



basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

# **IMANUWALI YE-PAIA YOMNYANGO WEZEMFUNDO EYISISEKELO**

**Yakhiwe ngokwesahluko se-14  
soMthetho Wokufinyeleleka Kolwazi  
wonyaka we-2000 (uMthetho wesi-2  
wonyaka we-2000)**

## ITHEBULA LOKUQUKETHWE

IMANUWALI YE-PAIA YOMNYANGO WEZEMFUNDO EYISISEKELO .....	1
1.UHLU LAMA-AKHRONIMI KANYE NEZIFINGQO .....	3
2.INHLOSO YEMANUWALI .....	4
3.UKUBUMBEKA KOMNYANGO WEZEMFUNDO EYISISEKELO .....	4
4.3.UKWAKHEKA NEMISEBENZI YOMNYANGO WEZEMFUNDO EYISISEKELO .....	7
5.IMINININGWANE YOKUXHUMANA EBALULEKILE YOKUFIKELELEKA KOLWAZI LOMNYANGO WEZEMFUNDO EYISISEKELO .....	9
6.INCAZELO YAZO ZONKE IZIXAZULULO EZITHOLAKALAYO MAYELANA NOKWENZA NOMA UKWEHLULEKA UKWENZA KOMNYANGO WEZEMFUNDO EYISISEKELO .....	10
7.UMHLAHLANDLELA NGOKUTHI ISETSHENZISWA KANJANI I-PAIA KANYE NOKUTHI KUTHOLAKALA KANJANI UKUFINYELELEKA KUWO .....	11
8.INCAZELO YEZIHLOKO I-SAQA EGCINA NGAZO AMAREKHODI KANYE NEZINHLA ZAMAREKHODI AGCINWE WUMNYANGO WEZEMFUNDO EYISISEKELO .....	13
9.IZIGABA ZAMAREKHODI OMNYANGO WEZEMFUNDO EYISISEKELO ATHOLAKALA NGAPHANDLE KOKUBA UMUNTU AFAKE ISICELO SOKUFIKELELEKA .....	20
10.UKUBANDAKANYWA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA UKUSEBENZISA AMADLA NOMA UKWENZA IMISEBENZI YOMNYANGO WEZEMFUNDO EYISISEKELO.....	24
15.UKUTHOLAKALA KWEMANUWALI .....	40
16.UKUBUYEKEZWA KWALE MANUWALI .....	41

## 1. UHLU LAMA-AKHRONIMI KANYE NEZIFINGQO

- |     |                       |   |
|-----|-----------------------|---|
| 1.1 | <b>“i-DBE”</b>        | uMnyango Wezemfundo Eyisisekelo;  |
| 1.2 | <b>“u-DIO”</b>        | uSekela-Mgcinilwazi;  |
| 1.3 | <b>“u-IO“</b>         | uMgcinilwazi;   |
| 1.4 | <b>"uNgqongqoshe"</b> | uNgqongqoshe woMnyango Wezemfundo Eyisisekelo;  |
| 1.5 | <b>“i-PAIA”</b>       | uMthetho Wokukhuthaza Ukufinyeleleka Kolwazi wonyaka wama-20 wonyaka we-2000;         |
| 1.6 | <b>“i-POPIA”</b>      | uMthetho Wokuvikelwa Kolwazi Lobuqu wonyaka we-2013(uMthetho wama-4 wonyaka we-2013); |
| 1.7 | <b>“uMlawuli”</b>     | uMlawuli Wolwazi.   |

## **2. INHLOSO YEMANUWALI**

Le Manuwali ye-PAIA iwusizo emphakathini:

- 2.1 Ukuqonda ukwakheka nemisebenzi ye-DBE;
- 2.2 ukufinyelela yonke imininingwane yokuxhumana efanele yabantu abazosiza umphakathi ngamarekhodi ofuna ukufinyeleleka kuwo;
- 2.3 ngencazelo yezinsizakalo ezitholwa amalungu omphakathi ezivela e-DBE, kanye nendlela yokuthola lezo zinsizakalo;
- 2.4 ukwazi zonke izisombululo ezitholakala eMnyango Wezemfundo Eyisisekelo mayelana nesicelo sokufinyeleleka kumarekhodi, ngaphambi kokuya kuMlawuli noma ezinkantolo;
- 2.5 ukuba nokuqonda ukuthi usenza kanjani isicelo sokufinyelela kwirekhodi loMnyango Wezemfundo Eyisisekelo;
- 2.6 ngencazelo yezinsizakalo ezitholwa amalungu omphakathi ezivela e-DBE, kanye nendlela yokuthola lezo zinsizakalo;
- 2.7 ukuhlola uhlobo lwamarekhodi okungenzeka ukuthi asevele akhona e-DBE ngaphandle kwesidingo sokufaka isicelo esisemthethweni se-PAIA;

## **3. UKUBUMBEKA KOMNYANGO WEZEMFUNDO EYISISEKELO**

Umthetho Wokukhuthazwa Kokufinyeleleka Kolwazi wonyaka we-2000 (uMthetho wesi-2 wonyaka we-2000) (i-PAIA), osuka kwisahluko sama-32 soMthethosisekelo waseRiphabhuliki yaseNingizimu Afrika wonyaka we-1996, (uMthethosisekelo) wenza kusebenze ilungelo lomthethosisekelo lokufinyeleleka kunanoma iluphi ulwazi olugcinwe uMbuso kanye nanoma iluphi ulwazi olugcinwe ngomunye umuntu futhi oludingekayo ukuze kusetshenziswe noma kuvikelwe nanoma imaphi amalungelo.

Isahluko sama-32(1)(a) soMthethosisekelo sigxilisa ilungelo lawo wonke umuntu lokuthola ukufinyeleleka kunanoma yiluphi ulwazi olugcinwe ngumbuso.

### 3.1. Izinhliso/Ukugunyazwa

Izinqubomgomo eziningi seziqalisiwe ukusebenza, futhi kumenyezwe neqoqomthetho, ukuze kwakhiwe uhlaka lwezinguquko kwezemfundo. Lezi zinqubomgomo ezilandelayo kanye nemithetho kulawula ezemfundo (ngaphandle koMthethosisekelo, zonke izinto ezishiwo ngezansi zivela e-DBE):

- (a) UMthethosisekelo udinga ukuthi imfundo iguqulwe futhi iphathwe ngentando yeningi ngokuhambisana namagugu esithunzi somuntu, ukulingana, amalungelo esintu nenkululeko, ukungabandlululi ngokobuhlanga nangokobulili. Uqinisekisa ukufinyeleleka emfundweni eyisisekelo yabo bonke abantu: “wonke umuntu unelungelo lemfundo eyisisekelo, kubandakanya nemfundo eyisisekelo yabantu abadala”.
- (b) Uhlaka oluyisisekelo lwenqubomgomo lweHhovisi Likangqongqoshe loMnyango Wezemfundo Eyisisekelo luchazwe eMthethweni Odingidwayo weHhovisi Likangqongqoshe loMnyango, Wezemfundo Nokuqeqesha weNingizimu Afrika: Izinyathelo Zokuqala Zokwenza Uhlelo Olusha (Februwari 1995). Uhlaka lwenqubomgomo yezemfundo lwe-ANC lonyaka we-1994 lakha isisekelo salo mbhalo. IKhabhinethi yakwamukela ngemuva kokubonisana okunzulu, ukuxoxisana kanye nokubuyezwa. Kusukela lapho isebenze njengokubukwa kukho okusiyisisekelo kwenqubomgomo neqoqomthetho.
- (c) UMthetho Wenqubomgomo Kazwelonke Yezemfundo wonyaka we-1996 (uMthetho wama-27 wonyaka we-1996) (i-NEPA), wawakhelwe ukubhala izinqubomgomo zomthetho, kanye nemisebenzi nokuqapha yeqoqomthetho kaNgqongqoshe Wezemfundo Eyisisekelo, kanye nokwenza ubudlelwano obuhle phakathi kukazwelonke kanye neziphathimandla zezifundazwe. Wabeka isisekelo sokusungulwa koMkhandlu Wongqongqoshe Bezemfundo (i-CEM) kanye neKomidi Lezinhlolo Zeminyango Yezemfundo (i-HEDCOM) njengezithangami zeminyango kahulumeni ehlose ukusebenzisana ekwakheni uhlelo olusha lwezemfundo. Ngakho-ke, uhlinzekela ukwakhiwa kwezinqubomgomo zikazwelonke jikelele kanye nemfundo eqhubekayo nokuqeqeshwa maqondana, phakathi kokunye, nohlelo lwezifundo, ukuhlolwa nolimi.

(d) UMthetho Wezikole WaseNingizimu Afrika wonyaka we-1996 (uMthetho wama-84 wonyaka we-1996) (i-SASA), ukhuthaza ukufinyeleleka, ikhwalithi kanye nokuphatha ngentando yeningi ohlelweni lwezikole. Uqinisekisa ukuthi bonke abafundi bayakwazi ukufinyeleleka emfundweni esezingeni eliphakeme ngaphandle kokubandlululwa, futhi yenza ukuthi ukufunda kube yimpoqo ezinganeni ezineminyaka eyisikhombisa ukuya kweyi-15 ubudala. Uhlinzekela izikole ezizimele nezikole zikahulumeni. Uhlinzekela imigwamanda engamele izikole yentando yeningi (ama-SGB), futhi ama-SGB asebasebenza ezikoleni zikahulumeni ezweni lonke. Imigomo yokuxhaswa ngezimali kwezikole, echazwe kwi-SASA, ibeka eqhulwini ukulungiswa nokuqonsa ebuphofini maqondana nokwabiwa kwezimali zohlelo lwezikole zikahulumeni.

(e) Ukwehlukahlukana okuphelele kweqoqomthetho, kubandakanya uMthetho Wokuqashwa Kothisha wonyaka we-1998 (uMthetho wama-76 wonyaka we-1998), ulawula izibopho zobungcweti, zokuziphatha nezenkambiso enhle yothisha kanye nezidingo zamakhono ezisebenza kothisha. Umbutho ohlukaniswe ngokomlando manje usunganyelwe nguMthetho owodwa wePhalamende kanye nomkhandlu owodwa wobungcweti, uMkhandlu Wabafundisi BaseNingizimu Afrika (i-SACE).

(f) I-CAPS (Izitatimende Zenqubomgomo Yokuhlola Uhlelo Lwezifundo) uhlelo olulodwa lwezifundo, oluphelele futhi nolufushane olumele isitatimende senqubomgomo yokufunda nokufundisa ezikoleni zaseNingizimu Afrika. UHlelo Lwezifundo olusekela izinhlelo ezahlukahlukene ezilandelwa ebangeni ngalinye, kusukela eBangeni R kuye eBangeni le-12, nokuyilapho-ke, olusekelwa yile migomo elandelayo:

- (i) Inguquko kwezenhlalo;
- (ii) ukucabanga ujule nokubonakalayo;
- (iii) ulwazi oluphakeme namakhono aphezulu;
- (iv) ukuqhubeka;
- (iv) ukuhlonishwa kwamalungelo esintu kanye nezinhlelo zolwazi lwendabuko;
- (v) ukwethembeka;
- (vi) ikhwalithi nokusebenza kahle; futhi
- (vii) ukuhlinzekwa kwemfundo, eyikhwalithi, ububanzi nokujula, engaqhathaniswa nemfundo enikezwa kwamanye amazwe.

#### 4. UKWAKHEKA NEMISEBENZI YOMNYANGO WEZEMFUNDO EYISISEKELO

UNQONGQOSHE:  
UMHLONISHWA AM MOTSHEKGA

USEKELA-NGQONGQOSHE  
UMHLONISHWA AR MHAULE

UMQONDISI\_JIKELELE: MNU HM  
MWELI

IGATSHA I:  
AKUNAMU  
NTU

Izinsizakalo  
Ezikhethekil  
e:F  
Khumalo

IHhovisi  
lika-DG: S  
GEYER

Usizo  
Lokusekela lwe-  
ODG: L  
Ndabankulu

IGATSHA BI:  
ATB  
MPANZA

Ukuhlelwa  
Kwamasu,  
Ukuhlolwa  
Kocwaningo  
kanye  
Nokuqapha:  
CO Nuga-  
Deliwe

IGATSHA C:  
MT  
SIMELANE

Ukusetshenzis  
wa Kohlelo  
Lwezifundo  
Nokuqapha:M  
T Simelane

IGATSHA T:  
SG  
PADAYACHE

ukuphathwa  
kwezabaseben  
zi  
kwezemfundo:  
MS Faker

IGATSHA D:  
S GEYER

Ukwesekelwa  
Kokuhlela  
Nokusetshen  
ziswa:Akuna  
muntu

IGATSHA S:  
GC  
WHITTLE

Ukubambisan  
a  
Kwezemfundo:  
P Watson

IGATSHA A:  
PRM  
KHUNOU

Ukuphathwa  
Kwe-HR,  
Ukuthuthukis  
wa kanye  
Nobudlelwan  
o  
Bezabaseben  
zi: TC Khoza

Ukusetshenzi  
swa  
Nokuqapha:  
V Diale

Izinsizakalo  
Zehhovisi  
Likangqongqo  
she:SP  
Sehlabele

Ulwazi  
Nokuphatha:  
ATB Mpanza

Ukuhlolwa  
Nokuvivinyw  
a  
Komphakathi  
: RR Poliah

Ukuthuthukis  
wa  
Kwezabasebe  
nzi  
Kwezemfund  
o: VI McKay

Ukuqapha  
Kwesifundaz  
we: STE  
Mlambo

Ukunakekelw  
a  
Nokwesekel  
wa Ezikoleni:  
CM  
Nogoduka

Izinsizakalo  
Zomthetho  
Namaqoqom  
thetho: C  
Leukes

I-UNESCO,  
Ubudlelwano  
Nokubambisa  
na  
Kwamazwe  
Ngamazwe:

