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MANUAL

IN ACCORDANCE WITH

**THE PROMOTION OF ACCESS TO
INFORMATION ACT (NO. 2 OF 2000)**



AIDS HELPLINE: 0800-0123-22 Prevention is the cure

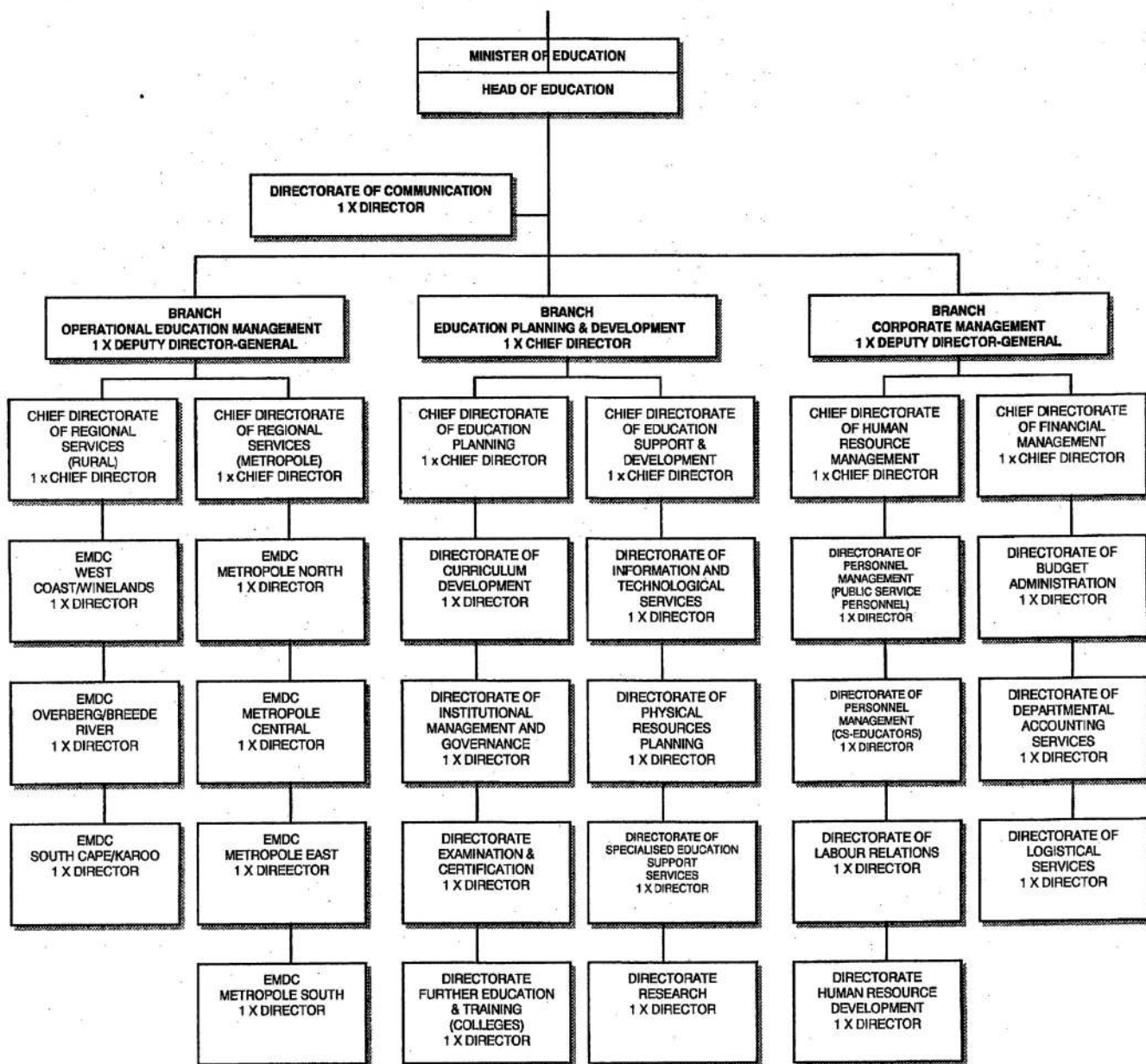
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DEPARTMENT OF EDUCATION
WESTERN CAPE PROVINCIAL ADMINISTRATION
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1. STRUCTURE OF DEPARTMENT SECTION 14(1)(a)



2. FUNCTIONS OF THE DEPARTMENT

- Ensuring effectiveness, efficiency and economy in the education delivery system
- Ensuring effectiveness, efficiency and economy in the education planning and development system
- Ensuring effectiveness, efficiency and economy in the education corporate support system

- Providing and promoting communication services to the media and the Department

OPERATIONAL EDUCATION MANAGEMENT BRANCH

- Ensuring quality in education delivery in rural regions
- Ensuring quality in education delivery in the Metropole
- Rendering internal logistic services to staff of the Branch

CHIEF DIRECTORATE OF REGIONAL SERVICES (RURAL)

- Managing and developing education in the area of:
 - the Education Management and Development Centre (EMDC) West Coast/Winelands
 - the EMDC Overberg/Breede River
 - the EMDC South Cape/Karoo

CHIEF DIRECTORATE OF REGIONAL SERVICES (METROPOLE)

- Managing and developing education in the area of:
 - the EMDC Metropole Central
 - the EMDC Metropole East
 - the EMDC Metropole North
 - the EMDC Metropole South

EDUCATION PLANNING AND DEVELOPMENT BRANCH

- Ensuring quality in education through strategic, visionary planning
- Ensuring quality in education support and systemic development
- Rendering internal logistical services to staff of the Branch Education Planning Development

CHIEF DIRECTORATE OF EDUCATION PLANNING

- Managing the planning and co-ordination of effective curriculum development
- Managing the planning, co-ordination and evaluation of effective institutional management and governance in respect of public ordinary schools
- Managing the planning, co-ordination and evaluation of learning programmes, institutional management and governance in respect of Further Education and Training (FET) Colleges
- Managing the planning and administration of examinations and certification

CHIEF DIRECTORATE OF EDUCATION SUPPORT AND DEVELOPMENT

- Planning, managing and co-ordinating education information and technological services
- Planning and co-ordinating the management of buildings, sites, capital projects and learner transport schemes
- Planning, managing and co-ordinating specialised educational support services
- Planning, managing and co-ordinating education research

