ISebe leMfundo leNtshona Koloni
ICandelo lokuXhasa amaZiko ngeZibonelelo

URhulumente
weNtshona Koloni

INCWADANA YEMIGAQO YOMSEBENZISI WEKHOMPYUTHA ELUNGISELELWE ISISTIM YOKWENZA ISICELO SESKIM SOTHUTHO LWABAFUNDI KWI-*CEMIS*

Iziqulatho **Iphepha**

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1. **Intshayelelo**

1.1 Xa kufakwa isicelo seSkim soThutho lwaBafundi (*LTS*) kwi-*CEMIS* izikolo zinokwenza isicelo soku kulandelayo:

- Ukumiselwa kwendlela yeSkim i-*LTS* entsha (yabafundi abali-10 okanye ngaphezulu)
- Ukubandakanya abafundi abongeziweyo kwindlela yeSkim i-*LTS* esetyenziswa ngoku.
- Ukwandiswa komgama wokuya nokubuya wendlela yeSkim i-*LTS* esetyenziswa ngoku.
- Ukwenziwa mfutshane/ukuncitshiswa komgama wokuya nokubuya esikolweni wendlela yeSkim i-*LTS* esetyenziswa ngoku.
- Ukudluliselwa kwendlela yeSkim i-*LTS* kulawulo lwesikolo.

1.2 ***Makuqatshelwe*! Xa kwenziwe isicelo nasiphi na kwezi zingasentla, kwi-*CEMIS*, izikolo kufuneka <u>zenze (*create*)</u> isicelo, <u>zihlaziye (*update*)</u> isicelo zize <u>zisisayinele (*sign off*)</u> isicelo phambi kokuba singeniswe ngekhompyutha kumphathi wesekethe ochaphazelekayo.**

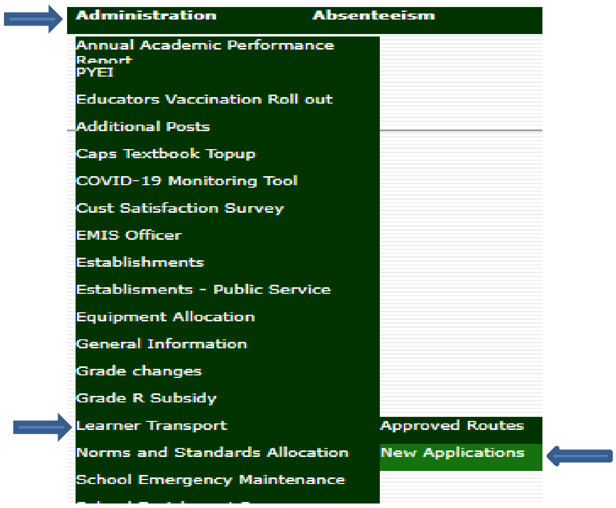
1.3 Ukungeniswa kwesicelo seSkim i-*LTS* kwi-*CEMIS* kunokwenziwa ngezi zigaba zilandelayo:

a) Ukwenza isicelo.
b) Ukuhlaziya isicelo esenziweyo.
c) Ukujonga isicelo esenziweyo nesihlaziyiweyo.
d) Ukusayinela isicelo esenziweyo nesihlaziyiweyo.
e) Ukujonga imo *(status)* yesicelo esisayinelweyo.

2. Ukufikelela kwizikrini zesicelo seSkim i-*LTS*

Ukufikelela kwizikrini zesicelo seSkim i-*LTS*, makulandelwe la manyathelo alandelayo:

a) Yalatha ku-*Administration*.
b) Yalatha ku-*Learner Transport*.
c) Klikha ku-*New Applications*.
d) Khetha unyaka wesikolo ekuza kungeniswa isicelo ngawo.



3. **Ukwenza isicelo esitsha seSkim i-*LTS***

3.1 Ukwenza isicelo sendlela **entsha** yeSkim i-*LTS*:

a) Klikha ku-*Create New Application.*

b) Khetha udidi lwesicelo njenge-*New Route.*

c) Faka igama lendawo abathathwa kuyo abafundi ngokutayipha igama lendawo abathathwa kuyo abafundi ecetywayo kuqala.

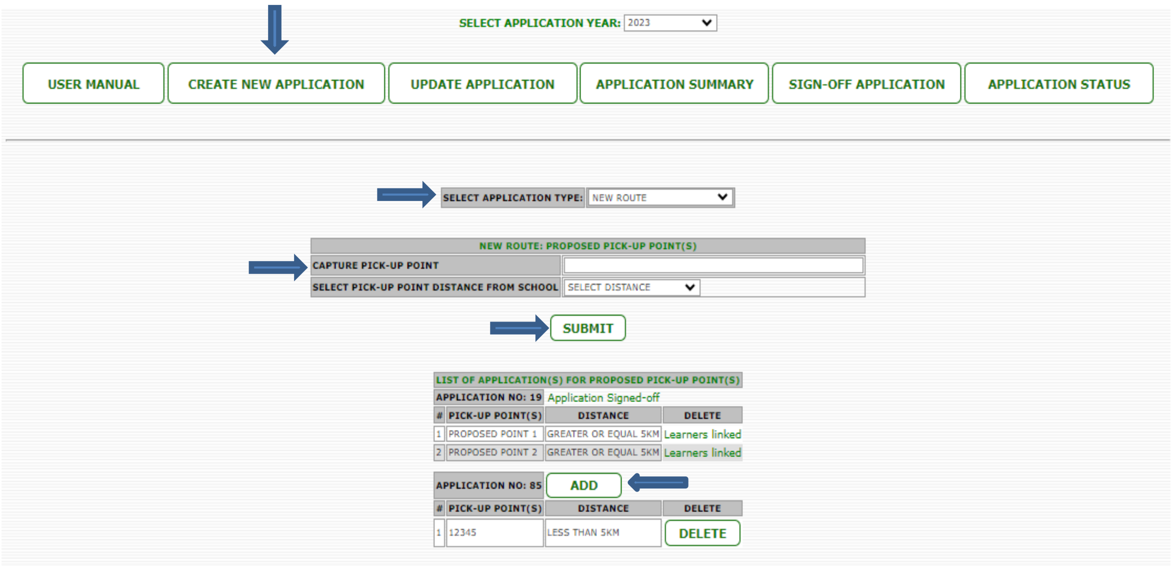
d) Khetha indawo abathathwa kuyo abafundi engumgama oNgaphantsi kwe-5 km/ oNgaphezulu okanye oLingana ne-5 km ukusuka esikolweni.

e) Klikha ku-*Submit*.

f) Isicelo senziwe yaye siya kuboniswa phantsi ko-*Submit button*.

g) Iindawo abathathwa kuyo abafundi zinako ukongezelelwa ngokuklikha ku-*Add button* kwisicelo esibonakalayo yaye kulandelwe amanyathelo angasentla aku-c) ukuya ku-e).

h) Isicelo sinako ukuhlaziywa ngoku njengoko kucacisiwe kwingongoma 4.