Isikhungo  
Sezinhlelo  
Zezifundo  
Nokuthuthuk  
iswa Kolwazi:  
TE Rabotapi

Ukungenelela  
Kwezifundaz  
we: DJ  
Ngobeni

Izinsizakalo  
Zokuphathw  
a  
Kwezezimali:  
N Molalekoa

Ukuxhumana  
Nabezokusak  
aza kanye  
nokuXhuman  
a Kuzwelonke  
Nezifundazw  
e:E Mhlanza

I-NEEDU: S  
Sithole

Izisekelo  
Zokufunda: K  
Manona

Uhlelo  
Lwezifundo  
kanye  
Nokuthuthuki  
sa  
Kwekhwalthi:  
AS Tlhabane



## **5. IMININGWANE YOKUXHUMANA EBALULEKILE YOKUFIKELELEKA KOLWAZI LOMNYANGO WEZEMFUNDO EYISISEKELO**

### **5.1 UMgcinilwazi**

Igama: HM Mveli  
Ucingo: (012) 357 4504  
I-imeyili: Mveli.M@dbe.gov.za

### **5.2 USekela-Mgcinilwazi (Onikwe amandla ngokweSahluko se-17(3) se-PAIA)**

Igama: C Leukes  
Ucingo: (012) 357 3712  
I-imeyili: Leukes.C@dbe.gov.za

### **5.3 USekela-Mgcinilwazi (Onikwe amandla ngokweSahluko se-17(1) se-PAIA)**

Igama: S Geyer  
Ucingo: (012) 357 3740  
I-imeyili: Geyer.S@dbe.gov.za

Igama: B Mpanza  
Ucingo: (012) 357 3680  
I-imeyili: Mpanza.B@dbe.gov.za

Igama: M Simelane  
Ucingo: (012) 357 4082  
I-imeyili: Simelane.M@dbe.gov.za

Igama: S Padayachee  
Ucingo: (012) 357 4304  
I-imeyili: Padayachee.S@dbe.gov.za

Iqama: G Whittle  
Ucingo: (012) 357 4058  
I-imeyili: Whittle.G@dbe.gov.za

Iqama: P Khunou  
Ucingo: (012) 357 3324  
I-imeyili: Khunou.P@dbe.gov.za

### 5.3 Ukufinyeleleka kwalabo okuxhunywana nabo ngolwazi olujwayelekile

I-imeyili: PAIA@dbe.gov.za

### 5.4Ihhovisi Likazwelonke/Ikomkhulu

Ikheli Leposi: Private Bag X895, Pretoria  
Ikheli Lendawo: 222 Struben Street, Sol Plaatje House, Pretoria  
Ucingo: (012) 357 3757  
I-imeyili: PAIA@dbe.gov.za  
Iwebhusayithi: <http://www.education.gov.za>

## 6. INCAZELO YAZO ZONKE IZIXAZULULO EZITHOLAKALAYO MAYELANA NOKWENZA NOMA UKWEHLULEKA UKWENZA KOMNYANGO WEZEMFUNDO EYISISEKELO

Uma umuntu enganelisekile nganoma yisiphi isinqumo sesoMgcinilwazi/ sikaSekela-Mgcinilwazi, unelungelo lalokhu:

- ukufaka isikhalazo sangaphakathi kusiPhathimandla Esifanele; futhi
- uma engagculisekile ngesinqumo seSiphathimandla Esifanele, umuntu angakwazi
- ukufaka isikhalazo kuMlawuli Wolwazi; noma
- afake isicelo enkantolo ukuze uthole isixazululo.

### **6.1 Isikhalazo Sangaphakathi**

- Isikhalazo sangaphakathi sifanele sifakwe kusiphathimandla esifanele, esinguMeluleki kaNgqongqoshe Wezefundo Eyisisekelo;
- Kufanele sifakwe kungakapheli izinsuku ezingama-60 ngemuva kwesinqumo soMgcinilwazi/sikaSekela-Mgcinilwazi;
- Umuntu ufanele agcwalise “uFomu 4” (Ifomu Lokufaka Isikhalazo Sangaphakathi)– leli fomu litholakala uma licelwa kuSekela-Mgcinilwazi noma kusizindalwazi soMnyango ([www.education.gov.za](http://www.education.gov.za));
- Thumela ifomu kuMgcinilwazi ngokulithumela ku-PAIA@dbe.gov.za noma ngeposi ekhelini loMgcinilwazi njengoba kuhlangezwe ekhasini le-10;
- USekela-Mgcinilwazi uzokusiza futhi akusize ukuqonda inqubo yokufaka isikhalazo.

### **6.2 Isikhalazo esiya kuMlawuli Wolwazi**

- Isikhalazo sifanele sifakwe ngokugcwalisa “uFomu 5” bese uthunyelwa kuMlawuli Wolwazi;
- Lokhu kufanele kwenziwe kungakapheli izinsuku eziyi-180 zekhalenda zesinqumo seSiphathimandla Esifanele; futhi
- UMgcinilwazi uzokusiza futhi akusize ukuqonda inqubo yokufaka isikhalazo.

### **6.3 Isicelo esiya Enkantolo**

- Isicelo sifanele sifakwe kungakapheli izinsuku eziyi-180 zekhalenda zesinqumo seSiphathimandla Esifanele noma leso Somlawuli Wolwazi;
- zonke iziNkantolo Zezimantshi zinegunya lokulalela isicelo se-PAIA; futhi
- Umabhalane Wenkantolo uzokusiza futhi akusize ukuqonda inqubo yokufaka isicelo enkantolo.

## **7. UMHLAHLANDLELA NGOKUTHI ISETSHENZISWA KANJANI I-PAIA KANYE NOKUTHI KUTHOLAKALA KANJANI UKUFINYELELEKA KUMHLAHLANDLELA**

- 7.1. Ngokwesahluko se-10(1) se-PAIA, uMlawuli udingeka ukuba akhe umhlahlandlela, ngolimi ngalunye olusemthethweni, oqukethe lolo lwazi, ngendlela ezwakala kalula, njengoba kungadingeka kumuntu ofisa ukusebenzisa amalungelo akhe ngokwe-PAIA. Njengoba

kukhonjisiwe ngenhla, lo mhlahlandlela uzosiza umuntu ofisa ukusebenzisa ilungelo ngokwe-PAIA, kanti inhloso yeManuwali ukusiza umuntu ofisa ukuthola ukufinyeleleka kolwazi olugcinwe uhlaka lukahulumeni ngendlela efanele nangendlela eyimpumelelo.

7.2 UMhlahlandlela utholakala ngolimi ngalunye olusemthethweni.

7.3 UMhlahlandlela okukhulunywe ngawo ngenhla uqukethe incazelo-

7.3.1 yezinhloso ze-PAIA;

7.3.2 yekheli leposi nelomgwaqo, inombolo yocingo neyefeksi futhi, uma likhona, nekheli le-imeyili le-

7.3.2.1 loMgcinilwazi wazo zonke izinhloso zikahulumeni, kanye

7.3.2.2 nabo bonke oSekela-Mgcinilwazi bezinhloso zikahulumeni nezizimele abaqokwe ngokwesahluko se-17(1) se-PAIA kanye nesahluko sama-56 se-POPIA;

7.3.3 indlela kanye nohlobo lwesicelo soku-

7.3.3.1. finyeleleka kwirekhodi lohlaka lukahulumeni elindelwe esahlukweni se-11; futhi

7.3.3.2. nokufinyeleleka kwirekhodi lohlaka oluzimele olulindelwe esahlukweni sama-50;

7.3.4 usizo olutholakala kuMgcinilwazi wohlobo lukahulumeni ngokwe-PAIA;

7.3.5 usizo olutholakala kuMlawuli ngokwe-PAIA;

7.3.6. yazo zonke izixazululo ezikhona emthethweni maqondana nokwenza noma ukwehluleka ukwenza okuthile maqondana nelungelo noma umsebenzi onikeziwe noma obekwe yi-PAIA, kubandakanya nendlela yokufaka-

7.3.6.1 isikhalazo sangaphakathi;

7.3.6.2 isikhalazo kuMlawuli; futhi

7.3.6.3 nesicelo enkantolo esiphikisana nesinqumo somgcinilwazi wohlaka lukahulumeni, isinqumo sokukhalaza kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yenhlangano ezimele;

7.3.7. imibandela yesahluko se-14 kanye nesama-51 ezidinga uhlaka lukahulumeni kanye nenhlangano ezimele, ngokulandelana, ukuba zakhe imanuwali, kanye nendlela yokuthola ukufinyeleleka kumanyuwali;

7.3.8. imibandela yesahluko se-15 kanye nesama-52 ezihlizekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi ohlaka lukahulumeni kanye nenhlangano ezimele, ngokulandelana;

7.3.9. izaziso ezikhishwe ngokwesahluko sama-22 kanye nesama-54 maqondana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyeleleka; futhi

7.3.10. nezimiso ezenziwe ngokwesahluko sama-92.

7.4 Umhlahlandlela ungatholakala-

7.4.1. ngokucelwa ehhovisi loMnyango Wezemfundo Eyisisekelo

7.4.2. kuwebhusayithi yoMnyango Wezemfundo Eyisisekelo (<https://www.education.gov.za>).

## **8 INCAZELO YEZIHLOKO I-SAQA EGCINA NGAZO AMAREKHODI KANYE NEZINHLA ZAMAREKHODI AGCINWE WUMNYANGO WEZEMFUNDO EYISISEKELO**

<b>Izihloko uhlaka olugcina amarekhodi ngazo</b>	<b>Izinhlaka zamarekhodi agcinwe ngesihloko ngasinye</b>
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<p>UPHIKO LABASEBENZI:</p>	<p>Ukuhlelwa Kwezabasebenzi, Ukuqashwa Nokuphathwa Kokusebenza Ukuthuthukiswa Kwabasebenzi (c) Inguquko Nokuphathwa Kwendawo Yokusebenza (d) Ukuthuthukiswa Kwenhlangano, ukuBekwa Ngamazinga Komsebenzi kanye nokuHlelwa Kwenhlangano Yombuso Okukhulu (e) Umholo, Izimo Zokusebenza kanye neZinhlelo Zabasebenzi (f) Izingxoxiswano, Ezabasebenzi kanye Nokuphathwa Kwezingxabano</p>
<p>UPHIKO LWEZEZIMALI:</p>	<p>Izilinganiso zezindleko zikazwelonke (isabelozimali njengoba zethulwe ePhalamende minyaka yonke nguNgqongqoshe Wezezimali) kanye nesabelozimali se-DBE. Zitholakala ku- Communication Directorate, National Treasury, Private Bag X115, Pretoria 0001, Ucingo: 012 315 5948. Kuyatholakala naku:- <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>. (b) Umbiko wonyaka we-DBE: Lokhu kubandakanya izitatimende zezimali ze-DBE nombiko wokucwaningomabhuku ngalezi zitatimende, kanye nombiko wabaphathi. Jikelele: Olunye ulwazi olulandayo lwezezimali, njengezindleko - maqondana nephrojekhthi ethile.</p>
<p>IHHOVISI LOKUGCINWA KWEMIBHALO JIKELELE</p>	<p>IHHOVISI LOKUGCINWA KWEMIBHALO JIKELELE lingumgcini wawo wonke amarekhodi avamile enziwe futhi atholwe yi-DBE (izincwadi nemibhalo), ligcina onke asohlelweni lokufayila olubekwe ngezigaba ngokwenziwa e-DBE. Uchungechunge ngalunye olukhona oluyi-15 olukhona lunefayela</p>

	<p>Lenqubomgomo Nemibuzo Ejwayelekile. Uhlelo lokufayila njengamanje lakhiwe uchungechunge olukhulu oluyi-15 kodwa le nombolo ingakhuphuka njengoba i-DBE ikhula. Amarekhodi alandelayo agcinwa yihhovisi lokugcinwa kwemibhalo jikelele:</p> <ul style="list-style-type: none"> <li>(a) Iqoqomthetho</li> <li>(b) Imidanti yomthetho</li> <li>(c) Ukuhlela nokulawula</li> <li>(d) Ukuphathwa Kwezezimali</li> <li>(e) Ukucwaningomabhuku lwangaphakathi nokucwaningomabhuku lwangaphandle</li> <li>(f) Ukuphathwa nokuthuthukiswa kwabasebenzi</li> <li>(g) Izinsizakalo Zokusekela Inhlango</li> <li>(h) Ubuchwepheshe bolwazi nezinsizakalo zolwazi</li> <li>(i) Ukuxhumana, ukuhlela nokuzithengisa</li> <li>(j) Ukuhlela kuzwelonke/kuzifundazwe kanye nobudlelwano bamazwe ngamazwe</li> <li>(k) Ukusetshenziswa nokuqashwa kohlelo lwezifundo</li> <li>(l) Ukuthuthukiswa kwekhwalithi</li> <li>(m) Ukufundiswa kothisha, Ukuthuthukiswa kwe-HR nezikhungo</li> <li>(n) Ukuhlela, ukuhlola, ukuqapha kanye nokubuyekeza</li> <li>(o) Ukuzibophezela emphakathini kanye nezinsizakalo zokusekela</li> </ul>
<p>IGATSHA LOMQONDISI OMKHULU WEZOMTHETHO NEQOQOMTHETHO:</p>	<p>Izivumelwano Zezomthetho (Izivumelwano, Imemorandamu Yokuqonda, Izivumelwano Zezinga Lensizakalo kanye Nezivumelwano Zamazwe Omhlaba)</p> <ul style="list-style-type: none"> <li>(b) Amarekhodi enkantolo</li> <li>(c) Iqoqomthetho eliphethwe yi-DBE (elokuqala nelesibili)</li> <li>(d) Amarekhodi e-PAIA</li> </ul>

