



Buitengewone
Staatskoerant
Government Gazette
Extraordinary

(As 'n Nuusblad by die Poskantoor Geregistreer)

(Registered at the Post Office as a Newspaper)

(REGULASIEKOERANT No. 216)

(REGULATION GAZETTE No. 216)

VOL. IX.]

PRYS 5c.

PRETORIA, 26 JULIE 1963.

JULIE 26 JULY 1963.

PRICE 5c.

[No. 564.]

GOEWERMENTSKENNISGEWINGS.**DEPARTEMENT VAN ONDERWYS, KUNS EN WETENSKAP.**

No. R. 1128.] [26 Julie 1963.
 WET OP BUITENGEWONE ONDERWYS, 1948 (WET No. 9 VAN 1948).

WYSIGING VAN REGULASIES.

Die Minister van Onderwys, Kuns en Wetenskap het kragtens die bevoegdheid hom by artikel *agt-en-twintig* van die Wet op Buitengewone Onderwys, 1948 (Wet No. 9 van 1948), verleen, die volgende regulasies uitgevaardig ter vervanging van die regulasies afgekondig by Goewermentskennisgewing No. 430 van 7 Maart 1952 en gewysig by Goewermentskennisgewings No. 2942 van 19 Desember 1952, No. 2481 van 13 November 1953, No. 508 van 18 Maart 1955, No. 1124 van 3 Junie 1955, No. 565 van 29 Maart 1956, No. 832 van 11 Mei 1956 en No. 896 van 24 Junie 1960 vir sover hulle van toepassing is op skole en die kinders aan skole onder beheer van die Departement van Onderwys, Kuns en Wetenskap.

WOORDBEPALING.

1. In hierdie regulasies het 'n woord of uitdrukking waaraan 'n betekenis toegewys is by artikel *een* van die Wet op Buitengewone Onderwys, 1948 (Wet No. 9 van 1948), soos gewysig, daardie betekenis en, tensy uit die samhang anders blyk, beteken—

„advieskomitee” in 'n subartikel (1) van artikel *agtien* van die Wet bedoelde advieskomitee;

„bestuur” die bestuur van 'n spesiale skool goedgekeur ingevolge artikel *drie* van die Wet;

„die Wet” die Wet op Buitengewone Onderwys, 1948 (Wet No. 9 van 1948);

„kalenderjaar” 'n tydperk wat strek van 1 Januarie tot en met 31 Desember van 'n jaar, albei datums inbegrepe;

„skoolkwartaal” die tydperk wat as sodanig vasgestel is in 'n kalender wat deur die Sekretaris vir die besondere skool of groep skole ten opsigte van die betrokke jaar opgestel is.

DEEL I.**ADVIESKOMITEES VAN UNIALE SPESIALE SKOLE.***Samestelling van 'n advieskomitee.*

2. 'n Advieskomitee bestaan uit die getal lede, maar minstens vyf, wat die Minister vir dié skool bepaal.

A-4226951

GOVERNMENT NOTICES.**DEPARTMENT OF EDUCATION, ARTS AND SCIENCE.**

No. R. 1128.] [26 July 1963.
 SPECIAL EDUCATION ACT, 1948 (ACT No. 9 OF 1948).

AMENDMENT OF REGULATIONS.

The Minister of Education, Arts and Science has, under and by virtue of the powers vested in him by section *twenty-eight* of the Special Education Act, 1948 (Act No. 9 of 1948), made the following regulations in substitution for the regulations published under Government Notice No. 430, dated 7th March, 1952, and amended by Government Notices No. 2942, dated 19th December, 1952, No. 2481, dated 13th November, 1953, No. 508, dated 18th March, 1955, No. 1124, dated 3rd June, 1955, No. 565, dated 29th March, 1956, No. 832, dated 11th May, 1956, and No. 896, dated 24th June, 1960, in so far as they apply to schools and the children at schools under the control of the Department of Education, Arts and Science.

DEFINITIONS.

1. In these regulations any word or expression to which a meaning has been assigned by section *one* of the Special Education Act, 1948 (Act No. 9 of 1948), as amended, shall have that meaning and, unless inconsistent with the context—

“advisory committee” shall mean an advisory committee referred to in sub-section (1) of section *eighteen* of the Act;

“governing body” shall mean the governing body of a special school approved in terms of section *three* of the Act;

“the Act” shall mean the Special Education Act, 1948 (Act No. 9 of 1948);

“calendar year” shall mean a period from the 1st January up to and including the 31st December of any year;

“school term” shall mean the period fixed as such in the calendar drawn up by the Secretary for the particular school or group of schools for the year in question.

PART I.**ADVISORY COMMITTEES OF UNION SPECIAL SCHOOLS.***Constitution of an Advisory Committee.*

2. An advisory committee shall consist of such number of members, but not less than five, as the Minister may determine for such school.

Ampstermyn van lede.

3. (1) 'n Lid van 'n advieskomitee beklee sy amp vir 'n termyn van hoogstens drie jaar: Met dien verstande dat, indien 'n vereniging of liggaam van persone in subartikel (1) van artikel agtien genoem 'n verteenwoordiger vir 'n termyn van minder as drie jaar benoem, die verteenwoordiger se ampstermyn nie die mindere termyn oorskry nie.

(2) Iemand wie se ampstermyn as lid van 'n advieskomitee verstryk het, kan weer as lid aangestel word.

Voorsitter en vise-voorsitter.

4. (1) Die stemgeregtigde lede van 'n advieskomitee kies uit eie geledere op hulle eerste vergadering, en daarna wanneer dit nodig word, 'n voorsitter en 'n vise-voorsitter om vir 'n ampstermyn van een jaar te dien, mits die termyn nie op 'n later datum verstryk as die termyn waarvoor hulle as lede van die komitee aangestel is nie.

(2) Indien 'n voorsitter of vise-voorsitter sy amp ontruim, word behoudens die bepalings van subregulasie (1) 'n ondervoorsitter of vise-voorsitter, na gelang van die geval, gekies.

Vergaderings van 'n advieskomitee.

5. (1) 'n Gewone vergadering van 'n advieskomitee word elke skoolkwartaal gehou tensy die advieskomitee bepaal dat sodanige vergadering meer of, met die goedkeuring van die Minister, minder dikwels gehou word.

(2) Die voorsitter, of indien hy nie beskikbaar is nie, die vise-voorsitter kan uit eie beweging te eniger tyd 'n buitengewone vergadering belê, en moet, indien daartoe deur die Minister gelas of daarom deur minstens 'n derde van die lede van die advieskomitee versoek, binne sewe dae na ontvangs van die lasgewing of versoek 'n buitengewone vergadering belê.

(3) Die voorsitter of, indien hy nie beskikbaar is nie, die vise-voorsitter bepaal die tyd en plek van 'n vergadering en laat skriftelik kennis, met vermelding van die sake wat op die vergadering behandel sal word, aan elke lid van die advieskomitee gee sodat dit hom minstens drie dae voor die bepaalde datum bereik: Met dien verstande dat kennis van die hou van 'n buitengewone vergadering op dié ander wyse as wat die voorsitter of die vise-voorsitter, na gelang van die geval, nodig ag, gegee mag word: Met dien verstande voorts dat die verrigtings van 'n vergadering nie ongeldig is of nietig verklaar kan word indien die vereiste kennisgewing nie behoorlik gegee is nie, tensy 'n besluit of beslissing op die vergadering waarskynlik nie geneem of gegee sou gewees het nie indien behoorlike kennis gegee is.

Kworum.

6. Minstens 'n derde van die lede van 'n advieskomitee, maar nie minder as drie nie, vorm 'n kworum op 'n vergadering.

Prosedure op Vergaderings.

7. (1) Die voorsitter van 'n advieskomitee sit voor op 'n vergadering; indien hy afwesig is, sit die vise-voorsitter voor; en indien nóg die voorsitter nóg die vise-voorsitter aanwesig is, kies die teenwoordige stemgeregtigde lede, mits daar 'n kworum is, iemand uit eie geledere om voor te sit en het die aldus gekose lid by daardie vergadering al die bevoegdhede en voorregte van 'n voorsitter.

(2) Op 'n vergadering behandel die advieskomitee sake waarvan daar vooraf kennis gegee is, en die sake wat 'n lid met die goedkeuring van die vergadering opper.

(3) 'n Beslissing van die advieskomitee word by wyse van 'n besluit deur 'n meerderheid van die lede wat teenwoordig is en hulle stemme daarvoor uitbring, aangeneem.

(4) Elke aanwesige lid het een stem en by 'n staking van stemme het die voorsitter, benewens sy gewone stem, ook 'n beslissende stem.

Period of Office of Members.

3. (1) A member of an advisory committee shall hold office for a period not exceeding three years: Provided that, if a society or body referred to in sub-section (1) of section eighteen nominates a representative for a period of less than three years, the period of office of such representative shall not exceed the shorter period.

(2) Any person whose period of office as a member of an advisory committee has expired may be re-appointed.

Chairman and Vice-Chairman.

4. (1) The advisory committee members who are entitled to vote shall at their first meeting and thereafter, whenever necessary, elect from amongst the members a chairman and a vice-chairman to hold office for a period of one year, provided that such period shall not extend beyond the period for which they have been appointed as members of the committee.

(2) If a chairman or a vice-chairman vacates office, another chairman or vice-chairman, as the case may be, shall be elected subject to the provisions of sub-regulation (1).

Meetings of an Advisory Committee.

5. (1) An ordinary meeting of an advisory committee shall be held during each school term unless the advisory committee decides that such meeting shall be held at shorter or, with the approval of the Minister, at longer intervals.

(2) The chairman or, if he is not available, the vice-chairman may of his own accord call a special meeting at any time and shall, if directed by the Minister to do so or at the request of at least one-third of the members of the advisory committee, call a special meeting within seven days of receipt of such direction or request.

(3) The chairman or, if he is not available, the vice-chairman shall appoint at the time and venue of the meeting and shall cause notice in writing, indicating the matters to be dealt with at the meeting, to be given to each member of the advisory committee so as to reach him not less than three days before the fixed date: Provided that notice of the special meeting may be given in such other manner as the chairman or the vice-chairman, as the case may be, may deem necessary: Provided further that the proceedings of a meeting may not be vitiated or set aside if the required notice has not been duly given, unless it appears that any resolution or decision at the meeting would probably not have been passed or taken if proper notice had been given.

Quorum.

6. At least one-third of the members of an advisory committee, but not less than three, shall constitute a quorum at a meeting.

Procedure at Meetings.

7. (1) The chairman of an advisory committee shall preside at a meeting; if he is absent, the vice-chairman shall preside; and if neither the chairman nor the vice-chairman is present, the members present and entitled to vote, there being a quorum, shall elect one of them to preside and the member so elected shall at that meeting have all the powers and privileges of a chairman.

(2) At any meeting the advisory committee shall deal with matters of which prior notice has been given and such matters as are raised by a member with the approval of the meeting.

(3) Any decision of the advisory committee shall be taken by way of resolution of the majority of the members who are present and who cast their votes.

(4) Each member present shall have one vote and in the event of an equality of votes the chairman shall, in addition to his deliberative vote, have a casting vote.

(5) Behoudens die bepalings van die regulasies en die reglement van orde, indien daar is, beslis die voorsitter oor 'n vraag van orde of prosedure: Met dien verstande, dat, indien 'n lid teen so 'n beslissing beswaar maak, die vraag sonder bespreking tot stemming gebring word en die beslissing van die vergadering afdoende is.

Afwesigheid met Verlof.

8. (1) 'n Advieskomitee kan 'n lid verlof toestaan om, gedurende die tydperk wat die advieskomitee bepaal, van vergaderings afwesig te wees.

(2) 'n Lid wie se aansoek om verlof deur die advieskomitee geweier is, kan appèl aanteken by die Minister, wat die appèl kan verwerp of die komitee kan gelas om die verlof toe te staan.

Bedanking en Ontslag.

9. 'n Lid van 'n advieskomitee ontruim sy amp indien—

- (a) hy skriftelik bedank;
- (b) hy van drie agtereenvolgende vergaderings sonder verlof kragtens regulasie 8 toegestaan, afwesig is;
- (c) sy aanstelling deur die Minister ingetrek word; of
- (d) hy 'n betrekking aan die skool waarvan hy 'n lid van die advieskomitee is, aanvaar.

Aanvulling van Vakatures.

10. Indien die setel van 'n lid van 'n advieskomitee voor die verstryking van die termyn waarvoor hy aangestel is, vakant raak kan die Minister iemand aanstel om die vakature aan te vul vir die onverstreke gedeelte van die termyn waarvoor daardie lid aangestel was.

Werkzaamhede.

11. 'n Advieskomitee adviseer die Sekretaris aangaande onderwys- en ander aangeleenthede in die algemeen, veral in verband met die welsyn van leerlinge en personeel van die skool waarvoor hy aangestel is.

Bevoegdheide.

12. (1) 'n Advieskomitee kan die Sekretaris van advies dien en by hom aanbevelings doen omtrent—

- (a) beleid en beplanning ten opsigte van buitengewone onderwys wat by die skool verskaf word;
- (b) die beplanning, oprigting en gebruik van geboue; en
- (c) 'n aangeleentheid wat die Minister of die Sekretaris na die advieskomitee verwys.

(2) 'n Advieskomitee oorweeg die verslae van die prinsipaal oor die skool en alle departementele inspeksieverslae wat aan hom voorgelê word, en doen by die Sekretaris aanbevelings omtrent die aangeleenthede wat daaruit voortspuit.

(3) 'n Advieskomitee kan van tyd tot tyd 'n lid van die advieskomitee aanstel om die skool te besoek en oor enige saak wat na sy mening die belange van die skool, die leerlinge of die personeel raak, skriftelike verslag te doen, en die verslag maak deel uit van die notule van die eersvolgende vergadering van die advieskomitee.

Reis- en Verblyftoelaes.

13. 'n Lid van 'n advieskomitee wat nie in voltydse diens van die Staat is nie, ontvang ten opsigte van reis en bywoning van 'n vergadering van die komitee of 'n ander vergadering deur die Sekretaris goedgekeur, en ten opsigte van besoeke aan, of inspeksie van, die skool in die uitoefening van sy plig as besoekende lid, reis- en verblyftoelaes teen die tarief waarteen en onder die omstandighede waaronder die toelaes betaalbaar is aan 'n beambte met 'n salaris gelyk aan of hoër as die salaris verbonde aan 'n pos van adjunk-sekretaris in die administratiewe afdeling van die Staatsdiens.

Sekretariële en Administratiewe Werk.

14. (1) Die prinsipaal verrig die sekretariële en administratiewe werk van die advieskomitee en kan 'n beambte van die skool gelas om hom daarmee behulpsaam te wees.

(5) Subject to the provisions of the regulations and the standing orders, if any, the chairman shall give his ruling on a question of order or procedure: Provided that, if a member objects to any such ruling, the question shall be put to the vote without any further discussion and the decision of the meeting shall be final.

Leave of Absence.

8. (1) An advisory committee may grant leave to any member to be absent from meetings during such period as may be determined by the advisory committee.

(2) A member whose application for leave has been refused by the advisory committee may appeal to the Minister, who may dismiss the appeal or direct the committee to grant the leave.

Resignation and Discharge.

9. A member of an advisory committee vacates his office if—

- (a) he resigns in writing;
- (b) he is absent from three consecutive meetings without leave granted under regulation 8;
- (c) his appointment is withdrawn by the Minister; or
- (d) he accepts a post at the school served by the advisory committee of which he is a member.

Filling of Vacancies.

10. If the seat of any member of an advisory committee becomes vacant before the expiry of the period for which he was appointed, the Minister may appoint any person to fill the vacancy for the unexpired portion of the period for which that member was appointed.

Functions.

11. An advisory committee shall advise the Secretary on educational and other matters in general, particularly in connection with the welfare of pupils and staff of the school for which it was appointed.

Powers.

12. (1) An advisory committee may advise the Secretary on and make recommendations to him in regard to—

- (a) policy and planning in respect of special education provided at the school;
- (b) the planning, erection and use of buildings; and
- (c) any matter referred to the advisory committee by the Minister or the Secretary.

(2) An advisory committee shall consider the reports of the principal on the school and all departmental inspection reports submitted to it, and shall make recommendations to the Secretary in connection with the matters arising therefrom.

(3) An advisory committee may from time to time appoint any member of the advisory committee to visit the school and to report in writing on any matter which, in his opinion, affects the interests of the school, the pupils or the staff, and the report shall constitute part of the minutes of the next meeting of the advisory committee.

Travelling and Subsistence Allowances.

13. A member of an advisory committee who is not in the full-time service of the Government, shall receive, in respect of journeys to and from, and attendance at, a meeting of the committee or any other meeting approved by the Secretary, and in respect of visits to, and inspections of, the school in the execution of his duty as visiting member, travelling and subsistence allowances at the rate at which and in the circumstances in which such allowances are payable to an officer in the Public Service who is in receipt of a salary equal to or higher than the salary attaching to a post of deputy-secretary in the administrative division of the Public Service.

Secretarial and Administrative Work.

14. (1) The principal shall perform the secretarial and administrative work of the advisory committee and may call upon an officer of the school to assist him.

(2) Die prinsipaal hou, of laat notule hou, van verrigtings op 'n vergadering 'n afskrif van die ontwerpnotule aan die Sekretaris.

(3) Die ontwerpnotule word aan die advieskomitee op sy volgende vergadering vir bekragting of, indien nodig, vir wysiging en bekragting voorgelê.

DEEL II.

ONDERRIGKURSUSSE AAN UNIALE SPESIALE SKOLE.

15. Die Sekretaris stel sodanige onderrigkursusse aan uniale spesiale skole in as wat hy vir die kategorie van afwykende kinders daarin geskik ag.

DEEL III.

TOELATING VAN LEERLINGE TOT UNIALE SPESIALE SKOLE.

