



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

IZIQINISEKISO ZESIZWE (ZOQEQESHO)

IZIKHOKELO ZOHLOLO

ISIXHOSA

ULWIMI LOKUQALA OLONGEZELELWEYO

NQF level 2

Eyomsintsi 2007

IZIQULATHO

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ICANDELO A : INJONGO YEZIKHOKELO ZOHLOLO LWESIFUNDO

Olu xwebhu lubonelela ngezikhokelo zophuhliso nokusetyenziswa kwenkqubo yohlolo oluhlangeneyo yesifundo soLwimi kwiSiqinisekiso sikaZwelonke (esomsebenzi), malufundwe kunye *neNkqubo yeSiqinisekiso soMsebenzi: iSiqinisekiso kwiNqanaba 4/3/2 kwiSakhelo seZiqinisekiso zikaZwelonke (NQF)*. Izikhokelo zoHlolo lweZifundo ziya kusetyenziselwa amanqanaba 2-4 e-NQF.

Amacandelo akolu xwebhu athi thaca iimfuneko zala malungu mabini ohlolo lwesifundo, abizwa ngokuba luhlolo lwangaphakathi nolwangaphandle. Umfundisi-ntsapho uyacelwa ukuba asebenzise olu xwebhu ngokuhlangeneyo noxwebhu *oluziZikhokelo zeSifundo: uLwimi* ukulungiselela nokuhambisa isifundo *esiluLwimi*. Abafundisi-ntsapho bayakhuthazwa ukuba basebenzise izibonelelo ezahlukeneyo, nokusebenzisa uluhlu lwezakhono zohlolo kwisakhelo, ekuphawuleni nasekurekhodeni imisebenzi yohlolo.

ICANDELO B : UHLOLO KWISIQINISEKISO SIKAZWELONKE (ESOMSEBENZI)

1 UHLOLO KWISIQINISEKISO SIKAZWELONKE (ESOMSEBENZI)

Uhlolo kwiSiqinisekiso sikaZwelonke siqhinishelwe yimigomo yeSakhelo seZiqinisekiso zikaZwelonke (NQF). Le migomo:

- Ikukudala isakhelo sikazwelonke esimanyeneyo sophumezo lwezifundo;
- Ikukwenza lula ufikelelo nenkqubela-phambili emfundweni, kuqeqesho nakwimizila yomsebenzi;
- Ikukunyusa umgangatho wemfundo noqeqesho;
- Ikukulungisa ucalucalulo olungalunganga nokungalingani kwamandulo ngokwenjenjalo kunyusa isantya samathuba engqesho;
- Ikukwenza igalelo kuphuhliso olulonke lomfundi ngokuvakalisa:
 - Ulungelelwano lwentlalo noxanduva
 - Ukunika ingxelo ngokuziphatha ngokuziqhelanisa kweenqobo zomsebenzi
 - Ukuthatha inxaxheba kwezoqoqosho
 - Ukwakha isizwe.

Imithetho-siseko eqhuba le migomo yile:

- **Umanyano**

ukwamkela inkqubo emanyeneyo kwimfundo nakwingqeqesho eya komeleza amandla ophuhliso lwezibonelelo zoluntu lwesizwe.

- **Unxulumano**

ukubanamandla nokuphendula kwizidingo zophuhliso lwesizwe.

- **Intembeko**

ukubonisa nokunakana izinto zesizwe nezehlabathi ezilixabiso.

- **Ukunamathelana**

ukusebenza ngaphakathi kwesakhelo esingaguqukiyo semithetho-siseko nesiqinisekiso.

- **Uguquguquko**

Ukuvumela uyilo nobuqili ekuphumezeni iziphumo ezifanayo zezifundo.

- **Ukuthabath' inxaxheba**

Ukuvumela ukuthabath' inxaxheba kwabantu abanomdla ekubekeni imigangatho nokulungelelanisa uphumezo lwesiqinisekiso.

- **Ufikelelo**

Ukuvakalisa imiqobo ekufundeni kwinqanaba ngalinye ukubonelela ngongeno olulula nokwenza lula inkqubela phambili.

- **Inkqubela phambili**

Ukuqinisekisa ukuba isakhelo seziqinisekiso sivumela abantu ukuba bahambe ngamanqanaba eziqinisekiso zesizwe ngokugqitha kwiingxubevange ezifanelekileyo nezahlukeleleyo zamalungu enkqubo yohambiso.

- **Ukuphatheka**

Ukwenza abafundi bakwazi ukugqithisa iziqinisekiso zeziqinisekiso ukusuka kwelinye iziko lemfundo kunye/okanye umqeshi ukuya komnye.

- **Uphimiselo**

Ekuziqibeni ngempumelelo izinto ezifunekayo eziqinisekisiweyo nokuvumela intshukumo ethe nkqo nethe tyaba kwinkqubo yemfundo.

- **Ukuqatshelwa kwemfundo umfundi angene sele enayo**

Ukunikeza isiqinisekiso secandelo lemfundo ngokwesiseko sohlolo kwaye nomfundi unamandla achazwe kwingxelo yeziphumo.

- **Ukunyanyiseka kweemhlo**

Uhlolo maluquke uluhlu olubanzi lolwazi, izakhono, izinto ezilixabiso, ukuziphatha okufunekayo ukubonisa iimfaneleko esetyenzisiweyo. Oku kuphunyezwe:

- Ngokuxela ngokucacileyo isiphumo esivavanywayo;
- Ngokukhetha ubungqina obufanelekileyo;
- Ukumatanisa ubungqina nemethodi yohlolo efanelekileyo;
- Ukukhetha kwanokwakha isixhobo sohlolo esingqinelanayo.

- **Intembeko**

linkqubo zohlolo zimelwe kukungagungqi kangangokuba kufikelelwe kwisiphumo okanye kwisigwebo esifanayo ukuba uhlolo beluphindwe ngendlela efanayo. Oku kufuna indlela enye ekutolikeneni ubungqina, ngoko uqwalaselo olunenkathalo lohlolo lubalulekile.

- **Ukulunga nocikideko**

Inkqubo okanye imethodi yohlolo imelwe kukungaphazamisani okanye ixhamlise ngokungalunga nawuphi na umfundi. Oku kulandelayo kungaqakanisa ukungalungi kohlolo:

- Ukungalingani kwamathuba, izibonelelo neenkqubo zokufundisa nokufunda;
- Ukuba nedolo okusekeke ngokobuhlanga, ubuni, ubudala, ukhubazeko okanye udidi lwentlalo;
- Ukusilela kokucaca ngokuphathelele koko kuvavanywayo;
- Uthelekiso lomsebenzi wabafundi nabaye nowabanye abafundi, ngokubhekiselele kwizimbo zokufunda nolwimi.

- **Uguquguquko**

Uhlolo malungiselele izimbo zokufunda ezahlukeneyo, kwaye lusebenzise uluhlu lweemethodi, izixhobo nezikrweqe.

- **Ukusebenziseka nokungabi nandleko**

linkqubo zohlolo ezingaphakathi kwemfundo esekeke kwiziphumo nenkqubo yoqeqesho zimele ukumanyanisa nokuzamela uhlolo lokulondoloza ixesha nendleko.

2 ISAKHELO SOHLOLO LWEZIQINISEKISO ZOMSEBENZI

Isakhiwo sohlolo lwesiqinisekiso se-NC (soMsebenzi) sinjengoku kulandelayo:

2.1 UHlolo lwangaPhakathi oluqhubekayo (ICASS)

ulwazi, izakhono, ukuziphatha nezinto ezilixabiso (SKAVS) zivavanywa unyaka wonke ngokusebenzisa izixhobo ezinjengeprojekthi, iimvavanyo, imisebenzi emiselweyo, uphando, imidlalo yendima, ikheyisitadi, njl. Ilungu elenziwayo lwe-ICASS lenziwa kwindawo yokwenene yempangelo, kwindawo elinganisiweyo okanye eyakhiweyo, lihlolwa ngaphakathi, umgangatho walo uqinisekiswa ngaphandle ngu-Umalusi. Bonke ubungqina be-ICASS buqulethwe kwiPotifoliyo yobuNgqina (PoE), kwaye mabufumaneke ngokulula ngezizathu zokonganyelwa, ukuhlolwa nokuqinisekiswa.

Ilungu elinyanzelisayo le-ICASS ngu**Msebenzi woHlolo loShwankathelo oluManyeneyo (ISAT)**, ongumsebenzi omkhulu wohlolo odibanisa imfundo eyongezelelekileyo yomfundi ayifumene unyaka wonke. Umsebenzi ufuna usetyenziso olumanyeneyo lwemfaneleko nesetyenziswa phantsi kweemeko ezingqongqo zohlolo. Ubude bomsebenzi bumele ukujonga ekulinganiseni iseshoni yomsebenzi yeeyure ezine ukuya kwezisixhenxe kwaye umele ukwenzeka kwindawo yomsebenzi elinganisiweyo okanye eyakhiweyo. Olu luhlolo olubaluleke kakhulu lobuchule babafundi ukusebenzisa ulwazi olufunyenweyo.

Inkqubo yohlolo olumanyeneyo ivumela ukuba umfundi avavnywe kwisifundo esingaphezu kwesinye ngaphakathi kwe-ISAT enye.

2.2 UHlolo Lwangaphandle loLwazi

Uhlolo lwangaphandle lolwazi lungaba liphepha elinye okanye intaphane yamaphepha ebhaliweyo ethiwe thaca kwiifundo zezifundo zeziphumo zemfundo. ULawulo: kwiiMviwo noHlolo lukaZwelonke lulawula icandelo lethiyori ngokuhambelana neenkqubo ezifanelekileyo zohlolo.

Iimvavanyo zangaphandle zolwazi ziya kuqhutywa ngonyaka phakathi kwenyanga ka-Oktobha noDisemba, nesibonelelo esenzelwe ukuhlalela uxabangelo.

3 UPHONONONGO LOHLOLO

3.1 Uphononongo lwangaPhakathi

Lonke uphononongo maluhlolwe ngokwenkqubo yokuhlolwa kwangaPhakathi kwiKholeji ye-FET. Ukuhlolwa okwenziwa yiKholeji ngaphakathi kuyinkqubo eqhubekayo. Inxaxheba yomhloli iqala ngesicwangciso seemethodi nesezixhobo zohlolo kwaye ilandele intsebenziswano eqhubekayo nenkxaso kubavavanyi. Ukuhlolwa kwangaphakathi kukwakukudala ukuqondana okufanayo kwemigangatho yohlolo kwanokulondoloza oku ngokungaphaya kweenkqubo zomsebenzi.

3.2 Ukuhlolwa kwangaPhandle

Ukuhlolwa kwangaphandle kwanoqinisekiso zii-ETQAs ezifanelekileyo, no-Umalusi ngokwe-SAQA nemigangatho neemfuneko zika-Umalusi.