<p>IGATSHA LEZIVIVINYO NOKUHLOLWA</p>	<p>Izinqubomgomo, izimiso kanye nemihlahlandlela ephathelene nokuhlolwa.</p> <p>(b) Hlela amaphepha ezivivinyo zikazwelonke ze-SC ne-NSC (zalo nyaka kanye neminyaka edlule).</p> <p>(c) Imininingwane yabafundi abazohlolwa – imininingwane yabafundi abazobe bebhala izivivinyo zamanje.</p> <p>(d) Amamaki atholwe ngabafundi ekuhlolweni kwamanje nasezivivinyweni zangaphambilini, esifundweni ngasinye, ephepheni ngalinye.</p> <p>(e) Imiphumela yokuhlolwa yokugcina yabo bonke abafundi; le miphumela ifaka amamaki angenziwanga lutho kanye namamaki alungisiwe.</p> <p>(f) Imininingo yokukhishwa kwezitifiketi, ifaka phakathi imininingo yabo bonke abazonikwa izitifiketi ezivivinyweni ze-SC neze-NSC (zamanje nezisukela emuva ngonyaka we-1920 eminyangweni yezemfundo yangaphambilini).</p> <p>(g) Izibalo ezijwayelekile zokuhlolwa okuphathelene nokusebenza kwabafundi kuzwelonke, esifundazweni, ezifundeni nasezingeni lesikole.</p> <p>(h) Imibiko yokuqapha izinhlelo zokuhlola kanye nenqubo kuma-PED.</p> <p>(i) Umbiko Wobuchwepheshe ngokusebenza ezivivinyweni ze-NSC.</p>
<p>IGATSHA LOKUHLOLWA KUKAZWELONKE</p>	<p>Izivivinyo Zokuhlolwa Kukazwelonke Kwaminyaka Yonke (i-ANA) okwenziwa ebangeni loku-1 ukuya kwele-6 nele-9 (ngonyaka we-2011 nangonyaka we-2012).</p> <p>(b) Imihlahlandlela yokuhlola ye-ANA.</p> <p>(c) Imiphumela ye-ANA yonyaka we-2011 nowe-2012 (kuzwelonke, esifundazweni, esifundeni, ezikoleni nakubafundi).</p>



	<p>(d) Imibiko Yezobuchwepheshe ye-ANA yonyaka we-2011 nowe-2012.</p> <p>(e) Ukuhlolwa okuyisibonelo kwebanga loku-1 kuye ukuya kwelesi-6 nelesi-9 (ngonyaka we-2011 nangowe-2012).</p> <p>(f) I-ANA - Imihlahlandlela yokuhumusha nokusetshenziswa kwemiphumela ye-ANA.</p>
IZINHLELO ZOKUPHATHWA KOLWAZI LWEZEMFUNDO	<p>(a) I-EMIS ihlinzeka ngezibalo zemfundo kuzo zonke izikole zaseNingizimu Afrika (imininingo engenziwanga lutho ngokomthetho olandelwayo) ngokulandelayo:</p> <p>(i) Ulwazi olujwayelekile lwesikole: imininingwane yokuxhumana;</p> <p>(ii) Ulwazi lwe-ICT yezikole;</p> <p>(iii) Ukubhaliswa kwabafundi kuhlukaniswe ngale ndlela elandelayo;</p> <ul style="list-style-type: none"><li><input type="checkbox"/> ngebanga, ubulili, iqembu labantu; ukufuduka kwezifundazwe; ubuzwe, ulimi lwasekhaya (i-HL); uLimi Lokufundisa Nokufunda (i-LOLT), isifundo esithathiwe</li><li><input type="checkbox"/> Ukubhaliswa kwabafundi abaphila nokukhubazeka;</li><li><input type="checkbox"/> Abafundi abaphinda ibanga;</li><li><input type="checkbox"/> Ukudluliselwa kwelinye ibanga kwabafundi;</li><li><input type="checkbox"/> Abafundi abathola izibonelelo;</li><li><input type="checkbox"/> Ukushona kwabafundi;</li><li><input type="checkbox"/> Abafundi abazali babo asebashona;</li><li><input type="checkbox"/> Ukusebenza komfundi esifundweni ngasinye nebanga ngalinye;</li></ul> <p>(b) Uhlu Olukhulu Olufakwe Ulwazi Olusha Lwezikole eNingizimu Afrika.</p> <p>(c) Isikhungo sokwenza ucwaningo ezikoleni. Amamojuli afakwa kwiphephambuzo le-EMIS</p>

	<p>noma oHlelweni Lokulawulwa Nokuphathwa Kwezikole eNingizimu Afrika.</p> <p>(d) Imibiko yokuhlaziywa kwendawo namabalazwe.</p> <p>(e) Inqubomgomo Namazinga Emfundo Kazwelonke –</p> <p>(i) Isichazamazwi Sezefundo;</p> <p>(ii) Amazinga Ekhwalithi Yemininingo;</p> <p>(iii) Amazinga Okufakwa Kwamakhodi Kwemininingo;</p> <p>(iv) Amazinga Okuqinisekiswa Kwemininingo;</p> <p>(v) Amazinga Okushicilelwa Kwezibalo; kanye</p> <p>(vi) Amazinga Ohlu Olukhulu Lwezikhungo Ezihlinzeka Ngezinsizakalo Zemfundo Eyisisekelo.</p>
<p>IGATSHA LOKUHLELA OKUBONAKALAYO</p>	<p>Ifayela le-NEIMS eliqukethe uhlobo nesimo sezingqalasizinda zezikoleni.</p> <p>(b) Amafayela e-EIG aqukethe ulwazi ngokuphathwa nokudluliswa kwesibonelelo.</p> <p>(c) Ifayela lenqubomgomo, Imigomo Namazinga eliqukethe ulwazi ngeMihlahlandlela ehlobene nokuHlelela Izingqalasizinda Zezikole kanye Nezindawo Zokuhlala.</p>
<p>IPHROJEKHTHI YE-ASIDI</p>	<p>Amarekhodi e-ASIDI IPMP aqukethe izinhlelo ze-ASIDI.</p> <p>(b) Amamemorandamu Esivumelwano asayinwe nama-ejenti abheke ukusetshenziswa.</p> <p>(c) I-IP26 iqukethe izinhlelo zama-ejenti abheke ukusetshenziswa</p> <p>(d) Imibiko Yenqubekela Phambili iqukethe ulwazi ngokwenziwe esikoleni ngasinye, ngokubonakalayo nangokwezimali.</p> <p>(e) Amaminithi emihlangano abhala phansi okuqhubekayo kuyo yonke imihlangano ebanjwe ngamakomidi ahlukene e-ASIDI.</p>

	(f) Imibiko Yokuvala ibhala phansi imininingwane ngawo onke amaprojekhthi aqediwe ngokwengqalasizinda ezingenakususwa enikeziwe.
IGATSHA LOKUQAPHA ISABELOZIMALI SEZIFUNDAZWE	(a) Imigomo namazinga afakwe kwigazethi okuxhaswa ngezimali. (b) Isabelozimali nezindleko zenyanga zama-PED. (c) Imininingo ecelwe yi-UNESCO.
IMFUNDO YOKUQALA YOTHISHA, UBUDLELWANO BEZABASEBENZI KANYE NOKUHLELA EZABASEBENZI, UPHIKO LOKUHLINZEKA NGEZIMALI NOKUQAPHA	Izinqubomgomo nemihlahlandlela ephathelene noHlelo Lwemifundaze ye-Funza Lushaka. (b) Uhlu lwemiklomelo yemifundaze ye-Funza Lushaka (c) Izivumelwano ezihlanganyelwe ezenziwe e-ELRC (d) Amaminithi emihlangano yamakomidi amancane e-HR. (e) Imibiko yokuqapha esifundazweni ngeZinhlelo Zokulawulwa Kokusebenza Kwabafundisi, Ukuthuthukiswa Kwamakhono Nokuhlolwa Kwazo Zonke Izikole. (f) Ukudani odwa kwe- <i>PERSAL</i> okwenziwa nyangazonke okuqukethe imininingo ngabasebenzi emkhakheni (i-DBE) nakuyo yonke iMinyango yezifundazwe eyisishiyagalolunye (9) (g) Idathabhesi Yokubuthwa Kwabasebenzi (i-NRD) equkethe imininingo ngothisha abaqeqeshiwe abangabasebenzi abafuna ukuqashwa ezikoleni zikahulumeni.
IWEBHUSAYITHI YE-DBE	<a href="https://www.education.gov.za">https://www.education.gov.za</a> iqukethe, phakathi kokunye, ulwazi olulandelayo otholakala ngokuzenzakalelayo (oludalulwe ngokuzithandela): (a) Uhlelo Lokusebenza Lonyaka lwe-DBE

	<p>(b) Nanoma iyiphi ezinye izincwadi ezihloselwe ukubukwa ngumphakathi zingashicilelwa</p> <p>(c) Izincwajana</p> <p>(d) Amabhrosha</p> <p>(e) Amaphepha ezivivinyo</p> <p>(f) Amafomu</p> <p>(g) Kwezinye izimo, izinsiza zokuqeqesha ezihlinzekwa nguMnyango ngesikhathi semihlangano yokucobelelana ngolwazi</p> <p>(h) Ulwazi ngezinhlelo ze-DBE</p> <p>(i) Amapheshana</p> <p>(j) Iqoqomthetho elishicilelwe yi-DBE</p> <p>(k) Izinto zentengiso</p> <p>(l) Imibiko yabezokusakaza</p> <p>(m) Izitatimende Zohlelo Lwezifundo Kazwelonke kanye nezinye izinto ezihlobene nohlelo lwezifundo</p> <p>(n) Iziqueshana zezindaba</p> <p>(o) Izincwajana</p> <p>(p) Amaphosta</p> <p>(q) Imibiko, ibandakanya imibiko yonyaka</p> <p>(r) Izinkulumo</p> <p>(s) Uhlelo Lamasu lwe-DBE</p>
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**9. IZIGABA ZAMAREKHODI OMNYANGO WEZEMFUNDO EYISISEKELO  
ATHOLAKALA NGAPHANDLE KOKUBA UMUNTU AFAKE ISICELO  
SOKUFIKELELEKA**

<p><b>INCAZELO YESIGABA SAMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO NGOKWESAHLUKO SE- 15(1)(A) SOMTHETHO WOKUKHUTHAZA UKUFINYELELEKA KOLWAZI WONYAKA WE-2000</b></p>	<p><b>INDLELA YOKUFINYELELEKA KUMAREKHODI (ISIB. IWEBHUSAYITHI) (ISAHLUKO SE- 15(1)(b))</b></p>
<p><b>UKUZE AHLOLWE NGOKWESAHLUKO SE-15(1)(a)(i):</b></p>	

<p><b>Mayelana nathi</b></p> <ul style="list-style-type: none"><li>- Amaphrofayili Abaholi</li><li>- Amagatsha</li><li>- Imibhalo Ebalulekile<ul style="list-style-type: none"><li>• UHlelo Lokuzokwenziwa Lonyaka we-2024</li><li>• UHlelo Lokusebenza Lonyaka: 2020 -2021</li><li>• UMbiko Wonyaka 2018/2019</li><li>• I-MTSF 2019-2024</li><li>• UHlelo Lamasu Olubuyekeziwe: 2020-2024</li><li>• UMqulu Wosizo</li><li>• UHlelo Lokuthuthukiswa Kokwethulwa Kwezinsizakalo</li></ul></li><li>- Ukubika Kwezinhloko Emnyangweni<ul style="list-style-type: none"><li>• UMkhandlu Wezabasebenzi Kwezemfundo (i-ELRC)</li><li>• Umkhandlu Wothisha waseNingizimu Afrika (i-SACE)</li><li>• Umalusi</li></ul></li><li>- Ukuthengwa kwempahla<ul style="list-style-type: none"><li>• Abaphakeli</li><li>• Amathenda</li></ul></li><li>- Iminingwane yokuxhumana</li></ul> <p><b>Igumbi lezindaba</b></p> <ul style="list-style-type: none"><li>- Ithimba labezindaba</li><li>- Imibiko Yabezindaba</li><li>- Izinkulumo</li><li>- Imibono Yomkhakha Wezemfundo Eyisisekelo</li><li>- Inyuziletha: Thuto</li><li>- Imibuzo Yasephalamende<ul style="list-style-type: none"><li>• IZimpendulo Zemibuzo Yephalamende</li></ul></li><li>- INyuziletha : izingxoxiswano no-DG Wesifundazwe<ul style="list-style-type: none"><li>• Amabhrosha</li></ul></li></ul> <p><b>Izinsiza</b></p> <ul style="list-style-type: none"><li>- Imibiko<ul style="list-style-type: none"><li>• Imibiko Yonyaka</li><li>• Imibiko Yokuhlolwa Kukazwelonke Kwesitifiketi Esiphakeme</li><li>• Imibiko Yonyaka Yokuhlolwa Kukazwelonke</li><li>• Imibiko Yekomidi Likangqongqoshe</li><li>• Imibiko Yocwaningo</li><li>• Imibiko Egunyaziwe</li><li>• Imibiko yokuthuthukiswa Kothisha</li><li>• Imibiko Ejwayelekile ye-NEIMS/EFMS</li><li>• Imibiko Yohlelo Lukazwelonke Lokondliwa Kwezikole</li><li>• Imibiko ye-SAQMEC</li><li>• Imibiko Ejwayelekile</li><li>• Imibiko Yomkhakha Yenqubekelaphambili</li><li>• Imibiko ye-NEEDU</li><li>• Imibiko Yonyaka Yesifundazwe</li><li>• Imibiko Yokwethula Kwezingqalasizinda Wezikole</li></ul></li><li>- Iqoqomthetho<ul style="list-style-type: none"><li>• Imithetho</li><li>• Izimemo Zemibono</li></ul></li></ul>	<p>Ngesicelo kwi-<a href="mailto:PAIA@dbe.gov.za">PAIA@dbe.gov.za</a></p>
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- Izaziso Zikahulumeni
- Imithetho Esacutshungulwa
- Izimiso
- Imithethozivivinyo
- Izingqubomgomo
  - Izingqubomgomo – Ukufinyelela Ezikoleni
  - Izingqubomgomo – Ukuphathwa Kwesikole
  - Izingqubomgomo – Uxhasozimali Lwezikole
  - Izingqubomgomo – Uhlelo Lwezifundo Nokuhlola
- Ukushicilelwa
  - Imihlahlandlela ye-DBE Yokuhlaza Nenhlanzeko Ezakhiweni Zesikole
- Amafomu
  - Imiklomo Kazwelonke Yokufundisa
    - ❖ Imiklomo Kazwelonke Yothisha- Amafomu Okuzithatha Ngokwakho Isithombe
    - ❖ Imiklomo Kazwelonke Yothisha - Umhlahlandlela Wolwazi kanye Namafomu Okuqoka Abantu
  - Umsebenzi
    - ❖ Ifomu Lothisha Abangasebenzi
    - ❖ I-Z83 (Isicelo Sokuqashwa)
- Amanuwali

