Isikhokelo esingokufunyanwa kweencwadi zomsebenzi zamaBakala R–9 ukulungiselela unyaka wesikolo ka-2022

Kunikwa esi sikhokelo silandelayo ukunceda izikolo xa zifumana yaye zirekhoda ukusiwa kweencwadi zomsebenzi zeKota 1 no-2 ka-2022. Naxa kusiwa iincwadi zomsebenzi zeKota 3 no-4 zika-2022 kufanelwe ukuba kulandelwe le nkqubo inye.

1. **Phambi kokusiwa kwazo**

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

1.2 Utitshala oneqhuzu kunye/okanye ikomiti yakhe mabakwazi okuqulethwe yiNgcaciso eMfutshane yeCandelo lokuNika iNkxaso yeziBonelelo kumaZiko 0007/2020, yange-21 Agasti 2020.

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

(a) Skrola wehle (*Scroll down*) ukuya kunombolo 5 uklikhe ku-"*2022 WC workbook delivery schedule*".

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

(c) Printa kuphela ikhasi elineenkcukacha zesikolo sakho. Kungenjalo, bhala iinkcukacha ezichaphazela isikolo sakho. Kucelwa uqaphele ukuba inani elibhaliweyo lalinikwe iSebe leMfundo esiSiseko likazwelonke (iSebe i*DBE*) liSebe leMfundo leNtshona Koloni (liSebe i*WCED*) ngokungqinelana namanani engqikelelo esistim ye-*CEMIS* angoMatshi 2021. Isikolo masiqinisekise ukuba umboneleli-nkonzo weSebe i*DBE*, uzisa iincwadi zomsebenzi ngokomlinganiselo wenani elifunwayo (*quantity)* kwanokuba kuziswa iilwimi ezichanekileyo.

1.4 Ithempleyithi yokurekhoda iincwadi zomsebenzi (isiHlomelo B) mayisetyenziselwe ukufaka inani leekholam ezilindelekileyo. Eli linani elibhaliweyo lesikolo sakho kwishedyuli yokuziswa kweencwadi zomsebenzi yango-2022. Ngokuyirekhoda le totali, isikolo ngoku sinelo nani kulindeleke ukuba liziswe ngumboneleli-nkonzo weSebe i*DBE*.

1.5 Inani elaneleyo labantu malikulungele ukuncedisa ekutshekisheni nasekubaleni iincwadi zomsebenzi xa itrakhi ezisa iincwadi ifika ngosuku oluchazwe kwishedyuli yokuziswa kweencwadi zomsebenzi.

1.6 Makugqitywe kwangaphambili ukuba iincwadi zomsebenzi ziya kugcinwa phi ekugqibeleni nangendlela eziya kupakishwa ngayo, umz., ngokwesihloko okanye ibakala okanye ulwimi.

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

1.8 Umntu emakuqhagamshelwane naye esikolweni (njengoko kubhaliweyo kuxwebhu i-*delivery schedule*) unokulindela ifoni evela kummeli wenkampani ezisa iincwadi ukungqinisisa umhla nexesha lokuziswa kweencwadi zomsebenzi.

2. **Umgaqo ngomhla wokuziswa kweencwadi zomsebenzi**

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

2.2 Makuqatshelwe ukuba iincwadi zomsebenzi ziya kufakwa ikhowudi ngokungqinelana wolwimi, umz. isiNgesi (oblowu), iAfrikansi (obomvu), isiXhosa (otyheli), nesiSuthu (oluhlaza okwengca). Iincwadi zomsebenzi zesiNgesi uLwimi lokuQala zamaBakala 1–6 zikwiindidi zemibala ngemibala kumabakala ngokubanzi.

2.3 Kufuneka ifumaneke ithempleyithi yokurekhoda iincwadi zomsebenzi (isiHlomelo B) apho sele kubhalwe amanani alindelekileyo eencwadi zomsebenzi (makujongwe umhlathi 1.4 apha ngentla).

2.4 Xa kufika itrakhi ezise iincwadi zomsebenzi, makuthelekiswe iphepha lokungqina ukuziswa kwazo *(proof of delivery*), njengoko linikiweyo ngumqhubi wetrakhi, elinengcaciso ekwi-*delivery schedule* nakwi-*workbook recording template* (makujongwe umhlathi 1.3(c) no-1.4 apha ngentla).

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

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

2.7 Ukuba kunokuthi zakuba zibaliwe iincwadi zomsebenzi, ufumanise ukuba zimbalwa ezo zizisiweyo kunezo zichazwe kwiphepha lokuziswa kwazo, kubhale oko kwiphepha elibubungqina bokuziswa kwazo. Nayiphi enye ingcaciso echaphazelekayo kufuneka ibhalwe kwikholam yokugqibela yephepha lokuziswa kwazo.

2.8 Akuba anelisekile koku, inqununu okanye loo titshala uneqhuzu kudluliselwe kuyo amagunya makazalise yaye asayine aze ifake isitampu sesikolo kwezo kholam zifanelekileyo zephepha elibubungqina bokuziswa kweencwadi zomsebenzi. Ukuba akukho sitampu sesikolo sikhoyo, inqununu okanye loo titshala uneqhuzu kudluliselwe kuyo amagunya, makachaze ngokubhaliweyo ukuba isitampu sesikolo asifumaneki aze anike nezizathu zoku.

2.9 Iphepha elibubungqina bokuziswa kwazo eliyintsusa elisayiniweyo laza lafakwa isitampu malibuyiselwe kumqhubi wetrakhi ize ikopi yalo igcinwe sisikolo.

3. **Ezishotayo nezingaphezu kwemfuneko**

3.1 Makuthelekiswe inani leencwadi zomsebenzi ezifunyenweyo, njengoko zizalisiweyo kwithempleyithi yokurekhoda yencwadi yomsebenzi lo gama bekubalwa iincwadi emva sele zizisiwe (makujongwe umhlathi 2.6 apha ngentla), nenani labafundi elilindeleke esikolweni ngoJanuwari 2022.

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 2022. Oku kuthetha ukuba isikolo sikubone kwangaphambili ukushota kwezi ncwadi zomsebenzi ziyi-25. Makufakwe eli nani (25) kwikholam yezishotayo *(SHORTAGES)* phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwithempleyithi yokurekhoda yencwadi yomsebenzi.

3.3 Ukuba kulindeleke abafundi abayi-385 kwisiNgesi uLwimi lweeNkobe kwiBakala 2 esikolweni sakho ngoJanuwari 2022, isikolo siya kuba nalo 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 kwithempleyithi yokurekhoda yencwadi yomsebenzi.

4. **Ukunika ingxelo ngekhompyutha malunga neencwadi zomsebenzi ezishotayo okanye ezingaphezu kwemfuneko**

4.1 Isistim yasekhompyutheni i-*CEMIS* iya kuvulwa isebenze ezikolweni ngo-Oktobha 2021 ukwenzela ukuba kufumaneke amanani abafundi engqikelelo abo ukulungiselela uJanuwari 2022 nokuchaza ngokubhaliweyo inani leencwadi zomsebenzi ezikhoyo njengoko ziziswayo liSebe *iDBE*. Xa kufakwa le ngcaciso kwikhompyutha, isistim iya kubala ezishotayo nezingaphezu kwemfuneko.

4.2 Ingcaciso engeencwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko iya kunikwa amagosa ezithili zemfundo achaphazelekayo, aya kuququzelela ukuziswa kweencwadi zomsebenzi ezishotayo nezingaphezu kwemfuneko kwangaphambi kosuku lokuqala lwesikolo ngoJanuwari 2022.