

## Ikhelenda ye-Quality Management System (QMS) yamaziko emfundo yango-2025

JANUWARI	FEBRUWARI - MATSHI	
<ul style="list-style-type: none"> <li>• Okwenziwa yiKomiti yoLawulo yeSikolo (SMT): Ukuhlalutywa kwamanqaku e-apreyizali aqokelelweyo onyaka ukwenzela ukuxhasa iProgram yoPhuhliso lwaBasebenzi (SDP).</li> <li>• Okwenziwa yi-SMT: Ukuqinisekisa ukuba imisebenzi ye-QMS iyavela kwikhalenda yesikolo:             <ul style="list-style-type: none"> <li>– Ukugqitywa kweziCwangciso zoMsebenzi (SMT)</li> <li>– Ii-apreyizali zaphakathi enyakeni</li> <li>– Ii-apreyizali zonyaka</li> </ul> </li> <li>• ITheraphisti/uMcebisi wezeMfundo oyinTloko udibana nesuphavayiza yesithili ukwenzela ukugqityezelwa kweziCwangciso zoMsebenzi ukulungiselela ukusayinelwa kwazo.</li> <li>• Okwenziwa yi-SMT: Uqeqesho lwe-QMS (abasanda kuqeshwa/abasanda kunyuselwa)             <ul style="list-style-type: none"> <li>• Okwenziwa yi-SMT: Ukwazisa abasebenzi ngenkqubo yesiCwangciso sezoLawulo se-QMS neProgram i-SDP</li> </ul> </li> <li>• Okwenziwa yi-SMT: IziCwangciso zoMsebenzi zisayinelwa ngumphathi omkhulu osondeleyo ngokwesikhundla:             <ul style="list-style-type: none"> <li>– Ikopi eliphetha eprintiweyo ifayilishwa esikolweni; yaye</li> <li>– Ikopi ekwikhompyutha ye-Excel ifakwe kwi-CEMIS.</li> </ul> </li> <li>• ITheraphisti/uMcebisi wezeMfundo oyinTloko: IziCwangciso zoMsebenzi zisayinelwa ngumphathi omkhulu osondeleyo ngokwesikhundla:             <ul style="list-style-type: none"> <li>– Ikopi eliphetha eprintiweyo ifayilishwe esikolweni</li> </ul> </li> <li>• <b>Bonke oofitshala mabasayine iInkcazo zoMsebenzi (Job Descriptions) kunye nabaphathi abakhulu abasondeleyo ngokwezikhundla.</b></li> </ul>	<ul style="list-style-type: none"> <li>• UPhuhliso lweZakhono noBuchule booTitshala: uqeqesho nenkxaso</li> <li>• Okwenziwa yi-SMT: Ukubekwa esweni kweProgram i-SDP.</li> </ul>	
APRELI	MEYI	JUNI
<ul style="list-style-type: none"> <li>• Okwenziwa yi-SMT: Uqeqesho lwe-QMS (abasanda kuqeshwa/abasanda kunyuselwa)</li> <li>• Abaphathi bamacandelo babeka esweni inkqubela phambili yeziCwangciso zoMsebenzi.</li> <li>• Okwenziwa yi-SMT: Ii-apreyizali zaphakathi enyakeni.</li> <li>• Ukuzivavanya (ukuziqhelanisa nezixhobo nenkqubo ye-apreyizali ukulungiselela i-apreyizali)</li> <li>• Okwenziwa yi-SMT: Ukukhutshwa kwethayimthebile yee-apreyizali zaphakathi enyakeni (ukuqwalaselwa kwesifundo)</li> <li>• Okwenziwa yi-SMT: Ukubeka esweni iProgram i-SDP</li> <li>• Ukulungiselela ii-apreyizali zaphakathi enyakeni.</li> </ul>	<ul style="list-style-type: none"> <li>• Ukuqalwa kwee-apreyizali zaphakathi enyakeni.</li> <li>• UPhuhliso lweZakhono noBuchule booTitshala: uqeqesho nenkxaso.</li> <li>• Okwenziwa yi-SMT: Ukubekwa esweni kweProgram i-SDP.</li> </ul>	<ul style="list-style-type: none"> <li>• UPhuhliso lweZakhono noBuchule booTitshala: uqeqesho nenkxaso.</li> <li>• Okwenziwa yi-SMT: Ukubekwa esweni kweProgram i-SDP</li> <li>• Ukuzaliswa kwee-apreyizali zaphakathi enyakeni.</li> <li>• Ukungeniswa kwezatifikethi zokubeka esweni inkqubo zaphakathi enyakeni (IsiHlomelo E1 &amp; A6)</li> </ul>
JULAYI	AGASTI	SEPTEMBER
<ul style="list-style-type: none"> <li>• Abaphathi bamacandelo babeka esweni inkqubela phambili yeziCwangciso zoMsebenzi.</li> <li>• Okwenziwa yi-SMT: Ukuhlalutywa kwamanqaku e-apreyizali yaphakathi enyakeni katitshala ngamnye ukuxhasa uqeqesho nenkxaso efanele utitshala ngamnye.</li> <li>• Okwenziwa yi-SMT: Uqeqesho lwe-QMS (abasanda kuqeshwa/abasanda kunyuselwa)</li> <li>• Okwenziwa yi-SMT: Ukubekwa esweni kweProgram i-SDP</li> <li>• Okwenziwa yi-SMT: Ibeka esweni iziCwangciso zoPhuculo lweNtsebenzo (PIPs)</li> </ul>	<ul style="list-style-type: none"> <li>• Okwenziwa yi-SMT: Ukwenza izicwangciso zee-apreyizali zonyaka.</li> <li>• Ukuzivavanya (abasanda kuqeshwa/abasanda kunyuselwa)</li> <li>• Okwenziwa yi-SMT: Ukukhutshwa kwethayimthebile yee-apreyizali zonyaka (ukuqwalaselwa kwesifundo)</li> <li>• UPhuhliso lweZakhono noBuchule booTitshala: uqeqesho nenkxaso.</li> <li>• Okwenziwa yi-SMT: Ukubekwa esweni kweProgram i-SDP.</li> <li>• Ukulungiselela ii-apreyizali zonyaka.</li> </ul>	<ul style="list-style-type: none"> <li>• Ukuqalwa kwee-apreyizali zonyaka</li> <li>• UPhuhliso lweZakhono noBuchule booTitshala: uqeqesho nenkxaso.</li> <li>• Okwenziwa yi-SMT: Ukubekwa esweni kweProgram i-SDP.</li> </ul>

