

Inombolo yefayili: 20/2/1/1
Isalathiso: 20241008-7235

INGcaciso eMfutshane yeCandelo loLawulo loVavanyo: 0020/2024

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kumaSekela eeNgcali zeMfundo eziziiNtloko, kuBaqquzeleli boVavanyo neeMviwo, kuBacebisi ngeZifundo nakwiiNtloko zamaziko emfundo alungiselela abaviwa kwiimviwo zeSatifikethi seMatriki sikaZwelonke

Isihloko: linkqubo nezikhokelo zeemviwo zokugqibela zepraktikhali ze-Computer Applications Technology (CAT) ne-Information Technology (IT) zeSatifikethi seMatriki sikaZwelonke ngoNovemba 2024

1. ISebe leMfundo esiSiseko (iSebe i-DBE) lipapashe uMyalelo woViwo 32 wango-2024, womhla we-15 Septemba 2024, yaye linqwenela ukuba kuthathelwe ingqalelo iinkqubo nezikhokelo emazithotyelwe xa kuqhutywa iimviwo zokugqibela zepraktikhali ze-CAT ne-IT.
2. Le ngcaciso imfutshane mayifundwe kunye nesiHlomelo G se-Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination, esipapashwe kwiGazethi kaRhulumente No.31337 yowe-29 Agasti 2019 nefakelwe izilungiso ngowe-30 Apreli 2019.
3. Makugcinwe iiprothokholi zempilo nokhuseleko ngawo onke amaxesha, apho kusebenzayo oko.
4. Ootitshala nezikolo maziqinisekise ukuba banazo izixhobo zekhompuyutha eziyi-hardware ezifunekayo zokufundisa i-CAT. (Makufundwe u-no 2.4 ngokukhethekileyo weNkcazelo yoMgaqo-nkqubo weKharityhulam noVavanyo (Curriculum and Assessment Policy Statement) (CAPS).
5. Ootitshala nezikolo mabangqinise ukuba izixhobo zekhompuyutha eziyi-software abazisebenzisayo ukufundisa i-CAT ne-IT ziyahambelana mbo nekhontenti kunye nezakhono ezidweliswe kwi-CAPS ye-CAT ne-IT. Amaphepha emibuzo AKASAYI kulungiselela okanye atshintshwe apha naphaya ukwenzela ukulungiselela izixhobo ze-software ezingayithobeliyo imigaqo ye-CAPS okanye yesikhokelo soviwo.

