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BUITENGEWONE

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*Alle Proklamasies, Goewermements- en Algemene Kennisgewings, wat vir die eerste maal gepubliseer word, is in die linker-bohoek met 'n * gemerk.*

GOEWERMENTSKENNISGEWING.

Onderstaande Goewermentskennisgewing word vir algemene inligting gepubliseer:—

DEPARTEMENT VAN ONDERWYS, KUNS EN WETENSKAP.

* No. 595.]

[29 Maart 1956.

Hierby word vir algemene inligting bekendgemaak dat dit sy Edele die Minister van Onderwys, Kuns en Wetenskap behaag het om, kragtens die bevoegdhede hom verleen by artikel drie-en-dertig van die Wet op Beroeps-
onderwys, 1955 (Wet No. 70 van 1955), die volgende regulasies goed te keur met ingang van 1 April 1956, ter vervanging van die regulasies opgestel kragtens artikel vyftien van die Wet op Beroepsonderwys, 1928 (Wet No. 29 van 1928).

REGULASIES UITGEVAARDIG INGEVOLGE DIE WET OP BEROEPSONDERWYS, 1955 (WET No. 70 VAN 1955).

Deel.	Onderwerp.
I.	Woordomskrywing en algemeen.
II.	Instelling en klassifikasie van skole, oordrag van die beheer oor en bestuur van verklaarde instellings en staatsondersteunde skole na regering en erkenning van staatsondersteunde skole.
III.	Beheerrade van beroepskole.
IV.	Trustkomitees van beroepskole.
V.	Toelatingsvoorwaardes vir en finansiële hulp aan leerlinge.
VI.	Diensvoorwaardes van personeel in diens by beroepskole.
VII.	Verlof—Persone in diens by beroepskole.
VIII.	Reis-en-verlyftoelaes, vervoer en oorplasing.
IX.	Amptelike wonings losies en inwoning en supervisiediens.
X.	Voortsettingsklas Reis-en-verblyftoelaes en deeltydse klasse.
XI.	Afneem van eksamens en uitreik van sertifikate en diplomas.
XII.	Kursusse inbegrepe by hoër onderwys.
XIII.	Diensvoorwaardes: Persone in diens by staats-ondersteunde beroepskole.
XIV.	Lys van goedgekeurde vorms, sertifikate, ens.

*All Proclamations, Government and General Notices published for the first time, are indicated by a * in the left-hand upper corner.*

GOVERNMENT NOTICE.

The following Government Notice is published for general information:—

DEPARTMENT OF EDUCATION, ARTS AND SCIENCE.

* No. 595.]

[29 March 1956.

It is hereby notified for general information that the Honourable the Minister of Education, Arts and Science has been pleased, by virtue of the powers vested in him by section thirty-three of the Vocational Education Act, 1955 (Act No. 70 of 1955), to approve of the following regulations, with effect from the 1st April, 1956, in substitution of the regulations framed under section fifteen of the Vocational Education Act, 1928 (Act No. 29 of 1928).

REGULATIONS FRAMED UNDER THE VOCATIONAL EDUCATION ACT, 1955 (ACT No. 70 OF 1955).

Part.	Subject.
I.	Definitions and General.
II.	Establishment and Classification of Schools, Transfer of the Management and Control of Declared Institutions and State-aided Schools to the Government and Recognition of State-aided Schools.
III.	Councils of Vocational Schools.
IV.	Trust Committees of Vocational Schools.
V.	Conditions of Admission of and Financial Assistance to Pupils.
VI.	Conditions of Service of Persons Employed at Vocational Schools.
VII.	Leave—Persons Employed at Vocational Schools.
VIII.	Travelling and Subsistence Allowances, Transport and Transfers.
IX.	Official Quarters Board and Lodging and Supervision Duties.
X.	Continuation and Part-time Classes.
XI.	Conduct of Examinations and Issue of Certificates and Diplomas.
XII.	Courses included in Higher Education.
XIII.	Conditions of Service: Persons Employed at State-aided Vocational Schools.
XIV.	List of Approved Forms, Certificates, etc.

DEEL I.

WOORDOMSKRYWING EN ALGEMEEN.

WOORDOMSKRYWING.

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

- „beampte”, ’n persoon wat op die vaste diensstaat anders as in ’n tydelike of deeltydse hoedanigheid of op kontrak vir ’n beperkte tydperk aangestel is;
- „besoldiging”, die salaris of loon wat normaalweg aan ’n beampte of werknemer betaalbaar is wanneer hy op diens is en sluit in toelaes wat nie deel van salaris of loon uitmaak nie, met behoorlike inagneming van regulasies met betrekking tot en opdragte in verband met sulke toelaes deur die Kommissie of die Tesourie of deur die Tesourie op aanbeveling van die Kommissie uitgereik;
- „diens”, enige onafgebroke voltydse diens by ’n skool of klasse in enige hoedanigheid;
- „doserende personeel”, die prinsipaal, afdelingshoof, vise-prinsipaal, senior lektor en enige ander persoon wat onderwyspligte vervul;
- „herberg”, ook slaapplek, beddegoed, etes of vloeibare verserings, uitgesonderd alkoholiese drank, of enige samestelling van hierdie items;
- „hoofkwartier”, die stad, dorp of plek waar die ver naamste pligte van ’n beampte of werknemer uitgevoer word of uitgevoer moet word of wat die Sekretaris vir hom as sy hoofkwartier aanwys;
- „huishouding”—

(a) die vrou van ’n beampte of werknemer en sy kind (insluitende ’n aangenome kind), wat permanent by hom inwoon en noodsaaklikerwys geheel en al van hom afhanklik is;

(b) ’n familielid van ’n beampte of werknemer wat permanent by hom inwoon en noodsaaklikerwys van hom afhanklik is en wie se eie inkomste die maksimum bedrae wat voorgeskryf is kragtens paragraaf (a), in die geval van ’n blanke, of paragraaf (b), in die geval van ’n nie-blanke, ongeag sy ras, van subartikel (1) van artikel ses van die Ouderdomspensioenwet 1928 (Wet No. 22 van 1928), soos gewysig, of ’n vermeerdering daarvan, nie te bowe gaan nie;

(c) hoogstens twee huisbediendes wat in ’n voltydse hoedanigheid by die beampte of werknemer in diens is;

- „inspekteur”, ’n amptenaar van die Departement, hetsy kragtens die Wet of kragtens die Staatsdienswet, 1923, aangestel, wat deur die Sekretaris gemagtig is om inspeksies, soos in regulasie 4 beskryf, uit te voer;
- „kalenderjaar”, ’n tydperk van twaalf agtereenvolgende kalendermaande wat strek van 1 Januarie tot en met 31 Desember van ’n jaar;
- „klasse”, voorsettingsklasse of deeltydse klasse of albei;
- „leerling”, ook ’n student aan ’n tegniese kollege of in klasse;
- „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; hierdie beginsel word toegepas by die vasstelling van enige tydperk wat in maande uitgedruk word;
- „nywerheidsskool”, ’n nywerheidsskool soos omskryf in artikel een van die Kinderwet, 1937 (Wet No. 31 van 1937);
- „ou regulasies”, die regulasies wat ingevolge die bepalingen van die Wet op Beroepsonderwys, 1928 (Wet No. 29 van 1928), uitgevaardig is;
- „persoonlike besittings”, die roerende goed van ’n beampte of werknemer of van sy huishouding, met inbegrip van voertuie, maar nie lewende hawe nie;

PART I.

DEFINITIONS AND GENERAL.

DEFINITIONS.

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

- “accommodation” includes lodging, bedding, meals or liquid refreshment other than alcoholic liquor, or any combination of these items;
- “calendar year” means a period of 12 consecutive calendar months extending from the 1st January to the 31st December of a year, both days included;
- “classes” means continuation or part-time classes or both;
- “employee” means any person employed at a vocational school, state-aided vocational school, or at classes on a temporary basis or under contract for a fixed period whose whole time is at the disposal of a school and includes a domestic servant and a labourer;
- “fixed establishment” means the posts approved by the Minister as necessary for the normal and regular requirements of a school or classes and includes all teaching and other posts which are subsidised in full or in part by the Department;
- “headquarters” means the city, town or place where the principal duties of an officer or employee have to be performed or which may be indicated to him by the Secretary as his headquarters;
- “household” means—

(a) the wife of an officer or employee and his child (including an adopted child) who is permanently resident with and necessarily entirely dependent upon him;

(b) a relative of an officer or employee who is permanently resident with and necessarily dependent upon him and whose own income does not exceed the maximum amounts laid down in terms of paragraph (a) in the case of a European or in the case of a non-European, irrespective of race, of paragraph (b) of subsection (1) of section six of the Old Age Pensions Act, 1928 (Act No. 22 of 1928), as amended or any increase thereof; and

(c) not more than two domestic servants employed in a whole-time capacity by the officer or employee;

“industrial school” means an industrial school as defined in section one of the Children’s Act, 1937 (Act No. 31 of 1937);

“inspector” means an officer of the Department whether appointed under the Act or under the Public Service Act, 1923, and who has been authorised by the Secretary to conduct inspections as described in regulation 4;

“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 included; this principle shall be applied in the determination of any period expressed in months;

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

“officer” means a person appointed on the fixed establishment otherwise than in a temporary or part-time capacity or on contract for a limited period;

“pay” means the salary or wage normally payable to an officer or employee when on duty and includes allowances which do not form part of salary or wage, due regard being had to regulations pertaining to and directions in connection with such allowances issued by the Commission or the Treasury or by the Treasury on the recommendation of the Commission;

- „prinsipaal”, die persoon wat met die goedkeuring van die Minister of die Sekretaris, na gelang van die geval, aangestel is om die funksies van ’n prinsipaal soos in regulasie 2 van Deel VI omskryf, te vervul;
- „salaris of loon”, die jaarlikse salaris of loon insluitende enige toelaes en die kontantwaarde van enige voorregte wat *in natura* verskaf word, mits sulke toelaes en voorregte deur die Kommissie as pensioengewend verklaar is;
- „skool”, ’n beroepskool wat in artikels twee, drie of ses van die Wet genoem word;
- „skoolfonds”, gelde wat onvoorwaardelik aan ’n beroepskool bemaak of geskenk is, of wat die skool (behalwe by wyse van onderwys- of losiesgelde) van die publiek of andersins ingesamel het;
- „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;
- „spesiale skool”, ’n spesiale skool soos omskryf in artikel een van die Wet op Spesiale Skole, 1948 (Wet No. 9 van 1948);
- „tegniese instituut”, voortsettingsklasse wat deur die Minister op versoek van die Komitee in regulasie 5 van Deel X genoem, gemagtig is om die naam van tegniese instituut aan te neem;
- „tegniese kollege”, ’n beroepskool wat ooreenkomstig regulasie 5 die reg verleen is om die benaming van tegniese kollege aan te neem of te behou;
- „trustgelde”, gelde wat aan ’n beroepskool geskenk of bemaak is op voorwaarde dat dit vir ’n spesifieke doel aangewend word;
- „vaste diensstaat”, die betrekkings goedgekeur deur die Minister as noodsaaklik vir die normale en gereelde vereistes van ’n skool of klasse, en sluit in alle onderwys- en ander betrekkings wat ten volle of gedeeltelik deur die Departement gesubsidieer word;
- „verbeteringskool”, ’n verbeteringshuis soos omskryf in artikel een van die Kinderwet, 1937 (Wet No. 31 van 1937);
- „verblyftoelae”, betaling wat bedoel is om ’n beamppte of werknemer te vergoed vir redelike uitgawes wat hy benewens sy normale bestaansuitgawes by sy huis noodsaaklikerwys aan huisvesting moet aangaan wanneer hy in amptelike diens van sy hoofkwartier afwesig is;
- „werknemer”, enige persoon wat in diens is by ’n beroepskool, staatsondersteunde beroepskool, of klasse op ’n tydelike grondslag of op kontrak vir ’n vaste tydperk wie se volle tyd tot beskikking van ’n skool is en sluit ’n huisbediende en ’n arbeider in.

TOEPASSING VAN REGULASIES.

2. Tensy uitdruklik anders bepaal, is hierdie regulasies van toepassing op alle beroepskole, staatsondersteunde beroepskole, voortsettingsklasse en deeltydse klasse en op persone in diens by en leerlinge wat toegelaat is tot sodanige skole of klasse.

OORDRAG VAN BEVOEGDHEDE.

3. Behoudens die bepalinge van die Wet kan die Minister enige van die bevoegdhede by hierdie regulasies aan hom verleen, aan die Sekretaris of ’n ander beamppte van die Departement oordra; insgelyks kan die Sekretaris bevoegdhede by hierdie regulasies aan hom verleen, oordra aan ’n ander beamppte van die Departement.

INSPEKSIES.

4. Ten einde die Sekretaris in staat te stel om doeltreffende toesig te hou oor die toepassing van die Wet en enige ander wet of regulasie wat van toepassing is op ’n skool of klasse, kan hy inspeksies laat hou van—

- (a) die bestuur en organisasie van,
- (b) die onderrig verskaf by,
- (c) die boeke, rekeninge, bewysstukke, fondse, registers, uitrusting en voorrade gehou by, en geboue en koshuise van,

“personal effects” means the movable property of an officer or employee or that of his household, including vehicles but excluding livestock;

“principal” means the person appointed with the approval of the Minister or the Secretary as the case may be, to perform the functions of a principal as defined in regulation 2 of Part VI;

“protectorates” means Swaziland, Bechuanaland and Basutoland;

“pupil” includes a student at a technical college or classes;

“reformatory” means a reformatory as defined in section one of the Children’s Act, 1937 (Act No. 31 of 1937);

“salary or wage” means the annual salary or wage inclusive of any allowances and the cash value of any privileges supplied in kind, provided such allowances and privileges have been declared pensionable by the Commission;

“school” means a vocational school referred to in sections two, three or six of the Act;

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

“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 periods intervening between two consecutive school terms;

“service” means any continuous whole-time service at a school or classes in any capacity;

“subsistence allowance” means a payment designed to recompense an officer or employee in respect of reasonable expenses necessarily incurred by him on accommodation, whilst absent from his headquarters on official duty, over and above his normal living expenses at his home;

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

“technical college” means a vocational school which has in terms of regulation 5 been permitted to assume or retain the designation of “technical college”;

“technical institute” means a continuation class which has, at the request of the Committee mentioned in regulation 5 of Part X, been authorised by the Minister to assume the designation of “technical institute”;

“trust funds” means funds donated or bequeathed to a vocational school on condition that they be applied for a specific purpose.

APPLICABILITY OF REGULATIONS.

2. Except where otherwise indicated, these regulations are applicable to all vocational schools, state-aided vocational schools, continuation classes and part-time classes and to persons employed at and to pupils admitted to such schools or classes.

DELEGATION OF POWERS.

3. Subject to the provisions of the Act, the Minister may delegate any of the powers vested in him by these regulations to the Secretary or other officer of the Department; the Secretary may likewise delegate any powers vested in him by these regulations to any other officer of the Department.

INSPECTIONS.

4. To enable the Secretary to exercise effective supervision over the administration of the Act or any other Act or regulation which is applicable to a school, or classes, he may cause inspections to be made of—

- (a) the management and organisation of,
- (b) the tuition given at,
- (c) the books, accounts, vouchers, funds, registers, equipment and stores maintained at, and buildings and hostels of,

- (d) die pligte en skoolwerksaamhede van persone in diens by, en
 (e) enige ander aangeleentheid betreffende, sodanige skool of klas.

BEHOUD OF AANNEMING VAN DIE BENAMING TEGNIESE KOLLEGE OF TEGNIESE INSTITUUT.

5. (1) Wanneer die Minister die instelling van 'n beroepskool goedgekeur het, kan hy sodanige skool toelaat om die benaming „tegniese kollege” aan te neem.

(2) 'n Voortsettingsklas wat as sodanig erken word, kan met die goedkeuring van die Minister toegelaat word om die benaming „tegniese instituut” aan te neem.

(3) 'n Verklaarde instelling of 'n deel van 'n verklaarde instelling, waarvan die instandhouding, bestuur en beheer aan die Regering oorgedra is, kan met die goedkeuring van die Minister toegelaat word om die naam „tegniese kollege” aan te neem of te behou, na gelang van die geval.

BUITENGEWONE GEVALLE.

6. Waar die omstandighede van 'n geval na die oordeel van die Minister 'n afwyking van die bepalings van hierdie regulasies regverdig, kan hy die geval behoudens die bepalings van die Wet, na goeddunke behandel; met dien verstande dat geen handeling kragtens hierdie regulasie ten opsigte van enige persoon tot sy nadeel mag strek nie; voorts met dien verstande dat ten opsigte van 'n persoon in artikel *sewentien* van die Wet genoem, die aanbeveling van die Kommissie vooraf verkry word.

DOELEINDES WAARVOOR GEBOUE EN GROND GEBRUIK KAN WORD.

7. (1) Die geboue en grond by 'n beroepskool word gebruik vir die doeleindes waarvoor dit opgerig of verkry is. Die gebruik daarvan vir enige ander doeleindes is onderworpe aan die voorwaardes wat die Sekretaris goedkeur.

(2) Wanneer die Sekretaris goedkeuring verleen vir die gebruik van sodanige geboue of grond vir doeleindes buite die bestek van die opvoedkunde waarmee die Departement te doen het en ten opsigte waarvan betaling vereis word, word die bedrag betaalbaar bepaal ooreenkomstig tariewe wat deur die Tesourie goedgekeur is.

DEEL II.

DIE INSTELLING, INSTANDHOUDING, BESTUUR EN INTREKKING VAN DIE INSTELLING VAN BEROEPSKOLE; DIE ERKENNING EN TOEKENNING VAN HULPTOELAES AAN INRIGTINGS WAT BEROEPSONDERWYS VERSKAF.

BESONDERHEDE VAN SKOOL WORD IN *Staatskoerant* AANGEKONDIG.

1. Wanneer die Minister ingevolge die bepalings van artikel *twee, drie, ses* of *sewe* van die Wet sy goedkeuring gegee het aan die instelling of intrekking van die instelling van 'n beroepskool, die instandhouding, bestuur en beheer van 'n verklaarde instelling aan die Regering oorgedra het, die erkenning van 'n instelling as 'n staatsondersteunde beroepskool goedgekeur het, of die instandhouding, bestuur en beheer van 'n staatsondersteunde skool aan die Regering oorgedra het, word die volgende besonderhede in die *Staatskoerant* aangekondig:—

- (i) Die naam van die skool of verklaarde instelling,
- (ii) die plek waar die skool of instelling geleë is,
- (iii) die aard van beroepsonderwys wat deur die skool of verklaarde instelling verskaf word,
- (iv) van watter datum die goedkeuring geld, en
- (v) ander besonderhede wat die Minister nodig ag.

- (d) the duties and school activities of persons employed at,
- (e) any other matter concerning such school or class.

RETENTION OR ASSUMPTION OF DESIGNATION OF TECHNICAL COLLEGE OR TECHNICAL INSTITUTE.

5. (1) Whenever the Minister has approved of the establishment of a vocational school, he may permit such school to assume the designation of “technical college”.

(2) A continuation class which has been recognised as such, may with the approval of the Minister, be permitted to assume the designation of “technical institute”.

(3) A declared institution or a portion of a declared institution, the maintenance, management or control of which has been vested in the Government may, with the approval of the Minister, be permitted to assume or retain, as the case may be, the designation of “technical college”.

EXCEPTIONAL CASES.

6. If in the opinion of the Minister the circumstances of a case justify a departure from the provisions of these regulations it may, subject to the provisions of the Act, be dealt with by him on such terms as he may deem fit; provided that no action taken in terms of this regulation in respect of a particular person shall detrimentally affect 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.

PURPOSES FOR WHICH BUILDINGS AND GROUNDS MAY BE USED.

7. (1) The buildings and grounds at a vocational school shall be utilised for the purposes for which they have been erected or acquired. The use thereof for any other purposes shall be subject to such conditions as the Secretary may approve.

(2) Where the Secretary has approved of the use of such buildings 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 II.

THE ESTABLISHMENT, MAINTENANCE, MANAGEMENT AND DISESTABLISHMENT OF VOCATIONAL SCHOOLS; THE RECOGNITION OF AND GRANTS-IN-AID TO INSTITUTIONS PROVIDING VOCATIONAL EDUCATION.

PARTICULARS OF SCHOOLS TO BE NOTIFIED IN *Government Gazette*.

1. Whenever the Minister has, in terms of sections *two, three, six* or *seven* of the Act approved of the establishment or disestablishment of a vocational school, vested the maintenance, management and control of a declared institution or part of a declared institution in the Government, approved of the recognition of an institution as a state-aided vocational school or vested the maintenance, management and control of a state-aided vocational school in the Government, the following particulars shall be published in the *Government Gazette*:—

- (i) the name of the school or declared institution;
- (ii) the place where the school or institution is situated;
- (iii) the type of vocational education provided at such school or declared institution;
- (iv) the date from which the approval becomes effective; and
- (v) such other particulars as the Minister considers necessary.

GRADERING VAN SKOLE.

2. (1) Die graad van 'n skool word soos volg bepaal: —

Graad.	Getal voltydse leerlinge ingeskryf op die tweede Dinsdag in Junie voor die datum waarop die graad bepaal of hersien word.	
	Verbetering-, nywerheid-, en spesiale skole.	Ander skole.
Spesiale Graad A....	—	3,000 en meer.
Spesiale Graad B....	1,000 en meer	1,500 tot 2,999.
Spesiale Graad C....	400 tot 999	500 tot 1,499.
Graad A.....	150 tot 399	200 tot 499.
Graad B.....	75 tot 149	100 tot 199.
Graad C.....	Minder as 75	Minder as 100.

(2) Waar 'n deeltydse klas kragtens regulasie 18 van Deel X onder die beheer van die prinsipaal van 'n beroepsskool geplaas is of waar 'n kleuterskoolafdeling by 'n skool toegevoeg is, kan die leerlinge wat op die tweede Dinsdag in Junie van die betrokke skooljaar ingeskryf is, bygereken word vir die bepaling van die graad van sodanige skool op 'n grondslag van een voltydse leerling vir elke—

- twee leerlinge in 'n kleuterskoolafdeling waar kleuteronderwys gegee word; of
 - drie deeltydse vakleerlinge; of
 - ses deeltydse leerlinge wat 'n kursus volg wat lei tot 'n eksamen vir 'n nasionale of ander sertifikaat wat deur die Sekretaris goedgekeur is; of
 - tien deeltydse leerlinge wat 'n ander kursus volg; of
 - twee voltydse leerlinge wat 'n na-matrikulasiekursus volg wat vir hierdie doel deur die Sekretaris goedgekeur is;
- wat by sulke klasse ingeskryf is.

(3) Die gradering van 'n skool word nie verander nie tensy daar gedurende die voorafgaande twee jaar 'n gemiddelde afwyking was van minstens 10 persent bo of onder die vasgestelde kwota vir die bestaande graad van die skool.

(4) Die verlaging van die graad van 'n skool bring geen vermindering in die pensioengewende verdienste van enige beampte in diens by sodanige skool nie, maar so 'n beampte word, sodra daar 'n geskikte vakature ontstaan, oorgeplaas na 'n betrekking wat by sy graad pas.

(5) Wanneer 'n beroepsskool kragtens subartikel (1) van artikel twee van die Wet ingestel word, of 'n inrigting kragtens subartikel (1) van artikel ses van die Wet as 'n staatsondersteunde beroepsskool erken word, kan die graad daarvan voorlopig deur die Minister vasgestel word; met dien verstande dat, behalwe soos in subregulasie (7) bepaal, sodanige gradering nie binne twee jaar na die datum van die erkenning of instelling daarvan hersien sal word nie. Vir die toepassing van hierdie subregulasie word 'n beroepsskool wat in subartikel (4) van artikel twee van die Wet genoem word en wat op die datum van die inwerkingtreding van hierdie regulasies minder as twee jaar lank bestaan het, geag 'n nuwe skool te wees.

(6) Wanneer die instandhouding, bestuur en beheer van 'n verklaarde instelling of deel daarvan ingevolge die bepalings van artikel drie van die Wet aan die Regering oorgedra word, word die gradering daarvan bepaal asof sodanige instelling voor die datum van sodanige oordrag 'n beroepsskool was wat kragtens die Wet ingestel was; met dien verstande dat die gradering van 'n beroepsskool wat voor die datum in subartikel (1) van artikel drie van die Wet genoem deel van 'n verklaarde instelling uitgemaak het, vasgestel word ooreenkomstig subregulasie (5) asof dit vanaf gemelde datum 'n nuut ingestelde skool is.

GRADING OF SCHOOLS.

2. (1) The grading of a school shall be determined as follows:—

Grade.	Number of Full-time Pupils Enrolled on the Second Tuesday in June prior to the date on which the Grading is Determined or Reviewed.	
	Reformatories, Industrial and Special Schools.	Other Schools.
Special A.....	—	3,000 and over.
Special B.....	1,000 and over	1,500 to 2,999.
Special C.....	400 to 999	500 to 1,499.
Grade A.....	150 to 399	200 to 499.
Grade B.....	75 to 149	100 to 199.
Grade C.....	Less than 75	Less than 100.

(2) Where a part-time class has in terms of regulation 18 of Part X been placed under the control of the principal of a vocational school, or where a school has a nursery school section attached to it, the pupils enrolled on the second Tuesday in June of the relative school year may be included for the purpose of determining the grade of such school on the basis of one full-time pupil in respect of every—

- two pupils at nursery school sections where nursery school teaching is undertaken, or
- three part-time apprentices, or
- six part-time pupils following a course leading to an examination for a national or other certificate approved by the Secretary, or
- ten part-time pupils following any other course, or
- two full-time pupils following a post-matriculation course approved for this purpose by the Secretary, who are enrolled at such classes.

(3) The grading of a school shall not be altered unless an average variation of at least 10 per cent above or below the quota fixed for the existing grade of the school has been maintained during the preceding two years.

(4) The reduction in the grade of a school shall not involve a reduction in the pensionable emoluments of any officer employed at such school but such officer shall be transferred to a post appropriate to his grade, as soon as a suitable vacancy occurs.

(5) Whenever in terms of sub-section (1) of section two of the Act, a vocational school is established or in terms of sub-section (1) of section six of the Act, an institution is recognised as a state-aided vocational school, the grading thereof may be determined provisionally by the Minister; provided that except as provided in sub-regulation (7), such grading will not be reviewed within two years after the date of its establishment or recognition. For the purpose of this sub-regulation, a vocational school referred to in sub-section (4) of section two of the Act and which has been in existence for less than two years at the date of coming into operation of these regulations, shall be regarded as a new school.

(6) Whenever the maintenance, management and control of a declared institution or of a portion thereof has in terms of section three of the Act been vested in the Government, the grading thereof shall be determined as if such institution had been a vocational school before the date on which it was so vested; provided that the grading of a vocational school which formed part of a declared institution prior to the date referred to in sub-section (1) of section three of the Act, shall be determined in accordance with the provisions of sub-regulation (5) as if it was a newly established school as from such date.

(7) Ondanks die bepalings van subregulasie (3) kan die gradering van 'n skool spesiaal hersien word wanneer die leerlingstal aansienlik gestyg het as 'n direkte gevolg van die verskaffing van addisionele koshuis-, klaskamer- of werkwinkelruimte of van ander buitengewone omstandighede.

VOORWAARDES VAN ERKENNING VAN STAATSONDERSTEUNDE BEROEPSKOLE.

3. Die erkenning van 'n inrigting as 'n staatsondersteunde beroepsskool is benewens enige ander voorwaardes wat ingevolge artikel ses van die Wet opgelê kan word, onderworpe aan die volgende voorwaardes:—

- (a) die skool word geplaas onder 'n bestuur waarvan die prinsipaal van die skool die hoof administratiewe en uitvoerende beampte is en waaraan die prinsipaal verantwoordelik is;
- (b) die Minister kan verteenwoordigers in die bestuur benoem, maar hoogstens 'n getal wat een minder is as die orige lede tesame;
- (c) die skool moet 'n stelsel van boekhouding van al sy gelde, voorrade, uitrusting, geboue, meubels en sekuriteite tot tevredenheid van die Sekretaris volg en moet jaarliks op tye wat die Sekretaris vereis, die volgende aan hom voorlê—
 - (i) 'n raming van inkomste en uitgawes vir die volgende boekjaar;
 - (ii) 'n geouditeerde balansstaat en geouditeerde state van inkomste en uitgawes in verband met sy bedrywighede en 'n jaarverslag vir die afgelope boekjaar; en
 - (iii) enige ander inligting wat vereis word in verband met die toepassing van die Wet;
- (d) die Sekretaris kan enige hulptoelae gedeeltelik of ten volle terughou totdat hy daarvan oortuig is dat behoorlike stappe gedoen is om enige tekortkomings wat aan die lig kom, te verhelp of totdat hulle verhelp is;
- (e) die Minister kan op versoek van die bestuur of te eniger tyd wanneer hy dit nodig ag, 'n inspeksie laat hou van of ondersoek laat instel na enige aangeleentheid betreffende die administrasie of dissipline van sodanige skool;
- (f) die kursusse van opleiding waarvoor enige hulptoelae gebruik word, moet deur die Minister goedgekeur word en moet voldoen aan die voorskrifte van regulasie 2 van Deel XI van hierdie regulasies;
- (g) tensy anders bepaal, word die hulptoelae wat kragtens subartikel (1) van artikel ses van die Wet aan die skool betaalbaar is, soos volg bereken:—

A. In die geval van 'n hoër handelskool vir blankes:

- (i) 100 persent van die goedgekeurde salarisse en toelae van goedgekeurde doserende personeel;
- (ii) 50 persent van uitgawes ten opsigte van—
 - (1) die goedgekeurde salarisse, lone en toelae van goedgekeurde personeel, uitgesonderd doserende personeel;
 - (2) goedgekeurde huurgelde vir geboue;
 - (3) rente en aflettingspaaimente op goedgekeurde lenings;
 - (4) die koste van goedgekeurde dienste, insluitende die oprigting van geboue, veranderings aan bestaande geboue, argiteksgelde, die aankoop en maak van los en vaste toebehore van 'n permanente aard, die verkryging van grond (insluitende grond waarop geboue opgerig is) of regte op of belange in grond, opmetings- en transportgelde en kapitaaluitgawes aan die omheining, verbetering, gelykmaak en aanlê van grond aan sodanige skool oorgedra; met dien verstande dat 'n skool sy eie bydrae van 50 persent beskikbaar moet hê voordat die Departement sy bydrae doen; en

(7) Notwithstanding the provisions of sub-regulation (3), the grading of a school may be specially reviewed when the enrolment has increased materially as a direct result of the provision of additional hostel or classroom or workshop accommodation or other exceptional circumstances.

CONDITIONS ATTACHED TO RECOGNITION OF STATE-AIDED VOCATIONAL SCHOOLS.

3. The recognition of an institution as a state-aided vocational school, shall, in addition to any conditions which may be imposed in terms of section six of the Act, be subject to the following conditions:—

- (a) The school shall be placed under a governing body of which the principal of the school shall be the chief administrative and executive officer and to which the principal shall be responsible;
- (b) the Minister may appoint representatives in the governing body but not exceeding a number which is one less than the total remaining members;
- (c) the school shall maintain a system of bookkeeping for all its moneys, stores, equipment, buildings, furniture and securities to the satisfaction of the Secretary and shall submit to the Secretary annually at such times as may be required by him—
 - (i) estimates of income and expenditure for the following financial year;
 - (ii) an audited balance sheet, an audited statement of income and expenditure in respect of its activities and an annual report, in respect of the previous financial year; and
 - (iii) any other information required in connection with the application of the Act.
- (d) the Secretary may withhold part or the whole of any grant-in-aid until he is satisfied that appropriate steps have been taken to remedy any defects which may be brought to light or until such defects have been remedied;
- (e) the Minister may at the request of the governing body or at any time when he considers it necessary, cause an inspection to be made of or an inquiry to be held into any matter in regard to the administration or discipline of such school;
- (f) the courses of instruction in respect of which any grant-in-aid is to be applied, shall be subject to the approval of the Minister and shall comply with the requirements of regulation 2 of Part XI of these regulations;
- (g) except where otherwise indicated, the grant-in-aid payable to the school in terms of sub-section (1) of section six of the Act, shall be assessed as follows:—

A. In the Case of a Commercial High School for Europeans.

- (i) 100 per cent of the approved salaries and allowances of approved teaching staff;
- (ii) 50 per cent of the expenditure on—
 - (1) the approved salaries, wages and allowances of approved staff, other than teaching staff;
 - (2) approved rentals of buildings;
 - (3) interest and redemption payments on approved loans;
 - (4) the cost of approved services comprising the erection of buildings or alterations to existing buildings, architects' fees, the purchase and construction of fittings and fixtures of a permanent nature, acquisition of land (including land on which any building has been erected) or rights or interests in or over land, survey and transfer fees and capital outlay on the fencing and improvement, levelling and lay-out of any land vested in such school; provided that the school shall have available its own contribution of 50 per cent, before the Department shall make its contribution; and

- (5) ander goedgekeurde uitgawes;
(iii) 'n toelae van £24 per jaar ten opsigte van elke goedgekeurde inwonende leerling.

B. In die geval van 'n tegniese skool.

'n Hoofdelike toelae—

- (i) vir opleidingsgeriewe—
(a) £30 per jaar vir seuns; en
(b) £18 per jaar vir dogters;
(ii) vir die onderhoud van seuns of dogters wat nie kragtens die Kinderwet, 1937, na die skool verwys is nie, 'n maksimum bedrag van £60 per jaar, na gelang van die bedrag wat die ouer of voog kan betaal.

C. In die geval van 'n staatsondersteunde beroepsskool vir Kleurlinge.

- (i) 'n Hulptoelae van £30 per jaar per leerling wat in 'n skoolkoshuis inwoon; en
(ii) 'n hulptoelae van £10 per jaar per nie-inwonende dagskolier.

Vir die toepassing van hierdie paragraaf beteken „goedgekeurde” deur die Sekretaris goedgekeur;

- (h) die voorlegging vir die goedkeuring van die Minister van statute waarin voorsiening gemaak word vir die samestelling, funksies, bevoegdhede, pligte en prosedure by vergaderings van die bestuur.

VERMINDERING VAN HULPTOELAE.

4. Ondanks die bepalinge van regulasie 3 kan die Departement 'n hulptoelae wat volgens die voorgeskrewe formule bereken is, verminder met enige ander bedrag wat 'n skool van Regeringsweë ontvang.

TRANSAKSIES VIR VERKRYGING VAN EIENDOM MET STAATSHULP ONDERWORPE AAN SEKRETARIS SE GOEDKEURING.

5. (1) Alle transaksies vir die verkryging van eiendom, vir die oprigting van geboue en vir die uitvoering van werk waarvoor 'n Regeringslening of -toelae aan 'n staatsondersteunde beroepsskool toegestaan is, moet tot tevreedenheid van die Sekretaris aangegaan word.

(2) Die Sekretaris kan die voorskrifte uitvaardig wat hy nodig of wenslik ag betreffende die prosedure wat met betrekking tot 'n aansoek om en ander reëlings in verband met 'n lening of toelae gevolg moet word.

(3) Alle geboue en ander waarborge wat in verband met 'n Regeringslening as sekerheid gestel is, moet tot tevreedenheid van die Sekretaris instandgehou en goed onderhou word.

(4) Geen Regeringslening word toegestaan ten opsigte van 'n koshuis wat nie op naam van die bestuur geregistreer is nie.

VERSEKERING VAN GEBOU EN EIENDOM TEEN BRANDVERLIES.

6. 'n Bestuur moet alle geboue en ander eiendom wat brandskade kan ly, by 'n maatskappy of maatskappye wat deur die Sekretaris goedgekeur is, teen brandverlies verseker en verseker hou, en, in die geval van eiendom wat verhipotekeer is vir 'n Regeringslening, moet hy die polis of polisse as meegaande sekerheid vir die lening behoortlik aan die Regering sê.

VERHUUR OF VERVREEMDING VAN GEBOU OF EIENDOM WAT MET STAATSHULP OPPERIG OF VERKRY IS.

7. (1) Die Bestuur mag geen onroerende goed vir die verkryging of verbetering waarvan 'n hulptoelae van die Regering ontvang is, sonder die toestemming van die Minister verhuur, met 'n verband beswaar of vervreem nie.

(2) As onroerende goed wat deur middel van 'n hulptoelae van die Regering verkry of verbeter is, vervreem word, moet die bedrag aldus bygedra tot die verkryging of verbetering van die besondere goed tesame met die *pro rata* deel van enige wins, aan die Departement terugbetaal word.

(5) other approved expenditure;

- (iii) an allowance of £24 per annum in respect of each approved resident pupil.

B. In the Case of a Technical School.

A per capita grant of—

- (i) for teaching facilities—
(a) £30 per annum for boys;
(b) £18 per annum for girls;
(ii) for maintenance of boys and girls not committed to the school under the Children's Act, 1937, a maximum grant of £60 per annum depending on the amount the parent or guardian is able to pay.

C. In the Case of a Vocational School for Coloureds.

- (i) A grant-in-aid of £30 per annum in respect of each pupil accommodated in a school hostel; and
(ii) a grant-in-aid of £10 per annum in respect of each non-resident day pupil.

For the purpose of this paragraph, “approved” means approved by the Secretary;

- (h) the submission for the approval of the Minister of a statute, in which provision is made for the constitution, functions, powers, duties and procedure at meetings of the governing body.

REDUCTION OF GRANT-IN-AID.

4. Notwithstanding the provisions of regulation 3, the department may reduce a grant-in-aid calculated in terms of the prescribed formula with any other amount received by the school from the Government.

TRANSACTIONS FOR ACQUISITION OF PROPERTY WITH STATE-AID, SUBJECT TO APPROVAL OF SECRETARY.

5. (1) All transactions for the acquisition of property for the erection of buildings and for the carrying out of work which are the subject of a Government loan or grant to a State-aided vocational school, shall be to the satisfaction of the Secretary.

(2) The Secretary may issue such instructions as he may deem necessary or desirable as to the procedure to be followed in regard to the application for and other arrangements in connection with any loan or grant.

(3) All buildings and other securities given in connection with any Government loan shall be maintained and kept in good repair to the satisfaction of the Secretary or his representative.

(4) No government loan shall be issued in respect of any hostel not vested in the governing body.

INSURANCE OF BUILDINGS AND OTHER PROPERTY AGAINST LOSS BY FIRE.

6. The governing body shall insure and keep insured against loss by fire with an insurance company or companies approved by the Secretary, all buildings and any other property liable to loss by fire, and, in the case of property mortgaged under any Government loan, shall duly cede such policy or policies to the Government as collateral security for the loan.

LEASE OR ALIENATION OF BUILDINGS OR PROPERTY ERECTED OR ACQUIRED WITH STATE-AID.

7. (1) The governing body shall not lease, hypothecate or alienate immovable property, the acquisition or improvement of which was the subject of a Government grant-in-aid, without the consent of the Minister.

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

(3) As onroerende goed wat deur middel van 'n hulp-toelae 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 van die Regering se bydrae tot die verkrygings- of verbeteringskoste van die goed, aan die Departement betaal onmiddellik na ontvangs van sodanige huurgeld.

BESTUURSVERGADERINGS EN BESOEKENDE LEDE.

8. (1) 'n Bestuur vergader minstens een keer elke kalenderkwartaal of by ander tussenpose wat die Minister goedkeur. 'n Afskrif van die notule van elke vergadering word so gou doenlik na die vergadering aan die Sekretaris voorgelê.

(2) 'n Bestuur stel op elke vergadering een van sy lede aan om die skool voor die volgende vergadering te besoek en om skriftelik verslag te doen oor aangeleenthede met betrekking tot die skool wat na sy mening van belang mag wees, en 'n afskrif van so 'n verslag word aan die Sekretaris gestuur saam met die notule waarvan daar in subregulasie (1) melding gemaak word.

GODSDIENSTIGE TOETSE VERBODE.

9. Niemand mag op enige wyse getoets word aangaande sy godsdienstige gesindheid as 'n voorwaarde om lid van die doserende personeel of leerling te word of om in dié hoedanigheid aan te bly of om 'n besoldigde betrekking te beklee of voorregte uit te oefen by 'n skool nie, nog word voorkeur gegee aan of 'n voordeel teruggehou van enige persoon op grond van sy godsdienstige gesindheid.

DEEL III.

SAMESTELLING, WERKSAAMHEDE, BEVOEGDHEDE, PLIGTE EN PROSEDURE BY VERGADERINGS VAN RADE VAN BEROEPSKOLE AANGESTEL Kragtens Artikel Vier van die WET.

SAMESTELLING.

1. (1) 'n Raad bestaan uit die getal lede, maar minstens vyf, wat die Minister bepaal. Die Minister kan minstens drie lede in elke raad benoem.

(2) 'n Raad kan, behoudens die goedkeuring van die Minister, erelede vir die raad kies. Erelede is nie geregtig om op vergaderings van die raad te stem nie en beklee hul amp vir die tydperk wat die Minister goedkeur.

AMPSTERMYN VAN LEDE.

2. (1) (a) Behoudens die bepalinge van hierdie regulasie—

(i) beklee elke lid deur die Minister in 'n raad aangestel, sy amp vir 'n tydperk van hoogstens drie jaar of tot sy bedanking uit sy amp of die intrekking van sy aanstelling deur die Minister;

(ii) bepaal 'n persoon of liggaam persone aan wie verteenwoordiging in die raad toegestaan is, die ampstermyn, maar hoogstens drie jaar, wat sy verteenwoordiger in die raad moet dien;

(iii) kan die persoon of liggaam in subparagraaf (ii) genoem ook 'n plaasvervangende verteenwoordiger benoem;

(iv) kan die persoon of liggaam in subparagraaf (ii) genoem die benoeming van sy verteenwoordiger of plaasvervangende verteenwoordiger te eniger tyd intrek.

(b) By verstryking van die tydperk in paragraaf (a) genoem, kan 'n lid van die raad vir 'n verdere tydperk aangestel word.

(2) 'n Lid van 'n raad kan uit sy amp bedank per brief geadresseer aan die sekretaris van die raad wat die brief aan die Sekretaris vir die inligting van die Minister stuur en die raad op sy eersvolgende vergadering van die bedanking in kennis stel.

(3) Daar word beskou dat 'n lid van 'n raad uit sy amp bedank het as beide hy en sy plaasvervanger sonder verlof van die raad van drie agtereenvolgende gewone vergaderings van die raad afwesig is.

(3) If immovable property acquired or improved by means of a Government grant-in-aid is let, such portion of the rent, calculated in the same proportion as the Government's contribution towards the cost of acquisition or improvement of the property, shall be paid to the Department immediately on receipt of such rent.

MEETINGS OF GOVERNING BODY AND VISITING MEMBERS.

8. (1) The governing body shall meet at least once every calendar quarter or at such intervals as may be approved of by the Minister. A copy of the minutes of each meeting shall be submitted to the Secretary as soon as possible after the meeting.

(2) At every meeting a governing body shall appoint one of its members to visit the school before the next meeting and to submit a written report on matters relating to the school which in his opinion may be of importance, and a copy of such report shall be sent to the Secretary together with the minutes referred to in sub-regulation (1).

PROHIBITION OF RELIGIOUS TESTS.

9. No test of religious belief shall be imposed on any person as a condition of his becoming a member of the teaching staff or a pupil or of his retention in that capacity or of his occupying any salaried post or of his exercising any privilege at a school, nor shall any preference be given to or advantage be withheld from any person on the ground of his religious belief.

PART III.

CONSTITUTION, FUNCTIONS, POWERS, DUTIES AND PROCEDURE AT MEETINGS OF COUNCILS OF VOCATIONAL SCHOOLS APPOINTED IN TERMS OF SECTION FOUR OF THE ACT.

CONSTITUTION.

1. (1) A council shall consist of such number of members but not less than five, as the Minister may determine. The Minister may appoint at least three members of a council.

(2) A council may, subject to the approval of the Minister, elect honorary members to the council. Honorary members are not entitled to vote at meetings of the council and shall hold office for such period as the Minister may approve.

PERIOD OF OFFICE OF MEMBERS.

2. (1) (a) Subject to the provisions of this regulation—

(i) each member appointed to a council by the Minister shall hold office for a period not exceeding three years or until the resignation of his appointment or the cancellation of his appointment by the Minister;

(ii) a person or body of persons to whom representation on the council has been accorded, determines the period of office but not exceeding three years during which its representative shall serve on the council;

(iii) the person or body referred to in sub-paragraph (ii) may also nominate alternate members;

(iv) the person or body referred to in sub-paragraph (ii) may at any time withdraw the appointment of his or its representative or alternate representative.

(b) On expiry of the period mentioned in paragraph (a), a member of the council may be re-appointed for a further period.

(2) A member of a council may resign his appointment by letter addressed to the secretary of the council, who shall transmit such letter to the Secretary for the information of the Minister and will advise the council at its next meeting of the resignation.

(3) A member of a council shall be deemed to have resigned his appointment if both he and his alternate are absent from three consecutive ordinary meetings of the council without the approval of the council.

(4) 'n Lid wat aangestel is om 'n vakature, veroorsaak deur die afsterwe, bedanking of intrekking van die aanstelling van 'n lid van die raad, aan te vul, beklee sy amp vir die onverstreke ampstermyn van sodanige lid; met dien verstande dat die Minister ten tyde van die aanstelling om sodanige vakature aan te vul, uitdruklik kan bepaal dat sodanige aanstelling vir 'n ander tydperk is.

(5) Die Minister kan die aanstelling van 'n lid van die raad wat hy aangestel het, te eniger tyd intrek.

(6) 'n Raad kan aan enige een van sy lede verlof toestaan om afwesig te wees van raadsvergaderings vir die tydperk wat die raad goedag. 'n Lid wat om verlof aansoek gedoen het, kan by die Minister appelleer as 'n raad dit weier, en die Minister kan na oorweging van die appèl, die weiering bekragtig of die raad gelas om die verlof toe te staan.

(7) 'n Lid van 'n raad wat nie in voltydse diens van die Staat is nie, kan verblyf-, reis- en vervoertoelae ontvang ten opsigte van tyd in beslag geneem en noodsaaklike ritte afgelê vir die bywoning van 'n raadsvergadering of 'n ander vergadering deur die Sekretaris goedgekeur of vir besoek aan en inspeksie van die skool in die uitoefening van sy plig as besoekende lid, teen die tariewe waarteen en onder die omstandighede waaronder sodanige toelae betaalbaar is aan 'n persoon wat in diens is van 'n beroepsskool en 'n salaris van meer as £858 per jaar en hoogstens £1,500 per jaar ontvang, behalwe waar die Minister in ooreenstemming met die Tesourie 'n ander tarief goedgekeur het.

PRINSIPAAL IS VERANTWOORDELIK VIR SEKRETARIËLE WERK.

3. (1) Die prinsipaal is sekretaris van 'n raad en hy kan enige ander beampte van 'n skool gelas om hom behulpzaam te wees of om in sy plek op te tree. Die prinsipaal of sodanige plaasvervanger kan deelneem aan enige debat of bespreking deur die raad oor enige saak wat voorgelê word, maar het geen stem in die besluite nie.

(2) Die prinsipaal moet notule van verrigtings op alle raadsvergaderings hou of laat hou en moet so gou moontlik na afloop van elke vergadering 'n afskrif van die notule van die verrigtings daarvan aan die Sekretaris stuur. Die notule van die verrigtings op enige vergadering word aan die raad op sy volgende vergadering voorgelê vir bekragtiging of vir wysiging, indien nodig.

BEVOEGDHEDE EN PLIGTE VAN RAAD.

4. (1) 'n Raad kan by die Sekretaris aanbevelings doen aangaande die volgende:—

- (a) Beplanning en beleid ten opsigte van beroepsonderys na gelang van plaaslike vereistes;
- (b) die beplanning, oprigting en gebruik van geboue en die gelde wat betaal word vir sodanige gebruik;
- (c) die aanstelling, bevordering en ontslag van voltydse lede van die personeel;
- (d) die instelling en hersiening van kursusse, voltydse en deeltydse klasse en leerplanne;
- (e) die bepaling van skool- of kollegekwartale;
- (f) die klasgelde vir voltydse en deeltydse klasse en kursusse;
- (g) die toekenning van beurse en lenings aan leerlinge;
- (h) die toelating tot en uitsetting uit voltydse en deeltydse klasse van leerlinge;
- (i) die toestaan van verlof aan lede van die personeel;
- (j) die instelling van dissiplinêre stappe teen beamptes of werknemers;
- (k) die aanneem van korter kennis van bedanking uit 'n betrekking as wat vereis word by subregulasie (2) van regulasie 16 van deel VI;
- (l) alle aangeleenthede met betrekking tot die welsyn van die skool in die algemeen;
- (m) enige aangeleentheid wat die Minister of die Sekretaris na die raad verwys.