DIRECTORATE OF CURRICULUM DEVELOPMENT

- Planning, developing and managing curricula and curriculum policy within a generic, systemic, transversal framework
- Planning, developing and managing specialist curricula and curriculum policy in a learning area, learning field and learning phase context

DIRECTORATE OF INSTITUTIONAL MANAGEMENT AND GOVERNANCE

- Managing the planning, co-ordination and evaluation of institutional management and governance in respect of Early Childhood Development (ECD) institutions
- Managing the planning, co-ordination and evaluation of institutional management and governance in respect of Public Ordinary Schools
- Managing the planning, co-ordination and evaluation of institutional management and governance in respect of Adult Basic Education and Training (ABET) institutions

DIRECTORATE OF FURTHER EDUCATION AND TRAINING (COLLEGES)

- Managing the planning, development and co-ordination of occupational, youth and adult programmes
- Planning, developing and managing FET policy and evaluate FET Colleges

DIRECTORATE OF EXAMINATIONS AND CERTIFICATION

- Managing school examinations
- Arranging examinations

DIRECTORATE OF INFORMATION AND TECHNOLOGY SERVICES

- Administering the education library and information service
- Rendering an audio-visual and printed media material service
- Rendering an educational technology service
- Rendering a language service

DIRECTORATE OF PHYSICAL RESOURCES PLANNING

- Managing the maintenance, hiring and letting of buildings and sites including office accommodation
- Ensuring effective, efficient and economic management of all capital projects
- Rendering an administrative support for buildings, sites and capital projects management and managing learner transport schemes

DIRECTORATE OF SPECIALISED EDUCATION SUPPORT SERVICE

- Rendering psychological services
- Rendering school social work services
- Rendering therapeutic services
- Rendering health promotion and medical services
- Managing the planning, co-ordination and evaluation of the institution
- Managing and governing schools concerned with Education for Learners with Special Education Needs (ELSEN)

DIRECTORATE OF RESEARCH

- Planning, managing and co-ordinating macro, transversal, systemic, integrated -
 - research;
 - policy development, and
 - planning, including strategic planning
- Contextualising and provincialising broad national education policy
- Developing and managing education information systems and providing management information

CORPORATE MANAGEMENT BRANCH

- Rendering a human resource management service
- Rendering a financial management service

running of the Department or for practical reasons access cannot be given in the required form or medium.

- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.
- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO PUBLIC
SECTION 14(1)(f)

None

(rr) Further Education and Training certificate information	Copies of these records are available free of charge from the Directorate of Curriculum Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(ss) Full-time equivalent Further Education and Training figures	Copies of these records are available free of charge from the Directorate of Further Education and Training, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(tt) Focus on Further Education and Training colleges	
(uu) List of Further Education and Training colleges and contact details	

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- The form also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc.) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the

(x) Gender equity posters (y) Diversity posters (z) Anti-violence posters (aa) Quality assurance administrative calendar (bb) Planning calendar 2002 (cc) Quality assurance – green paper (dd) Administrative calendar (ee) Human resource development newsletter (ff) Employment equity advocacy material	Human Resource Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(gg) Manual: Maintenance of buildings and sites (hh) Scheduled maintenance (ii) Capital works	Copies of these records are available free of charge from the Directorate of Physical Resource Planning, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(jj) Adult Basic Education and Training policy and procedures	Copies of these records are available free of charge from the Sub-directorate of Non-school Community Education, Grand Central Bag X9114, Cape Town.
(kk) Appointment of employees (educators and public servants) (ll) Retirement of employees (mm) Conditions of service and benefits of employees (nn) Resolutions of bargaining councils (oo) Promotion requirements	Copies of these records are available free of charge from the Directorate of Personnel Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(pp) Senior Certificate requirements (qq) General education and training certificate information	Copies of these records are available free of charge from the Directorate of Curriculum Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.

obsolete, redundant and unserviceable items (g) Comparative schedule of tenders received (h) Approved suppliers list of learner support material (i) Provisioning recording certificates (VA 12) of offices, schools, clinics, centres and Head Office (j) Reports of losses with regard to burglaries, fires and vandalism at institutions (k) Proof of payment to suppliers (l) Departmental forms (m) Statistics with regard to the number of photocopies made and faxes sent (n) Registration documents as supplier of learner support material (o) Expenses of learner support material	free of charge from the Sub-directorate of Provisioning Administration, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(p) Payment data regarding municipal services with regard to schools established in terms of section 21 of the South African Schools Act, 1996 (Act 84 of 1996) (q) List of education circulars (r) Education circulars (s) Tenders: Learner Transport Schemes (t) List of WCED telephone numbers	Copies of these records are available free of charge from the Sub-directorate of Auxiliary Services, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(u) Information on schools for learners with special educational needs (v) Specialised learner and educator support (including school clinics): contact numbers	Copies of these records are available free of charge from the Directorate of Special Educational Services, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(w) Gender equity pamphlets	Copies of these records are available free of charge from the Directorate of

(p) Course material	fee from the Directorate of Human Resource Development, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(q) Annual reports (WCED)	Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Communication, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(r) Child abuse policy and protocol	
(s) Summary of child abuse	
(t) Guidelines for Early Childhood Development policy	Copies of these records may be obtained on payment of the prescribed fee from the Sub-directorate of Non-School Community Education, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(u) Vacancy lists	Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Personnel Management, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(v) Establishments/Organograms of WCED educational institutions and offices	
(w) Edumedia catalogues	Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Media Services, Grand Central Towers, Lower Parliament Street, Private Bag X9114,
(x) Edulis catalogues	
(y) Educational video material	

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR INSPECTION IN TERMS OF SECTION 15(1)(a)(i)	
(a) LOGIS annual statements and reports (b) Remittance register (c) Files (excluding confidential and personal information) (d) Employment Equity Plan (e) Training records (f) Financial records of expenditure (g) Tender documents and quotations (h) Sourcelink documents - advertisements	These records are available for inspection at the Sub-directorate of Provisioning Administration, Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45. These records are available for inspection at the Sub-directorate of Auxiliary Services, Grand Central Towers, Lower Parliament Street, Cape Town – between 08:00 and 15:45. These records are available for inspection at the Directorate of Human Resource Development, Grand Central Towers, Lower Parliament Street, Cape Town - between 08:00 and 15:45
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(ii)	
(a) Inspection reports (could be requested by institution that has been inspected) (b) Schedules of amounts that have been deducted from individual's salaries and paid	Copies of these records may be obtained on payment of the prescribed fee from the Directorate of Accountancy Services, Grand Central Towers, Lower