**Izinhlelo**

- Izikole ze-ABC Motsepe Eisteddfod
- I-ASIDI
  - Imibhalo ye-ASIDI
  - Inyuziletha: Ukwethula kwe-ASIDI
- I-BEEI
  - Izinga i
  - Izinga ii
  - Izinga iii
  - Izinga iv
- I-EMIS
  - Okushicilelwe kwe-EMIS
  - Amathuluzi Ocwaningo
  - Imihlahlandlela Yocwaningo
  - Imibiko Yonyaka Yocwaningo Lwezikole
  - Imibiko
- I-Funza Lushaka
- Udlame Olusekelwe Ubulili
  - Izikole Eziphendula Ebulilini
  - Izinto ze-GBV
- Ukukhuthazwa Kwezempilo
  - Imibhalo ye-CSTL
  - Izinsiza ze-CSE
  - Imibhalo Yamakhono Empilo ye-HIV Nengculazi
  - Imibhalo Yefundo Yontanga
  - Ulwazi lwe-ISHP

- Imibhalo Yokulawula Ukusetshenziswa Kotshwala Nezidakamizwa
- Uhlelo Lukazwelonke Lokondliwa Kwezikole
  - Imibiko Yonyaka
  - Ukulungiswa Kokudla
  - Ukukhiqizwa Kokudla
  - Ezempilo Nokuphepha
  - Eminye Imibhalo
- I-QLTC
  - Imihlahlandlela Yezinhloko ze-QLTC
- Ukuqinisekiswa Kwekhwalithi Nokuthuthukiswa Kwamakhono
  - Uhlelo Lokuphatha Ikhwalithi (i-QMS)
  - Izinsizakalo Zokuphathwa Kwezefundo (i-EMS): Ukuphathwa Kokusebenza Nokuthuthukiswa Kwakho
  - Ukuhlola Isikole Sonke
  - Ukuthuthukiswa Kwamakhono

#### **Ikharikhulamu**

- Izitatimende Zikazwelonke Zohlelo Lwezifundo zeBanga R-12
  - Imibhalo Yesitatimende Sikazwelonke Sohlelo Lwezifundo (i-NCS)
  - Ukuhlola Nezivivinyo
  - I-LTSM
- UHloko Lukazwelonke Lohlelo Lwezifundo (i-NCF) Lwezingane kusukela Zizalwa ukuya eminyakeni emine
  - Imibhalo ye-NCF
- Isitatimende Senqubomgomo Yokuhlola Kohlelo Lwezifundo (i-CAPS)
  - Imibhalo ye-CAPS
  - Ama-CAPS olimi lwezandla lwaseNingizimu Afrika
- Izinto Zokusekela Ukufunda Nokufundisa (ama-LTSM)
  - 2015 Amakhathalogi Kazwelonke
- Izivivinyo Zesitifiketi Sikazwelonke Sikamatikuletshe (i-NSC)
  - Amaphepha Ezivivinyo Ezedlule (u-Gr 10,11 & 12)
- Amasekhula Kazwelonke
  - Amasekhula: 2023
    - ❖ I-S8 yoka we-2023: Ukukhishwa kwezisindo ezibuyekeziwe zezifundo ezihlobene nohlelo lokuhlola kwabhande le-FET
    - ❖ Isixhumelo kwisekhula u-S8 yonyaka we-2023
    - ❖ Isekhula u-D3 yonyaka we-2023: Ukuhlonzwa, ukuphathwa nokusekelwa kwezikole ezingasebenzi kahle
    - ❖ Isekhula u-E6 yonyaka we-2023: Ithebula Lesikhathi Sokuhlolwa Konyaka we-2023 Okhthoba/Novemba Kuhlolwa Isitifiketi Sikazwelonke Esiphakeme (i-NSC)
    - ❖ Isekhula u-S13 yonyaka we-2023: Ukwelulwa kokuhlola kwezifundo ezixile emisebenzini ezikoleni
- Ukuhlola Kukazwelonke Kwaminyaka Yonke
  - Izinsiza Zokuhlola

<ul style="list-style-type: none"> <li>• Izinto Nemibiko Yokuhlolwa Kokuxilonga</li> <li>• Imibhalo Yonyaka Yokuhlola Kukazwelonke (i-ANA) yonyaka we-2015</li> <li>• Imibiko</li> <li>- Isitifiketi Esiphakeme             <ul style="list-style-type: none"> <li>• Imihlahlandlela Yokuhlolwa Kwesitifiketi Esiphakeme yonyaka we-2015</li> <li>• Umlando Wezifundo Zesitifiketi Esiphakeme, Umbiko wama-550 (2016/04)</li> <li>• Isekhula ye-17 yonyaka we-2014: Ukuqaliswa Kokusetshenziswa Kwesitifiketi Esiphakeme Esichibiyelwe</li> <li>• Ifomu Likazwelonke Lokubhaliselwa Kwesitifiketi Esiphakeme Esichibiyelwe (i-Word Doc)</li> <li>• Ifomu Likazwelonke Lokubhaliselwa Kwesitifiketi Esiphakeme Esichibiyelwe (uhlobo lwe-pdf)</li> <li>• Isekhula u-E32 yonyaka we-2017: Izincwadi Zokufundela Ukuhlolwa Isitifiketi Esiphakeme Esichibiyelwe konyaka we-2018</li> <li>• Amaphepha ezivivinyo ezedlule (u-Gr 12)</li> </ul> </li> </ul>	
(r) Nanoma iyiphi ezinye izincwadi ezihloselwe ukubukwa ngumphakathi zingashicilelwa	Ngesicelo kwi-PAIA@dbe.gov.za
(s) Kwezinye izimo, izinsiza zokuqeqesha ezihlinzekwa nguMnyango ngesikhathi semihlangano yokucobelelana ngolwazi.	Ngesicelo kwi-PAIA@dbe.gov.za (Qaphela: Kwezinye izimo, izinto ezigayiwe ngeke zitholakale, kodwa lezi zinto zingatholakala kalula ku-inthanethi noma zithunyelwe nge-imeyili.) Ngesicelo kwi-PAIA@dbe.gov.za
<b>UKUZE KUTHENGWE NGOKWESAHLUKO SE-15(1)(a)(ii):</b>	
Akusebenzi	<a href="http://www.education.gov.za">www.education.gov.za</a>
<b>UKUKOPISHA NGOKWESAHLUKO SE-15(1)(a)(ii): 15(1)(a)(ii)</b>	
Njengoba kungaphansi kwesihloko esithi "FOR INSPECTION..."	<a href="http://www.education.gov.za">www.education.gov.za</a>
<b>KUTHOLAKALA MAHALA NGEMIBANDELA YESAHLUKO SE-15(1)(a)(iii)</b>	
Njengoba kungaphansi kwesihloko esithi "FOR INSPECTION..." Imanuwali yoMthetho Wokukhuthazwa Kokufinyeleleka Kolwazi; isahluko sama-32 soMthetho Wokukhuthazwa Kokufinyeleleka Kolwazi kanye neMibiko Yonyaka yesahluko se-18	Amakhophi ephepha angatholakala ngokucelwa ku- <a href="http://www.education.gov.za">www.education.gov.za</a>

**10. UKUBANDAKANYWA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA EKUSETSHENZISWENI KWAMANDLA NOMA EKWENZENI IMISEBENZI YOMNYANGO WEZEMFUNDO EYISISEKELO**



Imithetho ehlukehlukehene kwezemfundo inquma ukuthi ukubonisana kufanele kwenzeke nabantu noma nezinhlango eziphawuliwe. Kwezinye izimo, izinqubo zokubonisana nazo zinqunyiwe. E-DBE, izinqubomgomo ezisasetshenzwa zishicilelwa kwiGazethi Kahulumeni ukuze kubekwe umbono jikelele ngazo ovela kubo bonke ababambiqhaza kanye nasemphakathini wonkana. Ezimweni zamaphulo aqondiswe kwinqubomgomo, kuzoxoxiswa ngenqubomgomo emihlanganweni nababambiqhaza noma emihlanganweni yokulalwela komphakathi. Isaziso semihlangano enjengalena noma sokulalelwa okunjengalokhu sizokhishwa kusenesikhathi.

## **10.1 INHLOSO YOKUCUBUNGULA**

Ulwazi lobuqu lungasetshenziselwa kuphela inhloso ethile.

I-DBE isebenzisa uLwazi Lobuqu olugcinwe yiyo ngezindlela ezilandelayo:

- a) Ukuphathwa kwabasebenzi;
- b) Ukugcinwa kwamarekhodi abafundi nabafundisi;
- c) Ukugcinwa kwamarekhodi abaphakeli kanye nabahlinzeka usizo;
- d) Ukugcina amarekhodi alabo okusetshenziswa nabo kwezemfundo eyisisekelo;
- e) Ukuthobela imithetho yentela.

## **10.2 INCAZELO YEZIGABA ZEZHLOKO ZEMININGO KANYE NOLWAZI NOMA IZIGABA ZOLWAZI OLUHLOBENE NAKHO**

Imininingo i-DBE enofinyeleleka kuyo kukhulu. Eminingi yayo 'ulwazi lwabantu siqu' ngokoMthetho we-POPI. Ikakhulukazi, inombolo kamazisi wobuzwe eyi-13 yabafundi nabasebenzi, kanye namagama abo, ubulili, nosuku lokuzalwa kungatholakala kwimininingo. Iminyango yezemfundo yezifundazwe idinga ulwazi labantu siqu ngezinhloso zokusebenza, futhi njengomthombo wemininingo eminingi ye-DBE yeminango yezifundazwe, kufakwa phakathi ulwazi lwabantu lobuqu.

NgokoMthetho Kazwelonke Wenqubomgomo Yezemfundo (i-NEPA), ukusetshenziswa kwemininingo yi-DBE kukhawulelwe ekuqapheni nasekuhloleni inqubekela phambili yokuthobela uMthethosisekelo kanye nenqubomgomo yezemfundo kazwelonke. Imininingo ingaqoqwa isuka ku-EMIS noma ezinye izindlela ezifanele, ngokubambisana neminyango yezemfundo yezifundazwe. Ukusetshenziswa kwezombolo zomakhalekhukhwini bothisha kufanele kulinganiselwe. Imininingo yomuntu i-DBE enayo iyadingeka, ikakhulukazi, ngezinhloso zokuhlaziya kanye nokufeza izibopho zokuqapha kwe-NEPA. Ikakhulukazi, ulwazi

lobuqu luyadingeka lapho imithombo ehlukeno yemininingo ifanele ixhunywe. Isibonelo, uma kufanele kwenziwe uhlaziyo lokuthi abahlolwa beBanga le-12 basebenze kahle kangakanani emabangeni angaphansi kweBanga le-12, ngakho imininingo yezivivinyo zeBanga le-12 ifanele ixhunyaniswe namaqoqo eminye imininingo ethinta amabanga aphansi.

Kuvamile ukuba kudingeke ukuba kusetshenziswe izici eziningi ekuxhumaniseni imithombo yemininingo ngoba isici esisodwa sizobonisa ukulinganiselwa. Isibonelo, inombolo kamazisi enamadijithi ayi-13 ixhumanisa abafundi abaningi kuzo zonke izivivinyo zeBanga le-12 kanye namaqoqo emininingo yangaphambi kweBanga le-12, kodwa hhayi bonke, njengoba ezinye izinombolo zomazisi zingekho. Kulokhu, ukusetshenziswa kwamagama nezinsuku zokuzalwa kungasetshenziswa ukuvala igebe, kodwa futhi nokuqinisekisa ukuhlaba esikhonkosini kwenombolo kamazisi kazwelonke. Okubalulekile, umsebenzi wokuqapha okukhulunywa ngawo lapha awufaki neze ukudalulwa kolwazi lobuqu emibikweni ye-DBE ekhiqizwa njengengxenywe yenqubo. Imibiko izokhombisa kuphela izibalo ezingeni elihlanganisiwe elimayelana, isibonelo, namanani abafundi abashiya phakathi.