6. Phambi kokuba kubhalwe iimviwo, iSebe leMfundo leNtshona Koloni (iSebe iWCED):
- Liya kuqinisekisa ukuba zonke izikolo ezifundisa i-CAT ne-IT zihloliwe yaye zikulungele ukubhalisa iimviwo zepfakthikhali. Apho izikolo zingenazo izixhobo zokubhalisa uviwo, iSebe iWCED liya kuqinisekisa ukuba amalungiselelo awoneleyo enziwe ukwenzela ukuba abaviwa babhalele kwenye indawo;
 - Liya kwenza izicwangciso zokubonelela ngeefayili zedatha yaye lenze amalungiselelo amaziko eekhompyutha (*computer centres*) ukwenzela iimviwo; yaye
 - Liya kuqinisekisa ukuba lizifumene iifayili zedatha kuzo zonke iifomathi ezihambelana neeprogram ezisetyenziswa zizo zonke izikolo zalo kwiSebe i-DBE.
7. Uviwo lwe-CAT lwangoNovemba 2024 lwenza amalungiselelo ezi phakheji ze-*software* zilandelayo:
- linguqulelo ezintathu zamvanje ze-*Microsoft (MS) Office* ziya kuvumeleka ukulungiselela iinjongo zoviwo. Ukulungiselela owama-2024 le nguqulelo iya kuba yi-*MS Office 2021* (neyaziwa njenge-*MS Office 365*), *MS Office 2019* ne-*MS Office 2016*; kunye
 - ne-*Notepad ++* okanye *Notepad* nebrawuza yewebhu (*web browser*) (umz. *Internet Explorer* okanye *Microsoft Edge*, njl-njl.) ukulungiselela ukwenziwa kwamakhasi ewebhu (*development of web pages*). MAKUQATSHELWE: Akukho mfuneko yokungena ku-intanethi okanye ayivumelekanga ngethuba loviwo lwepraktikhali yekhompyutha.
8. Uviwo lwe-CAT lwangoNovemba 2024 luya kubonelela ngefolda yedatha yomfundi njengefayili enokusetyenziswa inepasiwedi ekhuselweyo (*password-protected executable file*). Bakuba abafundi bezikhuphile (*extract*) ngempumelelo iifayili zedatha, abafundi baya kuthi ke ngoko bakwazi ukufikelela kuzo zonke iifayili zedatha ezikwifolda yedatha.
- Abafundi kuya kufuneka bakhuphe ifolda yedatha besebenzisa ipasiwedi enikwe kwiphepha lemibuzo njengenxalenye yemiyalelo.
 - Inkqubo yokukhupha iifayili zedatha kufuneka yenzeke emva kokuba abafundi behleli phantsi naphambi kokuqala kwexesha lokufunda.
 - Abafundi kufuneka bavule ubuncinane iifayili ibenye ukujonga ikhontenti yefayili baze bayivale ngaphandle kokwenza utshintsho. (Abagadi babaviwa mabahlale bephaphile ngethuba lale nkqubo.)
 - Emva kokuba umfundi engqinisisile waza wanelisekile ukuba idatha ikhutshwe (*extracted*) ngempumelelo, umfundi makavale iphepha lemibuzo aze alinde kuqale ixesha lokufunda.
 - Ukuba umfundi akaphumelelanga ekukhupheni idatha, utitshala/igosa elinobuchwepheshe (*technician*) le-CAT/IT kufuneka limncedise umfundi ekuyikhupheni idatha (*extraction*).**
 - Makuqinisekiswa ukuba abafundi bathiya ngokutsha ifolda yedatha nenombolo yoviwo yabo.
9. Iimviwo ze-IT zangoNovemba 2024 zibonelela ngeefayili zabafundi ekunyanzelekileyo ukuba zisetyenziswe ngabaviwa xa bebhala uviwo lwepraktikhali lwabo. Iifayili zabafundi zezilungiselelwe ukuba zisetyenziswe ngabaviwa kunye nezi phakheji ze-*software* zilandelayo:

(a) I-Delphi 2010 (OKANYE inguqulelo yamva nje ye-Delphi ehambelana ne-Delphi 2010); kunye

(b) ne-MS Access 2010 nangaphezulu.

10. ISebe i-WCED liya kuqinisekisa ukuba zonke izikolo ezifundisa i-CAT ne-IT zihlolwe kwinyanga ephambi kokuba kuqale iimviwo. Kuqhotyoshelwe apha uxwebhu loluhlu lokutshekisha **(Annexure A: Certification)** lweSebe i-DBE ukwenzela le nkqubo.

11. Kwiiiveki ezimbini ubuncinane phambi kokuqhubeka koviwo lwepraktikhali utitshala we-CAT/we-IT makafunde ku-**Annexure A: Certification** yaye aqinisekise ukuba:

(a) iisethingi zekhompuyutha zengingqi zisetelwe kwezoMzantsi Afrika;

(b) iisethingi zomhla namaxesha, iisethingi zamanani neesethingi zemali yelizwe (currency) zisetiwe (makufundwe isiHlomelo A, no.16) ngale ndlela ilandelayo:

Short date: yyyy/MM/dd

Long date: dddd, dd MMMM yyyy

Short time: e.g. 10:01 AM

Long time: e.g. 10:01:11 AM

First day of week: Sunday

Number of digits after decimal: two

List separator: , (comma)

Measurement system: Metric

Currency symbol: R

Decimal symbol: . (full stop)

(c) ulwimi lusetwe lwasisiNgesi (saseMzantsi Afrika), isayizi yephepha ingu-A4 portrait, iyuniti yomlinganiselo isetelwe kwiisentimitha yaza i-developer tab yenziwe kwi-aplikeyishini ye-word processing;

(d) i-Autosave option isetwe yayimizuzu emihlanu i-interval;