5. RECORDS**SECTION 14(1)(d)****5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS**

- Legislation and Regulations
- Organisation and Control
- Financial Management
- Computer Services
- Security Services
- Personnel Administration: Public Service Personnel
- Personnel Administration: CS Educators
- Physical facilities
- Provisioning Administration
- Office Auxiliary Services
- Advertisements, publicity, information, publications and newspaper reports
- Councils, committees, conferences, congresses and other meetings and commissions
- Institutional Administration
- Examinations
- Career-directed Education
- Labour Relations

5.2 RECORDS AUTOMATICALLY AVAILABLE**SECTION 14(1)(e)**

No formal notice has been published regarding the categories of records within the Department that are automatically available to the public without a person having to request access in terms of the procedures provided for in the Promotion of Access to Information Act. Herewith a list of such records:

**3. CONTACT DETAILS OF DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)**

Mr R.B. Swartz

Grand Central Building/Private Bag X9114

CAPE TOWN

Tel.: (021) 467-2535

Fax: (021) 467-2363

E-mail: rbswartz@pawc.wcape.gov.za

**4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON
HOW TO USE THE ACT
SECTION 14(1)(c)**

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission

PAIA Unit

The Research and Documentation Department

Postal address: Private Bag 2700

Houghton

2041

Tel.: (011) 484-8300

Fax: (011) 484-1360

Website: www.sahra.org.za

E-mail: PAIA@sahra.org.za

DIRECTORATE OF HUMAN RESOURCE DEVELOPMENT

- Interpreting, formulating and co-ordinating policy in respect of human resource development and related matters
- Managing the implementation of human resource development strategy

DIRECTORATE OF LABOUR RELATIONS

- Developing labour relations policy and procedures
- Researching and managing the collective bargaining process
- Handling all labour relations matters regarding misconduct
- Handling all labour relations matters regarding grievances
- Rendering an administrative support service

DIRECTORATE OF BUDGET ADMINISTRATION

- Making fair allocations to institutions and verifying effective utilisation of these funds
- Making fair allocations to programmes and verifying effective utilisation of these funds

DIRECTORATE OF DEPARTMENTAL ACCOUNTING SERVICES

- Controlling salary-related matters
- Ensuring healthy accountancy practices
- Promoting effective and efficient internal control

DIRECTORATE OF PROVISIONING ADMINISTRATION AND LOGISTIC SERVICES

- Managing provisioning administration services
- Managing logistic services to Head Office components
- Managing institution and student administration

CHIEF DIRECTORATE OF HUMAN RESOURCE MANAGEMENT

- Rendering a personnel management service to public service personnel
- Rendering a personnel management service to college and school (CS) Educators
- Managing the human resource development process in the Department
- Promoting healthy labour relations

CHIEF DIRECTORATE OF FINANCIAL MANAGEMENT

- Ensuring cost-effective utilisation of funds by planning, evaluating and monitoring spending patterns
- Performing the duties and responsibilities of departmental accounting services
- Managing provisioning administration and logistic services to Head Office components

DIRECTORATE OF PERSONNEL MANAGEMENT (PUBLIC SERVICE PERSONNEL)

- Developing, formulating, interpreting and monitoring the implementation of department-specific personnel policy
- Administering effective personnel provisioning
- Administering service benefits and the performance management system

DIRECTORATE OF PERSONNEL MANAGEMENT (CS EDUCATORS)

- Developing, formulating, interpreting and monitoring the implementation of department-specific policy
- Administering effective personnel provisioning and performance management
- Administering housing and general service benefits
- Administering termination of staff and leave benefits

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS

SECTION 14(1)(g)

In most instances legislation prescribes the procedures for making matters known and for public participation

- Notification in the media, such as the Provincial Gazette, provincial newspapers and local/community newspapers
- Workshops with concerned and affected groups
- Notification on the Department's website
- Manuals and guideline documents (sometimes).

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT

SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.