16. (1) 'n Aansoek om toelating as 'n afwykende kind tot 'n uniale spesiale skool word aan die prinsipaal gerig op 'n vorm deur die Sekretaris goedgekeur.

(2) Die Sekretaris kan die toelating van enige sodanige kind tot die skool goedkeur of, indien hy dit in die belang van die skool of kind ag, weier.

(3) Die Sekretaris kan die toelating van 'n kind tot so 'n skool intrek.

DEEL IV.

ONTSLAG VAN LEERLINGE UIT UNIALE SPESIALE SKOLE.

17. Die Sekretaris kan 'n leerling uit 'n uniale spesiale skool ontslaan indien die rede vir so 'n leerling se bywoning van daardie skool verwyder is, die leerling voldoende opleiding ontvang het of dit andersins raadsaam is om die bywoning te beëindig.

DEEL V.

BEHEER EN TUG VAN LEERLINGE AAN UNIALE SPESIALE SKOLE.

18. (1) Indien 'n leerling aan 'n uniale spesiale skool hom op 'n wyse gedra wat sy opleiding, die goeie naam van die skool, die handhawing van orde en dissipline aan die skool of die behoorlike voortsetting van die werk van die skool benadeel of kan benadeel, kan tugmaatreëls op hom toegepas word wat die volgende insluit:—

- (a) Oplegging van bykomende werk;
- (b) onthouding van voorregte;
- (c) toediening van lyfstraf; en
- (d) uitsetting uit die skool.

(2) Tugmaatreëls word op 'n redelike en oordeelkundige wyse toegepas, hou verband met die oortreding wat begaan is en dien hoofsaaklik as tugmaatreël en ook as maatreël vir die handhawing van die dissipline aan en die goeie naam van die skool.

(3) Lyfstraf is 'n tugmaatreël wat toegedien word slegs indien alle ander tugmaatreëls, behalwe uitsetting uit die skool, vrugtelos geblyk het of blyk te wees of nie aan die doel daarvan beantwoord of sal beantwoord nie.

(4) Lyfstraf word deur die prinsipaal toegedien: Met dien verstande dat 'n ander lid van die personeel lyfstraf in die teenwoordigheid en met die goedkeuring van die prinsipaal kan toedien.

(5) Lyfstraf word onder geen omstandighede aan 'n leerling wat aan 'n liggaamlike gebrek ly, sonder die toestemming van 'n mediese beampte toegedien nie.

(6) Lyfstraf toegedien, word in 'n boek opgeteken met vermelding van die—

- (a) naam van die leerling;
- (b) aard van die oortreding;
- (c) getal houe toegedien en instrument daarvoor gebruik;

(2) The principal shall keep or cause to be kept minutes of the proceedings at any meeting of an advisory committee and shall transmit a copy of such draft minutes to the Secretary within fourteen days of a meeting.

(3) The draft minutes shall be submitted to the advisory committee at its next meeting for confirmation or, if necessary, for amendment and confirmation.

PART II.

COURSES OF INSTRUCTION AT UNION SPECIAL SCHOOLS.

15. The Secretary shall introduce such courses of instruction at Union special schools as he may deem suitable for the class of handicapped children in such schools.

PART III.

ADMISSION OF PUPILS TO UNION SPECIAL SCHOOLS.

16. (1) Any application for admission as a handicapped child to a Union special school shall be submitted to the principal on a form approved by the Secretary.

(2) The Secretary may approve the admission of any such child to the school or refuse such admission if he considers this to be in the interests of the school or pupil.

(3) The Secretary may cancel the admission of any child to such school.

PART IV.

DISCHARGE OF PUPILS FROM UNION SPECIAL SCHOOLS.

17. The Secretary may discharge any pupil from a Union special schools if the reason for such pupil's attendance at such school no longer exists, the pupil has received sufficient training or if it is otherwise advisable to terminate his attendance.

PART V.

CONTROL AND DISCIPLINE OF PUPILS AT UNION SPECIAL SCHOOLS.

18. (1) If any pupil at a Union special school behaves in a manner which is or may be prejudicial to his training, the good name of the school, the maintenance of order and discipline at the school or the proper performance of the activities of the school, disciplinary measures may be taken against him, including the—

- (a) imposition of additional work;
- (b) withholding of privileges;
- (c) administering of corporal punishment; and
- (d) expulsion from the school.

(2) Disciplinary measures shall be applied in a reasonable and judicious manner, shall be appropriate to the offence committed and shall serve primarily as a disciplinary measure and also as a measure for the maintenance of discipline at and the good name of the school.

(3) Corporal punishment is a disciplinary measure administered only if all other disciplinary measures, except expulsion from the school, have proved or prove fruitless or do not and will not serve their purpose.

(4) Corporal punishment shall be administered by the principal: Provided that any other member of the staff may administer corporal punishment in the presence and with the approval of the principal.

(5) Corporal punishment shall under no circumstances be administered to a pupil suffering from some physical defect without the consent of a medical officer.

(6) Corporal punishment administered shall be entered in a book indicating the—

- (a) name of the pupil;
- (b) nature of the offence;
- (c) number of cuts administered and instrument used therefor;

- (d) datum waarop toegedien;
- (e) naam van die persoon wat die straf toegedien het; en
- (f) naam van die persoon, indien van toepassing, onder wie se toesig die straf toegedien is.

(7) Die Sekretaris of 'n advieskomitee kan 'n leerling, behalwe 'n leerling op wie die Kinderwet, 1960 (Wet No. 33 van 1960), van toepassing is, uit die skool sit, en 'n skriftelike mededeling van die uitsetting met vermelding van die redes daarvoor word onmiddellik aan die ouer of voog van so 'n leerling bestuur: Met dien verstande dat 'n beslissing van die advieskomitee onderworpe is aan appel by die Sekretaris, wie se beslissing afdoende is.

(8) Indien 'n leerling uit 'n uniale spesiale skool gesit word, is die ouer of voog nie geregtig op die terugbetaling van gelde wat hy betaal het vir die kwartaal waarin die leerling uitgesit is of ander koste wat hy aangegaan het nie.

DEEL VI.

GOEDGEKEURDE UNIALE SPESIALE SKOLE.—HULPTOELAE.

Grondslag.

19. (1) Die hulptoelaag aan 'n goedgekeurde uniale spesiale skool bestaan uit—

- (a) die volle salarisse, toelaes en verlofgratifikasies van goedgekeurde onderwyspersoneel;
- (b) twee-derdes van die salarisse, lone en verlofgratifikasies van ander goedgekeurde personeel;
- (c) 'n onderhoudstoelaag van hoogstens R120 per jaar ten opsigte van 'n ingevolge regulasie 22 goedgekeurde leerling wat in 'n skoolkoshuis loseer, of dié verminderde toelaag wat die Sekretaris bepaal na gelang hy meen dat die ouers self 'n bydrae kan maak: Met dien verstande dat die onderhoudstoelaag vir 'n leerling ingevolge die bepalings van die Kinderwet, 1960 (Wet No. 33 van 1960), toegelaat, hoogstens R150 per jaar is;
- (d) die volle vervoerkoste van sodanige goedgekeurde behoeftige inwonende leerlinge en hul begeleiers by toelating en ontslag en vir die Julie- en die Desembervakansies vir hoogstens die afstand tussen die skool en tuiste van sodanige leerlinge, of 'n deel van die koste na gelang die Sekretaris van oordeel is dat die ouers self 'n bydrae kan maak;
- (e) die volle vervoerkoste van en na die skool van goedgekeurde behoeftige nie-inwonende leerlinge, of 'n deel van die koste na gelang die Sekretaris van oordeel is dat die ouers self daartoe kan bydra;
- (f) 'n toelaag van hoogstens R20 per jaar ten opsigte van sodanige goedgekeurde behoeftige nie-inwonende leerling wat as gevolg van die skoolprogram en die afstand van sy woning middagetes by die skool moet nuttig;
- (g) twee-derdes van die koste deur die Minister goedgekeur ten opsigte van geboue, met inbegrip van veranderings aan bestaande geboue, argiteksgelde, opmetingsgelde, die aankoop van persele vir geboue en die omheining daarvan, rente op en aflossing van lenings, en huurgelde: Met dien verstande dat 'n skool sy deel beskikbaar het voordat die Staat 'n bydrae maak; en
- (h) die helfte van ander uitgawes deur die Minister goedgekeur.

(2) Ondanks die bepalings van subregulasie (1), kan die Sekretaris 'n hulptoelaag verminder met die bedrag wat 'n goedgekeurde uniale spesiale skool van die Staat deur 'n ander bron ontvang.

Voorwaardes.

20. Die voorwaardes wat gepaard gaan met 'n hulptoelaag aan 'n goedgekeurde uniale spesiale skool is soos by regulasies 21 tot 30 voorgeskryf.

- (d) date on which administered;
- (e) name of the person who administered the punishment; and
- (f) name of the person, if applicable, under whose supervision the punishment was administered.

(7) The Secretary or an advisory committee may expel a pupil, other than a pupil to whom the Children's Act, 1960 (Act No. 33 of 1960), applies, from a school and the parent or guardian of such pupil shall immediately be notified in writing of such expulsion with an indication of the reasons therefor: Provided that a decision of the advisory committee shall be subject to appeal to the Secretary, whose decision shall be final.

(8) If a pupil is expelled from a Union special school, the parent or guardian shall not be entitled to a refund of any fees he has paid for the term in which the pupil is expelled or other expenses incurred by him.

PART VI.

APPROVED UNION SPECIAL SCHOOLS: GRANTS-IN-AID.

Basis.

19. (1) The grant-in-aid to an approved Union special school shall consist of—

- (a) the full salaries, allowances and leave gratuities of the approved teaching staff;
- (b) two-thirds of the salaries, wages and leave gratuities of other approved staff;
- (c) a maintenance allowance not exceeding R120 per year in respect of a pupil approved in terms of regulation 22 boarding in a school hostel or such lesser allowance as the Secretary may determine where he is of opinion that the parents themselves are able to make some contribution: Provided that the maintenance allowance for a pupil admitted in terms of the provisions of the Children's Act, 1960 (Act No. 33 of 1960), shall not exceed R150 per year;
- (d) the full costs of transport of such approved indigent resident pupils and their escorts on admission and discharge and during the July and December holidays for a distance not exceeding that between the school and the homes of such pupils, or a portion of the costs where the Secretary is of opinion that the parents themselves are able to make some contribution;
- (e) the full costs of transport from and to the school of approved indigent non-resident pupils, or a portion of the costs where the Secretary is of opinion that the parents themselves are able to contribute thereto;
- (f) an allowance not exceeding R20 per year in respect of such approved indigent non-resident pupil who has to have his lunch at school owing to the school programme and the distance from his home;
- (g) two-thirds of the costs approved by the Minister in respect of buildings, including alterations to existing buildings, architects' fees, survey fees, the acquisition of sites for buildings and the fencing thereof, interest on and redemption of loans and rentals: Provided that a school shall have its own contribution available before the Government shall make a contribution; and
- (h) half of any other expenditure approved by the Minister.

(2) Notwithstanding the provisions of sub-regulation (1), the Secretary may reduce a grant-in-aid by the amount received by an approved Union special school from the Government through any other source.

Conditions.

20. The conditions attaching to a grant-in-aid to an approved Union special school shall be as prescribed by regulations 21 to 30.

Bestuur.

21. (1) Die bestuur moet sy statuut, wat voorsiening vir regs persoonlikheid insluit, aan die Minister vir goedkeuring voorlê.

(2) Die Minister kan verteenwoordigers in die bestuur benoem, maar hoogstens 'n getal wat minder as die helfte van die totale ledetal is.

(3) 'n Bestuur vergader minstens een keer elke skoolkwartaal, tensy hy bepaal dat vergaderings meer of, met die goedkeuring van die Minister, minder dikwels gehou word.

(4) Die bestuur hou, of laat notule hou, van verrigtings op 'n vergadering en stuur binne veertien dae na die vergadering 'n afskrif van die ontwerpnotule aan die Sekretaris.

(5) Die prinsipaal van so 'n skool is hoof-administratiewe en -uitvoerende beampte van, en verantwoordelik aan, die bestuur.

Toelating en ontslag van leerlinge.

22. Die toelating van 'n leerling tot en die ontslag van 'n skoolpligtige leerling uit 'n goedgekeurde uniale spesiale skool word deur die Sekretaris goedgekeur.

Registers.

23. (1) 'n Bestuur laat 'n toelatingsregister hou ten opsigte van elke skooljaar, wat die volgende besonderhede insluit:—

- (a) die naam van elke leerling;
 - (b) geboortedatum;
 - (c) datum van toelating;
 - (d) standerd geslaag by toelating;
 - (e) huisadres;
 - (f) datum van ontslag; en
 - (g) standerd geslaag by ontslag.
- (2) Daar word vir elke klas gehou—
- (a) 'n klasregister wat bywoning aandui;
 - (b) 'n werkskema; en
 - (c) 'n rekord van werk wat gedoen is.

Skoolkalender.

24. 'n Goedgekeurde uniale spesiale skool volg die skoolkalender wat die Sekretaris vasstel.

Instelling van onderrigkursusse.

25. Die instelling van 'n onderrigkursus aan 'n goedgekeurde uniale spesiale skool is aan die goedkeuring van die Sekretaris onderworpe.

Verkryging van vaste eiendom.

26. (1) 'n Bestuur hou 'n register ten opsigte van al sy vaste eiendom.

(2) 'n Transaksie vir die verkryging van vaste eiendom, die oprigting van 'n gebou of die uitvoering van werk aan 'n gebou waarvoor 'n hulptoelaag aan 'n goedgekeurde uniale spesiale skool toegestaan is, word tot tevredenheid van die Sekretaris aangegaan.

(3) 'n Bestuur mag geen onroerende goed vir die verkryging of verbetering waarvan 'n hulptoelaag van die Regering ontvang is, sonder die toestemming van die Sekretaris vervreem, verhuur of met 'n verband beswaar nie.

(4) Indien onroerende goed wat deur middel van 'n hulptoelaag van die Regering verkry of verbeter is, vervreem word, word die bedrag aldus bygedra tot die verkryging van of verbetering van die betrokke goed tesame met die *pro rata*-deel van enige wins, aan die Regering terugbetaal.

(5) Indien onroerende goed wat deur middel van 'n hulptoelaag van die Regering verkry of verbeter is, verhuur word, word 'n deel van die huurgeld wat in dieselfde verhouding tot die huurgeld staan as die bedrag

Governing Body.

21. (1) The governing body shall submit its constitution, which shall provide for corporate status, to the Minister for approval.

(2) The Minister may appoint representatives to the governing body, being less in number than half the total membership.

(3) A governing body shall meet at least once during each school term, unless it decides that meetings shall be held at shorter or, with the approval of the Minister, at longer intervals.

(4) The governing body shall keep or cause to be kept minutes of proceedings at a meeting and shall transmit a copy of the draft minutes to the Secretary within fourteen days of the meeting.

(5) The principal of such a school shall be the chief administrative and executive officer of, and shall be responsible to, the governing body.

Admission and Discharge of Pupils.

22. The admission of a pupil to, and the discharge of a pupil subject to compulsory attendance from, an approved Union special school shall be approved by the Secretary.

Registers.

23. (1) A governing body shall cause an admission register to be kept in respect of each school year, which shall include the following particulars:—

- (a) The name of each pupil;
 - (b) date of birth;
 - (c) date of admission;
 - (d) standard passed on admission;
 - (e) home address;
 - (f) date of discharge; and
 - (g) standard passed on discharge.
- (2) For each class the following shall be kept:—
- (a) A class register indicating attendance;
 - (b) a scheme of work; and
 - (c) a record of work done.

School Calendar.

24. An approved Union special school shall adhere to the school calendar fixed by the Secretary.

Introduction of Courses of Instruction.

25. The introduction of any course of instruction at any approved Union special school shall be subject to the approval of the Secretary.

Acquisition of Fixed Property.

26. (1) A governing body shall keep a register in respect of all its fixed property.

(2) Any transaction for the acquisition of fixed property, the erection of a building or the carrying out of work on a building in respect of which a grant-in-aid is made to an approved Union special school shall be entered into to the satisfaction of the Secretary.

(3) A governing body shall not, without the consent of the Secretary, alienate, let or hypothecate any immovable property for the acquisition or improvement of which a grant-in-aid has been received from the Government.

(4) If any immovable property acquired or improved by means of a Government grant-in-aid, is alienated, the amount so contributed towards the acquisition or improvement of the property in question, together with the *pro rata* share of any profit, shall be refunded to the Government.

(5) If any immovable property acquired or improved by means of a Government grant-in-aid is let, a portion of the rental which represents the same proportion of the rental as the amount of the Government's contribution

van die Regering se bydrae tot die verkrygings- of verbeteringskoste van die goed by ontvangs van sodanige huurgeld, aan die Regering betaal.

Voorrade.

27. (1) Die aankoop van voorrade geskied by wyse van 'n bestelvorm, behoorlik geteken deur iemand wat daartoe deur die bestuur gemagtig is.

(2) 'n Deurslag van die bestelvorm, behoorlik ingevul, tesame met 'n faktuur dien as 'n bewysstuk waarteen betaling geskied.

(3) 'n Bestuur hou 'n register ten opsigte van al sy nie-verbruikbare voorrade.

(4) 'n Voorraadopname van alle eiendom word minstens een maal per kalenderjaar, of binne die ander tydperk wat die Sekretaris bepaal, gemaak.

(5) Die beskikking oor 'n ondienstige of verouderde artikel en die afskrywe van tekorte geskied met die goedkeuring van die bestuur.

(6) 'n Artikel wat vernietig moet word, word verbrand of begrawe in die teenwoordigheid van minstens een lid van die bestuur.

(7) 'n Oorskot wat by die voorraadopname gevind is, word in voorraad opgeneem.

(8) Wanneer 'n verwisseling plaasvind van persone wat in die eerste plek vir voorrade en uitrusting verantwoordelik is, word 'n oorhandigingsertifikaat in 'n vorm deur die Sekretaris goedgekeur, ingevul.

