



Isalathiso: 20201002-8406
Inombolo yefayili: 13/1/1/2
Imibuzo: I Francis

INGcaciso eMfutshane yeCandelo leKharityhulam yeFET: DCF 0008/2020

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, kuBacebisi ngeZifundo, nakwiiNtloko zamaziko alungiselela abafundi iimviwo zeSatifikethi seMatriki sikaZwelonke

Isihloko: linkqubo nezikhokelo zeemviwo zokugqibela zepraktikhali ze-Computer Applications Technology (CAT) ne-Information Technology (IT) zeSatifikethi seMatriki sikaZwelonke ngoNovemba 2020

1. ISebe leMfundo esiSiseko likazwelonke linqwenela uthathele ingqalelo iinkqubo nezikhokelo emazithotyelwe xa kuqhutywa iimviwo zokugqibela zepraktikhali ze-Computer Applications Technology (CAT) neze-Information Technology (IT).
2. Le ngcaciso imfutshane mayifundwe kunye nesiHlomelo G se-Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination, epapashwe kwiGazethi kaRhulumente No. 37651 yowe-16 Meyi 2014.
3. Mayigcinwe imimiselo yeCovid-19 enxulumene neeprothokholi zempilo nokhuseleko ngawo onke amaxesha. Mawugcinwe umgaqo woqelelwano. Ukuhlanziswa kwezandla nokubulawa kweentsholongwane kwiziko leekhompuyutha nakwizixhobo zekhompuyutha makwenziwe phambi, ngexesha, nasemva kokuba kuqhube iimviwo. Abagadi babaviwa, amagcisa ekhompuyutha, nabafundi mabanxibe iimaski zelaphu zobuso ngawo onke amaxesha.
4. Ootitshala nezikolo mabangqinise ukuba izixhobo ze-software abazisebenzisayo ukufundisa i-CAT ne-IT ziyahambelana mbo nekhontenti kunye nezakhono ezidweliswe kwiNkcazelo yoMgaqo-nkqubo weKharityhulam noVavanyo (CAPS) ye-CAT ne-IT. Amaphepha emibuzo akasayi kulungelelaniswa ukwenzele izixhobo ze-software ezingayithobeliyo i-CAPS.

5. Uviwo lweCAT lwangoNovemba 2020 lunika ezi phakheji ze-*software* zilandelayo:
- (a) linguqulelo ezintathu zamvanje ze-*Microsoft Office* ziya kuvumeleka — i-*MS Office 2013*, i-*MS Office 2016* kwane-*MS Office 2019* (nekwaziwa ngokuba yi-*MS Office 365*) kunye
 - (b) ne-*HTML editor*, umz. i-*Notepad ++* okanye i-*Notepad* yokwenza amakhasi ewebhu
6. Uviwo lwe-*IT* lwangoNovemba 2020 lunika abafundi iifayili eziya kusetyenziswa nezi phakheji ze-*software* zilandelayo:
- (a) i-*Delphi 2010* nangaphezulu kunye
 - (b) ne-*MS Access 2010* nangaphezulu
7. Zonke izikolo ezifundisa i-*CAT* kunye/okanye i-*IT* ziya kwenziwa uphicotho-zincwadi ngabasebisi ngezifundo.
8. Phambi kokuqhubeka koviwo lwepraktikhali utitshala we-*CAT* kunye/okanye we-*IT* makaqinisekise ukuba:
- (a) iisethingi zekhompyutha zengingqi zisetwa eMzantsi Afrika;
 - (b) umhla namaxesha eseethingi, inani leesethingi neesethingi zekharensi zisetwe kakuhle;
 - (c) ulwimi lusetwe lwasisiNgesi (saseMzantsi Afrika), isayizi yephepha ingu-A4 *portrait*, iyunithi yomlinganiselo isetelwe kwiisentimitha yaza i-*developer tab* yenziwe kwi-aplikeyishini ye-*word processing*;
 - (d) i-*Autosave option* isetwe yayimizuzu eyi-5 i-*interval*;
 - (e) akuvumelekanga ukuba kubekho unxibelelwano phakathi kwabaviwa kwineethiwekhi/kwiikhompyutha;
 - (f) zonke iifayili/iifolda/amaxwebhu angaphambili ayasuswa okanye abekelwe bucala;
 - (g) ibrawuza yewebhu ingabonisa imifanekiso; kwaye
 - (h) i-*software* efunekayo ye-*CAT* neye-*IT* ifakwe kakuhle yaze yavavanywa.
9. Kuvumeleke iiseshoni ezimbini ubuninzi ngosuku loviwo. Kucetyiswa la maxesha asikiweyo alandelayo ukwenzela ezi seshoni ngokulandelelanayo:

(a) **ISESHONI ENYE**

INKCAZO	IXESHA ELABIWEYO	IXESHA
Bahleli kwilabhoretari yeekhompyutha		08:30–08:35
Ukukhupha ii- <i>access cards</i> , inkqubo yokuloga kwikhompyutha nokunika elinye igama ifolda yoviwo	Yimizuzu elishumi elinesihlanu	08:35–08:50
Ixesha lokufunda iphepha lemibuzo	Yimizuzu elishumi	08:50–09:00
IPhepha 1 (Ipraktikhali)	Ziinyure ezintathu	09:00–12:00
Ukugqibezela ukutshakisha, ukufumana iifolda kwakhona (<i>retrieve folders</i>), ukuseyivela kwii- <i>CD</i> /kwii- <i>DVD</i>	Yimizuzu eyi-120 (koxhomekeka kwini labaviwa)	12:00–14:00

(b) **IISESHONI EZIMBINI**

INKCAZO	IXESHA ELABIWEYO	IXESHA: UBUDE BESESHONI YOKUQALA	IXESHA: UBUDE BESESHONI YESIBINI
Bahleli kwilabhorettri yeekhompyutha		07:30–07:35	13:00–13:05
Ukukhupha ii-access cards, inkqubo yokuloga kwikhompyutha nokunika elinye igama ifolda yoviwo	Yimizuzu elishumi elinesihlanu	07:35–07:50	13:05–13:20
Lixesha lokufunda iphepha lemibuzo	Yimizuzu elishumi	07:50–08:00	13:20–13:30
IPhepha 1 (iPraktikhali)	Ziyyure ezintathu	08:00–11:00	13:30–16:30
Ukugqibezela ukutshakisha, ukufumana iifolda kwakhona (<i>retrieve folders</i>), ukuseyivela kwii-CD/kwii-DVD	Yimizuzu eyi-120 (koxhomekeka kwinani labafundi)	11:00–13:00	16:30–18:30

10. Apho kukho iiseshoni ezimbini, abaviwa nabazali babo **kufuneka** baziswe ngencwadi ebhaliweyo ngala malungiselelo. Abaviwa beseshoni yesibini mabaripote kwiyure phambi kokuphela kweseshoni yokuqala.
11. **Akuvumelekanga** ukuba abaviwa baphume kwigumbi lokubhalela uviwo kude kube kugqitywe zonke iinkqubo zolawulo ezibhekisele ekuqhutyweni koviwo lwepraktikhali.
12. Ngomhla wokubhalwa koviwo, umgadi wabaviwa oyintloko makaqinisekise ukuba imiyalelo ngokubanzi ekumaphepha emibuzo e-CAT P1 ne-IT P1 ifundelwa abaviwa **phambi** kokunika abaviwa imizuzu elishumi yabo yexesha lokufunda iphepha lemibuzo.
13. Kukhunjujwa izikolo iindima nemisebenzi eluxanduva eyile ilandelayo yabagadi babaviwa abaziintloko, ootitshala kunye nabaviwa:
 - 13.1 Phambi kokuqala koviwo lwepraktikhali, umgadi wabaviwa oyintloko makaqinisekise ukuba bonke abaviwa:
 - (a) bazinikiwe ii-access cards yaye babekwa kwiikhompyutha ngokungacwangciswa (*randomly*) bakuba bengenile kwigumbi lokubhalela uviwo;
 - (b) bachazelwa inkqubo yokuloga ekhompyutheni nokunika elinye igama iifolda zoviwo lwabo;
 - (c) babhala iinombolo zabo zoviwo kwii-access cards aze umgadi wabaviwa asteplishele i-access card ezalisiweyo kwicala elingentla langasekhohlo kuxwebhu lweenkcukacha zomviwa (*candidate's information sheet*); yaye
 - (d) bayakhunjujwa ukuba bawuseyive qho nangokuchanekileyo umsebenzi wabo.