<b>Abasebenzi Bokuphatha</b>	Amagama; imniningwano yokuxhumana; ikheli lendawo neleposi; usuku lokuzalwa; inombolo ye-ID; ulwazi lobuqu lezihlobo zegazi; ulwazi lobuqu lomlingani; ulwazi oluhlobene nentela, ubuzwe; ubulili; izincwadi eziyimfihlo; ukuqinisekiswa, ukuqinisekiswa kolwazi lwabafakizicelo maphakathi nenqubo yokubuthwa; ukuqinisekiswa kolwazi olumayelana nabasebenzi abenza umsebenzi ngemidanti jikrllr yoMbuso ephathelene nabasebenzi engafaka: Imihlomulo ejwayelekile; Impesheni; Usizo Lwezokwelashwa; Imiholo; Ukuqondiswa kwezigwegwe; kanye Ukuqeqeshwa;
<b>Abafundi</b>	Amagama; imniningwano yokuxhumana; ikheli lendawo neleposi; usuku lokuzalwa; inombolo ye-ID;

	ulwazi lobuqu lezihlobo zegazi; ubuzwe; ubulili; izincwadi eziyimfihlo
<b>Abafundisi</b>	Amagama; imniningwano yokuxhumana; ikheli lendawo neleposi; usuku lokuzalwa; inombolo ye-ID; ulwazi oluhlobene nentela; ulwazi lobuqu lwezihlobo zegazi; ulwazi lobuqu lomlingani; ukuzwe; ubulili; izincwadi eziyimfihlo; ukuqinisekiswa, ukuqinisekiswa kolwazi lwabafakizicelo maphakathi nenqubo yokubuthwa; ukuqinisekiswa kolwazi olumayelana nabasebenzi abenza umsebenzi nombusi; imidanti jikelele ephathelene nabasebenzi engafaka: Imihlomulo ejwayelekile; Impesheni; Usizo Lwezokwelashwa; Imiholo; Ukuqondiswa kwezigwegwe; kanye nokuqeqeshwa;
<b>Okusetshenziswana nabo</b>	Amagama; imniningwano yokuxhumana; igama lenhlangano; ikheli lenhlangano lendawo neleposi; izincwadi eziyimfihlo
<b>Abahlinzeki Bosizo</b>	Amagama; imniningwano yokuxhumana; igama lenhlangano; ikheli lenhlangano lendawo neleposi; izincwadi eziyimfihlo; ulwazi oluhlobene nentela; Ukuqinisekisa ulwazi nokwenza ohlolo lwamareferensi kanye nolunye olumisiwe; izinhloso ezihlobene nesivumelwano noma ubudlelwano bomsebenzi noma isivumelwanonoma ubudlelwano obungakhona bebhizinisi phakathi kwamaqembu; ukukhokhwa kwama-invoyisi; ukuthobela imithetho yokulawula Mnyango kanye nezinye izibopho.
<b>Abazali babafundi</b>	Amagama; imniningwano yokuxhumana; ikheli lendawo neleposi; neleposi; inombolo ye-ID; Ulwazi oluhlobene nentela; ulwazi kobuqu lomlingani; ulwazi lwezezimali; ubuzwe; ubulili; izincwadi eziyimfihlo

### **10.3 ABAMUKELI NOMA IZIGABA ZABAMUKELI ABANGANIKEZWA ULWAZI LOBUQU**

Umnyango ugcine ulwazi egameni loMbuso futhi ngakho-ke awunikezani ngolwazi lobuqu kunoma iyiphi inhlango noma umgwamanda ngaphandle komunye umnyango noma isikhungo soMbuso. Ulwazi oluthile lobuqu, kodwa-ke, lunganikezwa kulabo abemukela imininingwane elandelayo:

- a) Iziphathimandla ezilawulayo noma abalamuli kanye nezinhlaka zikahulumeni lapho i-DBE inesibopho esisemthethweni sokwabelana ngolwazi;
- b) izingxenyane zesithathu ezikhokhelwayo egameni le-DBE kanye nabasebenzi; kanye
- c) nezikhungo ezibhekele ukugcinwa komthetho.

### **10.4 UKUHAMBA OKUHLELIWE OKUNQAMULA IMINGCELE KOLWAZI LOBUQU**

Isahluko sama72 soMthetho we-POPI sihlizekela ukuthi uLwazi Lobuqu lungadluliswa kuphela luphuma eRiphabhuliki yaseNingizimu Afrika uma—

- a) izwe elulamukelayo linganikeza ngemininingo enjengalena “izinga elanele” lokuvikelwa. Lokhu kusho ukuthi imithetho yalo yobumfihlo bemininingo ifanele ifane kakhulu neMibandela Yokusetshenziswa Okusemthethweni njengoba ichaziwe kwisiQephu sesi-3 soMthetho we-POPI; noma
- b) isihloko Somniningo sivuma ukudluliswa koLwazi Lobuqu lwabo; noma
- c) ukudlulisa kuyadingeka ukuze kwenziwe isibopho sesivumelwano esiphakathi kwesiHloko Somniningo Neqembu Elithintekayo; noma
- d) ukudluliswa kuyadingeka ukuze kwenziwe isibopho sesivumelwano esiphakathi kweQembu Elithintekayo nengxenyane yesithathu, ukuze kuzuze isiHloko Semniningo; noma
- e) ukudluliswa kwenzelwa isiHloko Semniningo, futhi kungeke kwenzeke ngokufanelekile ukuthola imvume yesiHloko Somniningo, futhi uma bekungukuthi, isiHloko Somniningo, kungenzeka ukuthi anikeze leyo mvume.

Njengamanje, i-DBE ayinakho ukugeleza okuhleliwe koLwazi Lobuqu Okuphakathi kwemingcele.

## **10.5 INCAZELO EJWAYELEKILE YEZINYATHELO ZOKUVIKELEKA KOLWAZI OKUFANELE LUSETSHENZISWE YINGXENYE EBOPHEZELEKILE UKUZE KUQINISEKISWE UKUGCINWA UBUMFIHLO, UBUQOTHO KANYE NOKUTHOLAKALA KOLWAZI.**

I-DBE ivikele ubuqotho kanye nobumfihlo bolwazi lobuqu elugcinile noma olungaphansi kolawulo lwayo ngokuthatha izinyathelo zobuchwepheshe ezifanele, kanye nezenhlangano zokuvimbela ukulahleka, noma ukulinyazwa, noma ukucekelwa phansi okungagunyaziwe, ukufinyeleleka okungekho emthethweni, noma ukucutshungulwa kolwazi lobuqu.

I-DBE yenze izimiso zokuphepha ukuze kuvikelwe ulwazi lobuqu ekufinyelelweni ngokungekho emthethweni. UMnyango ubheke ukwenziwa ngcono kweZinyathelo Zokuphepha Kolwazi ngale ndlela elandelayo:

- a) Ngokuqinisekisa ukuthi ukuhlukaniswa kolwazi okulungile kuyarekhodwa njengoba imininingo yabasebenzi izobekwa 'njengolwazi lobuqu' noma 'ulwazi lobuqu olukhethekile';
- b) ukuqinisekisa ukuthi imithetho yokuphepha iyathuthukiswa ukuvikela ukufinyeleleka okungagunyaziwe olwazini ngokusebenzisa izindlela zokuphepha zamakhompiyutha nezenethiwekhi njengamaphasiwedi, ukusetshenziswa kwezivimbeli, ukufaka ukuvikelwa kwama-antivirus, ukuqinisekisa ukuvikelwa kwemininingo ngokukhodwa kwemininingo nokwabiwa kabusha kolwazi lobuqu, ukuvikela ama-*laptop* namakhompiyutha ngamaphasiwedi noma ngezithupha zebhayomethrikhi nokuvikela i-*Virtual Private Network* (i-VPN);
- c) imithetho eyazisa abasebenzi noma abanye abantu lapho ulwazi siqu lwabo lusengozini, noma lapho kube khona ukwepulwa kobumfihlo maqondana nolwazi lobuqu othintekayo; futhi
- d) ngokuqinisekisa ukuthi imithetho yokuphepha eqinile iyamukelwa ukuvimbela ukufinyeleleka kwezingxenye zesithathu, endaweni yehhovisi, kwineethiwekhi yamakhompiyutha, ohlelweni, kwi-*software* yohlelo lokusebenza, kwimininingo noma ezinye insiza.

## **10.6 UKUDALULWA KOLWAZI LOBUQU**

I-DBE ingadalula ulwazi lobuqu kweminye iminyango kahulumeni, kwizinhlaka zikahulumeni kanye nabahlinzeki bosizo bangaphandle be-DBE. I-DBE nayo ingadalula ulwazi lobuqu lapho kunomsebenzi noma ilungelo lokudalula ngokweqoqomthetho elisebenzayo, umthetho, noma lapho kungathathwa khona ukuthi kunesidingo ukuze kuvikelwe amalungelo e-DBE.

I-DBE ihlala ibandakanyeka ezenzweni lapho imininingo ye-DBE ixhunyaniswa neminye imininingo kahulumeni ngenhloso yokuqinisekisa ikhwalithi yemininingo nokuqapha. Isibonelo, i-DBE ne-Ejensi Yezenhlakahle yaseNingizimu Afrika (i-SASSA) bayasebenzisana, besebenzisa imikhakha eyahlukahlukene yolwazi lobuqu, ukuthola ukuthi ingabe abamukeli bezibonelelo zenhlakahle abaseminyakeni yobudala yokuya esikoleni bayaya yini esikoleni. Ukuxhumanisa, ngokubambisana noMnyango Wezefundo Ephakeme (i-DHET), amarekhodi abafundi ababebhalise ezikoleni phambilini kulawo abafundi bamanje abasezikhungweni ezilandela ukuphuma esikoleni kubalulekile ekuqondeni ukugeleza okuphakathi kwalezi zigaba ezimbili zemfundo.

## **11 AMALUNGELO EZIHLOKO ZEMININGO**

Isihloko semininingo sinelungelo lokuphikisa ukucutshungulwa kolwazi lobuqu ngokuhambelana nezimo zokucutshungulwa kolwazi lobuqu okungekho ethethweni

11.1 isihloko somniningo sinelungelo lokwaziswa ukuthi

- (a) ulwazi lobuqu olumayelana naso, luyaqoqwa njengoba kuhlinzekelwe ngokwesahluko se-18; noma
- (b) ulwazi lwaso lobuqu lufinyelelwe noma lutholwe umuntu ongagunyaziwe njengoba kuhlinzekelwe ngokwesahluko sama-22;

11.2 ukuze kutholwe ukuthi ingabe ingxenye enesibopho inalo yini ulwazi lobuqu lwaleso sihloko somniningo futhi kucelwe ukufinyeleleka kolwazi lwaso noma lwaso lobuqu njengoba kuhlinzekelwe ngokwesahluko sama-23;

11.3 ukucela, lapho kudingekile, ukulungiswa, ukucekelwa phansi noma ukucishwa kolwazi lwaso lobuqu njengoba kuhlinzekelwe ngokwesahluko sama-24;

11.4 ukuphikisa, ngezizathu ezizwakalayo eziphathelene nesimo saso esikhethekile ekucutshungulweni kolwazi lwaso lobuqu njengoba kuhlinzekelwe ngokwesahluko se-11(3)(a)

11.5 ukuphikisa ukucutshungulwa kolwazi lwaso lobuqu—

- (a) nganoma yisiphi isikhathi ngezinhloso zentengiso ngokuqondile ngokwesahluko se-11(3)(b); noma
- (b) ngokwesahluko sama-69(3)(c);

- 11.6 ukuthi ulwazi lwaso lobuqu lucutshungulwe ngezinhloso zentengiso ngokuqondile ngendlela yokuxhumana nge-elekhtronikhi okungaceliwe ngaphandle kwalapho kushiwo esahlukweni sama-69(1);
- 11.7 kungancikile, ngaphansi kwezimo ezithile, esinqumweni esisekelwe kuphela kusukela ekucutshunguleni okuzenzakalelayo kolwazi lwaso, noma ulwazi lwaso lobuqu okuhloswe ngalo ukuhlinzeka ngephrofayela yalowo muntu njengoba kuhlinzekelwe ngokwesahluko sama-71;
- 11.8 ukufaka isikhalazo kuMlawuli mayelana nokungenelela okusolwayo ukuze kuvikelwe ulwazi lobuqu lwanoma yisiphi isihloko somniningo noma ukufakwa kwesikhalazo kuMlamuli maqondana nokunqunywa kwabehluleli njengoba kuhlinzekelwe ngokwesahluko sama-74;
- 11.9 ukuvula amacala omphakathi mayelana nezinsolo zokungenelela kokuvikelwa kolwazi lwaso noma kolwazi lwaso lobuqu njengoba kuhlinzekelwe esahlukweni sama-99.

## **12 ULUCUBUNGULA KANJANI ULWAZI NGOKUSEMTHETHWENI**

I-POPIA yethula izibopho ezithile ezingokomthetho zokuphatha nokucubungula ulwazi lobuqu olungaphansi kolawulo lwayo. Ukuthobela i-POPIA:

- (a) Kuzoqinisekisa ukuvikeleka kolwazi lobuqu olungaphakathi kokugcinwa yi-DBE;
- (b) Kuzokwandisa ukuzethemba nobudlelwano nalabo okusetshenziswana nabo;
- (c) Kuzonciphisa amathuba ezingozini ezingadingekile; futhi
- (d) Kuzosiza ukuvikela isithunzi semikhakha.

Ukungathobeli i-POPIA, ngakolunye uhlangothi, kungaholela kulokhu:

- (a) Ukwanda kwamathuba ezingozi ezingadingekile zezezimali nesithunzi;
- (b) Ukusakaza kwabezindaba okubi;
- (c) Imibono yomphakathi engemihle;
- (d) Izinhlawulo ezikhishwe nguMlawuli Wolwazi; kanye
- (e) Nesenzo senkantolo ngesihloko somniningo.