Versekering van eiendom.

28. 'n Bestuur verseker by 'n versekeringsmaatskappy deur die Sekretaris goedgekeur, alle geboue en ander eiendom wat brandskade kan ly, teen brandverlies.

Finansies.

29. (1) 'n Bestuur hou rekeningboeke en registers tot tevredenheid van die Sekretaris.

(2) Alle rekeningboeke en registers word aan die einde van elke boekjaar afgesluit en word deur 'n ouditeur, deur die bestuur benoem en deur die Sekretaris goedgekeur, geouditeer.

(3) Alle rekeningboeke en registers word in veilige bewaring gehou.

(4) Alle gelde ontvang, word so gou moontlik maar nie later nie as die volgende werkdag, gedeponeer. Met dien verstande dat 'n deposito van R10 en minder nie hoef gemaak te word nie.

(5) 'n Tjek word geteken deur minstens twee persone deur die bestuur daartoe gemagtig.

(6) 'n Bestuur lê aan die Sekretaris voor—

(a) 'n raming van inkomste en uitgawes vir die volgende boekjaar;

(b) 'n geouditeerde balansstaat en geouditeerde state van inkomste en uitgawes in verband met sy bedrywighede en 'n jaarverslag vir die afgelope boekjaar; en

(c) enige ander inligting wat vereis word.

Vermindering van hulptoelae.

30. Indien na die mening van die Sekretaris daar 'n ernstige versuim of tekortkoming in die administrasie van of onderwys aan 'n goedgekeurde uniale spesiale skool is, kan hy 'n hulptoelaag gedeeltelik of ten volle terughou totdat hy daarvan oortuig is dat die versuim of tekortkoming verhelp is of word.

DEEL VII.

BEHEER EN TUG VAN LEERLINGE AAN GOEDGEKEURDE UNIALE SPESIALE SKOLE.

31. (1) Indien 'n leerling aan 'n goedgekeurde uniale spesiale skool hom op 'n wyse wat sy opleiding, die goeie naam van die skool, die handhawing van orde en dissipline

represents of the cost of the acquisition or improvement of the property, shall be paid to the Government on receipt of such rental.

Stores.

27. (1) The purchase of stores shall be affected by means of an order form duly signed by a person authorised thereto by the governing body.

(2) A carbon copy of the order form, duly completed, together with an invoice, shall serve as a voucher against which payment is made.

(3) A governing body shall keep a register in respect of all its non-expendable stores.

(4) A stocktaking of all property shall be held at least once each calendar year or within such other period as the Secretary may determine.

(5) The disposal of any unserviceable or obsolete article and the writing off of deficiencies shall be effected with the approval of the governing body.

(6) Any article which must be destroyed shall be burnt or buried in the presence of at least one member of the governing body.

(7) Any surplus discovered in the stocktaking shall be taken on charge.

(8) Whenever any change of persons who are primarily responsible for stores and equipment takes place, a handing-over certificate shall be completed.

Insurance of Property.

28. A governing body shall insure against loss by fire, with an insurance company approved by the Secretary, all buildings and other property liable to damage by fire.

Finance.

29. (1) A governing body shall keep books of account and registers to the satisfaction of the Secretary.

(2) All books of account and registers shall be closed off at the end of each financial year and shall be audited by an auditor appointed by the governing body and approved by the Secretary.

(3) All books of account and registers shall be kept in safe custody.

(4) All moneys received shall be deposited as soon as possible but not later than the next work day: Provided that a deposit of R10 and less need not be made.

(5) A cheque shall be signed by at least two persons authorised thereto by the governing body.

(6) A governing body shall submit the following to the Secretary:—

(a) An estimate of revenue and expenditure for the ensuing financial year;

(b) an audited balance sheet and an audited statement of revenue and expenditure in respect of its activities and an annual report for the previous financial year; and

(c) any other information required.

Reduction of Grants-in-aid.

30. If, in the opinion of the Secretary, there is any serious neglect or shortcoming in the administration of, or education at, any approved Union special school, he may withhold part or the whole of a grant-in-aid until he is satisfied that such neglect or shortcoming has been or is being remedied.

PART VII.

CONTROL AND DISCIPLINE OF PUPILS AT APPROVED UNION SPECIAL SCHOOLS.

31. (1) If any pupil at an approved Union special school behaves in a manner which is or may be prejudicial to his training, the good name of the school, the maintenance

aan die skool of die behoorlike voortsetting van die werk van die skool benadeel of kan benadeel, kan tugmaatreëls op hom toegepas word wat die volgende insluit:—

- (a) oplegging van bykomende werk;
- (b) onthouding van voorregte;
- (c) toediening van lyfstraf; en
- (d) uitsetting uit die skool.

(2) Tugmaatreëls word op 'n redelike en oordeelkundige wyse toegepas, hou verband met die oortreding wat begaan is en dien hoofsaaklik as tugmaatreël en ook as maatreël vir die handhawing van die dissipline aan en die goeie naam van die skool.

(3) Lyfstraf is 'n tugmaatreël wat toegedien word slegs indien alle ander tugmaatreëls, behalwe uitsetting uit die skool, vrugtelos geblyk het of blyk te wees of nie aan die doel daarvan beantwoord of sal beantwoord nie.

(4) Lyfstraf word deur die prinsipaal toegedien: Met dien verstande dat 'n ander lid van die personeel lyfstraf in die teenwoordigheid en met die goedkeuring van die prinsipaal kan toedien.

(5) Lyfstraf toegedien, word in 'n boek opgeteken met vermelding van die—

- (a) naam van die leerling;
- (b) aard van die oortreding;
- (c) getal houe toegedien en instrument daarvoor gebruik;
- (d) datum waarop toegedien;
- (e) naam van die persoon wat die straf toegedien het; en
- (f) naam van die persoon, indien van toepassing, onder wie se toesig die straf toegedien is.

(6) 'n Bestuur kan 'n leerling, behalwe 'n leerling op wie die Kinderwet, 1960 (Wet No. 33 van 1960), van toepassing is, uit die skool sit, en 'n skriftelike mededeling van die uitsetting met vermelding van die redes daarvoor word onmiddellik aan die ouer of voog van so 'n leerling gestuur: Met dien verstande dat 'n beslissing van 'n bestuur onderworpe is aan appèl by die Sekretaris, wie se beslissing afdoende is.

DEEL VIII.

OORDRAG VAN BEVOEGDHEDE.

32. Die Sekretaris kan 'n bevoegdheid by hierdie regulasies aan hom verleen aan 'n ander beamppte van die Departement oordra.

Wysigingstrokie No. 4.]

No. R. 1129.] [26 Julie 1963.

WET OP BEROEPSONDERWYS, 1955 (WET NO. 70 VAN 1955).—WYSIGING VAN REGULASIES.

Die Minister van Onderwys, Kuns en Wetenskap het kragtens die bevoegdheid hom by artikel drie-en-dertig van die Wet op Beroepsonderwys, 1955 (Wet No. 70 van 1955), verleen—

- (a) die regulasies afgekondig by Goewermentskennisgewing No. 595 van 29 Maart 1956, soos gewysig by Goewermentskennisgewings No. 1364 van 6 September 1957, No. 1229 van 22 Augustus 1958, No. 1733 van 21 November 1958, No. 35 van 2 Januarie 1959, No. 697 van 8 Mei 1959, No. 834 van 29 Mei 1959, No. 1277 van 14 Augustus 1959 en No. 853 van 17 Junie 1960, paragraaf (a) van Goewermentskennisgewing No. R. 75 van 20 Januarie 1961 en paragraaf 1 van Goewermentskennisgewing No. R. 2062 van 14 Desember 1962, herroep;
- (b) die regulasies afgekondig by paragraaf (b) van Goewermentskennisgewing No. R. 75 van 20 Januarie 1961 en gewysig by paragraaf 2 van

of order and discipline at the school or the proper performance of the activities of the school, disciplinary measures may be taken against him, including the—

- (a) imposition of additional work;
- (b) withholding of privileges;
- (c) administering of corporal punishment; and
- (d) expulsion from the school.

(2) Disciplinary measures shall be applied in a reasonable and judicious manner, shall be appropriate to the offence committed and shall serve primarily as a disciplinary measure and also as a measure for the maintenance of discipline at and the good name of the school.

(3) Corporal punishment is a disciplinary measure administered only if all other disciplinary measures, except expulsion from the school, have proved or prove fruitless or do not and will not serve their purpose.

(4) Corporal punishment shall be administered by the principal: Provided that any other member of the staff may administer corporal punishment in the presence and with the approval of the principal.

(5) Corporal punishment administered shall be entered in a book indicating the—

- (a) name of the pupil;
- (b) nature of the offence;
- (c) number of cuts administered and instrument used therefor;
- (d) date on which administered;
- (e) name of the person who administered the punishment; and
- (f) name of the person, if applicable, under whose supervision the punishment was administered.

(6) A governing body may expel a pupil, other than a pupil to whom the Children's Act, 1960 (Act No. 33 of 1960), applies, from the school and the parent or guardian of such pupil shall immediately be notified in writing of such expulsion with an indication of the reasons therefor: Provided that a decision of a governing body shall be subject to appeal to the Secretary, whose decision shall be final.

PART VIII.

DELEGATION OF POWERS.

32. The Secretary may delegate any power vested in him by these regulations to any other officer of the Department. *Amendment Slip No. 4.]*

No. R. 1129.] [26 July 1963.

VOCATIONAL EDUCATION ACT, 1955 (ACT NO. 70 OF 1955).—AMENDMENT OF REGULATIONS.

The Minister of Education, Arts and Science has, under and by virtue of the powers vested in him by section thirty-three of the Vocational Education Act, 1955 (Act No. 70 of 1955)—

- (a) repealed the regulations published under Government Notice No. 595, dated the 29th March, 1956, as amended by Government Notices No. 1364, dated the 6th September, 1957, No. 1229, dated the 22nd August, 1958, No. 1733, dated the 21st November, 1958, No. 35, dated the 2nd January, 1959, No. 697, dated the 8th May, 1959, No. 834, dated the 29th May, 1959, No. 1277, dated the 14th August, 1959, and No. 853, dated the 17th June, 1960, paragraph (a) of Government Notice No. R. 75, dated the 20th January, 1961, and paragraph 1 of Government Notice No. R. 2062, dated the 14th December, 1962;
- (b) amended the regulations published under paragraph (b) of Government Notice No. R. 75, dated the 20th January, 1961, and amended by paragraph 2

Goewermentskennisgewing No. 2062 van 14 Desember 1962, gewysig deur—

(i) die woorde—

„Deel I Woordomsrywings en algemeen—1” te vervang deur die woorde—

„Inleiding
Deel I”; en

(ii) Deel I deur onderstaande te vervang:—

INLEIDING.

WOORDOMSKRYWING.

1. In hierdie regulasies beteken „die Wet” die Wet op Beroepsonderwys, 1955 (Wet No. 70 van 1955), het ’n uitdrukking waaraan ’n betekenis in die Wet geheg is, dieselfde betekenis en, tensy dit strydig is met die sinsverband, beteken—

„beampte” iemand (uitgesonderd ’n beampte in die Staatsdiens en ’n werknemer) wat op die vaste diensstaat, ander as in ’n tydelike of deeltydse hoedanigheid of op kontrak vir ’n beperkte tydperk, aangestel is;

„departementele skool”—

(i) ’n beroepskool wat ingevolge die Wet;

(ii) ’n nywerheid- of verbeteringskool wat ingevolge die Kinderwet, 1960 (Wet No. 33 van 1960);

(iii) ’n uniale spesiale skool wat ingevolge die Wet op Buitengewone Onderwys, 1948 (Wet No. 9 van 1948)

deur die Minister in stand gehou word;

„diens” onafgebroke voltydse diens by ’n skool of klas in enige hoedanigheid;

„doserende personeel” die prinsipaal, afdelingshoof, vise-prinsipaal, senior lektor of iemand anders wat onderwyspligte vervul;

„gesubsidieerde skool” ’n Staatsondersteunde beroepskool of ’n goedgekeurde uniale spesiale skool wat ’n hulptoelae ontvang;

„gevorderde tegniese klasse” klasse van ’n hoër standaard as dié wat lei tot die Nasionale Senior-sertifikaateksamen;

„inspekteur” ’n beampte van die Departement ingevolge die Wet of die Staatsdienswet, 1957, aangestel en wat deur die Sekretaris gemagtig is om inspeksies ingevolge die Wet uit te voer;

„kalenderjaar” ’n tydperk wat strek van 1 Januarie tot en met 31 Desember van ’n jaar, albei datums inbegrepe;

„klas” ’n voortsettingsklas of ’n deeltydse klas;

„maand” ’n tydperk wat strek vanaf ’n datum in een kalendermaand tot die datum wat die ooreenstemmende datum in die volgende kalendermaand voorafgaan, albei datums inbegrepe;

„ou regulasies” die regulasies wat ingevolge die bepaling van die Wet op Beroepsonderwys, 1928 (Wet No. 29 van 1928), uitgevaardig is;

„prinsipaal” iemand deur die Minister aangestel om die funksies van ’n prinsipaal te vervul;

„salarisverhoging” die goedgekeurde bedrag waarmee ’n salaris volgens die toepaslike skaal verhoog kan word;

„salarisverhogingstydperk” ’n tydperk van twaalf maande of ’n ander goedgekeurde tydperk wat met betrekking tot ’n beampte of werknemer verstryk voordat sy salaris volgens die skaal wat op hom van toepassing is, verhoog kan word;

„skoolfonds” gelde wat onvoorwaardelik aan ’n beroepskool bemaak of geskenk is, of wat die skool (uitgesonderd by wyse van onderwys- of losiesgelde of ander inkomste wat aan die Staat toekom) van die publiek of andersins ingesamel het;

of Government Notice No. 2062, dated the 14th December, 1962, by—

(i) the substitution for the words—

“Part I—Definitions and general . . .” of the words—

“Introduction
Part I”;

and

(ii) the substitution of the following for Part I:—

INTRODUCTION.

DEFINITIONS.

1. In these regulations “the Act” means the Vocational Education Act, 1955 (Act No. 70 of 1955), any term to which a meaning has been assigned in the Act, shall bear that meaning, and unless inconsistent with the context—

“officer” means any person (excluding an officer in the Public Service and an employee) appointed on the fixed establishment otherwise than in a temporary or part-time capacity or on contract for a limited period; “departmental school” means—

(i) a vocational school which is in terms of the Act;

(ii) a school of industries or a reform school which is in terms of the Children’s Act, 1960 (Act No. 33 of 1960);

(iii) a Union special school which is in terms of the Special Education Act, 1948 (Act No. 9 of 1948);

maintained by the Minister;

“service” means any continuous full-time service at a school or class in any capacity;

“teaching staff” means the principal, head of section, vice-principal, senior lecturer or any other person performing educational duties;

“subsidised school” means a State-aided vocational school or an approved Union special school in receipt of a grant-in-aid;

“advanced technical classes” means classes of a higher standard than those leading to the National Senior Certificate Examination;

“inspector” means any officer of the Department appointed under the Act or the Public Service Act, 1957, and authorised by the Secretary to conduct inspections in terms of the Act;

“calendar year” means a period from the 1st January up to and including the 31st December of any year;

“class” means a continuation class or a part-time class;

“month” means a period extending from a date in one calendar month to the date preceding the corresponding date in the following calendar month, both dates inclusive;

“old regulations” means the regulations promulgated under the provisions of the Vocational Education Act, 1928 (Act No. 29 of 1928);

“principal” means a person appointed by the Minister to perform the functions of a principal;

“salary increment” means the approved amount by which a salary may be increased according to the appropriate scale;

“incremental period” means a period of twelve months or another approved period which must elapse in regard to any officer or employee before his salary may be increased in accordance with the scale applicable to him;

“school funds” means funds bequeathed or donated unconditionally to a vocational school or collected by the school (otherwise than by way of tuition or boarding fees or other income accruing to the Government) from the public or otherwise;

- „skoolkwartaal” die tydperk wat as sodanig vasgestel is in ’n kalender wat deur die Sekretaris vir die besondere skool of groep skole ten opsigte van die betrokke jaar opgestel is;
- „skoolvakansie” die tydperk wat tussen twee agtereenvolgende skoolkwartale val;
- „trustgelde” gelde wat aan ’n beroepskool geskenk of bemaak is op voorwaarde dat dit vir ’n spesifieke doel aangewend word;
- „vaste diensstaat” die betrekking wat vir die normale en gereelde vereistes noodsaaklik is en wat, in die geval van ’n beroepskool of deeltydse klas, deur die Minister goedgekeur is en ten opsigte waarvan, in die geval van ’n Staatsondersteunde beroepskool of voortsettingsklas, ’n hulptoelae toegeken word;
- „werknemer” iemand wat in diens is by ’n beroepskool, Staatsondersteunde beroepskool of klas op ’n tydelike grondslag of op kontrak vir ’n vaste tydperk en wie se volle tyd tot beskikking van die skool of klas is, ’n huisbediende of ’n arbeider.

VOORGESKREWE VAKKE EN AMBAGTE.

2. (1) Die voorgeskrewe handelsvakke bedoel in die omskrywing van handelsberoepsonderwys in artikel *een* van die Wet is Boekhou, Ekonomie, Handel of Bedryfsleer, Handelsreg, Kantoorroetine, Masjienrekene, Sekretariële Praktyk, Snelskrif, Shorthand (Engelse Snelskrif), Tik, Verkoopkuns en ’n vak met soortgelyke inhoud as, of ’n kombinasie uit, genoemde vakke.

(2) Die voorgeskrewe huishoudkundige vakke bedoel in die omskrywing van huishoudkundige beroepsonderwys in artikel *een*, van die Wet is Dameskleremakery, Hoedemakery, Huisbestuur, Inrigtingsbestuur, Kindersorg, Kookkuns, Kunslyt, Mode-ontwerp en -tekening, Naaldwerk, Patroonwerp, Uitknip van Damesklere, Voedingsleer, Was en Stryk en ’n vak met soortgelyke inhoud as, of ’n kombinasie uit, genoemde vakke.