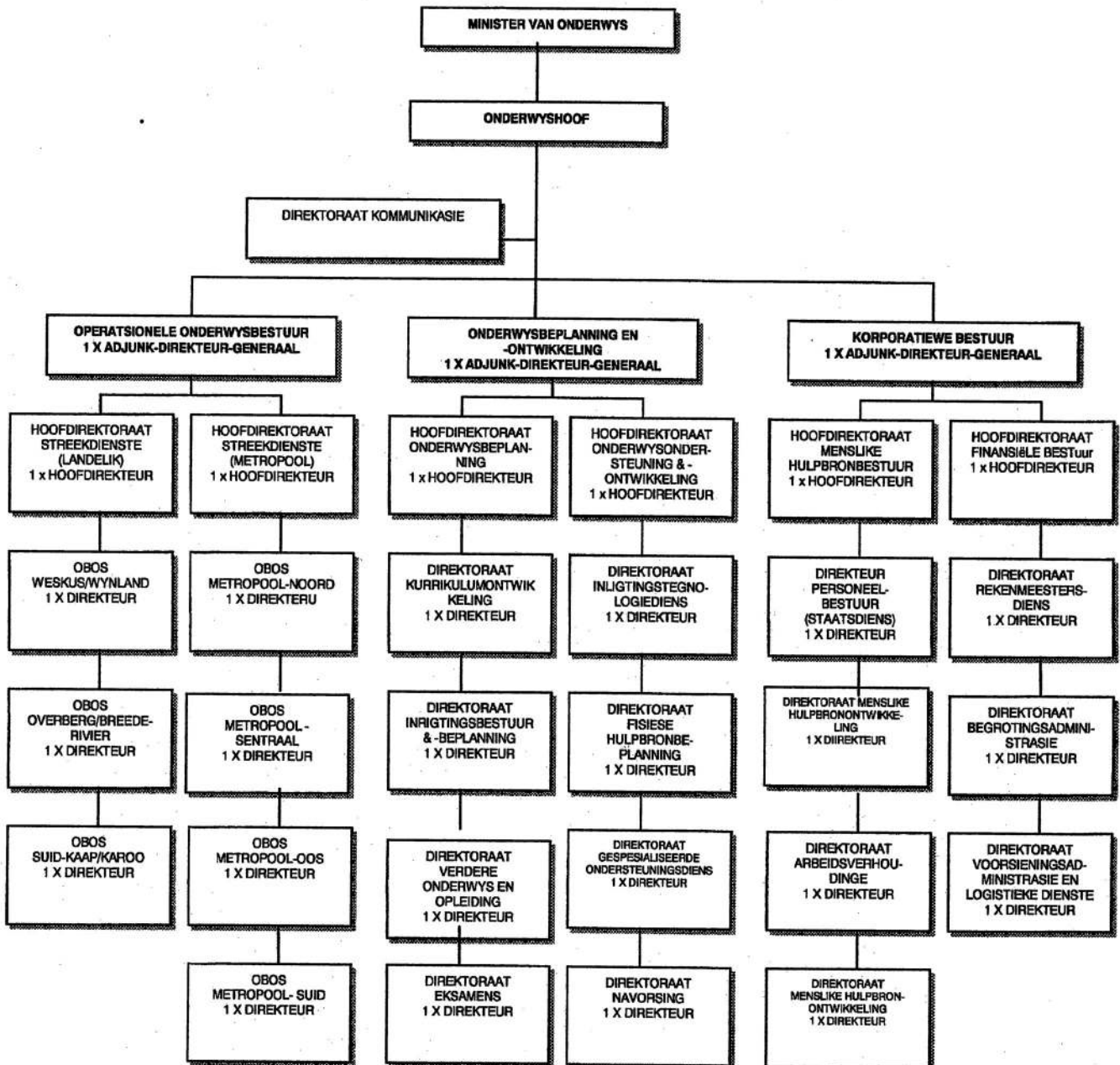
DEPARTEMENT VAN ONDERWYS

WES-KAAPSE PROVINSIALE ADMINISTRASIE

INHOUDSOPGAWE

- 1. Struktuur van die Departement**
- 2. Funksies van die Departement**
- 3. Kontakbesonderhede van die adjunk-inligtingsbeampte**
- 4. Gids deur die Suid-Afrikaanse Menseregtekommissie oor die gebruik van die Wet**
- 5. Rekords**
 - 5.1 Beskrywing van onderwerpe waaroor die Departement rekord hou**
 - 5.2 Rekords wat outomaties beskikbaar is**
 - 5.3 Versoekprosedure**
- 6. Dienste beskikbaar aan die publiek**
- 7. Reëling wat betrokkenheid by die formulering van beleid en die uitvoering van funksies toelaat**
- 8. Regsmiddele beskikbaar ten opsigte van handeling of versuim om te handel**

1. STRUKTUUR VAN DIE DEPARTEMENT ARTIKEL 14(1)(a)



2. FUNKSIES VAN DIE DEPARTEMENT

- Verseker doeltreffendheid, doelmatigheid en ekonomie in die onderwysleweringstelsel
- Verseker doeltreffendheid, doelmatigheid en ekonomie in die onderwysbeplanning- en ontwikkelingstelsel

- Verseker doeltreffendheid, doelmatigheid en ekonomie in die korporatiewe steunstelsel vir onderwys
- Verskaf en bevorder kommunikasiedienste aan die media en die Departement

BEDRYFSONDERWYSBESTUURSTAK

- Verseker gehalte in die lewering van onderwys in landelike streke
- Verseker gehalte in die lewering van onderwys in die Metropool
- Lewer interne logistieke dienste aan personeel van die Tak

HOOFDIREKTORAAT STREEKSDIENSTE (LANDELIK)

- Bestuur en ontwikkel onderwys in die gebied van:
 - die Onderwysbestuurs- en Ontwikkelingsentrum (OBOS) ynland
 - die OBOS Overberg/Breederivier
 - die OBOS Suid-Kaap/Karoo

HOOFDIREKTORAAT STREEKSDIENSTE (METROPOOL)

- Bestuur en ontwikkel onderwys in die gebied van:
 - die OBOS Metropool-Sentraal
 - die OBOS Metropool-Oos
 - die OBOS Metropool-Noord
 - die OBOS Metropool-Suid

ONDERWYSBEPLANNING- EN ONTWIKKELINGSTAK

- Verseker gehalte in onderwys deur strategiese, visionêre beplanning
- Verseker gehalte in onderwysondersteuning en stelselontwikkeling
- Lewer interne logistieke dienste aan personeel van die Tak

HOOFDIREKTORAAT ONDERWYSBEPLANNING

- Bestuur die beplanning en koördinerings van doeltreffende leerplanontwikkeling
- Bestuur die beplanning, koördinerings en evaluering van doeltreffende institusionele bestuur en regering ten opsigte van openbare gewone skole
- Bestuur die beplanning, koördinerings en evaluering van leerprogramme, institusionele ontwikkeling en regering ten opsigte van Kolleges vir Verdere Onderrig en Opleiding
- Bestuur die beplanning en administrasie van eksamens en die toekenning van sertifikate

HOOFDIREKTORAAT ONDERWYSONDERSTEUNING EN -ONTWIKKELING

- Beplan, bestuur en koördineer onderwysinligting en tegnologiese dienste
- Beplan en koördineer die bestuur van geboue, persele, kapitaalprojekte en leerdervoerskemas
- Beplan, bestuur en koördineer gespesialiseerde onderrigsteundienste
- Beplan, bestuur en koördineer onderwysnavorsing

DIREKTORAAT LEERPLANONTWIKKELING

- Beplan, ontwikkel en bestuur leerplanne en leerplanbeleid binne 'n generiese, sistemiese, dwarsliggende raamwerk
- Beplan, ontwikkel en bestuur gespesialiseerde leerplanne en leerplanbeleid in 'n leerarea, leergebied en leefasekonteks

DIREKTORAAT INSTITUSIONELE BESTUUR EN REGERING

- Bestuur die beplanning, koördinerings en evaluering van institusionele bestuur en regering ten opsigte instansies vir Vroeëkindontwikkeling

- Bestuur die beplanning, koördinerings en evaluering van institusionele bestuur en regering ten opsigte van openbare gewone skole
- Bestuur die beplanning, koördinerings en evaluering van die institusionele bestuur en regering ten opsigte van instansies vir volwassene basiese onderwys en opleiding (VBOO)

DIREKTORAAT VERDERE ONDERWYS EN OPLEIDING (KOLLEGES)

- Bestuur die beplanning, ontwikkeling en koördinerings van beroeps-, jeug- en volwassene programme
- Beplan, ontwikkel en bestuur beleid vir instansies vir Verdere Onderwys en Opleiding en evalueer kolleges vir Verdere Onderwys en Opleiding