Umhloli wangaphandle unale misebenzi ilandelayo:

- Ukongamela nokuhlola umgangatho wazo zonke iimvavanyo zoshwankathelo;
- Ukulondoloza imigangatho ngokwenza impembelelo efanelekileyo nolawulo ngaphezu kwabavavanyi;
- Ukuqinisekisa ukuba iinkqubo ezifanelekileyo zilandelwe;
- Ukuqinisekisa ukuba iimvavanyo ezimanyeneyo zoshwankathelo zilawulwe ngokuchanekileyo;
- Uqwalaselo lwesampulu ebuncinane buli-10%, ukunyuka ukuya kuma-25%, lweemhlolo zoshwankathelo;
- Ukunikeza ingxelo ebhaliweyo kumqinisekisi womgangatho ofanelekileyo;
- Ukwenza umsebenzi wokuhlola ngexesha lembambano phakathi kwabavavanyi nomfundi.

Ngokuthana mbende nenkqubela yemfundo yoqukaniso, iinkqubo zohlolo lwabafundi abafumana imiqobo ekufundeni abafundi mabaqhelanise kwaye baxhaswe ukubenza bafikelele kwimpuhle yabo epheleleyo.

4 UBUNGAKANANI BETHUBA LOKUBALWA KOHLOLO LWANGAPHAKATHI

Amanqaku ohlolo lwangaphakathi afunyenwe ngumfundi kunyaka wemfundo angasetyenziswa kuhlolo lokugqibela ekuhlaleni iimviwo.

Olu xabangelo lunokusetyenziswa kuphela kubukhulu bamaxesha amabini, kwaye maluphelele phakathi kwexesha leenyanga ezilishumi elinambini ukusukela ekuchopheleni uviwo lokuqala.

Uviwo lwe-ICASS maluphinde lungeniswe nobhaliso loviwo ngalunye oluya kuthi lube yinxalenye yalo.

5 OKUFUNEKAYO KUMVAVANYI

Abavavanyi mababe ziingcali zezifundo kwaye mababe sebhengezwe njengabafanelekileyo ngokuchasene nemigangatho ebekwe yi-ETDP SETA. Ukuze uqiniseke ngomgangatho ophezulu nemfezeko yeemhlolo apho umfundisi-ntsapho oqhuba iimvavanyo engabhengezwanga njengomvavanyi ofanelekileyo, umvavanyi osel' ebhengezwe njengofanelekileyo unokuchongwa ukuba ongamele inkqubo yohlolo.

6 IINTLOBO ZOHLOLO

Uhlolo luxhamlisa umfundi ndawonye nomfundisi-ntsapho. Lwazisa abafundi ngenkqubo yabo kwaye lunceda ekubeni abafundisi-ntsapho benze izigqibo ezisengqiqweni kumanqanaba ahlukeneyo enkqubo yemfundo. Ukuze kufezeke injongo elindelweyo kunokusetyenziswa iintlobo ezahlukeneyo zohlolo.

6.1 Uhlolo olungamaqalela

Uhlolo olungamaqalela lusetyenziswa ekuqaleni kwenqanaba okanye kwamava emfundo ukuseka oko sebekwazi abafundi. Luseka ulwazi, izakhono, izinto ezilixabiso nokuziphatha okuziswa ngabafundi egumbini lokufundela. Olu lwazi lunceda abafundisi-ntsapho ngesicwangciso seenkqubo zemfundo nemisebenzi yemfundo.

6.2 Uhlolo oluxilongayo

Olu hlobo lohlolo luxilonga ubume neentsusa zemiqobo abafundi abathile abaqubisana nayo. Lulandelwa yinkokhelo, inkxaso efanelekileyo nubuchule bongenelelo. Olu hlobo lohlolo luluncedo ekudluliseleni ngaphambili abafundi abadinga uncedo olukhethekileyo.

6.3 Uhlolo lwezakhono

Luhlola kwaye luxhasa inkqubo yokufundisa nokufunda. Injongo yalo kukumisela ukomelela nobuthathaka bomfundi nokubonelela ngengxelo nenkqubela-phambili. Lunceda ngokumisela umfundi alungele uhlolo olushwankathelayo.

6.4 Uhlolo lolwazi

Lunikeza umfanekiso opheleleyo nenkqubela phambili yomfundi ngalo naliphi na ixesha. Lusetyenziselwa ukugweba ukuba ingaba umfundi ukufanele ngokwaneleyo na ukuqhubela phambili kwinqanaba elilandelayo.

7 UKUCWANGCISELA UHLOLO

Isicwangciso sohlolo simele ukuquka iinkqubo ezintathu ezingundoqo:

7.1 Ukuqokelela ubungqina

Isicwangciso sohlolo simele ukuqondisa ukuba zeziphi na iziphumo zezifundo neempawu zohlolo eziza kuvavanywa, iyeyiphi na imethodi okanye umsebenzi oya kusetyenziswa kwanokuba oku kuya kugqibeka nini na ku.

7.2 Ukurekhoda

Oku kubhekiselele kwezona zixhobo zohlolo ekulapho uhlolo luya kurekhoda khona. Oku kufuna ukuphuhlisa okanye ukulungiselela izixhobo zohlolo.

7.3 Ukwenza ingxelo

Bonke ubungqina bubekwa ndawonye ukuhambisa inkcazelo-sigqibo kwingxelo.

8 IIMETHODI ZOHLOLO

Oku kubhekiselele kulowo uqhuba uhlolo kwaye kuquka uhlolo lomfundisi-ntsapho, ukuzihlola komfundi, uhlolo ngabalingane bomfundi nokuvavanywa liqela lakhe.

Uhlolo lukamfundisi-ntsapho	Umfundisi-ntsapho uhlola umsebenzi wabafundi ngokuchasene neempawu ezinikiweyo kwimixholo eyahlukeneyo, umz. umsebenzi womfundi, weqela, njl.
Ukuzihlola komfundi	Abafundi bahlola umsebenzi ongowabo ngokuchasene neempawu ezinikiweyo kwimixholo eyahlukeneyo, umz. umsebenzi womfundi, weqela, njl.
Ukuvavanywa ngabalingane	Abafundi bahlola umsebenzi womnye nomnye umfundi okanye weqela labafundi ngokuchasene neempawu ezinikiweyo kwimixholo eyahlukeneyo, umz. umsebenzi womfundi, weqela, njl.
Ukuvavanywa liqela	Abafundi bahlola umsebenzi wabanye abafundi ngaphakathi eqeleni okanye uwonke umsebenzi weqela labafundi ngokuchasenen neempawu ezinikiweyo.

9 IZIXHOB ZOKUQOKELELA UBUNGGINA

Bonke ubungqina obuqokelelwe ngezizathu zohlolo buqulethwe okanye burekhodwe kwiPotifoliyo yobuNgqina (PoE).

Itafile engaphantsi ishwankathela iintlobo-ntlobo zeemethodi nezixhobo zokuqokelela ubungqina. Umgangatho wokukhetha imethodi nesixhobo esithile ngowokuba simelwe kukunika abafundi amathuba aneleyo okubonisa ufikelelo lweziphumo zezifundo. Oku kuya kwenzeka kuphela ukuba imethodi nezixhobo ezikhethiweyo zilifanele iqela ekujongwe kulo kwaye nesiphumo esithile siyavavanywa.

IIMETHODI ZOKUQOKELELA UBUNGQINA			
	Okusekwe kulolongo (isakhiwo esincinane)	Okusekwe kumsebenzi (okunesakhiwo)	Okusekwe kuhlobo (isakhiwo esongezelelweyo)
Izixhobo zohlolo	<ul style="list-style-type: none"> • ulolongo • imibuzo yeklasi • Umfundisi-ntsapho, umfundi, iingxoxo zabafundi 	<ul style="list-style-type: none"> • Imisebenzi enikeziweyo • iiprojekthi • Uphando • imizekelo yophando • imisebenzi yezandla • imiboniso • ulinganiso lwendima • udliwano-ndlebe 	<ul style="list-style-type: none"> • limviwo • limvavanyo zeklasi • limviwo zezandla • limvavanyo zomlomo • limvavanyo ezibhalwa kuvulwe iincwadi
Izixhobo zohlolo	<ul style="list-style-type: none"> • Amaphepha okulolonga • Amanqakwana abafundi ngabanye • Amagqaba-ntshintshi 	<ul style="list-style-type: none"> • Uludwe lwezinto zokukhangela • Izikali zolinganiso • iirubriki 	<ul style="list-style-type: none"> • amanqaku (emz.%) • izikali zolinganiso (1-7)
Ubungqina	<ul style="list-style-type: none"> • ingqwalaselo kubafundi ababodwa • ubungqina obusekeke kuluvo nengqwalaselo kamfundisi-ntsapho 	<p>Obuvuleke embindini: abafundi bavelisa ubungqina obunye kodwa ngeendlela ezahlukeneyo</p> <p>Obuvuleke eziphelweni: abafundi basebenzisa inkqubo enye ukufikelela kwiziphelo ezahlukeneyo.</p>	Bonke abafundi baphendula imibuzo eminye ngendlela enye.

10 IZIXHOBOKUHLOLA UMSEBENZIKWOMFUNDI

Izikali zolinganiso ziziinkqubo zokuphawula apho isimboli (enjengokusuka ku-1 ukuya ku-7) okanye uphawu (olunjengo-5/10 okanye 50%) luchazwe ngokuzelelo kwinkcukacha. Inkcukacha ibaluleke njengengqaku elifihlakeleyo. Uphawu lwamandulo, uhlobo lusetyenziswa ikakhulu kwizikali zolinganiso ngaphandle kwenkcukacha, ngoko amagqaba-ntshintshi angokulungileyo nokungalunganga, kubuthathaka nokomeleleyo, ebengaveliswanga.

Izintlu zomsebenzi nezintlu zokukhangela ziindlela zokubonisa umfundi okudinga ukwenziwa. Ziquka iinkcazelo ezimfutshane ezichaza umsebenzi olindeleke kumsebenzi othile. Iinkcazelo ezikuluhlu lokukhangela zingaphawulwa xa umfundi eluzuze ngokwaneleyo uphawu. Izintlu zokukhangela nezintlu zomsebenzi ziluncedo kakhulu kwimisebenzi yohlolo lwabalingane okanye lweqela.

Iirubriki ziyihayirakhi (amanqanaba omgangatho) yeempawu ezinemilinganiso echaza inqanaba elincinane lomsebenzi owamkelekileyo wophawu ngalunye. Yindlela eyahlukileyo yohlolo kwaye ayinakuzwe ithelekiswe neemhlolo. Uphawu ngalunye oluchazwe kwirubriki maluvavanywe ngokwahlukileyo. Iirubriki ziyamnyanzela utitshala ukuba azi ngenene ukuba yintoni na ebalulekileyo kwanokuchaza umlinganiselo wokuba liyintoni na inqanaba elincinci elamkelekileyo lokufikelela. Zimbini iintlobo zeerubriki, umz. ezeholistiki nezohlalutyo, ezisetyenziswa ngokungundoqo.