(3) Die voorgeskrewe ambagte bedoel in die omskrywing van tegniese beroepsonderwys in artikel *een* van die Wet is Bakkerij, Bekleding, Dieselmotortuigkunde, Draaiwerk, Drukkerswerk, Elektriesiens, Grofsmidery, Horlosiemakery, Instrumentmakery, Karbakherstelwerk, Ketelmakery, Kleremakery, Klipmesselwerk, Letterskilderwerk, Loodgieterswerk, Meubelmakery, Meubelpoleerwerk, Monumentale Klipkappery, Motorwerktuigkunde, Paswerk, Plaatmetaalwerk, Pleisterwerk, Radiotriëns, Skilder- en Dekoreerwerk, Skrynwerk, Steenmesselwerk, Stoffeerwerk, Sweiswerk, Timmerwerk en ’n ambag met soortgelyke inhoud as, of ’n kombinasie uit, genoemde ambagte.

OORDRAG VAN BEVOEGDHEDE.

3. Die Minister kan ’n bevoegdheid by hierdie regulasies aan hom verleen, aan die Sekretaris of ’n ander beamppte van die Departement oordra, en die Sekretaris kan ’n bevoegdheid by hierdie regulasies aan hom verleen, aan ’n ander beamppte van die Departement oordra.

BUITENGEWONE GEVALLE.

4. Indien die omstandighede van ’n geval na die oordeel van die Minister ’n afwyking van ’n bepaling van hierdie regulasies regverdig, kan hy na goeddunke met die geval handel: Met dien verstande dat geen handeling kragtens hierdie regulasies ten opsigte van iemand tot sy nadeel strek nie: Met dien verstande voorts dat ten opsigte van iemand in artikel *sewentien* van die Wet bedoel, die aanbeveling van die Kommissie vooraf verkry word.

BENAMING VAN BEROEPSKOLE EN VOORTSETTINGSKLASSE.

5. Die benaming van ’n beroepskool of voortsettingsklas is onderworpe aan die goedkeuring van die Minister.

„school term” means the period fixed as such in the calendar drawn up by the Secretary for a particular school or group of schools for the year in question;

„school holidays” means the period between two consecutive school terms;

„trust funds” means funds donated or bequeathed to a vocational school on condition that they be applied towards a specific purpose;

„fixed establishment” means the posts which are necessary for the normal and regular requirements and which, in the case of a vocational school or part-time class, are approved by the Minister and in respect of which, in the case of a State-aided vocational school or continuation class, a grant-in-aid is made;

„employee” means any person employed at a vocational school, State-aided vocational school or class on a temporary basis or under contract for a fixed period whose whole time is at the disposal of the school or class, and includes a domestic servant or a labourer.

PREScribed SUBJECTS AND TRADES.

2. (1) The prescribed commercial subjects referred to in the definition of commercial vocational education in section *one* of the Act are Bookkeeping, Economics, Commerce or Business Management, Mercantile Law, Office Routine, Mechanised Arithmetic, Secretarial Practice, Snelskrif (Afrikaans Shorthand), Shorthand, Typewriting, Salesmanship and a subject with contents similar to, or a combination of, the said subjects.

(2) The prescribed domestic science subjects referred to in the definition of domestic science vocational education in section *one* of the Act are Dressmaking, Millinery, Home Management, Institutional Management, Child Care, Cookery, Arts and Crafts, Dress Designing and Drawing, Needlework, Drafting of Patterns, Cutting of Ladies' Clothing, Dietetics, Laundrywork and a subject with contents similar to, or a combination of, the said subjects.

(3) The prescribed trades referred to in the definition of technical vocational education in section *one* of the Act are Baking, Trimming, Diesel Mechanics, Turning, Printing, Electricians, Blacksmithing, Watch-making, Instrument-making, Motor Body Repairing, Boilermaking, Tailoring, Masonry, Signwriting, Plumbing, Cabinetmaking, Furniture Polishing, Monumental Stone-cutting, Motor Mechanics, Fitting, Sheetmetalwork, Plastering, Radio-tricians, Painting and Decorating, Joinery, Bricklaying, Upholstering, Welding, Carpentry and a trade with contents similar to, or a combination of, the said trades.

DELEGATION OF POWERS.

3. The Minister may delegate any of the powers vested in him by these regulations to the Secretary or any other officer of the Department, and the Secretary may delegate any powers vested in him by these regulations to any other officer of the Department.

EXCEPTIONAL CASES.

4. If in the opinion of the Minister the circumstances of a case justify a departure from any provision of these regulations, he may deal with the case as he may deem fit: Provided that no action taken in terms of these regulations in respect of any person shall be detrimental to him: Provided further that in respect of any person referred to in section *seventeen* of the Act, the prior recommendation of the Commission shall be obtained.

DESIGNATION OF VOCATIONAL SCHOOLS AND CONTINUATION CLASSES.

5. The designation of a vocational school or a continuation class shall be subject to the approval of the Minister.

DEEL I.

A.—BEHEER VAN BEROEPSKOLE EN DEELTYDSE KLASSE.

Gebruik van geboue en terreine.

6. Die geboue en terreine by 'n beroepskool of deeltydse klas word gebruik vir die doeleindes waarvoor dié skool of klas ingestel is: Met dien verstande dat die Sekretaris die gebruik daarvan vir 'n ander doel kan goedkeur onderworpe aan dié voorwaardes wat hy bepaal: Met dien verstande voorts dat, indien die Sekretaris goedkeuring verleen vir dié gebruik van die geboue of terreine vir doeleindes buite die bestek van die opvoedkunde waarmee die Departement te doen het en ten opsigte waarvan betaling vereis word, die bedrag betaalbaar ooreenkomstig tariewe deur die Tesourie goedgekeur, bepaal word.

Deeltydse klasse.

7. (1) Die Minister kan die beheer van 'n deeltydse klas aan die prinsipaal van 'n beroepskool opdra en dié klas word daarna as deel van 'n beroepskool bestuur en beheer.

(2) 'n Deeltydse klas word nie ingestel nie, tensy daar 'n inskrywing is van minstens—

(a) vyftien leerlinge; en

(b) agt leerlinge vir elke vak: Met dien verstande dat, waar dié inskrywing minder as agt is, 'n klas in meer as een vak en vir minstens agt leerlinge onder een onderwyser gevorm kan word: Met dien verstande voorts dat hierdie vereiste nie op gevierde tegniese klasse van toepassing is nie.

B.—RADE EN TRUSTKOMITEES VAN BEROEPSKOLE.

Samestelling van rade.

8. (1) 'n Raad van 'n beroepskool bestaan uit die getal lede, maar minstens vyf, wat dié Minister vir dié skool bepaal.

(2) 'n Raad kan indien die goedkeuring van die Minister vooraf verkry is 'n erelid kies, wat op 'n vergadering van die raad nie mag stem nie.

Ampstermyn van lede.

9. (1) Behoudens die bepalings van hierdie regulasies, beklee 'n lid van 'n raad sy amp vir 'n termyn van hoogstens drie jaar: Met dien verstande dat, indien 'n persoon of liggaam in subartikel (1) van artikel vier van die Wet genoem 'n verteenwoordiger vir 'n termyn van minder as drie jaar benoem, dié verteenwoordiger se ampstermyn nie die mindere termyn oorskry nie.

(2) 'n Erelid beklee sy amp vir die termyn wat die Minister bepaal.

(3) Iemand wie se ampstermyn as lid van 'n raad verstryk het, kan weer aangestel word.

Voorsitter en vise-voorsitter.

10. (1) Die stemgeregtigde lede van 'n raad kies uit eie geledere op hulle eerste vergadering, en daarna wanneer dit nodig word, 'n voorsitter en 'n vise-voorsitter om vir 'n ampstermyn van een jaar te dien, mits die termyn nie langer is nie as die termyn waarvoor hulle aangestel is.

(2) Indien 'n voorsitter of vise-voorsitter sy amp ontruim, word, behoudens die bepalings van subregulasie (1), 'n ander voorsitter of vise-voorsitter, na gelang van die geval, gekies.

Vergaderings van 'n raad.

11. (1) 'n Gewone vergadering van 'n raad word elke skoolkwartaal gehou tensy die raad bepaal dat sodanige vergadering meer of, met die goedkeuring van die Minister, minder dikwels gehou word.

(2) Die voorsitter, of indien hy nie beskikbaar is nie, die vise-voorsitter kan uit eie beweging te eniger tyd 'n buitengewone vergadering belê, en moet, indien daartoe

PART I.

A. CONTROL OF VOCATIONAL SCHOOLS AND PART-TIME CLASSES.

Use of Buildings and Grounds.

6. The buildings and grounds at a vocational school or part-time class shall be used for the purposes for which such school or class has been established: Provided that the Secretary may approve the use thereof for any other purpose subject to such conditions as he may determine: Provided further that if the Secretary has approved the use of such building or grounds for purposes which fall outside the scope of education with which the Department is concerned and in respect of which payment is required, the amount payable shall be in accordance with tariffs approved by the Treasury.

Part-time Classes.

7. (1) The Minister may assign the control of a part-time class to the principal of a vocational school and such class shall thereafter be managed and controlled as part of a vocational school.

(2) A part-time class shall not be established unless it has an enrolment of not less than—

(a) fifteen pupils; and

(b) eight pupils for each subject: Provided that where less than eight pupils are so enrolled, a class in more than one subject and for not less than eight pupils may be formed under one teacher: Provided further that this requirement shall not apply to advanced technical classes.

B. COUNCILS AND TRUST COMMITTEES OF VOCATIONAL SCHOOLS.

Constitution of Councils.

8. (1) A council of a vocational school shall consist of such number of members, but not less than five, as the Minister may determine for such school.

(2) A council may, subject to the approval of the Minister, elect an honorary member who shall not be entitled to vote at a meeting of the council.

Period of Office of Members.

9. (1) Subject to the provisions of these regulations, a member of a council shall hold office for a period not exceeding three years: Provided that if the person or body referred to in sub-section 1 of section four of the Act nominates a representative for a period of less than three years, the period of office of such representative shall not exceed that period.

(2) An honorary member shall hold office for such period as the Minister may determine.

(3) Any person whose period of office as a member of a council has expired, may be re-appointed.

Chairman and Vice-chairman.

10. (1) The council members who are entitled to vote shall at their first meeting and thereafter whenever necessary, elect from amongst the members a chairman and vice-chairman to hold office for a period of one year, provided that such period shall not extend beyond the period for which they have been appointed.

(2) If a chairman or a vice-chairman vacates office, another chairman or vice-chairman, as the case may be, shall be elected subject to the provisions of sub-regulation (1).

Meetings of a Council.

11. (1) An ordinary meeting of a council shall be held during each school term unless the council decides that such meeting shall be held at shorter or, with the approval of the Minister, at longer intervals.

(2) The chairman or, if he is not available, the vice-chairman may of his own accord call a special meeting at any time and shall, if directed by the Minister to do so

deur die Minister gelas of daarom deur minstens 'n derde van die lede van die raad versoek, binne sewe dae na ontvangs van dié lasgewing of versoek 'n buitengewone vergadering belê.

(3) Die voorsitter of, indien hy nie beskikbaar is nie, die vise-voorsitter bepaal die tyd en plek van 'n vergadering en laat skriftelik kennis, met vermelding van die sake wat op die vergadering behandel sal word, aan elke lid van die raad gee sodat dit hom minstens drie dae voor die bepaalde datum bereik: Met dien verstande dat kennis van die hou van 'n buitengewone vergadering op dié ander wyse wat die voorsitter of die vise-voorsitter, na gelang van die geval, nodig ag, gegee mag word: Met dien verstande voorts dat die verrigtings van 'n vergadering nie ongeldig is of nietig verklaar kan word indien die vereiste kennisgewing nie behoorlik gegee is nie, tensy 'n besluit of beslissing op die vergadering waarskynlik nie geneem of gegee sou gewees het nie indien behoorlike kennis gegee is.

Kworum.

12. Minstens drie maar nie minder nie as 'n derde van die stemgeregtigde lede, vorm 'n kworum op 'n vergadering.

Prosedure op vergaderings.

13. (1) Die voorsitter van 'n raad sit voor op 'n vergadering; indien hy afwesig is, sit die vise-voorsitter voor; en indien nóg die voorsitter nóg die vise-voorsitter aanwesig is, kies die teenwoordige stemgeregtigde lede, mits daar 'n kworum is, iemand uit eie geledere om voor te sit en het dié aldus gekose lid vir daardie vergadering al die bevoegdhede en voorregte van 'n voorsitter.

(2) Op 'n vergadering behandel die raad sake waarvan daar vooraf kennis gegee is, en die sake wat 'n lid met die goedkeuring van die vergadering opper.

(3) 'n Beslissing van die raad word by wyse van 'n besluit deur 'n meerderheid van die lede wat teenwoordig is en hul stemme daarvoor uitbring, aangeneem.

(4) Elke aanwesige lid het een stem en by 'n staking van stemme het die voorsitter, benewens sy gewone stem, ook 'n beslissende stem.

(5) Behoudens die bepalings van die regulasies en die reglement van orde, as daar is, beslis die voorsitter oor 'n vraag van orde of prosedure: Met dien verstande dat, indien 'n lid teen dié beslissing beswaar maak, die vraag sonder bespreking tot stemming gebring word en die beslissing van die vergadering afdoende is.

Afwesigheid met verlof.

14. (1) 'n Raad kan aan 'n lid verlof toestaan om, gedurende 'n tydperk wat die raad bepaal, van vergaderings afwesig te wees.

(2) 'n Lid wie se aansoek om verlof deur die raad geweier is, kan appél aanteken by die Minister, wat na oorweging van dié appél die weiering kan bekragtig of die raad kan gelas om die verlof toe te staan.

Bedanking en ontslag.

15. 'n Lid van 'n raad ontruim sy amp indien—

- (a) hy skriftelik bedank;
- (b) sy benoeming deur die persoon of liggaam wat hy verteenwoordig, ingetrek word;
- (c) hy van drie agtereenvolgende vergaderings sonder die toestemming van die raad afwesig is;
- (d) sy aanstelling deur die Minister ingetrek word; of
- (e) hy 'n betrekking aan die skool waarvan hy 'n lid van die raad is, aanvaar.

Aanvulling van vakatures.

16. Indien die setel van 'n lid van 'n raad voor die verstryking van die termyn waarvoor hy aangestel is, vakant raak, kan die Minister of die persoon of liggaam in subartikel (1) van artikel vier van die Wet genoem, na gelang van die geval, iemand aanstel of benoem om die vakature aan te vul vir die onverstreke gedeelte van die termyn waarvoor dié lid aangestel of benoem was.

or at the request of at least one-third of the members of the council, call a special meeting within seven days of receipt of such direction or request.

(3) The chairman or, if he is not available, the vice-chairman shall appoint the time and venue of a meeting and shall cause notice in writing, indicating the matters to be dealt with at the meeting to be given to each member of the council so as to reach him not less than three days before the fixed date: Provided that notice of a special meeting may be given in such other manner as the chairman or the vice-chairman, as the case may be, may deem necessary: Provided further that the proceedings of a meeting may not be vitiated or set aside if the required notice has not been duly given, unless it appears that any resolution or decision at the meeting would probably not have been passed or taken if proper notice had been given.

Quorum.

12. At least three, but not less than one-third of the members entitled to vote shall constitute a quorum at a meeting.

Procedure at Meetings.

13. (1) The chairman of a council shall preside at a meeting; if he is absent, the vice-chairman shall preside; and if neither the chairman nor the vice-chairman is present, the members present and entitled to vote, there being a quorum, shall elect one of them to preside and the member so elected shall for the purpose of that meeting have all the powers and privileges of a chairman.

(2) At any meeting the council shall deal with matters of which prior notice has been given and such matters as are raised by a member with the approval of the meeting.

(3) Any decision of the council shall be taken by way of resolution of the majority of the members who are present and who cast their votes.

(4) Each member present shall have one vote and in the event of an equality of votes the chairman shall, in addition to his deliberative vote, have a casting vote.

(5) Subject to the provisions of the regulations and the standing orders, if any, the chairman shall give his ruling on a question of order or procedure: Provided that if a member objects to any such ruling, the question shall be put to the vote without any further discussion and the decision of the meeting shall be final.

Leave of Absence.

14. (1) A council may grant leave to any member to be absent from meetings during such period as may be determined by the council.

(2) A member whose application for leave has been refused by the council may appeal to the Minister who may, after consideration of the appeal, confirm the refusal of the council or instruct the council to grant the leave.

Resignation and Discharge.

15. A member of a council vacates his office if—

- (a) he resigns in writing;
- (b) his appointment is withdrawn by the person or body represented by him;
- (c) he is absent from three consecutive meetings without the permission of the council;
- (d) his appointment is withdrawn by the Minister; or
- (e) he accepts a post at the school of which he is a council member.

Filling of Vacancies.

16. If the seat of any member of a council becomes vacant before the expiry of the period for which he was appointed, the Minister or the person or body referred to in sub-section (1) of section four of the Act, as the case may be, may appoint or nominate a person to fill the vacancy for the unexpired portion of the period for which that member was appointed or nominated.

Werkzaamhede.

17. Die raad van 'n skool adviseer die Sekretaris aangaande onderwys- en ander aangeleenthede in die algemeen, veral in verband met die welsyn van leerlinge en personeel van die skool.

Bevoegdhede.

18. (1) 'n Raad kan met betrekking tot die skool waarvoor hy aangestel is, die sekretaris van advies dien en by hom aanbevelings doen omtrent—

- (a) beplanning van kursusse, met inagneming van plaaslike behoeftes;
- (b) die beplanning, oprigting en gebruik van geboue;
- (c) die instelling van kursusse by deeltydse klasse wat aan die skool toegevoeg is;
- (d) die adverteer van deeltydse kursusse en die werwing van deeltydse en tydelike leerkragte by in paragraaf (c) bedoelde klasse;
- (e) die uitsetting van leerlinge uit die skool;
- (f) 'n aangeleentheid wat die Minister of die sekretaris na die Raad verwys; en
- (g) ander aangeleenthede met betrekking tot die welsyn van die skool in die algemeen.

