IMIGAQO YOKUSEBENZA EMISELWEYO (SOP)
UKULONDOLOZWA NOKUFUNYANWA KWAKHONA KUNYE NOKU-ODOLWA KWEENCWADI ZEZIFUNDO EZIKOLWENI

I-SOP	UKULONDOLOZWA NOKUFUNYANWA KWAKHONA KUNYE NOKU-ODOLWA KWEENCWADI ZEZIFUNDO
Inkqubo eza kwenziwa	Ekuqaleni konyaka wesikolo umfundi ngamnye kufuneka abe nencwadi yesifundo, kwisifundo ngasinye, kwibakala ngalinye. Ekupheleni kwekota yesikolo nganye iincwadi zezifundo ziyahlolwa. Apho kufaneleyo, abazali/abagcini bayaziswa yaye kulindeleke ukuba bazitshintshe okanye bazihlawule iincwadi zezifundo ezilahlekileyo ngokunxulumene nabantwana babo okanye abantwana abaphantsi kweliso labo. Makuquzelelwe ukulahlwa kweencwadi zezifundo ezanekele kakhulu okanye ezigugileyo. Iimfuno zeencwadi zezifundo zonyaka olandelayo zicwangciswa ngenkathalo ukulungiselela ithuba loku-odola iincwadi zezifundo ezongezelelweyo zaqho ngonyaka kwisistim i*CEMIS*. Izikolo ezingazukube zi-odola zincwadi zezifundo ngokusebenzisa isistim i*CEMIS* kufuneka zingenise isizathu esithethelelayo sazo ukulungiselela ukukhetha indlela yokuthenga eyahlukileyo nesicwangciso sokuthenga iincwadi zezifundo zazo esinamaxesha amiselweyo kubaphathi beesekethe babo. Iincwadi zezifundo ezikhutshiweyo ekuqaleni konyaka wesikolo ziyafumaneka kwakhona ekupheleni konyaka wesikolo ngamnye. Iinkcukacha zeencwadi zezifundo ezifunyenweyo kwakhona zifakwa ekhompyutheni kwisistim

	i*CEMIS*. Ingxelo engoKufunyanwa Kwakhona noKugciwa kweencwadi zezifundo yenziwa ngesistim i*CEMIS* okanye i-*EduInfo* ukubonisa umndilili wepesenti yokufunyanwa kwakhona kweencwadi zezifundo nepesenti yabafundi abanencwadi yezifundo kwisifundo ngasinye kwibakala ngalinye. Impumelelo yesistim yolawulo lweencwadi zezifundo ezikolweni ibekwa esweni qho ngonyaka.
Umgaqo-nkqubo osebenzayo	• IsiCwangciso seCandelo leSebe leMfundo esiSiseko kazwelonke (seSebe i*DBE*) • IsiCwangciso esiziiNgongoma eziyi-50 seSebe i*DBE* (*DBE 50 Point Plan) (esiqhotyoshelwe apha)* • UMgaqo-sikhokelo ongokubonelelwa kweZixhobo zokuFundisa nokuFunda (*Learning and Teaching Support Material*) (*LTSM*)) • UMgaqo-nkqubo ongokuLondolozwa nokuFunyanwa Kwakhona kweeNcwadi zeziFundo

Umsebenzi	**Ixesha elimiselweyo**	**Umsetyenzana**	**Umsebenzi**
Makuqinisekiswe ukuba umfundi ngamnye unencwadi yezifundo kwisifundo ngasinye kwibakala ngalinye	Ekuqaleni konyaka wesikolo omtsha	• Umfundi ngamnye kufuneka abe nencwadi yezifundo kwisifundo ngasinye kwibakala ngalinye.	Inqununu Umphathi wesekethe
Ukukhuphela abafundi iincwadi zezifundo.	Ngethuba leeveki ezimbini zokuqala zonyaka wesikolo.	• Kukhutshelwa abafundi ngabanye kwibakala ngalinye iincwadi zezifundo ezichaphazelekayo kwisifundo ngasinye. • Abafundi kunye/okanye abazali kulindeleke ukuba basayinele ukufumaneka kweencwadi zezifundo ezikhutshiweyo. • linkcukacha zeencwadi zezifundo kufuneka zifakwe ekhompyutheni kwilisti yeencwadi	Utitshala weklasi IKomiti yeLTSM yeSikolo Inqununu