Umzekelo weRubriki ephileleyo uqukwe kwiSongezelelo A (qaphela ukuba lo mzekelo ubonisa amanqanaba ofaneleko ama-6, hayi asi-7, okuba izifundo zomsebenzi ezivavanywa ngayo i-NSC). Umzekelo weRubriki yohlolo oluthile uqukiwe kwiSifakelelo A. .

11 UKUKHETHA KUNYE/OKANYE UKUYILA IINKQUBO ZOKUREKHODA NOKUNIKA INGXELO

Ukhetho okanye uyilo luxhomekeke kwinjongo yokurekhoda nokunika ingxelo yomzamo womfundi. **Kutheni** ulwazi oluthile lurekhodwa kwanokuba imo yerekhodi isisiseko esibaluleke **njani** na sokukhetha isixhobo.

Iinkqubo ezisekwe kwikhompyutha, umz. ii-‘spreadsheets’ zonga imali nexesha. Ukhetho lwenkqubo yokurekhoda lumele ukusekwa kwinto yokuba inkqubo isebenziseka lula na nokuba ulwazi lufikeleleka kwaye lukhupheka ngokulula. Kwimfundo noqeqesho lomsebenzi kubalulekile ukurekhoda umzamo womfundi ngokwemigangatho yodidi lwazo zonke

12 IINKCAZELO NGOKWAZI KOMFUNDI

Ngokuhambelana nemithetho-siseko nenkqubo yohlolo olusekeke kwiziphumo, lonke uhlolo lumel' ukukhangela ulwazi nokwazi komfundi okusisiseko. Amanqaku, nangona kunjalo, angasetyenziswa ekuvavanyeni imisebenzi ethile yohlolo, kodwa imisebenzi imel' ukuvavanywa kusetyenziswe neerubhiki endaweni yokuphawula nje iimpendulo ezilungileyo nokunikeza amanqaku ngokwenani leempawu. Iirubhiki zimel' ukuqulatha izichazi ezifanelekileyo zenqanaba lezakhono, ulwazi, ukuziphatha nezinto ezilixabiso umntwana anokuzibonakalisela umzamo kwinqanaba ngalinye lesikali solinganiso.

Xa abafundisi-ntsapho/abavavanyi belungisa umsebenzi/umbuzo wohlolo, bamelwe kukuqinisekisa ukuba umsebenzi/umbuzo uyalivakalisa isoloty lesiphumo sesifundo. Iimpawu ezifanelekileyo zohlolo mazisetyenziswe ekudaleni irubhiki yokuhlola umsebenzi/umbuzo. Iinkcazelo zilibonisa ngokucacileyo ukuba liyintoni na inqanaba elincinane lofikelelo kudidi ngalunye olukwisikali solinganiso.

13 UBUCHULE BOKUQOKELELA UBUNGQINA

Inani lezixhobo ezahlukileyo zohlolo zinokusetyenziselwa ukuqokelela nokurekhoda ubungqina. Le ilandelayo yimizekelo yezixhobo ezinoku(lungiswa kwaye)setyenziswa egumbini lokufundela.

13.1 Amaphepha okurekhoda

Ngelixa abafundi basebenzayo, umfundisi-ntsapho wenza ulolongo ngendlela abasebenza ngayo abafundi eqeleni. Ulolongo luyarekhodwa kwitafile yoshwankathelo ekupheleni kweprojekthi nganye. Iphepha lokurekhoda lungayilwa ngohlobo lokuba lusetyenziswe ngumfundisi-ntsapho ekuqapheleni izakhono zabafundi zophenduphendulwano nezokusombulula iingxaki, ukuziphatha emsebenzini weqela, kwanenxaxheba yabo ngexesha lomsebenzi weqela.

13.2 Izintlu zokukhangela

Izintlu zokukhangela zineendidi ezicacileyo zokuqinisekisa ukuba imigomo ihlangatyezwa ngokuchanekileyo. Iindidi zimelwe kukuchaza ukuba imisebenzi ivavanywa njani na kwanokuba ivavanywa ngokuchasene naziphi na iimpawu. Isithuba samagqaba-ntshintshi sibalulekile.

ICANDELO C : UHLOLO KWISIFUNDO ESIYINTSIKA – ISIXHOSA ULWIMI LOKUQALA OLONGZELELWEYO

1 ISHEDYULI YOHLLOLO

Kumanqanaba 2, 3 nele-4 e-NQF abafundisi-ntsapho baya kuqhuba iimvavanyo mihla yonke kwanokuphuhlisa inkqubo yeemhlolo eziseburhulumenteni eziya kuthatyathwa unyaka wonke. Onke la manqanaba mathathu aya kuba noviwo lwangaphandle oluya kubalelwa ama-75% amanqaku ewonke. Amanqaku awabelwe kwimisebenzi yohlolo agqitywe ngexesha lonyaka, aqulathwe kwaye arekhodwe kwiPotifoliyo yobuNgcina (PoE) aya kubalelwa amanye ama-25%.

I-PoE nohlolo lwangaphandle ziya kuquka umdibaniso wokwenziwa ngezandla nethiyori/okubhaliweyo. Uhlolo olwenziwe ngezandla, apho kuyimfuneko khona, elulwimini, malube phantsi kwenkqubo yokuhlolwa ngaphandle eqhutywa ngu-Umalusi okanye nayiphi na i-ETQA efanelekileyo, egunyaziswe liBhunga lika-Umalusi elilelale njongo ngokwecandelo *Iama-28(2) kumthetho weMfundo Gabalala neYongezelelweyo neSiqinisekiso soMgangatho woQeqesho wonyaka wama-2001, 2001 (uMthetho wama-58 kunyaka wama-2001).*

2 UKUREKHODA NOKUNIKA INGXELO

ULwimi, njengoko kunjalo kuzo zonke ezinye izifundo zeziyintsika, luya kuvavanywa ngokwamanqanaba asixhenxe omfaneleko. Inkcazelo yenqanaba ngalinye iqulathwe kwitafile engaphantsi.

Isikali seNzuzo yeSoloty leliyintsika:

IKHOWUDI YOLINGANISO	ULINGANISO	AMANQAKU %
7	Ubalasele	80 – 100
6	Ufanele ukuvuzwa	70 – 79
5	Wenze kakuhle	60 – 69

4	Wenze ngokwaneleyo	50 – 59
3	Wenze ngokuphakathi	40 – 49
2	Wenze ngokuphantsi	30 – 39
1	Akazuzanga	0 – 29

Inkqubo yohlolo mayirekhodwe kwiPotifoliyo kamfundisi-ntsapho yohlolo lwabafundi kwisifundo ngasinye. Oku kulandelayo makuqakwe kwiPotifoliyo yoHlolo kaMfundisi-ntsapho:

- iphepha lemixholo
- INkqubo esesikweni yoHlolo
- Izixhobo ezisetyenziselwa umsebenzi ngamnye wohlolo
- Izixhobo sokurekhodela umsebenzi ngamnye wohlolo
- Iphepha lamanqaku nengxelo yomsebenzi ngamnye wohlolo.

IKholeji mayiwenze ngendlela enye la maxwebhu.

I-PoE yomfundi mayiquke:

- Iphepha lemixholo
- Imisebenzi yohlolo eyabiwe ngokweNkqubo yoHlolo
- Izixhobo ezisetyenziselwa ukulawula uhlolo
- Irekhodi yamanqaku (namagqaba-ntshintshi) ezuzelwe imisebenzi ngaminye.

Apho imisebenzi ingenakuguqulwa njengobuNgqina obukwi-PoE, eyona ndawo yabo mayirekhodwe kwaye ilungele ukufumaneka kule ndawo yabo ngezizathu zokuhlolwa.

Amacandelo alandelayo ohlolo lwangaphakathi makasebenze njengesikhokelo kwisiXhosa ulwimi lokuQala oloNgezelelweyo. Ezi ziimfuneko ezincinane.

Imisebenzi yohlolo emayiqukwe kwi-Potifoliyo yobungqina (POE) yenqanaba 2 yile:

UKUMAMELA NOKUTHETHA
<p>1. La manqaku alandelayo okumamela nokuthetha adinga ukuqakwa njengobungqina:</p> <ul style="list-style-type: none"> • 3 iintetho ezisesikweni • 1 ukufunda ngokukhwaza okulungiselelweyo kwebal/isisicatshulwa okanye nawuphi na umxholo okhethiweyo • 1 umboniso apho kunikezwe khona imiyalelo • 3 izicatshulwa ezimanyelwayo • 1 ukulinganisa indima emdlalweni okanye ingxoxo apho kunikezwe khona izalathiso • 1 inxaxheba kuqhagamshelwano lweqela kunye/okanye ukunikeza ingxelo <p>2. 1 uhlobo lwethiyori equkwe kwiphepha langaphakathi loviwo lukaJuni.</p>
UKUFUNDA NOKUBONA
<p>1. Ezi mhlolo zilandelayo zidinga ukuqakwa njengobungqina:</p> <ul style="list-style-type: none"> • 3 imisebenzi enikeziweyo, umzekelo, amaphepha okusebenzela okanye iiprojekthi kubhalo olubonwayo, iindlela zoqhagamshelwano ezingezizo ezomlomo, imixholo yoncwadi. • 3 iimvavanyo zethiyori, umzekelo iimvavanyo zezicatshulwa okanye uhlobo lwesihobe <p>2. 1 uhlobo lwethiyori oluqukwe kwiphepha langaphakathi loviwo lukaJuni.</p>
UKUBHALA NOKUBA SISITHETHI
<p>1. Ezi mhlolo zilandelayo zidinga ukuqakwa njengobungqina:</p> <ul style="list-style-type: none"> • 4 imisebenzi enikeziweyo yengqiqo yokubhala umsebenzi onikiweyo uquka ama-80% emisebenzi ubuncinane. Omnye ungobhalo <i>Iweleta</i> (eyobuhlobo, eyamaphephandaba, yemibuzo neempendulo) Omnye <i>kwimisebenzi yokufunda</i> (ukuthatha amanqaku, imihlathi, izincoko, izishwankathelo, eyobunyaniso, ubhalo lwengxoxo nolugwegwelezayo) Omnye <i>kwizincoko nemihlathi nobhalo lobuchulu/loyilo</i> (ochazayo, ogwegwelezayo, oxoxayo, obalisayo, owobunyaniso, izincoko zobunzululwazi, amabali amafutshane, imibongo) Omnye ungokubhalela <i>injongo ekhethekileyo</i> (izicelo zomlomo, imiyalelo yomnxeba, i-sms, ikhadi leposi, imiyalelo nezalathiso) • 4 imisebenzi yohlelo <p>2. uhlobo oluqukwe kuviwo lwangaphakathi lukaJuni njengephepha elahlukeneyo.</p>

UKUSETYENZISWA KOLWIMI

1. Ezi mhlolo zilandelayo zidinga ukuqukwa njengobungqina:
 - umsebenzi onikeziweyo omawuquke uphando nengxelo enebhlibiyografi.
 - iimvavanyo zegrama
 - umsebenzi onikeziweyo apho kurekhodwe khona ubuchule bokufunda, njengeenjongo zesampulu yemephu yengqondo, umsebenzi weqela nokuthabath' inxaxheba kwalo.
2. Uhlolo lwethiyori oluqukwe kwiphepha langaphakathi loviwo lukaJuni.