(e) akuvumelekanga ukuba kubekho unxibelelwano phakathi kwabaviwa kwineethiwekhi/kwiikhompuyutha;

(f) zonke iifayili/iifolda/amaxwebhu angaphambili ayasuswa okanye abekelwe bucala;

(g) ibrawuza yewebhu ingabonisa imifanekiso;

(h) i-software efunekayo ye-IT (Delphi 2010) ifakwe kakuhle yaze yavavanywa; kunye

(i) ne-software efunekayo ye-CAT ifakwe kakuhle yaze yavavanywa. [MS Office 2021 (eyaziwa njengo-MS Office 365), okanye MS Office 2019 no-MS Office 2016, Notepad++ okanye Notepad nebrawuza yewebhu (web browser)].

12. **Uxwebhu Annexure A: Certification** oluzalisiweyo malusayinwe ngokufanelekileyo luze lungeniswe kwiCandelo loLawulo lweeMviwo kunye nesiHlomelo B esizalisiweyo (makufundwe umhlathi 18.10), kunye namaphepha eempendulo/iifayili zedatha zabaviwa ngosuku loviwo.

13. Kuvumeleke iiseshoni zoviwo ezimbini ubuninzi ngosuku loviwo ukwenzela i-CAT Paper(P) 1. Kucetyiswa la maxesha asikiweyo alandelayo ukwenzela ezi seshoni ngokulandelelanayo:

(a) **ISESHONI ENYE: I-CAT P1**

INKCAZO	ITHUBA LESESHONI	IXESHA
Abaviwa bahlaliswa kwilebhu yeekhompyutha		08:30–08:35
Ukukhupha ii-access cards, inkqubo yokuloga kwikhompyutha nokuthiya ngokutsha ifolda yoviwo. Ukufundwa kwemiyalelo nokutshekishwa kwamaphepha neefolda/neefayili ngokwengongoma 8.	Imizuzu eli-15	08:35–08:50
Ixesha lokufunda iphepha lemibuzo (makufundwe inqaku15)	Imizuzu eli-10	08:50–09:00
IPhepha 1 (Ipraktikhali)	Iiyure ezintathu	09:00–12:00
Ukugqibezela ukutshekisha, ukufumana iifolda kwakhona (retrieve folders), ukuseyivela kwii-CD/kwii-DVD	Yimizuzu eli-120 (ngokuxhomekeke kwini labaviwa)	12:00–14:00

(b) **IISESHONI EZIMBINI: I-CAT P1**

INKCAZO	ITHUBA LESESHONI	IXESHA: ISESHONI YOKUQALA	IXESHA ISESHONI YESIBINI
Abaviwa bahlaliswa kwilebhu yeekhompyutha.		07:30–07:35	13:00–13:05
Ukukhupha ii-access cards, inkqubo yokuloga kwikhompyutha nokuthiya ngokutsha ifolda yoviwo. Ukufundwa kwemiyalelo nokutshekishwa kwamaphepha neefolda/neefayili ngokwengongoma 8.	Imizuzu eli-15	07:35–07:50	13:05–13:20
Ixesha lokufunda iphepha lemibuzo (makufundwe ingongoma 15)	Imizuzu eli-10	07:50–08:00	13:20–13:30
IPhepha 1 (Ipraktikhali)	Iiyure ezintathu	08:00–11:00	13:30–16:30

Ukugqibezela ukutshekisha, ukufumana iifolda kwakhona (<i>retrieve folders</i>), ukuseyivela kwii-CD/kwii-DVD	Yimizuzu eli-120 (ngokuxhomekeke kwini labaviwa)	11:00–13:00	16:30–18:30
---	--	-------------	-------------