Kubaluleke kakhulu ukuthi lonke ulwazi olunikeziwe luphathwe ngendlela efanele. Amalungelo ezihloko zemniningo achazwe ku-POPIA. Isihloko somniningo umuntu ulwazi lobuqu oluhlobene naye.

ISahluko sesi-5 se-POPIA sikhuluma ngamalungelo alandelayo, phakathi kwamanye, ngezihloko zeemininingo:

- (a) Ukuze baziswe ngokuqoqwa kolwazi lwabo lobuqu,
- (b) Ukuze baziswe ukuthi ulwazi lwabo lobuqu lufinyelelwe noma lutholwe ngumuntu ongagunyaziwe,
- (c) Ukuze kutholwe ukuthi yiluphi ulwazi lobuqu oluphethwe yi-DBE,
- (d) Ukuze kucelwe ukufinyeleleka olwazini lobuqu,
- (e) Ukucela ukulungiswa, ukucekelwa phansi noma ukucishwa kolwazi lwabo lobuqu,
- (f) Ukuphikisa, ngezizathu ezizwakalayo, ukucutshungulwa kolwazi lwabo lobuqu,
- (g) Ukuphikisa ukucutshungulwa kolwazi lobuqu ngezinhloso zentengiso eqondile (okubandakanya ukucela uxhaso lwezimali) ngokuxhumana kwe-elekhtronikhi okungaceliwe.

Njengoba kukhonjisiwe esiQeshini sesi-2, ukucubungula kubandakanya ukuqoqwa, ukutholwa, ukurekhoda ukuhlelwa, ukuhlanganiswa, ukugcinwa, ukubuyekezwa noma ukuguqulwa, ukubuyiswa, ukuguqulwa, ukubonisana noma ukusetshenziswa kolwazi lobuqu kanye nokusatshalaliswa kwalo ngendlela yokuludlulisa, ukusabalalisa noma ukulwenza lutholakale nganoma ngandlelani.

Ukucutshungulwa kolwazi kufanele kwenziwe ngokuhambelana nemibandela ye-POPIA ukuze kuthathwe njengokusemthethweni. ISahluko sesi-4 se-POPIA sisho izimo eziyisishiyagalombili zokucutshungulwa ngokusemthethweni kolwazi lobuqu, okuyilezi:

### **12.1 Ukuziphendulela**

I-DBE ifanele iqoke ingxenye (uMgcinilwazi) ezoba nesibopho sokuqinisekisa ukuthi imigomo yokuvikela ulwazi ngaphakathi koMthetho we-POPI kanye nokulawula okukhona okuphoqelela ukuthotshelwa kwawo. Ukwamukela isibopho ukuthobela izibopho eziku-POPIA;

- (a) Ukugunyaza izinqubomgomo nezinhlelo ezifanele zokuphatha nokucutshungulwa kolwazi lobuqu;
- (b) Ukuqinisekisa ukuthi izinqubomgomo nezinhlelo ziyaqondwa, ziyamukelwa futhi ziyathotshelwa;
- (c) Ukuqinisekisa ukuthi amalungu abasebenzi ahlonyiswe ngendlela efanele futhi aqeqeshelwe ukuba athobele i-POPIA;



- (d) Qinisekisa ukuthi izivumelwano nabasebenzi izingxenye zesithathu zibhala i-POPIA efanele izibopho; futhi
- (e) Ukuqapha nokubuyekeza njalo ukusebenza kwezinqubomgomo nezinhlalo.

## **12.2 Umkhawulo Wokucubungula**

I-DBE ifanele iqinisekise ukuthi kukhona ukucutshungulwa okusemthethweni, ubuncane bolwazi oluqoqiwe, imvume, ukusekelwa kanye nokuphikisa, kanye nokuqoqwa kolwazi lobuqu ngokuqondile kusihloko somniningo.

ISahluko sesi-9 sidinga ukuthi ukucutshungulwa kolwazi lobuqu kwenziwe ngokusemthethweni nangendlela ezwakalayo engaphuli ubumfihlo besihloko somniningo.

Empeleni, kufanele kube nesisekelo esisemthethweni sokucutshungulwa kolwazi lobuqu lwanoma yisiphi isihloko somniningo. Indlela ecacile mhlawumbe ngokusungula isisekelo esisemthethweni esinjengalesi, kungemvume yesihloko somniningo.

INHLOSO YOKUCUBUNGULA ulwazi lobuqu kufanele kube:

- (a) Olwanele
- (b) Olufanele
- (c) Lungabi luningi

Kunini lapho ukucutshungulwa kolwazi lobuqu kusemthethweni?

Ulwazi lobuqu lungacutshungulwa kuphela (kubandakanya, oluqoqwe, lwamukelwa, lwarekhodwa, lwahlelwa, lwahlanganiswa, lwagcinwa, lwabuyekezwa, lwashintshwa, lwasatshalaliswa) uma:

- (a) Isihloko somniningo siyakuvumela;
- (b) Umuntu ofanelekayo (umzali noma umnakekeli) lapho isihloko somniningo kuyingane, uyakuvumela;
- (c) Kuyadingeka ukuthatha izinyathelo zokwenziwa kwezivumelwano noma zokusebenza kwezivumelwano lapho isihloko somniningo siyingxenye yako.
- (d) Kuthobela isibopho esibekwe ngumthetho engxenyeni ethinkekayo.
- (e) Kuvikela intshisekelo esemthethweni yesihloko somniningo; noma
- (f) Kuyadingeka ukuze kulandelelwe izintshisekelo ezisemthethweni zengxenye ethintekayo noma zengxenye yesithathu enikezwa ulwazi.

Ingabe isihloko somniningo singahoxisa imvume futhi siphikise ukucutshungulwa?

- Yebo, isihloko somniningo (noma umzali noma umnakekeli wengane) singahoxisa noma nini imvume yaso ezimweni lapho imvume inikwe khona.

Isihloko somniningo, ngaphandle uma umthetho uvumela ukucutshungulwa okunjengalokhu, siphikisa ngezizathu ezizwakalayo ukucutshungulwa kolwazi lobuqu yi-DBE ezimeni lapho ukucutshungulwa:

- (a) Kuvikela intshisekelo esemthethweni yesihloko somniningo, noma
- (b) Ingabe kuyadingeka ukulandela izithakazelo ezisemthethweni zommeli noma zengxenye yesithathu enikezwa ulwazi?

Lokhu kuphikisa kufanele kwenziwe ngendlela emisiwe.

Isihloko somniningo singahle futhi siphikise ukucutshungulwa kolwazi lobuqu ngezinhloso zentengiso eqondile (okubandakanya ukucela uxhaso lwezimali).

### **12.3 Ukuhoxiswa kwemvume kanye nokuphikiswa kokucutshungulwa**

I-POPIA idinga ukuthi ukucutshungulwa kolwazi lobuqu lwesihloko somniningo kumiswe lapho isihloko somniningo siphikisana nakho. I-POPIA ayichazi ngokuqondile ukuthi kuzokwenzekani uma kwenzeka kuba nokungaboni ngaso linye phakathi kwezengxenye mayelana nezizathu ukuphikisa okusekelwe phezu kwazo.

### **12.4 Ukucaciswa Kwenhloso**

Ulwazi lobuqu lufanele luqoqwe ngenhloso ethile futhi isihloko somniningo okuqoqwa kuso ulwazi lobuqu sifanele saziswe inhloso okwaqoqwa ngayo ulwazi lobuqu. I-POPIA idinga ukuthi inhloso yokuqoqwa ulwazi lobuqu ifanele ibe:

- (a) Icacile
- (b) Ichazwe ngokucacile
- (c) Ngenhloso Esemthethweni ehlobene nomsebenzi noma okwenziwa ummeli

Ulwazi lobuqu akumele lugcinwe isikhathi eside kunesidingekayo ukuze kufezwe inhloso oluqoqelwe yona noma olucutshungulwe yona ngaphandle kwalapho:

- (a) Umthetho udinga isikhathi esinjengalesi sokugcina,

- (b) I-DBE idinga irekhodi elinjengaleli ukwenzela inhloso esemthethweni,
- (c) Ukulugcinwa kusekelwe phezu kwesivumelwano esiphakathi kwezingxenyane,
- (d) Isihloko somniningo sikuvumele lokho kugcinwa, noma
- (e) Umuntu ofanele egameni lengane encane ukuvumile ukugcinwa okunjengalokhu.

Ulwazi lobuqu luzogcinelwa izinhloso zomlando, zezibalo noma zocwaningo isikhathi eside ngaphandle kokuthi kwakhiwe ukuphepha okufanele kwamarekhodi asetshenziselwa ezinye izinhloso.

Ulwazi lobuqu uma lungasagunyazwa ukuthi lugcinwe lufanele lubhujiswe, lucishwe, noma lususwe ukuhlonzwa.

Ukususwa kokuhlonzwa kusho ukucishwa kolwazi—

- (a) Luhlonza isihloko somniningo;
- (b) Lungasetshenziswa noma lusetshenziswe ngendlela ebonakala ngemfanelo ukuze luhlonze isihloko somniningo; noma
- (c) Lungaxhunyaniswa ngendlela ebonakala nolunye ulwazi oluhlonza isihloko somniningo.

Lapho ukucutshungulwa kolwazi lobuqu kukhawulelwe, umnyango ufanele wazise isihloko somniningo ngaphambi kokususa umkhawulo wokucubungula.

## **12.5 Okunye Ukucubungula Komkhawulo**

Uma ingxenyane ethintekayo iqhubeka nokucubungula ulwazi lobuqu, lokho kucubungula kufanele

kuhambisane nenhloso okwaqoqwa ngayo ulwazi. I-POPIA idinga ukuthi ukucutshungulwa kolwazi lobuqu kufanele kuhambisane nenhloso okwaqoqwa ngayo ulwazi. Empeleni, ulwazi oluqoqelwe inhloso eyodwa alufanele lucutshungulwe futhi lusetshenziselwe enye inqubo.

Ukuhlola ukuhambisana phakathi kwenhloso yokuqoqwa kanye nenhloso yokucutshungulwa, izici ezilandelayo zifanele zibhekwe:

- (a) Ubudlelwano obuphakathi kwenhloso yokuqoqwa kanye nenhloso yokunye ukucutshungulwa;
- (b) Uhlobo lolwazi oluthintekayo;

- (c) Imiphumela yesihloko somniningo yokunye ucutshungulwa;
- (d) Indlela ulwazi lobuqu oluqoqwe ngayo; kanye
- (e) Namalungelo esivumelwano nezibopho eziphakathi kwezingxenywe.

Okunye ukucutshungulwa kolwazi lobuqu kuvumelekile ezimeni ezithile, okubandakanya, lapho:

- (a) Isihloko somniningo sinikeze imvume;
- (b) Ulwazi lobuqu luyatholakala kwirekhodi lomphakathi; noma
- (c) Isihloko somniningo senze ngamabomu ukuthi ulwazi lobuqu olunjengalolu lutholakale emphakathini.

## **12.6 Ikhwalithi Yolwazi**

Ingxenywe ethintekayo ifanele ithathe izinyathelo ezifanele zokuqinisekisa ukuthi ulwazi lobuqu

oluqoqiwe luphelele, luyanemba, aludukisi futhi luhambisana nesikhathi. Ngokwenza kanjalo, ingxenywe ethintekayo ifanele ibheke inhloso okwaqoqwa ngayo ulwazi lobuqu.

## **12.7 Ukuvuleleka**

Ingxenywe ethintekayo ifanele ivuleleke ngokuqoqwa kolwazi lobuqu ngokwazisa uMlawuli uma izocubungula ulwazi lobuqu futhi, uma ulwazi lobuqu luzoqoqwa, ingxenywe ethintekayo ifanele ithathe izinyathelo ezifanele ukuze kuqinisekiswa ukuthi isihloko somniningo sazisiwe ukuthi

ulwazi lobuqu luzoqoqwa. Ingxenywe ethintekayo inesibopho ifanele isibonelo, ithathe izinyathelo ezifanele zokwenza isihloko somniningo sazi igama nekheli layo, kanye nenhloso okwaqoqwa ngayo ulwazi lobuqu.

Ukungathobeli okungenhla okuvunyelwe ezimweni ezilandelayo:

- (a) Isihloko sikuvumele sikuvumile ukungathobeli
- (b) Ukungathobeli kuyadingeka ukuze kuthotshelwe isibopho esingokomthetho
- (c) Ukungathobeli umthetho kuyadingeka ukuze kuqhutshekwe izinqubo zamacala enkantolo
- (d) Ukungathobeli imithetho kuyadingeka ukuze kuzuze ukuphepha kwezwe
- (e) Ukuthobela umthetho kuzophazamisa inhloso esemthethweni yokuqoqwa
- (f) Ukuthobela umthetho akwenzeki ngendlela ephusile kulezo zimo

- (g) Ulwazi ngeke lusetshenziswe ngendlela ehlonza isihloko somniningo
- (h) Ulwazi luzosetshenziselwa izinhloso zomlando, zezibalo noma zocwaningo.

### **12.8 Ukuphepa Kokuvikelwa**

Ingxenye ethintekayo ifanele iqinisekise ukuthi ubuqotho bolwazi lobuqu ekulawuleni kwalo luvikelwe ngezinyathelo zobuchwepheshe nezenhlangano ukuze kunqandwe:

- (a) Ukulahleka, ukulimala noma ukucekelwa phansi okungagunyaziwe kolwazi lobuqu; kanye
- (b) Nokufinyeleleka noma ukucutshungulwa kolwazi lobuqu okungekho emthethweni. Ingxenye ethintekayo ifanele:
  - (a) Ihlonze zonke izingozi ezingase zibonakale kulwazi lobuqu;
  - (b) Isungule futhi igcine izivikelo ezifanele ezingozini;
  - (c) Iqinisekise njalo ukuthi izindlela zokuvikela zisetshenziswa ngempumelelo; futhi
  - (d) Iqinisekise ukuthi izindlela zokuvikela zivuselelwa njalo.