**UHLOLO LWESIXHOSA ULWIMI LOKUQALA
OLONGEZELELWEYO**

INQANABA 2

**3 UHLOLO LWANGAPHAKATHI LWEZIPHUMO ZESIXHOSA ULWIMI LOKUQALA
OLONGEZELELWEYO – INQANABA 2**

IZIPHUMO ZESIFUNDO	
Sebenzisa ubuchule bokuhambisa imiyalezo kwaye uphendule ngokufanelekileyo ukugcina ingxoxo.	
IMIGANGATHO YOHLLOLO	ISIPHUMO SOKUFUNDA
Imiyalezo neempendulo zakhelwe ukutshintshiselana ngolwazi, ingcinga nezimvo kusetyenziswa iindlela ezahlukeyo zoqhagamshelwano lomlomo ngezizathu zokuncokola.	Yakha imiyalezo neempendulo utshintshiselana ngolwazi, ingcinga nezimvo usebenzisa iindlela ezahlukeyo zoqhagamshelwano ngezizathu zokuncokola.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Ukulinganiswa kweendima, iingxoxo, iintetho ezingekho sikweni, iingxoxo zamaqela, iingxoxo-mpikiswano, njl njl.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Baxoxe kwaye bavakalise izimvo. • Babulise ngokufanelekileyo ngeendlela ezahlukeyo zencoko. • Basebenzise iindlela ezahlukeyo zokuthetha • Banike izalathiso nemiyalelo. • Benze izicelo. • Bakhusele ingxoxo. • Bayigcine incoko. <p><i>Uluhlu: imixholo yencoko neenjongo kodwa okungaphelelanga kwincoko yabantu kuphela, iingxoxo zamaqela, iingxoxo zomnxeba, iingxoxo-mpikiswano, izicelo neempendulo zazo, nokugcina incoko iqhubeka.</i></p>	
IMIGANGATHO YOHLLOLO	ISIPHUMO SOKUFUNDA
lingongoma eziphambili zichongwa ngokucacileyo, zixhaswa lulwazi olufanele umxholo nesihloko sengxoxo.	Ukuchonga iingongoma eziphambili nokuzixhasa ngenjongo yokuphakamisa ingqiqo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zohlolo: Uhlolo olusekwe kuphando, umsebenzi weqela, iphepha lokuqwalasela/uluhlu lokukhangela xa kumanyelwe iintetho zomlomo, imiboniso neentetho zerediyo nomabonakude.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bahlule phakathi kweengongoma eziphambili nezixhasayo, ezinkulu nezincinane. • Bavakalise iingongoma ngokwengqiqo nangokuhlengeneyo. 	
IMIGANGATHO YOHLLOLO	ISIPHUMO SOKUFUNDA
Amanqaku nezimvo ziyasekwa kwaye zithathelwa ingqalelo ngenxa yefuthe lazo kwintsingiselo.	Ukugqala amanqaku nezimvo nokuchaza ifuthe lazo kwintsingiselo xa kuvakaliswa iimbono.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Ukuqaphela inqaku noluvo xa kumanyelwe iindlela zosasazo lukamabonakude okanye irediyo, ukungenisa iintetho kusetyenziswa inqaku noluvo, iingxoxo zamaqela, iingxoxo-mpikiswano.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bahlule phakathi kwamanqaku nezimvo. • Bahlule phakathi kolwimi oluthath' icala loluvo oluthile nolungenjalo. • Baxhase iinkcazelo ezingamanqaku kunye/okanye izimvo. • Bacacise umahluko kwintsingiselo xa kusetyenziswa amanqaku nezimvo. 	
IMIGANGATHO YOHLLOLO	ISIPHUMO SOKUFUNDA
Imiyalezo neempendulo zakhiwa ngendlela ngendlela ebonisa ukuthath' icala, ubuzaza kwinkcubeko nakumxholo.	Ukubonakalisa ulwazi ekuthatheni icala, ubuzaza benkcubeko nakumxholo xa kwakhiwa imiyalezo neempendulo.
<i>Uluhlu: ukuthath' icala njengoko kubonakalisa ukuziphatha ngokubhekiselele kwinkcubeko, kwinkolo, kubuhlanga, kubuni nasebudaleni.</i>	<i>Uluhlu: ukuthath' icala njengoko kubonakala ekuziphatheni ngokubhekiselele kwinkcubeko, kwinkolo, kubuhlanga, kubuni nasebudaleni..religion, race, gender</i>

		<i>and age.</i>
IMISEBENZI YOHOLOLO		
<p>Izixhobo zoHlolo: Umabonakude, irediyo, izaziso ezishicilelweyo, imibuzo engomxholo kwikheyisitadi, uhlolo olusebenzisa imibuzo yomxholo</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Balathe imiqobo ekumameleni nasekuthetheni enefuthe kwintsingiselo. <i>Uuhlu: imiqobo ibhekiselele kweyangaphandle okanye imiqobo yenyama, eyovakalelo, eyentsingiselo nokuthath'icala kubhekiselele koku kungasentla</i> Balathe isimbo sesithethi (iqondo lokuba sesikweni, ulwimi olungathath'icala noluthath'icala), ithoni, nesigama esichaphazela ingqiqo yesithethi. Balathe abamameli nefuthe lenjongo ekwakheni imiyalezo neempendulo. Basebenzise isimbo esifanelekileyo, ithoni nesigama ekwakheni imiyalezo neempendulo zemixholo yencoko. Balathe nokusebenzisa amagama amatsha nabolekiweyo, izangotshe zentetho, intetho engaphucukanga, amagama aqala ngoonobumba namagama obugcisa afanelekileyo xa kuthethwa. 		
UMGANGATHO WOHOLOLO		ISIPHUMO SOKUFUNDA
Izijekulo ziyalathwa kwaye zisetyenziselwe ukuxhasa nokugqithisa intsingiselo.		Kwalathwa izangotshe kwaye zisetyenziswa kwincoko ukuxhasa nokugqithisa intsingiselo.
IMISEBENZI YOHOLOLO		
<p>Izixhobo zoHlolo: Izitriphu zeekhomikhi, iikhathuni, izaziso ezishicilelweyo, izaziso zerediyo, ukulinganisa indima, iingxoxo zamaqela, uhlolo olusekwe kwikheyisitadi, intetho yomlomo.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Baqaphele kwaye bazinike ngamagama ezi mpawu zingathethwayo. Bachaze ifuthe lezi mpawu kwintsingiselo nasengqiqweni. Basebenzise ezi mpawu ekuxhaseni nasekugqithiseni intsingiselo. 		
UMGANGATHO WOHOLOLO		ISIPHUMO SOKUFUNDA
Ukuthabath' inxaxheba kwingxoxo yeqela kubonakaliswa ngophenduphendulwano lomlomo olugcinakalayo nangenkuthazo.		Ukuthabath' inxaxheba kwingxoxo yeqela nokubonisa intlonipho kwiimbono nakwizimvo zabanye ngophenduphendulwano lomlomo olugcinakalayo nangenkuthazo.
IMISEBENZI YOHOLOLO		
<p>Izixhobo zoHlolo: Iingxoxo zamaqela, imisebenzi yeqela eyalathiweyo, sebenzisa iphepha lokukhangela / lokuqwalasela, nekheyisitadi.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Babonakalise iindima ezahlukileyo ngokwamaqela kwaye batshintshisane ngokuthetha, ukuzalisa izithuba, ukuthabath' inxaxheba kwingxoxo yeqela, ukukhuthaza abanye ekuthetheni kwaye bakhokele ekweni njalo. Babonakalise ukuwazi umxholo nobuzaza benkcubeko ngokubonisa intlonipho kwiimbono zabanye. 		

Isihloko 2: Ukufunda nokuLolonga

IZIPHUMO ZEZIFUNDO		
Sebenzisa ubuchule bokufunda nokulolonga ukumisela intsingiselo kwimixholo ebhaliweyo, ebonwayo neyenzaxonke neendlela ezingathethwayo zoqhagamshelwano.		
UMGANGATHO WOHOLOLO		ISIPHUMO SOKUFUNDA
Ukufunda ngokukhawuleza, ukusingasinga, ukufunda kwangaphambili, ukufunda kwakhona, ukuxela ngenx' engaphambili nokuhlaza izikrweqe ezisetyenziswe ngokufanelekileyo ekufumaneni intsingiselo kwimixholo ebhaliweyo nengunxazonke. .		Ukubonisa nokusebenzisa amaqhinga ahlukeneyo okufunda ekufumaneni intsingiselo kwimixholo ebhaliweyo nengunxazonke.
IMISEBENZI YOHOLOLO		
<p>Izixhobo zoHlolo: Imisebenzi enikeziweyo neeprojekthi ezisekwe kwimixholo, iimvavanyo neemviwo ezinemibuzo yezicatshulwa, imisebenzi eyenzelwa kwilabhorettri yoLwimi noFundo nezibonelelo zeziko lemidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Bafunde imixholo ngokukhawuleza ukuze bafumane umxholo uwonke. Basingasinge imixholo ukufumana ulwazi luthile neenkukacha eziluxhasayo. Bafunde umxholo kwangaphambili ukumisela ingqiqo ethe gabalala yomxholo. 		