3.2 Ukwenza isicelo sokufaka abafundi kwindlela yeSkim se-*LTS* esetyenziswa ngoku:

a) Klikha ku-*Create New Application.*

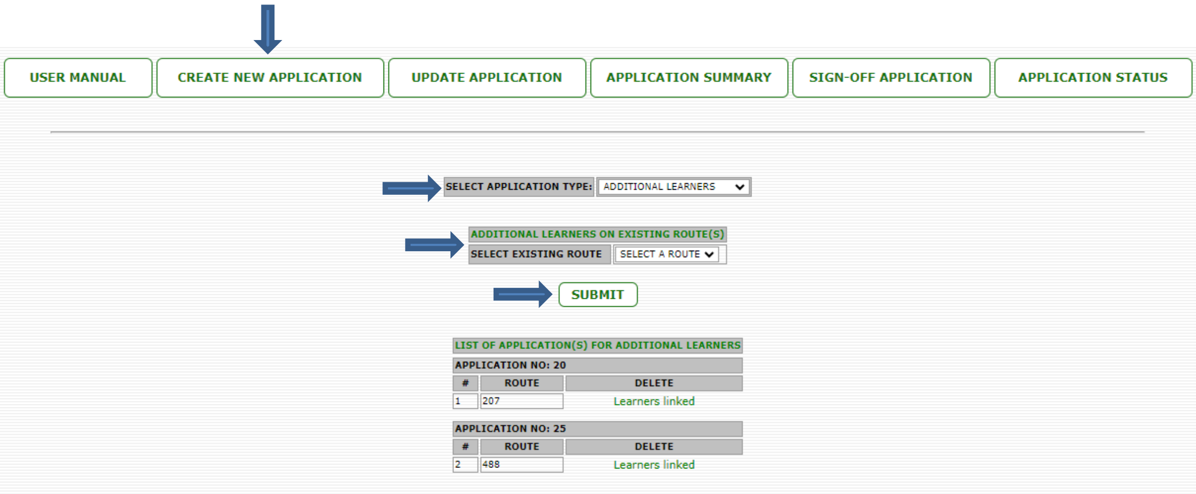
b) Khetha udidi lwesicelo njengo-*Additional Learners.*

c) Khetha inombolo yendlela yeSkim i-*LTS* ekhoyo.

d) Klikha ku-*Submit*.

e) Isicelo senziwe yaye siya kuboniswa phantsi ko-*Submit button*.

f) Isicelo sinako ukuhlaziywa ngoku njengoko kucacisiwe kwingongoma 4.



3.3 Ukwenza isicelo sokongeza umgama wendlela yeSkim i-*LTS* esetyenziswa ngoku:

a) Klikha ku-*Create New Application*.

b) Khetha udidi lwesicelo njengo-*Extension of Route*.

c) Khetha inombolo yendlela yeSkim i-*LTS* ekhoyo.

d) Faka umgama owongeziweyo ngokutayipha umgama wokuya nokubuya esikolweni ekuza kongezwa ngawo indlela yeSkim i-*LTS*.

e) Faka indawo abathathwa kuyo abafundi entsha ngokutayipha igama lendawo entsha abathathwa kuyo abafundi nekhokelele ekubeni kwenziwe isicelo sokongeza umgama wendlela.

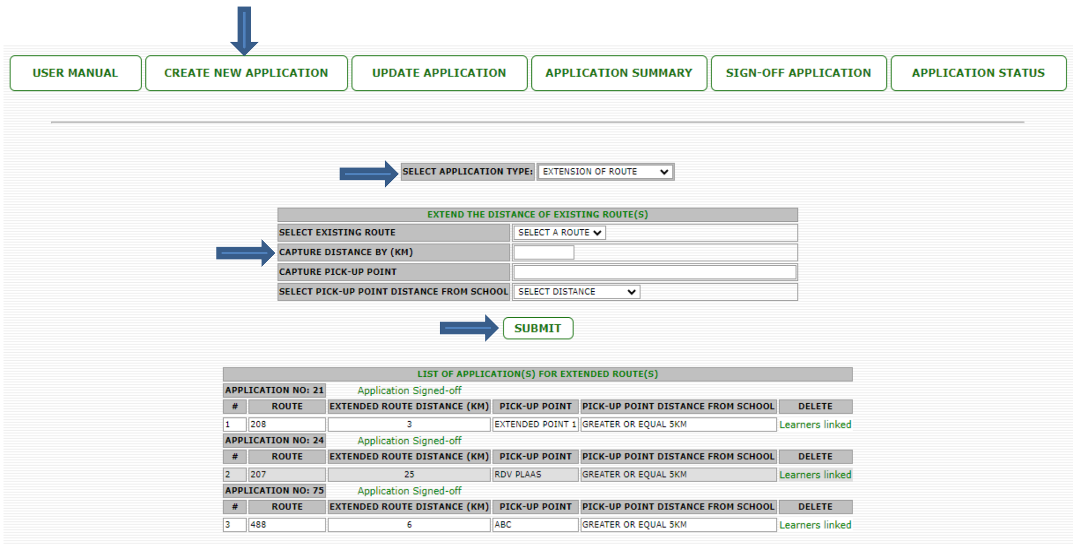
f) Khetha umgama wendawo abathathwa kuyo abafundi ukusuka esikolweni oNgaphantsi kwe-5 *km*/oNgaphezulu okanye oLingana ne-5 *km*.

g) Klikha ku-*Submit*.

h) Isicelo senziwe yaye siya kuboniswa phantsi ko-*Submit button*.