		zezifundo zeklasi nakwirejista yoluhlu lweencwadi zezifundo. • Imbalelwano ithunyelwa kubazali malunga nomsebenzi oluxanduva wokuhlawulela okanye ukubuyisela iincwadi zezifundo ezilahlekileyo okanye ezonakele kakhulu. • Ubungqina bamanyathelo akhankanywe ngentla kufuneka bugcinwe kwirekhodi ngeenjongo zokunika ingxelo nophicotho-zincwadi.	
Ukwenziwa kohlolo lweencwadi zezifundo lwaqho ngekota	Kwiiveki ezintathu zokugqibela zekota yesikolo nganye	• Abafundi bangenisa zonke iincwadi zezifundo kubo ekuqaleni konyaka ukwenzela ukuba zihlolwe ngutitshala ojongene noko. • Baqaphela inani leencwadi zezifundo ezilahlekileyo. • Baqaphela inani leencwadi zezifundo ezonakele gqitha ekufuneka ukuba zicinywe. • Bahlaziya iilisti zeeklasi kunye nerejista ye-inventri yeencwadi zezifundo ezilahlekileyo okanye ukubonisa iincwadi zezifundo ezonakele kakhulu. • Apho kufanelekileyo, nikani abazali okanye abagcini isicelo esiyincwadi ebhaliweyo ukubuyisa okanye ukuhlawula iincwadi zezifundo ezilahlekileyo okanye ezonakele kakhulu ngokuphathelele kubantwana babo.	Utitshala/ootitshala abenza lo msebenzi IKomiti yeLTSM yeSikolo Inqununu
Uku-odolwa kweencwadi zezifundo ukulungiselela unyaka olandelayo ukuqinisekisa	NgoApreli	• Makuqhutywe ucwangciso ngononophelo ukuqinisekisa ukuba umfundi ngamnye uya kuba nencwadi yezifundo kwisifundo ngasinye kunyaka wesikolo olandelayo.	IKomiti ye*LTSM* Inqununu

ukuba umfundi ngamnye kwibakala ngalinye uya kuba nencwadi yezifundo kwisifundo ngasinye.		• Le ngcaciso ilandelayo kufuneka isetyenziselwe ukucwangcisa ii-odolo zonyaka wesikolo olandelayo: o Iziphumo zokuhlolwa kweencwadi zezifundo njengoko ziqhutyiwe kwikota yokuqala yesikolo; o Iincwadi zezifundo ezikhoyo/ezigciniweyo esikolweni; o Okwenzekayo kutshanje kubafundi abongezelelweyo ekuqaleni konyaka wesikolo omtsha; kunye o Nepesenti yeencwadi zezifundo ezifunyenweyo kwakhona ekupheleni konyaka wesikolo odlulileyo kunye nokwenzekayo ekufunyanweni kwakhona kweencwadi zezifundo. • Makufakwe ekhompyutheni ii-odolo zeencwadi zezifundo zokongezelela (*top-up textbook orders*) ukulungiselela unyaka olandelayo kwisistim i*CEMIS* ngeli thuba (ngokwesiqhelo kuba ngoMeyi/ngoJuni) lichaziweyo kwingcaciso emfutshane echaphazelekayo. Uncedo luquka ukuba ii-odolo zifakwa ngqo kubapapashi ekungenwe kwimvumelwano nabo yaye ziquka ukuziswa esikolweni. • Makuvunywe ngokusesikweni i-odolo yeencwadi zezifundo ngokuyisayinela kwisistim i*CEMIS* kunye nokwamkela injongo yokubonelela umfundi ngamnye ngencwadi yezifundo, kwisifundo ngasinye, kwibakala ngalinye.	

		• Makugcinwe ikopi ye-odolo yeencwadi zezifundo zesistim i*CEMIS*. • Apho izikolo zingadingi ku-odola iincwadi zezifundo ezangezelelweyo • Apho izikolo kungafuneki ukuba zi-odole ncwadi zezifundo ukulungiselela unyaka olandelayo, kusafuneka kuqhubekile ukuzisayinela kwisistim iCEMIS. • Apho izikolo zecandelo 21 zigqiba ekubeni zithenge iincwadi zezifundo ngaphandle kwisistim ye*CEMIS*, kuya kufuneka oku kulandelayo : o Makunikwe izizathu ezithethelelayo ezibhaliweyo ungadlulanga owe-30 Apreli kumphathi wesekethe, kuchazwa izizathu zokuba kutheni na kukhethwa enye imethodi yokuthenga kunezinye o Makunikwe umphathi wesekethe isicwangciso sokuthengwa kweencwadi zezifundo ungadlulanga owe-30 Apreli, kunye namaxesha amiselweyo, ukuchaza ukuba iincwadi zezifundo zokongezelela zonyaka ezilungiselelwe unyaka wesikolo olandelayo ziya kuthengwa zize zithunyelwe esikolweni.	