<ul style="list-style-type: none"> • Bafunde kwakhona imixholo ukuqinisekisa ulwazi, amanqaku nezimvo, indlela yokubona nenjongo. • Baxele ngenx' engaphambili umxholo ngokubuzwa imibuzo. • Bahluze imixholo ukuyihlola ngenyameko. <p><i>Uluhlu: Ubuchule bokufunda nokubona ukuquka ukufunda ngokukhawuleza nokusingasinga, ukufunda ngenx' engaphambili, ukuxela ngenx' engaphambili nokuhlaza.</i></p> <p><i>Qaphela: Imixholo kanxazonke equka okuviwayo, okuviwa-kubonwa, okubonwayo okunjengee-cartoons nemixholo yephepha lewebhu..</i></p>	
UMGANGATHO WOHOLO	ISIPHUMO SOKUFUNDA
indlela ezingathethwayo ziqatshelwa kwaye zicaciswa ngefuthe lazo kwintsingiselo.	Kuqatshelwa iindlela ezingathethwayo kwaye kucaciswe ifuthe lazo kwintsingiselo
IMISEBENZI YOHOLO	
<p>Izixhobo zoHlolo: Imisebenzi enikeziweyo neeprojekthi, iimvavanyo neemviwo ezinembuzo yesicatshulwa, ezisekwe emxholweni. Izitriphu zeekhomikhi, iikhathuni, imifanekiso neefoto, izaziso ezishicilelweyo nezikamabonakude.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bachaze ifuthe leendlela ezingathethwayo zentsingiselo. . • Balathe imiyalezo ecacileyo nengacacanga. • Benze amagqabantshintshi kuzalwano lwenkcubeko kwiindlela ezingathethwayo. <p><i>Uluhlu: iindlela ezingathethwayo zoqhagamshelwano ziquka, kodwa azikhupheli ngaphandle ulwimi lomzimba, imbonakalo yobuso, izijekulo, iimpawu neesimboli, umbala, imifanekiso nemiboniso, uqhagamshelwano ngokuphatha, inzolo, ufundo ngemilebe nolwimi lwabangevayo.</i></p>	
UMGANGATHO WOHOLO	ISIPHUMO SOKUFUNDA
Kwalathwa iingongoma eziphambili kwaye zahlulwe kulwazi oluxhasayo.	Ukwahlula nokwalatha iingongoma eziphambili.
IMISEBENZI YOHOLO	
<p>Izixhobo zoHlolo: Imisebenzi yomxholo enikiweyo, iiprojekthi zomsebenzi wamaqela, iimvavanyo neemviwo, imisebenzi egqityelwa kwilabhoretri yokuFunda noLwimi, imisebenzi egqityelwa kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Balathe isivakalisi sesihloko nezivakalisi ezixhasayo. • Barekhode amanqaku/kunye okanye izimvo nobungqina obuxhasayo kwisishwankathelo okanye kuluhlu. 	
UMGANGATHO WOHOLO	ISIPHUMO SOKUFUNDA
Intsingiselo yamagama amatsha okanye angaqhelekanga ithethelelelwa ngokusebenzisa izikrweqe ezinjengokusebenzisa imisebenzi esetyenzisiweyo, izakhono zokuhlasela amagama, ubeko lwesivakalisi, iindawo zomxholo kunye nolwazi lwegramama.	Ukuthethelelela intsingiselo yamagama amatsha okanye angaqhelekanga ngokusebenzisa uluhlu lwezikrweqe.
IMISEBENZI YOHOLO	
<p>Izixhobo zoHlolo: Umxholo osekwe kwimibuzo yesicatshulwa, iimvavanyo neemviwo, imisebenzi egqityelwa kwilabhoretri yokuFunda noLwimi, imisebenzi egqityelwa kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Basebenzise izakhono zokuhlasela amagama ezinjengolwazi lwegramama nesintaksi, iingcambu, izimaphambili nezimamva ezithelelelela intsingiselo. • Basebenzise ulwazi lwezikrweqe ezikhankanywe kuluhlu lokumisela intsingiselo. <p><i>Uluhlu: izikrweqe ziquka ukusetyenziswa kweencwadi ezisetyenzisiweyo, izakhono zokuhlasela amagama, ubeko lwesivakalisi, iziphawuli zomxholo ezibonisa ubudlelwane obunengqiqo, kunye nolwimi lwegramama.</i></p>	
UMGANGATHO WOHOLO	ISIPHUMO SOKUFUNDA
Izixhobo zesimbo noncwadi ziyaphononongwa kucaciswe ngokwenjongo nesihlwele sabantu. .	Kuphononongwa izixhobo zesimbo noncwadi kwaye kucaciswe ukusetyenziswa kwazo ngokwenjongo nesihlwele sabantu.
IMISEBENZI YOHOLO	
<p>Izixhobo zoHlolo: Imixholo esekwe kwimibuzo yezicatshulwa, imisebenzi enikiweyo, iimvavanyo neemviwo. Imisebenzi enikiweyo esekwe kwimixholo yokuviwayo nokubonwayo. Imisebenzi egqityelwa kwilabhoretri yoLwimi nokuFunda neziko leZibonelelo neMidiya.</p>	

<p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Balathe izixhobo zesimbo noncwadi (njengoko zalathwe kuluhlu) nokucacisa ifuthe lazo kwintsingiselo. Balathe imixholo neengcinga zokuvakalisa ingqiqo nentsingiselo. Balathe izixhobo zokuvwayo nokubonwayo nokucacisa ifuthe lazo kwintsingiselo. <p><i>Izixhobo zokuvwayo nokubonwayo ziquka ii-engile zekhamera, ukuthatha iifoto, ukubaneka, ifuthe lesandi nohlelo. Ingcebiso: imixholo yokuvwayo nokubonwayo ingaquka izaziso zikamabonakude, iividiyo zomculo, usasazo lweendawo nemiboniso ebonisa izinto zinjengoko zinjalo.</i></p>	
UMGANGATHO WOHLLO	ISIPHUMO SOKUFUNDA
Izinto ezilixabiso zentlalo nenkcubeko, iinkolelo nokuqal' ugwebe kuyaqatshelwa nefuthe lazo ekuqondeni kuchazwa ngokuthekelela kwimixholo.	Ukwalatha izinto ezilixabiso zentlalo nenkcubeko, iinkolelo nokuqal' ugwebe nokucacisa ifuthe lako ekuqondeni.
IMISEBENZI YOHLLO	
<p>IziXhobo zoHlolo: Imixholo esekwe kwimibuzo yesicatshulwa, iimvavanyo neemviwo, imisebenzi enikeziweyo yamaqela neeprojekthi, imisebenzi egqityelwa kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwa kwiziko leMidiya neZibonelelo.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Balathe imvelaphi yentalo nenkcubeko yemixholo. Baqaphele iizinto ezilixabiso, iinkolelo, nokuqal' ugwebe okuvakaliswe emxholweni. 	
UMGANGATHO WOHLLO	ISIPHUMO SOKUFUNDA
Iimpawu zomxholo ziyalathwa zichazwe ukucacisa intsingiselo kwimixholo yahlukeneyo.	Ukucacisa intsingiselo kwimixholo ngokwalatha nokuchaza iimpawu zomxholo.
IMISEBENZI YOHLLO	
<p>Izixhobo zoHlolo: Umsebenzi weqela, imisebenzi enikiweyo neeprojekthi, imixholo esekwe kwiimvavanyo neemviwo. Imibuzo yesicatshulwa esekwe kumxholo. Iimpendulo zoyilo eziquka ulinganiso, uboniso ngemifanekiso, uphononongo-zincwadi, iingxelo ezingenyaniso, ii-cartoons, umelo lokuvwayo nokubonwayo. Imisebenzi egqityelwa kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwa kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <p><u>Kwimixholo yoyilo:</u></p> <ul style="list-style-type: none"> Balathe kwaye bacacise injongo, isakhiwo nosetyenziso lolwimi kuluhlu lwemixholo yothungelwano noyilo. Balathe ifuthe lokufomatha kwintsingiselo. <p><u>Kwibali elifutshane:</u></p> <ul style="list-style-type: none"> Bagqale ukuphuhla kwesakhiwo, iploti engaphantsi kwenye, ungquzulwano, abalinganiswa nombalisi webali elifutshane. Bagqale ukuba ingaba imvelaphi nendawo zihambelana njani na nabalinganiswa nomxholo. Bagqale umoya, uvuthondaba ne-antiklayimaksi. Qaphela: amabali amafutshane kweli nqanaba awela ngaphakathi komxholo wamabali amafutshane aseMzantsi Afrika. <p><u>Kwisihobe:</u></p> <ul style="list-style-type: none"> Bacacise ukuba ingaba uchongo lwamagama, imifanekiso-ngqondweni nezixhobo zezandi ziwuchaphazela njani na umoya, intsingiselo nomxholo. Bagqale ukuba ingaba ivesi nestanza ziyubumba njani na i-rhyme, i-rhythm nofakelo lweziphumlisi luyimilisa njani na intsingiselo. <p><i>Qaphela: Isihobe kweli nqanaba siphela kuphela ekufundweni kwezihobe ezikhethwe eMzantsi Afrika.</i></p>	

ISIPHUMO SESIFUNDO	
Funda kwaye uphendule kwimixholo yokubhaliweyo, yokubonwayo, kanxazonke neendlela ezingathethwayo zoqhagamshelwano lweendlela ezahlukeneyo.	
UMGANGATHO WOHLLO	ISIPHUMO SOKUFUNDA
Ulwazi olusuka kwimixholo nakwezinye iindlela zoqhagamshelwano luyarekhodwa ngokwenjongo yomsebenzi.	Ukurekhoda ulwazi olusuka kwimixholo nezinye iindlela zoqhagamshelwano ngokwenjongo yomxholo.
IMISEBENZI YOHLLO	
<p>Izixhobo zoHlolo: Imibuzo yesicatshulwa esekwe kumxholo, ushwankathelo olulandelelanayo, umsebenzi weqela, umsebenzi onikiweyo, neeprojekthi. Imisebenzi egqityelwa kwilabhorettri yoLwimi nokuFunda. Imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p>	

<p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bamisele injongo nabantu ojoliswe kubo umxholo. • Bafumane ulwazi olufanelekileyo neenkukacha kumxholo. • Babonise ingqiqo ngokuphendula imibuzo ngokusulungekileyo nangokuchanekileyo. • Bagqale umahluko phakathi kwentsingiselo ethe ngqo, eyi-denotative neyi-connotative. • Bagqale ukusetyenziswa kolwimi olungaqhutywa luluvo noluqhutywa luluvo. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Izakhiwo zisetyenziselwa ukuvelisa ulwazi nentsingiselo ngendlela eqiqekileyo nelandelelanayo.	Usetyenziso lwezakhiwo ukuvelisa ulwazi nentsingiselo ngendlela eqiqekileyo nendindeneyo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Izishwankathelo, inkcazelo-ntetho, iimephu zengqondo, ulinganiso lwendima, ulinganiso lwemidlalo nengxoxo, ukuxela into ngokutsha ngemizekelo, iimvavanyo neemviwo ezinemibuzo yesicatshulwa, okusekwe kumxholo, imisebenzi egqityelwa kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwa kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bafunde/babone imixholo ngengqwalasela ukumisela intsingiselo neengongoma eziphambili. • Bagqale kwaye barekhode ulwazi olufanelekileyo ngenjongo yomsebenzi. • Basebenzise izakhiwo njengoko zalathwe kuluhlu lokurekhoda ulwazi ukubonisa ingqiqo. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Imiyalelo nezalathiso zitolikwa zicaciswe ukwenza injongo nentsingiselo icace.	Ukutolika nokucacisa imiyalelo nezalathiso.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Umxholo osekwe kwimibuzo yesicatshulwa, umsebenzi weqela, imisebenzi esekwe kwi-task njengokugqibezela imephu, ukunika izalathiso kwimephu, ushwankathelo olulandelelanayo. Imisebenzi egqityezelwa kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityezelwa kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bahlule ulwazi olufanelekileyo kolungafanelekanga. • Benze imiyalelo. • Banikeze imiyalelo ecacileyo nenegqiqo esekwe kwiinkukacha zomxholo. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Iimbono ezahlukeneyo ziyamisela kwaye zichazwa ngokuzalathela kwinjongo nomxholo.	Ukumisela nokuchaza iimbono ezahlukeneyo ngokuzalathela kwinjongo nomxholo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Izigeko-ncomo, umxholo osekwe kwimibuzo yezicatshulwa, umsebenzi weqela, imisebenzi enikiweyo, iimvavanyo neemviwo. Imisebenzi egqityelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Balathe iindawo zebono ezivakaliswe emxholweni kunye nobungqina obuxhasayo. • Banike kwaye baxhase impendulo eyeyakho emxholweni ngobungqina obuxhasayo. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Ukonwaba okanye ukungonwabi kuxhaswa ngokukwalathela kumxholo.	Ukuxhasa ukonwaba okanye ukungonwabi ngokukwalathela kumxholo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Izigeko-ncomo, umxholo osekwe kwimibuzo, kumelo lwemizobo, ulinganiso, iimvavanyo neemviwo. Imisebenzi egqityelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bagqale impendulo eyeyabo kumxholo ngokonwaba okanye ukungonwabi. • Balathe amasoloty omxholo anegalelo kwifuthe labo lomxholo. 	
ISIPHUMO SESIFUNDO	
Yalatha kwaye uchaze ukuba ingaba izakhiwo zolwimi neempawu zinefuthe njani na kwintsingiselo nakwingqiqo.	

