



Isalathiso: 20191128-2270  
Inombolo yefayili: 12/16/4/5  
Imibuzo: MM van Wyk

INGcaciso eMfutshane yeCandelo i-Cape Teaching and Leadership Institute: 0001/2020

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zamacandelo namacandelwana kwaNdlunkulu nakwii-ofisi zezithili, kwiiNtloko zokuNika iNkxaso kwiKharityhalum, kwiiNtloko zoLawulo nokuPhathwa kwamaZiko, kwiiNtloko zoQuquzelelo neNgcebiso ngezeMfundo eneeMfuno eziZodwa, kuBaphathi beeSekethe nakuBacebisi ngeZifundo

**Isihloko: Inkqubo yokubhukisha indawo yendibano neyokulala e-Cape Teaching and Leadership Institute (CTLI)**

1. Imfuneko ekhulayo yeendawo zendibano nezokulala kubathathi-nxaxheba beSebe leMfundo leNtshona Koloni (WCED) ikwenze kwabaluleka kwiCandelo i-Cape Teaching and Leadership Institute ukuba lisebenzise iinkqubo ezingqingqwa ezinxulumene nokungeniswa kwezicelo zokubhukisha. Oku kuya kunika ithuba lokuba iCandelo i-Cape Teaching and Leadership Institute lisebenzise iinkqubo ezingqingqwa ezinxulumene nokungeniswa kwezicelo zokubhukisha. Oku kuya kunika ithuba iCandelo i-Cape Teaching and Leadership Institute lokuba licwangcise yaye lilawule inkqubo yokubhukisha yonke kakuhle kakhulu.
2. Zonke izicelo zokubhukisha iindawo zendibano mazingeniswe **ubuncinane kwiintsuku eziyi-30** ngaphambili. Ukubhukisha sekudlule ixesha akusayi kwamkeleka. Kwiimeko apho indawo ifuneka ngokukhawulezileyo yaye neentsuku eziyi-30 ezisikiweyo zigqithile, makungeniswe izizathu ezibhaliweyo kuMlawuli we-Cape Teaching and Leadership Institute ukufumana ingqwalaselo nokuvunywa ngokusesikweni.
3. Zonke izicelo zokubhukisha mazizaliswe kwifom yokubhukisha emiselweyo **(isiHlomelo A)** zithunyelwe kwigosa elijongene nokubhukisha, u-Chiquita Mackriel, nge-imeyili apha [Chiquita.Mackriel@westerncape.gov.za](mailto:Chiquita.Mackriel@westerncape.gov.za). Kuphela zizicelo ezingeniswe ligosa elijongene nokubhukisha eziya kunikwa ingqwalaselo.
4. Nje ukuba sifumaneke isicelo sokubhukisha, ukuvunywa kokufumaneka kwesicelo kuya kuthunyelwa kumenzi wesicelo sendawo yendibano nge-imeyili esicacisa ukuba ukubhukisha kuya kuqinisekiswa ekupheleni kweveki.