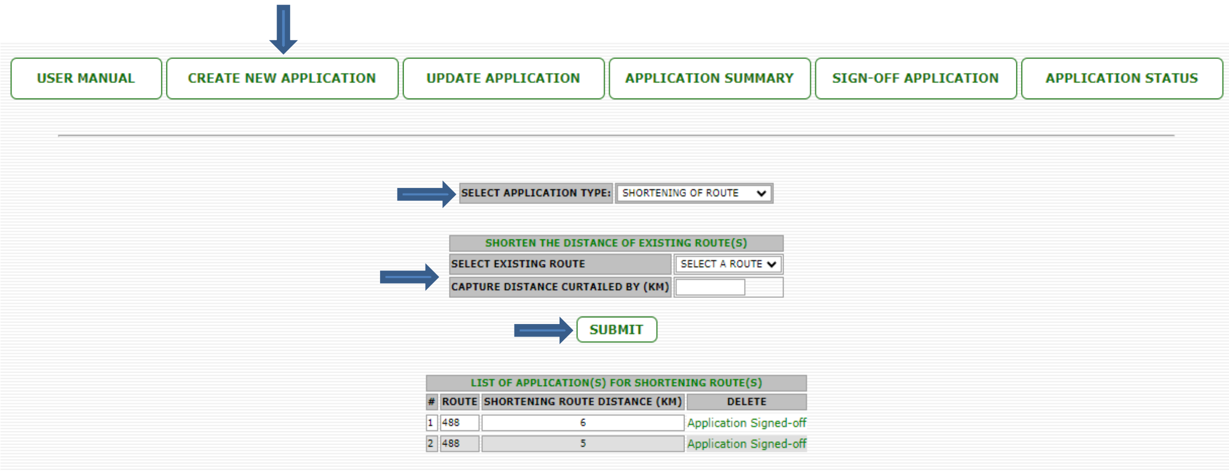
i) Iindawo abathathwa kuyo abafundi zinako ukongezwa ngokuklikha u-*Add button* kwisicelo esichaphazelekayo yaye makulandelwe amanyathelo angasentla aku-e) ukuya ku-g).

j) Isicelo sinako ukuhlaziywa ngoku njengoko kucacisiwe kwingongoma 4.



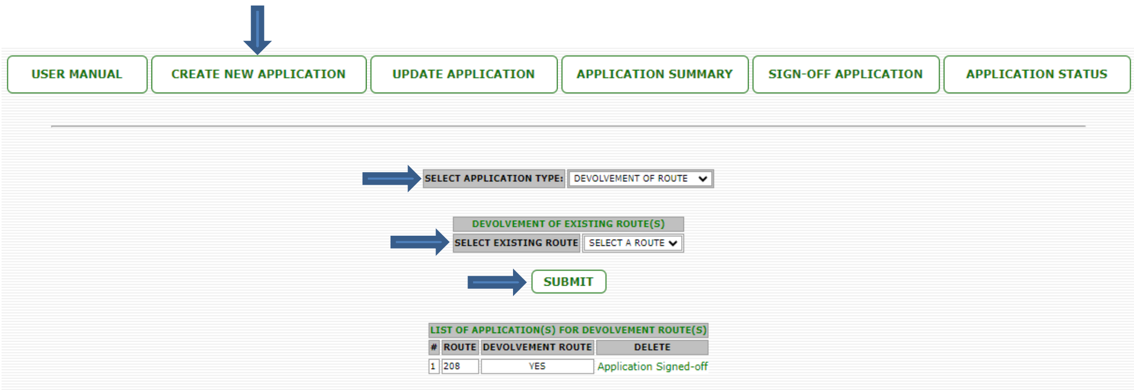
3.4 Ukwenza isicelo sokwenziwa mfutshane/sokuncitshiswa komgama wendlela yeSkim i-*LTS* esetyenziswa ngoku:

a) Klikha ku-*Create New Application*.
b) Khetha udidi lwesicelo njengo-*Shortening of Route*.
c) Khetha inombolo yendlela yeSkim i-*LTS* ekhoyo.
d) Faka umgama owenziwe mfutshane/oncitshisiweyo ngokutayipha umgama wokuya nokubuya enziwe mfutshane/encitshiswe ngawo indlela yeSkim i-*LTS*.
e) Klikha ku-*Submit*.
f) Isicelo senziwe yaye siya kuboniswa phantsi ko-*Submit button*.
g) Isicelo sinako ukuhlaziywa ngoku njengoko kucacisiwe kwingongoma 4.



3.5 Ukwenza isicelo sokudluliselwa kulawulo lwesikolo kwendlela yeSkim i-*LTS* esetyenziswa ngoku:

a) Klikha u-*Create New Application*.
b) Khetha udidi lwesicelo njengo-*Devolvement of Route*.
c) Khetha inombolo yendlela yeSkim i-*LTS* ekhoyo.
d) Klikha ku-*Submit*.
e) Isicelo senziwe yaye siya kuboniswa phantsi ko-*Submit button*.
f) Isicelo sinako ukuhlaziywa ngoku njengoko kucacisiwe kwingongoma 4.



4. **Ukuhlaziya isicelo esenziweyo seSkim i-*LTS***

4.1 Ukuhlaziya isicelo sendlela yeSkim i-*LTS* entsha:

a) Klikha ku-*Update Application*.

b) Khetha isicelo emasihlaziywe.

c) Khetha ibakala lomfundi (labafundi) wokuqala oza kongezwa kwisicelo.

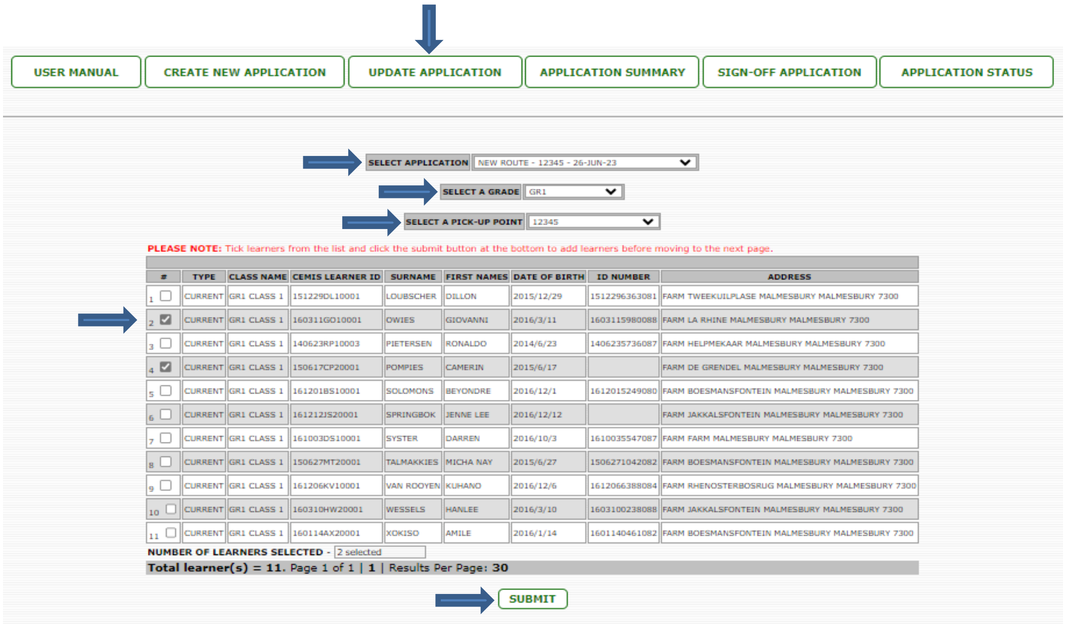
d) Khetha indawo abathathwa kuyo abafundi ekuza kongezwa kuyo abafundi.