DIREKTORAAT EKSAMENS EN SERTIFISERING

- Bestuur skool eksamens
- Reël eksamens

DIREKTORAAT INLIGTINGS- EN TEGNOLOGIESE DIENSTE

- Administreer die onderwysbiblioteek en inligtingsdiens
- Lewer 'n diens ten opsigte van oudiovisuele en gedrukte materiaal
- Lewer 'n opvoedkundige tegnologiediens
- Lewer 'n taaldiens

DIREKTORAAT FISIESEHULPBRONBEPLANNING

- Bestuur die instandhouding, huur en verhuring van geboue en persele, met inbegrip van kantoorakkommodasie
- Verseker doeltreffende, doelmatige en ekonomiese bestuur van alle kapitaalprojekte
- Lewer administratiewe steun vir geboue, persele en kapitaalprojekbestuur en bestuur leerdervoerskemas

DIREKTORAAT GESPECIALISEERDE ONDERWYSSTEUNDIENS

- Lewer psigologiese dienste
- Lewer maatskaplike dienste vir skole
- Lewer terapeutiese dienste
- Lewer gesondheidsbevorderings- en mediese dienste
- Bestuur die beplanning, koördinerings en evaluering van die instansie
- Bestuur en beheer skole wat betrokke is by onderrig vir leerders met spesiale onderwysbehoefte

DIREKTORAAT NAVORSING

- Beplan, bestuur en koördineer makro-, dwarsleggende, sistemiese, geïntegreerde -
 - navorsing;
 - beleidsontwikkeling, en
 - beplanning, met inbegrip van strategiese beplanning
- Kontekstualiseer en provinsialiseer breë nasionale onderwysbeleid
- Ontwikkel en bestuur inligtingstelsels en verskaf bestuursinligting

KORPORATIEWE BESTUURSDIENS

- Lewer 'n menslikehulpbronbestuursdiens
- Lewer 'n finansiëlebestuursdiens

HOOFDIREKTORAAT MENSLIKEHULPBRONBESTUUR

- Lewer 'n personeelbestuursdiens aan staatsdienspersoneel
- Lewer 'n personeelbestuursdiens aan kollege- en skoolopvoeders
- Bestuur die proses van menslikehulpbronontwikkeling in die Departement
- Bevorder gesonde arbeidsverhoudinge

HOOFDIREKTORAAT FINANSIËLE BESTUUR

- Verseker kostedoeltreffende benutting van fondse deur die beplanning, evaluering en monitering van bestedingspatrone
- Verrig die pligte en verantwoordelikhede van departementele rekeningkundige dienste
- Bestuur voorsieningsadministrasie en logistieke dienste aan Hoofkantoorkomponente

**DIREKTORAAT PERSONEELBESTUUR
(STAATSDIENSPERSONEEL)**

- Ontwikkel, formuleer, interpreteer en monitor die implementering van departement-spesifieke personeelbeleid
- Administreer doeltreffende personeelvoorsiening
- Administreer diensvoordele en die prestasiebestuurstelsel

**DIREKTORAAT PERSONEELBESTUUR (KOLLEGE- EN
SKOOLOPVOEDERS)**

- Ontwikkel, formuleer, interpreteer en monitor die implementering van departement-spesifieke beleid
- Administreer doeltreffende personeelvoorsiening en prestasiebestuur
- Administreer behuising en algemene diensvoordele
- Administreer diensbeëindiging van personeel en verlofvoordele

DIREKTORAAT MENSlikeHULPBRONONTWIKKELING

- Interpreteer, formuleer en koördineer beleid ten opsigte van menslikehulpbronontwikkeling en verwante aangeleenthede
- Bestuur die implementering van menslikehulpbron-ontwikkelingstrategie

DIREKTORAAT ARBEIDSVERHOUDINGE

- Ontwikkel arbeidsverhoudingebeleid en -prosedures
- Doen navorsing oor en bestuur die gesamentlike bedingingsproses
- Hanteer alle arbeidsverhoudinge-aangeleenthede ten opsigte van wangedrag
- Hanteer alle arbeidsverhoudinge-aangeleenthede in verband met griewe
- Lewer 'n administratiewe steundiens

DIREKTORAAT BEGROTINGSADMINISTRASIE

- Maak billike toekennings aan instansies en verifieer doeltreffende benutting van hierdie fondse
- Maak billike toekennings aan programme en verifieer doeltreffende benutting van hierdie fondse

DIREKTORAAT DEPARTEMENTELE REKENINGKUNDIGE DIENSTE

- Beheer kwessies wat met salarisse verband hou
- Verseker gesonde rekeningkundige praktyke
- Bevorder doeltreffende en doelmatige interne beheer

DIREKTORAAT VOORSIENINGSADMINISTRASIE EN LOGISTIEKE DIENSTE

- Bestuur voorsieningsadministrasiedienste
- Bestuur logistieke dienste aan Hoofkantoorkomponente
- Bestuur instansie- en studente-administrasie

**3. KONTAKBESONDERHEDE VAN ADJUNKINLIGTINGSBEAMPTTE
ARTIKEL 14(1)(b)**

Mnr. R.B. Swartz

Grand Central-gebou/Privaat sak X9114

KAAPSTAD

Tel.: (021) 467-2535

Faks: (021) 467-2363

E-pos: rbswartz@pawc.wcape.gov.za

**4. GIDS DEUR DIE SUID-AFRIKAANSE MENSEREGTEKOMMISSIE
OOR DIE GEBRUIK VAN DIE WET
ARTIKEL 14(1)(c)**

Die gids oor die gebruik van die Wet op Bevordering van Toegang tot Inligting, 2000, sal teen nie later nie as Augustus 2003 by die Suid-Afrikaanse Menseregtekommissie beskikbaar wees. Doen navraag by:

Suid-Afrikaanse Menseregtekommissie
Eenheid vir die Wet op Bevordering van Toegang tot
Inligting
Afdeling Navorsing en Dokumentasie

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**5. REKORDS
ARTIKEL 14(1)(d)**