(2) 'n Raad kan behoudens algemene voorskrifte van die Minister deur die Minister of die Sekretaris gelas word om—

- (a) 'n raming van uitgawes ten opsigte van die volgende boekjaar in te dien;

(4) A member, who is appointed to fill a vacancy occasioned by the death, resignation or withdrawal of the appointment of a member of a council, shall hold office for the unexpired period of office of such member; provided that the Minister may when the appointment to fill such vacancy is made, specifically determine that appointment will be for a different period.

(5) The Minister may at any time withdraw the appointment of a member of the council appointed by him.

(6) A council may grant to any member thereof leave to be absent from its meetings for such periods as it may deem fit. A member who has applied for leave, may appeal to the Minister against any refusal thereof by a council, and the Minister may after consideration of the appeal, confirm the refusal of the council or instruct the council to grant the leave.

(7) A member of a council other than a person in full time employment of the State, may receive subsistence, travelling and transport allowances in respect of time spent and journeys necessarily undertaken in connection with attendance at council meetings or other meetings approved by the Secretary or visits to and inspections of the school in the exercise of his duties as visiting member at the rates at which and under the circumstances under which such allowances are payable to a person employed in the service of a vocational school and who is in receipt of salary at a rate of over £858 but not more than £1,500 per annum, unless the Minister has, in consultation with the Treasury, approved of other rates.

PRINCIPAL IS RESPONSIBLE FOR SECRETARIAL WORK.

3. (1) The principal shall be the secretary of a council and he may call upon any other officer to assist him or deputise for him. The principal or such deputy may participate in any debate or discussion by the council on any matter which may be raised, but he shall have no vote on its resolutions.

(2) The principal shall keep or cause to be kept, minutes of proceedings at meetings of a council and shall transmit a copy of such minutes to the Secretary as soon as possible after each meeting. The minutes of proceedings at any meeting shall be submitted to the council at its next meeting for confirmation or for amendment if necessary.

POWERS AND DUTIES OF COUNCILS.

4. (1) A council may make recommendations to the Secretary regarding the following:—

- (a) Planning and policy in respect of vocational education in relation to local requirements;
- (b) the planning, erection and use of buildings and the charges, if any, to be made for such use;
- (c) the appointment, promotion and discharge of full-time members of staff;
- (d) the institution and revision of courses, full-time and part-time classes and syllabuses;
- (e) the fixing of school or college terms;
- (f) the class fees for full-time and part-time classes and courses;
- (g) the allocation of bursaries and loans to pupils;
- (h) the admission to and expulsion from full-time and part-time classes of pupils;
- (i) the grant of leave to members of staff;
- (j) the institution of disciplinary proceedings against officers or employees;
- (k) the acceptance of shorter notice of resignation of an appointment than that required by sub-regulation (2) of regulation 16 of Part VI;
- (l) all matters affecting the welfare of the school generally;
- (m) any matter referred to the council by the Minister or Secretary.

(2) A council may, subject to any general instructions issued by the Minister, be required by the Minister or the Secretary to—

- (a) submit estimates of expenditure in respect of the ensuing financial year;

- (b) 'n boekhoustelsel soos vereis by enige boekhouvoorskrifte wat in die Departement van toepassing is, te volg;
- (c) die skool of enigeen van sy kursusse te adverteer, mits die nodige fondse vir dié doel beskikbaar is.
- (3) 'n Raad kan een of meer van sy lede aanstel om die skool te besoek. Elke sodanige lid lê sy verslag oor die besoek en sy opmerkings oor enige sake deur hom opgemerk of onder sy aandag gebring, wat na sy mening die belange van die leerlinge raak, skriftelik aan die raad voor.

RAAD KIES SY EIE VOORSITTER EN VISE-VOORSITTER.

5. (1) 'n Raad kies uit sy lede 'n voorsitter en 'n vise-voorsitter wat hulle amp vir 'n tydperk van een jaar op 'n keer beklee mits sodanige tydperk nie langer is nie as die tydperk waarvoor hulle as lede van die raad aangestel is.
- (2) Indien die voorsitter nie in staat is om 'n vergadering by te woon nie, neem die vise-voorsitter in sy plek as voorsitter waar op die vergadering.
- (3) Indien die voorsitter nie in staat is om vir die volle tydperk waarvoor hy gekies is, te dien nie, kies die raad 'n ander voorsitter om in sy plek vir die oorblywende deel van die ampstermyn te dien.
- (4) As nóg die voorsitter nóg die vise-voorsitter om die een of ander rede op enige vergadering van die raad aanwysig kan wees, moet die teenwoordige lede, as hulle 'n kworum is, een uit hulle geledere kies om op daardie vergadering voor te sit, en die lid wat aldus gekies word, het vir die doeleindes van daardie vergadering al die bevoegdhede en voorregte van 'n voorsitter.
- (5) Indien die voorsitter nie in staat is om die pligte van sy amp vir 'n tydperk te vervul nie, kies die raad uit sy geledere iemand om in die plek van die voorsitter vir sodanige tydperk waar te neem.
- (6) Die voorsitter beslis oor enige vraag van orde of prosedure op vergaderings wat nie in hierdie regulasies voorgeskryf is nie, maar as 'n lid teen so 'n beslissing beswaar maak, word die vraag sonder bespreking tot stemming gebring en is die beslissing van die vergadering finaal.

RAADVERGADERINGS.

6. (1) Gewone raadsvergaderings word een maal in elke skoolkwartaal gehou of by die korter tussenpose wat die raad van tyd tot tyd bepaal; met dien verstande dat die Minister na gelang van omstandighede die raad van 'n besondere skool kan magtig om gewone vergaderings by ander tussenpose te hou.
- (2) 'n Buitengewone vergadering kan te eniger tyd deur die voorsitter uit eie beweging of wanneer daartoe gelas deur die Minister of op versoek van minstens 'n derde van die raadslede befê word.
- (3) (a) Kennis van die hou van 'n gewone vergadering word skriftelik aan elke raadslid gegee sodat dit hom minstens drie dae voor die datum wat vir die vergadering vasgestel is, bereik. Die kennisgewing van die hou van 'n vergadering moet kortliks uiteensit watter aangeleenthede op daardie vergadering behandel sal word.
- (b) Kennis van die hou van 'n buitengewone vergadering word aan elke raadslid gegee soos in paragraaf (a) beskryf of op die wyse wat die prinsipaal in die omstandighede nodig ag.
- (c) Versuim om te voldoen aan die vereistes van paragraaf (a) hiervan maak nie die verrigtings van enige vergadering ongeldig nie en is ook nie gronde om dit nietig te verklaar nie tensy dit blyk dat enige besluit of beslissing van die raad op daardie vergadering waarskynlik nie geneem of gegee sou gewees het as sodanige versuim nie voorgekom het nie.

KWORUM.

7. Op enige vergadering van 'n raad maak drie lede met stemreg, maar nie minder as 'n derde van die totale getal lede nie, 'n kworum nit.

- (b) maintain a system of bookkeeping as required by any accounting regulations applicable to the Department; and
- (c) advertise the school or any of its courses, subject to funds being available for the purpose.
- (3) A council may appoint one or more of its members to visit the school. Such member shall submit in writing to the council a report on his visit and his comments on any matter observed by him or brought to his notice, which in his opinion affects the interests of the pupils.

COUNCIL ELECTS ITS OWN CHAIRMAN AND VICE-CHAIRMAN.

5. (1) A council shall elect from amongst its members, a chairman and a vice-chairman who shall hold office for a period of one year at a time; provided that such period does not extend beyond the period for which they have been appointed as members of the council.
- (2) If the chairman is unable to attend a meeting, the vice-chairman shall preside thereat in his stead.
- (3) If the chairman is unable to serve for the full period for which he has been elected, the council may elect another chairman to serve in his place for the remaining period.
- (4) In the event of both the chairman and the vice-chairman being unable for any reason to be present at a meeting, the council members present thereat, being a quorum, shall elect one of them to preside at such meeting and all the powers and privileges of a chairman shall for the purpose of that meeting be vested in the member so elected.
- (5) In the event of the chairman being unable to perform the duties of his office for a period, the council shall elect one of its members to act in the place of the chairman for such period.
- (6) The chairman shall decide on all matters of order or procedure at meetings which are not prescribed in these regulations, but if any member objects to such decision, the question shall without discussion be put to the vote, and the decision of the meeting shall be final.

MEETINGS OF COUNCIL.

6. (1) Ordinary meetings of a council shall be held once during each school term or at such shorter intervals as a council may from time to time decide; provided that the Minister may according to circumstances, authorise the council of a particular school to hold ordinary meetings at other intervals.
- (2) A special meeting may be called at any time by the chairman of his own accord or when instructed thereto by the Minister or at the request of at least one-third of the members of a council.
- (3) (a) Notice of the holding of an ordinary meeting shall be given in writing to each member of a council so as to reach him at least three days before the date fixed for the meeting. Such notice should briefly indicate the matters to be dealt with at the meeting.
- (b) Notice of the holding of a special meeting shall be given to each member of a council in the manner described in paragraph (a) or in such manner as the principal may in the circumstances of the case, consider necessary.
- (c) Failure to comply with the requirements of paragraph (a) hereof shall not vitiate the proceedings at any meeting nor afford ground for the setting aside thereof unless it shall appear that any resolution or decision of the council at that meeting would probably not have been passed or taken if such failure had not occurred.

QUORUM.

7. At any meeting of the council, three members who are entitled to vote but not less than one-third of the total number of members shall form a quorum.

BESLISSINGS VAN RAAD.

8. Die raad se beslissings oor enige saak wat hy oorweeg, word geformuleer as 'n besluit wat aangeneem word by meerderheid van stemme van die lede wat teenwoordig is by die bespreking van en wat stem oor daardie saak. Elke lid, insluitende die voorsitter, het een stem en die voorsitter het boonop, in geval van 'n staking van stemme, 'n beslissende stem.

AGENDA.

9. (1) Op 'n vergadering behandel die raad sake waarvan daar vooraf kennis gegee is, en enige ander sake wat die voorsitter met die goedkeuring van die vergadering mag opper.

(2) Tensy die vergadering in 'n uitsondering toestem, word 'n voorstel nie sonder voorafgaande kennisgewing gedoen nie en praat 'n lid nie meer as een keer daarvoor nie, behalwe dat die voorsteller kan antwoord.

AANSTELLING VAN STUDIERAAD.

10. (1) Die Minister kan uit eie beweging of op aanbeveling van 'n raad, goedkeuring verleen tot die aanstelling van 'n studieraad wat bestaan uit die prinsipaal wat as voorsitter optree, twee lede deur die raad uit sy geledere gekies, twee lede wat deur die doserende personeel benoem is en die ander lede van die doserende personeel wat die raad met die goedkeuring van die Minister bepaal.

(2) Die funksies van 'n studieraad met betrekking tot toesig oor en die reëling van onderwys en van aangeleenthede betreffende die dissipline van leerlinge is dié wat die raad aan hom toewys en voorts adviseer die studieraad die raad oor die aangeleenthede wat na hom verwys word om verslag daarvoor te doen.

(3) 'n Studieraad kan by die raad aanbevelings doen oor enige onderwysaangeleentheid.

RAAD KAN ONDERKOMITEES BENOEM.

11. 'n Raad kan onderkomitees benoem om hom behulpzaam te wees en te adviseer in verband met die uitvoering van sy pligte. Sodanige onderkomitees kan lede van die raad en ander persone insluit; met dien verstande dat die voorsitter van elke onderkomitee uit die lede van die raad gekies word.

RAAD KAN REGLEMENT VAN ORDE OPSTEL.

12. 'n Raad kan 'n reglement van orde wat nie in stryd is met hierdie regulasies nie, met betrekking tot die werkverrigting van die raad of van enige komitees daarvan opstel.

DEEL IV.

SAMESTELLING, FUNKSIES, PLIGTE EN PROSEDURE OP VERGADERINGS VAN TRUSTKOMITEE EN DIE BEHEER VAN TRUSTGELDE EN SKOOLFONDSE.

PROSEDURE OP VERGADERINGS EN VERLOF, ENS., AAN LEDE.

1. Wanneer die Minister 'n trustkomitee aanstel, word die bepalings van subregulasies (6) en (7) van regulasie 2, regulasies 3, 5, 6, 7, 8, 9 en 12 van Deel III van hierdie regulasies geag van toepassing te wees op sodanige komitee.

ONTVANGS EN BEHEER VAN TRUSTGELDE EN SKOOLFONDSE.

2. (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 Staatskuldkommissarisse belê of in 'n afgwagtingsrekening 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,

RESOLUTIONS OF THE COUNCIL.

8. The decision of the council on any question considered by it, shall be formulated as a resolution, which shall be adopted by vote of the majority of the members present at the discussion of and voting upon that question. Each member including the chairman, shall have one vote and the chairman shall have in addition, in the case of equality of voting, a casting vote.

AGENDA.

9. (1) At a meeting, a council will consider questions in respect of which prior notice has been given and any other question which the chairman, with the approval of the meeting, may raise.

(2) Unless an exception is agreed to by the meeting, a proposal may not be put without prior notice and a member may not speak more than once on any proposal, except that the proposer may reply thereon.

APPOINTMENT OF BOARD OF STUDIES.

10. (1) The Minister may of his own accord or on the recommendation of a council approve of the appointment of a board of studies consisting of a principal, who shall act as chairman, two persons nominated by a council from amongst its members, two members nominated by the teaching staff, and such other members of the teaching staff as may be determined by the council, with the approval of the Minister.

(2) A board of studies shall exercise such powers respecting superintendence and regulation of instruction and of matters relating to discipline of the pupils as shall be assigned to it by a council and shall further advise a council on all matters that may be referred to it for report.

(3) A board of studies may submit recommendations to a council on any educational matter.

COUNCIL MAY APPOINT SUB-COMMITTEES.

11. A council may appoint sub-committees to assist and advise it in connection with the carrying out of its duties. Such sub-committees may include members of a council as well as other persons; provided that the chairman of each sub-committee shall be elected from members of a council.

COUNCIL MAY FRAME STANDING ORDERS.

12. A council may frame standing orders not in conflict with these regulations, relating to the functioning of the council and any committee thereof.

PART IV.

CONSTITUTION, FUNCTIONS, DUTIES AND PROCEDURE AT MEETINGS OF TRUST COMMITTEE AND CONTROL OF TRUST AND SCHOOL FUNDS.

PROCEDURE AT MEETINGS AND LEAVE, ETC., TO MEMBERS.

1. Whenever the Minister appoints a trust committee, the provisions of sub-regulations (6) and (7) of regulation 2, regulations 3, 5, 6, 7, 8, 9 and 12 of Part III of these regulations will be regarded as applicable to such a committee.

RECEIPT AND CONTROL OF TRUST FUNDS AND SCHOOL FUNDS.

2. (1) Whenever the maintenance, management and control of a declared institution or of part of a declared institution is 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 place it in a suspense account until such time as it can be applied in accordance with the conditions of the trust, donation or bequest or for the purpose for which it was collected or until it can be paid over to a trust committee.

(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. Sodanige sekuriteite of beleggingstukke word aan die Sekretaris gestuur of in 'n bewaarkluis of ander veilige plek geplaas, nagelang die Sekretaris gelas.

(2) Alle trustgelde en skoolfondse wat deur 'n trustkomitee of beroepskool ontvang word, word in 'n bankrekening (hieronder 'n trustfondsrekening genoem) gestort wat op naam van die skool se trustfonds gehou en deur die Sekretaris goedgekeur word, of word belê soos die Sekretaris goedkeur.

TREKKINGS UIT TRUSTFONDSREKENING.

3. Alle trekkings uit 'n trustfondsrekening, uitgesonderd betalings uit kleinkas van hoogstens £5 elk, word per tjek gedoen. Tjeks word deur die prinsipaal geteken en deur 'n lid van die trustkomitee wat deur die trustkomitee daartoe gemagtig is, medeonderteken. Die voorskotrekening vir kleinkas mag nie 'n bedrag van £10 oorskry nie.

MAGTING TOT UITGAWES.

4. (1) Alle uitgawes uit die trustfondsrekening word deur die trustkomitee gemagtig.

(2) (a) Betalings uit skoolfondse ten opsigte van een besondere diens (insluitende goedere verskaf) waarvan die koste £100 te bowe gaan, is onderworpe aan die voorafgaande goedkeuring van die diens deur die Sekretaris. Waar die koste van 'n diens 'n bedrag van £100 nie te bowe gaan nie, kan die trustkomitee die uitgawe magtig mits 'n staat wat aandui vir watter doeleindes die fondse aangewend is, elke kwartaal aan die Sekretaris voorgelê word.

(b) 'n Trustkomitee kan 'n prinsipaal magtig om sonder sy voorafgaande goedkeuring uitgawe as 'n debet teen skoolfondse ten opsigte van een besondere diens waarvan die koste £20 nie te bowe gaan nie, aan te gaan, mits 'n staat van sodanige uitgawe op die eersvolgende vergadering aan die komitee vir bekragtiging voorgelê word.

DOEL WAARVOOR SKOOLFONDSE AANGEWEND KAN WORD.

5. Skoolfondse kan aangewend word vir—

- (a) die aankoop van atletiek- en sportuitrusting vir leerlinge;
- (b) vervoer van atletiek- en sportspanne;
- (c) aankoop van prente;
- (d) opvoedkundige en ander uitstappies;
- (e) vakansiekampe vir leerlinge;
- (f) kersfees- en ander onthale vir leerlinge;
- (g) huur van vermaaklikheidsfilms;
- (h) aankoop van opvoedkundige hulpmiddels, wanneer nie deur die Departement verskaf nie;
- (i) die besoldiging van auditers en die dekking van ander koste in verband met die administrasie van die trustgelde en skoolfondse; en
- (j) vir die ander doeleindes wat in die belang van die skool of leerlinge geag word en wat die Sekretaris goedkeur.

BOEKJAAR.

6. Die boekjaar van elke trustfondsrekening begin op 1 April van elke jaar en eindig op 31 Maart van die daaropvolgende jaar.

BOEKE WAT GEHOU MOET WORD.

7. (1) 'n Trustkomitee moet toesien dat die volgende boeke gehou word en dat alle departementele voorskrifte in dié verband van tyd tot tyd uitgereik, nagekom word—

- (a) 'n kasboek waarin inkomste en uitgawe aangeteken word;
- (b) 'n kleinkasboek waarin besonderhede van alle kontantbetalings en -ontvangste aangeteken word;
- (c) 'n grootboek waarin volledige rekeninge ten opsigte van elke trust, skenking, bemaking of skoolfonds gehou word;
- (d) 'n duplikaatkwitansieboek vir die uitreiking van kwitansies vir alle ontvangste van trustgelde en skoolfondse.

(b) particulars of securities relating to or of investments of trust funds referred to in the proviso to paragraph (d) of sub-section (2) of section three of the Act shall be reported to the Secretary. Such securities or investments shall be forwarded to the Secretary or placed in a 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 vocational school, shall be deposited in a banking account maintained in the name of the trust fund of the school (hereinafter referred to as a trust fund account) and approved by the Secretary, or shall be invested as approved by the Secretary.

WITHDRAWALS FROM TRUST FUND ACCOUNTS.

3. All withdrawals from a trust fund account except payments from petty cash not exceeding £5 each, shall be made by cheque. Cheques shall be signed by the principal and countersigned by a member of the trust committee authorised thereto by the committee. The imprest account for petty cash shall not exceed £10.

AUTHORITY FOR EXPENDITURE.

4. (1) All expenditure from the trust fund account shall be authorised by the committee.

(2) (a) Payments from school funds in respect of a particular service (including goods supplied), the cost of which exceeds an amount of £100 are subject to the prior approval of the service by the Secretary. Where the cost of the service does not exceed an amount of £100, the trust committee may authorise the expenditure provided a return indicating the purpose for which such funds have been applied, is submitted quarterly to the Secretary.

(b) A trust committee may authorise a principal to incur expenditure as a debit against school funds without its prior approval in respect of a particular service costing not more than £20; provided a statement of such expenditure is submitted to the committee for confirmation at its next meeting.

PURPOSES TO WHICH SCHOOL FUNDS MAY BE APPLIED.

5. School funds may be applied to—

- (a) the purchase of athletic and sport equipment for pupils;
- (b) the conveyance of athletic and sport teams;
- (c) the purchase of pictures;
- (d) educational and other excursions;
- (e) holiday camps for pupils;
- (f) Xmas and other entertainments for pupils;
- (g) the hire of entertainment films;
- (h) the purchase of educational aids, where not provided by the Department;
- (i) the remuneration of auditors and to cover other expenditure in connection with the administration of the trust and school funds; and
- (j) such other purposes which are regarded as being in the interest of the school or pupils as the Secretary may approve.

FINANCIAL YEAR.

6. The financial year of each trust fund account commences on the 1st April of each year and ends on the 31st March of the following year.

BOOKS TO BE KEPT.

7. (1) A trust committee will ensure that the following books are kept and that all departmental instructions issued from time to time in connection therewith are complied with—

- (a) a cash book in which income and expenditure is entered;
- (b) a petty cash book, containing detailed entries of all cash payments and receipts;
- (c) a ledger in which detailed accounts are kept of each trust, donation, bequest or school fund;
- (d) a duplicate receipt book for the issue of receipts in respect of all trust funds and school funds received.

(2) Alle finansiële boeke ten opsigte van 'n trustfonds-rekening moet aan die einde van die boekjaar afgesluit en, tensy die Sekretaris anders bepaal, geouditeer word deur 'n ouditeur wat die trustkomitee aanstel en die Sekretaris goedkeur.

STATE EN VERSLAË MOET INGEDIEN WORD.

8. (1) Die jaarlikse finansiële state en balansstaat tesame met die ouditeur se verslag word so gou doenlik na die verstryking van die boekjaar aan die Sekretaris voorgelê. Die balansstaat word opgestel om die stand van elke trust, skenking, bemaking of skoolfonds aan te dui.

(2) Benewens die state en verslag in subregulasie (1) genoem, kan die Sekretaris te eniger tyd 'n spesiale verslag of ander inligting in verband met die administrasie van trustgelde en skoolfondse wat hy nodig ag, eis.

DEEL V.

TOELATING VAN LEERLINGE TOT BEROEPSKOLE EN STAATSONDERSTEUNDE BEROEPSKOLE, GELDE BETAALBAAR VIR ONDERWYS EN LOSIES DEUR EN FINANSIËLE HULP AAN VOLTYDSE LEERLINGE.

AANSOEKE OM TOELATING.

1. Aansoek om toelating as voltydse of deeltydse leerling tot 'n skool word op 'n vorm wat deur die Sekretaris goedgekeur is, gedoen en by die prinsipaal van die skool waar toelating verlang word, ingedien. Voltydse leerlinge sal in die reël alleen toegelaat word aan die begin van die eerste skoolkwartaal van elke kalenderjaar.

ONDERWYS- EN LOSIESGELDE BETAALBAAR BY BEROEPSKOLE.

2. (1) Die gelde betaalbaar deur 'n leerling ten opsigte van onderwys of losies by 'n beroepsskool, soos kragtens subartikel (1) van artikel *twalf* van die Wet bepaal, word deur die Sekretaris van tyd tot tyd aan prinsipale bekendgemaak.

(2) Geen klasgelde word gehef nie ten opsigte van 'n leerling wie se ouers binne die Unie woonagtig is en wat voltydse 'n kursus volg wat lei tot 'n groepsertifikaat wat nie van 'n hoër standaard as die nasionale senior sertifikaat is nie.

(3) 'n Leerling het geen aanspraak op enige vermindering van onderwys- of losiesgelde ten opsigte van 'n gedeelte van 'n akademiese jaar waarin hy nie klasse bywoon of in 'n koshuis van 'n beroepsskool inwoon nie.

FINANSIËLE HULP AAN LEERLINGE BY BEROEPSKOLE.

3. (1) Wanneer 'n ouer of voog van 'n leerling om wie se toelating tot 'n beroepsskool aansoek gedoen word, na die mening van die Sekretaris nie in staat is om bovermelde losies- of onderwysgelde te betaal nie, kan sodanige gelde deur die Sekretaris geheel of gedeeltelik kwytgeskeld word.

(2) Waar 'n leerling kragtens subregulasie (1) gedeeltelike of gehele kwytskelding van die gelde betaalbaar vir onderwys of losies ontvang, kan die Sekretaris na goeddunke—

(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, sy werkplek betaal;

(b) die nodige klere en mediese en tandheelkundige behandeling aan die leerling verskaf op die koste van die Staat.

(3) Waar aansoek om kwytskelding van losiesgelde gedoen word, hetsy by die toelating van die leerling of later, word die vorm deur die Sekretaris goedgekeur, ingevul en aan die prinsipaal van die skool gestuur. Die ouer of voog moet 'n onderneming teken dat indien kwytskelding van losiesgelde toegestaan word, hy sodanige leerling nie sonder die toestemming van die Sekretaris uit die skool sal verwyder nie, voordat die leerling sy kursus, soos deur die Sekretaris vir die besondere skool vasgestel, deurloop het.

(2) All financial books in respect of a trust fund account shall be closed off at the end of the financial year and, unless otherwise decided by the Secretary, audited by an auditor appointed by the trust committee and approved of by the Secretary.

STATEMENTS AND REPORTS TO BE FURNISHED.

8. (1) The annual financial statements and balance sheet, and the auditor's report shall be submitted to the Secretary as soon as possible after the close of each financial year. The balance sheet shall be drawn up to reflect the position of each trust, donation, bequest or school fund.

(2) The Secretary may in addition to the statements and report referred to in sub-regulation (1) at any time call for a special report or such other particulars as he may consider necessary in connection with the administration of trust funds and school funds.

PART V.

ADMISSION OF PUPILS TO VOCATIONAL SCHOOLS AND STATE-AIDED VOCATIONAL SCHOOLS, FEES PAYABLE FOR TUITION AND BOARD BY, AND FINANCIAL ASSISTANCE TO FULL-TIME PUPILS.

APPLICATIONS FOR ADMISSION.

1. Application for admission as a full-time or part-time pupil at a school must be made on the form approved by the Secretary and submitted to the principal of the school where admission is desired. As a rule, full-time pupils will be admitted only at the beginning of the first school term of each calendar year.

FEES FOR TUITION AND BOARD AT VOCATIONAL SCHOOLS.

2. (1) The fees payable by a pupil in respect of tuition or board at a vocational school as determined in terms of sub-section (2) of section *twelve* of the Act, will be notified to principals by the Secretary from time to time.

(2) No tuition fees shall be levied in respect of a pupil whose parents reside in the Union and who attends full-time courses leading to a group certificate of a standard not higher than the National Senior Certificate.

(3) A pupil will have no claim to any reduction of fees for tuition or board in respect of any portion of an academic year during which he does not attend classes or does not live in the hostel of a vocational school.

FINANCIAL ASSISTANCE TO PUPILS AT VOCATIONAL SCHOOLS.

3. (1) Where a parent or guardian of a child for whom admission to a vocational school is sought, is in the opinion of the Secretary unable to pay the fees for tuition or board such fees may be remitted by the Secretary in whole or in part.

(2) Where a pupil has in terms of sub-regulation (1) been granted part or total remission of fees for tuition or board, the Secretary may in his discretion—

(a) defray 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, his place of employment; and

(b) provide such pupil with clothing and medical and dental attendance as may be necessary, at the expense of the Government.

(3) Where application is made for a remission of fees for board either upon admission of the pupil or later, the form approved by the Secretary must be completed and submitted to the principal of the school. The parent or guardian shall sign an undertaking that if remission of fees for board is granted he will not, without the consent of the Secretary, remove such pupil from the school before he has completed his course as fixed by the Secretary for the particular school.

(4) Waar 'n ouer of voog verlang om 'n leerling vir wie volle losiesgelde betaal word, uit die skool te verwyder, moet hy voor of aan die end van die skoolkwartaal voor die kwartaal aan die end waarvan hy die leerling wil uitneem, kennis gee van sy voorneme. As hy nie sodanig kennis gee nie, is hy aanspreeklik vir die gelde, maar hoogstens die volle gelde vir twee skoolkwartale, in die plek van kennisgewing, wat die Sekretaris vasstel.

(5) Wanneer 'n ouer of voog sonder verlof van die Sekretaris en sonder 'n rede wat die Sekretaris as redelik beskou, deur die verwydering van die leerling uit die skool of deur in gebreke te bly om die leerling na die skool terug te stuur wanneer hy deur die prinsipaal of Sekretaris daartoe aangesê word, versuim om hom aan die bepalings van die onderneming deur hom geteken te hou, is hy aanspreeklik vir alle uitgawes in verband met die onderhoud en opvoeding van die leerling en skuld hy daarvoor aan die Departement die bedrag gesertifiseer deur die Sekretaris wie se sertifikaat in die saak finaal en afdoende is.

TOELATING TOT STAATSONDERSTEUNDE BEROEPSKOOLO.

4. 'n Leerling wat sonder staatsteun toegang tot 'n staatsondersteunde beroepskool verlang, kan sonder departementele magtiging toegelaat word, maar die Sekretaris kan die toelatingsvoorwaardes voorskryf.

WEIERING OF UITSETTING VAN LEERLINGE.

5. (1) Die Sekretaris, 'n raad of 'n bestuur kan die toelating van 'n leerling tot 'n skool weier as dit in die belang van die skool of die leerling geag word.

(2) Die Sekretaris, 'n raad of 'n bestuur kan 'n leerling, behalwe 'n leerling op wie die Kinderwet, 1937 (Wet No. 31 van 1937), van toepassing is, subiet uit 'n skool sit as hy dit nodig ag, maar die ouer ontvang dadelik 'n skriftelike mededeling van die uitsetting met vermelding van die redes daarvoor; met dien verstande dat 'n uitsetting deur 'n raad of bestuur aan die Sekretaris gerapporteer moet word.

(3) Wanneer 'n leerling uit 'n skool gesit word, is die ouer nie geregtig op terugbetaling van gelde wat hy betaal het of ander koste wat hy aangegaan het nie.

REGISTER VAN LEERLINGE.

6. 'n Skool hou 'n register in 'n vorm wat deur die Sekretaris goedgekeur is, ten opsigte van leerlinge wat tot die skool toegelaat is.

STRAF VAN LEERLINGE.

7. (1) Lyfstraf word as die uiterste tugmaatreël beskou en slegs toegedien wanneer alle ander middels vrugtelos geblyk het. Geen lyfstraf in watter vorm ook al, ont-neming van voorregte of ander straf van ernstige aard mag sonder die goedkeuring van die prinsipaal toegedien word nie.

(2) Lyfstraf mag alleen toegedien word deur die prinsipaal of by sy afwesigheid deur die vise-prinsipaal, of 'n ander lid van die personeel wat by die saak betrokke en daartoe gemagtig is, mits dit geskied in die teenwoordigheid van die prinsipaal of by sy afwesigheid die vise-prinsipaal.

(3) Onder geen omstandighede mag aan meisieleerlinge lyfstraf toegedien word nie.

(4) Straf van watter aard ook al mag onder geen omstandighede op 'n wrede, onmenslike, verbitterde, wraaksugtige of impulsiewe wyse toegedien word nie; dit moet altyd redelik en regverdig wees, en sover moontlik 'n natuurlike verband hou met die oortreding wat begaan is.

(5) Alle strawwe wat ooreenkomstig subregulasie (1) aan leerlinge toegedien word, moet in 'n strafboek opgeteken word met vermelding van—

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

(4) Where a parent or guardian desires to withdraw a pupil, in respect of whom full fees for board are paid, from the school he shall give notice of the proposed withdrawal not later than the end of a school term preceding the school term at the end of which he desires to withdraw the pupil. Failing such notice he shall be liable for such fees, not exceeding the full fees for two school terms, in lieu of notice as the Secretary may determine.

(5) Where a parent or guardian without the consent of the Secretary and without some excuse deemed by the Secretary to be reasonable, fails, either by removing the pupil from the school or by neglecting to return the pupil to the school when called upon to do so by the principal or the Secretary, to abide by the terms of the undertaking signed by him, he shall be liable for all expenditure incurred in the maintenance and education of the pupil and be indebted to the Department in the amount thereof as certified by the Secretary, whose certificate in the matter shall be final and conclusive.

ADMISSION TO STATE-AIDED VOCATIONAL SCHOOL.

4. A pupil who desires admission to a state-aided vocational school without Government assistance, may be admitted thereto without departmental authority, but the Secretary may determine the conditions of admission.

REFUSAL OR EXPULSION OF PUPILS.

5. (1) The Secretary, a council or a governing body may refuse the admission of a pupil to a school if such is considered to be in the interests of the school or the pupil.

(2) The Secretary, a council or governing body may forthwith expel a pupil, other than a child to whom the provisions of the Children's Act, 1937 (Act No. 31 of 1937) are applicable, from a school if he deems it necessary but the parents shall immediately be notified in writing of such expulsion, with an indication of the reasons therefor; provided that an expulsion by a council or governing body shall be reported to the Secretary.

(3) When a pupil is expelled from a school, the parent shall not be entitled to a refund of any fees paid by him or other expenditure incurred by him.

REGISTER OF PUPILS.

6. A school shall keep a register in a form approved by the Secretary, in respect of pupils admitted to the school.

PUNISHMENT OF PUPILS.

7. (1) Corporal punishment is regarded as the last form of punishment and is administered only after all other methods have proved to be of no avail. Corporal punishment in whatever form, withholding of privileges or other punishment of a serious nature, may not be administered without the approval of the principal.

(2) Corporal punishment may only be administered by the principal, or in his absence by the vice-principal or other member of the staff concerned in the matter and authorised thereto, provided it is done in the presence of the principal, or in his absence, of the vice-principal.

(3) In no circumstances may corporal punishment be administered to girls.

(4) Punishment of whatever nature may under no circumstances be administered in a cruel, inhuman, embittered, vindictive or impulsive manner; it must always be reasonable and just and, as far as possible, be in a natural relationship to the offence committed.

(5) All punishments in terms of sub-regulation (1) administered to pupils must be entered in a punishment book with mention of—

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

(6) 'n Leerlinghuiskomitee kan straf, met uitsondering van lyfstraf, aanbeveel. Geen straf wat aldus aanbeveel is, mag egter toegedien word alvorens die prinsipaal, of by sy afwesigheid die vise-prinsipaal, of by 'n kleiner skool wat geen vise-prinsipaal het nie, die personeel wat tweede in die beheer is, dit goedgekeur het nie.

(7) 'n Leerlingraad kan sake verhoor, en kan waar nodig lyfstraf aanbeveel. Lyfstraf wat aldus aanbeveel is, kan egter alleen in ooreenstemming met subregulasies (1), (2) en (3) toegedien word.

(8) Lyfstraf van watter aard ook al mag onder geen omstandighede—

- (a) deur leerlinge, leerlingeiers, prefekte of monitors toegedien word nie;
- (b) aan kreupel leerlinge toegedien word sonder dat 'n mediese beampte daarin toegestem het nie.

LENINGS EN BEURSE.

8. (1) 'n Leerling wat as onderwyser opgelei word, hieronder genoem „kwekelingonderwyser”, wat om 'n beurs of lening aansoek doen, moet—

- (a) bevredigende bewys lewer van toewyding in die algemeen en van verdienstelike gedrag; en
- (b) 'n gesondheidsertifikaat op 'n vorm deur die Sekretaris goedgekeur wat na die mening van die Sekretaris bevredigend is, indien.

(2) Lenings en beurse word gewoonlik vir 'n kalenderjaar toegestaan en kan van jaar tot jaar hernu word, mits bevredigende verslae oor vordering en die goeie gedrag van 'n kwekelingonderwyser ingedien word. 'n Lening of beurs kan te eniger tyd ingetrek word as die ywer, gedrag of vordering van die houer daarvan onbevredigend is.

LENINGSVOORWAARDES.

9. (1) 'n Kwekelingonderwyser aan wie 'n lening toegestaan word, moet 'n ooreenkoms onderteken in die vorm deur die Sekretaris goedgekeur, waarin hy onderneem om die volle bedrag van die lening in die tydperk en in die paaiemente wat die Sekretaris bepaal, terug te betaal.

(2) Rente teen die koers wat deur die Tesourie vasgestel word, is betaalbaar op die totale waarde van die lening vanaf die dag waarop die kwekelingonderwyser in diens van die Departement of enige ander werkgewer tree.

(3) Die Sekretaris kan vereis dat 'n kwekelingonderwyser aan wie 'n lening toegestaan is, die volle bedrag wat volgens die ooreenkoms in subregulasie (1) hiervan vermeld nog verskuldig is, plus die bedrag van die beurs kragtens artikel *dertien* van die Wet toegestaan, plus ses persent rente per jaar op die totale bedrag verskuldig, onverwyld terugbetaal—

- (i) as hy sonder gegronde redes in gebreke bly om binne 'n redelike tydperk sy kursus te voltooi; of
- (ii) as hy nadat hy sy kursus voltooi het en nadat hy as onderwyser in 'n skool of inrigting onder die beheer van die Departement aangestel is, in gebreke bly om aaneenlopende diens in sodanige hoedanigheid te doen vir 'n tydperk wat minstens solank duur as die duur van die kursus waarvoor die lening toegestaan was; of
- (iii) as hy, nadat 'n pos as onderwyser by 'n skool of inrigting onder die beheer van die Departement binne 'n redelike tydperk voor of na die voltooiing van die kursus aan hom aangebied word, weier om so 'n aanstelling te aanvaar of 'n betrekking by 'n ander werkgewer as die Departement aanvaar sonder dat hy eers die goedkeuring van die Sekretaris daartoe verkry het.

(4) Vir die toepassing van hierdie regulasie word 'n huwelik nie beskou as 'n gegronde rede vir versuim om die kursus te voltooi of om 'n pos te aanvaar of om in diens vir die tydperk soos ooreengekom aan te bly nie, en, in die geval van 'n vrou, hetsy sy 'n kwekelingonderwyseres of 'n onderwyseres is, word 'n huwelik, voor voltooiing van die vereiste tydperk van diens, as kontrakbreuk beskou.

(6) A pupils' house committee may recommend punishment other than corporal punishment. No punishment so recommended may be administered until it has been approved by the principal, or in his absence by the vice-principal, or at a smaller school where there is no vice-principal, by the member of the staff who is second in command.

(7) A pupils' council may try cases and may, where necessary, recommend corporal punishment. Corporal punishment so recommended, may, however, be administered only in accordance with sub-regulations (1), (2) and (3).

(8) Corporal punishment of whatever nature may under no circumstances be administered—

- (a) by pupils, pupil leaders, prefects or monitors; or
- (b) to crippled children, unless a medical officer's consent thereto has been obtained.

LOANS AND BURSARIES.

8. (1) A pupil in training as a teacher, hereinafter called a “pupil teacher”, who applies for a bursary or loan shall submit—

- (a) satisfactory evidence of habits of application generally, of merit and good conduct; and
- (b) a health certificate on a form approved by the Secretary and which in the opinion of the Secretary is satisfactory.

(2) Loans and bursaries shall ordinarily be granted for a calendar year and, subject to satisfactory reports of progress and good conduct of a pupil teacher, may be renewed from year to year. A loan or bursary may be withdrawn at any time if the diligence, behaviour or progress of the holder is unsatisfactory.

CONDITIONS OF LOAN.

9. (1) A pupil teacher to whom a loan is granted shall sign an agreement in the form approved by the Secretary undertaking to repay the full amount of the loan during such period and in such instalments as may be determined by the Secretary.

(2) Interest at such rate as may be determined by the Treasury shall be payable on the total value of the loan from the day on which the student teacher assumes duty in the service of the Department or of any other employer.

(3) The Secretary may call upon a pupil teacher to whom a loan has been granted to repay forthwith the full amount still due in terms of the agreement mentioned in sub-regulation (1) plus the amount of any bursary granted in terms of section *thirteen* of the Act plus six per cent per annum interest on the total amount due—

- (i) if, without sufficient cause, he fails within a reasonable time to complete his course; or
- (ii) if, having completed his course, and having been appointed as a teacher in a school or in an institution under the control of the Department, he fails to serve continuously in such capacity for a period at least as long as the duration of the course for which the loan was granted; or
- (iii) if, having been offered a post as a teacher in a school or institution under the control of the Department within a reasonable time before or after the completion of the course, he refuses to accept such appointment or accepts a post with an employer other than the Department, without first having obtained the permission of the Secretary.

(4) For the purposes of this regulation marriage shall not be regarded as a reasonable cause for failure to complete the course or to accept a post or to continue in employment for the period agreed upon, and in the case of a woman, whether she be a pupil teacher or a teacher, marriage before completion of the required period of service shall constitute a breach of contract.

VRYSTELLING VAN KONTRAKVOORWAARDES.

10. Die Sekretaris kan in enige besondere geval aan 'n kwekelingonderwyser wat by voltooiing van sy kursus nie om redes wat vir die Sekretaris aanneemlik is, in 'n geskikte betrekking opgeneem kan word nie, vrystelling verleen van die verpligting om 'n betrekking by 'n skool of inrigting onder die beheer van die Departement te aanvaar.

DEEL VI.

AANSTELLING, GRADERING, BESOLDIGING, BEVORDERING, VERPLASING, ONTSLAG, TUG, GEDRAG, BEVOEGDHEDE, PLIGTE, DIENSURE EN DIENSVOORWAARDES VAN PERSONE (UITGESONDERD AMPTENARE IN DIE STAATSDIENS) IN DIENS BY BEROEPSKOLE.

BEHEER VAN BEROEPSKOOLO.

1. (1) Die beheer van 'n beroepskool berus by 'n prinsipaal wat toesig hou oor die algemene administrasie, en leiding gee in verband met die onderrig- en ander werksaamhede van die skool en direk aan die Sekretaris verantwoordelik is. Hy hou algemene toesig oor die werksaamhede van die ander doserende personeel, die administratiewe, klerklike en magasynpersoneel, huismoeders, plaasvoormanne en ander personeel wat aangestel of toegewys is om hom by te staan by die uitvoering van die bepalings en nakoming van die vereistes van enige wet, regulasie, reëls en voorskrifte wat op 'n beroepskool van toepassing is en, indien deur die Sekretaris verlang, gee hy onderwys.

(2) Elke ander beampte of werknemer by 'n beroepskool staan onder die beheer van die prinsipaal en moet benewens die voorskrifte van die Wet en hierdie regulasies en die pligte gewoonlik verbonde aan sy pos, die pligte in verband met die sport, organisasie van spele, kadetwerk, debatsverenigings en ander groepwerksaamhede wat die prinsipaal van tyd tot tyd van hom verlang, uitvoer. Verder is hy onderworpe aan enige reëls vir die huis-houdelike beheer van die skool wat die prinsipaal opstel of uitreik.

(3) 'n Beampte of werknemer moet 'n opdrag van sy senior beampte of van die prinsipaal van sy skool onvoorwaardelik gehoorsaam. Indien 'n beampte of werknemer rede het om ontevrede te wees met so 'n opdrag, kan hy, nadat hy dit uitgevoer het, die beampte wat die opdrag gegee het, vra om dit skriftelik te herhaal en hy kan dan besware by die prinsipaal vir beslissing indien. Indien die beampte of werknemer ontevrede is met die prinsipaal se beslissing kan hy versoek dat die beslissing aan die Sekretaris vir hersiening voorgelê word.

(4) As 'n prinsipaal of gesagvoerende persoon aan 'n beampte of werknemer 'n regmatige vraag stel betreffende enige aangeleentheid wat in verband staan met 'n beweerde oortreding van die Wet of hierdie regulasies deur 'n ander persoon, en sodanige beampte of werknemer antwoord nie uitdruklik daarop nie, is hy skuldig aan 'n oortreding van hierdie regulasies.

AMPTELIKE VERBINDINGSKANALE.

2. (1) Tensy ander reëlings deur die Sekretaris in die geval van 'n besondere skool of afdeling daarvan goed-gekeur is, moet alle mededelings van 'n beampte of werknemer in verband met sy pligte wat vir die Departement of vir 'n ander staatsdepartement bedoel is, deur bemid-deling van die prinsipaal aan die Sekretaris gerig word.

(2) 'n Beampte of werknemer is geregtig om enige vertoë of aansoek in verband met sy posisie in die Departement of iets wat hy wil voorstel, deur die kanaal in subregulasie (1) aangedui aan die Sekretaris voor te lê.

TOEWYDING AAN DIENS.

3. Gedurende diensure moet 'n beampte of werknemer hom met sy ampspligte besig hou en nie sy aandag aan private aangeleenthede wy of sy pos verlaat om private besigheid te verrig of anders van sy werk wegbly, sonder die toestemming van die prinsipaal of van die persoon wat oor hom geplaas is nie.

EXEMPTION FROM CONDITIONS OF CONTRACT.

10. The Secretary may in any particular case grant to a student teacher exemption from the obligation to accept a post at a school or institution under the control of the Department, if on completion of his course, he cannot for reasons which are acceptable to the Secretary, be placed in a suitable post.

PART VI.

APPOINTMENT, GRADING, REMUNERATION, PROMOTION, TRANSFER, DISCHARGE, DISCIPLINE, CONDUCT, POWERS, DUTIES, HOURS OF ATTENDANCE AND CONDITIONS OF SERVICE OF PERSONS (EXCLUDING OFFICERS IN THE PUBLIC SERVICE) EMPLOYED AT VOCATIONAL SCHOOLS.

CONTROL OF VOCATIONAL SCHOOL.

1. (1) The control of a vocational school shall be vested in a principal, who shall supervise the general administration and direct the instructional and other activities of the school and he shall be directly responsible to the Secretary. He exercises general supervision over the work of the other teaching staff, administrative, clerical and stores staff, housemothers, farm foreman and other staff appointed or assigned to assist him in the carrying out of the provisions and compliance with the requirements of any act, regulation, rules and instructions which are applicable to a vocational school and will, if required to do so by the Secretary, undertake teaching duties.

(2) Every other officer and employee at a vocational school shall be under the control of the principal and shall, in addition to what may be laid down in the Act and these regulations, and the duties ordinarily assigned to his post, perform such duties in connection with sport, organisation of games, cadet work, debating societies and other group activities as the principal may from time to time require. In addition he shall be subject to any rules for the internal control of the school which may be framed or issued by the principal.

(3) An officer or employee shall obey implicitly any instruction given to him by his superior officer or the principal of his school. If an officer or employee has reason to be dissatisfied with such an instruction he may, after having given effect thereto, request the officer who gave it to repeat the instruction in writing and he may then submit his objections to the principal for decision. Should the officer or employee be dissatisfied with the principal's decision, he may request that the decision be referred to the Secretary for review.

(4) When a principal or person in authority puts a lawful question to an officer or employee in regard to any matter connected with an alleged contravention of the Act or these regulations by another person and such officer or employee fails to reply categorically thereto, he shall be guilty of a contravention of these regulations.

OFFICIAL CHANNELS OF COMMUNICATION.

2. (1) Except where the Secretary has approved of other arrangements in the case of a particular school or section thereof, all communications from an officer or employee in connection with his duties and which are intended for the Department or for another Government Department, shall be submitted to the Secretary through the principal.

(2) An officer or employee shall be entitled to have any representations or application in connection with his position in the Department or any proposals he desires to make, submitted to the Secretary through the channel indicated in sub-regulation (1).

ATTENTION TO DUTY.

3. During the hours of duty an officer or employee shall devote himself to the discharge of his duties and shall not allow his attention to be engaged upon private affairs or without the permission of the principal or person placed in authority over him, leave his post to conduct private business or otherwise absent himself from duty.

GELD LEEN.

4. 'n Beamppte word nie toegelaat om geld van 'n junior beamppte of werknemer te leen nie.

BEAMPTTE OF WERKNEMER KAN GEVRA WORD OM STATE VAN SKULD VOOR TE LÊ.

5. Waar die Sekretaris op grond van inligting tot sy beskikking van oordeel is dat 'n beamppte of werknemer met inagneming van sy salaris en ander omstandighede in 'n onredelike mate in die skuld is, of waar 'n beamppte of werknemer insolvent word of sy boedel afstaan ten voordele van sy skuldeisers of met hulle 'n kompromis aangaan, of waar 'n vonnis weens skuld of 'n gyselingsbevel teen 'n beamppte of werknemer in 'n geregshof verkry is, kan die Sekretaris of 'n ander beamppte wat deur die Sekretaris daartoe gemagtig is, hom versoek om 'n uitvoerige en volledige staat van sy skulde voor te lê en om te verklaar hoe die skulde aangegaan is en hoe hy voornemens is om dit te betaal. Versuim om so 'n staat voor te lê of die voorlegging van 'n onjuiste staat, wetende dat dit onjuis is, is 'n oortreding van hierdie regulasies.

BEAMPTTE OF WERKNEMER VAN WANGEDRAG BESKULDIG MOET OP SY POS BLY.

6. 'n Beamppte of werknemer teen wie stappe ingevolge die bepalings van die Wet of hierdie regulasies ingestel is, mag nie sonder die toestemming van die Sekretaris van sy kantoor of pos wegbly nie totdat genoemde stappe afgehandel is.

AANNEEM VAN NOMINASIES VIR PARLEMENT, PROVINSIALE RAAD, ENS.