5. Zonke izicelo zokubhukisha ziya kuqwalaselwa kwakhona yikomiti ejongene nokubhukisha yase-CTLI qho ngeveki ngoLwezithathu. Ukufumaneka kwendawo yendibano, inani labameli abaya kwiindibano nazo naziphi na iimfuno zokubhukisha ezongezelelweyo ziya kunikwa ingqwalaselo. Nje ukuba isigqibo senziwe, kuya kuthunyelwa i-imeyili ngokuyibuyisela kumenzi-sicelo sendawo yendibano, esiqinisekisa okanye esingakuvumiyo ukubekelwa bucala kwendawo.
6. Bonke abasebenzisi kunyanzelekile ukuba basebenzise abapheki-kutya abafumaneka kwangaphakathi. Amalungiselelo okutyisa abantu kufuneka enziwe ngqo nababonelela ngokutyisa abantu nje ukuba ukubhukishwa kwendawo yendibano kuqinisekiswa. Kubaluleke gqitha ukuhambelana mbo nommiselo weentsuku eziyi-30 wokubhukishela ukutyisa abantu ngelinika iyunithi ezijongene nokuthengwa kweempahla neenkonzo ixesha elaneleyo elikhokelayo lokwenza inombolo yoku-odola.
7. Ukuhlatywa (*cancellation*) kweenkqubo zokubhukisha makwenziwe kwangethuba kakhulu. Abaceli beendawo zendibano abaphindelelayo ngokuzihlaba iinkqubo zokubhukisha ngexeshana elingephi baya kuqatshelwa ukulungiselela ixesha elizayo. Oku kuya kuthathelwa ingqalelo xa ikomiti ejongene nokubhukisha yase-CTLI inika ingqwalaselo kwakhona yaqho ngeveki.
8. Ngezizathu zokunika iirekhodi, umenzi-sicelo wendawo yendibano makanike igosa elijongene nokubhukisha leCandelo i-Cape Teaching and Leadership Institute ikopi yerejista yokuhamba iintlanganiso esayiniweyo ekugqibeleni kongenelelo ngoncedo ngalunye.
9. Le nkqubo inye neentsuku ezimiselweyo ziya kusebenza kwizicelo ezenzelwa ukulala.
10. Umhla wokugqibela wokubhukisha e-CTLI ngonyaka yi-**31 Oktobha**.
11. Ithakazelelwa kakhulu intsebenziswano yenu qho ukuqinisekisa ukulawulwa ngempumelelo kwenkqubo yokubhukisha.
12. Kucelwa wazise okukule ngcaciso imfutshane bonke ootitshala abachaphazelekayo ukuze bakuthathele ingqalelo.

**ISAYINWE:** NGU-PAD BEETS

**USEKELA MLAWULI-JIKELELE WEKHARITYHULAM NOLAWULO LOVAVANYO**

**UMHLA:** 2020-01-03



CAPE TEACHING AND LEADERSHIP INSTITUTE: RESERVATION FORM – USE OF FACILITIES

SECTION 1: FOR ADMINISTRATIVE PROCESS

FOR ADMINISTRATIVE PURPOSES	DATE RECEIVED	DATE: BOOKING COMMITTEE	OUTCOME	
			APPROVED	DECLINED
FOLLOW-UP				

SECTION 2: APPLICATION PROCESS – GUIDE

- Note 1:** This form serves for reservation purposes only.
- Note 2:** Confirmation will be communicated once the contents of the application and availability of the required venue(s) has been determined.
- Note 3:** Please complete this form in full and fax to: 086 535 5659 or 021 900 5162/5027/5013
- Note 4:** Note that reservation forms must reach the CTLI 30 days prior to the requested date(s).
- Note 5:** **THE CTLI IS NOT RESPONSIBLE FOR CATERING ARRANGEMENTS.**  
All **CATERING NEEDS** should be requested and arranged with the official independent catering company directly.
- Note 6:** **THE CTLI IS NOT RESPONSIBLE FOR PRE-COURSE PREPARATIONS.**  
It is the responsibility of the person(s) requesting a venue to secure the printing and placement of their directional boards and information signage pertaining to their intervention (if required).

### SECTION 3: PURPOSE AND DETAILS OF RESERVATION

Number	Information needed	Option	Mark x	Option	Mark x
3.1	<b>Nature of intervention</b> (Mark in block)	Training session		Workshop	
		Conference Seminar		Meeting	
3.2	<b>Duration of intervention</b> (Complete and mark in block)	1–2 hours		3–5 hours	
		<b>Morning or afternoon</b>	Morning	Afternoon	
		<b>Days</b>	Full day	Number of days	
3.3	<b>Dates required</b> (From/To/On) (Date and month)	From/On		To/On	
3.4	<b>Pre-dates requiring access for preparation</b>	Date		Starting time	
3.5	<b>Target audience</b> Description of group (e.g. Foundation Phase teachers/or Circuit principals)				
3.6	<b>Number of people attending</b> Indicate disability (if any)				
3.7	Number of <b>additional visitors</b> e.g. Advisers/Director				

### SECTION 4: REQUEST INFORMATION

4.1	Department requesting reservation	
4.2	Branch/Chief Directorate	
4.3	Directorate	
4.4	Responsible director	
4.5	Person/Official submitting request	
4.6	Person responsible for the group on CTLI campus	
4.7	Email	
4.8	Cell phone number	
4.9	Landline number – office hours	