**5.1 BESKRYWING VAN ONDERWERPE WAAROOR DIE DEPARTEMENT
REKORD HOU**

- Wetgewing en Regulasies
- Organisasie en Beheer

- Finansiële Bestuur
- Rekenaardienste
- Sekuriteitsdienste
- Personeeladministrasie: Staatsdienspersoneel
- Personeeladministrasie: Kollege- en Skoolopvoeders
- Fisiese fasiliteite
- Voorsieningsadministrasie
- Kantoorhulpdienste
- Advertensies, publisiteit, inligting, publikasies en koerantberigte
- Rade, komitees, konferensies, kongresse en ander vergaderings en kommissies
- Institusionele Administrasie
- Eksamens
- Loopbaangerigte Onderrig
- Arbeidsverhoudinge

5.2 REKORDS WAT OUTOMATIES BESKIKBAAR IS

ARTIKEL 14(1)(e)

Geen formele kennisgewing is gepubliseer in verband met die kategorieë rekords binne die Departement wat outomaties aan die publiek beskikbaar is sonder dat 'n persoon toegang moet versoek ingevolge die prosedure waarvoor voorsiening gemaak word in die Wet op die Beheer van Toegang van Inligting nie. Hieronder is 'n lys van sodanige rekords:

BESKRYWING VAN KATEGORIEË REKORDS WAT OUTOMATIES BESKIKBAAR IS INGEVOLGE ARTIKEL 15(1) VAN DIE WET OP DIE BEVORDERING VAN TOEGANG TOT INLIGTING, 2000	MANIER WAAROP TOEGANG TOT REKORDS VERKRY WORD
BESKRYWING VAN KATEGORIEË REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(i) OUTOMATIES BESKIKBAAR IS VIR INSPEKSIE	
(a) LOGIS-jaarstate en verslae (b) Betalingsregister (c) Lêers (met uitsluiting van vertroulike en persoonlike inligting) (d) Diensbillikheidsplan (e) Opleidingsrekords (f) Finansiële rekords van uitgawe (g) Tenderdokumente en kwotasies (h) Sourcelink-dokumente - advertensies	Hierdie rekords is beskikbaar vir inspeksie by die Subdirektoraat Voorsieningsadministrasie, Grand Central Towers, Laer Parlementstraat, Kaapstad – tussen 08:00 en 15:45. Hierdie rekords is beskikbaar vir inspeksie by die Subdirektoraat Hulpdienste, Grand Central Towers, Laer Parlementstraat, Kaapstad – tussen 08:00 en 15:45. Hierdie rekords is beskikbaar vir inspeksie by die Direktoraat Menslikehulpbronontwikkeling, Grand Central Towers, Laer Parlementstraat, Kaapstad - tussen 08:00 en 15:45
BESKRYWING VAN KATEGORIEË REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(ii) OUTOMATIES BESKIKBAAR IS VIR KOPIËRING OF AANKOPE	
(a) Inspeksieverslae (kan aangevra word deur instansies wat geïnspekteer is) (b) Staat van bedrae wat afgetrek is van individue se salarisse en wat oorbetaal is	Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direktoraat Rekeningkundige Dienste, Grand

aan buite-organisasies (slegs die betrokke organisasies mag dit aanvra) (c) Resolusies en insamelingsreëlins (d) Arbitrasietoekenings (e) Ou eksamenvraestelle (f) Duplikaatsertifikate (g) Simbolestate (h) Senior Sertifikaat: Deeltydse kandidate (i) Tenderdokumente (j) Tenderkennisgewings (k) Leerplanne (l) Inligting in verband met koshuis- en vervoerbeurse (m) Handleidings oor skoolaangeleenthede (n) Vaardigheidsplan vir die werkplek (o) Billikheidsplan	Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad. Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direktooraat Arbeidsverhoudinge, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad. Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direktooraat Eksamens, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad. Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Subdirektooraat Voorsieningsadministrasie, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad. Afskrifte van hierdie rekords kan na betaling van die gelde verkry word by die Subdirektooraat Instansie-administrasie, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad. Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde
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(p) Kursusmateriaal	verkry word by die Direktooraat Menslikehulpbronontwikkeling, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.
(q) Jaarverslae (WKOD) (r) Kindermishandelingbeleid en -protokol (s) Opsomming van kindermishandeling	Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direktooraat Kommunikasie, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.
(t) Riglyne vir Vroeëkindontwikkelingsbeleid	Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Subdirektooraat Nieskool- en Gemeenskapsonderwys, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.
(u) Vakaturelys (v) Diensstate/Organogramme van WKOD se opvoedkundige instansies en kantore	Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direktooraat Personeelbestuur, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.
(w) Edumedia-katalogusse (x) Edulis-katalogusse (y) Opvoedkundige videomateriaal	Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direktooraat Mediadienste, Grand Central Towers,

(z) Inligting oor tuisonderrig (aa) Assesseringsbeleid (bb) Kurrikulum 2005: Beleid (cc) Lys van voorgeskrewe boeke (dd) Strategiese plan	Laer Parlementstraat, Privaat sak X9114, Kaapstad. Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direktoraat Leerplanontwikkeling, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad. Afskrifte van hierdie rekords kan na betaling van die voorgeskrewe gelde verkry word by die Direktoraat Verdere Onderwys en Opleiding, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.
BESKRYWING VAN KATEGORIEË REKORDS WAT INGEVOLGE ARTIKEL 15(1)(a)(iii) AUTOMATIES GRATIS BESIKBAAR IS	
(a) Besonderhede van ouditeurs van skole (b) Statistiek in verband met die getal skole wat gestig is ingevolge artikel 21 van die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996) (c) Eksamenuitslae (slegs eerste publikasie) (d) Senior Sertifikaat: Voltydse kandidate (slegs oorspronklike kategorieë) (e) Eksamenvoorskryfte	Afskrifte van hierdie rekords is gratis beskikbaar by die Subdirektoraat Skoolgebaseerde Bestuur, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad. Afskrifte van hierdie rekords is gratis beskikbaar by die Direktoraat Eksamens, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.