- 13.2 Ngethuba loviwo lwepraktikhali umgadi wabaviwa oyintloko makaqinisekise ukuba:
- (a) ukongeza kumgadi wabaviwa, makubekho utitshala onamava weCAT okanye we-IT ngazo zonke iiseshoni zepraktikhali, ukwenzela ukuba abe nokunika uncedo xa kuyimfuneko;
 - (b) makuthotyelwe zonke iifunono ezimiselweyo zokugada abaviwa;
 - (c) zonke iinkqubo zokhuseleko zenziwa phantsi kweliso elibukhali lomgadi wabaviwa oyintloko; kunye
 - (d) nokulandelwa kwemigaqo echanekileyo kwimeko apho kunokwenzeka ukuba umke umbane.
- 13.3 Emva koviwo lwepraktikhali, umgadi wabaviwa oyintloko makaqinisekise ukuba:
- (a) abaviwa batshekisha ukuba ingaba zonke iifayili zabo ziseyiviwe na kwiifolda zoviwo yaye zileyibhelishwe ngeenombolo zoviwo ezichanekileyo zabo;
 - (b) abaviwa bazalisa uxwebhu lwengcaciso kwaye baqinisekise ukuba ingcaciso leyo iyangqinelana neefolda zoviwo lwabo;
 - (c) utitshala ufumana kwakhona (*retrieves*) zonke iifolda zabaviwa ngokusebenzisa i-network okanye i-flash drive ukukhuphela zonke iifolda zabaviwa kwikhompyutha enguvimba (*central computer*) okanye kwiserver enye, atshekishe ukuba iifayili zomviwa ngamnye ezikwifolda yabo ziyangqinelana nengcaciso ekuxwebhu lwengcaciso yabo; yaye
 - (d) utitshala useyiva zonke iifolda zabaviwa kwii-CD/kwii-DVD eziya kungeniselwa ukuba zimakishwe yaye enze ii-CD/ii-DVD ezimbini zokulalelisa (*back-up*) ngaxeshanye, enye yazo mayigcinwe ngokunqatyisiweyo kwiziko lokubhalela uviwo enye ingeniswe kwiziko loviwo (*examination centre*);
- 13.4 Utitshala weCAT/IT makatshekishe ukuba zonke iifolda zabaviwa, ezileyibhelishwe ngeenombolo zoviwo zabaviwa abachaphazelekayo, ziseyiviwe kwii-CD/kwii-DVD kwanokuba iifayili neefolda zingavuleka zonke, phambi kokuba ii-CD/ii-DVD zipakishwe zize zinikwe umgadi wabaviwa oyintloko.
- 13.5 Ukuba iifolda okanye iifayili zabaviwa zilahlekile, utitshala makazame ukufumana kwakhona (*recover*) ezo folda okanye iifayili ezilahlekileyo okanye ezonakeleyo phambi kokuba enze ii-CD/ii-DVD.
- 13.6 Inani leefolda zabaviwa eziseyivwe kwii-CD/kwii-DVD malingqinelane nenani labaviwa abadweliswe kwimakhishithi.
- 13.7 Abaviwa be-IT abaprinta ikhowudi yabo mabatshekishe ukuba ikhowudi yawo onke amacandelo iprintiwe kwaza emva koko kwafakwa iiprintawuthi zabo ngolandelelwano oluchanekileyo phambi kokuba zingeniswe ezi zinto kubagadi babaviwa.
- 13.8 Iifayili zabaviwa **akufunekanga** ziseyivwe kwii-flash disks njengoko umkhulu kakhulu umngcipheko wokuba iifayili zonke zinokucima ngenxa yee-viruses ezikwii-flash disks.