e) Tikhisha iibhokisi ezisecaleni kwegama lomfundi ngamnye oza kongezwa kwindawo echaziweyo abathathwa kuyo abafundi.

f) Klikha ku-*Submit*.

g) Ukulungiselela abafundi abakwamanye amabakala abaza kongezwa, makuphindwe inkqubo ngokulandela amanyathelo angasentla aku-c) ukuya ku-f).

h) Emva kokuba kongezwe bonke abafundi, isicelo sakube sihlaziyiwe yaye sinako ukusayinelwa ngoku njengoko kucacisiwe kwingongoma 6.



#	TYPE	CLASS NAME	CEMIS LEARNER ID	SURNAME	FIRST NAMES	DATE OF BIRTH	ID NUMBER	ADDRESS
1 ☐	CURRENT	GR1 CLASS 1	151229DL10001	LOUBSCHER	DILLON	2015/12/29	1512296363081	FARM TWEEKUILPLASE MALMESBURY MALMESBURY 7300
2 ☑	CURRENT	GR1 CLASS 1	160311GO10001	OWIES	GIOVANNI	2016/3/11	1603115980088	FARM LA RHINE MALMESBURY MALMESBURY 7300
3 ☐	CURRENT	GR1 CLASS 1	140623RP10003	PIETERSEN	RONALDO	2014/6/23	1406235736087	FARM HELPMEKAAR MALMESBURY MALMESBURY 7300
4 ☑	CURRENT	GR1 CLASS 1	150617CP20001	POMPIES	CAMERIN	2015/6/17		FARM DE GRENDEL MALMESBURY MALMESBURY 7300
5 ☐	CURRENT	GR1 CLASS 1	161201BS10001	SOLOMONS	BEYONDRE	2016/12/1	1612015249080	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
6 ☐	CURRENT	GR1 CLASS 1	161212JS20001	SPRINGBOK	JENNE LEE	2016/12/12		FARM JAKKALSFONTEIN MALMESBURY MALMESBURY 7300
7 ☐	CURRENT	GR1 CLASS 1	161003DS10001	SYSTER	DARREN	2016/10/3	1610035547087	FARM FARM MALMESBURY MALMESBURY 7300
8 ☐	CURRENT	GR1 CLASS 1	150627MT20001	TALMAKKIES	MICHA NAY	2015/6/27	1506271042082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
9 ☐	CURRENT	GR1 CLASS 1	161206KV10001	VAN ROOYEN	KUHANO	2016/12/6	1612066388084	FARM RHENOSTERBOSRUG MALMESBURY MALMESBURY 7300
10 ☐	CURRENT	GR1 CLASS 1	160310HW20001	WESSELS	HANLEE	2016/3/10	1603100238088	FARM JAKKALSFONTEIN MALMESBURY MALMESBURY 7300
11 ☐	CURRENT	GR1 CLASS 1	160114AX20001	XOKISO	AMILE	2016/1/14	1601140461082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300

NUMBER OF LEARNERS SELECTED - 2 selected

Total learner(s) = 11. Page 1 of 1 | **1** | Results Per Page: **30**

SUBMIT

4.2 Ukuhlaziya isicelo sokufaka abafundi kwindlela yeSkim i-*LTS* esetyenziswa ngoku:

a) Klikha ku-*Update Application*.

b) Khetha isicelo emasihlaziywe.

c) Khetha ibakala lomfundi (labafundi) oza kongezwa kwisicelo.

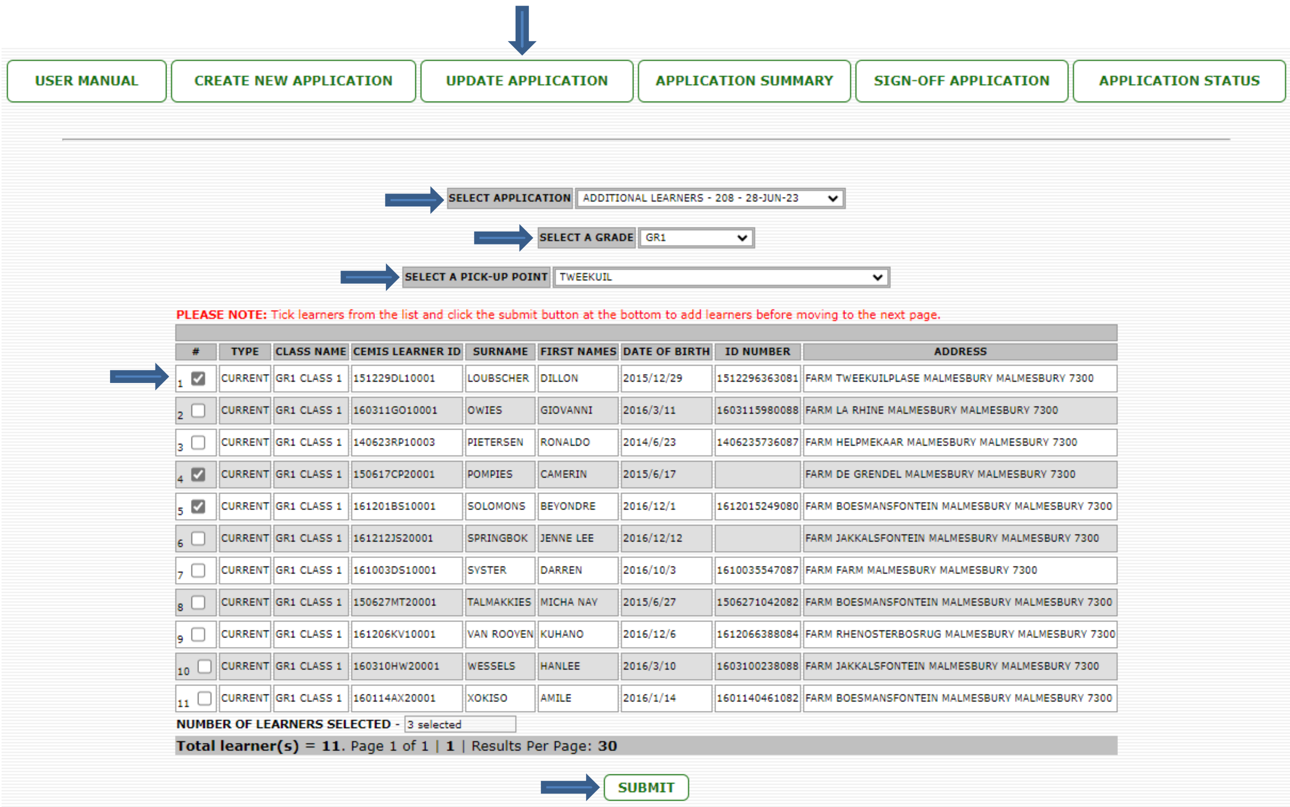
d) Khetha indawo abathathwa kuyo abafundi abaza kongezwa.