7. Wanneer 'n beamppte of werknemer 'n nominasie of rekwisisie aanvaar as kandidaat vir verkiesing tot parlementslid of lid van 'n provinsiale raad, word geag dat hy vrywillig uit die diens van die Departement bedank het vanaf die datum waarop hy nominasie of rekwisisie aanvaar. Die Sekretaris kan toestemming verleen dat 'n beamppte of werknemer 'n nominasie aanneem vir en diens doen as lid van 'n skoolraad, plaaslike bestuur of enige ander dergelike liggaam mits hy oortuig is dat die betrokke beamppte of werknemer se pligte in die Departement in geen opsig daaronder sal ly nie; met dien verstande dat as 'n geskilpunt tussen die Unieregering of 'n provinsiale administrasie en enige sodanige raad, plaaslike bestuur of liggaam ontstaan, 'n beamppte of werknemer wat toegelaat is om lid daarvan te word, geen deel aan die bespreking daarvan mag neem of daarvoor mag stem nie.

AANSTELLING VAN WAARNEMENDE BEAMPTTES.

8. (1) Wanneer 'n beamppte weens sy afwesigheid, ongesteldheid of enige ander rede nie in staat is om die pligte van sy betrekking te vervul nie of wanneer die betrekking vakant raak, kan die Sekretaris 'n geskikte persoon magtig om waar te neem in die plek van die afwesige of ongestelde beamppte of, na gelang van die geval, in die vakante betrekking totdat dit geval is.

(2) (a) Die Sekretaris kan op aanbeveling van die Kommissie magtig verleen tot die betaling van addisionele besoldiging aan 'n beamppte wat vir meer as drie maande moet waarneem as prinsipaal en gedurende sodanige tydperk met belangrike bykomende verantwoordelikhede belas was. Sodanige addisionele besoldiging word nie aan 'n beamppte betaal nie—

(i) gedurende die eerste drie maande ten opsigte waarvan hy in 'n hoër betrekking waarneem;

(ii) terwyl hy die werk van 'n hoër beamppte doen solank laasgenoemde met verlof afwesig is.

(b) Die bedrag van enige addisionele besoldiging wat kragtens hierdie regulasie toegeken mag word, mag in geen geval groter wees nie as die verskil tussen die salaris wat die waarnemende beamppte werklik ontvang en die minimum salaris van die betrekking waarin hy in 'n waarnemende hoedanigheid aangestel is of 'n bedrag wat, wanneer dit by die beamppte se salaris getel is, aan eenduisend driehonderd-en-tagtig pond per jaar gelyk is.

BORROWING OF MONEY.

4. An officer is not permitted to borrow money from a junior officer or employee.

OFFICER OR EMPLOYEE MAY BE REQUIRED TO SUBMIT STATEMENT OF LIABILITIES.

5. If the Secretary is of the opinion upon information in his possession, that an officer or employee is in debt to an unreasonable extent, having regard to his salary and other circumstances, or where an officer or employee becomes insolvent or assigns his estate for the benefit of, or compromises with his creditors or where a judgment for a debt or a decree of civil imprisonment has been obtained against any officer or employee in any court of law, the Secretary or an officer deputed thereto by the Secretary, may call upon him to furnish a detailed and complete statement of his liabilities, to state how they were incurred and how he proposes to liquidate them. Failure to submit such a statement or the submission of an incorrect statement, knowing the same to be incorrect shall constitute a contravention of these regulations.

OFFICER OR EMPLOYEE CHARGED WITH MISCONDUCT TO REMAIN AT HIS STATION.

6. An officer or employee against whom any proceedings have been instituted under the Act or these regulations shall not, without the permission of the Secretary, absent himself from his office or station until those proceedings are completed.

ACCEPTANCE OF NOMINATION FOR PARLIAMENT, PROVINCIAL COUNCILS, ETC.

7. In the event of an officer or employee accepting a nomination or requisition as a candidate for election as a member of Parliament or of any provincial council, he shall be deemed to have voluntarily resigned from the service of the Department as from the date on which he accepts such nomination or requisition. The Secretary may, however, grant permission to an officer or employee to accept nomination for election and to serve as a member of a school board, local authority, or any other similar body if he is satisfied that such officer's or employee's duties in the Department will not thereby in any way be interfered with; provided that, in the event of any question arising between the Union government or any provincial administration, and any such board, local authority or body, an officer or employee who may have been permitted to become a member thereof shall take no part in the discussion or give any vote on any such question.

ACTING APPOINTMENT.

8. (1) Whenever by reason of the absence or incapacity through sickness or any other cause whatever, any officer is unable to carry out the functions of his office or when ever a post is vacant, the Secretary may authorise a fit and proper person to act in the place of the absent or incapacitated officer, or as the case may be to act in the vacant office or post until the vacancy is filled.

(2) (a) The Secretary may on the recommendation of the Commission authorise the payment of additional remuneration to an officer who, for a period of over three months' duration, shall have been required to act as principal and upon whom substantial additional responsibilities were imposed during such period. No such additional remuneration shall be paid to an officer—

(i) in respect of the first three months while he is acting in the higher post;

(ii) while he undertakes the duties of a superior during the absence of the latter on leave.

(b) The amount of additional remuneration that may be granted under this regulation shall in no case exceed the amount representing the difference between the salary actually drawn by the acting officer and the minimum salary of the post in which he has been appointed to act, or an amount which when added to the officer's salary equals one thousand three hundred and eighty pounds per annum.

BEAMPTTE OF WERKNEMER PLAAS AL SY TYD TOT BESKIKKING VAN DIE DEPARTEMENT.

9. 'n Beampte of werknemer moet al sy tyd tot die beskikking van die Departement plaas en benewens die pligte aan sy betrekking toegewys, mag hy geen besoldigde werk verrig of hom verbind om sodanige besoldigde werk vir 'n ander persoon te verrig sonder die goedkeuring van die Sekretaris nie.

KANDIDATE VIR AANSTELLING MOET DOKUMENTE INDIEN.

10. Elke kandidaat vir aanstelling by 'n beroepskool moet—

- (a) 'n aansoek op 'n vorm wat deur die Sekretaris goedgekeur is, aan die Sekretaris of 'n prinsipaal, indien deur die Sekretaris aangewys, voorlê;
- (b) indien deur die Sekretaris verlang—
 - (i) bewys lewer dat hy van goeie karakter en geskik vir aanstelling by 'n beroepskool is;
 - (ii) 'n verklaring invul en 'n geneeskundige verslag in 'n vorm wat deur die Sekretaris goedgekeur is, voorlê, wat na die mening van die Sekretaris bevredigend is; en
 - (iii) 'n geboortesertifikaat en enige ander aange-deuide besonderhede verstrek.

AANSTELLINGS OP PROEF.

11. (1) Die aanstelling van 'n lid van die doserende personeel op die vaste diensstaat van 'n beroepskool is onderworpe aan 'n tydperk van twaalf maande proefdiens; met dien verstande dat die Sekretaris vrystelling van hierdie voorwaarde kan verleen in die geval van 'n persoon wat in voltydse diens is van—

- (a) die Suid-Afrikaanse Spoorweë;
- (b) die Staatsdelwerye;
- (c) 'n kantoor van die Staatsprokureur;
- (d) 'n provinsiale onderwysdepartement;
- (e) 'n erkende universiteit binne die Unie;
- (f) 'n onderwysinrigting wat ingestel of as 'n staats-ondersteunde skool erken is ingevolge enige wet wat deur die Departement geadministreer word, en wie se salaris by sodanige inrigting ten volle deur die Departement betaal word; en
- (g) 'n provinsiale administrasie, en wat ingevolge 'n provinsiale ordonnansie aangestel is en sonder 'n onderbreking in sy diens aangestel word in of oor-geplaas word na 'n onderwysbetrekking op die vaste diensstaat by 'n beroepskool.

(2) Die aanstelling van 'n ander beampte as 'n lid van die doserende personeel is onderworpe aan die tydperk van proefdiens, maar hoogstens twaalf maande, wat die Sekretaris bepaal.

(3) Die diens van 'n beampte wat op proef dien, kan te eniger tyd met een maand skriftelike kennisgewing voor die verstryking van sy proef tydperk beëindig word; met dien verstande dat sy diens dadelik, sonder kennisgewing beëindig kan word as die Minister van mening is dat die beampte se gedrag onbevredigend is.

(4) Die bekragtiging van 'n aanstelling by verstryking van die proef tydperk is onderworpe aan—

- (a) die uitreiking van 'n sertifikaat deur die prinsipaal dat die beampte gedurende sy proef tydperk of verlengde proef tydperk, na gelang van die geval, ywerig en sy gedrag deurgaans bevredigend was en dat hy in alle opsigte bevoeg is vir 'n bekragtigde aanstel-ling;
- (b) die goedkeuring van die Sekretaris.

(5) Die proef tydperk van 'n beampte kan verleng word indien 'n sertifikaat, soos in subregulasie (4) beskryf, nie uitgereik kan word nie; met dien verstande dat die totale proef tydperk insluitende enige verlenging daarvan nie 'n tydperk van twee jaar mag oorskry nie.

OFFICER OR EMPLOYEE PLACES WHOLE TIME AT THE DISPOSAL OF THE DEPARTMENT.

9. An officer or employee shall place the whole of his time at the disposal of the Department and may not in addition to the duties assigned to his post, perform or engage himself to perform remunerative work for another person without the approval of the Secretary.

CANDIDATES FOR APPOINTMENT TO SUBMIT DOCUMENTS.

10. Every candidate for appointment at a vocational school shall—

- (a) submit an application to the Secretary or the principal if deputed thereto by the Secretary on a form approved by the Secretary;
- (b) if required by the Secretary—
 - (i) submit evidence that he is of good character and that he is suitable for employment at a vocational school;
 - (ii) complete a declaration and submit a health certificate—in a form approved by the Secretary and—which in the opinion of the Secretary is satisfactory;
 - (iii) submit a birth certificate and any other particulars indicated.

APPOINTMENTS ON PROBATION.

11. (1) The appointment of a member of the teaching staff to the fixed establishment of a vocational school is made on 12 months' probation; provided that the Secretary may grant exemption from this requirement in the case of a person who is in full-time employment in the service of—

- (a) the South African Railways;
- (b) the State Diggings;
- (c) an office of the State Attorney;
- (d) a provincial education department;
- (e) a recognised university within the Union;
- (f) an educational institution which has been established or which has been recognised as a state-aided school in terms of laws administered by the Department and whose salary at such institution is paid in full by the Department; and
- (g) a provincial administration and who was appointed in terms of a provincial ordinance,

and is appointed or transferred without a break in service to a teaching post on the fixed establishment of a vocational school.

(2) The appointment of an officer, other than a member of the teaching staff, is subject to such a period of probationary service not exceeding twelve months as the Secretary may decide.

(3) The service of an officer serving on probation may be terminated at any time before the expiry of the probationary period by giving him one month's notice in writing; provided that his service may be terminated forth-with without notice if the Minister is of the opinion that the officer's conduct is unsatisfactory.

(4) The confirmation of an appointment on expiry of the period of probation is subject to—

- (a) the issue of a certificate by the principal to the effect that during the period of probation, or extended period of probation, as the case may be, the officer has been diligent, and his conduct has been uniformly satisfactory and that he is in all respects suitable for a confirmed appointment; and
- (b) the approval of the Secretary.

(5) If a certificate as described in sub-regulation (4) cannot be furnished the period of probation of the officer concerned may be extended; provided that the total period of probation including any extension thereof together will not exceed two years.

KLASSIFIKASIE VAN ONDERWYSERS.

12. (1) Onderwysers word vir doeleindes van bepaling van salarisskaal in die volgende kategorieë geklassifiseer:—

(a) Blanke Onderwysers:—

Kategorie.	Opvoedkundige vereistes.
	Matrikulasie of gelykstaande sertifikaat plus daarna—
A.....	Een jaar akademiese of vakkundige opleiding.
B.....	Twee jaar akademiese of vakkundige opleiding.
C.....	Drie jaar akademiese of vakkundige opleiding.
D.....	Vier jaar akademiese of vakkundige opleiding.
E.....	Vyf jaar akademiese of vakkundige opleiding.
F.....	Ses jaar akademiese of vakkundige opleiding.

(b) Indiëronderwysers:—

Kategorie.	Opvoedkundige vereistes.
	Matrikulasie of gelykstaande sertifikaat plus daarna—
A.....	Een jaar akademiese of vakkundige opleiding.
B.....	Twee jaar akademiese of vakkundige opleiding.
C.....	Drie jaar akademiese of vakkundige opleiding.
D.....	Vier jaar akademiese of vakkundige opleiding.
E.....	Vyf jaar akademiese of vakkundige opleiding.
F.....	Ses jaar akademiese of vakkundige opleiding.

(c) Kleurlingonderwysers:—

Kategorie.	Opvoedkundige vereistes.
A.....	Laer primêre sertifikaat vir Kleurlingonderwysers; of derdeklas-onderwysersertifikaat; of derdeklas-onderwysersertifikaat (junior); of derdeklas-onderwysersertifikaat (senior); of goedgekeurde gelykwaardige kwalifikasies.
AA.....	Hoër primêre sertifikaat vir Kleurlingonderwysers; of enige kwalifikasie wat vir graad A voorgeskryf is, plus senior sertifikaat; of goedgekeurde gelykwaardige kwalifikasies.
B.....	Laer primêre sertifikaat vir Kleurlingonderwysers plus senior sertifikaat plus voldoening aan minstens die helfte van die vereistes van 'n universiteitsgraad; of hoër primêre sertifikaat vir Kleurlingonderwysers plus senior sertifikaat; of gevorderde primêre sertifikaat vir Kleurlingonderwysers; of goedgekeurde gelykwaardige kwalifikasies.
C.....	Laer primêre sertifikaat vir Kleurlingonderwysers plus 'n universiteitsgraad; of 'n hoër primêre sertifikaat vir Kleurlingonderwysers plus seniorsertifikaat plus voldoening aan minstens die helfte van die vereistes van 'n universiteitsgraad; of goedgekeurde gelykwaardige kwalifikasies.
D.....	Hoër primêre sertifikaat vir Kleurlingonderwysers plus 'n universiteitsgraad; of 'n universiteitsgraad plus die suksesvolle voltooiing van 'n eenjarige nagraadse opleidingskursus; of goedgekeurde gelykwaardige kwalifikasies.
E.....	'n Universiteitsgraad plus die suksesvolle voltooiing van twee jaar nagraadse opleiding; of goedgekeurde gelykwaardige kwalifikasies.
F.....	'n Universiteitsgraad plus die suksesvolle voltooiing van drie jaar nagraadse opleiding; of goedgekeurde gelykwaardige kwalifikasies.

(d) Naturelleonderwysers:—

Kategorie.	Opvoedkundige vereistes.
A.....	Laer primêre sertifikaat vir Naturelleonderwysers.
B.....	Hoër primêre sertifikaat vir Naturelleonderwysers.
C.....	Matrikulasie plus 'n vakkundige sertifikaat.
D.....	Vier universiteitsgraadkursusse plus 'n vakkundige sertifikaat.
E.....	Agt universiteitsgraadkursusse plus 'n vakkundige sertifikaat.
F.....	Graad plus 'n vakkundige sertifikaat.

(2) Die waarde van kwalifikasies vir klassifikasiedoeleindes word deur die Sekretaris bepaal en die aanvangsalarisse so die minimums van die onderskeie skale word deur die Sekretaris vasgestel volgens die ervaring en kwalifikasies van elke beampte of werknemer.

(3) Onderwysers wat nie in besit is van die minimum kwalifikasies vir enige kategorie in subregulasie (1) voorgeskryf nie, word op die salarisskaal vir kategorie A aangestel.

SKAALVERHOOGINGS.

13. (1) Behoudens die bepalings van subregulasies (2) en (3) word salarisverhogings aan 'n beampte toegeken volgens die goedgekeurde verhogingsgang (as daar een is) van die salarisskaal wat op hom van toepassing is.

CLASSIFICATION OF TEACHERS.

12. (1) Teachers shall be classified in the following categories for the purpose of determining their salary scales:—

(a) European Teachers:—

Category.	Educational Requirements.
	Matriculation certificate or its equivalent plus thereafter—
A.....	One year academic or professional training.
B.....	Two years academic or professional training.
C.....	Three years academic or professional training.
D.....	Four years academic or professional training.
E.....	Five years academic or professional training.
F.....	Six years academic or professional training.

(b) Indian Teachers:—

Category.	Educational Requirements.
	Matriculation certificate or its equivalent plus thereafter—
A.....	One year academic or professional training.
B.....	Two years academic or professional training.
C.....	Three years academic or professional training.
D.....	Four years academic or professional training.
E.....	Five years academic or professional training.
F.....	Six years academic or professional training.

Coloured Teachers:—

Category.	Educational Requirements.
A.....	Coloured primary teacher's lower certificate; or third-class teacher's certificate; or third-class teacher's certificate (junior); or third-class teacher's certificate (senior); or approved equivalent qualifications.
AA.....	Coloured primary teacher's higher certificate; or any qualification prescribed for grade A plus senior certificate; or approved equivalent qualifications.
B.....	Coloured primary teacher's lower certificate plus senior certificate plus the completion of at least half the requirements for a university degree; or Coloured primary teacher's higher certificate plus senior certificate; or Coloured primary teacher's advanced certificate; or approved equivalent qualifications.
C.....	Coloured primary teacher's lower certificate plus a university degree; or Coloured primary teacher's higher certificate plus senior certificate plus the completion of at least half the requirements for a university degree; or approved equivalent qualifications.
D.....	Coloured primary teacher's higher certificate plus a university degree; or university degree plus the successful completion of a one-year postgraduate course of training; or approved equivalent qualifications.
E.....	University degree plus the successful completion of two years postgraduate training; or approved equivalent qualifications.
F.....	University degree plus the successful completion of three years postgraduate training; or approved equivalent qualifications.

(d) Native Teachers:—

Category.	Qualifications.
A.....	Lower primary Native teacher's certificate.
B.....	Higher primary Native teacher's certificate.
C.....	Matriculation plus professional certificate.
D.....	Four university degree courses plus professional certificate.
E.....	Eight university degree courses plus professional certificate.
F.....	Degree plus professional certificate.

(2) Qualifications for classification purposes shall be evaluated by the Secretary and the commencing salaries in excess of the minima of the respective scales shall be determined by the Secretary in accordance with the experience and qualifications of each officer or employee.

(3) Teachers who do not possess the minimum qualifications prescribed for any category in sub-regulation (1) are appointed on the salary scale for category A.

SCALE INCREMENTS.

13. (1) Subject to the provisions of sub-regulations (2) and (3), increases in salary shall be granted to an officer in accordance with the approved rate of progression (if any) on the salary scale which is applicable to him.

(2) Behoudens die bepalings van regulasie 20 van Deel VII van hierdie regulasies, word aan 'n beamppte een so 'n salarisverhoging toegestaan na elke diens tydperk van twaalf maande wat hy voltooi, as die voorwaardes in subregulasie (3) gestel nagekom word; met dien verstande dat so 'n salarisverhoging aan 'n beamppte toegestaan kan word na voltooiing van 'n korter diens tydperk as twaalf maande as die goedkeuring van die Sekretaris verleen is vir—

(a) die toestaan aan hom van so 'n salarisverhoging binne twaalf maande na die datum van sy aanstelling, bevordering, oorpasing of terugstelling in rang, na gelang van die geval; of

(b) die toestaan van gereelde salarisverhogings op 'n toepaslike skaal na voltooiing van 'n korter diens tydperk as twaalf maande.

(3) Elke verhoging volgens skaal word toegestaan op voorwaarde dat 'n sertifikaat of sertifikate deur die prinsipaal of 'n ander persoon wat deur die Sekretaris daartoe gemagtig is, uitgereik word ten opsigte van 'n totale diens tydperk van minstens twaalf maande of vir dié korter diens tydperk waarvoor in die voorbehoudsbepaling by subregulasie (2) van hierdie regulasie voorsiening gemaak word, in die volgende vorm, en goedgekeur word deur die Sekretaris of die persoon deur hom daartoe gemagtig:—

VORM VAN SALARISVERHOOGING-SERTIFIKAAT.

„Ek verklaar dat gedurende die tydperk tot die gedrag van bevredigend was met betrekking tot (a) ywer, (b) dienstug, (c) presiesheid op tyd en (d) matigheid, en dat hy/sy sy/haar werk op 'n bevredigende manier verrig het.”

(4) As die prinsipaal of ander gemagtigde persoon in die een of ander geval van oordeel is dat 'n verhoging volgens skaal toegestaan behoort te word, maar 'n sertifikaat in die voorgeskrewe vorm nie uitgereik kan word nie, verwys hy die saak na die Sekretaris vir 'n beslissing.

(5) As die Sekretaris geen verhoging volgens skaal toestaan nie, word die betrokke beamppte verwittig van die redes daarvoor.

(6) Die bepalings van subregulasies (1), (2) (3), (4) en (5) is *mutatis mutandis* van toepassing op werknemers wat ooreenkomstig goedgekeurde salarisskale besoldig word.

GENEESKUNDIGE ONDERSOEKE.

14. (1) 'n Geneeskundige ondersoek vir die doel van paragraaf (b) (ii) van regulasie 10 van hierdie deel word gedoen deur 'n distriksgeneesheer, geneeskundige beamppte in Regeringsdiens of enige ander geregistreerde geneeskundige praktisyn wat deur die Sekretaris aangewys is.

(2) Die Sekretaris kan in verband met enige geneeskundige ondersoek van of verslag oor 'n beamppte of werknemer vereis dat sodanige beamppte of werknemer hom onderwerp aan verdere geneeskundige ondersoek deur 'n geneeskundige praktisyn of geneeskundige raad. As die Sekretaris op grond van die verslag van sodanige praktisyn of raad oortuig is dat die ongesteldheid, siekte of letsel deur die beamppte of werknemer se wangedrag veroorsaak is, moet laasgenoemde die koste van die verdere ondersoek dra.

(3) Wanneer dit nodig word om 'n geneeskundige raad of spesialis te benoem om 'n beamppte of werknemer te ondersoek, word die persoon/persone wat aangestel moet word, deur die Sekretaris in oorleg met die Sekretaris van Gesondheid benoem.

(4) Die Sekretaris kan die Sekretaris van Gesondheid raadpleeg in verband met enige aangeleentheid wat in subregulasie (1) of (2) genoem word.

(5) 'n Verslag van 'n geneeskundige raad of spesialis met die doel om te bepaal of 'n beamppte of werknemer geskik is vir verdere diens al dan nie, word opgestel in 'n vorm wat deur die Sekretaris goedgekeur is.

PERSONEELVERSLAE.

15. (1) 'n Prinsipaal of ander beamppte moet, wanneer dit deur die Sekretaris of 'n inspekteur van hom verlang word, in 'n vorm deur die Sekretaris goedgekeur, 'n verslag oor enige beamppte onder sy beheer verstrek.

(2) Subject to the provisions of regulation 20 of Part VII of these regulations, one such increase in salary shall be granted to an officer after every completed period of twelve months' service, subject to compliance with the conditions prescribed in sub-regulation (3); provided that such increase in salary may be granted to an officer upon the completion of a lesser period of service than twelve months subject to the approval of the Secretary having been obtained, for—

(a) the grant to him of such increase in salary within twelve months of the date of his appointment, promotion, transfer or reversion in rank, as the case may be; or

(b) the grant of regular increases in salary on the appropriate scale after the completion of a lesser period of service than twelve months.

(3) The grant of each scale increment is contingent upon the issue by the principal or other person authorised thereto by the Secretary, of a certificate or certificates covering a total period of not less than twelve months, or such lesser period as provided for in the proviso to sub-regulation (2) in the following form and approved by the Secretary or the person authorised by him in that regard:—

FORM OF CERTIFICATE FOR INCREASES IN SALARY.

I certify that during the period..... to..... the conduct of..... has been satisfactory as to (a) industry, (b) discipline, (c) punctuality and (d) sobriety and that he/she has performed his/her work in a satisfactory manner.

(4) If, in any case, the principal or other authorised person considers that a scale increment should be granted but a certificate in the prescribed form cannot be issued, he shall refer the matter to the Secretary for decision.

(5) If the Secretary does not grant a scale increment, the officer concerned shall be informed of the reasons therefor.

(6) The provisions of sub-regulations (1), (2), (3), (4) and (5) shall apply, *mutatis mutandis*, in respect of employees remunerated in accordance with approved salary scales.

MEDICAL EXAMINATIONS.

14. (1) A medical examination for the purpose of paragraph (b) (ii) of regulation 10 of this Part, shall be made by a District Surgeon, Government Medical Officer or other registered medical practitioner indicated by the Secretary.

(2) The Secretary may in connection with any medical examination of or report on an officer or employee require such officer or employee to submit himself to a further medical examination by a medical practitioner or medical board. If the Secretary is satisfied by the report of such practitioner or board that the illness, disease or injury was caused by the misconduct of such officer or employee, the cost of such further examination shall be borne by the officer or employee.

(3) Whenever it is necessary to constitute a medical board or to appoint a specialist to examine an officer or employee the Secretary shall in consultation with the Secretary for Health, nominate the person or persons to be appointed.

(4) The Secretary may consult the Secretary for Health in regard to any matter referred to in sub-regulations (1) or (2).

(5) A report of a medical board or specialist for the purpose of determining whether or not an officer or employee is fit for further service, shall be made on a form approved by the Secretary.

STAFF REPORTS.

15. (1) A principal or other officer shall, when so required by the Secretary or by an inspector, submit a report in the form approved by the Secretary on any officer under his control.

(2) Die beampte oor wie verslag gedoen word, het nie die reg om die verslag te sien nie; met dien verstande dat indien enige besonderhede wat daarin voorkom tot sy nadeel strek om enige rede behalwe gebrek aan ervaring, 'n uittreksel van sodanige besonderhede gemaak en skriftelik deur die verslaggewende beampte aan hom meegedeel moet word. Die beampte oor wie verslag gedoen is, moet die uittreksel uit die verslag onderteken en aan die verslaggewende beampte terugbesorg, tesame met enige skriftelike verhoë wat hy wil voorleë; met dien verstande voorts dat indien die Sekretaris daarvan oortuig is dat die bekendmaking van die ongunstige besonderhede die betrokke amptenaar waarskynlik sal benadeel, hy toestemming daartoe kan verleen dat die besonderhede van die beampte teruggehou kan word.

(3) Na bespreking van die punte in die verslag met die prinsipaal of ander verslaggewende beampte en na oorweging van verhoë, as daar is, soos in subregulasie (2) genoem, stuur 'n inspekteur wat die verslag gevra het, dit met sy kommentaar daarop aan die Sekretaris; met dien verstande dat sodanige kommentaar nie vir die doel van die voorbehoud by subregulasie (2) as 'n nadelige verslag beskou word nie.

(4) Die prosedure voorgeskryf in subregulasie (2) word gevolg in verband met enige ander ongunstige verslag wat oor 'n beampte uitgebring word.

BEDANKINGS.

16. (1) 'n Lid van die doserende personeel van 'n beroepskool kan uit sy betrekking bedank slegs met ingang van die end van 'n kalenderkwartaal of die ooreenstemmende skoolkwartaal, naamlik die laaste datum van die twee mits hy kennis daarvan gee voor of aan die end van die skoolkwartaal wat vermelde kalender- of skoolkwartaal voorafgaan.

(2) Tensy in sy aanstellingsvoorwaardes anders bepaal, gee 'n beampte of werknemer wat nie lid van die doserende personeel is nie, minstens 'n kalendermaand kennis van sy voorneme om uit sy betrekking te bedank.

(3) Die Sekretaris kan in elke geval waar die omstandighede dit na sy mening, regverdig, 'n korter tydperk van kennisgewing as dié wat in subregulasies (1) en (2) voorgeskryf is, aanvaar.

(4) 'n Vroulike beampte wat voornemens is om te trou of uit haar betrekking bedank met die voorneme om te trou, moet vooraf skriftelik kennis van haar voorgenome huwelik aan die Sekretaris gee.

KENNIS BY ONTSLAG.

17. (1) Die dienste van 'n lid van die doserende personeel, wat ontslaan word om enige rede in paragraaf (d) of (e) van artikel *sewe-en-twintig* van die Wet genoem, word beëindig slegs aan die end van 'n kalenderkwartaal of van die ooreenstemmende skoolkwartaal, naamlik die laaste datum van die twee; met dien verstande dat sodanige lid minstens 'n skoolkwartaal kennis van sy ontslag moet kry.

(2) Wanneer 'n beampte wat nie lid van die doserende personeel is nie, ontslaan word in die omstandighede in subregulasie (1) beskryf, kry hy minstens een kalendermaand kennis daarvan.

KLASONDERRIG EN DIENSURE.

18. (1) Klasonderrig by 'n beroepskool is in die algemeen beperk tot 25 uur per week; met dien verstande dat waar werkwinkel- en ander praktiese opleiding ingesluit is, die ure tot 34 uur per week of 'n ander maksimum wat die Sekretaris bepaal, verleng kan word.

(2) Waar klasse so gereël is dat 'n lid van die doserende personeel by 'n beroepskool nie klasonderrig vir 25 uur of werkwinkel- en praktiese onderrig vir 30 uur per week of die ander ure wat die Sekretaris bepaal, gee nie, kan van hom vereis word om ten opsigte van die tekort onderrig aan 'n deeltydse klas wat aan sodanige beroepskool verbonde is, te gee sonder om ekstra besoldiging daarvoor te ontvang.

(3) (a) Waar 'n lid van die doserende personeel in 'n deeltydse klas of sowel by 'n beroepskool as in 'n deeltydse klas onderrig gee vir tydperke wat tesame meer is as die weeklikse ure wat in subregulasie (2) voorgeskryf

(2) The officer reported upon shall not be entitled to have access to the report; provided that if any of the particulars included therein are adverse to him for any reason other than inexperience, such particulars shall be extracted and communicated to him in writing by the reporting officer. The officer reported upon shall sign the extract from the report and return it to the reporting officer together with any written representations he desires to submit; provided further that if the Secretary is satisfied that the communication of the adverse particulars is likely to affect the officer concerned detrimentally, he may agree to the withholding thereof from the officer.

(3) After discussion of the terms of the report with the principal or other reporting officer and consideration of the representations if any referred to in sub-regulation (2), an inspector who has called for the report shall submit it with his comments thereon to the Secretary; provided that such comments shall not be regarded as an adverse report for the purpose of the proviso in sub-regulation 2.

(4) The procedure outlined in sub-regulation (2) shall be followed in connection with any other report adverse to an officer.

RESIGNATIONS.

16. (1) A member of the teaching staff of a vocational school may resign his appointment only as from the end of a calendar quarter or the corresponding school term, whichever may be the later date; provided he gives notice thereof not later than the end of the school term preceding the school term or calendar quarter aforementioned.

(2) Unless otherwise provided in the terms of his appointment, an officer or employee other than a member of the teaching staff shall give at least one calendar month's notice of his intention to resign his appointment.

(3) The Secretary may in any case, if in his opinion the circumstances warrant it, accept shorter notice than that specified in sub-regulations (1) and (2).

(4) A female officer who contemplates marriage or who resigns her appointment in contemplation of marriage shall give the Secretary prior written notice of her proposed marriage.

NOTICE OF DISCHARGE.

17. (1) The services of a member of the teaching staff who is discharged for any reason mentioned in paragraph (d) or (e) of section *twenty-seven* of the Act, may be terminated only at the end of a calendar quarter or of the corresponding school term, whichever may be the later date; provided that a member shall receive at least one school term's notice of his discharge.

(2) When an officer who is not a member of the teaching staff is discharged in the circumstances described in sub-regulation (1) he shall receive at least one calendar month's notice thereof.

CLASS INSTRUCTION AND HOURS OF DUTY.

18. (1) Class instruction at a vocational school is in general limited to 25 hours per week; provided that where workshop and other practical training is included, the hours may be increased to 34 hours per week or to such other maximum as the Secretary may determine.

(2) Where classes are so arranged that a member of the teaching staff at a vocational school does not give class instruction for 25 hours or workshop and practical instruction for 30 hours per week or such other hours as the Secretary may determine, he may in respect of the shortfall be required to give instruction at a part-time class attached to such vocational school without receiving extra remuneration therefor.

(3) (a) Where a member of the teaching staff gives instruction at a part-time class or at a vocational school and part-time class for periods which in the aggregate

is, kan hy ten opsigte van die ekstra ure bykomende besoldiging ontvang teen die besoldigingstarief wat op sodanige klasse van toepassing is; met dien verstande dat sodanige bykomende besoldiging betaalbaar is slegs ten opsigte van onderrig wat in 'n deeltydse klas gegee is.

(b) By die berekening van die totale diensure per kwartaal waarvoor bykomende besoldiging betaal word, word gedeeltes van 'n uur van dertig minute of meer gereken as 'n uur en tydperke van minder as dertig minute buite rekening gelaat. Ekstra diens van minder as vyftien minute op 'n besondere dag word buite rekening gelaat.

(4) Die diensure van beamptes en werknemers, uitgesonderd doserende personeel, is dié wat die prinsipaal of die Sekretaris bepaal.

OORTYD EN EKSTRA DIENS.

19. (1) 'n Beampte of werknemer kan, benewens enige diensure kragtens regulasie 18 bepaal of voorgeskryf, gelas word om diens te verrig op ander tye wat die prinsipaal of Sekretaris nodig ag.

(2) 'n Beampte of werknemer het geen aanspraak op bykomende besoldiging ten opsigte van enige ekstra diens wat deur hom verrig of van hom vereis word nie behalwe soos in subregulasie (3) van regulasie 18 bepaal.

BYKOMENDE BESOLDIGING.

20. Daar kan nie aan 'n beampte of werknemer benewens sy goedgekeurde salaris enige toelae, bonus, gratifikasie, honorarium of ander voorreg sonder die goedkeuring van die Sekretaris, op aanbeveling van die Kommissie, betaal of toegestaan word nie; met dien verstande dat hierdie bepaling nie van toepassing is nie op enige toelae of voorreg waarvan die betaling of toestaan gemagtig word ingevolge enige wet, regulasie of algemene voorskrif sonder dat dit aan sodanige goedkeuring onderworpe gemaak word.

AFSTAAN VAN SALARIS.

21. 'n Beampte of werknemer kan nie sy salaris en toelae of 'n deel daarvan sonder die goedkeuring van die Sekretaris afstaan nie.

DEEL VII.

AFWESIGHEIDSVARLOF.

TOEPASLIKHEID VAN VERLOFREGULASIES.

1. (1) Aan deeltydse werknemers mag nie verlof kragtens die regulasies in hierdie deel toegestaan word nie, maar slegs dié verlof wat deur die Sekretaris goedgekeur word.

(2) Die regulasies in hierdie deel is van toepassing op werknemers wie se diensvoorwaardes vasgestel is in ooreenstemming met die bepalinge van nywerheids- of dergelyke ooreenkomste en op halfgeskikte arbeiders slegs vir sover daar in hierdie regulasies uitdruklik bepaal word dat hulle op genoemde werknemers van toepassing is, en die verlofvoorregte van daardie werknemers is origins dié wat die Minister op aanbeveling van die Kommissie goedkeur.

TOESTAAN EN INTREKKING VAN VERLOF, EN VERLOFAANSOEKVORMS.

2. (1) Afwesigheidsverlof waarvoor in hierdie regulasies voorsiening gemaak word, is 'n voorreg en word alleen toegestaan met inagneming van die behoeftes van 'n skool. Verlof kan nie as 'n reg geëis word nie en wanneer 'n beampte of werknemer die Departement verlaat, om watter rede ook al, kan hy nie eis dat die kontantwaarde van ongebruikte verlof aan hom betaal word nie. Hierdie bepalinge belet nie die betaling van verlofgratifikasies op voorwaardes wat deur die Kommissie aanbeveel en deur die Tesourie goedgekeur is nie.

(2) Die toestaan van alle afwesigheidsverlof is onderworpe aan die goedkeuring van die Sekretaris. Verlof wat reeds toegestaan is, kan te eniger tyd deur die Sekretaris ingetrek word.

(3) Behalwe in die geval waar 'n beampte of werknemer weens sy skielike siekte of weens ander omstandighede wat vir die Sekretaris aanneemlik is, verhinder word om op diens te bly of hom vir diens aan te meld, mag hy nie

exceed the weekly hours prescribed in sub-regulation (2), he may in respect of the excess be paid extra remuneration at the rates applicable to such classes; provided that such extra remuneration will be payable only in respect of instruction given at a part-time class.

(b) In calculating the total hours of duty per quarter in respect of which extra remuneration is payable, portions of an hour of thirty minutes or more are reckoned as one hour and periods of less than thirty minutes are disregarded. Extra duty of less than fifteen minutes on a particular day is disregarded.

(4) The hours of duty of officers and employees other than the teaching staff are such as the principal or the Secretary may determine.

OVERTIME AND EXTRA DUTY.

19. (1) An officer or employee may in addition to the hours of duty determined or prescribed in terms of regulation 18, be required to perform duty at such other time as the principal or the Secretary may deem necessary.

(2) An officer or employee is not entitled to claim extra remuneration in respect of additional duties performed or required of him, except as is provided in sub-regulation (3) of regulation 18.

ADDITIONAL REMUNERATION OR ALLOWANCES.

20. In addition to his approved salary no allowance, bonus, gratuity, honorarium or other privilege may be paid or granted to an officer or employee, without the approval of the Secretary, given on the recommendation of the Commission; provided that this provision will not apply to any allowance or privilege, the payment or grant of which is authorised by any Act, regulation, or general instruction without being subject to such approval.

ASSIGNMENT OF SALARY.

21. An officer or employee may not without the approval of the Secretary, cede the whole or part of his salary and allowances.

PART VII.

LEAVE OF ABSENCE.

APPLICABILITY OF LEAVE REGULATIONS.

1. (1) Leave under the regulations in this Part may not be granted to part-time employees but only such leave as may be approved by the Secretary.

(2) The regulations in this Part are applicable to employees whose service conditions are determined in accordance with the provisions of industrial or similar agreements and to semi-fit labourers only in so far as these regulations specifically provide that they are applicable to such employees and the leave privileges of those employees are otherwise such as may be approved by the Minister on the recommendation of the Commission.

GRANT AND WITHDRAWAL OF LEAVE AND LEAVE APPLICATION FORMS.

2. (1) Leave of absence provided for in these regulations is a privilege and is only granted with due regard to the exigencies of a school. Leave cannot be claimed as of right and when an officer or employee leaves the Department, for any reason whatsoever, he cannot claim payment in respect of the cash value of leave standing to his credit. These provisions do not preclude the payment of leave gratuities on conditions recommended by the Commission and approved by the Treasury.

(2) The grant of all leave of absence is subject to approval by the Secretary. Leave already granted may at any time be withdrawn by the Secretary.

(3) Except in the case where an officer or employee is prevented by his sudden illness or by other circumstances which are acceptable to the Secretary, from remaining on

sy werk verlaat of van diens wegbly nie voordat hy skriftelik om verlof aansoek gedoen het en hy deur die prinsipaal in kennis gestel is dat die aansoek om verlof goedgekeur is.

(4) Aansoeke om verlof moet skriftelik gedoen word in 'n vorm wat deur die Sekretaris goedgekeur is. Die vorm van die geneeskundige sertifikaat wat ter staving van 'n aansoek om siekteverlof moet dien, moet ook deur die Sekretaris goedgekeur word.

VERVAL VAN VERLOF BY BEDANKING OF UITDIENSTREDING.

3. (1) Sodra 'n beamppte of werknemer kennis gee van bedanking, vervall enige toegestane verlof met besoldiging met ingang van die datum van sy kennisgewing, of indien die kennisgewing nie gedateer is nie, vanaf die datum van ontvangs daarvan deur die prinsipaal, en enige verlof aangevra of afwesigheid van diens na daardie datum word geag vakansieverlof sonder besoldiging te wees; met dien verstande dat die bepalinge van hierdie subregulasie—

- (a) slegs van toepassing is ten opsigte van 'n afwesigheid gedurende die laaste maand van 'n beamppte of werknemer se diens;
- (b) nie op siekteverlof van toepassing is nie; en
- (c) nie van toepassing is nie in die geval waar 'n beamppte of werknemer uit sy betrekking bedank om 'n betrekking te aanvaar by 'n inrigting of skool onder die beheer van die Departement waar sy volle salaris deur die Departement betaal word, mits die Sekretaris vooraf goedkeur dat sy aanstelling in genoemde betrekking beskou sal word as 'n oorpasing met erkenning van vorige diens vir verlof- en pensioendoeleindes; en voorts mits die tyd in beslag geneem deur sy reis van sy ou hoofkwartier na die plek waar hy sy nuwe betrekking moet aanvaar, deur 'n goedgekeurde aansoek om verlof gedek is.

(2) As 'n beamppte of werknemer uit die diens van die Departement tree, vervall sy afwesigheidsverlof op die laaste dag van sy diens of op die datum wat kragtens subregulasie (1) bepaal word indien gemelde subregulasie op hom van toepassing is. 'n Beamppte of werknemer se diensydperk mag nie verleng word ten einde hom in staat te stel om gebruik te maak van verlof wat hom toekom nie.

BETALING VAN TOELAES, ENS., TYDENS VERLOF.

4. Die voortsetting of staking van die betaling aan 'n beamppte of werknemer van ander besoldiging as sy salaris of loon en die aanspreeklikheid van 'n beamppte of werknemer vir die betaling van gelde wat aan die Staat verskuldig is vir goedere of dienste deur die Staat gelewer gedurende tydperke van verlof, is onderworpe aan die bepalinge van die regulasie wat daarop van toepassing is en opdragte wat deur die Kommissie of die Tesourie, of die Tesourie op aanbeveling van die Kommissie in verband daarmee uitgereik is.

INDELING VAN AFWESIGHEIDSVERLOF.

5. (1) Alle afwesigheid van diens met verlof word onder een of meer van die volgende hoofde ingedeel:—

- (a) Oplopende vakansieverlof met volle besoldiging;
- (b) oplopende vakansieverlof met halfbesoldiging;
- (c) nie-oplopende vakansieverlof met volle besoldiging;
- (d) vakansieverlof sonder besoldiging;
- (e) siekteverlof met volle besoldiging;
- (f) siekteverlof met halfbesoldiging;
- (g) siekteverlof sonder besoldiging;
- (h) spesiale siekteverlof met volle of verminderde besoldiging;
- (i) spesiale verlof met volle besoldiging; en
- (j) spesiale verlof op besoldigingsvoorwaardes soos deur die Kommissie aanbeveel.

(2) Die bestaan van verlof onder enigeen van die hoofde in subregulasie (1) genoem, beïnvloed nie die bestaan van verlof onder enige van die ander genoemde hoofde nie behalwe soos elders in hierdie regulasies uitdruklik bepaal.

or reporting for duty, he may not leave or stay away from work until he has applied in writing for leave and has been advised by the principal that the leave application has been approved.

(4) Applications for leave shall be made in writing in a form approved by the Secretary. The form of the medical certificate, which is to serve in support of an application for sick leave, shall also be approved by the Secretary.

LAPSE OF LEAVE ON RESIGNATION OR RETIREMENT.

3. (1) Immediately an officer or employee gives notice of resignation any leave with pay granted to him shall terminate with effect from the date of his notice, or, if the notice is undated, from the date the notification is received by the principal, and any leave applied for, or absence from duty thereafter shall be regarded as vacation leave without pay; provided that the provisions of this sub-regulation shall—

- (a) only apply in respect of absences during an officer's or employee's last month of service;
- (b) not be applicable to sick leave; and
- (c) not be applicable in a case where an officer or employee resigns his appointment with a view to accepting an appointment at an institution or school under the control of and where his full salary is paid by the Department provided the Secretary's prior approval is obtained for such appointment to be regarded as a transfer with recognition of previous service for leave and pension purposes; provided further that any time spent in travelling from his old headquarters to the place where he takes up his new appointment is covered by an approved application for leave.

(2) When an officer or employee leaves the service of the Department his leave of absence shall lapse on the last day of his service or on the date determined in terms of sub-regulation (1) if that sub-regulation is applicable to him. The period of service of an officer or employee may not be extended in order to enable him to utilise leave which may have been due to him.

PAYMENT OF ALLOWANCES, ETC., DURING LEAVE.

4. The continuance or cessation of the payment to an officer or employee of remuneration other than salary or wage and the liability of an officer or employee for payments due to the State in respect of goods or services rendered by the State during periods of leave are subject to the provisions of the regulations applicable thereto and directions issued by the Commission or the Treasury or by the Treasury on the recommendation of the Commission in connection therewith.

CLASSIFICATION OF LEAVE OF ABSENCE.

5. (1) All absences from duty with leave are classified under one or more of the following heads:—

- (a) Accumulative vacation leave with full pay;
- (b) accumulative vacation leave with half pay;
- (c) non-accumulative vacation leave with full pay;
- (d) vacation leave without pay;
- (e) sick leave with full pay;
- (f) sick leave with half pay;
- (g) sick leave without pay;
- (h) special sick leave with full or reduced pay;
- (i) special leave with full pay; and
- (j) special leave with pay conditions as recommended by the Commission.

(2) The grant of leave under any one of the heads mentioned in sub-regulation (1) shall not affect the grant of leave under any of the other heads mentioned, except in so far as is specifically provided for elsewhere in these regulations.

(3) Behalwe soos in paragraaf (c) van subregulasie (1) van regulasie 15 bepaal, word alle ongemagtigde afwesigheid van diens, ongeag enige ander tugmaatreëls wat teen 'n beampte of werknemer ingestel kan word, geag vakansieverlof sonder besoldiging te wees, tensy die Sekretaris anders bepaal; die indiening van 'n skriftelike verlofsaansoek wat in subregulasie (4) van regulasie 2 genoem word, is nie 'n vereiste in die geval van ongemagtigde afwesigheid nie.

GROEPING VAN BEAMPTES EN WERKNEMERS VIR VERLOFDOELENDES.

6. (1) Behoudens die bepalings van artikel een-en-twintig van die Wet en van regulasie 1 word beamptes of werknemers vir die doeleindes van die toestaan van afwesigheidsverlof in ondervermelde groepe ingedeel:—

Groep „A”—

Doserende personeel, mediese beamptes en tandartse. Persone wat tydelik in engeen van hierdie hoedanighede werksaam is, kom vir slegs die helfte van die oplopende vakansie- en siekteverlof hierin voorgeskryf in aanmerking.

	Blankes, Kleurlinge en Indiers.	Naturelle en ander nie-blankes.
Oplopende vakansieverlof met volle besoldiging	14 dae per jaar	7 dae per jaar.
Nie-oplopende vakansieverlof met volle besoldiging	Gedurende skoolvakansies	'n Totaal van hoogstens 45 dae per jaar gedurende tydperke waarvoor onderrig opgeskort is.
Siekteverlof in elke tydkring van drie jaar met—		
Volle besoldiging.....	90 dae	60 dae.
Halfbesoldiging.....	90 dae	60 dae.

Groep „B”—

Huismoeders, assistent-huismoeders, verpleegpersoneel in diens by 'n beroepsskool. Persone wat tydelik werksaam is in engeen van hierdie hoedanighede kom vir slegs die helfte van die siekteverlof hierin voorgeskryf in aanmerking.

Oplopende vakansieverlof met volle besoldiging	Geen.
Nie-oplopende vakansieverlof met volle besoldiging	Gedurende die tydperke waarvoor onderrig opgeskort is.
Siekteverlof.....	60 dae met volle besoldiging en 60 dae met halfbesoldiging in elke tydkring van drie jaar.

Groep „C”—

Klerklike beamptes, magasynmeesters en magasynassistente wat nie ooreenkomstig die bepalings van artikel een-en-twintig van die Wet in die Staatsdiens ingedeel is nie en wat nie vir nie-oplopende vakansieverlof in aanmerking kom nie.

Oplopende vakansieverlof met volle besoldiging	Beamptes met 10 jaar of meer diens: 35 dae per jaar; beamptes met minder as 10 jaar diens, 32 dae per jaar.
Siekteverlof.....	120 dae met volle besoldiging en 120 dae met halfbesoldiging in elke tydkring van drie jaar.

Groep „D”—

Huismoeders en assistent-huismoeders (met inbegrip van dié wat vrouens van personeellede is), verpleegpersoneel by 'n nywerheid- of verbeteringskool en ander blanke beamptes wat nie onder groepe A, B, C of E ingedeel is nie.

Oplopende vakansieverlof met volle besoldiging—	
Beamptes met tien jaar of langer diens	29 dae per jaar.
Beamptes met minder as tien jaar diens	26 dae per jaar.
Siekteverlof.....	120 dae met volle besoldiging en 120 dae met halfbesoldiging in elke tydkring van drie jaar.

(3) Except as provided for in paragraph (c) of sub-regulation (1) of regulation 15 all unauthorised absences from duty shall, apart from any disciplinary steps which may be taken against an officer or employee, be regarded as being vacation leave without pay except if the Secretary determines otherwise; the submission of a written application for leave, referred to in sub-regulation (4) of regulation 2 is not required in the case of unauthorised absences.