(2) 'n Raad oorweeg die verslae van die prinsipaal oor die skool en alle departementele inspeksieverslae wat aan hom voorgelê word en doen by die sekretaris aanbevelings omtrent die aangeleenthede wat daaruit voortspruit.

(3) 'n Raad kan van tyd tot tyd 'n lid van die raad aanstel om die skool te besoek en oor enige saak wat na sy mening die belange van die skool, die leerlinge of die personeel raak, skriftelike verslag te doen en die verslag maak deel uit van die notule van die eersvolgende vergadering van die raad.

(4) (a) 'n Raad kan 'n komitee of komitees instel om hom te adviseer en van sy funksies te verrig, en kan die persone wat hy goed vind, met inbegrip van persone wat nie lede van die raad is nie, as lede van die komitee aanstel. Met dien verstande dat die voorsitter van die komitee uit die lede van 'n raad gekies word.

(b) Die raad kan 'n besluit van die komitee wysig of nietig verklaar.

Reis- en verblyfstoelaes.

19. 'n Lid van 'n raad of komitee wat nie in voltydse diens van die Staat is nie, ontvang, ten opsigte van reise en bywoning van 'n vergadering van 'n raad of 'n ander vergadering deur die Sekretaris goedgekeur, en ten opsigte van besoeke aan, of inspeksies van, die skool in die uitoefening van sy plig as besoekende lid, reis- en verblyfstoelaes teen dié tarief waarteen en onder die omstandighede waaronder dié toelaes betaalbaar is aan 'n beampte met 'n salaris gelyk aan of hoër as die salaris verbonde aan 'n pos van adjunk-sekretaris in die administratiewe afdeling van die Staatsdiens.

Sekretariële en administratiewe werk.

20. (1) Die prinsipaal verrig die sekretariële en administratiewe werk van die raad en kan 'n beampte van die skool gelas om hom daarmee behulpzaam te wees.

(2) Die prinsipaal hou, of laat notule hou, van verrigtings op 'n vergadering van 'n raad en stuur binne veertien dae na 'n vergadering 'n afskrif van die ontwerpnotule aan die Sekretaris.

(3) Die ontwerpnotule word aan die raad op sy volgende vergadering vir bekragtiging of, indien nodig, vir wysiging en bekragtiging voorgelê.

Raad as trustkomitee.

21. Wanneer die Minister die lede van 'n raad as 'n trustkomitee aanstel, is die bepalinge van regulasies 10, 11, 12, 13, 14, 19 en 20 van hierdie Deel van toepassing op die komitee.

Functions.

17. The council of a school shall advise the Secretary on educational and other matters in general, particularly in connection with the welfare of pupils and staff of the school.

Powers.

18. (1) A council may in regard to the school for which it was appointed advise the Secretary on and make recommendations to him in connection with—

- (a) planning of courses, with due regard to local needs;
- (b) the planning, erection and use of buildings;
- (c) the introduction of courses in part-time classes added to the school;
- (d) the advertising of part-time courses and the recruiting of part-time and temporary teachers in classes referred to in paragraph (c);
- (e) the expulsion of pupils from the school;
- (f) any matter referred to the council by the Minister or the Secretary; and
- (g) any other matters relating to the welfare of the school generally.

(2) A council shall consider the reports of the principal on the school and all departmental inspection reports submitted to it and shall make recommendations to the Secretary in connection with the matters arising therefrom.

(3) A council may from time to time appoint any member of the council to visit the school and to report in writing on any matter which, in his opinion, effects the interests of the school, the pupils or the staff and the report shall constitute part of the minutes of the next meeting of the council.

(4) (a) A council may set up a committee or committees to advise it and to carry out some of its functions and may appoint such persons as it may deem fit, including persons who are not members of the council, as members of such committee. Provided that the chairman of each such committee shall be elected from the members of a council.

(b) The council may amend or set aside a resolution of such committee.

Travelling and Subsistence Allowances.

19. A member of a council or committee who is not in the full-time service of the Government, shall receive, in respect of journeys to and from and attendance at, a meeting of a council or any other meeting approved by the Secretary, and in respect of visits to and inspections of, the school in the execution of his duty as visiting member, travelling and subsistence allowances at the rate at which and in the circumstances in which such allowances are payable to an officer who is in receipt of a salary equal to or higher than the salary attaching to a post of deputy secretary in the administrative division of the Public Service.

Secretarial and Administrative Work.

20. (1) The principal shall perform the secretarial and administrative work of the council and may call upon an officer of the school to assist him.

(2) The principal shall keep or cause to be kept minutes of proceedings at any meeting of a council and shall transmit a copy of such draft minutes to the Secretary within fourteen days of a meeting.

(3) The draft minutes shall be submitted to the council at its next meeting for confirmation or, if necessary, for amendment and confirmation.

Council as Trust Committee.

21. Whenever the Minister appoints the members of a council as a trust committee, the provisions of regulations 10, 11, 12, 13, 14, 19 and 20 of this Part shall apply to such committee.

Ontvangs en beheer van trustgelde en skoolfondse, en pligte van 'n trustkomitee.

22. (1) Wanneer die instandhouding, bestuur en beheer van 'n verklaarde instelling of deel van 'n verklaarde instelling kragtens die bepalings van artikel drie van die Wet aan die Regering oorgedra word—

(a) word alle trustgelde in paragraaf (d) van subartikel (2) van artikel drie van die Wet genoem en skoolfondse in besit van sodanige instelling of deel daarvan behoudens die bepalings van paragraaf (b) hiervan aan die Sekretaris betaal en deur hom na gelang van omstandighede by die Staatskuld-kommissaris belê of in 'n bank- of afgagtings-rekening gestort tot tyd en wyl sodanige gelde en fondse ooreenkomstig die voorwaardes van die trust, skenking of bemaking of vir die doel waarvoor dit ingesamel is, aangewend of aan 'n trustkomitee betaal kan word;

(b) word besonderhede van alle sekuriteite met betrekking tot of van beleggings van trustgelde in paragraaf (d) van subartikel (2) van artikel drie van die Wet genoem, aan die Sekretaris gerapporteer en sodanige sekuriteite of beleggingstukke word aan die Sekretaris gestuur of in 'n bewaarkuis of ander veilige plek geplaas, na gelang die Sekretaris gelas.

(2) Alle trust- en skoolfondsgelde wat 'n trustkomitee of die skool ontvang, word op naam van die skool se trustfonds in 'n bankrekening gestort of andersins belê, na gelang die Sekretaris goedkeur.

(3) 'n Trustkomitee magtig alle uitgawes uit trust- en skoolfondse: Met dien verstande dat 'n komitee 'n prinsipaal kan magtig om 'n betaling uit 'n skoolfonds ten opsigte van 'n bepaalde diens (insluitende goedere verskaf) waarvan die koste veertig rand nie te bowe gaan nie, sonder voorafgaande goedkeuring aan te gaan.

(4) Sonder die voorafgaande goedkeuring van die Sekretaris mag 'n trustkomitee nie voorrade aangekoop uit skoolfonds- en trustgelde verkoop, verhuur of andersins vervreem nie.

Aanwending van skoolfondsgelde.

23. Skoolfondsgelde kan aangewend word vir—

- (a) die aankoop van sportuitrusting vir leerlinge;
- (b) die vervoer en onthaal van skoolgroepe;
- (c) die aankoop van kunswerke vir die skool;
- (d) opvoedkundige en ander uitstappies vir leerlinge;
- (e) vakansiekampe vir leerlinge;
- (f) Kersfeesonthale vir leerlinge en ander onthale vir leerlinge en besoekende leerlinge;
- (g) die huur van films;
- (h) die aankoop van opvoedkundige hulpmiddels wat in beginsel nie deur die Departement verskaf word nie;
- (i) die bestryding van administrasiekoste van die skoolfonds- en trustgelde; en
- (j) ander doeleindes in die algemene belang van die skool of leerlinge maar onderworpe aan die goedkeuring van die Sekretaris indien die uitgawe vir 'n bepaalde diens, honderd rand oorskry.

Betalings.

24. (1) Behoudens die bepalings van subregulasie (2) geskied 'n betaling per tjek of ander order, na gelang van die geval, deur die prinsipaal geteken en deur 'n lid wat die komitee daartoe magtig, medeonderteken.

(2) Die prinsipaal hou 'n voorskotrekening vir kleinkas, wat nie 'n bedrag van twintig rand mag oorskry nie, en kan 'n betaling van hoogstens tien rand daaruit doen.

Boekhouding.

25. (1) 'n Trustkomitee hou 'n kasboek, 'n kleinkasboek, 'n grootboek (waarin 'n afsonderlike rekening ten opsigte van elke trust, skenking of bemaking, en die skoolfonds gehou word), 'n kwitansieboek en 'n voorraadregister (waarin ontvangste, uitreikings en afskrywings van voorrade aangeteken word).

Receipt and Control of Trust Funds and School Funds, and Duties of a Trust Committee.

22. (1) Whenever the maintenance, management and control of a declared institution or of part of a declared institution are in terms of section three of the Act vested in the Government—

(a) all trust funds referred to in paragraph (d) of sub-section (2) of section three of the Act and school funds held by such institution or part thereof shall, subject to the provisions of paragraph (b) hereof, be paid to the Secretary who shall, as circumstances may require, invest such funds with the Public Debt Commissioners or pay them into a bank or suspense account until such time as such funds can be applied in accordance with the conditions of the trust, donation or bequest or for the purpose for which they were collected or until they can be paid over to a trust committee;

(b) particulars of all securities relating to or of investments of trust funds referred to in paragraph (d) of sub-section (2) of section three of the Act shall be reported to the Secretary, and such securities or investments shall be forwarded to the Secretary or placed in safe deposit or other place of security as the Secretary may direct.

(2) All trust funds and school funds received by a trust committee or the school shall be deposited in the name of the school's trust fund in a bank account or otherwise invested, as approved by the Secretary.

(3) A trust committee shall authorise all expenditure from trust funds and school funds: Provided that a committee may, without prior approval, authorise a principal to make a payment out of a school fund in respect of any particular service (including goods supplied) the cost of which shall not exceed forty rand.

(4) Without the prior approval of the Secretary a trust committee shall not sell, let or otherwise alienate stores purchased out of school funds and trust funds.

Application of School Funds.

23. School funds may be applied towards—

- (a) the purchase of sports equipment for pupils;
- (b) the conveyance and entertainment of school groups;
- (c) the purchase of works of art for the school;
- (d) educational and other excursions for pupils;
- (e) holiday camps for pupils;
- (f) Christmas entertainments for pupils and other entertainments for pupils and visiting pupils;
- (g) the hiring of films;
- (h) the purchase of educational aids on principle not supplied by the Department;
- (i) the defrayal of administration costs of the school funds and trust funds; and
- (j) other purposes in the general interest of the school or pupils but subject to the approval of the Secretary if the expenditure on any particular service exceeds one hundred rand.

Payments.

24. (1) Subject to the provisions of sub-regulation (2) a payment is made by cheque or other order, as the case may be, signed by the principal and countersigned by a member authorised thereto by the committee.

(2) The principal shall keep a petty cash advance account which shall not exceed an amount of twenty rand and may make a payment not exceeding ten rand therefrom.

Accounting.

25. (1) A trust committee shall keep a cash book, a petty cash book, a ledger (in which a separate account is kept in respect of each trust, donation or bequest, and the school fund), a receipt book and a stores register (in which receipts, issues and write-offs of stores are entered).

(2) Die rekeningboeke word aan die einde van 'n boekjaar, wat op 31 Maart eindig, afgesluit en 'n inkomste- en uitgawe- en balansstaat in drievoud opgestel om die stand van elke trust, skenking, bemaking of skoolfonds aan te dui.

State en verslae.

26. 'n Trustkomitee verstrek die volgende aan die Sekretaris:—

- (a) Die inligting wat hy verlang;
- (b) 'n jaarlikse staat van oorskotte en tekorte van uitrusting en voorrade; en
- (c) 'n jaarlikse staat van ondienstige stukkende, verslete, beskadigde, oortollige of verouderde uitrusting.

C. STAATSONDERSTEUNDE BEROEPSKOLE.

27. Die toekenning van hulptoelae aan 'n staatsondersteunde beroepskool is, benewens ander voorwaardes wat ingevolge artikel ses van die Wet bepaal kan word, onderworpe aan die voorwaardes voorgeskryf by regulasies 28 tot 37 van Deel I.

Bestuursliggaam.

28. (1) 'n Staatsondersteunde beroepskool word geplaas onder 'n bestuursliggaam met regs persoonlikheid, wat sy statuut vir goedkeuring deur die Minister voorlê.

(2) Die Minister kan verteenwoordigers in die bestuursliggaam benoem, maar hoogstens 'n getal wat een minder as die helfte van die totale ledetal is.

(3) 'n Bestuursliggaam vergader minstens een keer elke skoolkwartaal, tensy hy bepaal dat vergaderings meer of met die goedkeuring van die Minister, minder dikwels gebou word.

(4) Die bestuursliggaam hou, of laat notule hou, van verrigtings op 'n vergadering en stuur binne 14 dae na die vergadering 'n afskrif van die ontwerpnotule aan die Sekretaris.

(5) Die prinsipaal van dié skool is die hoof-administratiewe en -uitvoerende beampte van, en verantwoordelik aan, die bestuursliggaam.

Klasrekords.

29. Die volgende word vir elke klas gehou—

- (a) 'n klasregister wat bywoning aandui;
- (b) 'n werkskema; en
- (c) 'n rekord van werk wat gedoen is.

Skoolkalender.

30. 'n Staatsondersteunde beroepskool volg die skoolkalender wat die Sekretaris vasstel.

Instelling van kursusse van onderwys en opleiding.

31. Die instelling van 'n kursus van onderwys en opleiding aan 'n staatsondersteunde beroepskool is aan die goedkeuring van die Sekretaris onderworpe.

Verkryging en instandhouding van vaste eiendom.

32. (1) 'n Bestuursliggaam hou 'n register ten opsigte van al sy vaste eiendom.

(2) 'n Transaksie vir die verkryging van vaste eiendom, die oprigting van 'n gebou, of die uitvoering van werk aan 'n gebou waarvoor 'n private lening of staats-toelae aan 'n staatsondersteunde beroepskool toegestaan is, word tot tevredenheid van die Sekretaris aangegaan.

(3) Die Sekretaris kan voorskrifte uitvaardig betreffende die prosedure met betrekking tot 'n aansoek om, en ander reëlings in verband met, dié lening of toelae.

(4) 'n Bestuursliggaam mag geen onroerende goed vir die verkryging of verbetering waarvan 'n hulptoelae van die Staat ontvang is, sonder die toestemming van die Minister vervreem, verhuur of met 'n verband beswaar nie.

(2) The books of account shall be closed off at the end of a financial year ending on the 31st March, and a statement of revenue and expenditure and a balance sheet shall be drawn up in triplicate to reflect the position of each trust, donation, bequest or school fund.

Statements and Reports.

26. A trust committee shall furnish the Secretary with—

- (a) the information requested by him;
- (b) an annual statement of surpluses of and deficiencies in equipment and stores; and
- (c) an annual statement of unserviceable, broken, worn, damaged, redundant or obsolete equipment.

C. STATE-AIDED VOCATIONAL SCHOOLS.

27. The granting of grants-in-aid to a State-aided vocational school shall be in addition to such other conditions as may be determined in terms of section six of the Act, subject to the conditions prescribed by regulations 28 to 37 of Part I.

Governing Body.

28. (1) A State-aided vocational school shall be placed under a corporate governing body which shall submit its constitution for approval by the Minister.

(2) The Minister may appoint representatives to the governing body but not exceeding a number one less than half the total membership.

(3) A governing body shall meet at least once during each school term unless it decides that meetings shall be held at shorter or, with the approval of the Minister, at longer intervals.

(4) The governing body shall keep or cause to be kept minutes of proceedings at a meeting and shall transmit a copy of the draft minutes to the Secretary within fourteen days of the meeting.

(5) The principal of such school shall be the chief administrative and executive officer of, and responsible to, the governing body.

Class Records.

29. The following shall be kept for each class:—

- (a) A class register indicating attendance;
- (b) a scheme of work; and
- (c) a record of work done.

School Calendar.

30. A State-aided vocational school shall adhere to the school calendar fixed by the Secretary.

Introduction of Courses of Instruction and Training.

31. The introduction of any course of instruction and training at any State-aided vocational school shall be subject to the approval of the Secretary.

Acquisition and Maintenance of Fixed Property.

32. (1) A governing body shall keep a register in respect of all its fixed property.

(2) Any transaction for the acquisition of fixed property, the erection of a building, or the carrying out of work on a building in respect of which a private loan or Government grant has been granted to a State-aided vocational school, shall be entered into to the satisfaction of the Secretary.

(3) The Secretary may issue instructions as to the procedure in regard to an application for, and other arrangements in connection with such loan or grant.

(4) A governing body shall not, without the consent of the Minister, alienate, let or hypothecate any immovable property for the acquisition or improvement of which a grant-in-aid has been received from the Government.

(5) Indien onroerende goed wat deur middel van 'n hulptoelae van die Staat verkry of verbeter is, vervreem word, word die bedrag aldus bygedra tot die verkryging of verbetering van die betrokke goed tesame met die *pro rata*-gedeelte van enige wins, aan die Staat terugbetaal.

(6) Indien onroerende goed wat deur middel van 'n hulptoelae van die Staat verkry of verbeter is, verhuur word, word 'n deel van die huurgeld wat in dieselfde verhouding tot die huurgeld staan as die bedrag van die Staat se bydrae tot die verkrygings- of verbeteringskoste van die goed by ontvangs van dié huurgeld, aan die Staat betaal.