14. Kucetyiswa ngala maxesha asikiweyo alandelayo kwi-IT P1:

INKCAZO	ITHUBA LESESHONI	IXESHA
Abaviwa bahlaliswa kwilebhu yeekhompyutha		13:30–13:35
Ukukhupha ii-access cards, inkqubo yokuloga kwikompyutha nokuthiya ngokutsha ifolda yoviwo. Ukufundwa kwemiyalelo nokutshekishwa kwamaphepha neefolda/neefayili ngokwengongoma 8.	Imizuzu eli-15	13:35–13:50
Ixesha lokufunda iphepha lemibuzo (makufundwe ingongoma 15)	Imizuzu eli-10	13:50–14:00
IPhepha 1 (Ipraktikhali)	Iiyure ezintathu	14:00–17:00
Ukugqibezela ukutshekisha, ukufumana iifolda kwakhona (<i>retrieve folders</i>), ukuseyivela kwii-CD/kwii-DVD	Imizuzu eyi-120 (ngokuxhomekeke kwini labaviwa)	17:00–18:00

15. Apho kukho iiseshoni ezimbini, abaviwa nabazali babo **kufuneka** baziswe ngencwadi ebhaliweyo ngala malungiselelo. Abaviwa beseshoni yesibini mabafike kwiyure ephambi kokuphela kweseshoni yokuqala (ngo-10:00). Ukuba umviwa obhala kwiseshoni yesibini ufike emva kwentsimbi ye-10:00, uya kuthathwa njengokuba ufike emva kwexesha elimisiweyo yaye umviwa akayi kuvunyelwa ukuba abhale uviwo. Kucelwa niqaphele ukuba amaphepha emibuzo abanakuwanikwa ootitshala phambi kuka-13:00.
16. **Akuvumelekanga** ukuba abaviwa baphume kwigumbi lokubhalela uviwo kude kube kugqitywe zonke iinkqubo zolawulo ezibhekisele ekuqhutyweni koviwo lwepraktikhali. Kwimeko yabaviwa ababhala kwiseshoni yokuqala, akuvumelekanga ukuba baphume kwindawo/kwigumbi lokubhalela uviwo phambi kwentsimbi ye-10:00.
17. Ngomhla wokubhalwa koviwo, umgadi wabaviwa oyintloko makaqinisekise ukuba imiyalelo eqhelekileyo ekumaphepha emibuzo e-CAT P1 ne-IT P1 ifundelwa abaviwa **phambi** kokunika abaviwa imizuzu eli-10 yabo yexesha lokufunda iphepha lemibuzo.

18. Kukhunjuza izikolo iindima nemisebenzi eluxanduva eyile ilandelayo yabagadi babaviwa abaziintloko, ootitshala kunye nabaviwa:
- 18.1 Phambi kokuqala koviwo lwepraktikhali, umgadi wabaviwa oyintloko makaqinisekise ukuba bonke abaviwa:
- bazinikiwe ii-access cards yaye babekwa kwiikhompyutha ngokungacwangciswa (*randomly*) bakuba bengenile kwigumbi lokubhalela uviwo;
 - bachazelwa inkqubo yokuloga ekhompyutheni nokuthiya ngokutsha iifolda zoviwo lwabo;
 - babhala iinombolo zabo zoviwo kwii-access cards aze umgadi wabaviwa asteplishela i-access card ezalisiweyo ngasemva kuxwebhu lweenkcukacha zomviwa (*candidate's information sheet*); yaye
 - bayakhunjuza ukuba bawuseyive qho nangokuchanekileyo umsebenzi wabo.
- 18.2 Ngethuba loviwo lwepraktikhali umgadi wabaviwa oyintloko makaqinisekise ukuba:
- ukongeza kumgadi wabaviwa, makubekho utitshala onamava weCAT/we-IT ngazo zonke iiseshoni zepraktikhali, ukwenzela ukuba abe nokunika uncedo xa kuyimfuneko;
 - makuthotyelwe zonke iimfuno ezimiseliweyo zokugada abaviwa;
 - zonke iinkqubo zokhuseleko zenziwa phantsi kweliso elibukhali lomgadi wabaviwa oyintloko; kunye
 - nokulandelwa kwemigaqo echanekileyo kwimeko apho kunokwenzeka ukuba umke umbane.
- 18.3 Emva koviwo lwepraktikhali, umgadi wabaviwa oyintloko makaqinisekise ukuba:
- abaviwa batshekisha ukuba ingaba zonke iifayili zabo ziseyiviwe na kwiifolda zoviwo yaye zileyibhelishwe ngenombolo zoviwo ezichanekileyo zabo;
 - abaviwa bazalisa uxwebhu lwengcaciso kwaye baqinisekise ukuba ingcaciso leyo iyangqinelana na neefolda zoviwo zabo;
 - utitshala we-CAT/we-IT ufumana kwakhona (*retrieves*) zonke iifolda zabaviwa ngokusebenzisa i-network okanye i-flash drive ukukhuphela zonke iifolda zabaviwa kwikhompyutha enguvimba (*central computer*) okanye kwi-server enye, atshekishe ukuba ifayili yomviwa ngamnye ekwifolda yabo iyangqinelana na nengcaciso ekuxwebhu lweenkcukacha zabo; yaye
 - utitshala useyiva zonke iifolda zabaviwa kwii-CD/kwii-DVD eziya kungeniselwa ukuba zimakishwe lo gama enza (*creating*) ii-CD/ii-DVD ezimbini zokulalelisa (*back-up*) ngaxeshanye, enye yazo mayigcinwe ngokunqatyisiweyo kwiziko lokubhalela uviwo, yaye enye mayingeniswe kwicandelo lezoviwo (*examination section*).
- 18.4 Utitshala weCAT/we-IT makatshekishe ukuba ngaba zonke iifolda zabaviwa, ezileyibhelishwe ngenombolo yoviwo yomviwa ngamnye, ziseyiviwe kwii-CD/kwii-DVD kwanokuba iifayili neefolda zingavuleka zonke, phambi kokuba ii-CD/ii-DVD zipakishwe zize zinikwe umgadi wabaviwa oyintloko.