### SECTION 5: VENUE REQUIREMENTS

Groups	Venue	Description	Capacity	Mark appropriate block to indicate need	Number of people to use facility
1. Auditoriums	Auditorium 1	Theatre style – levels	69		
	Auditorium 2	Theatre style – levels	92		
	Auditorium 3	Theatre style – levels	200		
	Little theatre 1 – Auditorium	Theatre style – levels	200		
	Little theatre 2 – Auditorium	Theatre style – levels	50		
2. Lecture rooms	Lecture room – Size 1	Flat surface	30		
	Lecture room – Size 2	Flat surface	60		
3. Computer	Computer lab – 1	40 computers	40		
	Computer lab – 2	40 computers	40		
	Slim lab – 1	24 computers	25		

	Slim lab – 2	20 computers	18		
4. Laboratories	Science lab	Working surfaces	30		
5. Boardrooms	Boardroom 1	Boardroom and chairs	20		
	Boardroom 2	Boardroom and chairs	12		
	Boardroom 3	Boardroom and chairs	14		
6. Conference	Conference centre	Layout required	100		
		U-shape			
		Groups of tables			
		Only chairs and no tables			
	Seminar room 1	Adjacent to conference centre	40		
	Seminar room 2	Adjacent to conference centre	40		
	Patio	With two built-in braais	30		
7. Meeting rooms	Four smaller meeting rooms	Table and chairs	8		
<b>SECTION 6: EQUIPMENT NEEDED</b>					

Ref.	Items	Mark
6.1	Computer/Laptop	
6.2	Data projector	
6.3.1	Sound – Microphone – Handheld/Stand	
6.3.2	Sound – Lapel microphone	
6.3.3	Sound – Roaming microphone	
6.3.4	Sound – for video-playing form laptop	
6.4	Flip chart – stand – no paper	
6.5	White board and cleaner	
	<b>Important: Users of CTLI facilities are responsible to supply own stationery, e.g. pen/paper/flip chart paper/folios, etc.</b>	

## SECTION 7: CATERING AT THE CTLI

### THE CTLI IS NOT RESPONSIBLE FOR CATERING ARRANGEMENTS

- All catering requirements to be arranged directly with the official independent catering company.
- Please note that the normal procurement process applies. Therefore, order numbers should be requested at the Directorate: Procurement Management 30 days prior to the need for the catering service. No other form or variation of catering can be allowed on the premises of the CTLI (see Cape Teaching and Leadership Institute Minute: 0004/2019 for comprehensive prescripts).
- CSG Food Solutions (CSG) has been contracted as the sole service provider for all catering requirements on the CTLI campus.  
All users requiring catering must arrange with CSG directly as soon as their reservation has been confirmed.
- Payment will be the responsibility of each user and must be processed through Procurement Services.
- The contact details of CSG are as follows:  
Mr Alton Abrahams  
Office 1 (internal): 021 900 5124  
Office 2 (external): 022 6340120  
Mobile: 073 711 2288  
Email: [CTLlcatering@CSGfoods.co.za](mailto:CTLlcatering@CSGfoods.co.za)

## SECTION 8: HOSTEL ACCOMMODATION

### Please note:

- Check-in time is between **16:00–18:00 daily – including Sundays**.
- Check-out time is between **07:30–08:00** on the final day of the course.
- A luggage storage system is available after check-out.
- Should a hostel room key be lost, a replacement fee of R65 will be levied.
- Particulars of vehicles entering the premises will be required by security services.

<b>Check-in</b> date		
<b>Check-out</b> date		
<b>Total number</b> of people requesting accommodation (Please indicate disability, if any)		
	Number of males	
	Number of females	
<b>Person responsible</b> for receiving the keys and arrangements prior to the check-in date		
<b>Contact details</b> (Cell phone number)		
<b>Date and time</b> for the above person to collect the keys from the CTLI prior to the check-in date		

**SECTION 9: DECLARATION BY RESPONSIBLE PERSON**

I..... (full names) hereby accept full responsibility and accountability for the group. I am fully aware that the Cape Teaching and Leadership Institute (CTLI) will not be held liable for any accident or loss of property.

Name: ..... Position: .....

Signature: ..... Date: .....