Voorrade.

33. (1) Die aankop van voorrade geskied by wyse van 'n bestelvorm, behoorlik geteken deur iemand wat deur die bestuursliggaam daartoe gemagtig is.

(2) 'n Deurslag van die bestelvorm, behoorlik ingevul, tesame met 'n faktuur, dien as 'n bewysstuk waarteen betaling geskied.

(3) 'n Bestuursliggaam hou 'n register ten opsigte van al sy voorrade.

(4) 'n Voorraadopname van alle eiendom word minstens een maal per kalenderjaar, of binne dié ander tydperk wat die Sekretaris bepaal, gemaak.

(5) Die beskikking oor 'n ondienstige of verouderde artikel en die afskrywe van tekorte geskied met die goedkeuring van die bestuursliggaam.

(6) 'n Artikel wat vernietig moet word, word verbrand of begrawe in die teenwoordigheid van minstens een lid van die bestuursliggaam.

(7) 'n Oorskot wat by die voorraadopname gevind is, word in voorraad opgeneem.

(8) Wanneer 'n verwisseling plaasvind van persone wat in die eerste plek vir voorrade en uitrusting verantwoordelik is, word 'n oorhandigingsertifikaat ingevul.

Versekering van eiendom.

34. 'n Bestuursliggaam verseker by 'n versekeringsmaatskappy deur die Sekretaris goedgekeur alle geboue en ander eiendom wat brandskade kan ly, teen brandverlies.

Finansies.

35. (1) 'n Bestuursliggaam hou rekeningboeke en registers tot tevredenheid van die Sekretaris.

(2) Alle rekeningboeke en registers word aan dié einde van elke boekjaar afgesluit en word deur 'n ouditeur, deur die bestuursliggaam benoem en deur die Sekretaris goedgekeur, geouditeer.

(3) Alle rekeningboeke en registers word in veilige bewaring gehou.

(4) Alle gelde ontvang, word so gou moontlik maar nie later nie as die volgende werkdag, gedeponeer: Met dien verstande dat 'n deposito van tien rand en minder nie gemaak hoef te word nie.

(5) 'n Tjek word geteken deur minstens twee persone deur die bestuursliggaam daartoe gemagtig.

(6) 'n Bestuursliggaam lê aan die Sekretaris voor—

(a) 'n raming van inkomste en uitgawes vir die volgende boekjaar;

(b) 'n geouditeerde balansstaat en geouditeerde state van inkomste en uitgawes in verband met sy bedrywighede en 'n jaarverslag vir die afgelope boekjaar; en

(c) enige ander inligting wat vereis word.

Inspeksie.

36. Die Minister kan 'n inspeksie laat hou van of ondersoek laat instel na enige aangeleentheid betreffende 'n staatsondersteunde beroepskool.

(5) If any immovable property acquired or improved by means of a Government grant-in-aid is alienated, the amount so contributed towards the acquisition or improvement of the property in question, together with the *pro rata* share of any profit, shall be refunded to the Government.

(6) If any immovable property acquired or improved by means of a Government grant-in-aid is let, such portion of the rental which represents the same proportion of the rental as the amount of the Government's contribution represents of the cost of the acquisition or improvement of the property, shall on receipt of such rental be paid to the Government.

Stores.

33. (1) The purchase of stores shall be effected by means of an order form, duly signed by a person authorised thereto by the governing body.

(2) A carbon copy of the order form, duly completed, together with an invoice, shall serve as a voucher against which payment is made.

(3) A governing body shall keep a register in respect of all its stores.

(4) A stocktaking of all property shall be held at least once every calendar year or within such other period as the Secretary may determine.

(5) The disposal of any unserviceable or obsolete article and the writing off of deficiencies shall be effected with the approval of the governing body.

(6) Any article which must be destroyed, shall be burned or buried in the presence of at least one member of the governing body.

(7) Any surplus discovered in the stocktaking shall be taken on charge.

(8) Whenever any change of persons who are primarily responsible for stores and equipment takes place a handing-over certificate shall be completed.

Insurance of Property.

34. A governing body shall insure against loss by fire with an insurance company approved by the Secretary, all buildings and other property liable to damage by fire.

Finance.

35. (1) A governing body shall keep books of account and registers to the satisfaction of the Secretary.

(2) All books of account and registers shall be closed off at the end of each financial year and shall be audited by an auditor appointed by the governing body and approved by the Secretary.

(3) All books of account and registers shall be kept in safe custody.

(4) All moneys received shall be deposited as soon as possible but not later than the next workday: Provided that a deposit of ten rand and less need not be made.

(5) A cheque shall be signed by at least two persons authorised thereto by the governing body.

(6) A governing body shall submit the following to the Secretary:—

(a) An estimate of revenue and expenditure for the ensuing financial year;

(b) an audited balance sheet and an audited statement of revenue and expenditure in respect of its activities and an annual report for the previous financial year; and

(c) any other information required.

Inspection.

36. The Minister may cause an inspection to be made of or an enquiry to be held into any matter in regard to a State-aided vocational school.

Vermindering van hulptoelaes.

37. Indien daar na die mening van die Sekretaris, 'n ernstige versuim of tekortkoming in die administrasie van of onderwys aan 'n staatsondersteunde beroepskool is, kan hy 'n hulptoelaes gedeeltelik of ten volle terughou totdat hy daarvan oortuig is dat die versuim of tekortkoming verhelp is of word.

D. KURSUSSE INBEGREPE BY HOËR ONDERWYS.

38. Kursusse van onderwys en opleiding erken as inbegrepe by hoër onderwys ingevolge artikel *agt* van die Wet, word gegroepeer as—

- (a) klasse wat nie selfonderhoudend hoef te wees nie—
 - (i) kursusse waarin eksamens kragtens artikel *elf* van die Wet afgeneem word uitgesonderd dié in paragraaf (b) genoem; en
 - (ii) die diplomas van die Koninklike Vereniging vir Gesondheid, Institute van Meganiese, Elektrotegniese en Siviele Ingenieurswese, Institute van Sekretarisse, Instituut vir Administrasie en Handel van Suid-Afrika, Instituut van Bankiers van Suid-Afrika, Bouverenigingsinstituut van Suider-Afrika en Suid-Afrikaanse Instituut van Bestuurswese; en
- (b) klasse waarvoor die onderwysgelde nagenoeg die koste van salarisse en toelaes van die betrokke doserende personeel dek en wat die volgende insluit:—
 - (i) Kursusse in musiek, ballet, spraakkuns., drama, kuns en handwerk;
 - (ii) klasse en kursusse in liggaamlike opvoeding en sport;
 - (iii) kursusse, demonstrasies en klasse in blommerangskikking, kunswaardering, musiekwaardering en enige ander klas, klubbedrywigheid, kursus of demonstrasie; en
 - (iv) klasse in tale, kort kursusse, demonstrasies, lesings en ander kursusse wat nie by paragraaf (a) ingesluit is nie.

E. VOORTSETTINGSKLASSE.*Aansoek om erkenning.*

39. Aansoek om erkenning as 'n voortsettingsklas kragtens artikel *nege* van die Wet gaan vergesel van 'n opgawe wat die volgende aandui:—

- (a) Die getal leerlinge wat die klasse bywoon;
- (b) die vakke wat aangebied word en die getal leerlinge wat elke vak neem;
- (c) name en kwalifikasies van persone wat as prinsipaal of, indien daar nie 'n prinsipaal is nie, 'n sekretaris (hieronder in Afdeling E van hierdie deel genoem die prinsipaal) en as lede van die doserende personeel diens doen en die name van hulle werkgewers; en
- (d) 'n begroting in 'n vorm wat die Sekretaris goedkeur, van ontvangste en uitbetalings vir die tydperk eindigende 31 Desember van die eerste jaar ten opsigte waarvan daar om geldelike steun aansoek gedoen word.

Voorwaardes van hulptoekenning.

40. Die toekenning van hulptoelaes aan voortsettingsklasse is onderworpe aan die bepalinge van regulasies 41 tot en met 55 van hierdie deel en die volgende:—

- (a) 'n Inskrywing van minstens 15 leerlinge;
- (b) 'n inskrywing, van minstens agt leerlinge vir elke vak: Met dien verstande dat, waar so 'n inskrywing minder as agt is, 'n klas in meer as een vak en vir minstens agt leerlinge onder een onderwyser gevorm kan word: Met dien verstande voorts dat hierdie voorwaardes nie op gevorderde tegniese klasse van toepassing is nie;
- (c) die klasse word nie geheel of gedeeltelik vir private wins gegee nie;
- (d) die klasse val onder die beheer van 'n plaaslike komitee (hieronder in Afdeling E van hierdie deel 'n komitee genoem) met regs persoonlikheid en wat

Reduction of Grants-in-aid.

37. If, in the opinion of the Secretary there is any serious neglect or shortcoming in the administration of, or education at, a State-aided vocational school, he may withhold part or the whole of a grant-in-aid until he is satisfied that this neglect or shortcoming has been or is being remedied.

D. COURSES INCLUDED IN HIGHER EDUCATION.

38. Courses of instruction and training recognised as being included in higher education in terms of section *eight* of the Act, are grouped as—

- (a) classes which need not be self-supporting—
 - (i) courses in which examinations are conducted in terms of section *eleven* of the Act excluding those referred to in paragraph (b); and
 - (ii) the diplomas of the Royal Society for Health, Institutes of Mechanical, Electrical and Civil Engineers, Institutes of Secretaries, Institute of Administration and Commerce of South Africa, Institute of Bankers of South Africa, Building Societies Institute of Southern Africa and South African Institute of Management; and
- (b) classes in respect of which the tuition fees approximately cover the cost of salaries and allowances of the teaching staff concerned and which include:
 - (i) courses in music, ballet, speech, drama, arts and crafts;
 - (ii) classes and courses in physical education and sport;
 - (iii) courses, demonstrations and classes in flower arrangement, art appreciation, music appreciation and any other class, club activity, course or demonstration; and
 - (iv) classes in languages, short courses, demonstrations, lectures and other courses not included under paragraph (a).

E. CONTINUATION CLASSES.*Application for Recognition.*

39. Application for recognition as a continuation class in terms of section *nine* of the Act shall be accompanied by a statement indicating—

- (a) the number of pupils attending the classes;
- (b) the subjects offered and the number of pupils taking each subject;
- (c) names and qualifications of persons who serve as principal or, if there is no principal, a secretary (hereinafter in Section E of this Part referred to as the principal) and as members of the teaching staff and the names of their employers; and
- (d) an estimate in a form approved by the Secretary of receipts and payments for the period ending the 31st December of the first year in respect of which application is made for financial assistance.

Conditions of the Granting of Assistance.

40. The granting of grants-in-aid to continuation classes shall be subject to the provisions of regulations 41 to 55, inclusive, of this Part and the following:

- (a) an enrolment of not less than 15 pupils;
- (b) an enrolment of not less than 8 pupils for each subject: Provided that where less than 8 pupils are so enrolled a class may be formed in more than one subject and for not less than eight pupils under one teacher: Provided further that this condition shall not apply to advanced technical classes;
- (c) the classes shall not be conducted either wholly or partly for private gain;
- (d) the classes shall be under the control of a local committee (hereinafter in Section E of this Part referred to as a committee) with corporate status

sy statuut vir goedkeuring deur die Minister voorlê en wat saamgestel is soos by regulasie 41 van hierdie deel bepaal;

- (e) die personeel in diens by dié klasse word besoldig soos deur die Minister bepaal; en
- (f) klasgelde word betaal volgens tariewe deur die Minister in oorleg met die Minister van Finansies bepaal.

Komitees.

41. (1) 'n Komitee, bestaande uit minstens drie lede wat plaaslike liggame of inrigtings verteenwoordig, word saamgestel om geldelike en administratiewe verantwoordelikheid vir die klassé te aanvaar.

(2) Die Minister kan lede in 'n komitee benoem.

(3) Lede benoem, dien in 'n komitee vir 'n ampstermyn van hoogstens drie jaar: Met dien verstande dat iemand wie se ampstermyn verstryk het, weer as lid aangestel kan word.

(4) 'n Komitee vergader minstens een keer elke skoolkwartaal, tensy hy bepaal dat vergaderings meer of, met die goedkeuring van die Minister, minder dikwels gehou word.

(5) Die prinsipaal is die hoof-administratiewe en uitvoerende beampte van, en verantwoordelik aan die komitee.

(6) Die prinsipaal hou, of laat notule hou, van verrigtings op 'n vergadering en stuur binne veertien dae na die vergadering 'n afskrif van die ontwerpnotule aan die Sekretaris.

Pligte van die komitee.

42. Die pligte van 'n komitee sluit die volgende in:—

- (a) Die aanbeveling van iemand vir aanstelling in diens by 'n voortsettingsklas;
- (b) die verkryging van akkommodasie vir dié klas;
- (c) die indiening van aanbevelings by die Sekretaris ten opsigte van klasgelde betaalbaar deur leerlinge;
- (d) die aankoop van skoolmateriaal en -uitrusting;
- (e) die indiening van aanbevelings by die Sekretaris ten opsigte van die aanstelling, besoldiging en ontslag van personeel;
- (f) die aanstelling van 'n ouditeur en die bepaling van sy besoldiging; en
- (g) die indiening van 'n jaarlikse begroting van inkomste en uitgawe by die Sekretaris.

Sake wat aan die Sekretaris voorgelê word.

43. 'n Komitee doen by die Sekretaris aansoek om goedkeuring van—

- (a) die aankoop van voorrade, uitrusting en permanente bates, tensy in die begroting vir die betrokke jaar goedgekeur;
- (b) die verkoop of afskrywing van voorrade en uitrusting wat oortollig of onbruikbaar is en die afskrywing van tekorte in voorrade of uitrusting;
- (c) die klasgelde wat deur leerlinge betaalbaar is;
- (d) die afskrywing van slegte skuld; en
- (e) die aangaan van 'n oortrokke bankrekening.

Skoolkalender.

44. 'n Voortsettingsklas volg die skoolkalender wat die Sekretaris vasstel.

Registers.

45. (1) 'n Komitee laat 'n toelatingsregister hou ten opsigte van elke skooljaar, wat die volgende besonderhede insluit:—

- (a) Die naam van elke leerling;
- (b) geboortedatum;
- (c) datum van toelating;
- (d) standaard geslaag by toelating;
- (e) huisadres;
- (f) naam en adres van werkgever;
- (g) datum waarop klasse verlaat word; en

which shall submit its constitution for approval by the Minister and which shall be constituted as determined by regulation 41 of this Part;

- (e) the staff employed at such classes shall be remunerated as determined by the Minister; and
- (f) tuition fees shall be paid in accordance with rates determined by the Minister in consultation with the Minister of Finance.

Committees.

41. (1) A committee consisting of not less than three members representing local bodies or institutions, shall be constituted to assume financial and administrative responsibility for the classes.

(2) The Minister may appoint members to a committee.

(3) Members appointed shall serve on a committee for a period not exceeding three years: Provided that a person whose period of office has expired may be re-appointed.

(4) A committee shall meet at least once during each school term unless it decides that meetings shall be held at shorter or, with the approval of the Minister, at longer intervals.

(5) The principal shall be the chief administrative and executive officer of, and responsible to, the committee.

(6) The principal shall keep or cause to be kept minutes of proceedings at a meeting and shall transmit a copy of the draft minutes to the Secretary within fourteen days of the meeting.

Duties of Committee.

42. the duties of a committee shall include—

- (a) the recommendation of a person for appointment to a continuation class;
- (b) procuring accommodation for such class;
- (c) the submission to the Secretary of recommendations in respect of tuition fees payable by pupils;
- (d) the purchase of school material and equipment;
- (e) the submission to the Secretary of recommendation in respect of the appointment, remuneration and discharge of staff;
- (f) the appointment of an auditor and the fixing of his remuneration; and
- (g) the submission to the Secretary of annual estimates of income and expenditure.

Matters to be Submitted to the Secretary.

43. A committee shall apply to the Secretary for approval in respect of—

- (a) the purchase of stores, equipment and permanent assets, unless approved in the estimates for the year in question;
- (b) the sale or writing off of stores and equipment which have become redundant or unserviceable and the writing off of deficiencies in stores or equipment;
- (c) the tuition fees payable by pupils; and
- (d) the writing off of bad debt; and
- (e) the arranging of an overdraft with a bank.

School Calendar.

44. A continuation class shall adhere to the school calendar fixed by the Secretary.

Registers.

45. (1) A committee shall cause an admission register to be kept in respect of each school year which shall include the following particulars—

- (a) the name of each pupil;
- (b) date of birth;
- (c) date of admission;
- (d) standard passed on admission;
- (e) home address;
- (f) name and address of employer;
- (g) date of leaving; and

(h) vakke geslaag.

(2) Die volgende word vir elke klas gehou:—

- (a) 'n Klasregister wat bywoning aandui;
- (b) 'n werkskema; en
- (c) 'n rekord van werk wat gedoen is.

Leerlinge verskaf eie boeke, ens.

46. Teksboeke, voorgeskrewe boeke, tekeninstrumente en skryfbehoeftes mag nie gratis aan 'n deeltydse leerling uit klasfondse verskaf word nie, maar moet deur die leerlinge self verskaf word.

Klasure.

47. Sonder die voorafgaande goedkeuring van die Sekretaris, word 'n leerling nie toegelaat om klasse vir meer as agt uur per week by te woon nie.

Voorrade.

48. (1) Die aankoop van voorrade geskied by wyse van 'n bestelvorm, behoorlik geteken deur iemand wat daartoe deur die komitee gemagtig is.

(2) 'n Deurslag van die bestelvorm, behoorlik ingevul, tesame met 'n faktuur, dien as 'n bewysstuk waarteen betaling geskied.

(3) 'n Komitee verskaf sy eie skryfbehoeftes en maak daarvoor in sy begroting voorsiening.