GROUPING OF OFFICERS AND EMPLOYEES FOR LEAVE PURPOSES.

6. (1) Officers and employees shall, for the purpose of the grant of leave of absence, be classified in the under-mentioned groups, due regard being had to the provisions of section twenty-one of the Act and of regulation 1:—

Group “A”—

Teaching staff, medical officers and dentists. Persons temporarily employed in any such capacity are eligible for only one-half of the accumulative vacation leave and sick leave prescribed herein.

	Europeans, Coloureds and Indians.	Natives and other non- Europeans.
Accumulative vacation leave with full pay	14 days per annum	7 days per annum.
Non-accumulative vacation leave with full pay	During school vacations	Not exceeding in the aggregate 45 days per annum during periods for which instruction is suspended.
Sick leave in each cycle of three years with—		
Full pay.....	90 days	60 days.
Half pay.....	90 days	60 days.

Group “B”—

Housemothers, assistant housemothers and nursing staff employed at vocational schools. Persons temporarily employed in any such capacity are eligible for only one-half of the sick leave prescribed herein.

Accumulative vacation leave with full pay	Nil.
Non-accumulative vacation leave with full pay	During periods for which instruction is suspended.
Sick leave.....	60 days with full pay and 60 days with half pay during each cycle of three years.

Group “C”—

Clerical officers, storekeepers and storemen who are not classified in the Public Service in accordance with the provisions of section twenty-one of the Act and who are not eligible for non-accumulative vacation leave:—

Accumulative vacation leave with full pay:—	
Officers with 10 years' service and over	35 days per annum.
Officers with less than 10 years' service	32 days per annum.
Sick leave.....	120 days with full pay and 120 days with half-pay in each cycle of three years.

Group “D”—

Housemothers, assistant housemothers (including those who are wives of members of the staff), nursing staff at industrial schools and reformatories and other European officers not classified under groups “A”, “B”, “C” or “E”—

Accumulative vacation leave with full pay:—	
Officers with 10 years' service and over	29 days per annum.
Officers with less than 10 years' service	26 days per annum.
Sick leave.....	120 days with full pay and 120 days with half-pay in each cycle of three years.

Groep „E” —

Blanke opsigters by 'n nywerheid- of verbeteringskool.

Blankes.

Nie-blankes.

Oplopende vakansieverlof met volle besoldiging 30 dae per jaar
Siekteverlof in elke tydkring van drie jaar met—

Volle besoldiging..... 120 dae 60 dae.
Halfbesoldiging..... 120 dae 60 dae.

Group “E” —

European Supervisors at Industrial Schools and Reformatories.

Europeans.

Non-Europeans.

Accumulative vacation leave with full pay 30 days per annum
Sick leave in each cycle of three years with— In accordance with Group “F”.

Full pay..... 120 days 60 days.
Half-pay..... 120 days 60 days.

GROEP „F.”

WERKNEMERS EN NIE-BLANKE BEAMPTES VIR WIE BEPAALDE VOORSIENING NIE ELDERS GEMAAK IS NIE.

Diens.	Salaris nie meer as £120 per jaar nie.			Salaris meer as £120, maar nie meer as £282 per jaar nie.			Salaris meer as £282 per jaar.		
	Oplopende vakansieverlof met volle besoldiging per jaar.	Siekteverlof in elke tydkring van drie jaar.		Oplopende vakansieverlof met volle besoldiging per jaar.	Siekteverlof in elke tydkring van drie jaar.		Oplopende vakansieverlof met volle besoldiging per jaar.	Siekteverlof in elke tydkring van drie jaar.	
		Met volle besoldiging.	Met half-besoldiging.		Met volle besoldiging.	Met half-besoldiging.		Met volle besoldiging.	Met half-besoldiging.
	Dae.	Dae.	Dae.	Dae.	Dae.	Dae.	Dae.	Dae.	Dae.
15 jaar en meer.....	24	40	40	27	60	60	30	90	90
10 jaar en minder as 15 jaar.....	21	30	30	24	40	40	27	70	70
5 jaar en minder as 10 jaar.....	18	20	20	21	30	30	24	50	50
Minder as 5 jaar.....	15	15	15	18	20	20	21	30	30

GROUP “F.”

EMPLOYEES AND NON-EUROPEAN OFFICERS FOR WHOM SPECIFIC PROVISION IS NOT MADE ELSEWHERE.

Service.	Salary not Exceeding £120 per Annum.			Salary over £120 but not Exceeding £282 per annum.			Salary over £282 per annum.		
	Accumulative Vacation Leave with Full Pay per Annum.	Sick Leave in Each Cycle of Three Years.		Accumulative Vacation Leave with Full Pay per Annum.	Sick Leave in Each Cycle of Three Years.		Accumulative Vacation Leave with Full Pay per Annum.	Sick Leave in Each Cycle of Three Years.	
		On Full Pay.	On Half Pay.		On Full Pay.	On Half Pay.		On Full Pay.	On Half Pay.
	Days.	Days.	Days.	Days.	Days.	Days.	Days.	Days.	Days.
15 years and over.....	24	40	40	27	60	60	30	90	90
10 years and under 15 years.....	21	30	30	24	40	40	27	70	70
5 years and under 10 years.....	18	20	20	21	30	30	24	50	50
Under 5 years.....	15	15	15	18	20	20	21	30	30

(2) Aan 'n persoon wat op kontrak aangestel is, word verlof kragtens hierdie regulasies toegestaan tensy sy dienskontrak anders bepaal en sy groepering vir verlofdoeleindes word op dieselfde wyse bepaal as dié van 'n vergelykbare beampte of werknemer in die Departement.

(3) Nie-oplopende vakansieverlof ooreenkomstig groepe A en B van subregulasie (1) loop op van die begin en vir die duur van die eerste skoolvakansie na aanstelling en daarna van die begin en vir die duur van elke daaropvolgende skoolvakansie; met dien verstande dat, waar 'n persoon wat voltyds in diens is van—

(a) die Suid-Afrikaanse Spoorweë;

(b) die Staatsdelwerye;

(c) 'n kantoor van die Staatsprokureur;

(d) 'n provinsiale onderwysdepartement;

(e) 'n erkende universiteit binne die Unie;

(f) 'n onderwysinrigting wat ingestel of as 'n staats-ondersteunde skool erken is kragtens wette geadminestreer deur die Departement en wie se salaris by sodanige inrigting of skool ten volle deur die Departement betaal word; en

(g) 'n provinsiale administrasie en kragtens 'n provinsiale ordonnansie aangestel is, sonder 'n onderbreking van diens aangestel word in of oorgeplaas word na die doserende personeel van 'n skool en sodanige aanstelling of oorplesing gedurende 'n skoolvakansie plaasvind, nie-oplopende verlof aan sodanige persoon toegestaan kan word vanaf die datum van sy aanstelling of oorplesing en vir die onverstreke gedeelte van genoemde skoolvakansie.

(2) A person appointed under contract shall, unless his service contract provides otherwise, be granted leave in accordance with these regulations and his grouping for leave purposes shall be determined in the same manner as that of a comparable officer or employee in the Department.

(3) Non-accumulative vacation leave in terms of groups A and B of sub-regulation (1) shall accrue from the commencement and for the duration of the first school holidays after appointment and thereafter from the commencement and for the duration of each succeeding school holiday; provided that where a person in full-time employment in the service of—

(a) the South African Railways;

(b) the State Diggings;

(c) an office of the State Attorney;

(d) a provincial education department;

(e) a recognised university within the Union;

(f) an educational institution established or recognised as a state-aided school or institution under laws administered by and whose salary at such school or institution is paid in full by the Department; and

(g) a provincial administration and who was appointed in terms of a provincial ordinance;

is appointed or transferred without a break in service to the teaching staff of a school and such appointment or transfer takes place during the school holidays, such person may be granted non-accumulative leave from the date of his appointment or transfer and for the unexpired portion of such school holidays.

(4) Gedurende enige skoolvakansietydperk kan die Sekretaris na goeë dunde vereis dat 'n beampte of werknemer wat vir verlofdoeleindes onder groep A of B van subregulasie (1) ressorteer, op diens bly; met dien verstande dat waar 'n beampte of werknemer aldus verplig word om op diens te bly, hy gekrediteer moet word met ooplopende vakansieverlof gelykstaande met die helfte van die aantal dae wat hy gedurende skoolvakansietydperke op diens gebly het. Hierdie bepaling is onderworpe aan die voorwaarde dat 'n beampte of werknemer ten opsigte van sodanige skoolvakansiediens nie met meer as 25 dae ooplopende vakansieverlof in 'n kalenderjaar gekrediteer word nie.

(5) As 'n beampte of werknemer van een betrekking na 'n ander betrekking oorgeplaas word en sy oorplasing bring 'n verandering van sy indeling vir verlofdoeleindes mee, word die verlofbepalings van die nuwe groep waarby hy ingedeel word, op hom van toepassing vanaf die datum van oorplasing, en word sy verlofaanwas bereken in verhouding tot die lengte van sy diens in elke groep, behalwe vir sover subregulasie (6) hiervan en subregulasie (3) van regulasie 12 anders bepaal; die bepalinge van hierdie subregulasie geld ook wanneer 'n beampte of werknemer om enige ander rede as sy oorplasing van die een na 'n ander verlofgroep oorgaan.

(6) As 'n beampte wat uit 'n permanente betrekking afgetree het, of wat 'n permanente betrekking neergelê het om watter rede ookal, met of sonder onderbreking van diens in 'n tydelike hoedanigheid heraan gestel word, word so 'n heraanstelling vir alle doeleindes van hierdie regulasies as 'n nuwe aanstelling beskou; vorige permanente diens tel nie as diens vir verlofdoeleindes nie; verlof wat opgehoop het, veral by beëindiging van die permanente aanstelling en die siekteverloftydkring onder die nuwe verlofgroepering begin op die datum van heraanstelling.

TOESTAAN VAN TE VEEL VERLOF.

7. As daar aan 'n beampte of werknemer meer verlof toegestaan is as waarvoor in hierdie regulasies voorsiening gemaak word, kan die verlof wat te veel toegestaan is, op aanbeveling van die Kommissie afgetrek word van verlof wat later aan hom toeval, mits te veel verlof te goeder trou toegestaan is; met dien verstande dat as die beampte of werknemer bedank of sy dienste beëindig word voordat voldoende verlof vir die doel van so 'n aftrekking aan hom toegeval het, daardie gedeelte van die verlof wat te veel toegestaan is en wat op die laaste dag van sy diens nog meer is as sy verlofaanwas, 'n oorbetalings van salaris geag word wat of verhaal of met bevoegde magtiging afgeskryf moet word.

SONDAE EN OPENBARE VAKANSIEDAE.

8. (1) 'n Sondag of openbare vakansiedag wat binne 'n tydperk van verlof val, word geag verlof te wees wat onder dieselfde hoof van subregulasie (1) van regulasie 5 val as die verlof wat die Sondag of vakansiedag voorafgaan of daarop volg en word as sodanig in die verlofregister aangeteken, maar betaling van salaris of loon vir sodanige dag mag alleen geskied as die beampte of werknemer kragtens sy diensvoorwaardes op betaling vir die dag geregtig is.

(2) 'n Beampte of werknemer word nie salaris of loon betaal ten opsigte van Sondae of openbare vakansiedae wat binne 'n tydperk van verlof sonder besoldiging val nie.

(3) 'n Sondag of openbare vakansiedag wat—

(a) tussen 'n tydperk van spesiale verlof en 'n tydperk van vakansieverlof (of omgekeerd) val, word nie geag verlof te wees nie en word nie in die verlofregister as verlof aangeteken nie;

(b) tussen 'n tydperk van ooplopende vakansieverlof en 'n tydperk van siekteverlof (of omgekeerd) val, word geag ooplopende vakansieverlof te wees en word in die verlofregister as sodanig aangeteken tensy die beampte of werknemer bevredigende bewys lewer dat hy werklik op die betrokke dag siek was en aan hom siekteverlof vir die dag toegestaan word, maar betaling van salaris of loon vir sodanige dag mag alleen geskied as die beampte of werknemer kragtens sy diensvoorwaardes op betaling vir die dag geregtig is;

(4) During any period of school holidays the Secretary may, in his discretion, require an officer or employee who falls, for leave purposes, under Groups A or B of sub-regulation (1) to remain on duty; provided that where an officer or employee is thus required to remain on duty he shall be credited with accumulative vacation leave equal to one-half the number of days which he remained on duty during periods of school holidays. This provision is subject to the condition that an officer or employee shall not be credited in respect of such duty during school holidays with more than 25 days accumulative vacation leave in a calendar year.

(5) If an officer or employee is transferred from one post to another and his transfer results in a change in his classification for leave purposes, the leave provision of the new group under which he is classified shall become applicable to him from the date of transfer and his leave accrual shall be calculated proportionately to the length of service in each group except in so far as is otherwise provided for in sub-regulation (6) hereof and in sub-regulation (3) of regulation 12. The provisions of this sub-regulation shall also apply when there is a change in the leave grouping of an officer or employee for any reason other than his transfer.

(6) Where an officer, who has retired from a permanent post or who has relinquished a permanent post for any reason whatsoever, is re-appointed, with or without a break in service, in a temporary capacity, such re-appointment shall be regarded as a new appointment for all purposes of these regulations; previous permanent service shall not count as service for leave purposes; accumulated leave shall lapse when the permanent appointment terminates and the sick leave cycle under the new grouping shall commence on the date of re-appointment.

OVERGRANT OF LEAVE.

7. In the event of an officer or employee being granted leave in excess of that provided for in these regulations, such overgrant may, on the recommendation of the Commission, be deducted from leave which subsequently accrued to him provided the overgrant was made in good faith; provided further, that in the event of the officer or employee resigning or his services being terminated before sufficient leave has accrued to him for the purpose of such deduction, the portion of the overgrant which has not yet been set off against his leave accrual on his last day of service shall be regarded as an overpayment of salary which must be recovered or written off under competent authority.

SUNDAYS AND PUBLIC HOLIDAYS.

8. (1) A Sunday or public holiday falling within a period of leave shall be regarded as leave falling under the same heading of sub-regulation (1) of regulation 5 as the leave which precedes or succeeds the Sunday or public holiday and recorded as such in the leave register but payment of salary or wage for such day may be made only if the officer or employee, in terms of his conditions of employment is entitled to payment for such day.

(2) An officer or employee shall not be paid salary or wage in respect of Sundays and public holidays falling within a period of leave without pay.

(3) A Sunday or public holiday—

(a) falling between a period of special leave and a period of vacation leave (or vice versa) shall not be regarded as leave and shall not be recorded in the leave register as leave;

(b) falling between a period of accumulative vacation leave and a period of sick leave (or vice versa) shall be regarded as accumulative vacation leave and recorded in the leave register as such except if the officer or employee produces satisfactory evidence that he was actually ill on that day and is granted sick leave for the day, but payment of salary or wage for such day may be effected only if the officer or employee, in terms of his conditions of employment, is entitled to payment for such day;

- (c) 'n tydperk van verlof sonder besoldiging onmiddellik voorafgaan of onmiddellik daarop volg, word nie geag verlof te wees nie en word nie in die verlof-register as verlof aangeteken nie tensy die beampte of werknemer aangesê word om hom op so 'n dag vir diens aan te meld en hy in gebreke bly om dit te doen; in dié geval word die dag as vakansieverlof sonder besoldiging aangeteken;
- (d) tussen 'n tydperk van spesiale verlof en 'n tydperk van siekteverlof (of omgekeerd) val, word nie geag verlof te wees nie en word nie in die verlofregister as verlof aangeteken nie.

VERLOF KRAGTENS DIE REGULASIES WAT HERROEP IS.

9. (1) Die uitvaardiging van hierdie regulasies en die intrekking van die ou regulasies raak in geen opsig die aaneenlopendheid van die verlofvoorregte van beamptes en werknemers wat onmiddellik voor die datum van inwerkingtreding van hierdie regulasies in diens was nie en sodanige beamptes en werknemers bly gekrediteer met opgelope oplopende vakansieverlof.

(2) 'n Beampte of werknemer aan wie onmiddellik voor die inwerkingtreding van hierdie regulasies verlof toegestaan kon word ooreenkomstig herroepe verlofregulasies kragtens spesifieke bepalinge in die regulasies wat onmiddellik voor die inwerkingtreding van hierdie regulasies van krag was, behou sulke verlofvoorregte as sulke verlofvoorregte beter is as dié wat kragtens hierdie regulasies op hom van toepassing sou wees.

VERLOFREGISTER.

10. 'n Verlofregister moet deur die Sekretaris gehou word. Alle verlof wat kragtens hierdie regulasies toegestaan word, behalwe die nie-oplopende verlof waarvoor ten opsigte van groepe A en B van subregulasie (1) van regulasie 6 voorsiening gemaak word, word in sodanige register aangeteken en alle aansoekvorms, met die besluit daarop aangeteken, word vir registrasie- en auditeringsdoeleindes bewaar. Elke aanwas van oplopende vakansieverlof kragtens subregulasie (4) van regulasie 7 word ook in die register aangeteken, maar geen tegoed word aldus aangeteken nie tensy dit deur die Sekretaris goedgekeur is. Die goedkeuring moet ter staving van sodanige tegoed-inskrywing bewaar word.

ALGEMENE BEPALINGS—OPLOPENDE VAKANSIEVERLOF.

11. (1) Oplopende vakansieverlof loop op in verhouding tot die tydperk van voltooide diens.

(2) Die Sekretaris kan te eniger tyd van 'n beampte of werknemer vereis dat hy 'n gedeelte of die geheel van die oplopende vakansieverlof wat hom toekom, neem; met dien verstande dat die maksimum tydperk van oplopende vakansieverlof wat in subregulasies (6) en (7) van hierdie regulasie voorgeskryf word, nie oorskry mag word nie.

(3) Wanneer 'n persoon wat voltyds in diens is van—

(a) die Suid-Afrikaanse Spoorweë;

(b) die Staatsdelwerye;

(c) 'n kantoor van die Staatsprokureur;

(d) 'n provinsiale onderwysdepartement;

(e) 'n erkende universiteit binne die Unie;

(f) 'n onderwysinrigting wat ingestel is of as 'n staats-ondersteunde skool erken is kragtens wette geadmineistreer deur die Departement en wie se salaris by sodanige inrigting of skool ten volle deur die Departement betaal word; en

(g) 'n provinsiale administrasie, en kragtens 'n provinsiale ordonnansie aangestel is;

sonder 'n onderbreking van diens aangestel word in of oorgeplaas word na 'n betrekking waarin hierdie regulasies op hom van toepassing word, behou hy die oplopende vakansieverlof wat hy tegoed gehad het op die dag voor sy aanstelling of oorpasing. As sulke verlof slegs na die voltooiing van 'n vasgestelde dienстыdperk geneem sou kon word en sodanige dienстыdperk op die datum waarop hierdie regulasies op die beampte of werknemer van toepassing word, nog nie voltooi is nie, kan die tegoed in verhouding tot die gedeelte van die betrokke dienстыdperk wat hy op laasgenoemde datum voltooi het, bereken word

(c) which immediately precedes or succeeds a period of leave without pay shall not be regarded as leave and shall not be recorded in the leave register as leave, unless the officer or employee is called upon to attend for duty on such day and fails to do so in which case the day shall be recorded as vacation leave without pay;

(d) falling between a period of special leave and a period of sick leave (or vice versa) shall not be regarded as leave and shall not be recorded in the leave register as leave.

LEAVE IN TERMS OF THE REPEALED REGULATIONS.

9. (1) The promulgation of these regulations and the repeal of the old regulations in no way affect the continuity of the leave privileges of officers and employees who were in the service immediately prior to the coming into force of these regulations and accumulated accumulative vacation leave shall remain to the credit of such officers and employees.

(2) An officer or employee to whom, immediately prior to the coming into force of these regulations, leave could have been granted in terms of repealed regulations by virtue of specific provisions in the regulations which were effective immediately prior to the coming into force of these regulations, shall continue to receive such leave privileges if such leave privileges are better than those applicable to him under these regulations.

LEAVE REGISTER.

10. A register of leave shall be kept by the Secretary. Every grant of leave under these regulations except the non-accumulative leave provided for in Groups A and B of sub-regulation (1) of regulation 6, shall be recorded in such register, and all forms of application with the decision endorsed thereon shall be filed for record and audit purposes. Every accrual of accumulative vacation leave in terms of sub-regulation (4) of regulation 7 shall also be recorded in such register but no credit shall be so recorded unless approved by the Secretary and the approval given shall be filed for record in support of such credit entry.

GENERAL PROVISIONS—ACCUMULATIVE VACATION LEAVE.

11. (1) Accumulative vacation leave shall accrue in proportion to the period of completed service.

(2) The Secretary may at any time require an officer or employee to take the whole or a portion of the accumulative vacation leave due to him; provided that the maximum period of accumulative vacation leave prescribed in sub-regulations (6) and (7) of this regulation is not exceeded.

(3) A person in full-time employment of—

(a) the South African Railways;

(b) the State Diggings;

(c) an office of the State Attorney;

(d) a provincial education department;

(e) a recognised university within the Union;

(f) an educational institution established or recognised as a state-aided institution under laws administered by and whose salary at such school or institution is paid in full by the Department, and

(g) a provincial administration appointed under a provincial ordinance,

who is appointed or transferred, without a break in service, to a post or position in which these regulations become applicable to him, shall retain the accumulative vacation leave standing to his credit on the day before his appointment or transfer. If such leave would have become available for utilisation only after the completion of a specified period of service and such period of service is uncompleted on the date these regulations become applicable to the officer or employee, the credit may be calculated in proportion to the portion of the relative period of service, which he has completed on the last-mentioned date, and the leave concerned may be granted

en kan die betrokke verlof onmiddellik toegestaan word. Behalwe op aanbeveling van die Kommissie, tel die vorige diens ten opsigte waarvan die verloftegoed oorgedra word, nie as diens vir verlofdoeleindes nie.

(4) Indien 'n beampte of werknemer lid was van die personeel van 'n skool vir enige tydperk voor die datum waarop hierdie regulasies op daardie skool van toepassing word, en sy verlofvoorregte gedurende sodanige tydperk nie by enige wet, ordonnansie of regulasie gereël word nie, moet die besonderhede van die saak aan die Staatsdienskommissie voorgelê word, en aan die beampte kan ten opsigte van sy vorige diens die verloftegoed toegestaan word wat die Kommissie aanbeveel.

(5) As 'n beampte of werknemer van die een verlofgroep oorgaan na 'n ander, behou hy die tegoed aan oplopende vakansieverlof wat in die vorige groep aangewas het, tensy subregulasie (6) van regulasie 6 op hom van toepassing is.

(6) (a) 'n Beampte op wie die verlofvoorregte van groep A van subregulasie (1) van regulasie 6 van toepassing is, kan nie minder oplopende vakansieverlof as een hele skoolkwartaal neem nie, en ook nie voordat sodanige verlof toegeval het en beskikbaar is nie; met dien verstande dat die Sekretaris na goeddunke 'n beampte kan magtig om te eniger tyd die oplopende vakansieverlof wat hom toekom, of 'n gedeelte daarvan, te neem.

(b) Die aanvangs- en verstrykingsdatum van enige tydperk van oplopende vakansieverlof wat aan sodanige beampte toegestaan word, moet, behalwe waar anders deur die Sekretaris goedgekeur, saamval met onderskeidelik die eerste en die laaste dag van 'n skoolkwartaal, en die totale onafgebroke tydperk van oplopende vakansieverlof mag nie oor meer as twee skoolkwartale strek nie. Hierdie beperking is van toepassing ongeag of enige gedeelte van die verlof met halfbesoldiging toegestaan is, al dan nie; met dien verstande dat die Sekretaris 'n kort redelike verlenging van verlof kan toestaan aan 'n beampte wat deur oorsake waaroor hy geen beheer het nie, verhinder word om hom vir diens aan te meld, mits hy nog voldoende verlof tegoed het. Waar sodanige beampte nie voldoende verlof het om die verlangde verlenging te dek nie, word enige tydperk van verlof wat toegestaan word bo wat hy tegoed het, as verlof sonder besoldiging aangeteken.

(7) In die geval van 'n beampte of werknemer op wie die verlofvoorregte van groepe C, D, E of F van subregulasie (1) van regulasie 6 van toepassing is, moet onafgebroke afwesigheid met oplopende vakansieverlof hoogstens 184 dae wees, en hierdie beperking is van toepassing ongeag of enige gedeelte van die oplopende vakansieverlof met halfbesoldiging toegestaan word, al dan nie; met dien verstande dat die Sekretaris 'n kort redelike verlenging kan toestaan aan sodanige beampte of werknemer wat deur oorsake waaroor hy geen beheer het nie, verhinder word om hom vir diens aan te meld, mits hy nog voldoende oplopende vakansieverlof tegoed het. Waar sodanige beampte of werknemer nie voldoende oplopende vakansieverlof tegoed het om die verlangde verlenging te dek nie, word enige tydperk van verlof wat toegestaan word bo wat hy tegoed het, as vakansieverlof sonder besoldiging aangeteken. Vir die doel van hierdie subregulasie word oplopende vakansieverlof wat kragtens subregulasie (6) van regulasie 12 toegestaan is, buite rekening gelaat.

(8) Oplopende vakansieverlof toegestaan vir 'n langer onafgebroke tydperk as 60 dae kan ten opsigte van die gedeelte daarvan bo 60 dae omgesit word in oplopende vakansieverlof met halfbesoldiging vir 'n tydperk gelykstaande met tweekeer sodanige gedeelte bo 60 dae.

(9) Ondanks andersluidende bepalings van hierdie regulasies kan aan 'n beampte of werknemer oplopende vakansieverlof vir 'n tydperk van hoogstens twaalf maande of, in die geval van 'n lid van die doserende personeel, vier skoolkwartale vir studiedoeleindes wat deur die Sekretaris goedgekeur is, toegestaan word.

(10) Die prinsipaal en vise-prinsipaal van 'n nywerheid- of verbeteringskool mag nie op dieselfde tydperk met verlof van die skool afwesig wees nie, behalwe onder omstandighede wat deur die Sekretaris goedgekeur word.

forthwith. Except on the recommendation of the Commission the previous service, in respect of which the leave credit is carried forward, shall not count as service for leave purposes.

(4) Where any officer or employee has been employed on the staff of a school for any period prior to the date on which these regulations are made applicable to that school and his leave privileges during such period are not governed by any act, ordinance or regulation, the facts of the case shall be reported to the Public Service Commission and the officer may be granted such leave credit in respect of his past service as the Commission may recommend.

(5) When an officer or employee passes from one leave group to another the accumulative vacation leave which has accrued to him in the previous group shall be retained by him unless the provisions of sub-regulation (6) of regulation 6 are applicable to him.

(6) (a) Accumulative vacation leave shall not be taken by an officer who is admitted to the leave privileges of Group A of sub-regulation (1) of regulation 6, for less than one full school term and until such period shall have accrued and be available; provided that the Secretary may in his discretion authorise an officer to take such accumulative vacation leave as may have accrued to him or a portion thereof at any time.

(b) The date of commencement and date of termination of any period of accumulative vacation leave granted to such officer shall, except where otherwise approved by the Secretary, coincide with the commencement and termination respectively of a school term and the total continuous period of accumulative vacation leave shall not at any time extend over more than two school terms. This limitation shall apply whether or not any portion of the leave is granted on half pay; provided that the Secretary may authorise an extension of leave for a short reasonable period to such officer who is prevented from reporting for duty from causes not within his own control, subject to his having sufficient leave to his credit. Where such officer has not sufficient leave to his credit to cover the extension desired, any period of leave that may be granted in excess of the leave credit shall be recorded as leave without pay.

(7) In the case of an officer or employee admitted to the leave privileges of Groups C, D, E or F of sub-regulation (1) of regulation 6, continuous absence on accumulative vacation leave shall not exceed a period of 184 days and this limitation shall apply whether or not any portion of the accumulative vacation leave is granted on half-pay; provided that the Secretary may authorise an extension for a short reasonable period to such officer or employee who is prevented from reporting for duty from causes not within his own control, subject to his having sufficient accumulative vacation leave to his credit. Where such officer or employee has not sufficient leave to his credit to cover the extension desired any period of leave that may be granted in excess of the leave credit shall be recorded as vacation leave without pay. For the purpose of this sub-regulation no account shall be taken of vacation leave granted in terms of sub-regulation (6) of regulation 12.

(8) Accumulative vacation leave granted for a longer continuous period than 60 days may, in respect of the residue thereof over and above 60 days, be converted into accumulative vacation leave on half pay for a period equivalent to twice the amount of such residue.

(9) Notwithstanding anything to the contrary contained in these regulations, an officer or employee may be granted accumulative vacation leave for a period not exceeding 12 months or in the case of a member of the teaching staff, four school terms for study purposes approved by the Secretary.

(10) The principal and vice-principal of an industrial school or of a reformatory shall not, except under circumstances approved by the Secretary, be allowed to be away from the school on leave at the same time.

ALGEMENE BEPALINGS.—SIEKTEVERLOF.

12. (1) Siekteverlof val toe aan 'n beampte of werknemer op die eerste dag van die tydkring van drie jaar en met ingang van daardie dag kan die volle kwota van die tydkring aan hom toegestaan word mits daar aan die ander bepalings van hierdie regulasies voldoen word; met dien verstande dat daar aan geen beampte of werknemer siekteverlof met volle of halfbesoldiging toegestaan mag word nie voordat hy dertig dae diens, wat tel as diens vir verlofdoeleindes, voltooi het en dan slegs ten opsigte van afwesigheid na die voltooiing van sodanige diens.

(2) 'n Siekteverloftydkring begin op die eerste dag van 'n beampte of werknemer se diens ten opsigte waarvan hy vir verlofdoeleindes onder hierdie regulasies ressorteer; met dien verstande dat die inwerkingtreding van hierdie regulasies nie 'n onverstreke driejarige tydkring wat kragtens die ou regulasies op sodanige beampte of werknemer van toepassing was, moet onderbreek nie.

(3) As 'n beampte of werknemer gedurende 'n tydkring sonder onderbreking van diens—

(i) oorgaan na 'n groep waarin die siekteverlofvergunning minder gunstig is as dié wat voorheen op hom van toepassing was, behou hy vir die duur van die betrokke tydkring die siekteverlofvoorreg wat vroeër op hom van toepassing was; of

(ii) oorgaan na 'n groep waar die siekteverlofvergunning gunstiger is as voorheen, ontvang hy onmiddellik die siekteverlofvergunning van die nuwe groep,

min enige besoldigde siekteverlof wat hy reeds gedurende die betrokke tydkring gebruik het.

(4) Ongebruikte siekteverlof wat vir 'n bepaalde tydkring voorgeskryf is, verval aan die einde van die betrokke tydkring en kan nie na die volgende tydkring oorgedra word nie.

(5) (a) As die maksimum hoeveelheid siekteverlof waarvoor in hierdie regulasie voorsiening gemaak word aan 'n beampte of werknemer toegestaan is en hy is nog om gesondheidsredes nie in staat om sy pligte te hervat nie, kan die Sekretaris, as 'n bevredigende sertifikaat van 'n geregistreerde geneesheer aan hom voorgelê word en as hy oortuig is dat die beampte of werknemer op die bepaalde tydperk nie permanent ongeskik is om sy normale pligte te hervat nie, na goeë dunde verdere siekteverlof met halfbesoldiging van hoogstens 92 dae in enige besondere tydkring aan die beampte of werknemer toestaan. Hierdie verlof kan toegestaan word ongeag of die beampte of werknemer oplopende vakansieverlof te goed het, al dan nie, en kan ten opsigte van afsonderlike tydperke van afwesigheid toegestaan word.

(b) As die beampte of werknemer, nadat hierdie by komende siekteverlof toegestaan is, nog nie in staat is om sy pligte te hervat nie, mag geen verdere verlof onder enigen van die hoofde in subregulasie (1) van regulasie 5 genoem, ten opsigte van die betrokke afwesigheid aan hom toegestaan word nie behalwe op aanbeveling van die Kommissie.

(6) Aan 'n beampte of werknemer kan, op sy skriftelike aansoek, enige oplopende vakansieverlof wat hy te goed het, toegestaan word in plaas van siekteverlof met halfbesoldiging of siekteverlof sonder besoldiging; met dien verstande dat as genoemde oplopende vakansieverlof aan hom toegestaan is en hy ten opsigte daarvan besoldiging ontvang het, sodanige verlof nie weer in siekteverlof met halfbesoldiging of sonder besoldiging omgesit kan word nie.

(7) As 'n beampte of werknemer aan wie oplopende vakansieverlof toegestaan is, siek word nadat hy reeds sy diens verlaat het om met oplopende vakansieverlof te gaan, kan daardie gedeelte van oplopende vakansieverlof waartydens hy siek was in siekteverlof omgesit word as die beampte of werknemer aan die Sekretaris 'n sertifikaat van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts as subregulasie (6) van regulasie 13 op hom van toepassing is) voorlê wat aan die vereistes in regulasie 13 gestel, voldoen en waarin gesertifiseer word dat hy weens sy siekte gedurende die betrokke tydperk binnenshuis gebly het en

GENERAL PROVISIONS—SICK LEAVE.

12. (1) Sick leave accrues to an officer or employee on the first day of the cycle of three years and with effect from that day the full provision of the cycle may be granted to him if the other provisions of these regulations are complied with; provided that no officer or employee may be granted sick leave with full or half pay until he has completed 30 days' service which counts as service for leave purposes and then only in respect of absences subsequent to the completion of such service.

(2) A sick leave cycle shall commence on the first day of an officer's or employee's service in respect of which he comes under these regulations for leave purposes; provided that the coming into operation of these regulations shall not interrupt any unexpired three-year cycle which was applicable to such officer or employee in terms of the old regulations.

(3) If an officer or employee, during a cycle and without a break in service—

(i) passes to a group in which the sick leave provision is less favourable than that formerly applicable to him, he shall, for the duration of the relative cycle, retain the sick leave privilege formerly applicable to him; or

(ii) passes to a group in which the sick leave provision is more favourable than previously, he shall immediately acquire the sick leave provision of the new group

less any paid sick leave already taken by him during the relative cycle.

(4) Unused sick leave prescribed for a particular cycle shall lapse at the end of that cycle and may not be carried forward to the next cycle.

(5) (a) If an officer or employee, who has been granted the maximum amount of sick leave provided for in these regulations is not yet able for health reasons, to resume his duties, the Secretary, on the submission to him of a satisfactory certificate by a registered medical practitioner and if he is satisfied that the officer or employee at that particular time is not permanently unfit to resume his normal duties, may, in his discretion, grant the officer or employee further sick leave with half pay not exceeding 92 days in any one cycle. This grant may be made irrespective of whether the officer or employee has accumulative vacation leave to his credit and may be made in respect of separate periods of absence.

(b) If, after the grant to the officer or employee of this additional sick leave, he is not yet capable of resuming his duties, he shall not be granted further leave under any of the heads mentioned in sub-regulation (1) of regulation 5 in respect of the absence concerned, except on the recommendation of the Commission.

(6) An officer or employee may, on his written application, be granted any accumulative vacation leave which he may have to his credit in lieu of sick leave with half pay or without pay; provided that once the accumulative vacation leave referred to has been granted to him and he has received payment in respect thereof such leave may not be reconverted into sick leave with half pay or without pay.

(7) In the event of an officer or employee, to whom accumulative vacation leave has been granted becoming ill after he has left his duties to proceed on accumulative vacation leave, that period of accumulative vacation leave during which he was indisposed, may be converted into sick leave on the production by the officer or employee to the Secretary of a certificate by a registered medical practitioner [or a registered dentist if sub-regulation (6) of regulation 13 is applicable to him] which complies with the requirements stipulated in regulation 13 and in which is certified that he was, as a result of the illness, confined indoors during the period concerned and

mits die nodige siekteverlof kragtens die regulasies beskikbaar is. Oplopende vakansieverlof waartydens 'n beampte of werknemer nie binnenshuis gebly het nie en vakansieverlof sonder besoldiging mag nie in siekteverlof omgesit word nie.

(8) Niks in hierdie regulasies vervat, verhinder dat 'n beampte afgedank kan word op grond van swak gesondheid voordat die maksimum of enige tydperk van siekteverlof toegestaan is nie.

TOESTAAN VAN SIEKTEVERLOF.

13. (1) Siekteverlof word alleen toegestaan ten opsigte van 'n beampte of werknemer se afwesigheid van diens weens siekte, ongesteldheid of besering wat nie te wyte is aan sy wangedrag of versuim om behoorlike voorsorg te tref nie.

(2) Ten opsigte van senuwee-aandoenings, slaaploosheid, swakte en dergelike vaag omskrewe siekte of ongesteldheid word siekteverlof toegestaan slegs as die Sekretaris oortuig is dat die applikant se gesondheidstoestand—

- (i) hom ongeskik maak vir sy werk; en
- (ii) nie voortvloei uit sy versuim om van oplopende of nie-oplopende vakansieverlof gebruik te maak nie.

(3) Van 'n beampte of werknemer kan te eniger tyd vereis word dat hy hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneesheer deur die Sekretaris aangewys. Die koste verbonde aan so 'n ondersoek word deur die administrasie van die skool gedra.

(4) As 'n beampte of werknemer van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae kan siekteverlof aan hom toegestaan word slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts as subregulasie (6) op hom van toepassing is) wat duidelik die aard van die siekte omskryf, wat verklaar dat hy nie in staat is om sy ampspligte waar te neem nie en wat die tydperk wat nodig is vir sy herstel aandui, by die Sekretaris indien; met dien verstande dat die Sekretaris na goedgeken kan eis dat 'n dergelike sertifikaat ten opsigte van tydperke van drie dae of minder ingedien word; ook met dien verstande dat indien die Sekretaris daarvan oortuig is dat die beampte of werknemer se afwesigheid *bona fide* aan siekte te wyte is en dat daar goeie redes bestaan waarom 'n geneeskundige sertifikaat nie ingedien word nie, hy die beampte of werknemer van die indiening van die sertifikaat kan vrystel ten opsigte van hoogstens 14 dae siekteverlof. Sodanige vrystelling moet op die verlofaansoek geïndosseer word.

(5) Siekteverlof ten opsigte waarvan 'n sertifikaat, soos in subregulasie (4) omskryf, nie ingedien is nie, kan slegs toegestaan word vir altesaam 10 dae gedurende enige kalenderjaar; enige verdere afwesigheid moet gedek word deur die toestaan van oplopende vakansieverlof en as die beampte of werknemer geen oplopende vakansieverlof te goet het nie, van vakansieverlof sonder besoldiging. Die bepaling van hierdie subregulasie is nie van toepassing op tydperke van afwesigheid ten opsigte waarvan vrystelling kragtens subregulasie (4) verleen is nie en sodanige tydperke word ook nie ingereken by die vasstelling van die 10 dae nie.

(6) As 'n beampte of werknemer se afwesigheid te wyte is aan 'n tandverswering, 'n kakebeenbreuk, akute Vincent-besmetting van die mond of komplikasies wat voortvloei uit die trek van tande soos beenmurgontsteking, beenontsteking en sekondêre bloeiing kan 'n sertifikaat, soos in subregulasie (4) omskryf en deur 'n geregistreerde tandarts uitgereik, vir die doel van daardie paragraaf aangeneem word. 'n Dergelike sertifikaat deur 'n geregistreerde tandarts uitgereik ten opsigte van ander ongesteldhede kan alleen met die instemming van die Sekretaris van Gesondheid aangeneem word. Ongeag die bepaling van hierdie paragraaf kan die Sekretaris vereis dat 'n sertifikaat van 'n geregistreerde geneesheer ingedien word voordat hy siekteverlof toestaan.

(7) Ondanks die indiening van 'n sertifikaat, soos in subregulasies (4) en (6) omskryf, kan die Sekretaris na goeddunke weier om siekteverlof met besoldiging toe te staan ten opsigte van enige afwesigheid van diens waarop die

provided the necessary sick leave is available in terms of the regulations. Accumulative vacation leave during which an officer or employee was not confined indoors and vacation leave without pay may not be converted into sick leave.

(8) Nothing in these regulations contained shall preclude the retirement of an officer on the ground of ill-health before the maximum or any period of sick leave has been granted.

GRANT OF SICK LEAVE.

13. (1) Sick leave shall be granted only in respect of the absence from duty of an officer or employee owing to an illness, indisposition or injury not due to his misconduct or failure to take reasonable precautions.

(2) Sick leave may only be granted in respect of nervous complaints, insomnia, debility and similar ill-defined illness or indisposition if the Secretary is convinced that the applicant's health condition—

- (i) incapacitates him from duty; and
- (ii) does not arise from his failure to take accumulative or non-accumulative vacation leave.

(3) An officer or employee may at any time be required to submit to an examination by one or more registered medical practitioners nominated by the Secretary. The expenditure connected with such examination shall be borne by the administration of the school.

(4) If an officer or employee is absent from duty for a continuous period of more than three days he may be granted sick leave only if he furnishes the Secretary with a certificate by a registered medical practitioner [or a registered dentist if sub-regulation (6) is applicable to him] which clearly describes the nature of the illness, which states that he is not capable of performing his official duties and in which is indicated the period necessary for his recuperation; provided that the Secretary, in his discretion, may require the submission of a similar certificate in respect of periods of three days or less; provided further that if the Secretary is convinced that the absence of the officer or employee is *bona fide* due to illness and that there are good reasons for the non-production of a medical certificate he may waive the requirement of a medical certificate in respect of sick leave not exceeding 14 days. Such exemption shall be endorsed on the leave application.

(5) Sick leave, in respect of which a certificate as defined in sub-regulation (4) is not submitted, may be granted only for an aggregate of 10 days during any calendar year; any further absences shall be covered by the grant of accumulative vacation leave and, if the officer or employee has no accumulative vacation leave to his credit, of vacation leave without pay. The provisions of this sub-regulation are not applicable to periods of absence in respect of which exemption in terms of sub-regulation (4) has been granted and neither are such periods taken into consideration in the determination of the 10 days.

(6) If an officer's or employee's absence is attributable to a dental abscess, a fracture of the jaw, acute Vincent infection of the mouth or complications following dental extractions such as osteomyelitis, osteitis and secondary haemorrhage, a certificate as defined in sub-regulation (4) and issued by a registered dentist may be accepted for the purpose of that paragraph. A similar certificate issued by a registered dentist in respect of other conditions may only be accepted with the concurrence of the Secretary for Health. Notwithstanding the provisions of this paragraph the Secretary may require that a certificate by a registered medical practitioner be submitted before sick leave is granted by him.

(7) Notwithstanding the submission of a certificate as defined in sub-regulations (4) and (6) the Secretary may, in his discretion, refuse to grant sick leave with pay in respect of any absence from duty to which the certificate

sertifikaat betrekking het en so 'n afwesigheid word as ongemagtig beskou en is aan die bepalings van subregulasie (3) van regulasie 5 onderworpe.

(8) In die geval van 'n huismoeder of assistent-huismoeder wat die vrou is van een van die lede van die personeel, kan verlof vir die doel van en voor en na 'n bevalling toegestaan word as siekteverlof binne die perke by hierdie regulasies voorgeskryf en op die voorwaardes wat die Sekretaris bepaal.

SPEZIALE SIEKTEVERLOF.

14. (1) Aan 'n beampte of werknemer wat van diens afwesig is weens 'n besering wat spruit uit 'n ongeval wat uit sy diens ontstaan en in die loop daarvan plaasvind of weens 'n siekte wat in die loop van en as gevolg van sy diens opgedoen is, kan spesiale siekteverlof met volle besoldiging toegestaan word vir die tydperk wat hy nie geskik is om sy normale pligte uit te voer nie, of, indien die geval binne die bestek van die Ongevalwet, 1941, soos gewysig, val, siekteverlof met besoldiging gelykstaande met die verskil tussen volle besoldiging en die skadeloosstelling wat kragtens daardie Wet aan hom betaalbaar is.

(2) Spesiale siekteverlof kragtens hierdie regulasie word nie toegestaan as die Sekretaris van oordeel is dat die ongeval aan die ernstige en opsetlike wangedrag van die beampte of werknemer toe te skryf is nie.

(3) Die bepalings van subregulasies (3), (4) en (6) van regulasie 13 is *mutatis mutandis* van toepassing op die toestaan van spesiale siekteverlof.

SPEZIALE VERLOF MET VOLLE BESOLDIGING.

15. (1) Spesiale verlof met volle besoldiging kan aan 'n beampte of werknemer toegestaan word—

- (a) wanneer hy enige eksamen van 'n erkende universiteit binne die Unie of enige ander eksamen wat die Sekretaris bepaal, aflê;
- (b) wanneer hy van diens afwesig is as gevolg van afsondering of isolasie ooreenkomstig geneeskundige voorskrifte waar hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoedelik opgedoen het: die toestaan van spesiale verlof kragtens hierdie paragraaf is onderworpe aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer wat die tydperk en oorsaak van afsondering aandui;
- (c) wanneer hy van diens afwesig is as gevolg van inhegtenisneming op 'n kriminele aanklag en hy later vrygespreek word of die aanklag teruggetrek word, vir die tydperk van aanhouding;
- (d) (i) wanneer hy as lid van die Aktiewe Burgermag kragtens die Zuid Afrika Verdedigings Wet, 1912, soos gewysig, of enige regulasie ingevolge daarvan uitgevaardig, onafgebroke of afgebroke opleiding moet ondergaan, behalwe wanneer hy onafgebroke opleiding kragtens artikel *ses bis* van die Zuid Afrika Verdedigings Wet Wijzigings Wet, 1922, ondergaan of voltydse diens kragtens artikel *negenien* van die Zuid Afrika Verdedigings Wet, 1912, soos gewysig, in plaas van vredestrydse opleiding verrig;
- (ii) wanneer hy as lid van die Aktiewe Burgermag, soos hierbo omskryf, vrywillig of as gevolg van enige spesiale ooreenkoms tussen hom en die Departement van Verdediging in verband met sy opleiding bo en behalwe enige opleiding wat hy ooreenkomstig genoemde Wet moet ondergaan, enige onafgebroke of afgebroke opleiding ondergaan of 'n instruksie- of bekwamingskursus bywoon, mits die bevelvoerder van die betrokke kommandement of Suid-Afrikaanse Lugmaggroep sertifiseer dat sodanige opleiding of kursus nodig is in die belang van die Unie-verdedigingsmag;
- (iii) wanneer hy as lid van 'n skietkommando kragtens regulasies uitgevaardig ingevolge die Zuid Afrika Verdedigings Wet, 1912, soos gewysig, 'n amptelike skietoefening moet bywoon, mits

relates, and such absence shall be regarded as unauthorised and subject to the provisions of sub-regulation (3) of regulation 5.

(8) In the case of a housemother or assistant housemother who is the wife of a member of the staff, leave for the purpose of, and prior to and after confinement, may be granted as sick leave within the limits prescribed by these regulations and upon such conditions as the Secretary may determine.

SPECIAL SICK LEAVE.

14. (1) An officer or employee who is absent from duty owing to an injury sustained in an accident arising out of and in the course of his duties or owing to a disease contracted in the course of and as a result of his duties, may be granted special sick leave with full pay for the period he is incapacitated for his normal duties, or, if the case falls within the scope of the Workmen's Compensation Act, 1941, as amended, sick leave with remuneration equal to the difference between full pay and the compensation payable to him in terms of that Act.

(2) Special sick leave in terms of this regulation shall not be granted if the Secretary is of opinion that the accident is attributable to the serious and wilful misconduct of the officer or employee.

(3) The provisions of sub-regulations (3), (4) and (6) of regulation 13 are applicable, *mutatis mutandis*, to the grant of special sick leave.

SPECIAL LEAVE WITH FULL PAY.