e) Tikhisha iibhokisi ezisecaleni kwegama lomfundi ngamnye oza kongezwa kwindawo echaziweyo abathathwa kuyo abafundi.

f) Klikha ku-*Submit*.

g) Ukulungiselela abafundi abakwamanye amabakala abaza kongezwa, makuphindwe inkqubo ngokulandela amanyathelo angasentla aku-c) ukuya ku-f).

h) Emva kokuba kongezwe bonke abafundi, isicelo sakube sihlaziyiwe yaye sinako ukusayinelwa ngoku njengoko kucacisiwe kwingongoma 6.



USER MANUAL | CREATE NEW APPLICATION | UPDATE APPLICATION | APPLICATION SUMMARY | SIGN-OFF APPLICATION | APPLICATION STATUS

SELECT APPLICATION: ADDITIONAL LEARNERS - 208 - 28-JUN-23

SELECT A GRADE: GR1

SELECT A PICK-UP POINT: TWEEKUIL

PLEASE NOTE: Tick learners from the list and click the submit button at the bottom to add learners before moving to the next page.

#	TYPE	CLASS NAME	CEMIS LEARNER ID	SURNAME	FIRST NAMES	DATE OF BIRTH	ID NUMBER	ADDRESS
1 ☑	CURRENT	GR1 CLASS 1	151229DL10001	LOUBSCHER	DILLON	2015/12/29	1512296363081	FARM TWEEKUILPLASE MALMESBURY MALMESBURY 7300
2 ☐	CURRENT	GR1 CLASS 1	160311GO10001	OWIES	GIOVANNI	2016/3/11	1603115980088	FARM LA RHINE MALMESBURY MALMESBURY 7300
3 ☐	CURRENT	GR1 CLASS 1	140623RP10003	PIETERSEN	RONALDO	2014/6/23	1406235736087	FARM HELPMEKAAR MALMESBURY MALMESBURY 7300
4 ☑	CURRENT	GR1 CLASS 1	150617CP20001	POMPIES	CAMERIN	2015/6/17		FARM DE GRENDEL MALMESBURY MALMESBURY 7300
5 ☑	CURRENT	GR1 CLASS 1	161201BS10001	SOLOMONS	BEYONDRE	2016/12/1	1612015249080	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
6 ☐	CURRENT	GR1 CLASS 1	161212JS20001	SPRINGBOK	JENNE LEE	2016/12/12		FARM JAKKALSFONTEIN MALMESBURY MALMESBURY 7300
7 ☐	CURRENT	GR1 CLASS 1	161003DS10001	SYSTER	DARREN	2016/10/3	1610035547087	FARM FARM MALMESBURY MALMESBURY 7300
8 ☐	CURRENT	GR1 CLASS 1	150627MT20001	TALMAKKIES	MICHA NAY	2015/6/27	1506271042082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
9 ☐	CURRENT	GR1 CLASS 1	161206KV10001	VAN ROOYEN	KUHANO	2016/12/6	1612066388084	FARM RHENOSTERBOSRUG MALMESBURY MALMESBURY 7300
10 ☐	CURRENT	GR1 CLASS 1	160310HW20001	WESSELS	HANLEE	2016/3/10	1603100238088	FARM JAKKALSFONTEIN MALMESBURY MALMESBURY 7300
11 ☐	CURRENT	GR1 CLASS 1	160114AX20001	XOKISO	AMILE	2016/1/14	1601140461082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300

NUMBER OF LEARNERS SELECTED - 3 selected

Total learner(s) = 11. Page 1 of 1 | **1** | Results Per Page: **30**

SUBMIT

4.3 Ukuhlaziya isicelo sokongeza umgama wendlela yeSkim i-*LTS* esetyenziswa ngoku:

a) Klikha ku-*Update Application*.

b) Khetha isicelo esiza kuhlaziywa.

c) Bonisa ukuba ingaba bakhona na abanye abafundi abaza kongezwa kwisicelo sokongeza indlela yeSkim i-*LTS* ngokukhetha u-*Yes* okanye u-*No*.

d) Ukuba kukhethwe u-*No*, klikha ku-*Submit*. Isicelo sakube sihlaziyiwe yaye silungele ukusayinelwa.

e) Ukuba kukhethwe u-*Yes*, khetha indawo abathathwa kuyo abafundi ecetywayo abaza kongezwa kuyo abafundi.

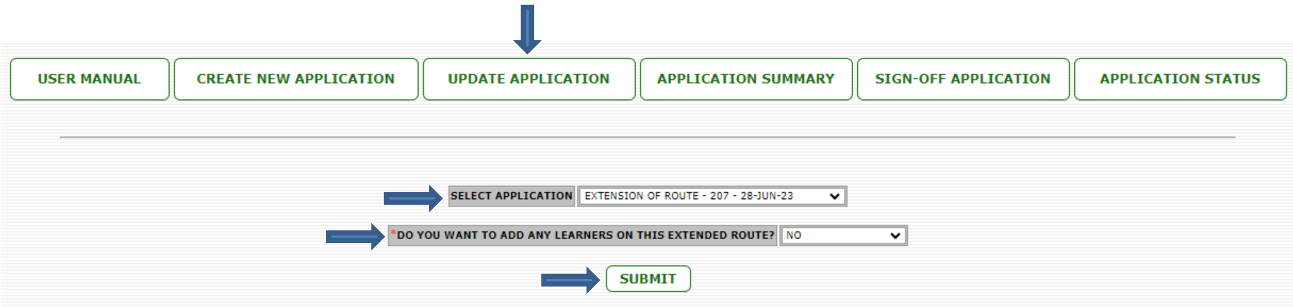
f) Khetha ibakala lomfundi (labafundi) wokuqala oza kongezwa kwisicelo.