(4) 'n Voorraadregister word gehou van alle roerende eiendom met 'n aanduiding van die datum van aankoop en die koste van dié eiendom.

(5) Roerende eiendom, uitgesonderd verbruiksvoorraad, word gestempel of op 'n ander manier paslik gemerk.

(6) 'n Voorraadopname van alle eiendom word minstens een maal per kalenderjaar, of binne dié ander tydperk wat die Sekretaris bepaal, gemaak.

(7) Die beskikking oor 'n ondienstige of verouderde artikel en die afskrywe van tekorte geskied met die goedkeuring van die Sekretaris, waarvan die nommer en datum in die voorraadregister aangeteken word.

(8) 'n Artikel wat vernietig moet word, word verbrand of begrawe in die teenwoordigheid van minstens een lid van die komitee.

(9) 'n Oorskot wat by die voorraadopname gevind is, word in voorraad opgeneem.

(10) Wanneer 'n verwisseling plaasvind van persone wat in die eerste plek vir voorrade en uitrusting verantwoordelik is, word 'n oorhandigingssertifikaat ingevul.

Versekering van eiendom.

49. 'n Komitee verseker by 'n versekeringsmaatskappy deur die Sekretaris goedgekeur alle geboue en ander eiendom wat brandskade kan ly, teen brandverlies.

Finansies.

50. (1) 'n Komitee hou 'n kasboek waarin alle gelde ontvang en uitbetaal, aangeteken word en dié kasboek word minstens aan die end van elke skoolkwartaal gebalanseer en die banksaldo, volgens die kasboek, gerekonsilieer met die werklike bedrag in die bank volgens die jongste bankstaat.

(2) (a) 'n Kwitansie wat die datum, aard en besonderhede aandui van elke som geld ontvang, word uitgemaak en 'n deurslag daarvan vir rekorddoeleindes behou.

(b) Kwitansies, wat in numerieke volgorde genummer en ingebind is, word in daardie volgorde uitgereik.

(c) Bewys- en alle ander stukke ter stawing van uitbetalings word gehou en in numerieke volgorde genummer en geïasseer.

(3) (a) 'n Komitee open 'n lopende bankrekening op sy naam en deponeer alle geld wat ontvang word, daarin.

(b) 'n Tjek word geteken deur minstens twee persone deur die komitee daartoe gemagtig en die teenblad van die tjek bevat volledige besonderhede van die betaling.

(4) 'n Komitee kan 'n klein kasbedrag van hoogstens R6 vir die betaling van klein bedrae voorskiet. Met dien verstande dat die Sekretaris 'n groter bedrag kan goedkeur.

(h) subjects passed.

(2) For each class the following shall be kept—

- (a) a class register indicating attendance;
- (b) a scheme of work; and
- (c) a record of work done.

Pupils Supply Own Books, Etc.

46. Text books, prescribed books, drawing instruments and stationery shall not be supplied free of charge to any part-time pupil out of class funds, but shall be supplied by the pupil himself.

Class Hours.

47. Pupils shall not, without the prior approval of the Secretary, be permitted to attend classes for more than eight hours per week.

Stores.

48. (1) The purchase of stores shall be effected by means of an order form duly signed by a person authorised thereto by the committee.

(2) A carbon copy of the order form duly completed, together with an invoice, shall serve as a voucher against which payment is effected.

(3) A committee shall supply its own stationery and shall make provision therefor in its estimates.

(4) A stores register shall be kept of all movable property with an indication of the date of purchase and the cost of such property.

(5) Movable property, excluding expendable stores, shall be stamped or marked in some other suitable manner.

(6) A stocktaking of all property shall be held at least once each calendar year or within such other period as the Secretary may determine.

(7) The disposal of any unserviceable or obsolete article and the writing off of deficiencies shall be effected with the approval of the Secretary, the number and date being entered in the stores register.

(8) Any article which must be destroyed, shall be burned or buried in the presence of at least one member of the committee.

(9) Any surplus discovered in the stocktaking shall be taken on charge.

(10) Whenever a change of persons who are primarily responsible for stores and equipment takes place, a handing-over certificate shall be completed.

Insurance of Property.

49. A committee shall insure against loss by fire with an insurance company approved by the Secretary all buildings and other property liable to damage by fire.

Finance.

50. (1) A committee shall keep a cash book in which all moneys received and payments made are entered and such cash book shall be balanced off at the end of each school term at least and the balance in the bank, according to the cash book, reconciled with the actual amount in the bank according to the latest bank statement.

(2) (a) A receipt showing the date, nature and particulars of each amount received, shall be made out and a carbon copy kept for record purposes.

(b) Receipts, numbered and bound in numerical order, shall be issued in that order.

(c) Vouchers and all other documents in support of payments made shall be kept and numbered and filed in numerical order.

(3) (a) A committee shall open a current bank account in its name and shall deposit therein all moneys received.

(b) A cheque shall be signed by at least two persons authorised thereto by the committee and the counterfoil of the cheque shall contain full particulars of the payment.

(4) A committee may advance a petty cash amount not exceeding R6 for the payment of small amounts: Provided that the Secretary may approve a larger amount.

(5) 'n Kleinkasboek word gehou waarin besonderhede van alle voorskotte en betalings aangeteken word.

Opgawes.

51. (1) Die volgende opgawes in die vorm deur die Sekretaris bepaal, word binne veertien dae na die einde van die betrokke skoolkwartaal aan hom verstrekt:—

- (a) 'n klasrooster;
- (b) 'n lys van die doserende personeel;
- (c) 'n staat van klasgelde ontvang en verskuldig; en
- (d) 'n staat van ontvangste en betalings, vergesel van 'n banksertifikaat van die banksaldo en 'n bank-rekonsiliasiestaat—
 - (i) saamgevat vir die eerste en die tweede skoolkwartaal—aan die end van die tweede skoolkwartaal; en
 - (ii) slegs vir die derde skoolkwartaal—aan die end van die derde skoolkwartaal.

(2) Binne twee maande na die einde van 'n kalenderjaar verstrekt 'n komitee aan die Sekretaris 'n geouditeerde staat van—

- (a) bates met die datum van aankoop en die koopprys van elke bate en die bates wat gedurende die jaar afgeskryf is gestaaf deur 'n verwysing na die Sekretaris se magtiging tot sodanige afskrywing;
- (b) ontvangste en betalings vir die volle kalenderjaar met die verslag, as daar is, van die ouditeur; en
- (c) (i) uitstaande onderwysgelde;
- (ii) salarisse en rekenings wat nog nie betaal is nie;
- (iii) staatstoekennings vir die jaar wat nog nie ontvang is nie;
- (iv) kontant voorhande; en
- (v) kontant by bank, gestaaf deur 'n banksertifikaat en 'n staat wat die banksaldo, volgens die kasboek, gerekonsilieer met die werklike saldo in die bank.

(3) By die indiening van die state, in subregulasie (2) genoem vermeld 'n komitee die ouditeur se naam, beroep, kwalifikasies, besigheidsadres en professionele status.

(4) 'n Komitee dien voor of op 30 Junie van elke jaar 'n begroting van inkomse en uitgawe, in die vorm deur die Sekretaris verlang, vir die daaropvolgende boekjaar in.

Inspeksie.

52. Die Minister kan 'n inspeksie laat doen van of ondersoek laat instel na enige aangeleentheid betreffende 'n voortsettingsklas.

Uitbetaling van hulptoelaes.

53. Hulptoelaes vir 'n kalenderjaar word aan 'n komitee in vier paaieemente betaal onderworpe aan die indiening van die opgawes in regulasie 51 (2) van hierdie Deel genoem: Met dien verstande dat in die geval van 'n pas erkende voortsettingsklas die eerste paaieement onmiddellik na erkenning van dié klas betaal kan word.

Vermindering van hulptoelaes.

54. Indien daar na die mening van die Sekretaris, 'n ernstige versuim of tekortkoming in die administrasie van of onderwys aan 'n voortsettingsklas is, kan hy 'n hulptoelae gedeeltelik of ten volle terughou totdat hy daarvan oortuig is dat dié versuim of tekortkoming verhelp is of word.

Intrekking van erkenning.

55. (1) Die Minister behou hom die reg voor om sy goedkeuring van die erkenning van 'n voortsettingsklas in te trek sonder om redes daarvoor te verstrek.

(2) Indien die Minister die erkenning van 'n voortsettingsklas intrek—

- (a) stuur die komitee, na betaling van laste, die saldo van fondse voorhande, die kasboek, bankstate, 'n lys van bates en ander boekhourekords aan die Sekretaris met 'n aanduiding van waar die bates bewaar word; en

(5) A petty cash book shall be kept in which particulars of all advances and payments are entered.

Returns.

51. (1) The following returns in a form determined by the Secretary shall be submitted to him within fourteen days of the end of the school term in question:—

- (a) A class time-table;
- (b) a list of the teaching staff;
- (c) a statement of tuition fees received and due; and
- (d) a statement of receipts and payments accompanied by a bank certificate of the bank balance and a bank reconciliation statement—
 - (i) for the first and second school terms combined—at the end of the second school term; and
 - (ii) for the third school term only—at the end of the third school term;

(2) Within two months of the end of a calendar year a committee shall furnish the Secretary with an audited statement of—

- (a) assets with the date of purchase and the purchase price of each asset and the assets written off during the year supported by a reference to the Secretary's authority for such write-off;
- (b) receipts and payments for the full calendar year together with the report if any, of the auditor; and
- (c) (i) outstanding tuition fees;
- (ii) salaries and accounts not yet paid;
- (iii) Government grants for the year not yet received;
- (iv) cash on hand; and
- (v) cash in the bank, supported by a bank certificate and a statement reconciling the bank balance, according to the cash book, with the actual balance in the bank.

(3) When submitting the statements referred to in sub-regulation (2) a committee shall state the auditor's name, occupation, qualifications, business address and professional status.

(4) A committee shall not later than the 30th June of each year submit estimates of revenue and expenditure, in the form required by the Secretary, for the ensuing financial year.

Inspection.

52. The Minister may cause an inspection to be made of or an enquiry to be held into any matter in regard to a continuation class.

Payment of Grants-in-Aid.

53. Grants-in-aid for a calendar year shall be paid to a committee in four instalments subject to the submission of the returns referred to in regulation 51 (2) of this Part: Provided that in the case of a newly recognised continuation class the first payment is made immediately after the recognition of such class.

Reduction of Grants-in-Aid.

54. If, in the opinion of the Secretary, there is any serious neglect or shortcoming in the administration of, or the education at, any continuation class, he may withhold part or the whole of a grant-in-aid until he is satisfied that such neglect or shortcoming has been or is being remedied.

Withdrawal of Recognition.

55. (1) The Minister reserves the right to withdraw his approval of the recognition of a continuation class without giving reasons therefor.

(2) If the Minister withdraws the recognition of a continuation class—

- (a) the committee shall, after payment of liabilities, forward the balance of funds on hand, the cash book, bank statements, a list of assets and other accounting records to the Secretary with an indication where such assets are being stored; and

- (b) word alle bates, uitgesonderd dié wat by die erkenning van 'n voortsettingsklas die eiendom was van die persoon of inrigting in artikel *nege* van die Wet genoem of wat daarna uit ander bronne as hulptoeleas of klasgelde verkry is, die eiendom van die Departement.

F.—EKSAMENS, DIPLOMAS EN SERTIFIKATE.

Beheer van eksamens.

56. (1) Eksamens ingevolge artikel *elf* van die Wet word afgeneem onder die beheer van die Sekretaris, wat eksaminatore en moderatore aanstel vir die opstel van vraestelle vir, die nasien van antwoorde van, en die toekenning van punte aan, kandidate.

(2) Die Sekretaris kan iemand of 'n groep persone toestemming om 'n eksamen te skryf of toegang tot 'n eksamenkamer weier.

Eksamensentrums.

57. Eksamens word afgeneem op die sentrums wat die Sekretaris bepaal en op 'n plek in dié sentrum wat die plaaslike sekretaris ingevolge regulasie 58 van hierdie Deel aangestel, aandui.

Plaaslike sekretarisse.

58. (1) Die Sekretaris stel 'n plaaslike sekretaris vir 'n eksamensentrum aan en bepaal die pligte van dié plaaslike sekretaris ten opsigte van eksamens, diplomas en sertifikate.

(2) 'n Plaaslike sekretaris betaal die eksamen- en plaaslike gelde wat hy in, aan die Sekretaris: Met dien verstande dat 'n plaaslike sekretaris wat by 'n gesubsidieerde skool, voortsettingsklas of verklaarde instelling in diens is, die plaaslike gelde aan die bestuursliggaam of raad van dié skool, klas of instelling oorbetaal ter bestryding van plaaslike koste in verband met die eksamen.

Opsieners.

59. Die Sekretaris tref reëlins met 'n plaaslike sekretaris vir die aanstelling van 'n opsiener vir toesig-houding in die eksamenkamer by die afneem van 'n eksamen.

Datums en tye van eksamens.

60. Die datum en die tyd van 'n eksamen word deur die Sekretaris bepaal.

Inskrywings.

61. (1) 'n Inskrywing vir 'n eksamen geskied by 'n plaaslike sekretaris op dié vorm, voor of op dié datum en by betaling van dié gelde wat die Sekretaris bepaal.

(2) Die Sekretaris kan 'n plaaslike sekretaris magtig om 'n inskrywing wat ná die bepaalde datum ontvang is, aan te neem: Met dien verstande dat die gelde vir dié laat inskrywing dubbel die bepaalde gelde is.

(3) 'n Kandidaat mag nie sonder die goedkeuring van die Sekretaris vir meer as een graad van 'n vak, uitgesonderd in die geval van snelskrif, shorthand, tik vir die Nasionale Seniorsertifikaat, tik vir die Nasionale Diploma in Handel en een ontbrekende vak om 'n sertifikaat te verwerf, by 'n eksamen inskryf nie.

(4) 'n Kandidaat betaal, benewens die bepaalde eksamengelde, plaaslike gelde van 20 sent per inskrywing in 'n vak: Met dien verstande dat plaaslike gelde nie deur 'n voltydse leerling aan 'n verklaarde instelling, departementele skool of gesubsidieerde skool betaalbaar is ten opsigte van 'n vak vir 'n eksamen wat nie van 'n hoër standaard as die Nasionale Seniorsertifikaat eksamen is nie.

(5) Die Sekretaris kan 'n inskrywing van 'n kandidaat in 'n vak wat strydig met die bepalings van hierdie regulasie geskied, kanselleer en 'n sukses in dié vak word nie erken nie.

(6) Aan 'n kandidaat wat weens siekte onmiddellik voor of gedurende 'n eksamen omstandighede buite sy beheer verhinder is om 'n eksamen in 'n vak af te lê, word die bepaalde eksamengelde vir dié vak terugbetaal, mits bewys tot tevreedenheid van die Sekretaris ter staving van die eis binne dertig dae na die datum van die eksamen aan hom voorgelê word.

- (b) all assets excluding those which at the time of the recognition of a continuation class were the property of the person or institution referred to in section *nine* of the Act and which were subsequently obtained from other sources as grants-in-aid or tuition fees, shall become the property of the Department.

F. EXAMINATIONS, DIPLOMAS AND CERTIFICATES.

Control of Examinations.

56. (1) Examinations in terms of section *eleven* of the Act shall be conducted under the control of the Secretary who shall appoint examiners and moderators for the setting of question papers for, the marking of answers of, and the allocation of marks to, candidates.

(2) The Secretary may refuse permission to any person or a group of persons to write an examination or to enter an examination room.

Examination Centres.

57. Examinations are conducted at the centres determined by the Secretary and at the place in such centre indicated by the local secretary appointed in terms of regulation 58 of this Part.

Local Secretaries.

58. (1) The Secretary shall appoint a local secretary for an examination centre and determine the duties of such local secretary in respect of examinations, diplomas and certificates.

(2) A local secretary shall pay the examination and local fees collected by him to the Secretary: Provided that a local secretary employed at a subsidised school, continuation class or declared institution shall pay the local fees to the governing body or council of such school, class or institution to defray local costs of the examination.

Invigilators.

59. The Secretary shall arrange with the local secretary for the appointment of an invigilator to exercise supervision in the examination room during an examination.

Dates and Times of Examinations.

60. The date and the time of an examination shall be fixed by the Secretary.

Entries.

61. (1) An entry for an examination shall be submitted to a local secretary on such form, before or on such date and on payment of such fees as may be determined by the Secretary.

(2) The Secretary may authorise a local secretary to accept an entry received after the fixed date: Provided that the fees for such late entry shall be double the fixed fees.

(3) A candidate may not, without the approval of the Secretary, enter for an examination in more than one grade of any subject, except in the case of Shorthand, Snelskrif, Typewriting for the National Senior Certificate, Typewriting for the National Diploma in Commerce and one subject needed for obtaining a certificate.

(4) A candidate shall pay, in addition to the fixed examination fees, local fees of 20 cents per subject entry: Provided that local fees shall not be payable by a full-time pupil at a declared institution, departmental school or subsidised school in respect of a subject for an examination which is of a standard not higher than the National Senior Certificate examination.

(5) The Secretary may cancel an entry of a candidate in a subject which is contrary to the provisions of this regulation and a pass in such subject shall not be recognised.

(6) A candidate who, owing to illness immediately prior to or during an examination or to circumstances beyond his control has been prevented from writing the examination, may have the fixed examination fees for such subject refunded to him, provided proof to the satisfaction of the Secretary in support of his claim is submitted to him within thirty days of the date of the examination.

Afneem van eksamens.

62. (1) 'n Kandidaat word nie tot 'n eksamenkamer toegelaat nadat, en mag dit nie verlaat voordat 'n uur vanaf die aanvang van 'n eksamen verstryk het nie: Met dien verstande dat 'n kandidaat in 'n noodgeval 'n eksamenkamer tydelik en onder toesig kan verlaat.

