____  |
| 5. _____ | 6. _____  |
| 7. _____ | 8. _____  |
| 9. _____ | 10. _____ |

Additional remarks relating to the confirmation of the probationary period:

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_____	_____	_____
Supervisor	Rank	Date

If the principal on probation desires to submit representations in connection with the contents of the report, he should do so separately.

NOTED	
_____	_____
Principal on probation	Date