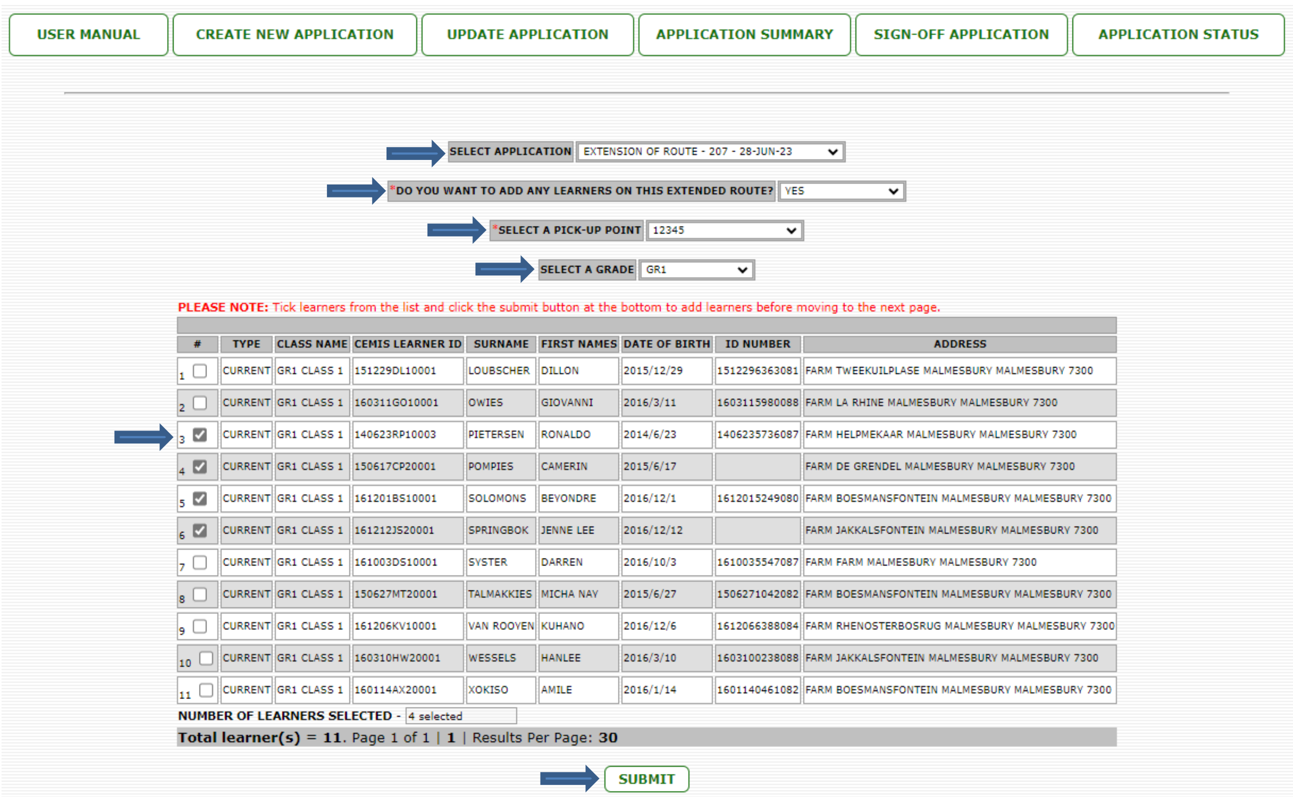
g) Tikhisha iibhokisi ezisecaleni kwegama lomfundi ngamnye oza kongezwa kwindawo echaziweyo abathathwa kuyo abafundi.

h) Klikha ku-*Submit*.

i) Ukulungiselela abafundi abakwamanye amabakala abaza kongezwa, makuphindwe inkqubo ngokulandela amanyathelo angasentla aku-c) ukuya ku-h)

j) Emva kokuba kongezwe bonke abafundi, isicelo sakube sihlaziyiwe yaye sinako ukusayinelwa ngoku njengoko kucacisiwe kwingongoma 6.





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3 ☑	CURRENT	GR1 CLASS 1	140623RP10003	PIETERSEN	RONALDO	2014/6/23	1406235736087	FARM HELPMEKAAR MALMESBURY MALMESBURY 7300
4 ☑	CURRENT	GR1 CLASS 1	150617CP20001	POMPIES	CAMERIN	2015/6/17		FARM DE GRENDEL MALMESBURY MALMESBURY 7300
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6 ☑	CURRENT	GR1 CLASS 1	161212JS20001	SPRINGBOK	JENNE LEE	2016/12/12		FARM JAKKALSFONTEIN MALMESBURY MALMESBURY 7300
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8 ☐	CURRENT	GR1 CLASS 1	150627MT20001	TALMAKKIES	MICHA NAY	2015/6/27	1506271042082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300
9 ☐	CURRENT	GR1 CLASS 1	161206KV10001	VAN ROOYEN	KUHANO	2016/12/6	1612066388084	FARM RHENOSTERBOSRUG MALMESBURY MALMESBURY 7300
10 ☐	CURRENT	GR1 CLASS 1	160310HW20001	WESSELS	HANLEE	2016/3/10	1603100238088	FARM JAKKALSFONTEIN MALMESBURY MALMESBURY 7300
11 ☐	CURRENT	GR1 CLASS 1	160114AX20001	XOKISO	AMILE	2016/1/14	1601140461082	FARM BOESMANSFONTEIN MALMESBURY MALMESBURY 7300

NUMBER OF LEARNERS SELECTED - 4 selected

Total learner(s) = 11. Page 1 of 1 | **1** | Results Per Page: **30**

SUBMIT

4.4 Ukuhlaziywa kwesicelo sokwenziwa mfutshane/sokuncitshiswa komgama wokuya nokubuya esikolweni wendlela yeSkim i-*LTS* esetyenziswa ngoku:

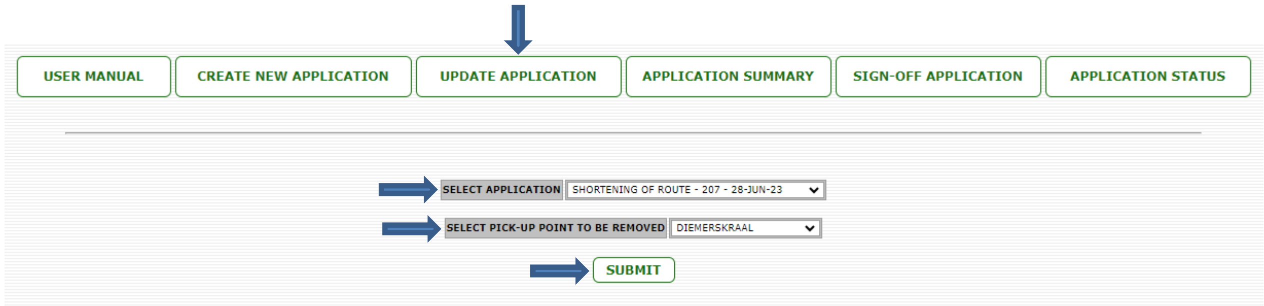
a) Klikha ku-*Update Application*.

b) Khetha isicelo esiza kuhlaziywa.

c) Ukuba kuyimfuneko, khetha indawo abathathwa kuyo abafundi (iindawo abathathwa kuzo abafundi) eziza kususwa. Makungathathelwa ngqalelo oku ukuba akukho ndawo bathathwa kuyo abafundi ekufuneka isusiwe.

d) Klikha ku-*Submit*.

e) Isicelo sihlaziyiwe yaye sinako ukusayinelwa ngoku njengoko kucacisiwe kwingongoma 6.



4.5 Ukuhlaziywa kwesicelo sokudluliselwa kulawulo lwesikolo kwendlela yeSkim i-*LTS* esetyenziswa ngoku

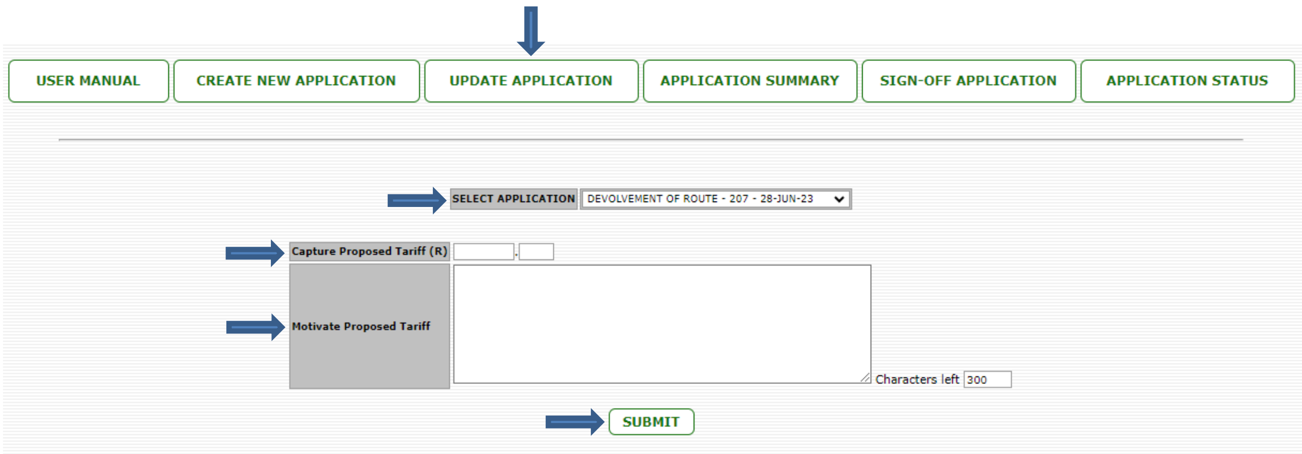
a) Klikha ku-*Update Application*.

b) Khetha isicelo esiza kuhlaziywa.

c) Faka intlawulo ecetywayo (*proposed tariff*) yendlela ye-Skim i-*LTS* kwakunye nezizathu ezivokothekileyo ezimalunga nentlawulo.

d) Klikha ku-*Submit*.

e) Isicelo sihlaziyiwe yaye sinako ukusayinelwa ngoku njengoko kucacisiwe kwingongoma 6.



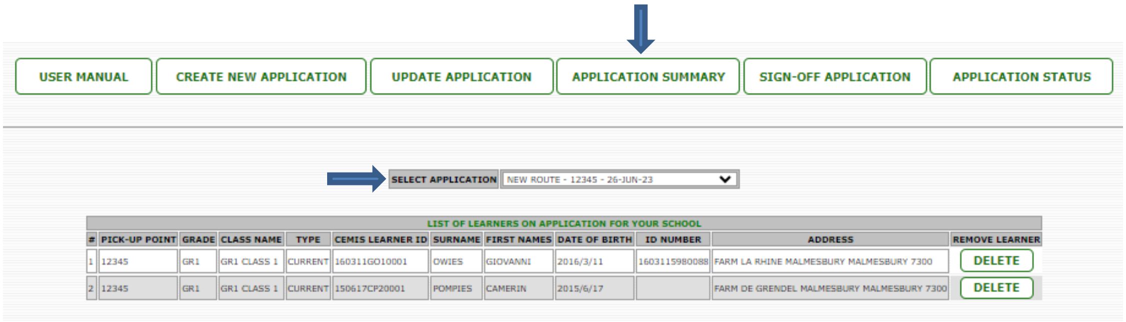
5. **Ukujongwa kwesicelo esele senziwe nesihlaziyiweyo**

Zonke iintlobo zezicelo:

a) Klikha ku-*Application Summary*.

b) Khetha isicelo eziza kujongwa.

c) Iinkcukacha zesicelo esikhethiweyo ziya kuboniswa ukwenzela ukuba zijongisiswe.