- (f) Wegdoensertifikaat (VA 27 en 28) van gebruikte, verouderde, oortollige en onbruikbare artikels
- (g) Vergelykende staat van tenders ontvang
- (h) Lys van goedgekeurde verskaffers van ondersteuningsmateriaal vir leerders
- (i) Inventarisregisters (VA 12) van kantore, skole, klinieke, sentrums en Hoofkantoor
- (j) Verslae van verliese ten opsigte van inbrake, brand en vandalisme by instansies
- (k) Bewys van betaling aan verskaffers
- (l) Departementele vorms
- (m) Statistiek in verband met die aantal afskrifte wat gemaak is en fakse wat gestuur is
- (n) Registrasiedokumente as verskaffer van ondersteuningsmateriaal vir leerders
- (o) Uitgawes ten opsigte van ondersteuningsmateriaal vir leerders

- (p) Betalingsdata in verband met munisipale dienste ten opsigte van skole wat gestig is ingevolge artikel 21 van die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996)
- (q) Lys van onderwysomsendbriewe
- (r) Onderwysomsendbriewe
- (s) Tenders: Vervoerskema vir leerders
- (t) Lys van WKOD se telefoonnommers

- (u) Inligting oor skole vir leerders met spesiale onderwysbehoefte
- (v) Gespesialiseerde leerder- en opvoederondersteuning (met inbegrip van skoolklinieke): kontaknommers

Afskrifte van hierdie rekords is gratis beskikbaar by die Subdirektoraat Voorsieningsadministrasie, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.

Afskrifte van hierdie rekords is gratis beskikbaar by die Subdirektoraat Hulpdienste, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.

Afskrifte van hierdie rekords is gratis beskikbaar by die Direktoraat Spesiale Onderwysdienste, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.

(w) Geslagsgelykheidspamflette (x) Geslagsgelykheidsplakkate (y) Diversiteitsplakkate (z) Teengeweldsplakkate (aa) Administratiewe kalender vir gehalteversekering (bb) Beplanningskalender 2002 (cc) Gehalteversekering – groenskrif (dd) Administratiewe kalender (ee) Nuusbrieff oor menslikehulpbronontwikkeling (ff) Materiaal vir die bevordering van diensbillikheid	Afskrifte van hierdie rekords is gratis beskikbaar by die Direktoraat Menslikehulpbronontwikkeling, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.
(gg) Handleiding: Instandhouding van geboue en persele (hh) Geskeduleerde instandhouding (ii) Kapitaalwerke	Afskrifte van hierdie rekords is gratis beskikbaar by die Direktoraat Fisiese hulpbronbeplanning, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.
(jj) Beleid en prosedures vir Volwassene Basiese Onderwys en Opleiding	Afskrifte van hierdie rekords is gratis beskikbaar by die Subdirektoraat Nieskool- Gemeenskapsonderwys, Grand Central-gebou, Privaat sak X9114, Kaapstad.
(kk) Aanstelling van werknemers (opvoeders en staatsamptenare) (ll) Aftrede van werknemers (mm) Diensvoorwaardes en voordele van werknemers (nn) Resolusies van bedingingsrade	Afskrifte van hierdie rekords is gratis beskikbaar by die Direktoraat Personeelbestuur, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.

(oo) Vereistes vir bevordering	
(pp) Vereistes vir Senior Sertifikaat	Afskrifte van hierdie rekords is gratis beskikbaar by die Direktoraat
(qq) Inligting oor sertifikate vir algemene opvoeding en opleiding	
(rr) Inligting oor sertifikate vir Verdere Onderwys en Opleiding	Afskrifte van hierdie rekords is gratis beskikbaar by die Direktoraat Leerplanontwikkeling, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.
(ss) Syfers van voltydse ekwivalente Verdere Onderwys en Opleiding	
(tt) Fokus op Kolleges vir Verdere Onderwys en Opleiding	Afskrifte van hierdie rekords is gratis beskikbaar by die Direktoraat Verdere Onderwys en Opleiding, Grand Central Towers, Laer Parlementstraat, Privaat sak X9114, Kaapstad.
(uu) Lys van Kolleges vir Verdere Onderwys en Opleiding asook kontakbesonderhede	

5.3 VERSOEKPROSEDURE

- 'n Versoeker moet Vorm A, soos voorgeskryf in die regulasies wat ingevolge die Wet op Bevordering van Toegang tot Inligting (Regeringskennisgewing R223 van 9 Maart 2001) gepubliseer is, gebruik.
- 'n Versoekfooi ten bedrae van R35,00 is betaalbaar voordat die versoek verwerk sal word.

- Op die bogenoemde vorm word voorsiening gemaak vir die versoeker om aan te dui of hy/sy 'n afskrif van die rekord wil hê en of hy/sy bloot daarna wil kyk.
- Die vorm maak ook daarvoor voorsiening dat die versoeker kan aandui in watter taal die rekord verlang word, hoewel daar geen verpligting op die Departement rus om dit te vertaal nie.
- 'n Versoeker kan ook aandui op watter wyse (dit wil sê 'n afskrif op papier, 'n elektroniese afskrif, ensovoorts) toegang tot die rekord verleen moet word. Daar sal by hierdie versoek gehou word, tensy dit onredelik sal inmeng met die bedrywighede van die Departement of indien daar om praktiese redes nie in die spesifieke vorm of medium toegang tot die rekords verleen kan word nie.
- 'n Versoekfooi is betaalbaar indien die persoon byvoorbeeld afskrifte van die rekord verlang. In sekere gevalle mag die betrokke persoon ook versoek word om 'n deposito te betaal. Die versoeker kan 'n interne appèl indien teen die betaling van hierdie gelde. Die bedrag wat ten opsigte van 'n interne appèl betaalbaar is, beloop R50,00. Indien die versoeker 'n interne appèl wil indien, moet Vorm C (soos voorgeskryf in Regeringskennisgewing R223 van 9 Maart 2001) ingevul word.
- Ingeval al die prosedures vir 'n interne appèl gevolg is en die versoeker nog nie tevrede is met die uitkoms nie, kan 'n hof genader word vir 'n toepaslike bevel.
- Toegang tot 'n rekord sal weerhou word totdat al die toepaslike gelde betaal is.
- Inligting kan namens 'n ander persoon aangevra word, maar daar moet aangedui word in watter hoedanigheid die versoek gerig word.

- Indien die versoeker nie kan lees of skryf nie, of as gevolg van 'n gestremdheid nie die vorm kan invul nie, kan die versoek mondeling gerig word. Die inligtingsbeampte of 'n persoon aan wie die bevoegdheid gedelegeer is, moet dan die vorm namens hierdie persoon invul en vir hom/haar 'n afskrif van die voltooide vorm gee.

6. DIENSTE BESKIKBAAR AAN DIE PUBLIEK
ARTIKEL 14(1)(f)

Geen.