### **12.9 Ukubamba Iqhaza Kwesihloko Somniningo**

Izihloko zomniningo zinelungelo lokucela ukuthi ingxenye ethintekayo ukuba iqinisekise (mahhala)

ukuthi iphethe ulwazi lobuqu mayelana nesihloko somniningo, futhi ingase icele incazelo yalolo lwazi.

Ngokwesahluko se-10 soMthetho we-POPI, ulwazi lobuqu lungasetshenzwa kuphela uma izimo ezithile, ezishiwo ngezansi, zifeziwe:

- (a) Izihloko zomniningo noma umuntu ofanelekayo lapho isihloko somniningo kuyingane, zivuma ukucutshungulwa; noma
- (b) Ukucutshungulwa kudingeka ukuze kwenziwe izenzo zokwenziwa noma zokusebenza kwezivumelwano lapho isihloko somniningo siyingxenye yako; noma
- (c) Ukucutshungulwa kuhambisana nesibopho esibekwe umthetho engxenyeni ethintekayo; noma
- (d) Ukucutshungulwa kuvikela intshisekelo esemthethweni yesihloko somniningo; noma
- (e) Ukucutshungulwa kuyadingeka ukuze kulandelelwe izintshisekelo zenhlangano noma ezisemthethweni zengxenye ethintekayo noma zengxenye yesithathu enikezwa

ulwazi.

### **13 UKUSETSHENZWA KOLWAZI LOBUQU LENGANE**

IsiQephu sesi-3 soMthetho we-POPI sihlizekela ukuvinjekwa kolwazi lobuqu lwengane.

“Ingxenye ethintekayo, kuye ngesahluko sama-35, ngeke icubungule ulwazi lobuqu oluphatelene nengane.”

Ngamanye amazwi, i-DBE ayivunyelwe ukucubungula ulwazi lobuqu lwezingane ngaphandle uma ukucutshungulwa kwenziwa ngokwesahluko sama--35 soMthetho we-POPI.

Isahluko sama-34 (1) soMthetho we-POPI sihlizeka ngokuthi ukuvinjelwa kokucutshungulwa kolwazi lobuqu lwezingane okukhulunywe ngakho esahlukweni sama-34, asisebenzi uma ukucutshungulwa:

- kwenzeka ngemvume yangaphambili yomuntu ofanele;
- kudingeka ukuze kusungulwe, kusetshenziswe noma kuvikelwe ilungelo noma isibopho emthethweni;
- kudingeka ukuthobelaumthetho womphakathi wamazwe ngamazwe
- Ngezinhloso zomlando, zezibalo, noma zocwaningo lapho:
  - kuyintshisekelo yomphakathi futhi kudingeka ngenhloso ethile;
  - ukucubungula kungathinti kabi ubumfihlo bengane ngayinye;
  - kubonakala kungenakwenzeka noma kuzobandakanya umzamo ongalingani wokucela imvume;
  - ingane imemezele ngamabomu ulwazi lwayo lobuqu ngemvume yomuntu ofanele.

### **13.1 UKUGUNYAZWA NGUMLAWULI UKUCUBUNGULA ULWAZI LOBUQU LWEZINGANE.**

I-DBE ngokwesahluko sama-35(2) soMthetho we-POPI ingafaka isicelo kuMlawuli nangesaziso kwiGazethi ukuze kugunyazwe ukucutshungulwa kolwazi lobuqu lwezingane.

UMlawuli angahle anikeze ukugunyazwa okunjengalokhu uma ukucubungula kuzuzisa umphakathi futhi kunezivikelo ezifanele ukuze kuvikelwe Ulwazi Lobuqu lengane.

UMlawuli angahle abeke imibandela ngokugunyazwa futhi izimo zingadinga ingxenye ethintekayo:

- ukuba inikeze izindlela zomuntu ofanele zokubuyekeza noma ukwenqaba ukucutshungulwa kolwazi lobuqu lwengane.
- inikeze isaziso:
  - mayelana nohlobo lolwazi lobuqu lwengane
  - mayelana nendlela yokucubungula
  - mayelana nanoma yiziphi ezinye izinqubo zokucubungula.
- igweme noma yisiphi isenzo esingahle sikhuthaze noma sinxenxe ingane ukuba idalule ulwazi lobuqu kakhulu mayelana nayo kunalokho okudingekile
- isungule futhi igcine izinqubo ezifanele zokuvikela ubuqotho kanye nobumfihlo bolwazi lobuqu oluqoqwe ezinganeni.

### **13.2. IZINYATHELO ZOKUPHEPHA ZOKUQINISEKISA UKUVIKELWA KOLWAZI LAKHO LOBUQU**

Ngenxa yohlobo lwe-inthanethi, ulwazi oluthunyelwe ngesizindalwazi se-DBE, noma isicelo singenzeka singavikeleki, ngaphandle uma sithunyelwe/ngokuxhumana okuphephile. Sinazo, nokho-ke, izindlela zokuphepha eziphusile ukuze sivikele iLwazi lwakho Lobuqu.

Ngeshwa, asikwazi ukuthatha isiqinisekiso kwabanye abahlinzeki omawebhusayithi abo ungafinyelela kuwo ngezixhumanisi zewebhusayithi ye-DBE. I-DBE ayikwazi ukulawula ukugcinwa kobumfihlo, ukufinyelelwa noma ukusatshalaliswa kwanoma yiluphi ulwazi olutholwayo ngokusetshenziswa “kwamakhukhi” noma ulwazi olutholwa ngokuqoqwa nokugcinwa kwamakheli e-IP ezivakashi kule webhusayithi ye-DBE noma isisetshenziswa somakhalekhikhini.

Isizindalwazi se-DBE sinikezela ngokungena ngokuzisiza kubafundi nothisha futhi uma ukhetha ukusebenzisa lesi sikhungo sikweluleka ngokuqinile ukuthi uvikele imininingwane yakho yokungena ukuze uvimbele ukufinyeleleka okungagunyaziwe kolwazi lwakho lobuqu.

## **IZIXAZULULO ZOMTHETHO**

- 14.1 Isihloko somniningo noma, ngesicelo sesihloko somniningo, uMlawuli, angahle athathe isinyathelo somthetho ngomonakalo enkantolo enegunya aphikise ingxenye ethintekayo sokwep hulwa kwanoma yikuphi ukuhlinzeka kwalo Mthetho njengoba kushiwo esahlukweni sama-73, noma uma kunenhloso noma ubudedenguengxenye ethintekayo.
- 13.2 Esimeni sokwep hulwa komthetho, ingxenye ethintekayo ingahle iphakamise noma yikuphi ukuzivikela okulandelayo esenzweni somonakalo:
- (a) *i-vis major*;
  - (b) imvume yommangali;
  - (c) iphutha engxenye yommangali;
  - (d) ukuthobela umthetho kwakungenzeki ngendlela efanele ezimweni zecala elithile; noma
  - (e) uMlawuli unikeze ukukhululwa ngokwesahluko sama-37.

## **14 UKUTHOLAKALA KWEMANUWALI**

- 14.1 Le Manuwali itholakala ngezilimi ezintathu ezisemthethweni ezilandelayo-
- 14.1.2 IsiNgesi;
  - 14.1.3 IsiZulu;
  - 14.1.4 I-Sesotho; kanye
  - 14.1.5 nesiBhunu
- 14.2 Ikhophi yale Manuwali noma inguqulelo yayo ebuyekeziwe, iyatholakala futhi ngale ndlela elandelayo-
- 14.2.1 ku- <http://www.education.gov.za> uma ikhona, yohlaka lomphakathi;
  - 14.2.2 ekomkhulu lohlaka lukahulumeni ukuze ihlolwe ngumphakathi ngamahora ajwayelekile okusebenza;
  - 14.2.3 kunoma yimuphi umuntu ngesicelo nangemva kokukhokhwa kwemali enqunyiwe efanele; futhi
  - 14.2.4 kuMlawuli Wolwazi uma ucelwa.



14.3 Imali ekhokhwayo yekhophi yeManuwali, njengoba kulindelwe kwisixhumelo B seZimiso, izokhokhelwa ikhophi ngayinye eyenziwe yobukhulu obungu-A4.

## **15 UKUFAKWA KOLWAZI OLUSHA KUMANUWALI**

UMnyango Wezemfundo Eyisisekelo, uma kunesidingo, izobuyekeza futhi ishicilele le Manuwali minyaka yonke.

**Ikhishwe ngu**

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***(MNU HM MWELI ONGUMGCINILWAZI)***

## UFOMU 2

### ISICELO SOKUFINYELELEKA KWIREKHODI

[ISimiso sesi-7]

#### QHAPHELA:

1. Ubufakazi bokuthi ungubani bufanele bufakwe ngumfakisicelo.
2. Uma izicelo ezenziwe egameni lomunye umuntu, ubufakazi balokho kugunyazwa, bufanele bufakwe kuleli fomu.

**SIYA KU:-** Mgcinilwazi


\_\_\_\_\_ (Ikheli)

Ikheli le-email: \_\_\_\_\_

Inombolo yefeksi: \_\_\_\_\_

Faka uphawu u-"X"

Isicelo senzela mina

Isicelo senzela omunye umuntu.

ULWAZI LOBUQU			
Amagama Aphelele			
Inombolo Kamazisi			
Isikhundla isicelo esenziwa ngaso ( <i>uma senzela omunye umuntu</i> )			
Ikheli Leposi			
Ikheli Lomgwaqo			
Ikheli Le-emeyili			
Izinombolo zokuxhumana:	Ucingo: (B):		Ifeksi:
	Umakhalekhukhwini		

*Ithempulethi Yemanuwali ye-PAIA: Ishicilelwe nguMnyango Wezemfundo Eyisisekelo*

Amagama aphelele omuntu ofakelwa isicelo (uma ekhona)	
Inombolo Kamazisi	
Ikheli Leposi	

Ikheli Lomgwaqo			
Ikheli Le-emeyili			
Izinombolo zokuxhumana:	Ucingo: (B)		Ifeksi:
	Umakhalekhukhwini		

**IMINININGWANE YEREKHODI ELICELIWE**

*Nikeza ngemininingwane ephelele yerekhodi okucelwa ukufinyeleleka kulo, kumbandakanya inombolo yereferensi uma uyazi, ukwenzela ukuthi litholakale irekhodi. (Uma isikhala osinikiwe sisincane, sicela uqhubekele kwelinye ikhasi bese ulinamathisela kuleli fomu. Ikhasi ngalinye olufakile lifanele lisayindewe.)*

Ukuchazwa kwerekhodi noma izingxenye ezifanele zerekhodi:	
Inombolo yereferensi, uma ikhona	

Nanoma ngabe imiphi eminye imininingwane yerekhodi	

**UHLOBO LWEREKHDI**  
(Faka uphawu u-"X" ebhokisini elifanele.)

Irekhodi linguhlobo olubhaliwe noma olugayiwe	
Irekhodi lakhiwe imifanekiso ebukwayo (kubandakanya izithombe, amaslayidi, okuqoshiwe kwevido, imifanekiso eyakhiwe ngekhompyutha, imidwebo, njll.)	
Irekhodi lakhiwe ngamagama noma ulwazi olungakhiqizwa futhi ngomsindo	
Irekhodi ligcinwe kwikhompyutha noma nge-elekhtronikhi, noma ngohlobo olufundeka ngomshini	

**UHLOBO LOKUFINYELELEKA**  
(Faka uphawu u-"X" ebhokisini elifanele.)

Ikhophi ephrintiwe yerekhodi (kubandakanya amakhophi anoma yiziphi izithombe ezibonakalayo, okulutshiweyo okususelwa emsindweni kanye nolwazi olugcinwe kukhompyutha noma ngendlela ye-elekhtronikhi noma efundeka ngomshini)	
Imibhalo noma okubhaliwe okususelwa kokuqoshiwe kwemifanekiso ebukwayo (kubandakanya izithombe, amaslayidi, okuqoshiwe kwevido, imifanekiso eyakhiwe ngekhompyutha, imidwebo, njll.)	
umbhalo womsindo oqoshiwe (umbhalo obhaliwe noma ogayiwe)	
Ikhophi yerekhodi eliku-flash drive (kubandakanya izithombe ezibonakalayo namaculo emibukiso)	
Ikhophi yerekhodi eliku-compact disc (kubandakanya izithombe ezibonakalayo namaculo emibukiso)	
Ikhophi yerekhodi elondolozwe kwiseva egcina izinto kwi-inthanethi	

**INDLELA YOKUFINYELELEKA**  
(Faka uphawu u-"X" ebhokisini elifanele.)

Ukuhlolwa kwerekhodi lobuqu ekhelini elibhalisiwe lohlaka lukahulumeni/lwangesese (kubandakanya ukulalela amagama aqoshiwe, ulwazi olungakhiqizwa ngomsindo, noma ulwazi olugcinwe kukhompyutha noma ngendlela ye-elekhtronikhi noma efundeka ngomshini)	
Izinsizakalo zeposi ziya ekhelini leposi	
Izinsizakalo zeposi ziya ekhelini lomgwaqo	
Izinsizakalo zokuthutha amaphasela ziya ekhelini lomgwaqo	

Ifeksi yolwazi ngohlobo olubhaliwe noma olugayiwe (kubandakanya okulotshwe kususelwa kokulalelwayo)	
E-imeyili yolwazi (kubandakanya namaculo emibukiso uma kungenzeka)	
Ukwabelana nge-inthanethi/ukudlulisa ifayela	
Ulimi oluthandwayo ( <i>Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kungatholakala ngolimi irekhodi elitholakala ngalo</i> )	