Ukwamkela iincwadi zezifundo ezi-odolwe ngokusebenzisa isistim i-*CEMIS*	Ikota yesikolo yesi-4	• Igosa ekudluliselwe amagunya kulo okanye utitshala osesikolweni uya kusayinela ukufunyanwa kweencwadi zezifundo ezizisiweyo yaye ziya kugximfizwa isitampu sesikolo kwiphetshana elibubungqina bokuziswa kwezinto ekubonelelwa ngalo ziikhuriya. • Umthwalo weencwadi zezifundo ezifunyenweyo mawujongwe ngokuwuthelekisa ne-invoyisi ukuqinisekisa ukwenziwa komgangatho ochanekileyo nowanelisayo. • Ii-invoyisi nee*POD* ezifunyenweyo kufuneka zifayilishwe ukulungiselela iinjongo zeerekhodi/zokunika ingxelo. • Izihloko ezingaphelelanga, ezingachanekanga kufuneka zichazwe, ngokubhala incwadi, kwicandelwana i*LTSM* kwaNdlunkulu. • Iincwadi zezifundo eziziswe ngokuchanekileyo kufuneka zigximfizwe isitampu sesikolo yaye zikhutshwe nenombolo efana yodwa. • Irejista ye-inventri yeencwadi zezifundo mayihlaziywe ngokufaka iinkcukacha zeencwadi zezifundo ezintsha. • Makuqinisekiswe ukuba zonke iincwadi zezifundo zikhavarishiwe ukwandisa ixesha lokusetyenziswa kwazo.	IKomiti ye*LTSM* Igosa okanye utitshala odluliselwe amagunya
Ukulahlwa kweencwadi zezifundo ezonakeleyo	Ikota yesikolo yesi-4 – kwiveki yesi-2 yeveki	• Makucwangciswe uluhlu lweencwadi zezifundo ezonakele kakhulu neencwadi zezifundo ezilahlekileyo oluya kungeniswa kwintlanganiso	IKomiti ye*LTSM* ejongene noKulahlwa ngokusemthethweni

	yokugqibela	yebhunga lolawulo ngeenjongo zokuzilahla ngokusemthethweni. • Makufunyanwe imvume yokulahlwa ngokusemthethweni kweencwadi zezifundo ezonakele kakhulu. • Makufunyanwe imvume yokucinywa kweencwadi zezifundo ezilahlekileyo. • Makurekhodwe iinkqubo kwimizuzu yentlanganiso yaye uzigcine ngeenjongo zokurekhoda/zokunika ingxelo. • Makuhlaziywe ilisti yeencwadi zezifundo zeeklasi kunye nerejista ye-inventri yeencwadi zezifundo. • Makulahlwe ngokusemthethweni iincwadi zezifundo ezonakeleyo.	kweeNcwadi eZonakele kakhulu
Makufakwe ekhompyutheni ingcaciso engokufumaneka kweencwadi zezifundo kwakhona kwisistim i*CEMIS*.	Kwikota yesikolo yesi-4 – kwiveki yokugqibela	• Makufakwe ekhompyutheni ingcaciso engokufunyanwa kwakhona kweencwadi zezifundo kwisistim i*CEMIS* kwisithuba sexesha elibhalwe kwingcaciso emfutshane. • Inqununu isayina kwingcaciso engokufunyanwa kwakhona kweencwadi zezifundo ezifakwe kwisistim i*CEMIS*. • Umphathi wesekethe ulawula ukusayinwa kwengcaciso engokufunyanwa kwakhona kweencwadi zezifundo ezifakwe kwisistim i*CEMIS*.	Utitshala/ootitshala abenza lo msebenzi IKomiti ye*LTSM* Inqununu Umphathi wesekethe
Makubekwe esweni qho ngonyaka isistim yokulawulwa kweencwadi zezifundo	Qho ngonyaka	• Makubekwe esweni ukufumaneka kwala maxwebhu alandelayo ngokunxulumene nesistim yokulawulwa kweencwadi zezifundo ezikolweni: • IRejista ye-Inventri yeeNcwadi zeziFundo,	Igosa lesithili/lesikolo lezemali neerekhodi IKomiti yeLTSM yeSikolo Inqununu

ezikolweni.		• Iilisti zeencwadi zezifundo zeeklasi, • Imizuzu yeentlanganiso zeKomiti ye*LTSM* yesikolo, • Imizuzu yeentlanganiso ezijongene noKulahlwa kweeNcwadi Imizuzu yeentlanganiso ngokusemthethweni, • Ikopi yoku-odola iincwadi zezifundo zokongezelela yesistim ye*CEMIS*, • Apho kusebenzayo, ikopi yezizathu ezithethelelayo kwanesicwangciso sokuthengwa kweencwadi zezifundo eya kumphathi wesekethe, • Ii-invoyisi zeencwadi zezifundo kunye nee*POD*, • Ingxelo engoKulondolozwa noKufumaneka Kwakhona kweencwadi zezifundo yesikolo ukususela ekupheleni konyaka wesikolo, kunye • Ingxelo yeziphumo ngethuba lotyelelo ezikolweni kufuneka ingeniswe kwigosa lesithili elinguMlawuli wezemfundo kunye nenqununu. • Apho kusebenzayo kufuneka kucwangciswe yaye kuphunyezwe inyathelo lokulungisa okungalunganga sisikolo. • Kufuneka kungeniswe ingxelo kwiCandelo eliyiNtloko leZithili ukuba inkqubo yokulandelela intsebenzo engekho semgangathweni (*consequent management*) ukuba iyafuneka.	Umphathi wesekethe Umlawuli wesithili