Isikhokelo sokufunyanwa kweencwadi zokwenza umsebenzi zamaBakala R–9 kunyaka wesikolo ka-2021

Kunikwa esi sikhokelo silandelayo ukunceda izikolo xa zifumana yaye zirekhoda ukusiwa kweencwadi zokwenza umsebenzi zeKota 1 no-2 ka-2021. Kufanelwe ukuba kulandelwe le nkqubo inye naxa kusiwa iincwadi zokwenza umsebenzi zeKota 3 no-4 zika-2021.

1. Phambi kokusiwa kwazo

1.1 Inqununu mayinyule utitshala oneqhuzu nekomiti yabancedisi (*team of assistants)* ukuphumeza esi sikhokelo.

1.2 Utitshala oneqhuzu nekomiti yakhe yabancedisi makakwazi okuqulethwe yiSetyhula 0027/2018 yeSebe leMfundo leNtshona Koloni yowe-09 Agasti 2019.

(a) Yiya kwiziko lewebhu leSebe i*WCED* apha: https://wcedonline.westerncape.gov.za/learning-and-teaching-support-material-ltsm uzalise la manyathelo alandelayo:

(b) Skrola usihla (*Scroll down*) ukuya ku-*number 5* uze uklikhe ku-*"2021 WC workbook delivery schedule ".*

(c) Wakufika kwishedyuli, amagama esikolo acwangciswe ngolandelelwano lwe-alfabhethi. Yiya kwigama lesikolo sakho uqwalasele ezi kholam zilandelayo: *Subject, Language, Grade, ISBN, Year, Quantity* kunye no-*Delivery date.*

(d) Printa kuphela ikhasi elineenkcukacha zesikolo sakho. Okanye, bhala iinkcukacha ezichaphazela isikolo sakho. Kucelwa uqaphele ukuba inani eliboniswayo lalinikwe iSebe leMfundo esiSiseko (i*DBE*) liSebe leMfundo leNtshona Koloni (*WCED*) ngokungqinelana namanani engqikelelo e*CEMIS* angoMatshi 2020. Isikolo masiqinisekise ukuba umboneleli-nkonzo weSebe i*DBE*, uzisa iincwadi zokwenza umsebenzi ngokweli nani lifunwayo (*quantity)* yaye zezolwimi oluchanekileyo.

1.3 Ithempleyithi yokurekhoda iincwadi zokwenza umsebenzi (isiHlomelo B) mayisetyenziselwe ukufaka inani lazo kwikholam efanelekileyo. Eli linani elalichaziwe lesikolo sakho kwishedyuli yokuziswa kweencwadi zomsebenzi

yango-2021. Ngokuyirekhoda le totali isikolo ngoku sinelo nani kulindeleke ukuba liziswe ngumboneleli-nkonzo weSebe i*DBE*.

1.4 Inani elaneleyo labantu malilungele ukuncedisa ekutshekisheni nasekubaleni iincwadi zokwenza umsebenzi xa itrakhi ezizisayo ifika ngosuku oluchazwe kwishedyuli yokuziswa kweencwadi zokwenza umsebenzi.

1.5 Makugqitywe kwangethuba ukuba iincwadi zokwenza umsebenzi ziya kugcinwa phi nangendlela eziya kupakishwa ngayo, umzekelo, zingapakishwa ngokwesihloko okanye ngokwebakala okanye ngokolwimi.

1.6 Makugqitywe ngendawo ezinokuthulelwa kuyo zipakishwe ngendlela enokwenza ukuba kufikelelwe lula kuzo ukulungiselela ukutshekishwa nokubalwa kwazo.

1.7 Umntu emakuqhagamshelwane naye esikolweni (njengoko kuchaziwe kuxwebhu i-*delivery schedule*) unokulindela ifoni evela kummeli wenkampani ezisa iincwadi ukungqinisisa umhla nexesha lokuziswa kweencwadi zokwenza umsebenzi.

2. Umgaqo ngomhla wokuziswa kweencwadi zokwenza umsebenzi

2.1 Umntu (abantu abacelwe ukuba bancedise) ocelwe ukuba ancedise ekutshekishweni nasekubalweni kweencwadi zokwenza umsebenzi makabekho (mababekho) ngexesha lokuziswa kweencwadi zokwenza umsebenzi.

2.2 Makuqatshelwe ukuba iincwadi zokwenza umsebenzi ziya kufakwa ikhowudi yombala wolwimi, umz. isiNgesi (oblowu), iAfrikansi (obomvu), isiXhosa (otyheli), isiSuthu (oluhlaza). Iincwadi zokwenza umsebenzi zesiNgesi uLwimi lokuQala (*FAL*) zamaBakala 1–6 zikwiindidi zemibala ngemibala kumabakala ngokubanzi.

2.3 Kufuneka ifumaneke ithempleyithi yokurekhoda iincwadi zokwenza umsebenzi (isiHlomelo B) apho sele kuboniswe amanani alindelekileyo eencwadi zokwenza umsebenzi (jonga umhlathi 1.4 apha ngentla).