(2) 'n Kandidaat wat—

- (a) tensy anders vir 'n eksamen bepaal, 'n boek, memorandum, aantekening, kaart of ander dokument of papier, uitgesonderd dié wat die opsiener aan hom verskaf en sy toelatingskaart, in die eksamenkamer inneem of in sy besit het terwyl hy in die kamer is;
- (b) op 'n onreëlmatige wyse 'n ander kandidaat help of poog om hom te help, hulp verkry of poog om hulp te verkry, met iemand in verbinding tree of poog om met iemand in verbinding te tree;
- (c) in 'n eksamenkamer 'n steurnis veroorsaak of hom op 'n onbehoorlike of onbetaamlike wyse gedra; of
- (d) die reëlins of instruksies van die opsiener verontagsaam, kan sy antwoorde deur die opsiener ontnem word en die geleentheid gegun word om die eksamen opnuut af te lê, of uit die eksamenkamer uitgesit word: Met dien verstande dat die Sekretaris kan weier om dié kandidaat krediet vir sy antwoorde te gee.

(3) Geen persoon, uitgesonderd die opsiener en kandidaat vir die betrokke eksamen en iemand deur die Sekretaris daartoe gemagtig, is in of gaan 'n eksamenkamer tydens die bepaalde tyd vir die eksamen binne nie.

Vrystelling van eksamens.

63. (1) Die Sekretaris kan vrystelling van 'n eksamen toestaan in 'n vak waarin 'n kandidaat by 'n ander eksamen wat deur die Sekretaris vir die doel erken is, geslaag het: Met dien verstande dat vrystelling vir hoogstens die helfte van die vereiste vakke vir 'n diploma of sertifikaat toegestaan word.

(2) 'n Kandidaat betaal vir vrystelling in 'n vak gelde teen dieselfde tarief as die bepaalde eksamengelde vir dié vak.

Interne eksamens.

64. Die Sekretaris kan met betrekking tot leerlinge van 'n beroepskool of enige ander inrigting onder die beheer van die Departement, interne eksamens vir die verkryging van 'n diploma of sertifikaat laat afneem: Met dien verstande dat die regulasies van hierdie deel, uitgesonderd subregulasies (1), (2), (4) en (6) van regulasie 61, in die geval van interne eksamens van toepassing is.

Diploma en sertifikaat.

65. (1) 'n Diploma of sertifikaat word kosteloos onder die handtekening van die Sekretaris aan 'n kandidaat wat aan die eksamenvereistes vir dié diploma of sertifikaat voldoen het, uitgereik.

(2) 'n Duplikaat van 'n diploma of sertifikaat word uitgereik—

- (a) in die geval van die Nasionale Seniorsertifikaat (matrikulasie-vrystelling), teen betaling van R2; en
- (b) indien dié diploma of sertifikaat beskadig is, teen betaling van R1 en by voorlegging van die diploma of sertifikaat.

(3) 'n Gesertifiseerde verklaring ter vervanging van 'n verlore of vernietigde diploma of sertifikaat word uitgereik teen betaling van R1.

(4) 'n Uittreksel uit 'n uitslaelys van 'n kandidaat se uitslae in vakke in 'n graad by 'n eksamen word op aanvraag en teen betaling van 10 sent, deur 'n plaaslike sekretaris uitgereik.

Conduct of Examinations.

62. (1) A candidate shall not be admitted to an examination room after, and may not leave the room before, an hour shall have elapsed after the commencement of an examination: Provided that a candidate may in an emergency leave the examination room temporarily and under supervision.

(2) A candidate who—

- (a) unless otherwise provided for an examination, takes into the examination room or has in his possession while he is in the room, any book, memorandum, card or other document or paper other than such as may be supplied to him by the invigilator and his admission card;
- (b) in any irregular manner helps or attempts to help another candidate, obtains or attempts to obtain help from another candidate or communicates or attempts to communicate with any person;
- (c) creates a disturbance in an examination room or behaves in an improper or unbecoming manner; or
- (d) disregards the arrangements or instructions of the invigilator;

may have his answers removed by the invigilator and be afforded an opportunity to rewrite the examination, or be expelled from the examination room: Provided that the Secretary may refuse to give such candidate any credit for his answers.

(3) No person, except the invigilator and candidates for the examination concerned and any person authorised thereto by the Secretary, shall be in, or enter, any examination room during the time fixed for the examination.

Exemption from Examinations.

63. (1) The Secretary may grant exemption from an examination in a subject which a candidate has passed in another examination recognised by the Secretary for the purpose: Provided that exemption may be granted for not more than half the number of the subjects required for a diploma or a certificate.

(2) A candidate shall pay fees for exemption from an examination in a subject at the same rate as the fixed examination fees for such subject.

Internal Examinations.

64. The Secretary may, in regard to pupils of any vocational school or any other institution under the control of the Department, cause to be conducted internal examinations for the obtaining of a diploma or certificate: Provided that the regulations of this Part, excluding sub-regulations (1), (2), (4) and (6) of regulation 61, shall apply to internal examinations.

Diplomas and Certificates.

65. (1) A diploma or certificate signed by the Secretary shall be issued free of charge to any candidate who has complied with the examination requirements for such diploma or certificate.

(2) A duplicate diploma or certificate shall be issued—

- (a) in the case of the National Senior Certificate (Matriculation Exemption) on payment of R2; and
- (b) if such diploma or certificate is mutilated, on payment of R1 and on production of such diploma or certificate.

(3) A certified statement in substitution for a lost or destroyed diploma or certificate shall be issued on payment of R1.

(4) An extract from a result list of a candidate's results in subjects in a grade at an examination shall be issued by a local secretary on application and on payment of 10 cents.

G. LEERLINGE AAN BEROEPSKOLE EN STAATSONDERSTEUNDE BEROEPSKOLE.

Toelating.

66. (1) Niemand word sonder die goedkeuring van die Minister as voltydse leerling tot 'n beroepskool of staats-ondersteunde beroepskool toegelaat nie vir—

- (a) tegniese of huishoudkundige beroepsonderwys tensy hy standerd vyf met goeie gevolg deurloop het; of
- (b) handelsberoepsonderwys tensy hy standerd sewe met goeie gevolg deurloop het.

(2) 'n Aansoek om toelating as voltydse leerling tot 'n beroepskool word op 'n vorm deur die Sekretaris goedgekeur, aan die prinsipaal gerig.

(3) 'n Prinsipaal van 'n beroepskool kan iemand met inagneming van sy vorderingsvermoë, gesondheidstoestand en woonplek van sy ouer of voog binne die eerste veertien dae van die eerste skoolkwartaal van die kalenderjaar tot die skool toelaat: Met dien verstande dat indien die prinsipaal die aansoek weier, dié weiering onderworpe is aan appél by die Sekretaris, wie se beslissing afdoende is.

(4) Na die verstryking van die tydperk in subregulasie (3) genoem, kan die Sekretaris dié persoon tot 'n beroepskool toelaat.

(5) Die Sekretaris of die raad van 'n beroepskool kan die toelating van 'n leerling tot die skool weier of die toelating van 'n leerling wat toegelaat is, intrek indien dit in die belang van die skool of leerling geag word: Met dien verstande dat 'n beslissing van 'n raad onderworpe is aan appél by die Sekretaris, wie se beslissing afdoende is.

(6) Behoudens die bepalings van subregulasie (1), kan 'n leerling tot 'n staatsondersteunde beroepskool toegelaat word onderworpe aan die voorwaardes wat die bestuursliggaam bepaal.

Finansiële hulp aan leerlinge by beroepskole.

67. (1) Indien 'n ouer of voog van 'n leerling om wie se toelating tot 'n beroepskool aansoek gedoen word, na die mening van die Sekretaris, nie in staat is om die gelde vir onderwys of losies of vir beide onderwys en losies te betaal nie, kan dié gelde deur die Sekretaris geheel of gedeeltelik kwytgeskeld word.

(2) Die Sekretaris kan na goëddunke in die geval van 'n leerling aan 'n beroepskool wat na sy mening behoeftig is—

- (a) die koste van die leerling se vervoer tussen die skool en sy woonplek of, in die geval van 'n leerling wat uit die skool in werk geplaas word, van die skool na sy werkplek betaal; en
- (b) die nodige klere en mediese en tandheelkundige behandeling aan die leerling verskaf op staatskoste.

(3) 'n Aansoek om algehele of gedeeltelik kwytskelding van gelde vir onderwys of losies of vir beide onderwys en losies, word op 'n vorm deur die Sekretaris goedgekeur, aan die prinsipaal gerig en die ouer of voog teken 'n onderneming dat, indien kwytskelding toegestaan word, hy dié leerling nie sonder die toestemming van die Sekretaris uit die skool sal verwyder nie, voordat die leerling elke kursus waarvoor hy ingeskryf is of word, deurloop het.

(4) Indien 'n ouer of voog sonder die toestemming van die Sekretaris of 'n rede wat die Sekretaris as redelik beskou, versuim om hom te hou aan die bepalings van die onderneming deur hom geteken in subregulasie (3) genoem, is hy aanspreeklik vir die bedrag wat hy kwytgeskeld is ten opsigte van onderwys of losies of beide onderwys en losies en die koste van vervoer tussen die skool en woonplek, klere en mediese en tandheelkundige behandeling wat op staatskoste aan die leerling verskaf is.

Register van leerlinge.

68. 'n Prinsipaal van 'n beroepskool of staatsondersteunde beroepskool hou 'n register in 'n vorm wat deur die Sekretaris goedgekeur is, ten opsigte van leerlinge wat tot dié skool toegelaat is.

G. PUPILS AT VOCATIONAL SCHOOLS AND STATE-AIDED VOCATIONAL SCHOOLS.

Admission.

66. (1) No person shall, without the approval of the Minister, be admitted as a full-time pupil to a vocational school or State-aided vocational school for—

- (a) technical or domestic science vocational education unless he has passed standard five; or
- (b) commercial technical education unless he has passed standard seven.

(2) An application for admission as a full-time pupil to a vocational school shall be submitted to the principal on a form approved by the Secretary.

(3) A principal of a vocational school may admit any person, with due regard to his progress ability, state of health and place of residence of his parent or guardian, within the first fourteen days of the first school term of the calendar year; Provided that if the principal refuses the application such refusal shall be subject to an appeal to the Secretary whose decision shall be final.

(4) After the expiry of the period referred to in sub-regulation (3) the Secretary may admit such person to a vocational school.

(5) The Secretary or the council of a vocational school may refuse the admission of a pupil to the school or cancel the admission of a pupil already admitted, if this is considered to be in the interests of the school or pupil: Provided that a decision of a council shall be subject to an appeal to the Secretary whose decision shall be final.

(6) Subject to the provisions of sub-regulation (1) a pupil may be admitted to a State-aided vocational school subject to the conditions determined by the governing body.

Financial Assistance to Pupils at Vocational Schools.

67. (1) If a parent or guardian of a pupil for whom admission to a vocational school is sought, is, in the opinion of the Secretary, not in a position to pay the fees for tuition or board or for both tuition and board, such fees may be remitted by the Secretary in whole or in part.

(2) The Secretary may, at his discretion, in the case of a pupil at a vocational school whom he considers to be in need of financial assistance—

- (a) pay the cost of such pupil's transport between the school and his place of residence or, in the case of a pupil placed from school in employment, from the school to his place of employment; and
- (b) provide such pupil with the necessary clothing and medical and dental treatment at Government expense.

(3) An application for full or partial remission of fees for tuition or board or for both tuition and board shall be submitted to the principal on a form approved by the Secretary and the parent or guardian shall sign an undertaking that if remission is granted he will not, without the consent of the Secretary, remove such pupil from the school before such pupil has completed each course for which he has been enrolled or is being enrolled.

(4) If a parent or guardian, without the consent of the Secretary or a reason deemed by the Secretary to be reasonable, fails to abide by the provisions of the undertaking signed by him and referred to in sub-regulation (3), he shall be liable for the amount of remission in respect of tuition or board or both tuition and board and the cost of transport between the school and place of residence, clothing and medical and dental treatment provided to the pupil at Government expense.

Register of Pupils.

68. A principal of a vocational school or a State-aided vocational school shall keep a register in a form approved by the Secretary in respect of pupils admitted to such school.

Beheer van leerlinge.

69. (1) Indien 'n leerling aan 'n beroepskool of staats-ondersteunde beroepskool hom op 'n wyse gedra wat sy opleiding, die goeie naam van die skool, die handhawing van orde en dissipline aan die skool of die behoorlike voortsetting van die werk van die skool benadeel of kan benadeel, kan tugmaatreëls op hom toegepas word, wat insluit die—

- (a) oplegging van bykomende werk deur die prinsipaal of iemand deur hom daartoe gemagtig;
- (b) onthouding van voorregte deur die prinsipaal of iemand deur hom daartoe gemagtig;
- (c) in die geval van na-matrikulasieleringe oplegging van 'n geldboete wat nie R20 te bowe gaan nie deur die Sekretaris;
- (d) toediening van lyfstraf; en
- (e) uitsetting uit die skool.

(2) Tugmaatreëls word op 'n redelike en oordeelkundige wyse toegepas, hou verband met die oortreding wat begaan is en dien hoofsaaklik as tugmaatreël en ook as maatreël vir die handhawing van die dissipline aan en die goeie naam van die skool.

(3) Lyfstraf is 'n tugmaatreël wat toegedien word slegs indien alle ander tugmaatreëls, uitgesonderd uitsetting uit die skool, vrugtelos geblyk het of blyk te wees of nie aan die doel daarvan beantwoord of sal beantwoord nie.

(4) Lyfstraf word deur die prinsipaal toegedien: Met dien verstande dat 'n ander lid van die personeel lyfstraf in die teenwoordigheid en met die goedkeuring van die prinsipaal kan toedien.

(5) Lyfstraf word onder geen omstandighede aan 'n leerling wat aan 'n liggaamlike gebrek ly, sonder die toestemming van 'n mediese beamppte toegedien nie.

(6) Lyfstraf toegedien, word in 'n boek opgeteken met vermelding van die—

- (a) naam van die leerling;
- (b) aard van die oortreding;
- (c) getal houe toegedien en instrument daarvoor gebruik;
- (d) datum waarop toegedien;
- (e) naam van die persoon wat die straf toegedien het;
- (f) naam van die persoon, indien van toepassing, onder wie se toesig die straf toegedien is.

(7) Die Sekretaris of die raad van 'n beroepskool kan 'n leerling, uitgesonderd 'n leerling op wie die Kinderwet, 1960 (Wet No. 33 van 1960), van toepassing is, uit 'n skool sit, en 'n skriftelike mededeling van die uitsetting met vermelding van die redes daarvoor word onmiddellik aan die ouer of voog van dié leerling gestuur: Met dien verstande dat 'n beslissing van 'n raad onderworpe is aan appèl by die Sekretaris, wie se beslissing afdoende is.

(8) Die bestuursliggaam van 'n staatsondersteunde beroepskool kan 'n leerling uit dié skool sit.

(9) Indien 'n leerling uit 'n beroepskool of staatsondersteunde beroepskool gesit word, is die ouer of voog nie geregtig op die terugbetaling van gelde wat hy betaal het vir die kwartaal waarin die leerling uitgesit is of ander koste wat hy aangegaan het nie.

Wysigingstrokie No. 11.]

Control of Pupils.

69. (1) If any pupil at any vocational school or State-aided vocational school behaves in a manner which is or may be prejudicial to his training, the good name of the school, the maintenance of order and discipline at the school or the proper performance of the activities of the school, disciplinary measures may be applied to him, including—

- (a) the imposition of additional work by the principal or any person authorised thereto by him;
- (b) the withholding of privileges by the principal or any person authorised thereto by him;
- (c) in the case of post-matriculation pupils, the imposition by the Secretary of a fine not exceeding R20;
- (d) the administering of corporal punishment; and
- (e) the expulsion from the school.

(2) Disciplinary measures shall be applied in a reasonable and judicious manner, shall be appropriate to the offence committed and shall serve primarily as a disciplinary measure and also as a measure for the maintenance of discipline at and the good name of the school.

(3) Corporal punishment is a disciplinary measure administered only if all other disciplinary measures excluding the expulsion from the school have proved or prove fruitless or do not and will not serve their purpose.

(4) Corporal punishment shall be administered by the principal: Provided that any other member of the staff may administer corporal punishment in the presence and with the approval of the principal.

(5) Corporal punishment shall under no circumstances be administered to a pupil suffering from some physical defect without the consent of a medical officer.

(6) Corporal punishment administered shall be entered in a book indicating the—

- (a) name of the pupil;
- (b) nature of the offence;
- (c) number of cuts administered and instrument used therefor;
- (d) date on which administered;
- (e) name of the person who administered the punishment; and
- (f) name of the person, if applicable, under whose supervision the punishment was administered.

(7) The Secretary or the council of a vocational school may expel a pupil, other than a pupil to whom the provisions of the Children's Act, 1960 (Act No. 33 of 1960), apply, from a school and the parent or guardian of such pupil shall immediately be notified in writing of such expulsion with an indication of the reasons therefor: Provided that a decision of a council shall be subject to appeal to the Secretary whose decision shall be final.

(8) The governing body of a State-aided vocational school may expel a pupil from such school.

(9) If a pupil is expelled from a vocational school or State-aided vocational school, the parent or guardian shall not be entitled to a refund of any fees he has paid for the term in which the pupil is expelled or other expenses incurred by him.

Amendment Slip No. 11.]

INHOUD.

No.	BLADSY
Departement van Onderwys, Kuns en Wetenskap.	
GOEWERMENSKENNISGEWINGS.	
R.1128. Wet op Buitengewone Onderwys, 1948: Wysiging van Regulasies	1
R.1129. Wet op Beroepsonderwys, 1955: Wysiging van Regulasies	8

CONTENTS.

No.	PAGE
Department of Education, Arts and Science.	
GOVERNMENT NOTICES.	
R.1128. Special Education Act, 1948: Amendment of Regulations	1
R.1129. Vocational Education Act, 1955: Amendment of Regulations	8