UMGANGATHO WOHOLO	ISIPHUMO SOKUFUNDA
Yalatha kwaye uchaze ukuba ingaba izakhiwo zolwimi neempawu zinefuthe njani na kwintsingiselo nakwingqiqo.	Ukwalatha nokucacisa ukuba ingaba iimpawu zolwakheko lomxholo ziyichaphazela njani na intsingiselo notoliko.
IMISEBENZI YOHOLO	
<p>Izixhobo zoHlolo: Ukuhlolwa, neemviwo, kunye nemisebenzi enikeziweyo enohlobo lwemibuzo yezicatshulwa. Imisebenzi enikeziweyo neeprojekthi. Imisebenzi egqityelwa kwilabhorettri loLwimi nokuFunda, imisebenzi egqityelwa kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bagqale iimpawu zolwakheko njengoko ziboniswe kuLuhlu zingachaphazela kwaye zifuthele intsingiselo. 	
UMGANGATHO WOHOLO	ISIPHUMO SOKUFUNDA
Usetyenziso nochongo lolwimi, iisimboli, imifanekiso neminye imifanekiso ebonakalayo ichazwa ngokwefuthe layo nenkxaso yembono neenjongo.	Ukugqala ukuba usetyenziso nochongo lolwimi, iisimboli, imifanekiso neminye imifanekiso ebonakalayo inefuthe kwintsingiselo.
IMISEBENZI YOHOLO	
<p>Izixhobo zohlolo: Umxholo osekwe kwimibuzo yesicatshulwa, iimvavanyo neemviwo. Imisebenzi egqityelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Babonakalise ngemizekelo ukuba ukusebenzisa nokuchonga ulwimi, imifanekiso neminye imifanekiso ebonakalayo kunefuthe kwintsingiselo. 	
UMGANGATHO WOHOLO	ISIPHUMO SOKUFUNDA
Iipateni zezivakalisi nobudlelwane bazo bengqiqo buyalathwa kwaye bucaciselwe intsingiselo.	Ukwalatha iipateni zezivakalisi kunye nobudlelwane bengqiqo kwanokucacisa ifuthe lazo kwintsingiselo.
IMISEBENZI YOHOLO	
<p>Izixhobo zoHlolo: Umxholo osekwe kwimibuzo yesicatshulwa, iimvavanyo neemviwo. Imisebenzi egqityelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bagqale iipateni zezivakalisi kunye nobudlelwane bengqiqo kwanokwalatha ukuba ziyichaphazela njani na intsingiselo. 	

Isihloko 3: Ukubhala nokunika inkcaza

ISIPHUMO SESIFUNDO	
Sebenzisa ubuchule ekubhaleleni abantu, injongo nomxholo othile.	
UMGANGATHO WOHOLO	ISIPHUMO SOKUFUNDA
Iimfuno zemisebenzi yobhalo oluthile ziyaqatshelwa kwaye nesicwangciso senziwa ngokufanelekileyo.	Kuqatshelwa iimfuno nesicwangciso semisebenzi yobhalo oluthile.
IMISEBENZI YOHOLO	
<p>Izixhobo zoHlolo: Iimvavanyo, iimviwo, imisebenzi enikeziweyo, iiprojekthi, ukwenza iintetho nemisebenzi enikezwe iqela enemisebenzi yobhalo. Imisebenzi egqityelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bacwangcise kwaye babhalele izizathu zoyilo. <i>Uluhlu: izizathu zoyilo zibhekiselele kubhalo lweletha (ezobuhlobo, eziya kubashicileli, imibuzo neempendulo), imihlathi eyahlukeneyo kunye nezincoko (ezichazayo, ezigwegwelezayo, ezixoxayo, ezibalisayo, ezinobunyaniso, okanye ezinobunzululwazi).</i> • Kunye nezinye iindlela ezinjengamabali kunye nemihobe. • Bacwangcise nokubhalela umsebenzi wemfundo. <i>Uluhlu: imisebenzi yemfundo iquka ukuthatha amnqakwana, ukuphendula iintlobo zemibuzo (evaliweyo, evulekileyo, ekhokelayo, enokhetho oluninzi), ukuzenzela izigwebo, ukufikelela esigqibeni, izishwankathelo, ubhalo lwenyaniso nengxoxo /olugwegwelezayo.</i> • Bacwangcise kwaye babhalelele izizathu esithile. 	

<i>Uluhlu: izizathu ziquka izicelo zomlomo ezibhaliweyo, ukurekhoda umyalezo womnxeba nokubhala i-sms, ukubhala imiyalelo nezalathiso, nokubhala amakhadi eposi.</i>	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
lingongoma eziphambili zalathwa ngokucacileyo kwaye zixhaswa ngolwazi olubhekiselele kwinjongo nomxholo.	Ukwalatha iingongoma eziphambili nokuxhasa ngolwazi olubhekiselele kwinjongo nomxholo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: limvavanyo, iimviwo, imisebenzi enikeziweyo, enemisebenzi yobhalo. Izaxhiwo zocwangciso ezinjeemephu zengqondo kunye nee-flow diagrams, iidrafti zokuqala nezokugqibela. Imisebenzi egqityezelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityezelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Babelane ngeengcinga kwanokuzibhala phantsi kwisakhiwo. • Bafumane izivakalisi zezihloko emxholweni. • Babhale izivakalisi zezihloko ezineengongoma eziphambili. • Bandise iingongoma eziphambili zibe yimihlathi, bongeze iingongoma ezixhasayo, iinkcukacha ezinkulu nezincinci. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Ukuba nolwazi ngobuzaza benkcubeko kwaye ubuzaza bomxholo buqatshelwa ngohlobo lokubhala kwanochongo lwamagama.	Ukubonisa ulwazi kubuzaza benkcubeko nobomxholo kwisimbo sokubhala nochongo lwamagama.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Imisebenzi enikeziweyo, iimvavanyo, iimviwo, ezinemisebenzi yobhalo. Iidrafti zokuqala nezokugqibela zemisebenzi yobhalo. Imisebenzi egqityelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bamisele isimbo, ithoni, nenkqubo yenjongo nabafundi. • Bamisele isigama (uchongo lwesigama nesimbo) senjongo yokubhala. • Bamisele uqal' ugwebe ekubhaleni nasekuhloleni imxholo. • Bagqibe ukuba loluphi na ulwazi emalufakwe kwaye/okanye lukhutshelwe ngaphandle nokucacisa ifuthe loko. • Baphonononge uchongo lwamagama kunye nosetyenziso lolwimi ukuquka ngokufanelekileyo iilwimi ekuthiwa si-slang, yi-colloquialisms, yi-jargon, nolwimi "oluchanekileyo ngokopolitiko". <p><i>Uluhlu: ubuzaza obungenkcubeko nobomxholo buquka ithoni, isimbo, isigama, ufako nokhuphelo ngaphandle lolwazi kunye nolwimi "oluchanekileyo lopolitiko".</i></p>	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Ubume bephepha (layout) kunye nefomathi iyakhethwa kwaye isetyenziswe efanele injongo nomxholo womsebenzi wokubhala.	Ukukhetha ubume bephepha (layout) nefomathi efanele injongo nomxholo womsebenzi wokubhala.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: limvavanyo, iimviwo ukwenza iintetho kunye nemisebenzi enikeziweyo enemisebenzi yobhalo. Imisebenzi egqityezelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityezelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bahlule phakathi kweefomathi ezahlukeneyo kunye nee-layouts baze bakhethe ibe nye efanele umsebenzi. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Ukubhala iimvumelwano kuyaphononongwa kwaye kubonisa ulwazi lolwimi olufanelekileyo kuye nezakhiwo zegrama zomsebenzi.	Ukusebenzisa ulwimi olufanelekileyo kunye nezakhiwo zegrama zomsebenzi.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: limhlolo, imisebenzi enikeziweyo, kunye nemisebenzi enemisebenzi yobhalo. Iidrafti zokuqala nezokugqibela. Imisebenzi egqityezelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityezelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bakhe izivakalisi ezinentsingiselo nezindindeneyo. • Bakhe izivakalisi zezihloko kwaye bazandise zibe yimihlathi. • Basebenzise izixhobo zoqhakamshelwano ezinjengezihlanganisi namagatya ukudibanisa izivakalisi emhlathini. • Babhale uluhlu lweziqalo zezivakalisi kunye nezihloko nezihlokwana zazo kwimixholo eyahlukeneyo. • Bakhethele umsebenzi ithoni echanekileyo nesigama 	

<ul style="list-style-type: none"> • Basebenzise izixhobo ezahlukeneyo zesimbo noncwadi ukwenza ubhalo lube nefuthe elongezelelekileyo. <p><i>Uluhlu: izixhobo nezikrweqe zibhekiselele kusetyenziso lolwimi loncwadi nolwezangotshe, umfanekiso-ngqondweni nesimboli, izikrweqe zonyanzeliso</i></p> <p><i>(i-bandwagoning, ubngqina, ubaxo, nocutho lwentetho, umbuzo omfutshane ogxininisayo, udluliso, uphindaphindo namagama angxalwe uvakalelo), uburhatha, usetyenziso lweziphumlisi nezinqumamo, ilizwi lobaliso, ulandelelwano kunye nosetyenziso lokubonwayo nemifanekiso.</i></p>