15. (1) Special leave with full pay may be granted to an officer or employee—

- (a) when he writes any examination of a recognised university within the Union, or any other examination which the Secretary may indicate;
- (b) when he is absent from duty as a result of segregation or isolation on medical instructions where he was in contact with a person who has contracted or is suspected of having contracted, an infectious or contagious disease; the grant of special leave under this paragraph is subject to the submission of a certificate of a registered medical practitioner indicating the period of and reason for isolation;
- (c) when he is absent from service as a result of his arrest on a criminal charge and he is subsequently acquitted or the charge withdrawn, for the period of detention;
- (d) (i) when, as a member of the Active Citizen Force, he is required, in terms of the South Africa Defence Act, 1912, as amended, or any regulation made thereunder, to undergo continuous or non-continuous training, except when he is undergoing continuous training in terms of section *six bis* of the South Africa Defence Act Amendment Act, 1922, or performing whole-time service in lieu of peacetime training in terms of section *nineteen* of the South Africa Defence Act, 1912, as amended;
- (ii) when, as a member of the Active Citizen Force as defined above, he voluntarily, or in pursuance of a special agreement between him and the Department of Defence relating to his training, undertakes any continuous or non-continuous training or attends an instructional or qualifying course over and above any training to which he is liable in terms of the said Act; provided the Officer Commanding the respective Command or South African Air Force Group certifies that such training or course is necessary in the interests of the Union Defence Forces;
- (iii) when, as a member of a Rifle Commando, he is required in terms of regulations made under the South Africa Defence Act, 1912, as amended, to attend an official musketry practice; provided that the relative Officer

die bevelvoerder van die betrokke kommandement sertifiseer dat bywoning van sodanige skietoefening in ooreenstemming met die bepalinge van voormelde regulasies is;

(iv) wanneer hy as lid van 'n skietkommando 'n instruksie- of bekwaamingskursus bywoon mits die bevelvoerder van die betrokke kommandement sertifiseer dat bywoning van sodanige kursus nodig is in die belang van die Unieverdedigingsmag;

(v) wanneer hy as lid van die Reserwe van Offisiere 'n herhalingskursus moet bywoon of herhalingsopleiding moet ondergaan ten einde sy bekwaamheid te handhaaf, mits die Stafhoof van die betrokke Landmag-, Lugmag- of Vloot- en Mariniersmag sertifiseer dat sodanige kursus of opleiding nodig is in die belang van die Unieverdedigingsmag;

(vi) wanneer hy as lid van enige deel van die Unieverdedigingsmag (behalwe as lid van die Aktiewe Burgermag wat onafgebroke opleiding kragtens artikel *ses bis* van die Zuid-Afrika Verdedigings Wet Wijzigings Wet, 1922, ondergaan of voltydse diens kragtens artikel *negen-tien* van die Zuid Afrika Verdedigings Wet, 1912, soos gewysig, in plaas van vredestrydse opleiding verrig) kragtens artikel *nege-ensewentig* van die Zuid Afrika Verdedigings Wet, 1912, soos gewysig, opgeroep word vir diens in verband met die voorkoming of onderdrukking van onluste in die Unie;

(e) wanneer hy as lid van die doserende personeel, enige onderwysklas of vakansiekursus vir onderwysers deur die Sekretaris goedgekeur bywoon;

(f) wat nie vir oplopende vakansieverlof kragtens hierdie regulasie in aanmerking kom nie, vir dringende private sake vir kort tydperke van hoogstens tien dae per kalenderjaar.

(2) Die bepalinge van paragraaf (d) van subregulasie (1) is van toepassing op werknemers wie se diensvoorwaardes in ooreenstemming met die bepalinge van nywerheids- en ander ooreenkomste vasgestel is.

(3) Spesiale verlof wat ooreenkomstig subregulasie (1) toegestaan word, kan enige tydperk wat werklik en noodsaaklikerwys in beslag geneem is deur reis vir doeleindes waarvoor die verlof toegestaan word, insluit.

OPLOPENDE VAKANSIE- EN SIEKTEVERLOF SONDER BESOLDIGING.—SKOOLVAKANSIES DEEL DAARVAN.

16. Wanneer 'n beampte of werknemer wat gewoonlik in aanmerking kom vir nie-oplopende vakansieverlof gedurende die skoolvakansies, tot en met die laaste dag van 'n skoolkwartaal met siekteverlof afwesig is en met ingang van die volgende skoolkwartaal met verlof gaan, word die tussenkomende skoolvakansie as nie-oplopende verlof beskou behalwe waar sodanige skoolvakansie voorafgegaan en gevolg word deur siekte- of oplopende vakansieverlof sonder besoldiging; in dié geval word die skoolvakansie as oplopende vakansie- of siekteverlof sonder besoldiging, na gelang van die geval, aangeteken.

VAKANSIEVERLOF SONDER BESOLDIGING.

17. (1) As daar gegronde redes daarvoor bestaan, kan die Sekretaris na goedgekeurde, maar behoudens die perke wat by paragraaf (b) van subregulasie (5) van regulasie 12 opgelê word, aan 'n beampte of werknemer wat geen vakansieverlof met besoldiging te goed het nie, vakansieverlof sonder besoldiging toestaan, maar vir hoogstens altesaam 184 dae in enige tydperk van agtien maande. In uitsonderlike gevalle kan die perke opgelê by hierdie regulasie op aanbeveling van die Kommissie opgehef word.

(2) Verlof sonder besoldiging met die oog op verdere studies wat die Sekretaris goedkeur, kan vir 'n tydperk van hoogstens twaalf maande, toegestaan word.

SIEKTEVERLOF SONDER BESOLDIGING.

18. As 'n beampte of werknemer sy besoldigde siekteverlof opgebruik het en die Sekretaris nie bereid of nie in staat is om bykomende siekteverlof met halfbesoldiging

Commanding the respective Command certifies that attendance at such musketry practice is in accordance with the provisions of the aforesaid regulations;

(iv) when, as a member of a Rifle Commando, he attends an instructional or qualifying course; provided that the relative Officer Commanding the respective Command certifies that the attendance at such course is necessary in the interests of the Union Defence Forces;

(v) when, as a member of the Reserve of Officers he is required to attend a refresher course or undergo refresher training in order to maintain his proficiency; provided that the relative Army, Air or Naval and Marine Chief of Staff certifies that such course or training is necessary in the interests of the Union Defence Forces;

(vi) when, as a member of any portion of the Union Defence Forces (except a member of the Active Citizen Force who is undergoing continuous training in terms of section *six bis* of the South Africa Defence Act Amendment Act, 1922, or performing whole-time service in lieu of peace-time training in terms of section *nineteen* of the South Africa Defence Act, 1912, as amended), he is called out in terms of section *seventy-nine* of the South Africa Defence Act, 1912, as amended, for service in the prevention or suppression of disorder in the Union;

(e) when as a member of the teaching staff, he attends any class of instruction or vacation course for teachers approved by the Secretary;

(f) who does not qualify for accumulative vacation leave in terms of these regulations, for the purpose of urgent private affairs for short periods not exceeding 10 days during a calendar year.

(2) The provisions of paragraph (d) of sub-regulation (1) are applicable to employees whose service conditions have been determined in accordance with the provisions of industrial and other agreements.

(3) Special leave granted in terms of sub-regulation (1) may include any period actually and necessarily occupied in travelling for the purpose for which the leave is granted.

ACCUMULATIVE VACATION AND SICK LEAVE WITHOUT PAY: SCHOOL HOLIDAYS FORMING PART OF.

16. When an officer or employee, who is ordinarily eligible for non-accumulative vacation leave during the school holidays, is absent on sick leave up to and including the last day of a school term and proceeds on leave as from the first day of the next succeeding school term, the period of the school holiday intervening shall rank as non-accumulative leave unless such school holidays are preceded and succeeded by sick or accumulative vacation leave without pay, in which case the school holidays will be recorded as accumulative vacation or sick leave without pay as the case may be.

VACATION LEAVE WITHOUT PAY.

17. (1) If sound reasons exist, the Secretary may, in his discretion but subject to the limits imposed by paragraph (b) of sub-regulation (5) of regulation 12, grant an officer or employee, who has no vacation leave with pay to his credit, vacation leave without pay but not exceeding 184 days in the aggregate in any period of eighteen months. In exceptional cases the limitation prescribed by this regulation may be waived on the recommendation of the Commission.

(2) Leave without pay for the purpose of such further study as the Secretary may approve may be granted for a period not exceeding 12 months.

SICK LEAVE WITHOUT PAY.

18. If an officer or employee has utilised his paid sick leave and the Secretary is not prepared or not in a position to grant him additional sick leave with half pay in terms

kragtens subregulasie (5) van regulasie 12. aan hom toe te staan nie, en ondanks die bepalings van subregulasie (6) van regulasie 12 kan siekteverlof sonder besoldiging aan hom toegestaan word vir 'n tydperk van hoogstens 92 dae as hy 'n bevredigende geneeskundige sertifikaat aan die Sekretaris voorlê. Die bestaan van enige siekteverlof sonder besoldiging aan so 'n beampete of werknemer bo en behalwe dié waarvoor daar in hierdie regulasie voorsiening gemaak word, is onderworpe aan die aanbeveling van die Kommissie.

VERLOF SONDER BESOLDIGING WAT VIR SALARISVERHOOGINGSDOELEINDES TEL.

19. (1) Vakansieverlof sonder besoldiging van hoogstens 30 dae in 'n kalenderjaar en siekteverlof sonder besoldiging van hoogstens 120 dae in 'n beampete of werknemer se siekteverloftydkring tel vir die doel van verlofaanwas; as die verlof sonder besoldiging die getal dae hierin vermeld oorskry, word die verlofkwota wat kragtens regulasie 6 op hom van toepassing is, verminder in verhouding tot die betrokke oorskryding teen een jaar in die geval van oplopende vakansieverlof en teen drie jaar in die geval van siekteverlof. In die geval van siekteverlof moet die vermindering afgetrek word van die siekteverlofkwota van die tydkring waarin die verlof sonder besoldiging geneem word, of as die beskikbare siekteverlof van die betrokke tydkring reeds gebruik is, van die kwota vir die eersvolgende tydkring.

(2) Oplopende vakansieverlof wat kragtens subregulasie (1) aanwas gedurende 'n tydperk van vakansieverlof sonder besoldiging of siekteverlof sonder besoldiging of albei, mag nie aan 'n beampete of werknemer toegestaan word nie voordat hy na sy afwesigheid met vakansie- of siekteverlof sonder besoldiging weer sy dienste hervat het.

(3) Vakansieverlof sonder besoldiging en siekteverlof sonder besoldiging tel as diens vir die doel van die indeling van 'n beampete of werknemer by 'n verlofgroep kragtens regulasie 6.

VERLOF SONDER BESOLDIGING WAT VIR SALARISVERHOOGINGSDOELEINDES TEL.

20. (1) Afwesigheid met vakansie- en siekteverlof sonder besoldiging wat altesaam gelyk is aan die getal dae hieronder aangedui en wat bereken is vanaf die datum van die vorige salarisverhoging, tel vir salarisverhogingsdoeleinDES:—

(a) waar salarisverhogings op 'n jaarlikse basis geskied—

vakansieverlof sonder besoldiging: 30 dae;
siekteverlof sonder besoldiging: 120 dae;

(b) waar salarisverhogings op 'n halfjaarlikse basis geskied—

vakansieverlof sonder besoldiging: 15 dae;
siekteverlof sonder besoldiging: 60 dae;

(c) waar salarisverhogings op 'n kwartaallike basis geskied—

vakansieverlof sonder besoldiging: 7 dae;
siekteverlof sonder besoldiging: 30 dae.

Alle afwesigheid met verlof sonder besoldiging bo die getalle dae hierbo vermeld het die gevolg dat 'n beampete of werknemer se volgende salarisverhoging met 'n gelyke aantal dae uitgestel word, en die datum waarop hierdie verhoging toegestaan word, bepaal die nuwe salarisverhogingsdatum.

(2) Met inagneming van die bepalings van subregulasie (1) kan 'n nuwe verhogingsdatum binne 'n tydperk van verlof sonder besoldiging vasgestel word, maar die voordeel van die verlof sonder besoldiging wat tel vir salarisverhogingsdoeleinDES vervat in subregulasie (1), kan net eenmaal toegepas word ten opsigte van 'n aaneenlopende tydperk van verlof sonder besoldiging (siekteverlof sowel as oplopende vakansieverlof) wat oor meer as een verhogingsjaar strek.

BESOLDIGDE VERLOF TEL VIR SALARISVERHOOGINGS- EN VERLOFDOELEINDES.

21. Alle verlof, van watter aard ook al, ten opsigte waarvan 'n beampete of werknemer volle of gedeeltelike besoldiging ontvang, tel vir salarisverhogings- en verlofdoeleinDES.

of sub-regulation (5) of regulation 12, and notwithstanding the provisions of sub-regulation (6) of regulation 12, he may be granted sick leave without pay for a period not exceeding 92 days, upon the submission by him to the Secretary of a satisfactory medical certificate. The grant to such officer or employee of any sick leave without pay over and above that provided for in this regulation, shall be subject to the Commission's recommendation.

LEAVE WITHOUT PAY WHICH COUNTS FOR LEAVE PURPOSES.

19. (1) Vacation leave without pay not exceeding 30 days in a calendar year and sick leave without pay not exceeding 120 days in an officer's or employee's sick leave cycle shall count for the purpose of leave accrual; if the leave without pay exceeds the number of days mentioned herein, the leave provision applicable to him in terms of regulation 6, shall be reduced in proportion to the relative excess against one year in the case of accumulative vacation leave and against three years in the case of sick leave. In the case of sick leave the reduction shall be made from the sick leave provision of the cycle in which the leave without pay is taken, or, if the available sick leave for the relative cycle has already been taken, from the provision for the next succeeding cycle.

(2) Accumulative vacation leave which in terms of sub-regulation (1) accrues during a period of vacation leave without pay or sick leave without pay, or both, may not be granted to an officer or employee until he has resumed his duties after his absence with vacation or sick leave without pay.

(3) Vacation leave without pay and sick leave without pay shall count as service for the purpose of determining an officer's or employee's leave group under regulation 6.

LEAVE WITHOUT PAY WHICH COUNTS FOR PURPOSE OF SALARY INCREMENTS.

20. (1) Absences on vacation and sick leave without pay amounting in the aggregate to the number of days indicated hereunder and reckoned from the date of the previous salary increment, shall count for the purpose of salary increments—

(a) where salary increments are effected on an annual basis—

vacation leave without pay: 30 days,
sick leave without pay: 120 days;

(b) where salary increments are effected on a half-yearly basis—

vacation leave without pay: 15 days,
sick leave without pay: 60 days;

(c) where salary increments are effected on a quarterly basis—

vacation leave without pay: 7 days,
sick leave without pay: 30 days.

All absences on leave without pay in excess of the numbers of days mentioned above shall have the effect that an officer's or employee's next salary increment shall be postponed by an equal number of days and the date on which this increment is granted shall determine the new incremental date.

(2) With due regard to the provisions of sub-regulation (1) a new incremental date may be determined within a period of leave without pay but the benefit of the leave without pay, which counts for the purpose of salary increments contained in sub-regulation (1), may be applied once only in respect of a continuous period of leave without pay (sick leave as well as accumulative vacation leave) extending over more than one incremental year.

PAID LEAVE COUNTS FOR PURPOSES OF SALARY INCREMENTS AND LEAVE.

21. All kinds of leave, in respect of which an officer or employee receives full or part pay shall count for purposes of salary increments and leave.

BUITENGEWONE GEVALLE.

22. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van hierdie deel regverdig, kan die Sekretaris aan 'n beampte of werknemer of klasse beamptes of werknemers verlof toestaan op die voorwaardes wat die Kommissie aanbeveel. Die Sekretaris kan ook, op aanbeveling van die Kommissie, spesiale verlofvoorregte vir 'n beampte of werknemer of klasse beamptes of werknemers voorskryf, asook verlofaangeleenthede wat nie deur hierdie regulasies gedek word nie of wat 'n afwyking van die bepalings van die regulasies meebring, bepaal.

DEEL VIII.

VERBLYFKOSTE, AMPTELIKE REISE EN VERVOER, VERPLASINGSKOSTE EN VERVOERFASILITEITE BY DIENSBEËINDIGING EN DIE DOOD.

TARIEWE VAN VERBLYFTOELAE.

1. (1) Behoudens die bepalings van regulasie 2 en behalwe waar in hierdie regulasies ander spesiale voorsiening gemaak word, of tensy herberg of verblyftoelae van departementsweë op 'n ander manier verskaf of betaal word, of waar 'n beampte of werknemer tydens sy afwesigheid van sy hoofkwartier in 'n staatsinrigting tuisgaan, kan aan 'n beampte of werknemer wat vir 'n tydperk van 24 uur of langer noodwendig van sy hoofkwartier in amptelike diens in die Unie van Suid-Afrika afwesig is, insluitende die reistyd en ongeag die aard van die vervoermiddel, verblyftoelae teen onderstaande tariewe betaal word:—

(a) In die geval van 'n blanke beampte of werknemer—

(i) as sy salaris of loon meer as £1,500 per jaar bedra: Hoogstens 15s. per dag;

(ii) as sy salaris of loon meer as £858 maar hoogstens £1,500 per jaar bedra: Hoogstens 12s. 6d. per dag;

(iii) as sy salaris of loon meer as £540 maar hoogstens £858 per jaar bedra: Hoogstens 10s. per dag;

(iv) as sy salaris of loon £540 per jaar of minder bedra: Hoogstens 7s. 6d. per dag.

(b) In die geval van 'n nie-blanke beampte: Hoogstens 7s. 6d. per dag.

(c) In die geval van 'n nie-blanke werknemer: Hoogstens 4s. per dag.

(2) Behoudens die bepalings van regulasie 2 en benevens die verblyftoelae wat in subregulasie (1) vermeld word, kan aan 'n blanke beampte of werknemer wat vir 'n tydperk van 24 uur of langer noodsaaklikerwys in amptelike diens van sy hoofkwartier afwesig is, 'n addisionele verblyftoelae van hoogstens 5s. betaal word ten opsigte van elke nag waarvoor hy in die Unie van Suid-Afrika slaapplek huur of beddegoed op 'n trein huur.

(3) Behalwe waar in hierdie deel van die regulasies ander spesiale voorsiening gemaak word, of tensy herberg of verblyftoelae van departementsweë op 'n ander manier verskaf of betaal word, kan aan 'n beampte of werknemer wat vir 'n tydperk van minder as 24 uur in die Unie van Suid-Afrika noodsaaklikerwys in amptelike diens van sy hoofkwartier afwesig is, redelike uitgawes terugbetaal word wat hy werklik en noodsaaklikerwys aan herberg aangaan en wat—

(i) 'n volle dag se verblyftoelae [uitgesonderd die addisionele verblyftoelae wat in subregulasie (2) vermeld word], nie te bowe gaan nie, indien die betrokke tydperk nie 'n nag insluit waarvoor die beampte of werknemer slaapplek huur of beddegoed op 'n trein huur nie;

(ii) 'n volle dag se verblyftoelae plus, in die geval van 'n blanke, die volle addisionele verblyftoelae wat in subregulasie (2) vermeld word, nie te bowe gaan nie, indien die betrokke tydperk 'n nag insluit waarvoor die beampte of werknemer slaapplek huur of beddegoed op 'n trein huur.

EXCEPTIONAL CASES.

22. In the event of circumstances arising which justify a departure from the provisions of this part, the Secretary may grant leave to an officer or employee or classes of officers or employees on such conditions as the Commission may recommend. The Secretary may also, on the recommendation of the Commission, prescribe special leave privileges for an officer or employee or classes of officers or employees and determine leave matters not covered by these regulations or which constitute a departure from the provisions of the regulations.

PART VIII.

SUBSISTENCE EXPENDITURE, OFFICIAL TRAVELLING AND TRANSPORT, TRANSFER EXPENDITURE AND TRANSPORT FACILITIES ON TERMINATION OF SERVICES AND DEATH.

RATES OF SUBSISTENCE ALLOWANCE.

1. (1) Subject to the provisions of regulation 2 and save where other special provision is made in these regulations, or unless accommodation or subsistence allowance is otherwise provided or paid by the Department or where an officer or employee during his absence from his headquarters stays at a Government institution, an officer or employee who is necessarily absent from his headquarters for a period of 24 hours or longer on official duty in the Union of South Africa, including travelling time and irrespective of the mode of conveyance, may be paid subsistence allowance at the following rates:—

(a) In the case of a European officer or employee—

(i) when his salary or wage exceeds £1,500 per annum: Not exceeding 15s. per day;

(ii) when his salary or wage exceeds £858 per annum but does not exceed £1,500 per annum: Not exceeding 12s. 6d. per day;

(iii) when his salary or wage exceeds £540 per annum but does not exceed £858 per annum: Not exceeding 10s. per day;

(iv) when his salary or wage amounts to £540 per annum or less: Not exceeding 7s. 6d. per day.

(b) In the case of a non-European officer: Not exceeding 7s. 6d. per day.

(c) In the case of a non-European employee: Not exceeding 4s. per day.

(2) Subject to the provisions of regulation 2 and in addition to the subsistence allowance mentioned in sub-regulation (1), a European officer or employee who is necessarily absent from his headquarters on official duty for a period of 24 hours or longer, may be paid an additional subsistence allowance not exceeding 5s. in respect of every night during which he hires sleeping accommodation or hires bedding on a train, in the Union of South Africa.

(3) Save where other special provision is made in this part of the regulations or except where accommodation or subsistence allowance is otherwise provided or paid by the Government an officer or employee who is necessarily absent from his headquarters for a period of less than 24 hours on official duty in the Union of South Africa, may be reimbursed reasonable expenditure actually and necessarily incurred by him on accommodation, and which—

(i) does not exceed a full day's subsistence allowance [excluding the additional subsistence allowance mentioned in sub-regulation (2)] if the relative period does not include a night during which the officer or employee hires sleeping accommodation or hires bedding on a train;

(ii) does not exceed a full day's subsistence allowance plus, in the case of a European, the full additional subsistence allowance mentioned in sub-regulation (2), if the relative period includes a night during which the officer or employee hires sleeping accommodation or hires bedding on a train.

(4) Aan 'n beampte of werknemer wat in amptelike diens buite die Unie van Suid-Afrika afwesig is, kan verblyftoelae betaal word of uitgawes aan herberg terugbetaal word teen tariewe en volgens voorskrifte wat deur die Sekretaris, in oorleg met die Tesourie, op aanbeveling van die Kommissie, goedgekeur word.

TYDPERKE WAARVOOR VERBLYFTOELAE BETAAL KAN WORD.

2. (1) Behalwe waar in hierdie deel van die regulasies ander spesiale voorsiening gemaak word, kan die verblyftoelae en, in die geval van 'n blanke, die addisionele verblyftoelae wat in regulasie 1 voorgeskryf is, aan 'n beampte of werknemer betaal word gedurende tydperke van afwesigheid van sy hoofkwartier, maar vir 'n aaneenlopende tydperk van hoogstens 180 dae in dieselfde stad of plek. Die tydsduur van 'n beampte of werknemer se reis na en van sy bestemming word nie by die berekening van die tydperk van 180 dae in aanmerking geneem nie, en vir die doeleindes van hierdie paragraaf word daar nie beskou dat die aaneenlopendheid van 'n tydperk van verblyf in dieselfde stad of plek deur 'n afwesigheid, om watter rede ook al, van minder as een maand onderbreek word nie.

(2) Vir elke volle uur van afwesigheid bo 24 uur kan aan 'n beampte of werknemer een vier-en-twintigste van die daaglikse tarief [uitgesonderd die addisionele verblyftoelae wat in paragraaf (2) van regulasie 1 genoem word] betaal word; indien hierdie tydperk van afwesigheid 'n nag insluit waarvoor die beampte of werknemer slaapplek huur of beddegoed op 'n trein huur, kan die volle addisionele verblyftoelae wat in paragraaf (2) van regulasie 1 voorgeskryf word, in die geval van 'n blanke betaal word.

(3) Aan 'n beampte of werknemer wat in die Unie van Suid-Afrika in amptelike diens per lug reis, kan verblyftoelae, soos in of kragtens hierdie regulasies voorgeskryf, vir die duur van sodanige lugreis betaal word.

BETALING VAN VERBLYFTOELAES GEDURENDE TYDPERKE VAN VERLOF.

3. (1) Behoudens die bepalinge van subregulasie (2) word 'n verblyftoelae nie aan 'n beampte of werknemer gedurende tydperke van verlof betaal nie, tensy die goedkeuring van die Tesourie op aanbeveling van die Kommissie verkry is.

(2) 'n Verblyftoelae kan aan 'n beampte of werknemer betaal word ten opsigte van 'n tydperk van siekteverlof van hoogstens 14 dae, insluitende spesiale siekteverlof wat kragtens regulasie 14 van Deel VII toegestaan is, mits die beampte of werknemers nie na sy hoofkwartier terugkeer nie.

BETALING VAN VERBLYFTOELAE BY AANSTELLING.

4. Behoudens die bepalinge van regulasie 15 word verblyftoelae nie aan 'n persoon by sy eerste aanstelling by 'n beroepskool ten opsigte van sy reis na die plek waar hy diens moet aanvaar, betaal nie.

BEHEER VAN EN BESUINIGING IN VERBAND MET AMPTELIKE REISE.

5. (1) Alle amptelike reise moet deur die Sekretaris goedgekeur word wat sorg moet dra dat hulle noodsaaklik en in die belang van die departement is en so ekonomies moontlik afgeleë word. Die Sekretaris kan sy bevoegdheid kragtens hierdie regulasie aan 'n prinsipaal oordra.

(2) (a) 'n Beampte of werknemer moet met die mees ekonomiese middele, met so min versuim as wat die omstandighede toelaat, en, behoudens die bepalinge van regulasie 7, met die kortste roete reis.

(b) Die rede vir nie-nakoming van die vereistes van paragraaf (a) moet skriftelik deur die betrokke beampte of werknemer verstrekk word, en die verduideliking moet aan die vorm wat in regulasie 14 genoem word, geheg word.

(c) Indien 'n beampte of werknemer op 'n wyse gereis het wat groter vervoeruitgawes meebring as wat nodig was, moet die Sekretaris die bedrag wat ter bestryding van sy reiskoste aan hom terugbetaal word, beperk tot wat dit sou gekos het as hy die vereistes van paragraaf (a) nagekom het, en as die beampte of werknemer aldus op 'n regeeringsorder of met 'n regeeringsvervoermiddel gereis het, moet hy die uitgawes wat onnodig aangegaan is, terugbetaal.

(4) An officer or employee who is absent from his headquarters on official duty outside the Union of South Africa, may be paid subsistence allowance or may be reimbursed expenditure on accommodation at rates and according to directions approved by the Secretary in consultation with the Treasury on the recommendation of the Commission.

PERIODS DURING WHICH SUBSISTENCE ALLOWANCE MAY BE PAID.

2. (1) Except where other special provision is made in this part of the regulations, the subsistence allowances and in the case of a European, the additional subsistence allowance prescribed in regulation 1, may be paid to an officer or employee during periods of absence from his headquarters but for a continuous period not exceeding 180 days at the same town or place. The time occupied by an officer's or employee's journey to and from his destination shall be disregarded for the purpose of the calculation of the period of 180 days and, for the purpose of this paragraph, the continuity of any period of sojourn at the same town or place shall not be regarded as having been interrupted by an absence, for any reason whatsoever, of less than one month.

(2) For each complete hour of absence in excess of 24 hours an officer or employee may be paid one twenty-fourth of the daily rate [excluding the additional subsistence allowance mentioned in paragraph (2) of regulation 1]; if the period of absence includes a night during which the officer or employee hires sleeping accommodation or hires bedding on a train the full additional subsistence allowance prescribed in paragraph (2) of regulation 1 may be paid in the case of a European.

(3) An officer or employee who travels by air on official duty within the Union of South Africa may be paid subsistence allowance as prescribed in or in terms of these regulations, for the time occupied by such air journey.

PAYMENT OF SUBSISTENCE ALLOWANCES DURING PERIODS OF LEAVE.

3. (1) Subject to the provisions of sub-regulation (2) an officer or employee may not be paid subsistence allowance during periods of leave, unless the approval of the Treasury on the recommendation of the Commission, has been obtained.

(2) Subsistence allowance may be paid to an officer or employee in respect of any period of sick leave not exceeding 14 days, including special sick leave granted in terms of regulation 14 of Part VII, provided the officer or employee does not return to his headquarters.

PAYMENT OF SUBSISTENCE ALLOWANCE ON APPOINTMENT.

4. Subject to the provisions of regulation 15, a person may not be paid subsistence allowance on first appointment to a vocational school in respect of his journey to the place where he is required to assume duty.

CONTROL OF AND ECONOMY IN OFFICIAL TRAVELLING.

5. (1) All official journeys shall be approved by the Secretary who shall ensure that they are necessary and in the interests of the Department and performed as economically as possible. The Secretary may delegate his powers under this regulation to a principal.

(2) (a) An officer or employee shall travel by the most economical means, as expeditiously as circumstances permit, and, subject to the provisions of regulation 7 by the shortest route.

(b) The reason for any non-observance of the requirements of paragraph (a) shall be explained by the officer or employee concerned in writing and the explanation attached to the form referred to in regulation 14.

(c) If an officer or employee has travelled in a manner involving greater expenditure on transport than was necessary, the Secretary shall limit the amount payable to him in re-imbursement of his travelling costs, to what it would have cost had he observed the requirements of paragraph (a); and if he has so travelled on a Government warrant or order or by means of Government transport, he shall refund the expenditure unnecessarily incurred.

VERVOERUITGAWES.

6. Behoudens die bepalings van hierdie deel kan aan 'n beampte of werknemer van wie dit vereis word dat hy op diens moet reis, die koste daaraan verbonde om hom en sy noodsaaklike persoonlike bagasie te vervoer, asook alle redelike uitgawes wat in verband met huurmotors (waar regerings- of kontrakvervoer nie beskikbaar is nie), kruiersloon en ander bykomstige dienste aangegaan is, terugbetaal word.

VERVOERMIDDELS WAT GEBRUIK MOET WORD.

7. (1) *Vir reise binne die Unie.*—'n Beampte of werknemer van wie vereis word dat hy in die Unie op diens moet reis, moet sy reis per trein of spoorwegbus (insluitende 'n luukse-bus waar so 'n diens bestaan en dit meer ekonomies is) aflê. Indien die reis nie per trein of spoorwegbus afgelê kan word nie, moet die beampte of werknemer met die goedkoopste beskikbare openbare vervoer reis. Geen amptelike reis mag per vliegtuig afgelê word nie tensy die goedkeuring van die Tesourie verkry is.

(2) Indien van 'n beampte of werknemer vereis word dat hy op diens moet reis en 'n openbare vervoermiddel nie beskikbaar is nie, of die gebruik daarvan onprakties is, moet hy by 'n goewermentsgarage of 'n persoon wat 'n kontrak met die Regering het, die vervoermiddel wat vir die aflê van die reis nodig is, aanvra, of waar geeneen van hierdie vervoermiddels beskikbaar is nie, moet hy die beste en mees ekonomiese reëlins vir die huur van die nodige vervoer tref.

(3) In 'n buitengewone geval kan die Sekretaris 'n beampte of werknemer magtig om 'n amptelike reis met 'n private vervoermiddel af te lê as die Sekretaris oortuig is dat die openbare belang beter daardeur bevorder sal word, ongeag of dit moontlik is om die reis met regerings-, openbare of kontrakvervoer af te lê, al dan nie; met dien verstande dat in die geval waar daar dikwels of gereeld gereis moet word 'n aanbeveling vooraf van die Sekretaris van Vervoer verkry moet word.

KLAS WAAROP BEAMPTES EN WERKNEMERS GERECHTIG IS OM PER TREIN TE REIS.

8. (1) 'n Beampte of werknemer wat gemagtig is om op staatskoste per trein te reis, kan in die klasse hieronder aangedui reis:—

(a) Blanke beamptes van die onderwyspersoneel: Eerste klas;

(b) ander blanke beamptes en werknemers—

(i) wat 'n salaris of loon van £500 per jaar of meer ontvang: Eerste klas;

(ii) wat 'n salaris of loon van minder as £500 per jaar ontvang: Tweede klas; met dien verstande dat, ondanks die bepalings van hierdie subparagraaf, 'n blanke vroulike beampte of werknemer eerste klas kan reis mits die Sekretaris dit magtig; met dien verstande voorts dat 'n persoon wat op kontrak aangestel is, toegelaat sal word om in die klas voorgeskryf vir 'n vergelykbare beampte of werknemer te reis tensy sy dienskontrak anders bepaal;

(c) kleurlingbeamptes en -werknemers en Indiër beamptes van die doserende personeel—

(i) wat 'n salaris of loon van £500 per jaar en meer ontvang: Eerste klas;

(ii) wat 'n salaris of loon van minder as £500 per jaar ontvang: Tweede klas;

(d) Naturellebeamptes van die doserende personeel: Tweede klas;

(e) ander Indiër- en Naturellebeamptes en werknemers: Derde klas; met dien verstande dat die Sekretaris 'n Indiër- of Naturellebeampte of -werknemer kan toelaat om tweede klas te reis as hy oortuig is dat die status van die betrokke beampte of werknemer 'n reis in hierdie klas regverdig.

(2) 'n Junior beampte of werknemer wat saam met 'n senior beampte of hooggeplaaste persoon op diens reis, kan, na goeddunke van die Sekretaris, toegelaat word om in dieselfde klas as die senior beampte of persoon te reis.

TRANSPORT EXPENSES.

6. Subject to the provisions of this Part an officer or employee required to travel on duty may be re-imbursed the cost of conveying himself and his necessary personal luggage, and all reasonable expenditure incurred in connection with taxi hire (where government or contract transport is not available), portage and other incidental services.

MEANS OF TRANSPORT TO BE USED.

7. (1) An officer or employee required to travel on duty in the Union shall perform his journey by train or railway bus (including luxury bus where such service operates and is more economical). If the journey cannot be performed by train or railway bus, the officer or employee shall travel by means of the cheapest public transport available. No official journey shall be performed by aeroplane unless the approval of the Treasury has been obtained.

(2) If an officer or employee is required to travel on duty, and public transport is not available or its use impracticable, he shall requisition on the Government Garage or person having a transport contract with the Government, for such transport as may be necessary for the performance of the journey, or, where neither of these means of transport is available, make the best and most economical arrangements for the hire of the necessary transport.

(3) In an exceptional case the Secretary may authorise an officer or employee to perform an official journey by means of privately-owned transport if the Secretary is satisfied that the public interest will be better served, whether or not it is possible to perform the journey by means of Government, public or contract transport; provided that in the case of the frequent or regular travelling, the prior recommendation of the Secretary for Transport shall be obtained.

CLASS IN WHICH OFFICERS AND EMPLOYEES ARE ENTITLED TO TRAVEL BY TRAIN.

8. (1) Officers and employees authorised to travel at State expense by train may travel by train in the classes indicated hereunder:—

(a) European officers of the teaching staff: First class;

(b) Other European officers and employees—

(i) in receipt of salaries or wages of £500 per annum and over: First class;

(ii) in receipt of salaries or wages of less than £500 per annum: Second class; provided that a European female officer or employee may, notwithstanding the provisions of this subparagraph, travel first class if the Secretary so authorises and provided further that a person appointed under contract shall unless his service contract provides otherwise, be permitted to travel in the class prescribed for a comparable officer or employee;

(c) Coloured officers and employees and Indian Officers of the teaching staff—

(i) in receipt of salaries or wages of £500 per annum and over: First class;

(ii) in receipt of salaries or wages of less than £500 per annum: Second class.

(d) Native officers of the teaching staff: Second class.

(e) Other Indian and Native officers and employees: Third class; provided that the Secretary may allow an Indian or Native officer or employee to travel second class if he is satisfied that the status of the officer or employee concerned justified travelling in this class.

(2) A junior officer or employee travelling on duty with a senior officer or high ranking personage may be permitted, in the discretion of the Secretary to travel in the same class as the senior officer or personage.

VERVOER BY EERSTE AANSTELLING.

9. Op voorwaardes betreffende vervoermiddels en reis-klasse soortgelyk aan dié wat vir beamptes of werknemers in die regulasies van hierdie Deel voorgeskryf is, kan—

- (a) aan 'n persoon wat in die Unie of Suidwes-Afrika woonagtig is en wat in 'n pos op die vaste diensstaat aangestel word, kosteloos vervoer vir homself toegestaan word vanaf die plek waar hy gewerf is tot by die plek waar hy aangesê is om diens te aanvaar (vervoer sluit in vervoer per goewermentsgarage- of kontrakvervoermiddels by sowel die plek van werwing as die plek van aanstelling, of, waar sodanige vervoer nie beskikbaar is nie, vervoer per huurmotor tussen die woning en die openbare vervoermiddel waarmee die reis onderneem word);
- (b) aan 'n persoon wat buite die Unie en Suidwes-Afrika woonagtig is en vir 'n beperkte tydperk op kontrak of op die vaste diensstaat aangestel word, die vervoergeriewe wat in paragraaf (a) voorgeskryf is, toegestaan word, mits hy, voor sy vertrek om die aanstelling te aanvaar, 'n dienskontrak aangegaan het in 'n vorm wat deur die Sekretaris goedgekeur is.

TOELAES VIR DIE GEBRUIK VAN PRIVATE VERVOER.

10. (1) Aan 'n beampte of werknemer wat kragtens regulasie 7 (3) gemagtig is om sy private vervoer vir die affê van 'n toevallige amptelike reis te gebruik, kan die volgende betaal word:—

- (a) In die geval van motorvervoer, die betrokke myl- en passasierstoelae wat deur die Tesourie op aanbeveling van die Sekretaris van Vervoer vir die gebruik van sodanige vervoer voorgeskryf is;
- (b) in die geval van ander vervoermiddels, dié toelae wat deur die Tesourie op aanbeveling van die Kommissie goedgekeur is.

(2) Aan 'n beampte of werknemer wat deur die Sekretaris gemagtig is om private vervoer vir die doeltreffende verrigting van sy amptelike pligte aan te hou, of te gebruik om dikwels in amptelike diens te reis word die volgende betaal:—

- (a) In die geval van 'n fiets, 'n omgesette toelae teen 'n tarief deur die Sekretaris goedgekeur, maar hoogstens £5 per jaar, tensy die Tesourie op aanbeveling van die Kommissie 'n hoër bedrag goedkeur;
- (b) in die geval van ander vervoermiddels, maar uitgesonderd motorvervoer, 'n omgesette toelae teen 'n tarief deur die Tesourie op aanbeveling van die Kommissie goedgekeur;
- (c) in die geval van motorvervoer, die myltoelae voorgeskryf kragtens subparagraaf (a) van subregulasie (1). In gevalle van 'n buitengewone aard word 'n omgesette toelae teen 'n tarief wat deur die Tesourie op aanbeveling van die Kommissie goedgekeur word, betaal.

BETALING VAN OMGESETTE VERVOERTOELAE GEDURENDE AFWESIGHEID MET VERLOF VAN 'N BEAMPTTE OF WERKNEMER WANNEER HY PLIGTE VERRIG WAAR DIE GEBRUIK VAN VERVOER NIE NOODSAAKLIK IS NIE.

11. Die betaling aan 'n beampte of werknemer van 'n omgesette vervoertoelae kragtens paragrafe (a), (b) of (c) van subregulasie (2) van regulasie 10 voortgesit gedurende die tydperke hieronder aangedui, en terwyl hy met verlof is of pligte verrig waar die gebruik van vervoer nie noodsaaklik is nie—

- (a) in die geval van motorvervoer: 'n Totaal van veertien dae gedurende 'n kalenderjaar;
- (b) in die geval van ander vervoer as dié wat in paragraaf (a) genoem word: Enige tydperk ten opsigte waarvan die vervoer tot die beskikking van die Regering gestel word, ongeag of dit vir amptelike doeleindes gebruik word, al dan nie.

VERPLASINGS VAN BEAMPTES EN WERKNEMERS BINNE DIE UNIE.

12. (1) (a) Behoudens die bepalinge van die regulasies van hierdie deel, kan 'n beampte of werknemer van die een hoofkwartier na 'n ander binne die Unie verplaas word

TRANSPORT ON FIRST APPOINTMENT.

9. On conditions relating to means of transport and class of travel similar to those prescribed for officers and employees in the regulations in this part—

- (a) a person residing in the Union or South West Africa, who is appointed to a post on the fixed establishment may be granted free transport for himself from the place at which he is recruited to the place at which he has been instructed to assume duty (transport shall include conveyance at the places of recruitment and appointment by Government Garage or contract transport or where neither is available, by taxi between the residence and the public conveyance by which the journey is undertaken);
- (b) a person residing outside the Union and South West Africa, who is appointed on contract for a limited period, or on the fixed establishment may be granted the transport facilities prescribed in paragraph (a) provided that prior to departure to take up the appointment, such person shall enter into a service contract in a form approved by the Secretary.

ALLOWANCES FOR THE USE OF PRIVATELY-OWNED TRANSPORT.

10. (1) An officer or employee who has been authorised, in terms of regulation 7 (3) to use his privately-owned transport for the performance of a casual official journey may be paid—

- (a) in the case of motor transport, the relative mileage and passenger allowances approved by the Treasury on the recommendation of the Secretary for Transport for the use of such transport;
- (b) in the case of other means of transport, such allowances as are approved by the Treasury on the recommendation of the Commission.

(2) An officer or employee who is authorised by the Secretary to maintain privately-owned transport for the efficient performance of his duties or to use it for frequent journeys on official duty shall be paid—

- (a) in the case of bicycle transport, a commuted allowance at a rate approved by the Secretary but not exceeding £5 per annum except if the Treasury on the recommendation of the Commission, approves a higher amount;
- (b) in the case of other means of transport, except motor transport, a commuted allowance at a rate approved by the Treasury on the recommendation of the Commission;
- (c) in the case of motor transport, the mileage allowance prescribed in terms of sub-paragraph (a) of sub-regulation (1). In cases of an exceptional nature a commuted allowance at a rate approved by the Treasury on the recommendation of the Commission shall be paid.

PAYMENT OF COMMUTED TRANSPORT ALLOWANCE DURING ABSENCE ON LEAVE OF AN OFFICER OR EMPLOYEE OR WHILST HE IS EMPLOYED ON DUTIES NOT NECESSITATING THE USE OF TRANSPORT.

11. An officer or employee in receipt of a commuted transport allowance in terms of paragraphs (a), (b) or (c) of sub-regulation (2) of regulation 10 shall continue to be paid the allowance during the periods indicated hereunder whilst he is on leave or employed on duties not necessitating the use of transport:

- (a) In the case of motor transport: Fourteen days in the aggregate during any calendar year.
- (b) In the case of transport other than that referred to in paragraph (a): Any period during which the transport is placed at the disposal of the Government and whether or not it is used for official purposes.

TRANSFER OF OFFICERS AND EMPLOYEES WITHIN THE UNION.

12. (1) (a) Subject to the provisions of the regulations of this part an officer or employee may be transferred and his household and personal effects moved at State

en kan sy huishouding en persoonlike besittings op staatskoste vervoer word mits die Sekretaris se goedkeuring verkry is en mits in die geval van 'n nie-blanke werknemer, Tesourie-goedkeuring op aanbeveling van die Komitee verkry is.

(b) As 'n beamppte of werknemer op eie versoek verplaas word, mag geen uitgawe in verband daarmee uit staatsfondse bestry word nie, en enige afwesigheid van diens as gevolg van sodanige verplasing word deur die toestaan van verlof kragtens Deel VII van hierdie regulasies gedek.

(2) In die geval van 'n beamppte of werknemer wat kragtens paragraaf (a) van subregulasie (1) permanent verplaas word, word daar beskou dat hy in amptelike diens reis, en aan hom kan die voorregte toegestaan word waarvoor hierdie deel voorsiening maak en verblyftoelae ooreenkomstig hierdie regulasies betaal word.

(3) Onderstaande bepalinge is van toepassing op die vervoer van een hoofkwartier na 'n ander van die huishouding en persoonlike besittings van 'n beamppte of werknemer wat kragtens paragraaf (a) van subregulasie (1) verplaas is:—

(a) Aan die beamppte of werknemer kan 'n verblyftoelae en 'n addisionele verblyftoelae teen die volle tarief wat op hom van toepassing is, betaal word ten opsigte van elke lid van sy huishouding wat bo die ouderdom van 12 jaar is, en teen die helfte van sodanige tarief ten opsigte van elke ander lid vir die tydperke wat die reise van een hoofkwartier na 'n ander noodsaaklikerwys in beslag neem, maar uitgesonderd die geval van 'n huisbediende ten opsigte van wie redelike verblyfsuitgawes wat werklik en noodsaaklikerwys aangegaan is, betaal kan word.

(b) (i) 'n Lid van die huishouding, uitgesonderd 'n bediende, kan in dieselfde klas op die spoorweë reis as dié waarop die beamppte of werknemer wat verplaas word, geregtig is.
(ii) 'n Blanke of Kleurlingbediende kan tweede klas en 'n Indiër- of Naturellebediende derde klas op die spoorweë reis; 'n kinderbediende wat 'n suigeling moet oppas, kan egter in dieselfde klas as die beamppte of werknemer se huishouding reis.

(c) (i) Oorgewigbagasie tot hoogstens 450 lb. bruto gewig kan per passasierstrein vervoer word.

(ii) Persoonlike besittings tot hoogstens 14,000 lb. bruto gewig kan met 'n goederetrein of die Padmotordiens van die Suid-Afrikaanse Spoorweë of 'n ander openbare vervoermiddel of goewermentsvervoermiddel van die een hoofkwartier na 'n ander en van die woning na die spoorwegstasie, en omgekeerd, en na en van 'n pakhuis, as opberging van die persoonlike besittings kragtens paragraaf (e) gemagtig is, vervoer word. Die voorgeskrewe gewig sluit die gewig van voertuie in.

Indien die vervoer van persoonlike besittings deur 'n vervoermiddel wat onder die beheer van die Suid-Afrikaanse Spoorweë staan of deur 'n openbare vervoermiddel, of deur 'n regeringsvervoermiddel, onmoontlik of duurder is as in die geval van 'n ander vervoermiddel, kan die gebruik van laasgenoemde deur die Sekretaris gemagtig word.

(d) Die verpakkingskoste (insluitende die koste van verpakkingsmateriaal) en uitpakkingskoste van persoonlike besittings binne die gewigsperske voorgeskryf in subparagraaf (ii) van paragraaf (c) van hierdie subregulasie, kan uit staatsfondse bestry word.

(e) Behoudens die goedkeuring van die Sekretaris kan 'n beamppte of werknemer se persoonlike besittings binne die gewigsperske voorgeskryf in subparagraaf (ii) van paragraaf (c) van hierdie subregulasie in uitsonderlike gevalle vir 'n tydperk van hoogstens ses maande op staatskoste opgeberg word.

expense from one headquarters to another, within the Union provided the approval of the Secretary has been obtained; and provided further that in the case of a non-European employee the approval of the Treasury given on the recommendation of the Commission has been obtained.

(b) If an officer or employee is transferred at his own request no expenditure in connection therewith shall be met from public funds, and any absence from work as a result of such transfer shall be covered by the grant of leave in terms of Part VII of these regulations.

(2) An officer or employee who is permanently transferred in terms of paragraph (a) of sub-regulation (1) of this regulation shall be regarded as travelling on official duty and may be granted the privileges provided for in this Part and paid subsistence allowance in accordance with these regulations.

(3) The following provisions shall be applicable to the removal from one headquarters to another of the household and personal effects of an officer or employee transferred in terms of paragraph (a) of sub-regulation (1):—

(a) The officer or employee may be paid subsistence allowance and additional subsistence allowance at the full rate applicable to himself in respect of each member of his household over 12 years of age and at half that rate for each other member during periods necessarily spent in travelling from one headquarters to another, except in regard to a domestic servant in respect of whom reasonable expenses actually and necessarily incurred on subsistence may be paid.

(b) (i) A member of the household, other than a servant, may travel in the same class on the railways as that to which the transferred officer or employee is entitled.

(ii) A European or Coloured servant may travel in the second class and an Indian or a Native servant in the third class on the railways; a nurse in charge of a baby in arms may, however, travel in the same class as the officer's or employee's household.

(c) (i) Excess luggage not exceeding 450 lb. in weight (gross) may be transported by passenger train.

(ii) Personal effects not exceeding 14,000 lb. in weight (gross) may be conveyed by goods train or South African Railways Road Motor Service or other public conveyance or Government owned transport from one headquarters to another and from the dwelling to the railway station and vice versa and to and from a warehouse if warehousing of the personal effects has been authorised in terms of paragraph (e). The weight stipulated is inclusive of the weight of vehicles. The Secretary may authorise the transport of personal effects by means of conveyance other than that administered by the South African Railways, a public conveyance or Government-owned transport if conveyance by these latter means of transport is impossible or less economical.

(d) The cost of packing (including packing material) and unpacking of personal effects within the weight limit specified in sub-paragraph (ii) of paragraph (c) of this sub-regulation may be met from public funds.

(e) Subject to approval by the Secretary an officer's or employee's personal effects, within the weight limit specified in sub-paragraph (ii) of paragraph (c) of this sub-regulation, may in exceptional circumstance be warehoused at State expense for a period not exceeding six months.