OKTOBHA	NOVEMBA	DISEMBA
<ul style="list-style-type: none"> <li>Abaphathi bamacandelo babeka esweni inkqubela phambili yeziCwangciso zoMsebenzi.</li> <li>Ukugqitywa kwee-apreyizali zonyaka.</li> <li>Okwenziwa yi-SMT: Isicwangciso se-QMS sango-2026.</li> <li>Okwenziwa yi-SMT: Uqeqesho lwe-QMS (abasanda kuqeshwa/abasanda kunyuselwa)</li> <li>UPhuhliso lweZakhono noBuchule booTitshala: uqeqesho nenkxaso.</li> <li>Okwenziwa yi-SMT: Ukubekwa esweni kweProgram i-SDP.</li> </ul>	<ul style="list-style-type: none"> <li>Okwenziwa yi-SMT: Ukumodareyithwa kwangaphakathi kwamanqaku adityanisiweyo</li> <li>Okungeniswa: kwamanqaku adityanisiweyo ngemihla emiselwe isithili ngasinye.</li> <li>Okwenziwa yi-SMT: Iidrafft zeziCwangciso zoMsebenzi zize zifakwe kwiSistim ye-CEMIS.</li> <li>Itheraphisti/uMcebisi wezeMfundo oyintloko wenza idrafft yeziCwangciso zoMsebenzi kunye nesuphavayiza yesithili baze bazifake kwi-CEMIS.</li> <li>Okwenziwa yi-SMT: IProgram i-SDP yenziwe ngokohlolo olushwankathelayo lwango-2025.</li> <li>Okwenziwa yi-SMT: Ukubekwa esweni kweProgram i-SDP.</li> <li>Okwenziwa yi-SMT: Ukubekwa esweni kwe-PIPs.</li> </ul>	<ul style="list-style-type: none"> <li>Okwenziwa yi-SMT: Ukuqinisekisa ukuba imisebenzi ye-QMS iyavela kwikhalenda yesikolo ukulungiselela owama-2026.</li> </ul>
UMSEBENZI		IMIHLA ESIKIWEYO
<ul style="list-style-type: none"> <li>Ukugqitywa kweziCwangciso zoMsebenzi, zisayinelwe ngabaphathi bamacandelwana zize zifakwe kwisistim ye-CEMIS.</li> </ul>		31 Januwari 2025
<ul style="list-style-type: none"> <li>Bonke oofitshala mabasayine iinkcazo zoMsebenzi (<i>Job Descriptions</i>) kunye nabaphathi abakhulu abasondeleyo ngokwezikhundla.</li> </ul>		31 Januwari 2025
<ul style="list-style-type: none"> <li>Ukugqitywa kwe-apreyizali yaphakathi enyakeni.</li> </ul>		20 Juni 2025
<ul style="list-style-type: none"> <li>Okungeniswa kwezatifikethi zokubeka esweni inkqubo zaphakathi enyakeni (IsiHlomelo E1 &amp; A6)</li> </ul>		25 Juni 2025
<ul style="list-style-type: none"> <li>Ukugqitywa kwee-apreyizali zonyaka.</li> </ul>		31 Oktobha 2025
<ul style="list-style-type: none"> <li>Okungeniswa kwamanqaku adityanisiweyo neNgxelo i-<i>Internal Moderation Report</i> (ngemihla esikiweyo yesithili ngasinye)</li> </ul>		03–14 Novemba 2025
<ul style="list-style-type: none"> <li>Iidrafft zeziCwangciso zoMsebenzi zifakwa kwisistim ye-CEMIS.</li> </ul>		28 Novemba 2025