- 13.9 Makungeniswe ingxelo epholeleyo ngazo naziphi na iingxaki zobugcisa (*technical problems*) okanye izitenxo ekungenzeka ukuba zenzekile ngethuba loviwo kwiCandelo loLawulo lweeMviwo (*Directorate: Examinations Administration*).
- 13.10 Utitshala we-CAT/we-IT, ekunye nabagadi babaviwa, mabazalise yaye basayine uluhlu lokutshekisha (**isiHlomelo A: Computer Applications Technology and Information Technology 2020 Checklist**) balungenise kwiCandelo loLawulo lweeMviwo.
14. Xa kuthe kwamka umbane ngethuba loviwo, makwenziwe le nkqubo ilandelayo:
- 14.1 ISebe leMfundo leNtshona Koloni malaziswe ngokukhawuleza malunga nokungabikho kombane.
- 14.2 Umlawuli weziko lokubhalela iimviwo makazise abaphathi bengingqi ngokukhawuleza, kwaye aqinisekisa kubo ukuba kunokwenzeka, ukuba kuza kuthatha ixesha elingakanani ukungabikho kombane.
- 14.3 Ukwenzela ithuba lokumka kombane elicwangcisiweyo, elinjengokunkinkishwa kombane (*loadshedding*) , abaviwa mabahlale kwigumbi leekhomyutha kude kubuye umbane. Abaviwa abavumelekanga ukuba banxibelelane ngexa belinde ukubuya kombane. Ixesha abaphulukene nalo ngexesha kumke umbane malivunywe njengexesha elongezelelweyo loviwo.
- 14.4 Ukulungiselela ukungabikho kombane obekungacwangciswa, ukuba, emva kweyure ezimbini, umbane awubuyanga, uviwo malubekelwe omnye umhla ngokuthethana neCandelo loLawulo lweeMviwo leSebe i-WCED.
- 14.5 Kwiimeko apho kucwangcise iiseshoni ezimbini zoviwo, ezibizwa ngokuba yiseshoni yakusasa neseshoni yasemvakwemini, le nkqubo ingasentla isebenza kwiseshoni ekwenzeke ngayo ukumka kombane.
15. Xa kuthe kwaphuka ikhomyutha ngethuba loviwo, makwenziwe le nkqubo ilandelayo:
- 15.1 Abaviwa mabasiwe kwizixhobo zokulalelisa (*back-up equipment*) ngokukhawuleza kwaye banikwe abaviwa ixesha elongezelelweyo leemviwo ngokufanelekileyo.
- 15.2 Akukho xesha longezelelweyo liya kuvunyelwa kumsebenzi olahlekileyo ongakhange useyivwe ngokuchanekileyo.
- 15.3 Makwenziwe ingxelo ngohlobo lokophuka kwekhomyutha kwakunye nenyathelo elithatyathwe njengongenelelo ngoncedo.
16. Nayiphi na imibuzo engeenkqubo zoviwo lwepraktikhali okanye iimeko ezingxamisekileyo mayithunyelwe kuMnu I. Francis kule nombolo yefoni 021 467 2549 okanye kule dilesi ye-imeyili Ighsaan.Francis@westerncape.gov.za.

17. Kucelwa niqinisekise ukuba ikopi yale ngcaciso imfutshane inikwa bonke ootitshala be-CAT ne-IT kunye nabagadi babaviwa ukuze bayithathele ingqalelo.

ISAYINWE: NGU-PAD BEETS

USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO

UMHLA: 2020-10-07