2.4 Xa kufika itrakhi ezise iincwadi zokwenza umsebenzi, makuthelekiswe uxwebhu olububungqina bokuziswa kwazo *(proof of delivery*), njengoko lukhutshiweyo ngumqhubi wetrakhi, nelinengcaciso ekwi-*delivery schedule* nakwi-*workbook recording template* (jonga umhlathi 1.3(c) no-1.4 apha ngentla).

2.5 Iincwadi emva koko zithulelwa kwindawo ebikhethwe kwangaphambi kokuziswa kwazo (jonga umhlathi 1.7 apha ngentla) ukwenzela ukuba iincwadi zitshekishwe yaye zibalwe kuthelekiswa noxwebhu olububungqina bokuziswa kwazo .

2.6 Njengokuba kubalwa iincwadi zokwenza umsebenzi, umntu omnye makarekhode inani leencwadi ezifunyenweyo kwithempleyithi yokuzirekhoda (*recording template*) (isiHlomelo B). Eli nani lifunyenweyo liya kurekhodwa kwikholam *QTY RECEIVED* yesifundo ngasinye/yebakala ngalinye/yolwimi ngalunye.

2.7 Ukuba kunokuthi zakuba zibaliwe iincwadi zokwenza umsebenzi, ufumanise ukuba zimbalwa ezo zizisiweyo kunezo zichazwe kuxwebhu olububungqina bokuziswa kwazo , kubhale oko kuxwebhu olububungqina bokuziswa kwazo. Nayiphi enye ingcaciso echaphazelekayo kufuneka ibhalwe kwikholam yokugqibela kuxwebhu olububungqina bokuziswa kwazo.

2.8 Wakuba wanelisekile koku, inqununu okanye loo titshala uneqhuzu kudluliselwe kuye amagunya makazalise yaye asayine aze afake isitampu sesikolo kwezo kholam zifanelekileyo kuxwebhu olububungqina bokuziswa kweencwadi zokwenza umsebenzi. Ukuba akukho sitampu sesikolo sikhoyo, inqununu okanye loo titshala uneqhuzu kudluliselwe kuyo amagunya, makabonise oko ngokubhala axele ukuba isitampu sesikolo asifumaneki aze anike nezizathu zoku.

2.9 Uxwebhu olububungqina bokuziswa kwazo oluyintsusa olusayiniweyo lwafakwa isitampu malubuyiselwe kumqhubi wetrakhi ize ikopi yalo igcinwe sisikolo.

3. Ezishotayo nezingaphezu kwemfuneko

3.1 Makuthelekiswe inani leencwadi zokwenza umsebenzi ezifunyenweyo, njengoko zizalisiweyo kwi-*workbook recording template* lo gama bekubalwa iincwadi emva sele zizisiwe (jonga umhlathi 2.6 apha ngentla), nenani labafundi elilindeleke esikolweni ngoJanuwari 2021.

3.2 Umzekelo: Kufunyenwe zayi-400 iincwadi zesiNgesi zoLwimi lweeNkobe zeBakala 2, kodwa isikolo besilindele eziyi-425 iincwadi zesiNgesi zoLwimi lweeNkobe zabafundi beBakala 2 ngoJanuwari 2021. Oku kuthetha ukuba isikolo sikubone kwangaphambili ukushota kwezi ncwadi ziyi-25 zokwenza umsebenzi. Faka eli nani (25) kwikholam yezishotayo *(SHORTAGES)* phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwi-*workbookrecording template* yeencwadi zokwenza umsebenzi.

3.3 Ukuba ulindele abafundi abayi-385 kwisiNgesi uLwimi lweeNkobe kwiBakala 2 esikolweni sakho ngoJanuwari 2021, isikolo siya kuba sisenalo inani leencwadi zokusebenza elingaphezu kwemfuneko elingu-15 kwisiNgesi uLwimi lweeNkobe kwiBakala 2. Makufakwe eli nani (15) kwikholam yezingaphezu kwemfuneko

(SURPLUS) phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwi-*workbook recording template*.

4. Ukuchazwa ekhompyutheni kweencwadi zokwenza umsebenzi ezishotayo okanye ezingaphezu kwemfuneko

4.1 Isistim yekhompyutha eyi-*CEMIS online system* iya kuvulwa isebenze ezikolweni ngo-Oktobha 2020 ukwenzela ukuba kufumaneke amanani abafundi engqikelelo ukulungiselela uJanuwari 2021 nokuxela inani leencwadi zokwenza umsebenzi ezikhoyo njengoko ziziswayo liSebe *iDBE*. Xa kufakwa le ngcaciso ekhompyutheni, isistim iya kubala ezishotayo nezingaphezu kwemfuneko.

4.2 Ingcaciso engeencwadi zokwenza umsebenzi ezishotayo nezingaphezu kwemfuneko iya kunikwa amagosa ezithili zemfundo achaphazelekayo, aya kuququzelela ukuziswa kweencwadi zokwenza umsebenzi ezishotayo nezingaphezu kwemfuneko kwangaphambi kosuku lokuqala lwesikolo ngoJanuwari 2021.