- (f) Behoudens die beperkings en voorwaardes wat deur die Tesourie op aanbeveling van die Kommissie goedgekeur word, kan die volgende uitgawes uit staatsgelde bestry word:—
- (i) koste van herstel of vervanging van persoonlike besittings wat in transito beskadig is;
 - (ii) koste van afsluiting en aansluiting en verandering van elektriese huishoudelike toestelle; en
 - (iii) koste verbonde aan die aankoop van noodsaaklike skoolboeke vir 'n kind of ander afhanklike.
- (g) As 'n blanke beampte of werknemer wat 'n huis of woonstel wat hy self volledig gemeubileer het, by of in die omgewing van die hoofkwartier waarvandaan hy verplaas word, onderhou het, sy persoonlike besittings, insluitende sy meubels, na 'n huis of woonstel of opbergingsplek by of in die omgewing van die hoofkwartier waarheen hy verplaas word, verskuif, of as 'n blanke beampte of werknemer sy persoonlike besittings, insluitende sy meubels, van 'n opbergingsplek by of in die omgewing van die hoofkwartier waarvandaan hy verplaas word, na 'n huis of woonstel by of in die omgewing van die hoofkwartier waarheen hy verplaas word, verskuif, kan aan hom 'n bedrag van £10 ten opsigte van waardevermindering van persoonlike besittings en ter dekking van klein uitgawes wat uit sy verplasing voortspruit, maar uitgesonderd dié waarvoor elders in hierdie regulasies voorsiening gemaak is, betaal word; met dien verstande dat die Sekretaris na goeddunke magtiging tot die betaling van 'n kleiner bedrag kan verleen indien die omstandighede na sy mening nie die betaling van 'n bedrag van £10 regverdig nie.
- (4) Aan 'n beampte of werknemer wat kragtens paragraaf (a) van subregulasie (1) verplaas is, kan die volgende terugbetaal word:—
- (a) Die bedrag wat werklik en noodsaaklikerwys aan huur of losies en bediendeloon by die oorspronklike hoofkwartier uitgegee en verbeur is weens kort kennisgewing van verplasing, mits daar ook gelyktydig uitgawes aan huur of losies en bediendeloon by die hoofkwartier waarheen die beampte of werknemer verplaas is, aangegaan word;
 - (b) die verskil tussen die normale bestaansuitgawes bestaande uit huur, belastinge, ligte, brandstof, voedsel en bediendeloon en die abnormale uitgawes werklik en noodsaaklik aangegaan deur 'n beampte of werknemer by sy ou hoofkwartier of sy nuwe hoofkwartier, of albei, deurdat hy verplig is om in 'n hotel of losieshuis tuis te gaan terwyl sy meubels en besittings ingepak of uitgepak of van die een hoofkwartier na die ander vervoer word, of terwyl hy op soek na 'n huis of woonstel is; met dien verstande dat geen eis vir abnormale bestaansuitgawes ten opsigte van 'n tydperk van langer as sewe dae by die ou hoofkwartier en een maand by die nuwe hoofkwartier oorweeg kan word nie;
 - (c) uitgawes wat noodsaaklikerwys as gevolg van sy verplasing aangegaan is in verband met die herregistrasie van een private motorvoertuig;
 - (d) uitgawes wat noodsaaklikerwys as gevolg van sy verplasing aangegaan is in verband met die vervanging van nommerplate ten opsigte van een private motorvoertuig; met dien verstande dat die maksimum bedrag £1 per stel nommerplate is;
 - (e) telefoonhuur op 'n *pro rata* grondslag ten opsigte van die tydperk waarvoor hy as gevolg van sy verplasing nie die telefoon kan gebruik nie.
- (5) (a) Skriftelike tenders moet van plaaslike firmas of ondernemers verkry word vir die verpakking en uitpak en laai en aflaai van persoonlike besittings, en die laagste tender moet aangeneem word; met dien verstande dat die Sekretaris die aanneem van 'n hoër tender kan magtig as hy oortuig is dat daar voldoende redes vir die verwerping van die laagste tender is.
- (f) Subject to such limitations and conditions as may be approved by the Treasury, on the recommendation of the Commission, the following items of expenditure may be met from public funds:—
- (i) Cost of repairs to or replacement of personal effects damaged in transit;
 - (ii) cost of disconnecting and connecting and altering electrical domestic appliances; and
 - (iii) cost involved in purchasing essential school books for a child or other dependent.
- (g) Where a European officer or employee has maintained a house or a flat at or in the vicinity of the headquarters from where he is transferred, wholly furnished by himself, removes his personal effects, inclusive of furniture, to a house or a flat or a place of storage at or in the vicinity of the headquarters to which he is transferred, or where a European officer or employee removes his personal effects, inclusive of furniture, from a place of storage at or in the vicinity of the headquarters from where he is transferred to a house or a flat at or in the vicinity of the headquarters to which he is transferred, he may be paid an amount of £10 in respect of depreciation of personal effects and to meet minor expenses arising from transfer, other than those for which provision is made elsewhere in these regulations; provided that the Secretary may, in his discretion, authorise the payment of a lesser amount, if he considers that circumstances do not justify payment of an amount of £10.
- (4) An officer or employee transferred in terms of paragraph (a) of sub-regulation (1) may be refunded—
- (a) the amount actually and necessarily expended on rent or board and lodging and servants' wages at his original headquarters and forfeited in consequence of short notice of transfer; provided expenditure on rent or board and lodging and servants' wages is concurrently incurred at the headquarters to which the officer or employee is transferred;
 - (b) the difference between normal living expenses comprising rent, rates, light, fuel, food and servants' wages and the abnormal expenses actually and necessarily incurred by an officer or employee at his old headquarters or his new headquarters, or both, through being compelled to reside in an hotel or boarding-house while his furniture and effects are being packed or unpacked or are in the course of transit from one headquarters to the other or while he is in search of a house or a flat; provided that no claim shall be entertained in respect of abnormal living expenses for a period in excess of seven days at the old headquarters and one month at the new headquarters;
 - (c) expenditure necessarily incurred as a result of his transfer in the re-registration of one privately-owned motor vehicle;
 - (d) expenditure necessarily incurred as a result of his transfer in the replacement of number plates in respect of one privately-owned motor vehicle subject to a maximum amount of £1 per set of number plates;
 - (e) telephone rental on a *pro rata* basis in respect of the period during which he is unable to use the telephone as a result of his transfer.
- (5) (a) Written tenders shall be obtained from local firms or tradesmen for the packing and unpacking and loading and unloading of personal effects, and the lowest tender shall be accepted; provided that the Secretary may authorise the acceptance of a higher tender if he is satisfied that there are adequate reasons for the non-acceptance of the lowest tender.

(b) Verpakkingsmateriaal waarvoor uit staatsfondse betaal is, moet aan die Departement van Publieke Werke oorhandig word. As daardie departement te kenne gee dat hy nie die materiaal nodig het nie, moet dit per openbare veiling verkoop word of aan die betrokke beamppte of werknemer of aan 'n ander persoon verkoop word teen 'n prys wat die Sekretaris bepaal.

(c) Die vervoer van 'n motorvoertuig op staatskoste is onderworpe aan die voorwaarde—

(i) dat die Staat geen aanspreeklikheid aanvaar vir die verlies van of skade aan die motorvoertuig tydens die vervoer daarvan nie; en

(ii) dat dit per goederetrein vervoer word teen 'n tarief wat deur die Tesourie op aanbeveling van die Kommissie goedgekeur is, en dat alle bykomstige uitgawes verbonde aan die laai van die voertuig in 'n trok deur die beamppte of werknemer gedra word.

(6) Die voordele voorgeskryf in subregulasies (3) en (4) van hierdie regulasies is alleen van toepassing as die beamppte of werknemer sy huishouding en persoonlike besittings binne een maand na die datum waarop sy verplasing van krag word, verskuif tensy hy voor die verstryking van hierdie tydperk toestemming tot die uitstel van verskuiwing van sy huishouding of persoonlike besittings verkry het; sodanige toestemming kan vir 'n tydperk van hoogstens twaalf maande deur die Sekretaris verleen word, op voorwaarde dat die uitgawes wat uiteindelik uit staatsfondse bestry moet word, nie dié oorskry wat aangegaan sou geword het as genoemde huishouding en persoonlike besittings binne een maand na die datum van die beamppte of werknemer se verplasing vervoer is nie. As die verskuiwing van die huishouding en persoonlike besittings van 'n beamppte of werknemer vir 'n langer tydperk as twaalf maande uitgestel word, moet die aanbeveling van die Kommissie vir sodanige uitstel verkry word.

VERVOERFASILITEITE BY DIENSBEÏNDIGING EN DIE DOOD.

13. (1) (i) Aan 'n beamppte wat weens bereiking van die ouderdomsgrens aftree; en

(ii) aan 'n beamppte of werknemer wie se dienste eindig op gronde wat vir die toepassing van hierdie regulasie deur die Tesourie op aanbeveling van die Kommissie goedgekeur is;

en wat minstens tien jaar onafgebroke voltydse regeringsdiens in enige hoedanigheid voltooi het, kan vervoer vir hom, sy huishouding en persoonlike besittings na 'n plek in die Unie of Suidwes-Afrika waar hy wil gaan woon, op staatskoste toegestaan word, behoudens dié beperkings en voorwaardes wat die Tesourie op aanbeveling van die Kommissie goedkeur.

(2) Die huishouding en persoonlike besittings van 'n beamppte of werknemer wat minstens tien jaar onafgebroke voltydse regeringsdiens in enige hoedanigheid voltooi het en wat te sterwe kom terwyl hy in regeringsdiens is, kan op staatskoste na enige plek in die Unie of Suidwes-Afrika vervoer word, behoudens die bepaling van subregulasie (1) wat *mutatis mutandis* op sodanige vervoer van toepassing is.

(3) Die voorskrifte van hierdie regulasie is nie van toepassing in 'n geval waar vervoer tussen plekke wat in dieselfde of in aangrensende munisipaliteite is, of wat minder as twintig myl van mekaar geleë is, vereis word nie, tensy die beamppte of werknemer onmiddellik voor sy diensbeëindiging of dood amptelike kwartiere bewoon het wat ontruim moet word; in dié geval is die beperkings van hierdie subparagraaf nie van toepassing nie.

INDIENING VAN EISE IN VOORGESKREWE FORM.

14. Aansoeke om die betaling van verblyftoeleas en die betaling of terugbetaling van vervoeruitgawes en verplasingkoste moet skriftelik gedoen word in 'n vorm wat deur die Sekretaris goedgekeur is.

VERPLASING UIT DIENS VAN ANDER DEPARTEMENTE OF ADMINISTRASIES.

15. Wanneer 'n persoon voltyds in diens is van—

(a) die Suid-Afrikaanse Spoorweë;

(b) die Staatsdelwerye;

(c) 'n kantoor van die Staatsprokureur;

(b) Packing material paid for from public funds shall be handed over to the Department of Public Works: If that Department indicates that the material is not required by it it should be sold by public auction or sold to the officer or employee concerned or to another person at a price decided upon by the Secretary.

(c) The conveyance of a motor vehicle at State expense is subject to the conditions—

(i) that no liability shall devolve upon the State for loss of or damage to a motor vehicle in transit; and

(ii) that it be transported by goods train at a rate which has been approved by the Treasury on the recommendation of the Commission and that all incidental expenses connected with the trucking of the vehicle be met by the officer or employee.

(6) The benefits prescribed in sub-regulations (3) and (4) of this regulation shall only apply if the officer or employee transfers his household and personal effects within one month from the date on which his transfer takes effect unless prior to the expiry of this period he shall have obtained permission to defer the removal of his household or his personal effects which permission may be granted by the Secretary for a period not exceeding 12 months subject to the condition that the expenditure ultimately to be met from public funds does not exceed that which would have been incurred had the said household and personal effects been moved within one month from the date of the officer's or employee's transfer. The recommendation of the Commission shall be obtained for the deferment of the transfer of the household and personal effects of an officer or employee beyond a period of 12 months.

TRANSPORT FACILITIES ON TERMINATION OF SERVICES AND DEATH.

13. (1) (i) An officer who is retired on account of superannuation; and

(ii) an officer or employee whose services terminate on grounds approved for the purpose of this regulation by the Treasury on the recommendation of the Commission;

and who has completed not less than 10 years' continuous full-time government service in any capacity, may be granted conveyance at State expense for himself, his household and his personal effects to the place in the Union or South West Africa where he wishes to reside, subject to such limitations and conditions as may be approved by the Treasury on the recommendation of the Commission.

(2) The household and personal effects of an officer or employee who has completed not less than 10 years' continuous full-time government service in any capacity and who dies whilst in government employment, may be conveyed at State expense to any place within the Union and South West Africa subject to the provisions of sub-regulation (1) which will apply *mutatis mutandis* to such conveyance.

(3) The provisions of this regulation shall not apply in a case involving transport between places which are in the same or in adjoining municipalities or which are situated less than twenty miles apart, unless the officer or employee immediately prior to the termination of his services or death occupied official quarters which have to be vacated, in which case the limitations imposed by this sub-paragraph shall not apply.

SUBMISSION OF CLAIMS ON APPROVED FORM.

14. Applications for the payment of subsistence allowances and for the payment or refund of transport and transfer expenses should be made in writing on the form approved by the Secretary.

TRANSFERS FROM SERVICE OF OTHER DEPARTMENTS OR ADMINISTRATIONS.

15. When a person in full-time employment in the service of—

(a) the South African Railways;

(b) the State Diggings;

(c) an office of the State Attorney;

- (d) 'n provinsiale onderwysdepartement;
- (e) 'n erkende universiteit binne die Unie;
- (f) 'n onderwysinrigting wat ingestel is of as 'n staats-ondersteunde skool erken is kragtens wette geadministreer deur die Departement, en wie se salaris by sodanige inrigting of skool ten volle deur die Departement betaal word; en
- (g) in diens van 'n provinsiale administrasie en wat kragtens 'n provinsiale ordonnansie aangestel is; sonder 'n onderbreking van diens aangestel word in of verplaas word na 'n betrekking op die vaste diensstaat van 'n skool, kan sodanige aanstelling of verplasing vir die doel van die regulasies in hierdie deel as 'n verplasing beskou word en kan die voorgeskrewe toelaes en voordele aan die betrokke persoon betaal of toegestaan word.

BUITENGEWONE GEVALLE.

16. As daar omstandighede ontstaan wat 'n afwyking van die bepalings van die regulasies in hierdie deel regverdig, kan aan 'n beampde of werknemer reis- en verblyf-toelaes betaal en vervoerfasiliteite toegestaan word en kan hy op staatskoste verplaas word op die voorwaardes wat die Kommissie aanbeveel en die Tesourie goedkeur. Die Sekretaris kan ook op die Kommissie se aanbeveling spesiale verplasing- en vervoervoorregte voorskryf vir 'n beampde of werknemer of klasse beamptes of werknemers of aangeleenthede goedkeur wat nie deur hierdie regulasies gedek word nie, of wat 'n afwyking van die regulasies uitmaak; met dien verstande dat die Sekretaris die toelaes en voorregte wat in hierdie regulasies voorgeskryf is, kan verminder slegs as die betrokke beampde of werknemer kennis kry van sodanige vermindering voordat hy enige uitgawe of verpligtinge aangegaan het in verband met 'n amptelike reis, verplasing, ens., ten opsigte waarvan gemelde toelaes of voorregte betaal of toegestaan moet word.

DEEL IX.

BEWONING VAN AMPTELIKE HUISVESTING EN VERSKAFFING VAN KOS EN INWONING AAN SEKERE BEAMPTES EN WERKNEMERS BY BEROEPSKOLE.

TOEWYSING VAN AMPTELIKE HUISVESTING.

1. (1) As die Departement redelik bewoonbare huisvesting beskikbaar het wat deur die Sekretaris toegewys is vir bewoning deur die bekleër van 'n besondere amp of betrekking by 'n beroepskool uit hoofde van sy aanstelling in sodanige amp of betrekking, is die beampde of werknemer wat die betrekking beklee, verplig om daardie huisvesting, hieronder amptelike huisvesting genoem, te bewoon teen betaling van huur soos in regulasie 2 voorgeskryf; met dien verstande dat niks hierin vervat op so 'n manier uitgelê word dat 'n beampde of werknemer enige verpligting opgelê word ten opsigte van 'n gebou wat hy bewoon het onmiddellik voor die datum van afkondiging van hierdie regulasies nie as so 'n verpligting destyds nie op hom gerus het nie, maar sodra sodanige beampde of werknemer op of na gemelde datum ander amptelike huisvesting bewoon, is die regulasies in hierdie deel op hom van toepassing ten opsigte van sodanige ander amptelike huisvesting.

(2) Daar rus geen verpligting op die Departement om meubels vir amptelike huisvesting te verskaf nie; die Sekretaris kan egter in spesiale gevalle soos deur hom bepaal met die Departement van Publieke Werke reëlings tref vir die verskaffing van 'n stoof, bad, rolblindings en vaste rakke in spens en kombuis.

(3) Die Departement kan, onderworpe aan die goedkeuring van die Tesourie, meubels verskaf ten opsigte van een of meer enkelkamers wat aan 'n beampde of werknemer verhuur word. Die huurgeld betaalbaar ten opsigte van sodanige kamer of kamers en meubels word deur die Sekretaris, in oorleg met die Tesourie, bepaal.

- (d) a provincial education department;
- (e) a recognised university within the Union;
- (f) an educational institution established or recognised as a state-aided institution under laws administered by and whose salary at such school or institution is paid in full by the Department; and
- (g) a provincial administration and who was appointed under a provincial ordinance;

is appointed or transferred without a break in service to a post on the fixed establishment of a school, such appointment or transfer may for the purposes of the regulations in this part be regarded as a transfer and the prescribed allowances and privileges paid and extended to the person concerned.

EXCEPTIONAL CASES.

16. In the event of circumstances arising which justify a departure from the regulations in this part, an officer or employee may be paid travelling and subsistence allowances, granted transport facilities and transferred at State expense on such conditions as the Commission may recommend and the Treasury may approve. The Treasury may also on the recommendation of the Commission prescribe special transfer and travelling privileges for an officer or employee or classes of officers or employees or approve matters not covered by these regulations or which constitute a departure from the provisions of the regulations; provided that the Secretary may reduce the allowances and privileges prescribed in these regulations only on condition that the officer or employee receives notice of such reduction before he incurs any expenditure or enters into any commitments in regard to an official journey, transfer, etc. in respect of which such allowances or privileges are to be paid or extended.

PART IX.

OCCUPATION OF OFFICIAL QUARTERS AND PROVISION OF BOARD AND LODGING TO CERTAIN OFFICERS AND EMPLOYEES AT VOCATIONAL SCHOOLS.

ASSIGNMENT OF OFFICIAL QUARTERS.

1. (1) If the Department has available reasonably habitable accommodation which has been assigned by the Secretary for occupation by the holder of a particular office or post at a vocational school by virtue of his appointment to such office or post, the officer or employee occupying such post shall be obliged to occupy such accommodation, hereinafter referred to as official quarters, against payment of rent as prescribed in regulation 2; provided that nothing herein contained shall be construed as imposing on an officer or employee any obligation in respect of premises occupied by him immediately prior to the date of promulgation of these regulations if such obligation was not then imposed upon him, but as soon as an officer or employee on or after the date mentioned occupies other official quarters the regulations in this part shall apply to him in respect of such other official quarters.

(2) The Department is in no way obliged to provide furniture for official quarters; the Secretary may, however, in special cases as determined by him, arrange with the Public Works Department to provide a stove, bath, roller blinds and fixed shelving in pantry and kitchen.

(3) The Department may, subject to the approval of the Treasury, provide furniture in respect of one or more single rooms, which are let to an officer or employee. The rent payable in respect of such room or rooms and furniture shall be determined by the Secretary in consultation with the Treasury.

(4) Die huur vir amptelike huisvesting is betaalbaar deur die bekleër van 'n betrekking wat in subregulasie (1) genoem word vanaf 'n datum deur die Sekretaris bepaal, tensy hy kragtens sy aanstellingsvoorwaardes op vry huisvesting geregtig is.

VASSTELLING VAN HUURMETODE.

2. (1) Die jaarlikse huur wat gevra word vir bewoning van amptelike huisvesting bedra sewe-en-n-half persent ($7\frac{1}{2}\%$) van die waarde van die gebou en grond soos deur die Departement van Publieke Werke vasgestel; met dien verstande dat geen beampte of werknemer vir meer huurgeld as twaalf-en-n-half persent ($12\frac{1}{2}\%$) van sy salaris aanspreeklik is nie. In alle gevalle word die huurgeld opnuut vasgestel wanneer verbeterings aangebring is wat die waarde van die gebou verhoog.

(2) Vir die toepassing van hierdie regulasie beteken „salaris” die jaarlikse besoldiging van 'n beampte of werknemer, insluitende toelaes in die vorm van salaris en plaaslike toelaes, maar uitgesonderd toelaes om persoonlike uitgawes te dek, soos reis- en verblyftoelaes.

(3) Daar word nie beskou dat huur die kostelose verskaffing van water, sanitêre en vuilgoedverwyderingsdienste, elektriese lig of gas insluit nie. Waar koste vir water en sanitêre en vuilgoedverwyderingsdienste ingesluit is by enige algemene of eiendomsbelasting, word die deel daarvan wat die huurder moet betaal, deur die Departement van Publieke Werke bepaal.

(4) Huurgelde en gelde wat die Departement van Publieke Werke ingevolge subregulasies (1) en (3) vorder ten opsigte van amptelike huisvesting wat aan 'n beampte of werknemer toegewys is, word ingevorder deur maandelikse aftrekkings van sy salaris.

(5) As 'n beampte of werknemer afwesig is met verlof of in diens en sy amptelike huisvesting word deur 'n plaasvervanger bewoon, is laasgenoemde aanspreeklik vir die huur- en ander gelde wat ooreenkomstig hierdie regulasies ten opsigte van sy bewoning daarvan betaalbaar is.

BEWONING VAN HUISVESTING DEUR AFHANKLIKES VAN 'N AFGESTORWE BEAMPTTE OF WERKNEMER.

3. As 'n beampte of werknemer terwyl hy amptelike huisvesting bewoon te sterwe kom, is sy weduwee of afhanklikes geregtig om sonder die betaling van huur die amptelike huisvesting te bewoon tot die end van die kalendermaand na die maand waarin hy gesterf het, mits daar aan die bepalinge van hierdie regulasies voldoen word.

AANSPEEKLIKHEID VIR HUUR WANNEER AFWESIG IN DIENS OF MET VERLOF OF AS DAAR NIE INGETREK WORD NIE.

4. (1) As amptelike huisvesting in 'n redelike bewoonbare toestand is en die betrokke beampte of werknemer bly in gebruke om in te trek, is hy nie onthef van die betaling van huurgeld of die nakoming van ander bewoningsverpligtings nie.

(2) As 'n beampte of werknemer vir meer as dertig dae met verlof of in diens afwesig is en dus nie sy amptelike huisvesting kan bewoon nie en dit nie vir 'n plaasvervanger nodig is nie, kan hy toegelaat word om die huisvesting te onderverhuur behoudens die goedkeuring van die Departement van Publieke Werke wat die huurder sowel as die huurvoorwaardes betref. In so 'n geval kan die Departement van Publieke Werke die huur, ongeag die bepalinge van regulasie 2, na goeëddunke vasstel en besluit watter deel van die huur in inkomste gestort moet word en watter deel deur die beampte of werknemer behou kan word as billike vergoeding vir die gebruik van sy meubels wat saam verhuur is.

(3) As 'n beampte of werknemer vir meer as dertig dae met verlof of in diens afwesig is en sy amptelike huisvesting nie kan onderverhuur nie of as dit nie vir 'n plaasvervanger nodig is nie en leeg staan, kan huurgeld teen die helfte van die gewone tarief ten opsigte van die hele tydperk van afwesigheid aangeneem word. As sodanige afwesigheid egter nie langer as dertig dae duur nie moet die volle huurgeld betaal word.

(4) Rent for official quarters is payable by the occupant of a post referred to in sub-regulation (1) from a date determined by the Secretary, unless he is, in terms of his appointment, entitled to free quarters.

ASSESSMENT OF RENT—METHOD.

2. (1) The annual rent to be charged in respect of the occupation of official quarters shall be seven and one-half per centum ($7\frac{1}{2}\%$) of the value of the building and grounds as assessed by the Public Works Department; provided that no officer or employee shall be liable to pay as rent a greater amount than is represented by twelve and one-half per centum ($12\frac{1}{2}\%$) of his salary. In all cases there shall be a reassessment of the rent whenever improvements have been effected which enhance the value of the buildings.

(2) For the purposes of this regulation “salary” shall mean the annual pay of an officer or employee and shall include allowances of the nature of salary and local allowance but shall not include allowances granted to cover out-of-pocket expenses such as travelling and subsistence allowances.

(3) Rent will not be held to include the free provision of the supply of water, sanitary and rubbish removal services, electric light or gas supply. Where the charge for water and sanitary and rubbish removal services is included in any general or assessment rates the proportion thereof payable by the tenant shall be assessed by the Public Works Department.

(4) The rent and charges levied by the Public Works Department in terms of sub-regulation (1) and (3) in respect of official quarters assigned to an officer or employee, shall be collected by means of monthly deductions from his salary.

(5) If an officer or employee is absent on leave or on duty and his official quarters are occupied by a *locum tenens*, the latter will be liable for the rent and other charges payable in terms of these regulations in respect of such occupancy.

OCCUPATION OF QUARTERS BY DEPENDANTS OF DECEASED OFFICER OR EMPLOYEE.

3. In the event of the death of an officer or employee while he is in occupation of official quarters, his widow or other dependants shall be entitled to continue in occupation of the official quarters free of rent until the end of the calendar month following that in which his death occurred but subject always to compliance with the provisions of these regulations.

LIABILITY FOR RENT WHEN ABSENT ON DUTY OR LEAVE OR FAILURE TO OCCUPY.

4. (1) Where official quarters are in a reasonably habitable condition failure to occupy them shall not absolve an officer or employee from payment of rent or the performance of the other obligations of occupation.

(2) If, through absence on leave or duty exceeding 30 days, an officer or employee is unable to occupy his official quarters and they are not required for a *locum tenens* he may be permitted to sublet the same, subject to the approval of the Public Works Department, both as regards the tenant and the terms of his occupancy; in such case it shall be within the discretion of the Public Works Department to fix the rent irrespective of the provisions contained in regulation 2 and to decide what proportion of the rent shall be paid into revenue and what proportion may be retained by the officer or employee as fair compensation for the use of any furniture belonging to him and included in the letting.

(3) In the case of any period of absence on leave or duty exceeding 30 days in duration during which an officer or employee is unable to sublet, or if the official quarters are not required for a *locum tenens* and are vacated, rent at half the ordinary rates may be accepted in respect of the whole period of absence; if, however, such absence does not exceed 30 days full rent shall be paid.

BEWONINGSVOORWAARDES.

5. (1) Amptelike huisvesting word op die volgende voorwaardes verhuur:—

(a) Die beamppte of werknemer moet op die verval-datums die volgende betaal (en indien vereis, moet hy bewys lewer dat hy dit gedoen het):—

- (i) Enige belasting wat 'n huurder of bewoner opgelê is;
- (ii) enige belasting of vordering opgelê vir water, sanitêre en vuilgoedverwyderingsdienste, onverskillig of sodanige belasting of vordering die huurder of die eienaar opgelê is;
- (iii) enige vorderings vir die verskaffing van gas of elektriese lig.

Wanneer die belasting of vordering gesamentlik opgelê word, bepaal die Departement van Publieke Werke watter deel die huurder moet betaal.

(b) Die beamppte of werknemer is verantwoordelik vir—

- (i) alle vensterruite solank hy huurder is;
- (ii) alle sleutels wat hy ontvang het;
- (iii) binnenshuise herstelwerk en onderhoud van huis en uitrusting, uitgesonderd gewone slytasie;
- (iv) die onderhoud, skoonhou en in orde van die grond, agterplaas en tuin, insluitende die nat-gooi van en onkruiduitroeiing in tuine en die snoei van bome en heinings;
- (v) die onderhoud van alle huisuitrusting soos stowe, elektriese of gaslampe en elektriese klokkes;
- (vi) die gewone onderhoud van enige windpomp op die grond, behalwe wanneer die Departement van Publieke Werke dit nodig ag om dit self te doen, dan moet 'n bedrag van 5s. per maand van die beamppte of werknemer gevorder word.

(c) Die Regering is verantwoordelik vir—

- (i) uitwendige herstelwerk aan die geboue en die herstel van heinings wat die Regering opgerig het en ook vir gewone binnenshuise slytasie;
- (ii) water- en sanitêre aansluitings en krane;
- (iii) die aanlê van gas of elektriese lig, waar goed-gekeur;
- (iv) die installasie van elektriese klokkes.

(2) By ontruiming van amptelike huisvesting moet die vertrekkende huurder aan sy opvolger of aan die plaaslike beamppte van die Departement van Publieke Werke of aan 'n ander verantwoordelike beamppte, wat ook al die gerieflikste is, die geboue en sleutels daarvan oorhandig, en skriftelik alles aandui wat gebreek is of ontbreek wat glas, sleutels, of ander uitrusting of die binnekant van die geboue betref, en dit goedmaak. Ook moet die opvolger, die plaaslike beamppte van die Departement van Publieke Werke of ander beamppte, na gelang van die geval, die toestand van die geboue en uitrusting nagaan en die nuwe huurder moet voorsien word van 'n afskrif van die aantekeninge wat die vertrekkende huurder in verband met brekasie en tekorte gemaak het. Daar sal aangeoem word dat die nuwe huurder die perseel in goeie ooreenstemming het, tensy hy binne sewe dae na sy intrek aan die Departement skriftelik kennis gee van brekasies en tekorte.

(3) Sonder toestemming van die Departement van Publieke Werke mag geen veranderings aan die perseel aangebring word nie en mag geen bome, struik of plante afgekap of verwyder word nie.

(4) Die amptelike huisvesting mag op geen manier as 'n bron van inkomste gebruik word of mag behalwe soos in hierdie regulasies bepaal, onderverhuur word nie.

(5) As 'n beamppte of werknemer vir langer as dertig dae met verlof of in diens afwesig is en die amptelike huisvesting is vir 'n plaasvervanger nodig, moet eersgenoemde sy meubels verwyder en opberg op eie koste, tensy hy met die plaasvervanger kan reël dat die meubels of in 'n deel van die gebou opgeberg of deur die plaasvervanger gebruik word.

CONDITIONS OF OCCUPATION.

5. (1) The terms and conditions governing the tenancy of official quarters shall be as follows:—

(a) The officer or employee shall pay on the due dates and, if required, furnish evidence of having done so—

- (i) any rate levied on a tenant or occupier;
- (ii) any rate or charge levied for water, sanitary and rubbish removal services whether such rate or charge is levied on the tenant or the landlord;
- (iii) any charges for the supply of gas or electric light.

Where the rate or charge is a joint one, the Public Works Department shall assess the proportion to be paid by the tenant.

(b) The officer or employee shall be responsible for—

- (i) all window glass during his tenancy;
- (ii) all keys received by him;
- (iii) internal repairs and maintenance of the house and equipment other than for ordinary wear and tear;
- (iv) maintenance and keeping clean and in order of the grounds, courts and gardens, including watering and weeding of gardens and pruning of trees and hedges;
- (v) maintaining in good repair all equipment in the house, such as stoves, electric or gas lamps and electric bells;
- (vi) The ordinary maintenance of any windmill pump in the grounds; except that when in the opinion of the Department of Public Works it is necessary for that department to undertake such maintenance, a charge of five shillings per mensem shall be recovered from the officer or employee.

(c) The Government shall be responsible for—

- (i) external repairs to the buildings and repairs to the fences put up by it, as also for ordinary wear and tear repairs internally;
- (ii) water and sanitary connections and taps;
- (iii) installation of gas or electric light where such is approved;
- (iv) installation of electric bells.

(2) When official quarters are vacated the outgoing tenant shall hand over to his successor or to the local officer of the Public Works Department or other responsible officer as may be the most convenient, the quarters and keys thereof and shall point out in writing and make good all breakages or deficiencies in glass, keys or in any other part of the equipment or interior of the buildings. The successor, local officer of the Public Works Department or other officer, as the case may be, shall also check the condition of the quarters and equipment and shall supply the incoming tenant with a copy of the note made by the outgoing tenant in regard to breakages and deficiencies. The tenant taking over, unless he points out to the Department in writing within seven days of his entry any breakages and deficiencies, will be held to have received the premises in order.

(3) No alteration shall be made to the premises and no trees, shrubs or plants shall be cut down or removed without the consent of the Public Works Department.

(4) The official quarters shall not be utilised in any way as a source of income or be sub-let except as provided by these regulations.

(5) If an officer or employee is absent on leave or duty for a period of longer than 30 days and the official quarters are required for a *locum tenens*, it shall be the duty of the former to remove and store his furniture at his own expense unless he can come to an arrangement with the *locum tenens* whereby the furniture may be either stored in a portion of the quarters or used by the *locum tenens*.

(6) Die Regering is nie aanspreeklik vir verlies of beskadiging van die huurder se meubels of ander besittings wat deur brand of andersins veroorsaak word solank dit in die amptelike huisvesting is nie.

(7) As meubels verskaf is, moet die huurder goed daarvoor sorg, en as hy die woning ontruim 'n volledige inventaris daarvan aan die prinsipaal oorhandig.

BESLEGTING VAN GESKILLE.

6. As daar 'n geskil uit regulasies 1 tot 5 tussen die Departement en die Departement van Publieke Werke ontstaan moet dit ter beslissing na die Kommissie verwys word.

HUISVESTING: LOSIES EN INWONING.

7. 'n Beampte of werknemer moet, waar die Departement dit vereis, op die skoolperseel woon en moet, tensy hy volgens die voorwaardes van sy aanstelling op vry losies en inwoning as deel van sy besoldiging geregtig is, vir huisvesting of losies en inwoning en meubels wat aan hom verskaf word, betaal.

LOSIESGELDE.

8. (1) Waar 'n beampte of werknemer of lede van sy huisgesin van kos voorsien word, moet hy as volg daarvoor betaal:—

(a) Beamptes of werknemers en lede van hul gesinne wat die ouderdom van 18 jaar bereik het:—

	Blankes.	Kleurlinge.	Naturelle.
(i) Jaarlikse tarief...	£96	£84	£48
(ii) Enkelmaaltye....	2s. 9d.	2s. 3d.	1s. 3d.

(b) Ander lede van gesin:—

	Blankes.	Kleurlinge.	Naturelle.
(i) 14 jaar en ouer maar onder 18 jaar.....	£70 per jaar	£56 per jaar	£35 per jaar.
(ii) Onder 14 jaar...	Soveel veertiendes van £70 as die kind se ouderdom in jare met 'n minimum van 'n veertiende.	Soveel veertiendes van £56 as die kind se ouderdom in jare met 'n minimum van 'n veertiende.	Soveel veertiendes van £35 as die kind se ouderdom in jare met 'n minimum van 'n veertiende.

(c) Enkelmaaltye vir persone onder die ouderdom van 18 jaar:—

	Blankes.	Kleurlinge.	Naturelle.
	2s. 0d.	1s. 9d.	1s. 0d.

(d) Kuiergaste van beamptes of werknemers afgesien van ouderdom:—

	Blankes.	Kleurlinge.	Naturelle.
(i) Weeklikse tarief.	£2	£1. 15s.	£1
(ii) Daaglikse tarief..	6s. 6d.	5s. 0d.	3s. 3d.
(iii) Enkelmaaltye....	2s. 9d.	2s. 3d.	1s. 3d.

(2) Geen bepalinge wat in hierdie regulasie vervat is, gee 'n beampte of werknemer wat van kos voorsien word, die reg om te eis dat hy gedurende enige tydperk wat die skool na goeddunke van die Departement vir die skoolvakansie of om enige ander rede gesluit is, van losies voorsien moet word nie, en geen betaling sal ten opsigte van sodanige tydperk waarin 'n beampte of werknemer nie van losies voorsien word nie, van hom geëis word nie.

AFSLAG VAN LOSIES TEN OPSIGTE VAN TOESIGDIENSTE.

9. (1) Waar 'n beampte of werknemer toesig moet hou by 'n skoolkoshuis is hy ten opsigte van sulke werksaamhede geregtig op die volgende afslag op losies:—

(a) Nywerheids-, Verbetering- en Speciale Skole:—

Jaarlikse afslag op losiesgeld per koshuis.

Getal leerlinge in koshuis—	Blankes.	Kleurlinge.	Naturelle.
Minder as 15....	£48	£42	£24
15 tot 29.....	£96	£84	£48
30 tot 49.....	£144	£126	£72
50 en meer.....	£192	£168	£96

(6) The Government shall not be liable for any loss of or damage to the tenant's furniture or other effects which may be caused by fire or otherwise while in official quarters.

(7) Wherever furniture has been supplied the tenant shall take care of such furniture and shall transmit a full inventory thereof to the principal on vacation of the quarters.

SETTLEMENT OF DISPUTES.

6. Any dispute arising out of regulations 1 to 5, between the Department and the Public Works Department shall be referred to the Commission for decision.

QUARTERS: BOARD AND LODGING.

7. Whenever required to do so by the Department an officer or employee shall reside on the school premises, and shall, unless entitled in terms of his appointment to free board and lodging as part of his emoluments, be charged for quarters or board and lodging and furniture provided for him.

CHARGES FOR BOARD.

8. (1) Where an officer or employee or members of his family are provided with board, the charges payable by him will be as follows:—

(a) Officers or employees and members of their families, who have attained the age of 18 years—

	Europeans.	Coloureds.	Natives.
(i) Annual tariff....	£96	£84	£48
(ii) Single meals....	2s. 9d.	2s. 3d.	1s. 3d.

(b) Other members of the family—

	Europeans.	Coloureds.	Natives.
(i) 14 years and over but under 18 years of age	£70 per annum.	£56 per annum.	£35 per annum.

(ii) Under 14 years of age	As many four-teenths of £70 as the child is years of age with a minimum of one four-teenth.	As many four-teenths of £56 as the child is years of age with a minimum of one four-teenth.	As many four-teenths of £35 as the child is years of age with a minimum of one four-teenth.
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(c) Single meals for persons under 18 years of age

	Europeans.	Coloureds.	Natives.
	2s. 0d.	1s. 9d.	1s. 0d.

(d) Visitors of officers or employees irrespective of age:—

	Europeans.	Coloureds.	Natives.
(i) Weekly tariff....	£2	£1. 15s.	£1
(ii) Daily tariff.....	6s. 6d.	5s. 0d.	3s. 3d.
(iii) Single meals....	2s. 9d.	2s. 3d.	1s. 3d.

(2) Nothing in this regulation contained shall, however, entitle an officer or employee who is provided with board to claim to be provided with such board during any period that the school may in the discretion of the Secretary be closed for school holidays or any other reason, nor shall any payment be demanded from such officer or employee for any such period during which he is not provided with board.

REMISSION OF BOARD FOR SUPERVISION DUTIES.

9. (1) Where an officer or employee is required to undertake supervision duties at a school hostel, he shall be entitled to remission on board in respect of such duties as follows:—

(a) Industrial Schools, Reformatories and Special schools.

Remission in Respect of Board per Hostel per Annum.

Number of pupils in hostel:	Europeans.	Coloureds.	Natives.
Less than 15....	£48	£42	£24
15 to 29.....	£96	£84	£48
30 to 49.....	£144	£126	£72
50 or more.....	£192	£168	£96

(b) Ander skole:—

Getal leerlinge in koshuis—	Jaarlikse afslag op losiesgeld per koshuis.		
	Blankes.	Kleurlinge.	Naturelle.
Minder as 20.....	£48	£42	£24
20 tot 39.....	£96	£84	£48
40 tot 69.....	£144	£126	£72
70 tot 99.....	£192	£168	£96
100 tot 129.....	£240	£210	£120
130 tot 159.....	£288	£252	£144
160 tot 189.....	£336	£294	£168
190 tot 219.....	£384	£336	£192
220 tot 249.....	£432	£378	£216
250 en meer.....	£480	£420	£240

(2) Die getal persone wat in 'n koshuis toesig hou, kan na goeddunke van die Sekretaris bepaal word; met dien verstande dat die totale afslag op losies die totale bedrag wat ten opsigte van die betrokke koshuis betaalbaar is, nie mag te bowe gaan nie en met dien verstande voorts dat niemand meer as £96, £84 en £48 per jaar afslag in die geval van onderskeidelik Blankes, Kleurlinge en Naturelle mag ontvang nie.

(3) Huismoeders en assistent-huismoeders ontvang geen afslag op losies ten opsigte van toesigdienste deur hulle onderneem nie.

UITREIKING VAN RANTSOENE IN PLAAS VAN AFSLAG OP LOSIES.

10. (1) Nieteenstaande enige bepalinge in regulasie 9 vervat, kan die Sekretaris na goeddunke wanneer die omstandighede dit vereis 'n kontantbetaling of uitreiking van rantsoene in plaas van afslag op losies magtig.

(2) Waar die uitreiking van rantsoene gemagtig word, moet dit in die geval, van onderskeidelik Blankes, Kleurlinge en Naturelle geskied op die grondslag van 'n ses-en-negentigste, 'n vier-en-tagtigste en 'n agt-en-veertigste van die rantsoene vir een persoon ten opsigte van elke £1 per jaar afslag op die bedrag betaalbaar vir losies waarop 'n persoon geregtig is.

BUITENGEWONE GEVALLE.

11. Ingeval omstandighede ontstaan waardeur 'n afwyking van die regulasies in hierdie Deel geregverdig is, kan die Tesourie magtiging verleen tot die bewoning van amptelike huisvesting op voorwaardes wat deur die Kommissie aanbeveel word.

DEEL X.

ERKENNING VAN VOORWAARDES WAAROP SUBSIDIES BETAALBAAR IS AAN VOORTSETTINGSKLASSE. INSTELLING VAN DEELTYDSE KLASSE EN ANDER SAKKE WAT DAARMEE IN VERBAND STAAN.

AFDELING A.—VOORTSETTINGSKLASSE.

AANSOEK OM ERKENNING.

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

- die getal leerlinge wat die klasse kan en wil bywoon;
- die vakke wat aangebied sal word en die getal leerlinge wat elke vak sal neem;
- name en kwalifikasies van persone wat bereid is om as sekretaris/prinsipaal en as lede van die doserende personeel diens te doen en die name van hulle werkgewers;
- 'n begroting van ontvangste en uitbetalings in 'n vorm U.E. 80 wat deur die Sekretaris goedgekeur is vir die tydperk eindigende 31 Desember van die eerste jaar.

(b) Other schools.

Number of pupils in hostel:—	Remission in Respect of Board per Hostel per Annum.		
	Europeans	Coloureds.	Natives.
Less than 20.....	£48	£42	£24
20 to 39.....	£96	£84	£48
40 to 69.....	£144	£126	£72
70 to 99.....	£192	£168	£96
100 to 129.....	£240	£210	£120
130 to 159.....	£288	£252	£144
160 to 189.....	£336	£294	£168
190 to 219.....	£384	£336	£192
220 to 249.....	£432	£378	£216
250 or more.....	£480	£420	£240

(2) The number of supervision units for any hostel may be determined in the discretion of the Secretary; provided that the total remission of payment for board does not exceed the total amount payable in respect of such hostel and provided further that no person may receive remission in excess of £96, £84 or £48 per annum in the case of Europeans, Coloureds or Natives respectively.

(3) Housemothers and assistant housemothers do not receive any remission on board in respect of supervision duties undertaken by them.

ISSUE OF RATIONS IN LIEU OF REMISSION FOR BOARD.

10. (1) Notwithstanding anything contained in regulation 9, the Department may, in its discretion when the circumstances of a case demand it, authorise a cash payment or the issue of rations, in lieu of a remission of the charge for board.

(2) When the issue of rations is authorised such issue should be made on the basis of one ninety-sixth, one eighty-fourth and one forty-eighth for Europeans, Coloureds and Natives respectively of the rations for one unit in respect of each £1 per year remission on the amount payable for board to which a person is entitled.

EXCEPTIONAL CASES.

11. If the circumstances of a case justify a departure from the provisions of the regulations in this part, the Treasury may authorise the occupation of official quarters on such terms as the Commission may recommend.

PART X.

RECOGNITION OF AND CONDITIONS UNDER WHICH SUBSIDIES ARE PAYABLE TO CONTINUATION CLASSES, ESTABLISHMENT OF PART-TIME CLASSES AND OTHER MATTERS INCIDENTAL THERETO.

SECTION A.—CONTINUATION CLASSES.

APPLICATION FOR RECOGNITION.

1. Applications for recognition in terms of section nine of the Act as a continuation class shall be accompanied by a statement containing the following particulars:—

- The number of pupils who may and desire to attend the classes;
- the subjects which will be offered and the number of pupils who will take each subject;
- the names and qualifications of persons who are prepared to serve as secretary/principal and as members of the teaching staff and the names of their employers;
- an estimate of receipts and payments in a form U.E. 80 approved by the Secretary, for the period ending 31st December during the first year.

VOORWAARDES VAN ERKENNING.

2. (1) Die erkenning van en die toekenning van 'n hulptoelae aan 'n voortsettingsklas is onderworpe aan die voorwaardes dat—

- (a) daar 'n gemiddelde inskrywing is van minstens 15 leerlinge wat nie voltyds enige ander skool bywoon nie en wat nie aan leerplig by 'n provinsiale skool onderworpe is nie;
- (b) daar 'n inskrywing is van minstens agt leerlinge vir elke klas wat ingestel word; met dien verstande dat waar so 'n inskrywing minder as agt is, kleiner klas-eenhede saam onder een onderwyser gegroepeer kan word.
- (c) die klasse nie geheel of gedeeltelik vir private wins gegee word nie;
- (d) die klasse onder die beheer geplaas word van 'n plaaslike komitee, hieronder die komitee genoem, saamgestel soos in regulasie 4 bepaal;
- (e) die komitee boeke en registers hou, verslae en opgawes verstrek en die ander pligte vervul wat in hierdie deel beskryf word en die Sekretaris van tyd tot tyd vereis;
- (f) die personeel in diens by sodanige klasse besoldig word volgens skale deur die Minister bepaal;
- (g) klasgelde betaal word volgens tariewe deur die Minister in oorleg met die Minister van Finansies bepaal.

(2) Waar enige komitee aan wie 'n hulptoelae vir erkende klasse toegestaan is, versuim om te voldoen aan enige bepaling van hierdie regulasies of enige voorwaardes verbonde aan die betaling van die toelae, of in gebreke bly om te voldoen aan enige opdrag wat die Sekretaris in verband met die klasse gee, kan die Sekretaris betaling van die hele of 'n gedeelte van die toelae wat betaalbaar is, terughou.

GRONDSLAG VAN HULPTOELAE.

3. Waar die Minister ingevolge die bepaling van artikel nege van die Wet 'n voortsettingsklas erken, betaal die Sekretaris—

- (a) die volle goedgekeurde salarisse en toelaes van die voltydse personeel;
- (b) die verskil tussen ander goedgekeurde uitgawes en die goedgekeurde klasgelde en ander inkomste ten opsigte van die kursusse in hoër onderwys wat die Minister goedkeur.

KOMITEES.—LEDE.

4. (1) 'n Komitee bestaande uit minstens drie lede wat plaaslike liggame of inrigtings verteenwoordig, moet gevorm word om geldelike sowel as administratiewe verantwoordelikheid vir die klasse te aanvaar.

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

(3) Lede deur die Minister benoem dien in 'n komitee vir 'n ampstermyn van drie jaar of die ander tydperk wat die Minister goedkeur.

(4) Die komitee verstrek jaarliks aan die Sekretaris 'n opgawe met besonderhede van die status, beroep en die adres van elke komiteelid.

KONSTITUSIE VAN KOMITEE.

5. 'n Komitee stel 'n skriftelike konstitusie op wat deur die Sekretaris goedgekeur moet word en wat sy bevoegdhede, werksaamhede en prosedure by vergaderings uiteensit en die ander bepalinge insluit wat die Sekretaris vereis.

PLIGTE VAN KOMITEE.

6. (1) Die hoofpligte van die komitee is—

- (a) die aanbeveling van 'n geskikte persoon of persone vir aanstelling as prinsipaal/sekretaris of as prinsipaal en as sekretaris van die klasse;
- (b) die verkryging van 'n geskikte perseel vir die klasse;
- (c) die indiening van aanbevelings by die Sekretaris ten opsigte van klasgelde betaalbaar deur leerlinge;
- (d) die aankoop van die nodige skoolmateriaal en uitrusting;
- (e) toesig oor en beheer van die geldelike aangeleenthede en administrasie van die klasse;

CONDITIONS OF RECOGNITION.

2. (1) The recognition of and award of a grant-in-aid to a continuation class is subject to the following conditions:—

- (a) That there shall be an average enrolment of at least 15 pupils, who do not attend any other school on a full-time basis and who are not subject to compulsory school attendance at a provincial school;
- (b) that there shall be a minimum of eight pupils enrolled in each class instituted; provided that where less than eight pupils are so enrolled, small class units may be grouped under one teacher;
- (c) that the classes shall not be conducted either wholly or partly for private profit;
- (d) that the classes shall be placed under the management of a local committee, hereinafter called "the committee", constituted as provided in regulation 4;
- (e) that the committee shall keep books and registers, submit reports and returns and perform such other duties as in this part described and required by the Secretary from time to time;
- (f) that the staff employed at such classes shall be remunerated in accordance with rates determined by the Minister; and
- (g) that class fees be paid in accordance with rates determined by the Minister in consultation with the Minister of Finance.