- 18.5 Ukuba iifolda okanye iifayili zabaviwa zilahlekile, utitshala we-CAT/we-IT makazame ukuzifumana kwakhona (*recover*) ezo folda okanye iifayili ezilahlekileyo okanye ezonakeleyo phambi kokuba enze ii-CD/ii-DVD kunye negosa elinobuchwepheshe eliyi-*technician* okanye abasebenzi abanika inkxaso be-Centre for eInnovation (CEI).
- 18.6 Inani leefolda zabaviwa eziseyivwe kwii-CD/kwii-DVD malingqinelane nenani labaviwa abadweliswe kwimakhishithi.
- 18.7 Abaviwa be-IT abaziprintayo ikhowudi yabo mabatshekishe ukuba iikhowudi zazo zonke iiyunithi ziprintiwe na kwaza emva koko kwafakwa iiprintawuthi zabo ngolandelelwano oluchanekileyo phambi kokuba zingeniswe ezi zinto kubagadi babaviwa.
- 18.8 Iifayili zabaviwa **akufunekanga** ziseyivwe ngokusisigxina kwii-*flash disks* njengoko umkhulu kakhulu umngcipheko wokuba iifayili zonke zinokucima ngenxa yeevayirasi (*viruses*) nokungathembeki okukhulu kwii-*flash disks*.
- 18.9 Makurekhodwe ingxelo ephelileyo ngazo naziphi na iingxaki zokusebenza kwezixhobo (*technical problems*) okanye izitenxo ekungenzeka ukuba zenzekile ngethuba loviwo kwifom i-*Session Incident Report form* (kubandakanywa nexesha lokuqala nelokuphela kweseshoni nganye) yaye ingeniswe kwiCandelo loLawulo lweeMviwo (*Directorate: Examinations Administration*).
- 18.10 Utitshala we-CAT/we-IT, ekunye nabagadi babaviwa, mabazalise yaye basayine uxwebhu **Annexure B: Computer Applications Technology and Information Technology 2024 Checklist** balungenise kwiCandelo loLawulo lweeMviwo kunye neencwadi zeempendulo ngosuku lokubhalwa koviwo. Makundakanywe noku kulandelayo:
- (a) Irejista i-*Script Control Register* /irejista yokubakhona kuviwo
 - (b) Iimakhishithi zeSebe
 - (c) Izicwangciso zokuhlaliswa kwabaviwa
 - (d) Ingxelo yesehlo (ukuba sikhona)
 - (e) Ingxelo yesitenxo (ukuba sikhona)
 - (f) Uluhlu lokutshekisha olugqityiweyo (IsiHlomelo A)
 - (g) Uluhlu lokutshekisha olugqityiweyo (IsiHlomelo B)
 - (h) I-CD/DVD: ikwibhokisi ekhuselweyo (*protected casing*) kunye nemvulophu eyi-*bubble wrapped envelope*
 - (i) Amaxwebhu eeNkcukacha zaBaviwa (CAT)
 - (j) Ii-Access cards zisteplishelwe ngasemva kumaxwebhu eenkcukacha zabaviwa.
19. Xa kuthe kwamka umbane ngethuba loviwo, makwenziwe le nkqubo ilandelayo:
- 19.1 ISebe iWCED malaziswe ngokukhawuleza malunga nokungabikho kombane.
- 19.2 Umlawuli weziko lokubhalela iimviwo makazise abaphathi bengingqi ngokukhawuleza, yaye aqinisekise kubo ukuba kunokwenzeka, kuza kuthatha ixesha elingakanani ukungabikho kombane.