<b>IMININGWANE YELUNGELO ELIZOSETSHENZISWA NOMA LIVIKELWE</b>	
<i>Uma isikhala osinikiwe sisincane, sicela uqhubekele kwelinye ikhasi bese ulinamathisela kuleli Fomu. Umfakisicelo ufanele asayinde onke amaphepha angeziwe.</i>	
Shono ukuthi iliphi ilungelo elizosetshenziswa noma livikelwe	
Chaza ukuthi kungani irekhodi lidingeka ukuze kusetshenziswe noma kuvikelwe ilungelo elishiwo ngenhla:	

<b>IZIMALI EZIKHOKHWAYO</b>	
a)	<i>Imali yesicelo ifanele ikhokhwe ngaphambi kokuthi isicelo sicutshungulwe.</i>
b)	<i>Uzokwaziswa ngenani lemali yokufinyelela okufanele ikhokhwe.</i>
c)	<i>Imali ekhokhwayo yokufinyelelka kwirekhodi ilele ohlotsheni ukufinyeleleka okudingeka ngalo futhi nasesikhathini esidingekayo esifanele ukucinga nokulungisa irekhodi.</i>
d)	<i>Uma ufaneleka ukuba udedelwa ukuba ukhokhe nanoma ngabe iyiphi imali ekhokhwayo, sicela usho isizathu sokudedelwa</i>

Uzokwaziswa ngokubhalwe phansi ukuthi isicelo sakho sivunyiwe noma senqatshiwe futhi uma sivunyiwe izindleko eziphathelene nesicelo sakho, uma zikhona. Sicela usho indlela oyithandayo yokwaziswa:

<b>Ikheli leposi</b>	<b>Ifeksi:</b>	<b>Ukuxhumana nge-elekhtronikhi (Sicela ukucacise)</b>

Isayindwe e-/o- \_\_\_\_\_ ngalolu suku lomhla zi- \_\_\_\_ ku- \_\_\_\_\_ ngonyaka we-  
20 \_\_\_\_

\_\_\_\_\_  
**Isiginesha Yomfakisicelo/yomuntu owenzelwa isicelo**

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**LE NGXENYE ISETSHENZISWA NGUMNYANGO**

<i>Inombolo yerefrensi:</i>	
<i>Isicelo sitholwe ngu: (Shono Isikhundla, Igama kanye Nesibongo soMgcinilwazi)</i>	
<i>Usuku esitholwe ngalo:</i>	
<i>Imali yokufinyeleleka:</i>	
<i>Idiphozi (uma ikhona):</i>	

\_\_\_\_\_  
Isiginesha yoMgcinilwazi

**UFOMU 3**  
**UMPHUMELA WESICELO NEZIMALI EZIKHOKHWAYO**

[ISimiso se-8] Qaphela:

1. *Uma isicelo sakho sivunyiwe—*
  - (a) *inani lemali yediphozithi, (uma ikhona), ekhokhwayo ngaphambi kokuthi isicelo sakho sicutshungulwe; futhi*
  - (b) *irekhodi eliceliwe/ingxenywe yerekhodi izokhishwa kuphela uma ubufakazi benkokhelo ephelele sebutholakele.*
2. *Sicela usebenzise inombolo referensi kukho konke ukuxhumana esikhathini esizayo.*

Inombolo yereferensi \_\_\_\_\_

**SIYA KU:-** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Isicelo sakho somhla zi- \_\_\_\_\_, sibhekisa.

**1. Ucele:**

Ukuhlolwa kwerekhodi lobuqu ekhelini elibhalisiwe lohlaka lukahulumeni/lwangesese (kubandakanya ukulalela amagama aqoshiwe, ulwazi olungakhiqizwa ngomsindo, noma ulwazi olugcinwe kukhompuyutha noma ngendlela ye-elekhtronikhi noma efundeka ngomshini) mahhala. Kudingeka ukuthi wenze isikhathi sokuhlolwa kolwazi futhi uze naleli Fomu. Uma usudinga noma yiluphi uhlobo lokukhiqizwa kabusha kolwazi, uzoba nesibopho sezimali ezishiwo kuSixhumelo B.	
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**NOMA**

**2. Ucele:**

Ikhophi egayiwe yerekhodi (kubandakanya amakhophi anoma yiziphi izithombe ezibonakalayo, okulotshiweyo okususelwa emsindweni kanye nolwazi olugcinwe kukhompuyutha noma ngendlela ye-elekhtronikhi noma efundeka ngomshini)	
Imibhalo noma okubhaliwe okususelwa kokuqoshiwe kwemifanekiso ebukwayo (kubandakanya izithombe, amaslayidi, okuqoshiwe kwevideo, imifanekiso eyakhiwe ngekhompuyutha, imidwebo, njll.)	
umbhalo womsindo oqoshiwe (umbhalo obhaliwe noma ogayiwe)	
Ikhophi yerekhodi eliku-flash drive (kubandakanya izithombe ezibonakalayo namaculo emibukiso)	
Ikhophi yerekhodi eliku-compact disc (kubandakanya izithombe ezibonakalayo namaculo emibukiso)	
Ikhophi yerekhodi elondolozwe kwiseva egcina izinto kwi-inthanethi	

**3. Izolethwa:**

Izinsizakalo zeposi ziya ekhelini leposi	
Izinsizakalo zeposi ziya ekhelini lomgwaqo	
Izinsizakalo zokuthutha amaphasela ziya ekhelini lomgwaqo	
Ifeksi yolwazi ngohlobo olubhaliwe noma olugayiwe (kubandakanya okulotshwe kususelwa kokulalelwayo)	
E-imeyili yolwazi (kubandakanya namaculo emibukiso uma kungenzeka)	
Ukwabelana nge-inthanethi/ukudlulisa ifayela	
Ulimi oluthandwayo: (Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ukufinyeleleka kungatholakala ngolimi irekhodi elitholakala ngalo)	

Sicela wazi ukuthi isicelo sakho:

Sivunyiwe

Senqatshiwe, ngenxa yezizathu ezilandelayo:

**4. Izimali ezikhokhwayo mayelana nesicelo sakho:**

Iphuzu	Izindleko ikhasi ngalinye lobukhulu obungu-A4 noma ingxenye ngokunjalo/izinto	Inani lamakhasi/izinto	Isamba
Ifothokhophi			
Ikopi egaywe			
Ikhopi yohlobo olufundeka ngekhompyutha ku— (i) i-Flash drive • Izohlinzekwa ngumfakisicelo (ii) i-Compact disc • Izohlinzekwa ngumfakisicelo • Uma inikezw umfakisicelo	ama-R40.00  ama-R40.00 ama-R60.00		
Okubhalwe phansi kwemifanekiso ebukwayo, yobukhulu bekhasi obungu-A4	Usizo luzonikezwa ngaphandle. Kuzoncika kwikhotheshini yomhlinzeki wosizo		
Ikhophi yezithombe ezibukwayo			
okubhalwe phansi kwemisindo erekhodiwe, kobukhulu bekhasi obungu-A4	ama-R24.00		



Ikhopi yemisindo erekhodiwe (i) i-Flash drive • Izohlinzekwa ngumfakisicelo (ii) ikhompekthi-disskhi • Izohlinzekwa ngumfakisicelo • Uma inikezwe umfakisicelo	ama-R40.00  ama-R40.00 R60. 00		
Imali yokuposa, i-imeyili nanoma yikuphi okunye ukudlulisa kwe-elekthronikhi	Izindleko okuyizona zona		
<b>ISAMBA:</b>			

**5. Idiphozithi ekhokhwayo (uma ukucinga kudlula amahora ayisithupha):**

Yebo

Cha

Amahora okucinga		Inani lemali yediphozithi (ibalwa ngokukodwa kokuthathu kwesamba esiphelele ngesicelo ngasinye)	
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Le mali ifanele ikhokhwe kwi-akhawunti yaseBhange elandelayo:

Igama Lebhange: \_\_\_\_\_

Igama lomnini-akhawunti: \_\_\_\_\_

Uhlobo Lwe-akhawunti: \_\_\_\_\_

Inombolo ye-akhawunti: \_\_\_\_\_

Ikhodi Yegatsha: \_\_\_\_\_

Inombolo yereferensi: \_\_\_\_\_

Faka ubufakazi bokuthi ukhokhele u:- \_\_\_\_\_

Isayindwe e-/o- \_\_\_\_\_ ngalolu suku lomhla zi-\_\_\_\_ ku-\_\_\_\_\_ ngonyaka we-20\_\_\_\_

\_\_\_\_\_

*UMgcinilwazi*

# IFOMU LESIKHALAZO SANGAPHAKATHI

## UFOMU 4

[ISimiso sesi-9]

Inombolo yereferensi: .....

IMININGWANE YOHLAKA LUKAHULUMENI				
Igama Lohlaka Lukahulumeni				
Igama Nesibongo soMgcinilwazi:				
IMININGWANE YOMUNTU OFAKA ISIKHALAZO SANGAPHAKATHI				
Amagama Aphelele				
Inombolo Kamazisi				
Ikheli Leposi				
Izinombolo zokuxhumana:	Ucingo: (B)		Ifeksi:	
	Umakhalekhukhwini			
Ikheli Le-emeyili				
Ingabe isikhalazo sangaphakathi sifakelwa omunye umuntu?	Yebo		Cha	
Uma impendulo kungu"yebo", isikhundla isikhalazo esifakwa ngaso sifakelwa omunye umuntu: (Ubufakazi bokuthi sifakwa njengobani isikhalazo ngokwesikhundla, uma bukhona, bufanele bufakwe.)				
IMININGWANE YOMUNTU OFAKELWA ISIKHALAZO SANGAPHAKATHI (Uma sifakwa ingxenye yesuthathu)				
Amagama Aphelele				
Inombolo Kamazisi				
Ikheli Leposi				

Izinombolo zokuxhumana:	Ucingo: (B)		Ifeksi:	
	Umakhalekhukhwini			
Ikheli Le-emeyili				

<p><b>ISINQUMO ESIPHIKISWAYO ESIFAKELWE ISIKHALAZO SANGAPHAKATHI:</b>  <i>(Faka uphawu u-"X" ebhokisini elifanele)</i></p>	
Ukunqaba isicelo sokufinyeleleka	
Isinqumo mayelana nezimali ezimisiwe ngokwesahluko sama-22 soMthetho	
Isinqumo mayelana nokwelulwa kwesikhathi isicelo okufanele sisetshenzwe ngaso ngokwesahluko sama-26(1) soMthetho.	
Isinqumo ngokwesahluko sama-29(3) soMthetho sokunqaba ukufinyeleleka ngohlobo olucelwe ngumfakaisicelo	
Isinqumo sokuvuma isicelo sokufinyeleleka	
<p><b>IZIZATHU ZOKUKHALAZA</b>  <i>(Uma isikhala osinikiwe sisincane, sicela uqhubekele kwelinye ikhasi bese ulinamathisela kuleli fom. onke amakhasi afakiwe afanele asayindewe.)</i></p>	
Shono izizathu ukukhalaza kwangaphakathi okususelwa kuzo.	
Shono nanoma yiluphi olunye ulwazi olungafaneleka ekucutshungulweni kwesikhhalazo:	

Uzokwaziswa ngokubhaliwe phansi ngesinqumo sokukhalaza kwakho kwangaphakathi. Sicela usho indlela oyithandayo yokwaziswa:

Ikheli leposi	Ifeksi:	Ukuxhumana nge-elekthronikhi (Sicela ukucacise)

Isayindwe e-/o- \_\_\_\_\_ ngalolu suku lomhla zi- \_\_\_\_ ku- \_\_\_\_\_ ngonyaka we-20 \_\_\_\_

**Isiginesha yoKhalazayo/yeNgxenye Yesithathu**

**LE NGXENYE ISETSHENZISWA NGUMNYANGO  
ISAZISO NGESIKHALAZO SANGAPHAKATHI**

Isikhalazo samukelwe ngu:- <i>(shono isikhundla ngokomsebenzi, igama nesibongo soMgcinilwazi)</i>			
Usuku esitholwe ngalo:			
Isikhalazo siphelzelwa izizathu zesinqumo smgcinilwazi kanye, lapho kufanele, neminingwane yanoma iyiphi ingxenye yesithathu irekhodi elihlobene nayo, esithunyelwe nguMgcinilwazi:	Yebo		
	Cha		
<b>UMPHUMELA WOKUKHALAZA</b>			
Ukunqaba isicelo sokufinyeleleka. Sivunyiwe?	Yebo		Isinqumo esisha <i>(uma singavunyiwe)</i>
	Cha		
Izimali Ezikhokhwayo (Isahluko sama-22). Sivunyiwe?	Yebo		Isinqumo esisha <i>(uma singavunyiwe)</i>
	Cha		

**Ithempulethi Yemanuwali ye-PAIA: Ishicilelwe nguMnyango Wezemfundo Eyisisekelo**

Ukwelulwa (Isahluko sama-26(1)). Sivunyiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha ( <i>uma singavunyiwe</i> )	
	Cha	<input type="checkbox"/>		
Ukufinyelela (Isahluko sama-29(3)). Sivunyiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha ( <i>uma singavunyiwe</i> )	
	Cha	<input type="checkbox"/>		
Isicelo sokufinyelela kwirekhodi sivunyiwe. Sivunyiwe?	Yebo	<input type="checkbox"/>	Isinqumo esisha ( <i>uma singavunyiwe</i> )	
	Cha	<input type="checkbox"/>		

Usayindwe e-/o- \_\_\_\_\_ ngalolu suku lomhla zi- \_\_\_\_ ku- \_\_\_\_\_ ngonyaka we-  
20\_\_\_\_

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**Isiphathimandla Esifanele**