(2) Where any committee in receipt of a grant-in-aid for recognised classes fails to abide by the provisions of these regulations or any condition attaching to the payment of the grant or fails to comply with any instruction given by the Secretary in connection with the classes, the Secretary may withhold payment of the whole or any portion of the grant-in-aid which may be due.

BASIS OF GRANT-IN-AID.

3. Where the Minister has, in terms of section nine of the Act, accorded recognition of a continuation class, the Secretary shall pay—

- (a) the full approved salaries and allowances of full time staff;
- (b) the difference between other approved expenditure and the approved class fees and other income in respect of such courses in higher education as the Minister may approve.

COMMITTEES: MEMBERSHIP.

4. (1) A committee consisting of not less than three members representative of local bodies or institutions, shall be formed to assume financial as well as administrative responsibility for the classes.

(2) The Minister may nominate up to two members of a committee.

(3) Members nominated by the Minister will serve on a committee for a period of three years or for such other period as the Minister may approve.

(4) The committee shall furnish the Secretary annually with a return giving particulars of the status, profession, and the address of each member of the committee.

CONSTITUTION OF COMMITTEE.

5. A committee shall draw up a written constitution to be approved by the Secretary setting out its powers, functions, and the procedure at meetings and including such other provisions as the Secretary may require.

DUTIES OF COMMITTEE.

6. (1) The main duties of a committee will be—

- (a) the recommendation of a suitable person or persons for appointment as principal/secretary or as principal and as secretary to the classes;
- (b) procuring suitable accommodation for the classes;
- (c) the submission to the Secretary of recommendations regarding the class fees payable by pupils;
- (d) the purchase of the necessary school material and equipment;
- (e) the supervision and management of the financial affairs and administration of the classes;

- (f) die insameling van fondse van die publiek ten behoeve van die klasse;
 - (g) die indiening van aanbevelings by die Sekretaris ten opsigte van die aanstelling, besoldiging en ontslag van personeel;
 - (h) die aanstelling van 'n ouditeur en die bepaling van sy besoldiging;
 - (i) die indiening van begrotings van inkomste en uitgawe by die Sekretaris.
- (2) Die komitee moet behoorlike notule van sy verrigtings op vergaderings in 'n geskikte boek hou. 'n Afskrif van die notule van elke vergadering word onmiddellik na bekragtiging daarvan aan die Sekretaris gestuur.

SAKE WAT DEUR DIE SEKRETARIS GOEDGEKEUR MOET WORD.

7. Die komitee van 'n voortsettingsklas moet die goedkeuring van die Sekretaris verkry vir—

- (a) die aanstelling van 'n prinsipaal/sekretaris of prinsipaal en sekretaris en 'n ouditeur;
- (b) die aanstelling van voltydse personeel;
- (c) die aankoop van voorrade, uitrusting en permanente bates, tensy in die begroting vir die betrokke jaar goedgekeur;
- (d) die verkoop of afskrywing van voorrade en uitrusting wat oortollig of onbruikbaar is en die afskrywing van tekorte in fondse, voorrade of uitrusting; en
- (e) die klasgelde wat deur leerlinge betaalbaar is.

PLIGTE VAN PRINSIPAAL EN SEKRETARIS.

8. (1) Die prinsipaal van 'n voortsettingsklas hou toesig oor en beheer die onderrig aan en algemene administrasie en werksaamhede van die klasse en is aan die komitee verantwoordelik. Hy moet in opdrag van die komitee toesien dat die bepalings van regulasies 7 en 9 tot 14 nagekom word en dat enige ander opdragte van die komitee uitgevoer word.

(2) Die Sekretaris van 'n voortsettingsklas moet die pligte in subregulasie (1) genoem, wat die prinsipaal, of as daar nie 'n prinsipaal is nie, die komitee aan hom opdra, uitvoer.

DIE KOMITEE HOU REGISTERS.

9. (1) Die komitee hou 'n jaarlikse register (vorm U.E. 18) wat die volgende besonderhede ten opsigte van ingeskrewe leerlinge bevat:—

- (a) die naam van elke leerling;
- (b) geboortedatum (indien onbekend moet 'n aanduiding van geskatte ouderdom gegee word);
- (c) toelatingsdatum;
- (d) standerd voor toelating deurgekom;
- (e) huisadres;
- (f) naam en adres van werkgever;
- (g) datum waarop klasse verlaat word;
- (h) kursus voltooi en/of eksamens geslaag in afsonderlike vakke; en
- (i) klasgelde verskuldig en betaal.

(2) Vir elke klas word 'n afsonderlike register gehou wat bywoning, die werkskema en die werk wat elke week gedoen is en 'n rekord van huiswerk met puntetoekenning aandui.

(3) Sover doenlik moet skoolkwartale volgens die skoolkalender wat deur die Sekretaris goedgekeur is gevolg word.

LEERLINGE MOET EIE BOEKE, ENS. VERSKAF.

10. Teksboeke, voorgeskrewe boeke, tekeninstrumente en skryfbehoeftes mag nie vir leerlinge uit klasfondse verskaf word nie, maar moet deur leerlinge self verskaf word.

KLASURE.

11. Sonder die voorafgaande goedkeuring van die Sekretaris mag leerlinge nie toegelaat word om klasse vir meer as 8 uur per week by te woon nie.

- (f) the collection of funds from the public in aid of the classes;
 - (g) the submission of recommendations to the Secretary regarding the appointment, remuneration and discharge of staff;
 - (h) the appointment of an auditor and the determination of his remuneration; and
 - (i) the submission to the Secretary of estimates of income and expenditure.
- (2) Proper minutes of proceedings at all committee meetings shall be kept in a suitable book. A copy of the minutes of each meeting shall immediately after confirmation thereof, be transmitted to the Secretary.

MATTERS TO BE APPROVED BY SECRETARY.

7. The committee of a continuation class shall obtain the approval of the Secretary in respect of—

- (a) the appointment of a principal/secretary or of a principal and a secretary, and an auditor;
- (b) the appointment of full-time staff;
- (c) the purchase of stores and equipment and permanent assets, unless approved in the estimates for the year in question;
- (d) the sale or writing off of stores and equipment which have become surplus or unserviceable and the writing off of deficiencies in funds, stores or equipment; and
- (e) the class fees payable by pupils.

DUTIES OF PRINCIPAL AND SECRETARY.

8. (1) The principal of a continuation class exercises supervision and control over the instruction at and general administration and activities of the classes and is responsible to the committee. He will ensure, if instructed by the committee, that the provisions of regulations 7 and 9 to 14 are observed and that any other instructions by the committee are carried out.

(2) The secretary of a continuation class shall perform such of the duties referred to in sub-regulation (1) as the principal, or if there is no principal, the committee may assign to him.

COMMITTEE SHALL KEEP REGISTERS.

9. (1) A committee shall keep an annual register (form U.E. 18) containing the following particulars in respect of pupils enrolled:—

- (a) Name of each pupil;
- (b) date of birth (if unknown an indication of estimated age to be given);
- (c) date of admission;
- (d) standard passed prior to admission;
- (e) home address;
- (f) name and address of employer;
- (g) date of leaving;
- (h) courses completed and/or examination successes in individual subjects; and
- (i) class fees due and paid.

(2) A separate register indicating attendance, scheme of work, and work done each week and a record of home-work and marks allotted shall be kept in respect of each class.

(3) School terms according to the school calendar approved by the Secretary should as far as possible be followed.

PUPILS TO PROVIDE OWN BOOKS, ETC.

10. Textbooks, prescribed books, drawing instruments and stationery may not be supplied to pupils out of class funds, but should be provided by the pupils themselves.

CLASS HOURS.

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

FINANSIËLE BOEKE EN PROSEDURE.

12. (1) Die komitee hou 'n kasboek waarin alle gelde ontvang, insluitende klasgelde, skenkings, departementele toelaes, ens., sowel as uitbetalings aangeteken word. Die kasboek word minstens een keer elke drie maande gebalanseer en die banksaldo, volgens die kasboek, gerekonsilieer met die werklike bedrag in die bank volgens die jongste bankstaat.

(2) (a) 'n Formele kwitansie wat die datum en besonderhede aandui van elke som geld ontvang, hetsy in kontant of per tjek, poswissel, of posorder, moet uitgemaak en 'n deurslag vir rekorddoeleindes behou word.

(b) Kwitansies uitgereik vir geld ontvang moet in numerieke volgorde genommer word.

(c) Bewysstukke, bestaande uit die firma se faktuur of rekening, sy kwitansie, die betaalde tjek en die bestelling (indien die komitee 'n bestelling aan die firma uitgereik het), moet ter staving van uitbetalings gehou en in numerieke volgorde genommer en geliasseer word.

(3) (a) Die komitee open 'n bankrekening op naam van die komitee en deponeer alle geld wat ontvang is, daarin.

(b) Tjeks word geteken deur minstens twee persone deur die komitee daartoe gemagtig en die teenblaai van die tjeks bevat volledige besonderhede van die betaling.

(4) 'n Kleinkasbedrag van hoogstens £3 kan deur die komitee aan die sekretaris van die klasse voorgeskiet word vir die betaling van klein bedrae. Die sekretaris van die klasse hou 'n kleinkasboek waarin hy besonderhede van alle voorskotte en betalings aanteken. Bewysstukke ter staving van betalings word waar moontlik verkry en gebêre.

VOORRADE.

13. (1) 'n Behoorlike inventaris of voorraadregister word gehou van alle eiendom van die komitee soos meubels, boeke, materiaal en uitrusting, ens., met 'n aanduiding van die datum van aankoop, koste daarvan en datum van en rede vir afskrywing. Geen meubels, boeke, materiaal of uitrustings, ens., word in die voorraadregisters of -inventarisse afgeskryf sonder die goedkeuring van die Sekretaris nie.

(2) Alle eiendom uitgesonderd verbruiksvoorraad word gestempel of op ander onuitwisbare manier paslik gemerk om die inventarisnommer en eiendomsreg van die Komitee aan te dui.

(3) Die Departement verskaf nie voorraadregisters, kwitansieboeke, rekordboeke, skryfbehoeftes en ander benodigdhede aan voortsettingsklasse nie en 'n komitee moet sy eie voorraad aankoop en in sy begroting daarvoor voorsiening maak.

OPGAWES WAT INGEDIEN MOET WORD.

14. (1) Die volgende opgawes word op die tye wat in elke geval aangedui is en nie later nie as een maand na die end van die betrokke skoolkwartaal, aan die Departement verstrek:—

(a) Aan die einde van elke kwartaal:—

(i) 'n kwartaalstaat: klasrooster (op vorm U.E. 81);

(ii) 'n kwartaalstaat van doserende personeel in diens (op vorm U.E. 82);

(iii) 'n kwartaalstaat van klasgelde verskuldig en betaal (op vorm U.E. 83).

(b) 'n Staat van ontvangste en uitbetalings (op vorm U.E. 84)—

(i) saamgevat vir die eerste en die tweede kwartaal—aan die end van die tweede kwartaal;

(ii) alleen vir die derde kwartaal—aan die end van die derde kwartaal;

(iii) vir die volle jaar 1 Januarie—31 Desember—aan die end van die vierde kwartaal, behoorlik geouditeer en deur die ouditeur as korrek gesertifiseer saam met sy verslag as daar een is;

FINANCIAL BOOKS AND PROCEDURE.

12. (1) A committee shall keep a cash book, in which all moneys received, including class fees, donations, departmental grants, etc., as well as all payments made, are recorded. The cash book must be balanced off at least once every three months and the balance in the bank, according to the cash book, reconciled with the amount actually in the bank, according to the latest bank statement.

(2) (a) A formal receipt showing the date and particulars of each amount received, whether in cash or by cheque, money order or postal order shall be issued and a carbon copy thereof kept for record purposes.

(b) Receipts issued for moneys received shall be numbered consecutively.

(c) Vouchers, consisting of the firm's invoice or account, the firm's receipt, the paid cheque and the order (if an order was issued by the committee to the firm), shall be kept in support of the payments and shall be numbered and filed in numerical order.

(3) (a) A committee shall open a banking account in the name of the committee and all moneys received are deposited in such account without delay.

(b) Cheques shall be signed by at least two persons authorised thereto by the committee and the counterfoils of cheques shall contain full particulars regarding each payment.

(4) Petty cash not exceeding £3 for the payment of small amounts may be advanced by the committee to the secretary of the classes. The secretary of the classes shall keep a petty cash book in which particulars of all advances and payments shall be reflected. Receipts in support of payments should wherever possible be obtained and filed.

STORES.

13. (1) A proper inventory or stores ledger shall be kept in respect of all property of a committee such as furniture, books, material and equipment, etc., with an indication of the date purchased, cost thereof and date of and reason for write-off. No furniture, books, material or equipment, etc., shall be written off charge in the stores ledgers or inventories without the approval of the Secretary.

(2) All property other than expendable stores shall be stamped or marked in some other suitable indelible manner to indicate the inventory number and ownership of the committee.

(3) The Department does not supply registers, receipt books, record books, stationery and other requirements to continuation classes and a committee must purchase its own stocks and provide therefor in its estimates.

RETURNS TO BE SUBMITTED.

14. (1) The following returns must be submitted to the Department at the times stated in each case but not later than one month after the end of the school term in question:—

(a) At the end of each quarter—

(i) quarterly return; class roster (on form U.E. 81);

(ii) quarterly return of teaching staff employed (on form U.E. 82);

(iii) quarterly statement of class fees due and paid (on form U.E. 83).

(b) Statement of receipts and payments (form U.E. 84)—

(i) for the first and second quarters combined at end of second quarter;

(ii) for the third quarter only at the end of the third quarter;

(iii) for the full year 1st January to 31st December at the end of the fourth quarter properly audited and certified as correct by the auditor, together with his report, if any.

- (c) 'n geouditeerde inventaris van bates soos op 31 Desember van elke jaar, wat die datum van aankoop en die koopprys van elke bate en die bates wat gedurende die jaar afgeskryf is en 'n verwysing na die Sekretaris se magtiging tot sodanige afskrywing toon;
- (d) 'n geouditeerde staande soos op 31 Desember van elke jaar wat die volgende toon—
- (i) uitstaande onderwysgelde tot datum;
 - (ii) salarisse en ander rekenings wat tot op datum nog nie betaal is nie;
 - (iii) Regeringstoekennings vir die lopende jaar wat nog nie ontvang is nie;
 - (iv) kontant voorhande;
 - (v) kontant by bank, gestaaf deur 'n banksertifikaat en 'n staat wat die banksaldo volgens die kasboek, rekonsilieer met die werklike saldo in die bank.

OPMERKINGS.

1. Die ouditeur moet sy naam, beroep en kwalifikasies, besigheidsadres en professionele status vermeld.

2. Ontvangs-en-uitbetalingsrekenings moet vergesel gaan van 'n sertifikaat van die bank wat die banksaldo aandui, en 'n rekonsiliasiestaat ten opsigte van saldo's soos per kasboek en bankstaat.

(2) Voor of op 31 Augustus van elke jaar word 'n begroting van inkomste en uitgawe vir die daaropvolgende boekjaar op 'n vorm wat deur die Sekretaris goedgekeur is (U.E. 80) by die Sekretaris ingedien.

BETALING VAN HULPTOELAE.

15. (1) 'n Hulptoelae is aan 'n komitee in vier paaielemente betaalbaar. Die eerste paaielement word sodra moontlik na 1 April betaal en die orige paaielemente na ontvangs van die voorgeskrewe opgawes en state.

(2) In die geval van pas erkende klasse word die eerste paaielement sodra moontlik nadat erkenning goedgekeur is, betaal.

INTREKKING VAN ERKENNING.

16. (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) Wanneer 'n komitee in kennis gestel is dat erkenning van sy klasse ingetrek is—

- (a) stuur hy na betaling van laste die saldo van fondse voorhande en die kasboek, bankstate, 'n lys van bates en ander boekhourekords aan die Sekretaris met 'n aanduiding van waar die bates bewaar word;
- (b) word alle bates die eiendom van die Sekretaris wat na goeddunke daarvoor kan beskik, dit kan oorplaas of laat bewaar.

AFDELING B.—DEELTYDSE KLASSE.

INSTELLING VAN DEELTYDSE KLASSE.

17. (1) As daar op 'n bepaalde plek 'n vraag is na voortgesette onderwys, soos omskryf in artikel sewentien van die Konsolidasie- en Wysigingswet op Finansiële Verhoudings, 1945 (Wet No. 38 van 1945), soos gewysig, en voldoen word aan die vereistes van paragrafe (a) en (b) van subregulasie 1 van regulasie 2, kan deeltydse klasse met die goedkeuring van die Minister ingestel word om hoër onderwys te verskaf.

(2) Wanneer die voortsetting van deeltydse klasse na die mening van die Minister weens 'n daling in die leerlingtal of om ander redes nie langer geregverdig is nie, kan hy die instelling van sodanige klasse intrek.

BEHEER VAN DEELTYDSE KLASSE.

18. Wanneer die Minister die instelling van 'n deeltydse klas goedgekeur het, kan hy die beheer daarvan aan die prinsipaal van 'n beroepskool opdra. Vir die doel van hierdie regulasies word sodanige deeltydse klas bestuur en beheer asof dit 'n deel is van so 'n beroepskool.

(c) An audited inventory of assets as at 31st December of each year, showing date of purchase and purchase price of each asset and assets written off during the year and a reference to the Secretary's authority for such write-off.

(d) An audited statement as at 31st December of each year showing—

- (i) tuition fees unpaid to date;
- (ii) salaries and other accounts unpaid to date;
- (iii) Government grants for current year not yet received;
- (iv) cash on hand;
- (v) cash in the bank supported by a bank certificate and a statement reconciling the bank balance in the cash book with the balance actually in the bank.

NOTES.

1. The auditor must state his name, occupation and qualifications, business address and professional status.

2. Receipts and payments accounts must be accompanied by a bank certificate indicating bank balance and a reconciliation statement in respect of balances as per cash book and per bank statement.

(2) An estimate of income and expenditure for the ensuing financial year shall be submitted to the Secretary on a form (U.E. 80) approved by the Secretary, not later than the 31st August of each year.

PAYMENT OF GRANT-IN-AID.

15. (1) A grant-in-aid to a committee is payable in four instalments. The first payment is made as soon as possible after the 1st April and the remaining payments after receipt of the prescribed returns and statements.

(2) In the case of a newly recognised class, the first payment is made as soon as possible after recognition has been approved.

WITHDRAWAL OF RECOGNITION.

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

(2) Whenever a committee is notified that recognition of its classes has been withdrawn—

- (a) it will, after payment of liabilities, forward the balance of funds on hand and the cash book, bank statements, a list of assets and other accounting records to the Secretary, with an indication where such assets are stored;
- (b) all assets become the property of the Secretary who may dispose of it as he deems fit or transfer it or place it in safe keeping.

SECTION B.—PART-TIME CLASSES.

ESTABLISHMENT OF PART-TIME CLASSES.

17. (1) Whenever at a particular centre there is a demand for continued education as defined in section seventeen of the Financial Relations Consolidation and Amendment Act, 1945 (Act No. 38 of 1945), as amended, and the requirements of paragraphs (a) and (b) of sub-regulation 2 are complied with, part-time classes to provide higher education may, with the approval of the Minister, be established.

(2) Whenever on account of a falling off in the number of pupils or for other reasons, the maintenance of part-time classes is in the opinion of the Minister no longer warranted, he may disestablish such classes.

CONTROL OF PART-TIME CLASSES.

18. Whenever the Minister has approved of the establishment of part-time classes, he may assign the control thereof to the principal of a vocational school. For the purpose of these regulations such part-time classes will be controlled and managed as if they constitute a part of such vocational school.

AFDELING C.—VOORTSETTINGS- EN DEELTYDSE KLASSE.

ONDERWYSGELDE, DUUR, ENS., VAN KURSUSSE WAT KRAGTENS ARTIKEL *agt* VAN DIE WET ERKEN IS.

19. (1) Onderwysgelde ten opsigte van 'n onderrig-kursus wat kragtens artikel *agt* van die Wet erken word, is betaalbaar teen tariewe wat die Minister in oorleg met die Minister van Finansies bepaal vir—

- (a) (i) klasse wat nie selfonderhoudend hoef te wees nie, insluitende kursusse en klasse wat lei tot—
- (1) die Nasionale Standaard VI-, VII-, VIII-, IX-, Nasionale Handel- en Standaard X-sertifikaat, uitsluitende die huishoudkunde- en kunsgroep;
 - (2) die Elementêre Tegniese, Nasionale Tegniese I-, II- en III-, Gevorderde Tegniese I- en II-sertifikaat;
 - (3) die Nasionale Diplomas in tegnologie, boukunde, tekenarskuns, handel en masjienrekene;
 - (4) die diplomas van die Royal Sanitary Institute, Institutes of Mechanical, Electrical and Civil Engineers en dergelike liggame, Institute of Secretaries, Institute of Administration and Commerce of South Africa en Institute of Bankers;

(ii) klasse en kursusse vir voormanne, laboratoriumtegnici en distribusiebedrywe;

(b) deeltydse klasse wat selfonderhoudend moet wees, insluitende—

- (i) kursusse in musiek, ballet, spraakkuns, drama, kuns, handwerk;
- (ii) kursusse en demonstrasies in voorgeskrewe huishoudkundige vakke;
- (iii) kort kursusse en lesings in voorgeskrewe handelsvakke en klasse en kursusse in handelsvakke in die algemeen wat nie onder paragraaf (a) val nie;
- (iv) klasse en kursusse in tegnologie, boukunde en ander tegniese vakke wat nie onder paragraaf (a) val nie;
- (v) klasse en kursusse in liggaamlike opvoeding en sport;
- (vi) kursusse, demonstrasies en klasse in blommerangskikking, kunswaardering, musiekwaardering en enige ander klas, klubbedrywigheid, kursus of demonstrasie wat nie onder paragraaf (a) val nie;
- (vii) klasse in tale wat nie onder paragraaf (a) val nie;

met dien verstande dat selfonderhoudende klasse klasse beteken ten opsigte waarvan die onderwysgelde nagenoeg die koste van salarisse en toelaes van die betrokke doserende personeel sal dek.

(2) Die duur van die kursusse in subregulasie (1) beskryf, is—

- (a) vier skoolkwartale in die geval van 'n kursus in paragraaf (a) (i) daarvan genoem;
- (b) 'n minimum van ses lesings in die geval van 'n kursus in paragraaf (a) (ii) daarvan genoem;
- (c) 'n minimum van twee skoolkwartale in die geval van 'n kursus in paragraaf (b) daarvan genoem wat lei tot 'n eksamen wat deur die Minister ingevolge artikel *elf* van die Wet goedgekeur is; en
- (d) 'n minimum van een lesing vir enige ander kursus wat nie lei tot 'n eksamen in paragraaf (c) van hierdie subregulasie beskryf nie.

(3) Aansoek om toelating as 'n deeltydse leerling tot enige klas in subregulasie (1) genoem, word gedoen op 'n vorm wat deur die Sekretaris goedgekeur is. In die reël sal deeltydse leerlinge slegs aan die begin van 'n kursus of klas toegelaat word.

SECTION C.—CONTINUATION AND PART-TIME CLASSES.

TUITION FEES, DURATION, ETC., OF COURSES RECOGNISED IN TERMS OF SECTION *eight* OF THE ACT.

19. (1) Tuition fees in respect of a course of instruction recognised in terms of section *eight* of the Act, shall be payable at rates determined by the Minister in consultation with the Minister of Finance in respect of—

- (a) (i) classes which need not be self-supporting, including courses and classes which lead to—
- (1) the National Standard VI, VII, VIII, IX, National Commercial and Std. X certificates but excluding the domestic science and art groups;
 - (2) the Elementary Technical, National Technical I, II and III, Advanced Technical I and II certificates;
 - (3) the National Diplomas in technology, building, draughtsmanship, commerce and mechanised arithmetic;
 - (4) the Diplomas of the Royal Sanitary Institute, Institutes of Mechanical, Electrical and Civil Engineers and similar bodies, institutes of secretaries, Institute of Administration and Commerce of South Africa and Institute of Bankers;
- (ii) classes and courses for foremen, laboratory technicians and distributive trades;

(b) part-time classes which must be self-supporting, including—

- (i) courses in music, ballet, speech, drama, art, crafts;
- (ii) courses and demonstrations in prescribed domestic science subjects;
- (iii) short courses and lectures in prescribed commercial subjects and classes and courses in commercial subjects in general not falling under paragraph (a);
- (iv) classes and courses in technology, building, and other technical subjects not falling under paragraph (a);
- (v) classes and courses in physical education and sport;
- (vi) courses, demonstrations and classes in flower arrangement, art appreciation, music appreciation, and any other class, club activity, course, demonstration not falling under paragraph (a);
- (vii) language classes not falling under paragraph (a);

provided that self-supporting classes shall be understood to mean classes in respect of which the tuition fees will approximately cover the cost of salaries and allowances of the teaching staff concerned.

(2) The duration of the courses described in sub-regulation (1) shall be—

- (a) four school terms in the case of a course referred to in paragraph (a) (i) thereof;
- (b) a minimum of six lectures in the case of a course referred to in paragraph (a) (ii) thereof;
- (c) a minimum of two school terms in the case of a course referred to in paragraph (b) thereof, which leads to an examination approved by the Minister in terms of section *eleven* of the Act; and
- (d) a minimum of one lecture for any other course, which does not lead to an examination described in paragraph (c) of this sub-regulation.

(3) Application for admission as a part-time pupil at any class referred to in sub-regulation (1), shall be made on a form approved by the Secretary. As a general rule, part-time pupils will be admitted only at the commencement of a course or class.

(4) Eksamens word afgeneem en diplomas of sertifikate in verband daarmee word uitgereik soos voorgeskryf in Deel XI van hierdie regulasies of ooreenkomstig die regulasies van enige eksaminerende liggaam wat deur die Minister goedgekeur is.

(5) Bodes in voltydse diens van die Regering en die ander deeltydse leerlinge wat die Sekretaris bepaal, kan tot nie-selfonderhoudende deeltydse klasse sonder die betaling van onderriggelde toegelaat word.

DIENSVORWAARDES EN VERLOFVOORREGTE VAN VOLTYDSE PERSONEEL.

20. (1) Behalwe waar spesiale voorsiening in hierdie deel gemaak is, is die bepalings van Dele VI, VII, VIII, en IX van hierdie regulasies *mutatis mutandis* van toepassing op persone in diens op 'n voltydse grondslag by deeltydse klasse.

(2) Die diensvoorwaardes van persone wat op 'n voltydse grondslag in diens is van die komitee vir 'n voortsettingsklas, is soos voorgeskryf vir beamptes en werknemers in Deel XIII asof sodanige persone in diens van die bestuur van 'n Staatsondersteunde beroepsskool is.

GRADERING, SALARISSE EN TOELAES VAN VOLTYDSE PERSONEEL.

21. Die gradering, salarisse en toelaes, soos kragtens artikel sewentien van die Wet bepaal vir beamptes en werknemers in diens by beroepsskole, is *mutatis mutandis* van toepassing op beamptes en werknemers in diens by voortsettings- en deeltydse klasse.

GEBRUIKMAKING VAN DIENSTE VAN PERSONEEL EN VAN UITRUSTING VAN STAATSDEPARTEMENTE EN PROVINSIALE ADMINISTRASIES.

22. Indien van die dienste van 'n onderwyser of beampte of werknemer van 'n onderwys- of Staatsdepartement gebruik gemaak word, sien die plaaslike komitee, of in die geval van 'n deeltydse klas wat in regulasie 18 genoem word, die prinsipaal toe dat die betrokke persoon vooraf die goedkeuring van sy departement daartoe verkry. Die plaaslike komitee of die prinsipaal, na gelang van die geval, verkry ook die goedkeuring van die betrokke departement vir die gebruik van geboue en uitrusting van 'n onderwys- of Staatsdepartement.

BETALING VAN ADDISIONELE TOELAES.

23. Die betaling aan 'n persoon wat by 'n voortsettings- of deeltydse klas op 'n deeltydse grondslag in diens is van klimaats- of enige ander toelae of addisionele besoldiging wat nie kragtens enige wet of regulasie voorgeskryf is nie, is onderworpe aan die goedkeuring van die Minister.

DEELTYDSE WERKNEMERS KOM NIE IN AANMERKING VIR VERLOF MET BESOLDIGING NIE.

24. (1) 'n Persoon wat by 'n voortsettingsklas of deeltydse klas op 'n deeltydse grondslag in diens is, kom nie vir verlof met besoldiging in aanmerking nie. Sodanige persoon ontvang gedurende sy afwesigheid van klasse, hetsy vir vakansie- of enige ander doeleindes, geen salaris of loon nie.

(2) Waar 'n persoon in deeltydse diens van klasse afwesig is, kan die prinsipaal reëlings tref vir die aanstelling van 'n plaasvervanger.

ONTSLAG VAN PERSONEEL.

25. Die dienste van 'n persoon wat by 'n voortsettings- of deeltydse klas op 'n deeltydse grondslag in diens is, kan deur 'n komitee of die Sekretaris, na gelang van die geval, sonder kennisgewing beëindig word indien hy van mening is dat gemelde persoon se gedrag onbevredigend is.

WEIERING VAN TOELATING OF UITSETTING VAN LEERLINGE.

26. (1) 'n Komitee kan die toelating van 'n leerling tot voortsettingsklasse weier indien hy van oordeel is dat sodanige weiering in die beste belang van die klasse is. 'n Komitee kan 'n leerling om soortgelyke redes uit sulke klasse uitsit. Sodanige weiering of uitsetting moet aan die Sekretaris gerapporteer word, met vermelding van die redes vir die stap. In die geval van deeltydse klasse kan die prinsipaal insgelyks handel, mits hy daarna die goedkeuring van die Sekretaris vir sy optrede verkry.

(2) 'n Leerling wat kragtens subregulasie (1) uitgesit is, kan nie terugbetaling eis van onderwysgelde wat vooruit-betaal is nie.

(4) The conduct of examinations and the issue of diplomas or certificates in connection therewith shall be as prescribed in part XI of these regulations or in accordance with the regulations of any examining body approved by the Minister.

(5) Messengers in full-time Government employment and such other part-time pupils as the Secretary may determine, may be admitted to non-self supporting part-time classes without being required to pay tuition fees.

CONDITIONS OF SERVICE AND LEAVE PRIVILEGES OF FULL-TIME STAFF.

20. (1) Except where special provision is made in this part, the provisions of parts VI, VII, VIII and IX of these regulations will *mutatis mutandis* apply to persons employed at part-time classes on a full-time basis.

(2) The conditions of service of persons employed on a full-time basis by a committee for a continuation class will be as prescribed for officers and employees in part XIII as if such persons are employed by the management of a State-aided vocational school.

GRADING, SALARIES AND ALLOWANCES OF FULL-TIME STAFF.

21. The grading, salaries and allowances as determined in terms of section seventeen of the Act for officers and employees employed at vocational schools, will *mutatis mutandis* be applicable to officers and employees employed at continuation and part-time classes.

USE OF SERVICES OF STAFF AND OF EQUIPMENT OF GOVERNMENT DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS.

22. Whenever the services of a teacher or officer or employee of an education or Government department are utilised, the local committee, or in the case of a part-time class referred to in regulation 18, the principal will ensure that the person concerned obtains the prior approval thereto of his department. The local committee or the principal, as the case may be, will also obtain the permission of the department concerned for any use of the buildings and equipment of an education or government department.

PAYMENT OF ADDITIONAL ALLOWANCES.

23. The payment to a person employed in a part-time capacity at a continuation or part-time class of climatic or any other allowance or additional remuneration, which is not prescribed in terms of any law or regulation, is subject to the approval of the Minister.

PART-TIME EMPLOYEES NOT ELIGIBLE FOR LEAVE WITH PAY.

24. (1) A person employed on a part-time basis at a continuation or part-time class is not eligible for any leave with pay. Such person will not receive any salary or wages during absences from classes, whether for holiday or any other purpose.

(2) Whenever a person in part-time employment is absent from classes, the principal may make arrangements for the appointment of a substitute.

DISCHARGE OF STAFF.

25. The services of a person employed on a part-time basis at a continuation or part-time class may be dispensed with without notice by the committee or the Secretary, as the case may be, if in its or his opinion such person's conduct is unsatisfactory.

REFUSAL OF ADMISSION OR EXPULSION OF PUPILS.

26. (1) A committee may refuse the admission of a pupil to continuation classes if it is of the opinion that such refusal is in the best interests of the classes. A committee may for similar reasons expel a pupil from such classes. Such refusal or expulsion should be reported to the Secretary with mention of the reasons for such steps. In the case of part-time classes, the principal may take similar action, subject to the subsequent approval of the Secretary being obtained for the steps taken.

(2) A pupil who has been expelled in terms of sub-regulation (1), has no claim to a refund of any tuition fees paid in advance.

DEEL XI.

AFNEEM VAN EKSAMENS EN UITREIKING VAN DIPLOMAS EN SERTIFIKATE.

WIE INGESKRYF KAN WORD.

1. (1) Enige kandidaat wat hom vir 'n voorgeskrewe eksamen (hieronder 'n nasionale eksamen genoem) wil laat inskryf, kan, behoudens die bepalings van subregulasies (2) en (3) en by betaling van die eksamen- en plaaslike gelde in regulasies 9 en 10 voorgeskryf, tot sodanige eksamen toegelaat word.

(2) Behalwe soos anders uitdruklik in hierdie regulasies of bepaalde voorskrifte vir 'n kursus bepaal, word geen beperkings met betrekking tot vorige eksamenkwalifikasies op kandidate as voorwaarde vir inskrywing vir 'n eksamen gelê nie.

(3) Toelating tot die nasionale eksamens is nie tot blanke of nie-private kandidate beperk nie.

SERTIFIKATE, DIPLOMAS EN EKSAMENVAKKE.

2. (1) Die kursusse van onderrig en opleiding wat lei tot nasionale eksamens vir die volgende sertifikate is kragtens artikel elf van die Wet goedgekeur:—

(a) Groepsertifikate.

- Nasionale Praktiese Huishoudkundesertifikaat, Eerste-, Tweede- en Derdejaar.
- Nasionale Std. VI-sertifikaat (Algemeen, Handel, Tegnologie of Huishoudkunde).
- Nasionale Elementêre Tegniese Sertifikaat.
- Nasionale Std. VII-sertifikaat (Algemeen, Handel, Tegnologie of Huishoudkunde).
- Nasionale Junior Sertifikaat (Algemeen, Handel, Tegnologie of Huishoudkunde).
- Nasionale Tegniese Sertifikaat, Deel I.
- Nasionale Preliminêre Sertifikaat vir Vakleerlinge in die Drukkersnywerheid.
- Nasionale Handelsertifikaat.
- Nasionale Intermediêre Sertifikaat (Tegnologie of Huishoudkunde).
- Nasionale Tegniese Sertifikaat, Deel II.
- Nasionale Intermediêre Sertifikaat vir Vakleerlinge in die Drukkersnywerheid.
- Nasionale Huishoudkundesertifikaat in gespesialiseerde vakke.
- Nasionale Senior Sertifikaat (Kuns, Algemeen, Handel, Tegnologie, Huishoudkunde of Matrikulasiestelling).
- Nasionale Gevorderde Huishoudkundesertifikaat in gespesialiseerde vakke.
- Nasionale Tegniese Sertifikaat, Deel III.
- Nasionale Diploma vir Vakleerlinge in die Drukkersnywerheid.
- Nasionale Sekretariële Sertifikaat (Privaatsekretaris).
- Nasionale Gevorderde Tegniese Sertifikaat, Deel I.
- Nasionale Gevorderde Tegniese Sertifikaat, Deel II.
- Nasionale Diploma (Handel, Tegnologie, Boukunde, Tekenaarskuns, Kuns of Kleremakery).
- Nasionale Bouinspekteursertifikaat.
- Nasionale Diploma in Handels- en Industriële ontwerp.
- Nasionale Onderwysersertifikaat (Kuns, Handel, Huishoudkunde, Kleuteronderwys of Tegnologie).
- Nasionale Onderwysersdiploma [Handel, Huishoudkunde (Spesialiteitskursus), Kleuteronderwys of Tegnologie].
- Nasionale Diploma vir Ambagsinstruktors.
- Nasionale Diploma vir Instruktrises in Huishoudkunde.

PART XI.

CONDUCT OF EXAMINATIONS AND THE ISSUE OF DIPLOMAS AND CERTIFICATES.

WHO MAY ENTER.

1. (1) Any candidate desiring to enter for a prescribed examination (hereafter called a national examination) may, subject to the provisions to sub-regulations (2) and (3) and on payment of the examination and local fees as prescribed in regulations 9 and 10, be admitted to such examination.

(2) Except as otherwise expressly provided in these regulations or in the specific directions for a course, no restrictions in regard to previous examination qualifications are imposed on candidates as a condition of entry for the examinations.

(3) Entry for the examinations is not restricted to European or non-private candidates.

CERTIFICATES, DIPLOMAS AND EXAMINATION SUBJECTS.

2. (1) The courses of instruction and training leading to national examinations for the following certificates have been approved in terms of section eleven of the Act:—

(a) Group Certificates.

- National Practical Domestic Science Certificate, First, Second and Third Year.
- National Std. VI Certificate (General, Commercial, Technology or Domestic Science).
- National Elementary Technical Certificate.
- National Std. VII Certificate (General, Commercial, Technology or Domestic Science).
- National Junior Certificate (General, Commercial, Technology or Domestic Science).
- National Technical Certificate, Part I.
- National Preliminary Certificate for Apprentices in the Printing Industry.
- National Commercial Certificate.
- National Intermediate Certificate (Technology or Domestic Science).
- National Technical Certificate, Part II.
- National Intermediate Certificate for Apprentices in the Printing Industry.
- National Domestic Science Certificate in Specialised Subjects.
- National Senior Certificate (Art, General, Commercial, Technology, Domestic Science and Matriculation Exemption).
- National Advanced Domestic Science Certificate in Specialised Subjects.
- National Technical Certificate, Part III.
- National Diploma for Apprentices in the Printing Industry.
- National Secretarial Certificate (Private Secretaries).
- National Advanced Technical Certificate, Part I.
- National Advanced Technical Certificate, Part II.
- National Diploma (Commerce, Technology, Building, Draughtsmanship, Art or Tailoring).
- National Building Inspectors' Certificate.
- National Diploma in Commercial and Industrial Design.
- National Teachers' Certificate (Art, Commerce, Domestic Science, Nursery Education or Technology).
- National Teachers' Diploma [Commerce, Domestic Science (Specialist), Nursery Education or Technology].
- National Diploma for Trade Instructors.
- National Diploma for Domestic Science Instructors.

(b) Ander sertifikate.

Nasionale Tweektaligheidsertifikaat (Elementêr, Intermediêr of Gevorderd).

Nasionale Diploma in Fisioterapie.

Nasionale Diploma in Radiografie.

(2) Die vakke vir eksamens, toelatingsvereistes en duur van kursusse vir die sertifikate in subregulasie (1) genoem, is soos van tyd tot tyd deur die Sekretaris bepaal of in die handboeke van die Departement omskryf.

WANNEER EKSAMENS AFGENEEM WORD.

3. (1) Nasionale eksamens word gewoonlik gedurende November en Desember van elke skooljaar afgeneem op datums wat die Sekretaris bepaal. Hieronder word dit die November-eksamens genoem.

(2) Aanvullende eksamens vir die kandidate en in die vakke wat die Sekretaris bepaal, word gewoonlik gedurende Junie van elke skooljaar afgeneem. Hieronder word dit die Junie-eksamens genoem.

EKSAMENSENTRUMS EN DIE AANSTELLING VAN PLAASLIKE SEKRETARISSE.

4. (1) Eksamens word afgeneem in sentrums wat deur die Sekretaris aangewys word.

(2) Vir elke eksamensentrum stel die Sekretaris 'n plaaslike sekretaris aan om as sy verteenwoordiger op te tree in verband met die nasionale eksamens.

(3) 'n Plaaslike sekretaris is verantwoordelik vir alle plaaslike reëlings in verband met die eksamens met inbegrip van—

(a) die inskrywing van kandidate en die versending van sodanige inskrywings aan die Sekretaris;

(b) die verskaffing van 'n eksamenkamer;

(c) die afneem van en toesig oor die eksamens ooreenkomstig hierdie regulasies;

(d) die veilige bewaring van vraestelle en ander eksamenmateriaal;

(e) die aanstuur van die kandidate se eksamenwerk aan die Sekretaris;

(f) die bekendmaking van uitslae van eksamens aan kandidate;

(g) die besorging aan kandidate van sertifikate wat deur die Sekretaris gestuur word;

(h) die uitvoering van enige ander voorskrifte van die Sekretaris in verband met die afneem van en handhawing van orde by eksamens.

INSKRYWINGSVORMS.

5. Alle inskrywings vir die nasionale eksamens moet op 'n vorm U.E. 285 wat deur die Sekretaris goedgekeur is, tesame met die vereiste eksamengelde voor of op die bepaalde datum by die plaaslike sekretaris ingedien word.

INSKRYWINGS VIR MEER AS EEN GRAAD.

6. (1) 'n Kandidaat kan hom laat inskryf vir enige graad van enige vak waarin die Sekretaris 'n eksamen afneem; met dien verstande dat geen kandidaat hom sonder die goedkeuring van die Sekretaris vir meer as een graad van dieselfde vak, behalwe snelskrif, by dieselfde eksamen kan laat inskryf nie.

(2) Wanneer 'n kandidaat hom vir meer as een graad of spoedtoets in snelskrif by dieselfde eksamen laat inskryf, word—

(i) die goedgekeurde eksamengelde betaal; en

(ii) 'n opsommingstaat van inskrywings deur die plaaslike sekretaris ingevul en ingedien;

ten opsigte van elke graad en spoedtoets, en die datums wat in die eksamenrooster voorgeskryf is, word stiptelik gevolg.

LAAT INSKRYWINGS.

7. (1) 'n Plaaslike sekretaris kan na goeddunke laat inskrywings aanneem ná die sluitingsdatum, maar nie later nie as 1 April en 1 September vir onderskeidelik die Junie- en die November-eksamens.

(2) Die eksamen- en plaaslike gelde vir laat inskrywings bedra dubbel die tariewe vir gewone inskrywings voorgeskryf.

(b) Other Certificates.

National Bilingual Certificate (Elementary, Intermediate, Advanced).

National Diploma in Physiotherapy.

National Diploma in Radiography.

(2) The examination subjects, admission qualifications and duration of courses for the certificates mentioned in sub-regulation (1) are as determined by the Secretary or as defined in the handbooks of the Department from time to time.

WHEN EXAMINATIONS ARE HELD.

3. (1) National examinations are normally held during November and December of each school year on such dates as determined by the Secretary—hereafter referred to as the November examinations.

(2) Supplementary examinations for such candidates and in such subjects as the Secretary may determine, are held during June of each school year—hereafter referred to as the June examinations.

EXAMINATION CENTRES AND APPOINTMENT OF LOCAL SECRETARIES.

4. (1) Examinations are held at centres determined by the Secretary.

(2) The Secretary appoints a local secretary for each examination centre to act as his representative in connection with the national examinations.

(3) A local secretary is responsible for all local arrangements in regard to the examinations, including—

(a) the entering of candidates and forwarding such entries to the Secretary;

(b) providing an examination hall;

(c) conducting and supervising the examinations in accordance with these regulations;

(d) keeping examination papers and other examination material in safe custody;

(e) forwarding the candidates' examination work to the Secretary;

(f) notifying candidates of the results of the examinations;

(g) distributing to the candidates certificates forwarded by the Secretary;

(h) giving effect to any other directions of the Secretary in regard to the conduct of and the maintenance of order at the examinations.

ENTRY FORMS.

5. All entries for the national examinations must be submitted to the local secretary on a form U.E. 285 approved by the Secretary together with the requisite examination fees on or before the prescribed date.

ENTRIES FOR MORE THAN ONE GRADE.

6. (1) A candidate may enter for any grade of any subject in which the Secretary conducts an examination; provided that, with the exception of shorthand, no candidate may without the approval of the Secretary enter for more than one grade of the same subject for the same examination.

(2) When a candidate enters for more than one grade or speed test of shorthand for the same examination—

(i) the approved examination fees shall be paid, and

(ii) a summary entry form shall be completed and submitted by the local secretary,

in respect of each grade and speed test and the dates laid down in the examination time-table shall be strictly adhered to.

LATE ENTRIES.

7. (1) Late entries may be accepted by a local secretary at his discretion after the closing dates but not later than the 1st April and 1st September for the June and November examinations respectively.

(2) The examination and local fees for late entries are double the fees prescribed for an ordinary entry.

KANSELLERING VAN INSKRYWINGS.

8. (1) Aansoeke om kansellering van inskrywings vir die Junie- of November-eksamens word nie na onderseidelik 1 Mei en 1 Oktober oorweeg nie en die betaalde gelde word nie terugbetaal aan kandidaat wat nie die eksamen waarvoor hulle ingeskryf is, doen nie, tensy die Sekretaris voor of op genoemde datums aansoeke om kansellering van inskrywings ontvang.

(2) Wanneer 'n kandidaat 'n laat inskrywing kanselleer, word die addisionele eksamengelde bo en behalwe die normale gelde nie terugbetaal nie.

(3) Aan 'n kandidaat wat weens siekte onmiddellik voor of tydens die eksamen verhinder word om die eksamen te skryf, kan sy eksamengelde terugbetaal word, mits hy 'n geneeskundige sertifikaat ter staving van sy eis binne een maand na die eksamen aan die Sekretaris voorlê.

(4) Plaaslike gelde word nie terugbetaal nie waar 'n kandidaat sy inskrywing kanselleer of om watter rede ookal nie die eksamen aflê nie.

EKSAMENGELDE.

9. (1) 'n Kandidaat word toegelaat om slegs aan eksamens deel te neem ten opsigte waarvan hy die volle vasgestelde eksamen- en plaaslike gelde, indien betaalbaar, aan die plaaslike sekretaris betaal het.

(2) Die goedgekeurde eksamengelde is soos volg:—

	Per vak. s. d.
Nasionale Standard VI-sertifikaat.....	3 6
Nasionale Standard VII-sertifikaat (tegnologie, huishoudkunde, handel en algemeen).....	3 6
Nasionale Junior Sertifikaat (tegnologie, huishoudkunde, handel en algemeen).....	4 6
Nasionale Intermediêre Sertifikaat (tegnologie)....	4 6
Nasionale Handelsertifikaat.....	4 6
Nasionale Senior Sertifikaat (tegnologie, huishoudkunde, kuns, handel, algemeen en matrikulasievystelling).....	4 6
Snelskrif, Engels en Afrikaans (enige spoed).....	4 6
Nasionale Tegnieke Sertifikaat, Dele I, II of III....	4 6
Nasionale Diplomas (uitgesonderd Onderwysersdiplomas).....	6 6
Nasionale Gevorderde Tegnieke Sertifikaat, Dele I en II.....	6 6
Onderwyserseksamens.....	11 0
Nasionale Tweetaligheidsertifikaat— Elementêr en Intermediêr.....	8 0
Gevorderd.....	12 0

(3) Geen eksamengelde is betaalbaar deur leerlinge aan beroepskole, spesiale skole, nywerheid- of verbeteringskole ten opsigte van enige eksamen waarna in paragraaf (a) van subregulasie (1) van regulasie 2 verwys word en wat nie van 'n hoër standaard as die nasionale senior sertifikaatsamens is nie.

KLASSIFIKASIE VAN EKSAMENSENTRUMS EN PLAASLIKE GELDE.

10. (1) Die sentrums waar nasionale eksamens afgeneem word, word in twee klasse verdeel soos volg:—

Klas A.—Sentrums waar die plaaslike sekretaris hoof is van 'n tak van of van 'n verklaarde instelling, 'n beroepskool, 'n spesiale skool, 'n staatsondersteunde beroepskool of 'n inrigting wat deur die Departement gesubsidieer word, en sentrums wat buite die Unie of in buitelandse gebiede geleë is.

Klas B.—Alle sentrums binne die Unie en die gebied Suidwes-Afrika wat nie onder Klas „A” val nie.

(2) (a) By „A”-sentrums is plaaslike sekretarisse gemagtig om van elke kandidaat 'n plaaslike bedrag wat die Sekretaris bepaal, maar van hoogstens twee shillings per vakinskrif, te vorder. Hierdie bedrag kan deur die betrokke plaaslike sekretarisse wat nie beamptes van die Departement is nie, behou word om koste in verband met administrasie, akkommodasie en toesig te bestry.

(b) Geen plaaslike gelde is kragtens paragraaf (a) betaalbaar deur leerlinge aan Uniale spesiale, nywerheid- en verbeteringskole onder die beheer van die Departement waar 'n beampte van die Departement as plaaslike sekretaris optree nie.

CANCELLATION OF ENTRIES.

8. (1) Applications for the cancellation of examination entries for the June and November examinations are not considered after the 1st May and 1st October respectively and the fees paid are not refunded to candidates who fail to sit for the examinations for which they have entered, unless applications for cancellation of entries are received by the Secretary on or before the dates mentioned.