- 19.3 Ukwenzela ithuba lokumka kombane elicwangcisiweyo emva kokuba besele kuqaliwe ukubhala uviwo, elinjengokunkinkishwa kombane (loadshedding), abaviwa mabahlale kwigumbi leekhompuyutha kude kubuye umbane. Abaviwa abavumelekanga ukuba bathethisane lo gama belinde ukubuya kombane. Ixesha abaphulukene nalo ngexesha kumke umbane malivunywe njengexesha elongezelelweyo loviwo.
- 19.4 Ukulungiselela ukungabikho kombane obekungacwangciswa, ukuba, emva kweyure ezimbini, umbane awubuyanga, uviwo malubekelwe omnye umhla ngokuthethana neCandelo loLawulo lweeMviwo leSebe iWCED.
- 19.5 Kwiimeko apho kucwangcise iiseshoni ezimbini zoviwo, ezibizwa ngokuba yiseshoni yakusasa neseshoni yasemvakwemini, le nkqubo ingasentla isebenza kwiseshoni ekwenzeke ngayo ukumka kombane.
20. Xa kuthe kwaphuka ikhompuyutha ngethuba loviwo, makwenziwe le nkqubo ilandelayo:
- 20.1 Abaviwa mabasuswe basiwe kwizixhobo zokulalelisa (*back-up equipment*) ngokukhawuleza yaye banikwe abaviwa ixesha elongezelelweyo leemviwo elifanelekileyo.
- 20.2 Akukho xesha longezelelweyo liya kuvunyelwa kumsebenzi olahlekileyo ongakhange useyivwe ngokuchanekileyo.
- 20.3 Makwenziwe ingxelo ngohlobo lwesehlo sokwaphuka kwekhompuyutha kwakunye nenyathelo elithathiweyo longenelelo ngoncedo.
21. Imibuzo ngethuba loviwo lwepraktikhali inokuthunyelwa ngolu hlobo lulandelayo: (iinombolo zefoni zifumaneka kuphela ngethuba leemviwo zepraktikhali)
- 21.1 Imingeni enxulumene ne-IT: Kwi-Schools IT Service Desk apha 021903 0267
- 21.2 **Inombolo efonelwa qho eyi-IT HOTLINE – ifumaneka kuphela ngowe-22 nowe-23 Oktobha 2024 ku-021 835 2798**
- 21.3 Imingeni enxulumene nobhaliso: 021 467 2915 okanye 021 467 2943
- 21.4 Imingeni enxulumene novavanyo: 021 467 2572
- 21.5 Imingeni enxulumene namaphepha emibuzo: 021 467 2265
- 21.6 Imingeni enxulumene nekharityulam: 021 467 2409 OKANYE kulo: Ian.Carstens@westerncape.gov.za.

22. Kucelwa niqinisekise ukuba ikopi yale ngcaciso imfutshane inikwa bonke ootitshala nabagadi babaviwa be-CAT ne-IT ukuze bayithathele ingqalelo

ISAYINWE: NGU-BJ LORISTON

USEKELA MLAWULI-JIKELELE WOLAWULO LWEKHARITYHULAM NOVAVANYO

UMHLA: 2024-10-10