ISIPHUMO SESIFUNDO	
Sebenzisa izakhiwo zegrama ukuvelisa ubhalo oluchanekileyo ngokwegrama.	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Izakhiwo zegrama ziyaphononongwa ukuvelisa ulwazi ngosetyenziso oluchanekileyo lwezakhiwo zegrama zemisebenzi yobhalo	Ukuphonononga izakhiwo zegrama ukubonakalisa ulwazi losetyenziso ngokuchanekileyo lwezakhiwo zegrama kumisebenzi wobhalo
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: limhlolo, iimviwo nemisebenzi enikeziweyo enemisebenzi yobhalo. Iidrafti zokuqala nezokugqibela. Imisebenzi egqityelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Baqonde imithetho yegrama. • Bakhe izivakalisi ezinengqiqo nezindindeneyo kwaye balungise izivakalisi namabinza asetyenziswe gwenxa. • Basebenzise izivakalisi namabinza ngendlela yegrama echanekileyo. <p><i>Uluhlu: izakhiwo zegrama ziquka</i></p> <ul style="list-style-type: none"> ▪ <i>Isintaksi – iimpawu zesivakalisi, ezilula, ezinzima nezongezelelweyo, iinguqulelo zazo kunye nokucuthwa kwazo, amabinza.</i> ▪ <i>Izigaba zentetho – izibizo, izenzi nezilabalabi, izichazi nezihlomelo, izihlanganisi, izimelabizo, neeprephozishini kunye nee-articles</i> ▪ <i>Amaxesha ezenzi – imo yexesha elidlulileyo, eyelangoku neyelizayo .</i> ▪ <i>uvumelwano</i> ▪ <i>izixando zokwenzela nokwenziwa,</i> ▪ <i>intetho ngqo nengxelo-ntetho</i> ▪ <i>ulandelelwano,</i> ▪ <i>amabinza axhomekekileyo.</i> ▪ <i>Ufakelo lweziphumlisi</i> ▪ <i>Upelo</i> 	

ISIPHUMO SESIFUNDO	
Hlela umsebenzi ongowabo nokulungisa idrafti nokuvelisa ubhalo oluchanekileyo ngokwegrama, olunengqiqo nolulandelelanayo.	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Ubume bephepha (layout) kunye nefomathi iyakhangelwa ngenxa yomfaneleko womxholo nenjongo. Ifomathi ikhangelelwa umfaneleko womxholo, injongo nentetho. Isigama (uchongo lwamagama) luyakhangelwa ngenxa yobuzaza kwinkcubeko nakumxholo kwanokufaneleka. Imithombo esetyenziswe ekubhaleni iyaqiqwa kwaye ibhalwa ngokukuko kwifomathi efanelekele umsebenzi nomsebenzi wemfundo. Igrama nopelo zikhangelelwa intsulungeko nosetyenziso olululo. Umxholo uhlolwa ukuchaneka komxholo, ukufaneleka ulwanelo nondindwano lwengqiqo. Ingxelo kwabanye iyaqatshelwa kwaye nobhalo luyaluyalungiswa apho kuyimfuneko khona.	Ukukhangela nokuhlela umxholo obhaliweyo ngokuchasene neempawu ezikuludwe lokukhangela kwanokulungisa ngokukuko idrafti ebhaliweyo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: limhlolo, iimviwo, kunye nemisebenzi enikeziweyo enemisebenzi yobhalo. Iidrafti zokuqala nezokugqibela. Imisebenzi egqityelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p>	

<p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bayile kwaye basebenzise uluhlu lokukhangela ekuhleleni ubhalo. • Bahlele ubhalo lwabo nolwabanye, bavakalise umbulelo kwaye benze ugwebo lokuxabisa. • Balungise ubhalo olulolwabo ukuze lulungele ungeniso lokugqibela. • Uludwe lokukhangela luquka: <ul style="list-style-type: none"> ▪ <i>Ubume bephepha (layout) nefomathi ikhangelelwa umfaneleko kumxholo nenjongo.</i> ▪ <i>Ifomathi ikhangelelwa umfaneleko kumxholo, injongo nongeniso.</i> ▪ <i>Isigama (uchongo lwamagama) lukhangelwa kubuzaza benkcubeko nobomxholo kunye nomfaneleko.</i> ▪ <i>Izixhobo zesimbo noncwadi zikhangelelwa ukufanelekela kwazo umsebenzi.</i> ▪ <i>Imithombo esetyenzisiweyo iyaqiqwa kwaye ibhalwa ngendlela eyiyo kwifomathi efanelene nomsebenzi wemfundo.</i> ▪ <i>Igrama nopelo zikhangelelwa intsulungeko nosetyenziso olululo.</i> ▪ <i>Umxholo ukhangelelwa ukuchaneka kwamangaku, ukufaneleka, ulwanelo kunye nondindwano lwengqiqo.</i> ▪ <i>Ukubhala kujongwa ngenkathalo kulo naluphi na ulwazi olungenamsebenzi.</i>

ISIPHUMO SESIFUNDO	
Lungiselela kwaye ungenise umsebenzi wobhalo ngendlela elungelene nomxholo.	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Injongo yomsebenzi obhalwayo umiselwe ukuze ungeniso luhambelane nabantu nomxholo.	Ukumisela injongo lomsebenzi wobhalo ukuvelisa ubhalo oluhambelana nabantu nomxholo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zohlolo: Imisebenzi enikeziweyo, ungeniso, iimhlolo nemviwo ezinemisebenzi yobhalo. Imisebenzi egqityelwe kwilabhorettri yolwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bakhangele iimfuneko zemisebenzi yokubhalela injongo. • Bakhangele ukuba ingaba yonke miyalelo ilandelwe na. • Bakhethe ifomathi yongeniso kwanokungenisa umxholo wokugqibela. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Izirkweqe zongeniso ziyalathwa kwaye zisetyenziselwa ukuba zilungele umxholo.	Ukwalatha nokusebenzisa izirkweqe zongeniso olufanelekileyo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Iimhlolo, iimviwo, unye nemisebenzi enikeziweyo enemisebenzi yobhalo kunye nongeniso. Imisebenzi egqityelwe kwilabhorettri yoLwimi nokuFunda, imisebenzi egqityelwe kwiziko leZibonelelo neMidiya.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bakhangele iimfuneko zomsebenzi wokubhalela ungeniso. • Bakhangele ukuba ingaba yonke imiyalelo ilandelwe. • Bangenise umxholo wokugqibela kwifomu efunekayo. <p><i>Uluhlu: izirkweqe zongeniso ziquka iifomathi ne-layout, ifomathi, imihlathi, ukufakwa kwezinto ezibonwayo kunye noboniso ngemifanekiso.</i></p>	

Isihloko 4: Ukusetyenziswa koLwimi

ISIPHUMO SESIFUNDO	
Fikelela kwaye usebenzise izibonelelo zemfundo ezifanelekileyo ukuphucula imfundo.	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Izibonelelo ezahlukeneyo ziyalathwa kwaye zifikelelwe ukuze kwenziwe uphando.	Ukwalatha nokufikelela kwizibonelelo ezahlukeneyo ukuze kwenziwe uphando.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Imisebenzi enikeziweyo, ungeniso, iimhlolo neemviwo ezinemibuzo yomxholo, izishwankathelo, iingcaciso ezibhaliweyo kunye neengxelo ezimfutshane.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Babonise ulwazi lwezi zibonelelo kwanokuba bazisebenzise njani na ekufundeni ngokuchanekileyo. <p><i>Uluhlu: izibonelelo zemfundo ziquka izichazi-magama, iincwadi zomxholo, ulwazi olukwiphepha lewebhu, iincwadi</i></p>	

zokwalathisa, iimanyuwali kunye nezikhokelo zokufunda.	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Ulwazi nedatha ziyarekhodwa kwaye zingeniswe ngendlela enengqiqo nendindeneyo	Ukurekhoda nokungenisa ulwazi nedatha ngendlela enengqiqo nendindeneyo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Ungeniso, iiPotifoliyo zobuNggqina, imisebenzi enikeziweyo, iimhlolo neemviwo ezineemephu zengqondo, imizobo, iwebhu zesigcawu, amagqabantshintshi eskematiki, iitshathi, ii-flow diagrams, amanqakwana, iingxelo, izikhumbuzo, imihlathana nezincoko.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Banike isakhiwo kwaye balungiselele uphando kwifomathi njengoko kufunwa ngumsebenzi nenjongo. <i>Uluhlu: Ucwangciso luquka kodwa aluphelelanga kwiimephu zengqondo, imizobo, iwebhu zesigcawu, amagqabantshintshi eskematiki, iitshathi, ii-flow diagrams, namanqakwana.</i> Bangenise ulwazi olukwifomathi njengoko kufunwa ngumxholo. <i>Uluhlu: iifomathi ziquka kodwa aziphelelanga kwingxelo ezimfutshane, imihlathana, izincoko, iigrafu nemizobo, izikimu neetafile, imisebenzi enikeziweyo, iiprojekthi neepotifoliyo zobungqina</i> 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Izibonelelo zemfundo zikhethelwe umsebenzi wemfundo kwaye ziqiqwa kwibhiliyografi.	Ukukhetha nokuqiza izibonelelo zemfundo kwibhiliyografi
IMISEBENZI YOHLLOLO	
<p>Izixhobo zohlolo: Umsebenzi wophando ufuna ubungqina bebhiliyografi</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Basebenzise izibonelelo ezahlukeneyo kwaye bazirekhode ngokufanelekileyo kwibhiliyografi. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Izikhweqe zophando ziyaphononongwa zisetyenziselwe ukucwangcisa nokuqokelela ulwazi kumxholo onikeziweyo.	Ukuphonononga nokusebenzisa izikhweqe zophando ekuqokeleleni ulwazi.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Imisebenzi, imisebenzi enikeziweyo nongeniso olufuna uphando</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Basebenzise izibonelelo ezahlukeneyo kwaye benze uphando lomsebenzi njengoko kufuniwe. 	

ISIPHUMO SESIFUNDO	
Fumana kwaye walathe ubuchule bokufunda ngenjongo yokuphucula imfundo	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Izikhweqe ezithile zalathelwa imfundo enempebelelo.	Ukwalatha nokukhetha izikhweqe ezithile ekuboniseni iziphumo zemfundo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Iimhlolo, iimviwo kunye nemisebenzi enikeziweyo enemibuzo yomxholo kunye neekheyisitadi, iipotifoliyo zobungqina, imiboniso kunye nemifanekiso.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Basebenzise ufundo oluchanekileyo nezikhweqe zokufunda ngentloko. Bangenise okanye babonise iziphumo zemfundo njengoko kufuneka, umzekelo ekubhaleni iimhlolo, besenza imiboniso, ukulinganisa iindima, ukwenza imisebenzi enikeziweyo neeprojekthi. Balungiselele iimhlolo nohlolo ngokwenza uhlaziyo, ukulandela ukutya okunempilo nendlela yokuphila, ukulawula uxinzelelo lwengqondo, ukuba sexesheni, ukulungiselela nokwazi banzi ngoviwo nohlolo. Baqokelele iipotifoliyo zobungqina njengoko kufuneka. <i>Uluhlu: izikhweqe ziquka izishwankathelo, iimephu zengqondo, ukuthatha amanqakwana, izikhweqe zokufunda ngentloko, ukwalatha amagama aziintloko, ukukrwelela amanqaku abalulekileyo, ukuskima, ukuskena, ukubuza imibuzo, nokwakha iipotifoliyo yobungqina.</i> 	

UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Imigomo yemfundo yakhelwa ukuqondisa imfundo.	Ukwakha imigomo yemfundo ukuqondisa imfundo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Umsebenzi onikeziweyo, imibuzo yomxholo.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Babeke imigomo yemfundo nokufunda, besebenzisa iimpawu ze-SMART. S – okungundoqo M – okulinganisekayo A – okufumanekayo R – okukokwenene T – nokulandekayo ngokomkhondo wexesha. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Izizweqe zolawulo lwexesha zalathelwa ukucwangcisa imisebenzi yemfundo.	Ukucwangcisa nokulawula ixesha ukwalathela imisebenzi yemfundo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Imisebenzi enikeziweyo, iimhlolo neemviwo enemibuzo yomxholo neekheyisitadi</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Basebenzise izicwangcisi, iidayari nezinye izizweqe zokulawula ixesha ukucwangcisa ixesha ngokuchanekileyo, imisebenzi ephakathi nemisebenzi yokuzipholisa. Balawule ixesha ukwalatha imfundo ngokuchanekileyo ngokumalunga nexesha lokufunda namaxesha eemviwo. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Imithombo yenkxaso iyalathwa ukubeka ingqondo evumela imfundo.	Ukwalatha imithombo yenkxaso ukubeka ingqondo evumela imfundo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Imisebenzi, ungeniso, iimhlolo neemviwo ezinemibuzo yomxholo, imifanekiso nemihlathi</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Bachaze inkxaso. Banike imithombo yenkxaso yangaphakathi neyangaphandle. Bakhe imibono nenkcazelo yomnqophiso yobuqu. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Imiqobo ekumxholo wemfundo iyaqatshelwa ukunciphisa uphazamiseko ekufundeni.	Ukuqaphela imiqobo kumxholo yemfundo ukunciphisa uphazamiseko emfundweni.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Imisebenzi enikeziweyo, iimhlolo neemviwo ezinemibuzo yomxholo, imifanekiso nemihlathi.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Banike imiqobo enokubakho, umzekelo, eyomzimba, eyengqondo nemiqobo yovakalelo, eyesemantiki neyengqiqo. Baphonononge iindlela zokuphulukana nale miqobo nokuseka umxholo wokufunda oncedisana nemfundo. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Iindima noxanduva kwimisebenzi yamaqela emfundo iyalathwa ukukhokela nokuyisebenzisa eqeleni.	Ukwalatha iindima noxanduva kwimisebenzi yamaqela emfundo ukuze kukhokelwe kwaye isetyenziswe eqeleni.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: Imisebenzi esekwe eqeleni, ukulinganisa indima, iingxoxo-mpikiswano, iimhlolo neemviwo ezinemibuzo yomxholo, iitafile, iitshathi nemihlathi</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> Bamamele ngomonde kwingxelo kwaye banike ingxelo. Balathe iindima noxanduva kumaqela kwaye babonise inxaxheba kwaye bathi nca kwimigomo nakwizinto ezilixabiso zeqela. Babonise intlonipho kwiinkcubeko nakwiimbono zabanye. Babonise ulwazi lobukrelekrele bovakalelo ngokusebenzisa izizweqe zothethathethwano neenkcazelo ezithembakalayo ukuxazulula imbambano nokungavumelani. 	

- Bathabathe inxaxheba nentsebenziswano ekwenzeni isigqibo.

ISIPHUMO SESIFUNDO	
Phuhlisa usetyenziso lolwimi ukuqhagamshela imfundo ngokufanelekileyo ngomlomo nangokubhaliweyo	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Isigama namagama obugcisa ayaphononongwa ukuphucula usetyenziso nokwandisa isigama..	Ukuphonononga isigama namagama obugcisa ukuphucula usetyenziso nokwandisa isigama.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: limhlolo, iimviwo nemisebenzi enikeziweyo enemibuzo nemisebenzi eqwalasela kwiindidi zesigama</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Bamisele intsingiselo yamagama asetyenziswe emfundweni, nakuqeqesho. • Bahlule phakathi kweehomofoni neehomonimi ezibhidaniswa rhoqo baze bazisebenzise ngokuchanekileyo. • Basebenzise izifaniso, izichasi, neepharonimi kunye negama elinye lebinzana ngokuchanekileyo. • Basebenzise izaci namaqhalo ngokufanelekileyo. • Basebenzise izifinyezo zamagama nee-akhronimi eziqhelekileyo. 	
UMGANGATHO WOHLLOLO	ISIPHUMO SOKUFUNDA
Izakhiwo zegrama ziyalathwa ziphinde zisetyenziswe ngendlela echanekileyo ngokwegrama nangokwengqiqo.	Ukwalatha izakhiwo zegrama nokuzisebenzisa ngendlela echanekileyo ngokwegrama nangokwengqiqo.
IMISEBENZI YOHLLOLO	
<p>Izixhobo zoHlolo: limhlolo, imisebenzi enikeziweyo kunye neemviwo ezinemibuzo eqwalasela kwizakhiwo zegrama.</p> <p>Abafundi kufuneka:</p> <ul style="list-style-type: none"> • Basebenzise ulwazi loluhlu lweepateni zopelo, imithetho novumelwano. • Basebenzise ubuni, izininzi nezinciphiso ngokuchanekileyo. • Basebenzise amaqondo othelekiso nawokuqala ngokuchanekileyo. • Balathe izigaba zentetho kwaye bazisebenzise ngokuchanekileyo nangentsingiselo kwizivakalisi. • Basebenzise injongosenzi, intloko nesivisa ngokuchanekileyo kwaye bayicacise imisebenzi yazo. • Bavelise uluhlu lweentlobo zezivakalisi. • Badale undindwano ngokusebenzisa izihlanganisi nezimelabizo. • Basebenzise izixando zokwenzela nezokwenzisa ngokufanelekileyo emxholweni. • Basebenzise intetho ngqo nengxelo-ntetho ngokuchanekileyo. • Basebenzise iimo ezilandulayo ngokuchanekileyo. • Basebenzise izivumelanisi ezamkelekileyo. • Basebenzise ulandelelwano lwamagama oluchanekileyo kwaye baxoxe ukuba olu landelelwano lwamagama lungayichaphazela njani na intsingiselo. • Basebenzise amabinza oxhomekeko ngokuchanekileyo. • Basebenzise ufakelo ziphumlisi ngokuchanekileyo nangezizathu ezithile ezinjengokucacisa intsingiselo, babonise uzalwano lwegrama nokogxininiso. <p><i>Uluhlu: izakhiwo zegrama ziquka isintaksi, izigaba zentetho, amaxesha ezenzi, uvumelwano, izixando zokwenzela nezokwenzisa, intetho ngqo nengxelo-ntetho, ulandelelwano, amabinza oxhomekeko, ufakelo lweziphumlisi nopelo.</i></p>	

4 IINKCUKACHA ZOHLLOLO LWANGAPHANDLE ZESIXHOSA ULWIMI LOKUQALA OLONGEZELELWEYO – INQANABA 2

Inkqubo ezisesikweni zoviwo ziqhutywa ngoOkthoba/Novemba rhoqo ngonyaka ngokusebenzisa amaphepha alungiselelwe ngaphandle aze onganyelwa ngaphakathi. Uviwo luza kwenziwa ngolu hlobo:

UMGANGATHO 2	ULWAZI NOKUQONDA	UKUSEBENZISA	UHLALUTYO, UKUTHELEKISA NOKUHLOLA
	60%	30%	10%

ISIHLOMELO A: AMAPHEPHA EMVIWO ACETYWAYO NOHLOLO

AMAPHEPHA EMVIWO OMGANGATHO 2 - 4

Amagqabantshintshi acetyiswayo amaphepha oviwo phakathi enyakeni noNovemba kumgangatho 2:

IPHEPHA	INKCAZELO	AMANQAKU
1	Malunga nendawo ekubhalwe kuyo-kusekezelwe imibuzo ekuMameleni nasekuThetheni, ekuFundeni nokuBona nokuSetyenziswa koLwimi.	150
2.	Ukubhala imisebenzi njengoko kuchazwa ekuBhalweni (Izikhokhelo zesiFundo)	100
AMANQAKU APHELELEYO OVIWO		250

Amagqabantshintshi acebisa amaphepha oviwo phakathi enyakeni noNovemba kumgangatho 3:

IPHEPHA	INKCAZELO	AMANQAKU
1	Malunga nendawo ekubhalwe kuyo- isekelezelwe ekuMameleni, nasekuThetheni, ekuFundeni nasekuBoneni nokuSetyenziswa koLwimi.	150
2.	Ukubhalwa kwemisebenzi njengoko kuchazwa ekuBhalweni (Izikhokhelo zesiFundo)	150
AMANQAKU APHELELEYO OVIWO		300

Ukumila okucetyiweyo kumaphepha emviwo ngalinye kumgangatho 4:

IPHEPHA	INKCAZELO	AMANQAKU
1	Malunga nendawo ekubhalwe kuyo isekelezelwe kwimibuzo ekuMameleni nasekuThetheni, ukuFunda nokunika iMbono nokuSetyenziswa koLwimi.	200
2.	Ukubhala imisebenzi njengoko kuchaziwe ekuBhalweni (IziKhokhelo zeSifundo)	150
AMANQAKU APHELELEYO OVIWO		350

UKUMILA OKUCETYISWAYO KUMAPHEPHA OVIWO NGALUNYE:

Umgangatho 2:

IPHEPHA 1	INKCAZELO	AMANQAKU	IXESHA
UkuFunda nokunika iMbono	A: Ukuqonda (Ithathwe kwiziqendwana ezihlukileyo njengoko kuchaziwe kwiZikhokhelo zeSifundo.)	30	Iiyure ezintathu
	B: Isishwankathelo	10	
Ukusetyenziswa koLwimi	C: IGrama Amaqela eelwimi kufanele ukuba azihlowe malunga nendawo ekuthethwa kuyo kusetyenziswe iziqendwana ezihlukileyo, umzekelo. imifanekiso, iintengiso, imifanekiso ehlekisayo nezicatshulwa ezifutshane.	30	
	D: Malunga nendawo ekubhalwe kuyo- imibuzo malunga nokufunda ngobugcisa	20	
UkuMamela nokuThetha	E: Malunga nendawo ekusekelezwe kuyo-imibuzo malunga nokuMamela noKuthetha	30	
UkuFunda nokunika iMbono	Malunga nendawo ekusekelezwe kuyo- imibuzo yombongo namabali amafutshane	30	
	AMANQAKU APHELELEYO:	150	

Isiphakamiso: Luhlolo lokuhlalelwa kuvulwe iincwadi.

IPHEPHA 2	INKCAZELO	AMANQAKU	IXESHA
Ukubhala	A: Incwadi (Khangela kulinkalo ngeenkalo kwiziKhokhelo zesiFundo)	20	Iiyure ezimbini
	B: UkuBhalela ukuFunda (Khangela ku linkalo ngeenkalo kwiziKhokhelo zesiFundo)	20	
	C: Ingxelo (Impendulo eMfutshane)	20	
	D: Ukubhalwa okusebenzisekayo (Khangela ku linkalo ngeenkalo kwiziKhokhelo zesiFundo)	20	
	E: Ukuhlela	20	
	AMANQAKU APHELELEYO:	100	