(2) When a candidate cancels a late entry, the additional examination fees over and above the normal fees are not refunded.

(3) A candidate who, owing to illness immediately prior to or during the examination period, has been prevented from writing the examination, may have his examination fees refunded to him, provided a medical certificate in support of his claim is submitted to the Secretary within one month after the examination.

(4) Local fees are not refunded where a candidate cancels his entry or does not for any reason write the examination.

EXAMINATION FEES.

9. (1) A candidate is permitted to write only those examinations in respect of which he has paid the examination and local fees, if payable, have been paid in full to the local secretary.

(2) The approved examination fees are as follows:—

	Per Subject. s. d.
National Standard VI Certificate.....	3 6
National Standard VII Certificate (Technology, Domestic Science, Commercial and General)....	3 6
National Junior Certificate (Technology, Domestic Science, Commerce and General).....	4 6
National Intermediate Certificate (Technology)....	4 6
National Commercial Certificate.....	4 6
National Senior Certificate (Technology, Domestic Science, Art, Commerce, General and Matriculation Exemption).....	4 6
Shorthand, English and Afrikaans, all speeds.....	4 6
National Technical Certificates, Parts I, II or III....	4 6
National Diplomas other than Teachers' Diplomas..	6 6
National Advanced Technical Certificates, Part I or II.....	6 6
Teachers' Examinations.....	11 0
National Bilingual Certificates— Elementary and Intermediate.....	8 0
Advanced.....	12 0

(3) No examination fees are payable by full-time pupils at vocational schools, special schools, industrial schools or reformatories in respect of any examination referred to in paragraph (a) of sub-regulation (1) of regulation 2 which is of a standard not higher than that for the Senior Certificate examination.

CLASSIFICATION OF EXAMINATION CENTRES AND LOCAL FEES.

10. (1) The centres at which the national examinations are conducted are divided into two categories, as follows:—

Category A.—Centres where the local secretary is the head of a branch of or of a declared institution, a vocational school, a special school, a State-aided vocational school or an institution subsidised by the Department and centres situated outside the Union or in foreign territories.

Category B.—All centres within the Union and the territory of South West Africa not falling in Category A.

(2) (a) At „A” centres local secretaries are empowered to collect from each candidate a local fee as determined by the Secretary which must not exceed two shillings per subject entry. This fee may be retained by local secretaries, not being officers of the Department, and utilised to meet expenses of administration, accommodation and supervision.

(b) No local fees are payable in terms of paragraph (a) by pupils of Union special schools, industrial schools and reformatories under the control of the Department, where an officer of the Department acts as local secretary.

(3) By „B”-sentrums word 'n bedrag van twee sjielings per vakinskrywing van elke kandidaat gevorder en deur die plaaslike sekretaris tesame met die gewone eksamengelde aan die Sekretaris gestuur. Na afloop van die eksamens word plaaslike sekretarisse en opsieners wat hulle aangestel het, deur die Sekretaris ooreenkomstig die volgende tarief besoldig:—

- (a) Administrasie en akkommodasie—2s. 6d. vir elke kandidaat wat vir die eksamen ingeskryf is, afgesien van die getal vakke waarvoor hy ingeskryf is.
- (b) Toesig—vir elke eksamensessie—
 - (a) 15s. waar een opsiener aangestel word;
 - (b) waar meer as een opsiener by enige bepaalde sessie ooreenkomstig enige algemene voorskrifte van die Sekretaris gebruik word—17s. 6d. ten opsigte van die hoofopsiener en 12s. 6d. ten opsigte van elke addisionele opsiener.

VRAESTELLE WORD NIE UITGEREIK VOORDAT EKSAMEN AFGENEEM IS NIE.

11. Eksemplare van die eksamenvraestelle mag onder geen omstandighede aan ander persone as die kandidate uitgereik word alvorens die eksamen in die vak voltooi is nie.

KANDIDATE MOET REËLS GEHOORSAAM.

12. (1) Kandidate onderwerp hulle aan die eksamenreëls wat die Sekretaris opstel en wat die plaaslike sekretaris of opsiener aan hulle voorlees, en gehoorsaam alle voorskrifte wat die Sekretaris deur bemiddeling van die opsiener aan hulle uitreik.

(2) 'n Kandidaat wat weier om die reëls en voorskrifte in subregulasie (1) genoem, na te kom of wie se gedrag die ander kandidate steur, kan uit die eksamenkamer uitgesit word.

(3) 'n Kandidaat stel hom bloot aan diskwalifikasie as hy—

- (a) tensy anders bepaal in die eksamenreëls, enige boek, memorandum of aantekeninge, of enige stuk papier hoegenaamd, behalwe sy toelatingskaart en eksamenrooster en die antwoordeboeke of ander boeke of stukke wat die opsiener aan hom verskaf, in die eksamenkamer bring of in sy besit het terwyl hy in die kamer is;
- (b) 'n ander kandidaat help of probeer help, of van 'n ander kandidaat hulp ontvang of probeer ontvang of op enige wyse met 'n ander kandidaat in verbinding kom of probeer kom;
- (c) met betrekking tot die eksamen teen die gees of die letter van die eksamenreëls handel, afgesien daarvan of dit gedurende die eksamen of daarna ontdek word.

(4) Daar sal met enige kandidaat wat kragtens hierdie regulasie gediskwalifiseer word, verder gehandel word soos die Sekretaris bepaal.

INSAMELING, BEWARING EN AFSTUUR VAN ANTWOORDEBOEKE.

13. (1) Aan die end van die eksamen in 'n vak moet die opsiener al die antwoordeboeke vir daardie vak insamel, dit in volgorde van die eksamennommers rangskik (die laagste nommer bo-op) en onverwyld vir veilige bewaring aan die plaaslike sekretaris oorhandig.

(2) Die antwoordeboeke en alle vorms wat op die eksamen in die vak betrekking het, moet daagliks deur die plaaslike sekretaris met die eerste beskikbare pos volgens die voorskrifte van die Sekretaris afgestuur word. Onder geen omstandighede moet antwoordeboeke oorgehou word totdat die hele eksamen voltooi is nie.

SLAAGLYSTE.

14. (1) Die name van geslaagde kandidate by die nasionale eksamens word in 'n amptelike lys van geslaagde kandidate gepubliseer.

(2) In alle sake aangaande die eksamenuitslae is die Sekretaris se beslissing finaal.

(3) At “B” centres a fee of two shillings per subject entry is collected from each candidate and forwarded to the Secretary by the local secretary together with the ordinary examination fees. After the conclusion of the examination, local secretaries and the supervisors whom they may have appointed, are remunerated by the Secretary on the following basis:—

- (a) Administration and accommodation: 2s. 6d. for each candidate entered for the examination irrespective of the number of subjects entered for by him.
- (b) Supervision—for each examination session:
 - (i) 15s. where one supervisor is appointed;
 - (ii) where more than one supervisor is used at any particular session in terms of any general directions of the Secretary, 17s. 6d. in respect of the chief supervisor and 12s. 6d. in respect of each additional supervisor.

QUESTION PAPERS NOT TO BE ISSUED BEFORE EXAMINATION COMPLETED.

11. Copies of the question papers may in no circumstances be issued to persons other than the candidates before the conclusion of the examination in a subject.

CANDIDATES TO ABIDE BY RULES.

12. (1) Candidates agree to abide by the examination rules framed by the Secretary and which are read to them by the local secretary or the supervisor and obey all instructions in connection with the examinations issued to them by the Secretary through the supervisor.

(2) A candidate who refuses to comply with the rules and instructions referred to in sub-regulation (1) or whose behaviour disturbs the other candidates may be expelled from the examination room.

(3) A candidate renders himself liable to be disqualified if he—

- (a) unless otherwise provided in the examination rules, takes into the examination room, or has in his possession whilst he is in the room, any book, memorandum, or notes, or any paper whatsoever, except his admission card and examination timetable, and such answer books or other books or papers as shall have been supplied to him by the supervisor;
- (b) aids or attempts to aid another candidate, or obtains or attempts to obtain aid from another candidate, or communicates or attempts to communicate in any way with another candidate;
- (c) acts in relation to the examination, contrary to the letter or spirit of the examination rules, whether discovered during or after the examination.

(4) Any candidate disqualified in terms of this regulation will be further dealt with in such manner as the Secretary may determine.

COLLECTION, CUSTODY AND DESPATCH OF ANSWER-BOOKS.

13. (1) At the conclusion of the examination in any subject, the supervisor must collect all answer-books for that subject, arrange them in order of the examination numbers (the lowest number on top) and immediately hand them over to the local secretary for safe custody.

(2) The answer-books and all forms relating to the examination in the subject must be despatched by the local secretary by the first available post each day in accordance with the directions of the Secretary. In no circumstances must the answer-books be held over until the whole examination has been completed.

PASS LISTS.

14. (1) The names of successful candidates at the national examinations are published in an official pass list.

(2) In all questions regarding the results of the examination the decision of the Secretary is final.

VRY UITREIKING VAN SLAAGLYSTE EN SERTIFIKATE.

15. Die Sekretaris verskaf gratis—

- (a) eksemplare van die amptelike lys van geslaagde kandidate aan plaaslike sekretarisse, hoofde van staatsdepartemente en openbare biblioteke;
- (b) sertifikate aan kandidate wat aan die eksamenvereistes in enigeen van die goedgekeurde groepkursusse voldoen het.

DUPLIKAATSERTIFIKATE EN GESERTIFISEERDE VERKLARINGS.

16. (1) In die geval van die Nasionale Senior Sertifikaat, Matrikulasievrystellingsgroep, kan 'n duplikaatsertifikaat uitgereik word teen betaling van 'n bedrag van 12s. 6d. In geen ander geval word 'n duplikaatsertifikaat uitgereik nie, maar die Sekretaris sal by ontvangs van 'n aansoek op vorm U.E. 283 deur hom goedgekeur en teen betaling van 'n bedrag van 2s. 6d. in die plek van 'n sertifikaat 'n gesertifiseerde verklaring op vorm U.E. 282 uitreik aan 'n kandidaat wie se oorspronklike sertifikaat weggeraak het of vernietig is.

(2) 'n Sertifikaat wat beskadig is of vuil geword het, kan by die ontvangs van die oorspronklike daarvan en teen betaling van 'n bedrag van 2s. 6d. deur 'n nuwe sertifikaat vervang word.

(3) Geen sertifikate van sukses in afsonderlike vakke word deur die Sekretaris uitgereik nie. Persoonlike mededelings van sukses in afsonderlike vakke kan egter deur enigeen van die Departement se plaaslike sekretarisse op vorm U.E. 284 deur die Sekretaris goedgekeur teen 'n goedgekeurde bedrag van 6d. per mededeling uitgereik word. Hierdie bedrag kan deur plaaslike sekretarisse wat nie beamptes van die Departement is nie, behou word.

(4) 'n Gesertifiseerde verklaring op vorm U.E. 281 wat deur middel van simbole die standaard aandui wat in elke eksamenvak behaal is, kan onmiddellik na die publikasie van die amptelike lys van geslaagde kandidate deur afsonderlike kandidate op aansoek by die Sekretaris verkry word. Vir so 'n verklaring word 'n bedrag van 1s. per kandidaat gevorder. Waar 'n kandidaat in meer as een graad of by meer as een geleentheid eksamen afgelê het, sal 'n afsonderlike verklaring ten opsigte van elke graad of eksamen uitgereik word, en die voorgeskrewe bedrag van 1s. is ten opsigte van elke afsonderlike verklaring betaalbaar.

(5) Die simbole van groepe kandidate deur enige skool behalwe 'n beroepsskool, Uniale spesiale skool, nywerheid- of verbeteringskool ingeskryf, kan op aansoek aan die prinsipaal van sodanige skool op die duplikaatskrywingsvorme teen 'n insluitende bedrag van 5s. vir elke 25 kandidate of gedeelte daarvan verstrekk word. Geen gelde word gevorder ten opsigte van simbole van kandidate wat aan beroepsskole, Uniale spesiale skole, nywerheid- of verbeteringskole verstrekk word nie.

(6) Onder geen omstandighede word die punte wat werklik deur kandidate behaal is, aan kandidate of skole openbaar gemaak of eksamenantwoordeboeke aan kandidate of skole teruggestuur nie.

VRYSTELLING VAN EKSAMENS.

17. (1) Die Sekretaris kan aansoeke om vrystelling van 'n eksamen oorweeg in gevalle waar 'n kandidaat minstens 40 persent behaal het van die totale aantal punte toegeken aan daardie vakke in eksamens afgeneem deur erkende eksaminerende liggame, soos volg:—

- (a) 'n Kandidaat wat ten volle of gedeeltelik geslaag het in die matrikulasie- of senior sertifikaateksamen van 'n provinsiale onderwysdepartement of 'n ander eksamen wat deur die Sekretaris as gelykwaardig erken word, kan by voorlegging van 'n gesertifiseerde verklaring van die betrokke eksaminerende liggaam, vrygestel word van eksamens in hoogstens drie vakke vir die Nasionale Senior Sertifikaat of die Nasionale Junior Sertifikaat.
- (b) 'n Kandidaat wat ten volle of gedeeltelik geslaag het in die Junior Sertifikaateksamen van die Universiteit van Suid-Afrika of van 'n provinsiale onderwysdepartement of 'n ander eksamen wat deur die Sekretaris as gelykwaardig erken word, kan by

FREE ISSUE OF PASS LISTS AND CERTIFICATES.

15. The Secretary supplies gratis—

- (a) copies of the official pass list to local secretaries, heads of Government departments and public libraries;
- (b) certificates to candidates who have satisfied the examination requirements in any of the approved group courses.

DUPLICATE CERTIFICATES AND CERTIFIED STATEMENTS.

16. (1) In the case of the National Senior Certificate, Matriculation Exemption Group, a duplicate certificate may be issued on payment of a fee of 12s. 6d. In no other cases will duplicate certificates be issued, but the Secretary will, upon receipt of an application on form U.E. 283 approved by him and on payment of a fee of 2s. 6d., issue a certified statement on form U.E. 282 in lieu of a certificate, to a candidate whose original certificate has been lost or destroyed.

(2) A mutilated or soiled certificate, will on receipt of the original certificate and on payment of the fee of 2s. 6d. be exchanged for a new certificate.

(3) No certificates of successes obtained in single subjects are issued by the Secretary. Personal notification of success in single subjects may, however, be issued by any of the Department's local secretaries on form U.E. 284 approved by the Secretary at an authorised fee of 6d. per notification. This fee may be retained by local secretaries, not being officers of the Department.

(4) A certified statement on form U.E. 281, indicating by means of symbols, the standard attained in each subject of the examination, may be obtained by individual candidates upon application to the Secretary immediately after the publication of the official pass list. A fee of 1s. per candidate is payable for this statement. Where a candidate has sat for examination in more than one grade or on more than one occasion, a separate statement will be issued in respect of each grade or examination, and the prescribed fee of 1s. will be payable in respect of each statement.

(5) The symbols of groups of candidates entered by any school, other than a vocational school, Union Special school, industrial school or reformatory, may be furnished on application to the principal of that school on the duplicate entry forms at an inclusive charge of 5s. for every 25 candidates or a portion thereof. No charges are levied in respect of symbols of candidates furnished to vocational schools, Union special schools, industrial schools or reformatories.

(6) In no circumstances are the actual marks obtained by candidates divulged to candidates or schools, or the answer-books returned to candidates or schools.

EXEMPTION FROM EXAMINATIONS.

17. (1) The Secretary may consider applications for exemption from examination in cases where a candidate obtained at least 40 per cent of the total marks assigned to those subjects at examinations conducted by recognised examining bodies, as follows:—

- (a) A candidate who has been wholly or partly successful at the Matriculation or Senior Certificate examination of a provincial education department, or other examination which is recognised by the Secretary as being of equivalent standard, may, upon production of a certified statement issued by the examining body concerned, be exempted from examination in not more than three subjects for the National Senior Certificate or the National Junior Certificate.
- (b) A candidate who has been wholly or partly successful at the Junior Certificate examination of the University of South Africa or of a provincial education department or other examination which is recognised by the Secretary as being of equivalent

voorlegging van 'n gesertifiseerde verklaring van die betrokke eksaminerende liggaam, vrygestel word van eksamen in hoogstens drie vakke vir die Nasionale Junior Sertifikaat of die Nasionale Standaard VII-sertifikaat.

- (c) 'n Kandidaat in besit van 'n Standaard VII-sertifikaat (Vorm II) van enige provinsiale onderwysdepartement of 'n sertifikaat wat deur die Sekretaris as gelykwaardig erken word, kan by voorlegging van 'n gesertifiseerde verklaring van die betrokke eksaminerende liggaam, vrygestel word van eksamen in die amptelike tale vir die Nasionale Standaard VII-sertifikaat of die Nasionale Standaard VI-sertifikaat, mits hy in die amptelike taaltoetse van eersgenoemde Standaard VII-eksamen (Vorm II) geslaag het.

(2) (a) 'n Aansoek om vrystelling van 'n eksamen moet vergesel gaan van 'n gesertifiseerde verklaring wat deur middel van simbole of andersins aandui watter standaard behaal is in elkeen van die vakke waarvan vrystelling gevra word. Alleen verklarings van simbole uitgereik deur erkende eksaminerende liggame sal vir vrystellingsdoeleindes aangeneem word. Verklarings deur prinsipale van skole uitgereik, word nie aangeneem nie.

(b) Vrystellingsgelde teen dieselfde tarief as die eksamengelde moet die kandidaat se aansoek vergesel.

(c) Die kandidaat moet die Sekretaris in kennis stel van sy volle naam (familienaam en ander name) en die juiste geboortedatum.

(d) 'n Vrystelling wat kragtens paragraaf (a) van sub-regulasie (1) toegestaan word, geld alleen die gewone Nasionale Senior Sertifikaat en sal nie vir die Nasionale Senior Sertifikaat Matrikulasievrystellingsgroep, erken word nie.

EKSAMINATORE EN MODERATORE.

18. (1) Vir elke eksamenvak word 'n eksaminator en 'n moderator aangestel vir 'n tydperk deur die Sekretaris bepaal.

(2) Die skaal van besoldiging van eksaminatore en moderatore is soos deur die Sekretaris in oorleg met die Tesourie vasgestel en aan hulle by aanstelling meegedeel.

(3) (a) Die Sekretaris kan na goeddunke te eniger tyd 'n eksaminator of moderator afdank.

(b) 'n Eksaminator of moderator wat kragtens paragraaf (a) afgedank is, verbeur alle gelde of besoldiging wat aan hom verskuldig is ten aansien van die ontwerpvrastelle of -eksamen of die gedeelte daarvan wat die Sekretaris bepaal.

ADVISERENDE EKSAMENKOMITEES.

19. Die Sekretaris kan adviserende eksamenkomitees aanstel om in verband met die volgende sake verslag uit te bring en aanbevelings te doen en hy kan sodanige komitees ontbind:—

- (a) Kursusse en leerplanne;
- (b) reëls vir die afneem van eksamens;
- (c) voorwaardes vir die toekenning van sertifikate;
- (d) enige ander aangeleentheid wat ter sake is en waarvoor hulle sienswyse, advies of hulp verlang word.

REËLS EN VOORSKRIFTE.

20. Die Sekretaris kan reëls opstel en voorskrifte uitreik in verband met—

- (i) die aanwysing van eksamensentrums;
- (ii) die indiening, verandering en oorpasing van inskrywings;
- (iii) die aanstelling en pligte van plaaslike sekretarisse en opsieners;
- (iv) die prosedure voor en na eksamens;
- (v) die toesig oor kandidate, afneem van en prosedure by eksamens;
- (vi) voorskrifte wat kandidate gedurende eksamens moet nakom;
- (vii) die erkenning van suksesse in afsonderlike vakke;
- (viii) punttoekenning en hernasien van antwoordeboeke;

standard, may, upon production of a certified statement issued by the examining body concerned, be exempted from examination in not more than three subjects for the National Junior Certificate or the National Standard VII Certificate.

- (c) A candidate in possession of a standard VII (Form II) certificate of any provincial education department or a certificate which is recognised by the Secretary as being of equivalent standard, may, upon production of a certified statement issued by the examining body concerned, be exempted from examination in the official languages for the National Standard VII Certificate or the National Standard VI Certificate, provided he has passed in the official language tests of the firstmentioned Standard VII (Form II) examination.

(2) (a) An application for exemption from examination must be accompanied by a certified statement indicating by means of symbols or otherwise the standard obtained in each subject from which exemption is claimed. Only statements of symbols issued by recognised examining bodies will be accepted for purposes of exemption. Statements issued by principals of schools will not be accepted.

(b) Exemption fees at the same rate as the examination fees, must accompany the candidate's application.

(c) The candidate must notify the Secretary of his full names (surname and other names) and the exact date of birth.

(d) An exemption which may be granted in terms of paragraph (a) of sub-regulation (1) will be valid only for the ordinary National Senior Certificate and will not be recognised for the National Senior Certificate, Matriculation Exemption group.

EXAMINERS AND MODERATORS.

18. (1) An examiner and a moderator are appointed for each subject of the examination for a period determined by the Secretary.

(2) The rate of remuneration of examiners and moderators is as determined by the Secretary in consultation with the Treasury and notified to them on their appointment.

(3) (a) The Secretary may in his discretion dispense with the services of an examiner or a moderator at any time.

(b) An examiner or a moderator whose services have been terminated in terms of paragraph (a), shall forfeit any moneys or payment that may be due to him in respect of such draft question papers or examination or such portion thereof as the Secretary may determine.

ADVISORY EXAMINATION COMMITTEES.

19. The Secretary may appoint advisory examination committees to report and make recommendations on the following matters and may dissolve such committees:—

- (a) Courses and syllabuses;
- (b) rules for the conduct of the examinations;
- (c) conditions for the award of certificates;
- (d) any other relevant matter on which their opinion, advice or assistance may be required.

RULES AND INSTRUCTIONS.

20. The Secretary may draw up rules and issue instructions in regard to the—

- (i) establishment of examination centres;
- (ii) submission, alteration and transfer of entries;
- (iii) appointment and duties of local secretaries and supervisors;
- (iv) procedure before and after examinations;
- (v) supervision over candidates, conduct of and procedure at examinations;
- (vi) instructions to be observed by candidates during examinations;
- (vii) recognition of successes in single subjects;
- (viii) allocation of marks and re-examination of answer-books;

- (ix) inspeksie van eksamensentrums gedurende eksamens;
- (x) pligte van eksaminatore en moderatore;
- (xi) die publikasie van handboeke bevattende regulasies, reëls, en besonderhede van kursusse en leerplanne ten opsigte van nasionale eksamens;

en enige ander aangeleentheid betreffende die afneem van nasionale eksamens wat nodig geag word en waarvoor daar nie spesiale voorsiening in hierdie regulasies gemaak is nie.

DEEL XII.

VAKKE EN AMBAGTE ONDER BEROEPSONDERWYS INGESLUIT.

Die volgende is voorgeskrewe vakke en ambagte vir die doel van beroepsonderwys, soos omskryf in artikel een van die Wet:—

(a) Handelsvakke:

Boekhou.
Ekonomie.
Handel of besigheidsmetodes of kantoorroetine.
Handelsreg.
Masjienrekene.
Sekretariële praktyk.
Snelskrif (Afrikaans of Engels).
Tikskrif.
Verkoopkuns.
Of gelyksoortige vakke of kombinasies van voornoemde vakke.

(b) Huishoudkundevakke:

Hoedemakery.
Huisbestuur.
Inrigtingsbestuur.
Kindersorg.
Kleremakery.
Kookkuns.
Kookkuns en voedingsleer vir kleuterskoolassistente.
Kuns en kunsvlyt.
Naaldwerk.
Naaldwerk en kleremakery.
Naaldwerk en kunsnaaldwerk.
Naaldwerk toegespits op kinderklere.
Ontwerp van patrone.
Waskunde.
Of gelyksoortige vakke of kombinasies van voornoemde vakke.

(c) Ambagte:

Bak- en banketbakambagte.
Bootbou.
Bou-ambagte.
Boustaalwerk.
Drukkersambagte.
Elektrisiërswerk.
Gereedskap- en setmasjienmakery.
Goudsmedery.
Grofsmedery.
Haarkappery.
Horlosiemakery.
Juwelierswerk.
Ketelmakery en boustaalwerk.
Kleremakery.
Klipmesselwerk.
Koelapparaatwerk.
Loodgieterswerk.
Lugvaartingenieursambagte.
Masjinale houtbewerking.
Meubelmakery.
Monteer- en draaibankwerk.
Motorwerktuigkunde.
Mynambagte.
Optakelwerk.
Padmakery.
Patroonmakery.
Plaatmetaalwerk.

- (ix) inspection of examination centres during the examinations;
- (x) duties of examiners and moderators;
- (xi) publication of handbooks containing the regulations rules and particulars of courses and syllabuses for the national examinations,

and any other matter deemed necessary in connection with the conduct of the national examinations and for which no special provision is made in these regulations.

PART XII.

SUBJECTS AND TRADES INCLUDED IN VOCATIONAL EDUCATION.

The following are prescribed subjects and trades for the purpose of vocational education as defined in section one of the Act:—

(a) Commercial Subjects.

Bookkeeping.
Commerce or business methods or office routine.
Economics.
Mechanised arithmetic.
Mercantile law.
Salesmanship.
Secretarial practice.
Shorthand (English or Afrikaans).
Typewriting.
Or similar subjects or combinations of the aforementioned subjects.

(b) Domestic Science Subjects.

Arts and crafts.
Child care.
Cookery.
Cookery and nutrition for nursery assistants.
Drafting of patterns.
Dressmaking.
Housewifery.
Institutional management.
Laundrywork.
Millinery.
Needlework.
Needlework and dressmaking.
Needlework and art needlework.
Needlework applied to children's clothes.
Or similar subjects or combinations of the aforementioned subjects.

(c) Trades.

Aircraft engineering trades.
Baking and confectionery trades.
Blacksmithing.
Boatbuilding.
Boilermaking and structural steelwork.
Brickwork.
Bootmaking and leatherworking trades.
Building trades.
Butchering.
Carpentry and joinery.
Coachbuilding (railway).
Coachbuilding (vehicle).
Electricians.
Fitting and turning.
Furniture trades.
Goldsmithing.
Hairdressing.
Horticulture.
Jewelry trades.
Masonry.
Mining trades.
Motor mechanics.
Moulding.
Office appliances mechanics.
Painting and decorating.
Patternmaking.
Plastering.

Pleisterwerk.
 Poskantoorambagte.
 Radiotrisiënswerk.
 Rytuigbou.
 Skilder- en dekorasiewerk.
 Skoenmakery.
 Slagterswerk.
 Spoorwegwamakery.
 Steenmesselwerk.
 Sweiswerk.
 Timmer- en skrynwerk.
 Tuinbou.
 Uithangbordskilderwerk.
 Verfspuitwerk.
 Vormwerk.
 Wamakery.
 Werktuigkunde in verband met kantoortoestelle.
 Of aanverwante of gelyksoortige vakke.

DEEL XIII.

FUNKSIES VAN DIE BESTUUR VAN STAATS-
 ONDERSTEUNDE BEROEPSKOLE. DIE AAN-
 STELLING, GRADERING, BESOLDIGING,
 BEVORDERING, VERPLASING, ONTSLAG,
 TUG, GEDRAG, BEVOEGDHEDE, PLIGTE,
 DIENSURE, VERLOFVOORREGTE, DIENS-
 VOORWAARDES, OORTYD-, REIS- EN VER-
 BLYFTOELAES, KLIMAATS- EN ANDER TOE-
 LAES VAN EN BEWONING VAN AMPTELIKE
 HUISVESTING DEUR PERSONE IN DIENS BY
 SODANIGE SKOLE.

FUNKSIES VAN DIE BESTUUR.

1. (1) Die bestuur van 'n staatsondersteunde beroep-
 skool kan, benewens enige bevoegdheide verleen of pligte
 opgelê ooreenkomstig sy statute, vertoë tot die Sekretaris
 rig en die Sekretaris uit eie beweging of op versoek van
 die Minister of van die Sekretaris van advies dien oor
 enige aangeleentheid in verband met die skool.

(2) Die bestuur kan 'n prinsipaal magtig om, sonder die
 bestuur se goedkeuring vooraf te verkry en behoudens
 die voorwaardes wat die bestuur bepaal, direk met die
 Sekretaris in verbinding te tree in verband met enige aan-
 geleentheid betreffende die toepassing van hierdie regula-
 sies.

FUNKSIES VAN DIE PRINSIPAAL.

2. Die prinsipaal van 'n staatsondersteunde beroepskool
 is, benewens enige ander pligte en verantwoordelikhede
 wat hom opgelê is, verantwoordelik vir die finansiële
 administrasie van 'n skool en neem deel aan die werklike
 onderrig van leerlinge.

TOEPASSING VAN REGULASIES MET BETREKKING TOT
 BEROEPSKOLE.

3. Die bepalinge van regulasies 1, 3 tot 9, 11 tot 13,
 subregulasies (1) en (2) van regulasie 14, en regulasies 15
 tot 21 van Deel VI is *mutatis mutandis* van toepassing op
 'n staatsondersteunde beroepskool; met dien verstande dat
 vir die doel van hierdie regulasie enige verwysing na die
 Sekretaris of na die aanbeveling van die Kommissie in
 regulasies 1, 3 tot 9, 19 en 20 van gemelde deel geag word
 'n verwysing na onderskeidelik die bestuur of die goed-
 keuring van die Sekretaris te wees.

VERBINDINGSKANALE.

4. (1) Tensy ander reëlings deur 'n bestuur goedgekeur
 is in die geval van 'n besondere afdeling van 'n skool, word
 alle mededeling van 'n beampde of werknemer wat vir
 die bestuur of die Sekretaris bestem is, deur bemiddeling
 van die prinsipaal voorgelê.

(2) 'n Beampde of werknemer is geregtig om vertoë in
 verband met sy posisie by 'n skool of voorstelle wat hy wil
 indien, deur die kanaal in subregulasie (1) aangedui, aan
 die betrokke owerheid te laat voorlê.

Post office trades.
 Printing trades.
 Plumbing.
 Radiotrician.
 Refrigeration.
 Rigging.
 Roadmaking.
 Sheetmetalworking.
 Signwriting.
 Spraypainting.
 Structural steelwork.
 Tailoring.
 Tool and jigmaking.
 Wagon-
 foodmachining.
 Or allied and similar trades.

PART XIII.

FUNCTIONS OF GOVERNING BODY OF STATE-
 AIDED VOCATIONAL SCHOOLS AND THE
 APPOINTMENT, GRADING, REMUNERATION,
 PROMOTION, TRANSFER, DISCHARGE, DISCI-
 PLINE, CONDUCT, POWERS, DUTIES, HOURS
 OF ATTENDANCE, LEAVE PRIVILEGES, CON-
 DITIONS OF SERVICE, OVERTIME, SUB-
 SISTENCE AND TRAVELLING ALLOWANCES,
 CLIMATIC AND OTHER ALLOWANCES OF
 AND OCCUPATION OF OFFICIAL QUARTERS
 BY PERSONS EMPLOYED AT SUCH SCHOOLS.

FUNCTIONS OF GOVERNING BODY.

1. (1) The governing body of a State-aided vocational
 school may, in addition to any powers conferred or duties
 imposed in terms of its constitution, make representations
 to the Secretary and may of its own accord or shall when
 requested to do so by the Minister or Secretary, advise
 the Secretary in regard to any matter connected with the
 school.

(2) The governing body may authorise a principal,
 subject to such conditions as it may determine, to com-
 municate direct with the Secretary in regard to any matter
 connected with the application of these regulations, with-
 out obtaining the prior approval of the governing body
 thereto.

FUNCTIONS OF PRINCIPAL.

2. The principal of a State-aided vocational school is,
 in addition to any other duties and responsibilities imposed
 upon him, responsible for the financial administration of
 a school and participates in the actual instruction of the
 pupils.

APPLICATION OF REGULATIONS RELATING TO
 VOCATIONAL SCHOOLS.

3. The provisions of regulations 1, 3 to 9, 11 to 13, sub-
 regulations (1) and (2) of regulation 14, and regulations
 15 to 21 of Part VI are *mutatis mutandis* applicable to a
 State-aided vocational school; provided that for the
 purpose of this regulation any reference to the Secretary
 or to the recommendation of the Commission in regula-
 tions 1, 3 to 9, 19 and 20 of the said part will be regarded
 as a reference to the governing body or to the approval
 of the Secretary respectively.

CHANNEL OF COMMUNICATION.

4. (1) All communications from an officer or employee
 intended for the governing body or the Secretary shall,
 except where other arrangements have been approved by
 the governing body in respect of a particular section of a
 school, be submitted through the principal.

(2) An officer or employee is entitled to have any repre-
 sentations regarding his position at a school or suggestions
 he may wish to make, submitted to the proper authority
 through the channel indicated in sub-regulation (1).

AANSTELLINGS: VOORLÊ VAN SERTIFIKATE.

5. 'n Kandidaat vir aanstelling op die vaste diensstaat van 'n staatsondersteunde beroepskool moet die volgende voorlê:—

- 'n verklaring en 'n gesondheidsertifikaat tot tevredeheid van die Sekretaris in 'n vorm wat deur die Sekretaris goedgekeur is;
- 'n geboortesertifikaat en onderwysertifikaat; en
- 'n aansoek ingevul in 'n vorm wat deur die Sekretaris goedgekeur is, bewys dat hy van goeie karakter is en enige ander besonderhede wat die bestuur of die Sekretaris vereis.

KWALIFIKASIES VIR AANSTELLING IN DOSE-
RENDE, ADMINISTRATIEWE, KLERKLIKE OF MAGASYNBETREKKINGS

6. (1) Die Sekretaris kan van tyd tot tyd die kwalifikasies vir aanstelling in betrekkinge van doseerende, administratiewe, klerklike en magasynbetrekkings op die vaste diensstaat van 'n skool bepaal.

(2) 'n Persoon word nie in 'n permanente hoedanigheid aangestel nie, tensy hy in albei die amptelike tale in 'n eksamen van 'n standaard in subregulasie (3) voorgeskryf, geslaag het. Die Sekretaris kan die aanstelling van 'n persoon wat nie aldus gekwalifiseer is nie, goedkeur, maar so 'n persoon se salaris word nie bo die salaris wat hy ontvang, na verstryking van 'n tydperk van drie jaar, gereken vanaf die datum van sy eerste aanstelling, verhoog nie, tensy en voordat hy in so 'n eksamen geslaag het.

(3) Die taalkwalifikasies vereis vir aanstelling in doseerende, administratiewe, klerklike en magasynbetrekkings is soos volg:—

- betrekkings ten opsigte waarvan 'n matrikulasie- of hoër sertifikaat as toetredingskwalifikasie vereis word: een amptelike taal moet van die standaard van die Nasionale Senior Sertifikaat A (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard wees en die tweede amptelike taal moet van die standaard van die Nasionale Senior Sertifikaat B (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard wees;
- betrekkings ten opsigte waarvan laer kwalifikasies as matrikulasie, maar nie laer as Junior Sertifikaat nie, as 'n toetredingskwalifikasie vereis word: een amptelike taal moet van die standaard van die Nasionale Junior Sertifikaat A (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard wees en die tweede amptelike taal moet van die standaard van die Nasionale Junior Sertifikaat B (of erkende gelykwaardige sertifikaat) of van 'n hoër standaard wees.

(4) Ondanks die bepalings van subregulasie (2) kan enige persoon in 'n tydelike hoedanigheid of op kontrak vir 'n bepaalde tydperk—

- in 'n betrekking op die vaste diensstaat; of
 - bo en behalwe die vaste diensstaat;
- met die goedkeuring van die Minister aangestel word.

ONTSLAG EN UITDIENSTREDING.

7. (1) Behoudens die bepalings van artikel *agtien* van die Wet kan 'n beampte in diens by 'n staatsondersteunde beroepskool ontstaan word—

- by bereiking van die pensioenleeftyd;
- in die geval van 'n dame, as sy in die huwelik tree; met dien verstande dat sodanige dame na haar huwelik nie in diens gehou word nie, tensy die goedkeuring van die Sekretaris verkry is;
- weens swak gesondheid;
- weens die afskaffing van sy betrekking of enige vermindering in of herorganisasie of heraanpassing van die personeel van die skool waar hy in diens is;
- indien sy ontslag na die mening van die Minister verbeterings in die organisasie van die skool waar hy in diens is, sal vergemaklik waardeur groter doeltreffendheid of besparing bewerkstellig sal word;
- weens enige ongeskiktheid of onbekwaamheid soos in artikel *dertig* van die Wet beskryf; of
- weens enige wangedrag soos in artikel *agt-en-twintig* van die Wet omskryf.

APPOINTMENTS: SUBMISSION OF CERTIFICATES.

5. A candidate for appointment to the fixed establishment of a State-aided vocational school is required to submit—

- a declaration and a health certificate to the satisfaction of the Secretary on a form approved by the Secretary;
- a birth certificate and educational certificates; and
- an application completed on a form approved by the Secretary, evidence that he is of good character and any other particulars which the governing body or the Secretary may require.

QUALIFICATIONS FOR APPOINTMENT TO ADMINISTRATIVE, CLERICAL AND TEACHING POSTS.

6. (1) The Secretary may from time to time determine the qualifications for appointment to teaching, administrative, clerical and stores posts on the fixed establishment of a school.

(2) No person is appointed in a permanent capacity unless he has qualified in both official languages at an examination of a standard prescribed in sub-regulation (3). The Secretary may approve of the appointment of a person not so qualified, but such person will not have his salary increased beyond that drawn by him at the expiry of a period of three years reckoned from the date of his first appointment unless and until he has passed such an examination.

(3) The language qualifications required for appointment to teaching, administrative, clerical and stores posts are as follows:—

- Posts in respect of which the matriculation or higher certificate is required as an entry qualification: One official language to be of the National Senior Certificate "A" (or recognised equivalent) or higher standard and the second official language to be of the National Senior Certificate "B" (or recognised equivalent) or higher standard;
- posts in respect of which qualifications lower than matriculation but not less than Junior Certificate standard are required as an entry qualification: One official language to be of the National Junior Certificate "A" (or recognised equivalent) or higher standard and the second official language to be of the National Junior Certificate "B" (or recognised equivalent) or higher standard.

(4) Notwithstanding the provisions of sub-regulation (2), any person may be appointed in a temporary capacity or on contract for a fixed period—

- in a post on the fixed establishment; or
 - additional to the fixed establishment;
- with the approval of the Minister.

DISCHARGE AND RETIREMENT.

7. (1) Subject to the provisions of section *eighteen* of the Act, an officer employed at a State-aided vocational school may be discharged—

- on attaining the pensionable age;
- in the case of a female, on her marriage; provided that such female officer shall not be retained in employment after her marriage unless the approval of the Secretary is obtained;
- on account of ill-health;
- owing to the abolition of his post or to any reduction in or reorganisation or re-adjustment of the staff of the school at which he is employed;
- if in the opinion of the Minister his discharge will facilitate improvements in the organisation of the school at which he is employed by which greater efficiency or economy will be effected;
- on account of any unfitness or incapacity described in section *thirty* of the Act; or
- on account of any misconduct as defined in section *twenty-eight* of the Act.

(2) Vir die doeleindes van subregulasie (1) het die uitdrukking „pensioenleeftyd” in die geval van ’n beampte of werknemer wat nie ’n lid van die Pensioenfonds is nie, dieselfde betekenis as dié wat in artikel een van die Wet ten opsigte van ’n lid van die Pensioenfonds omskryf is.

(3) (a) Al is daar geen rede vir ontslag kragtens subregulasie (1) nie, kan die aanstelling van ’n beampte in diens by ’n staatsondersteunde beroepskool beëindig word deur hom kennis te gee—

(i) soos in subregulasie (1) van regulasie 17 van Deel VI beskryf in die geval van ’n beampte met tien jaar of meer onafgebroke diens of in die geval van ’n lid van die doserende personeel wat nie op proef is nie;

(ii) soos in subregulasie (2) van voormelde regulasie beskryf in die geval van ’n ander beampte met minder as tien jaar onafgebroke diens.

(b) ’n Bestuur stel ’n beampte in kennis van sy voorneme om by die Minister aansoek te doen om die beampte se ontslag kragtens paragraaf (a). Die beampte kan binne veertien dae na ontvangs van sodanige kennisgeying by die Minister appél aanteken. Die Minister se beslissing oor die appél is finaal.

VERLOF, REIS- EN VERBLYFTOELAES, ALGEMENE VERVOER- EN VERPLASINGSKOSTE.

8. Die bepalinge van Deel VII en van regulasies 1 tot 12 en 14 tot 16 van Deel VIII van hierdie regulasies is *mutatis mutandis* van toepassing op ’n persoon in diens by ’n staatsondersteunde beroepskool; met dien verstande dat enige verwysing daarin na die aanbeveling van die Kommissie of die goedkeuring van die Tesourie geag word ’n verwysing na die goedkeuring van die Sekretaris te wees.

AMPTELIKE HUISVESTING EN TOESIGDIENSTE IN KOSHUISE.

9. (1) (a) Waar ’n bestuur redelik bewoonbare huisvesting beskikbaar het en dit aanwys vir bewoning deur die bekleeër van ’n bepaalde betrekking uit hoofde van sy aanstelling in sodanige betrekking, is die bewoning van sodanige huisvesting *mutatis mutandis* onderworpe aan die bepalinge van Deel IX van hierdie regulasies; met dien verstande dat in so ’n geval die bestuur optree as eienaar van die woning en al die verantwoordelikhede en regte van ’n eienaar in verband met sodanige perseel het.

(b) Enige aftrekkings van die salaris of loon van of betalings aan ’n beampte of werknemer ten opsigte van die verskaffing van kos of inwoning of beide kos en inwoning of toesigdienste, na gelang van die geval, word deur of aan die bestuur gedoen.

(2) Wanneer daar enige twyfel bestaan oor die toepassing van die regulasies in subregulasie (1) gemeld, kan die aangeleentheid na die Sekretaris vir beslissing verwys word.

DEEL XIV.

LYS VORMS WAT DEUR DIE SEKRETARIS GOEDGEKEUR IS IN VERBAND MET DIE UITVOERING VAN DIE WET.

1. Die gebruik van die volgende algemene vorms is goedgekeur vir die doeleindes van gemelde regulasies:—

Deel.	Regulasie-no.	Nommer van vorm.	Beskrywing.
VII	3 (3)	Z. 1	Aansoek om verlof en geneeskundige sertifikaat ter staving van ’n aansoek om siekteverlof.
V VI XIII	9 (2) 10 (b) 5 (a)	Z. 3	Verklaring deur en gesondheidsertifikaat ten opsigte van kandidaat vir aanstelling of van kwekelingonderwysers aan wie lenings en beurse toegestaan word.
VI	14 (5)	Z. 29	Verslag van geneeskundige raad oor beampte of werknemer.
VIII	14	Z. 42	Eis vir reis- en verblyfkoste.

(2) For the purposes of sub-regulation (1), the expression “pensionable age” shall, in the case of an officer or employee, who is not a member of the Pension Fund, have the same meaning as defined in section one of the Act in respect of a member of the Pension Fund.

(3) (a) Notwithstanding the absence of any cause for discharge under sub-regulation (1), the appointment of an officer employed at a State-aided vocational school may be terminated by giving him notice—

(i) as described in sub-regulation (1) of regulation 17 of Part VI in the case of an officer with ten years’ or more continuous service or of a member of the teaching staff who is not serving on probation;

(ii) as described in sub-regulation (2) of the above-mentioned regulation in the case of any other officer with less than ten years’ continuous service.

(b) A governing body shall notify an officer of its intention to apply to the Minister for the termination of the officer’s services in terms of paragraph (a). The officer may, within fourteen days of receipt of such notice, appeal to the Minister. The Minister’s decision on the appeal is final.

LEAVE, SUBSISTENCE AND TRAVELLING ALLOWANCES, GENERAL TRANSPORT AND TRANSFER EXPENSES.

8. The provisions of Part VII and of regulations 1 to 12 and 14 to 16 of Part VIII of these regulations are *mutatis mutandis* applicable to a person in the employ of a State-aided vocational school; provided that any reference therein to the recommendation of the Commission or the approval of the Treasury will be regarded as a reference to the approval of the Secretary.

OFFICIAL QUARTERS AND SUPERVISION DUTY IN HOSTELS.

9. (1) (a) Whenever the governing body has reasonably habitable accommodation available and has assigned it for occupation by the incumbent of a particular post by virtue of his appointment to such post, the occupation of such accommodation will be subject *mutatis mutandis* to the provisions of Part IX of these regulations; provided that in such case, the governing body will act as owner of the premises and all the responsibilities and rights of an owner in connection with such premises will vest in the governing body.

(b) Any deductions from the salary or wages of or payments to an officer or employee in respect of the provision of board or lodging or both board and lodging or supervision duty, as the case may be, is made by or to the governing body.

(2) In the event of any doubt arising in regard to the application of the regulations mentioned in sub-regulation (1), the matter may be referred to the Secretary for decision.

PART XIV.

LIST OF FORMS APPROVED BY THE SECRETARY IN CONNECTION WITH THE ADMINISTRATION OF THE ACT.

1. The use of the following general forms for the purposes of the regulations quoted has been approved:—

Part.	Regulation No.	Form No.	Description.
VII	3 (3)	Z. 1	Application for leave and medical certificate in support of application for sick leave.
V VI XIII	9 (2) 10 (b) 5 (a)	Z. 3	Declaration by and health certificate in respect of candidate for appointment or of pupil teachers to whom loans and bursaries are granted.
VI	14 (5)	Z. 29	Medical Board report on officer or employee.
VIII	14	Z. 42	Claim for subsistence and transport expenses.

2. Die volgende vorms is deur die Sekretaris goedgekeur vir die doeleindes van gemelde regulasies:—

Deel.	Regulasie-no.	Nommer van vorm.	Beskrywing.
V	1	U.E. 12	Aansoek om toelating as leerling tot 'n beroepskool.
V	3 (3)	U.E. 12	Onderneming deur ouer wanneer finansiële of ander hulp aan leerling toegestaan word.
V X	6 9	U.E. 18	Register van ingeskrewe leerlinge.
VI XIII	10 (a) 5 (c)	U.E. 43	Aansoek om 'n betrekking by 'n beroepskool of staatsondersteunde beroepskool.
X	1 (d)	U.E. 80	Raming van ontvangste en betalings vir voortsettingsklasse.
X	14 (1)	U.E. 81	Kwartaalstaat: klasrooster.
X	14 (1)	U.E. 82	Kwartaalstaat van dosere en personeel in diens by voortsettingsklasse.
X	14 (1)	U.E. 83	Opgawe van klasgelde verskuldig en betaal ten opsigte van leerlinge by voortsettingsklasse.
X	14 (1)	U.E. 84	Staat van ontvangste en betalings: voortsettingsklasse.
XI	16 (4)	U.E. 281 (voorheen T.E. 17)	Verklaring insake standaard wat by die eksamen bereik is.
XI	16 (1)	U.E. 282 (voorheen T.E. 18)	Verklaring in plaas van eksamensertifikaat wat weggeraak het of vernietig is.
XI	16	U.E. 283 [voorheen T.E. 18 (b)]	Aansoek om gesertifiseerde verklaring.
XI	5	U.E. 285 (voorheen T.E. 35)	Inskrywingsvorm vir kandidaat.
XI	17 (3)	U.E. 284 (voorheen T.E. 47)	Sertifikaat van sukses in enkele vak.

2. The following forms have been approved by the Secretary for the purposes of the regulations quoted:—

Part.	Regulation No.	Form No.	Description.
V	1	U.E. 12	Application for admission as pupil at vocational school.
V	3 (3)	U.E. 12	Undertaking by parent where financial or other assistance is granted to pupils.
V X	6 9	U.E. 18	Register of pupils enrolled.
VI XIII	10 (a) 5 (c)	U.E. 43	Application for employment at a vocational school or state-aided vocational school.
X	1 (d)	U.E. 80	Estimates of receipts and payments for continuation classes.
X	14 (1)	U.E. 81	Quarterly return: Class roster.
X	14 (1)	U.E. 82	Quarterly return of teaching staff employed at continuation classes.
X	14 (1)	U.E. 83	Return of class fees due and paid in respect of pupils at continuation classes.
X	14 (1)	U.E. 84	Statement of receipts and payments: continuation classes.
XI	16 (4)	U.E. 281 (formerly T.E. 17)	Statement as to standard attained in examination.
XI	16 (1)	U.E. 282 (formerly T.E. 18)	Statement issued in lieu of examination certificate lost or destroyed.
XI	16	U.E. 283 [formerly T.E. 18 (b)]	Application for certified statement.
XI	5	U.E. 285 (formerly T.E. 35)	Candidate's entry form.
XI	17 (3)	U.E. 284 (formerly T.E. 47)	Certificate of pass in single subject.



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