

ISIHLOMELO A

Isikhokelo sokufunyanwa kweencwadi zokwenza umsebenzi zamaBakala R ukuya kwele-9 kunyaka wesikolo wama-2024

Kubonelelwa ngesi sikhokelo silandelayo ukunceda izikolo xa zifumana yaye zirekhoda ukusiwa kweencwadi zeSebe leMfundo esiSiseko (iDBE) zokwenza umsebenzi zeKota 1 neye-2 yowama-2024. Kufanelwe ukuba kulandelwe le nkqubo ifanayo naxa kusiwa iincwadi zokwenza umsebenzi zeKota 3 neye-4 yowama-2024.

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 yiNgcaciso eMfutshane yeCandelo lokuNika iNkxaso yeziBonelelo kumaZiko 0008/2022, yowe-12 Agasti 2022.
- 1.3 Yiya kwiziko lewebhu leSebe leMfundo leNtshona Koloni (iWCED) apha: <https://wcedonline.westerncape.gov.za/learning-and-teaching-support-material-ltsm> uzalise la manyathelo alandelayo:
 - (a) Skrola usihla (*Scroll down*) ukuya ku-number 5 uze uklikhe ku- "2024 WC workbook delivery schedule".
 - (b) Wakufika kwishedyuli, amagama esikolo acwangciswe ngolandelwano lwe-alfabhethi. Yiya kwigama lesikolo sakho uqwalasele ezi kholam zilandelayo: *Subject, Language, Grade, ISBN, Year, Quantity kunye no-Delivery date.*
 - (c) Printa kuphela ikhasi elineenkukacha zesikolo sakho. Okanye, bhala iinkukacha ezichaphazela isikolo sakho. Kucelwa uqaphele ukuba inani eliboniswayo lalinikwe iSebe iDBE liSebe iWCED ngokungqinelana namanani engqikelelo e-CEMIS angaMatshi 2023. Isikolo masiqinisekise ukuba umboneleli-nkonzo weSebe iDBE, uzisa iincwadi zokwenza umsebenzi ngokweli nani lifunwayo (*quantity*) yaye zezolwimi oluchanekileyo.

- 1.4 Ithempleyithi yokurekhoda iincwadi zokwenza umsebenzi (**isiHlomelo B**) mayisetyenziselwe ukuzalisa ikholam eyi-*Quantity Expected column*. Eli linani elalichaziwe lesikolo sakho kwishedyuli yokuziswa kweencwadi zomsebenzi yangowama-2024. Ngokuyirekhoda le totali isikolo kufuneka sibe nelo nani kulindeleke ukuba liziswe ngumboneleli-nkonzo weSebe iDBE.
- 1.5 Inani elaneleyo labantu malilungele ukuncedisa ekutshekisheni nasekubaleni iincwadi zokwenza umsebenzi xa itrakhi ezizisayo ifika ngosuku oluchazwe kwishedyuli yokuziswa kweencwadi zokwenza umsebenzi.
- 1.6 Makugqitywe kwangethuba ukuba iincwadi zokwenza umsebenzi ziya kugcinwa phi nangendlela eziya kupakishwa ngayo, umzekelo, zingapakishwa ngokwesihloko okanye ngokwebakala okanye ngokolwimi.
- 1.7 Makugqitywe ngendawo ezinokuthulelwa kuyo zipakishwe ngendlela enokwenza ukuba kufikelelwe lula kuzo ukulungiselela ukutshekishwa nokubalwa kwazo.
- 1.8 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).
- 2.5 Iincwadi emva koko zithulelwa kwindawo ebikhethwe kwangaphambi kokuziswa kwazo (jonga umhlathi 1.7) 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 *Quantity Received* yesifundo ngasinye/yebakala ngalinye/yolwimi ngalunye.
- 2.7 Ukuba kunokuthi zakuba zibaliwe iincwadi zokwenza umsebenzi, ufumanise ukuba zimbalelwa 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 fitshala uneqhuza 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 fitshala uneqhuza 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 kokuba zizisiwe (jonga umhlathi 2.6), nenani labafundi elilindeleke esikolweni ngoJanuwari 2024.
- 3.2.1 Umzekelo: Kufunyenwe engama-400 iincwadi zesiNgesi zoLwimi lweeNkobe zeBakala 2, kodwa isikolo besilindele ezingama-425 iincwadi zesiNgesi zoLwimi lweeNkobe zabafundi beBakala 2 ngoJanuwari 2024. Oku kuthetha ukuba isikolo sikubone kwangaphambili ukushota kwezi ncwadi zingama-25 zokwenza umsebenzi. Makufakwe eli nani (25) kwikholam yezishotayo (*Shortages*) phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwi-*workbook recording template* yeencwadi zokwenza umsebenzi.
- 3.2.2 Ukuba ulindele abafundi abangama-385 kwisiNgesi uLwimi lweeNkobe kwiBakala 2 esikolweni sakho ngoJanuwari 2024, isikolo siya kuba sisenalo inani leencwadi zokusebenza elingaphezu kwemfuneko eli-15 kwisiNgesi uLwimi lweeNkobe kwiBakala 2. Makufakwe eli nani (15) kwikholam yezingaphezu kwemfuneko (*Surplus*) phantsi kwesiNgesi uLwimi lweeNkobe kwiBakala 2 kwi-*workbook recording template*.