6. **Ukusayinelwa kwesicelo esele senziwe nesihlaziyiweyo**

Zonke iindidi zezicelo:

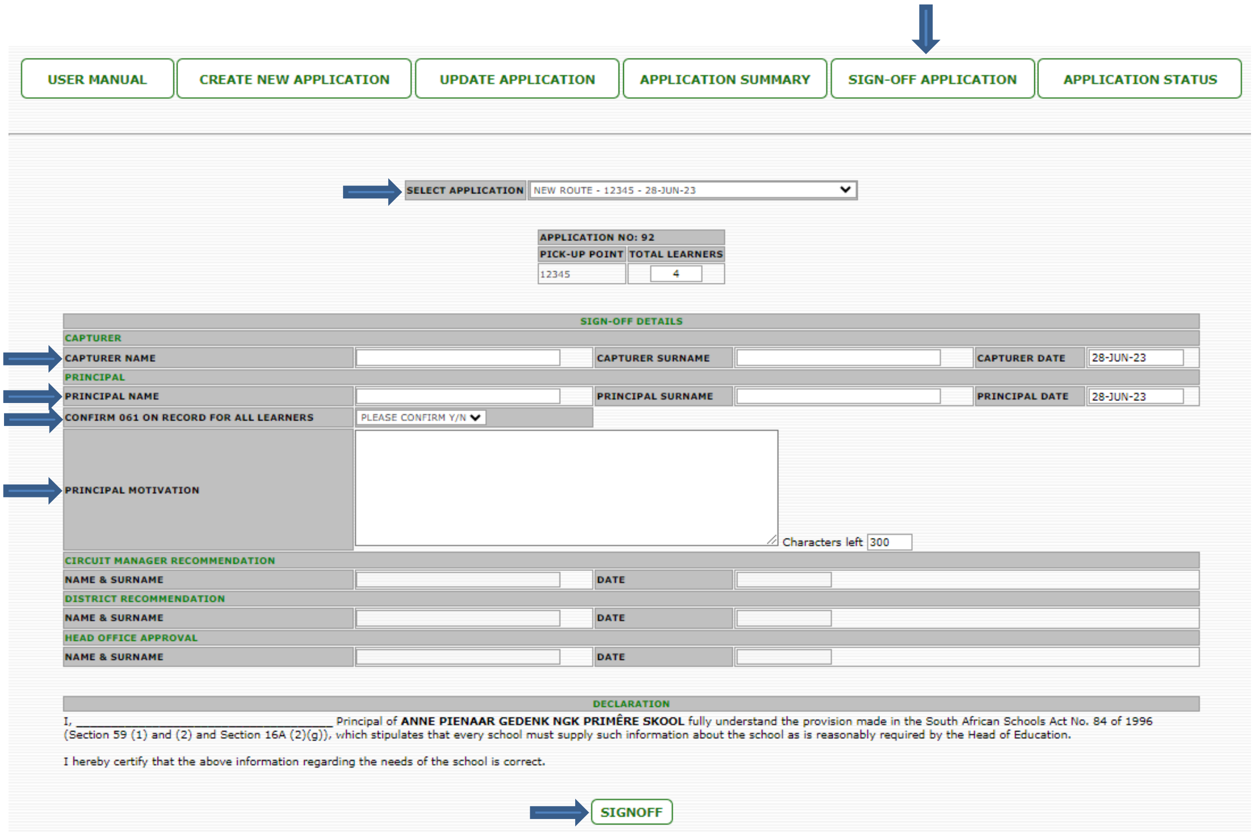
a) Klikha ku-*Sign Off Application*.

b) Khetha isicelo esiza kusayinelwa.

c) Zalisa onke amacandelo.

d) Klikha ku-*Sign Off*.

e) Isicelo sisayinelwe saze sangeniswa ngekhompyutha kumphathi wesekethe.

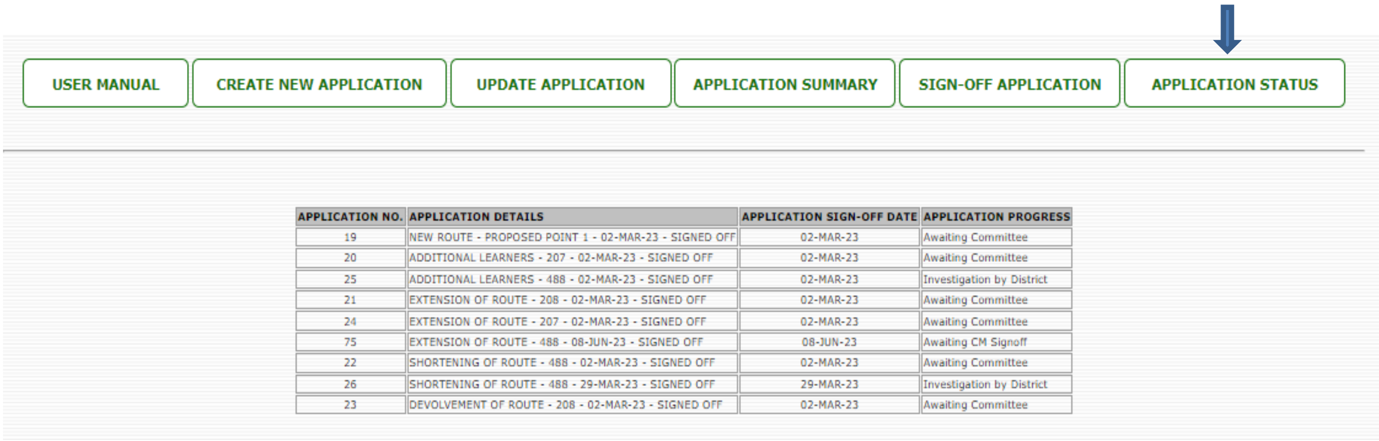


7. **Ukujonga imo *(status)* yesicelo esisayinelweyo**

Zonke iindidi zezicelo:

a) Klikha ku-*Application Status*.

b) Iinkcukacha zazo zonke izicelo ezisayinelweyo neemo zazo zibonisiwe.



APPLICATION NO.	APPLICATION DETAILS	APPLICATION SIGN-OFF DATE	APPLICATION PROGRESS
19	NEW ROUTE - PROPOSED POINT 1 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
20	ADDITIONAL LEARNERS - 207 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
25	ADDITIONAL LEARNERS - 488 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Investigation by District
21	EXTENSION OF ROUTE - 208 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
24	EXTENSION OF ROUTE - 207 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
75	EXTENSION OF ROUTE - 488 - 08-JUN-23 - SIGNED OFF	08-JUN-23	Awaiting CM Signoff
22	SHORTENING OF ROUTE - 488 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee
26	SHORTENING OF ROUTE - 488 - 29-MAR-23 - SIGNED OFF	29-MAR-23	Investigation by District
23	DEVOLVEMENT OF ROUTE - 208 - 02-MAR-23 - SIGNED OFF	02-MAR-23	Awaiting Committee

8. **Iinkcukacha zoqhagamshelwano**

Ukufumana inkcazo engaphezulu malunga neenkqubo neemfuno ezimiselweyo ezingasentla kungaqhagamshelwana nala magosa alandelayo:

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