7. REËLING WAT BETROKKENHEID BY DIE FORMULERING VAN
BELEID EN DIE UITVOERING VAN FUNKSIES TOELAAT
ARTIKEL 14(1)(g)

In die meeste gevalle skryf wetgewing die prosedures vir die bekendmaking van aangeleenthede en vir openbare deelname voor.

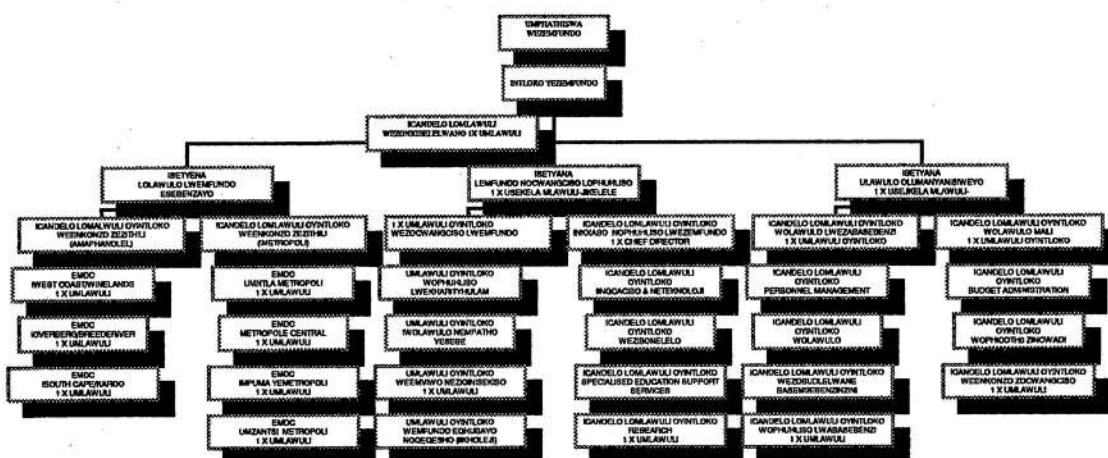
- Kennisgewing in die media, byvoorbeeld die Provinsiale Koerante, provinsiale nuusblaaie en plaaslike of gemeenskapskoerante.
- Werkwinkels met groepe wat betrokke is en geraak word
- Kennisgewings op die Departement se webwerf
- Handleidings en riglyndokumente (soms).

8. REGSMIDDELE BESKIKBAAR TEN OPSIGTE VAN HANDELINGE OF
VERSUIM OM TE HANDEL
ARTIKEL 14(1)(h)

Wetgewing wat op die Departement van toepassing is, kan voorsiening maak vir 'n interne hersienings- of appèlprosedure. Indien hierdie prosedure gevolg is, of indien daar nie vir sodanige prosedure voorsiening gemaak is nie, kan 'n hof vir die toepaslike bevel genader word.

ISEBE LEZEMFUNDO
ULAWULO LWEPHONDO LENTSHONA KOLONI
ISIQULATHO

- 1. ULwakhiwo lweSebe**
- 2. Imisebenzi yeSebe**
- 3. Iinkcukacha zophagamshekwano negosa elilisekela lolwazi**
- 4. Isikhokhelo seKhomishoni yamaLungelo oLuntu eMzantsi Afrika**
- 5. Iingxelo**
 - 5.1 Inkcazelo yezinto ezigcinwe liSebe**
 - 5.2 Iingxelo ezivele zifumaneke**
 - 5.3 Indlela yokucela**
- 6. Iinkonzo ezifumaneka kuluntu jikelele**
- 7. Amalungiselelo avumela ukuthatha inxaxheba kwisiseko
semigaqo-nkqubo kwakunye nokwenziwa kwemisebenzi**
- 8. Izilungiso ezikhoyo ngokunxulumene nemithetho okanye
ukungaphumeleli komthetho**



- Ukuqinisekisa ukusebenza, impumelelo kunye noqoqosho kwinkqubo yonikezelo lwemfundo
- Ukuqinisekisa ukusebenza, impumelelo kunye noqoqosho kwisicwangciso semfundo kunye nenkqubo yophuhliso
- Ukuqinisekisa ukusebenza, impumelelo kunye noqoqosho kwinkqubo yenkxaso emanyanisiweyo yemfundo
- Unikezelo kunye nokunyusa umgangatho weenkonzo zohagamshelwano kumajelo eendaba kunye nakwiSebe.

- Ukuqinisekisa ngonikezelo lwemfundo esemgangathweni kwimimandla esemaphandleni
- Ukuqinisekisa ngonikezelo lwemfundo esemgangathweni kulawulo lweNqila
- Unikezelo lweenkonzo zangaphakathi zenkxaso kubasebenzi beSebe loLawulo loMsebenzi wezeMfundo.

**ICANDELO LOMLAWULI OYINTLOKO KWIINKONZO ZEMIMANDLA
(EMAPHANDLENI)**

- Ulawulo kunye nophuhliso lwemfundo kummandla:
 - weZiko loPhuhliso noLawulo lwezeMfundo (EMDC) kuNxweme oluseNtshona / Winelands
 - i-EMDC e-Overberg/Breede River
 - i-EMDC eMazantsi eKapa/Karoo

**ICANDELO LOMLAWULI OYINTLOKO KWIINKONZO ZOMMANDLA
(ULAWULO LWENQILA)**

- Ulawulo kunye nophuhliso lwemfundo kummandla:
 - i-EMDC kuLawulo lweNqila oluseMbindini
 - i-EMDC kuLawulo lweNqila oluMpuma
 - i-EMDC kuLawulo lweNqila oluseMantla
 - i-EMDC kuLawulo lweNqila oluseMazantsi

ISETYANA LOCWANGCISO LWEZEMFUNDO NOPHUHLISO

- Ukuqinisekisa ngemfundo esemgangathweni ngokusebenzisa isicwangciso seqhinga lobuchule nembono eyiyo
- Ukuqinisekisa ngenkxaso kwimfundo esemgangathweni kunye nophuhliso olwenziwe ngendlela emisiweyo
- Unikezelo lweenkonzo zangaphakathi zenkxaso kubasebenzi beSebe lesiCwangciso soPhuhliso lweMfundo.

ICANDELO LOMLAWULI OYINTLOKO KUCWANGCISO LWEMFUNDO

- Ulawulo locwangciso kunye nolungelelaniso lophuhliso lwekharithulam esebenzayo
- Ulawulo locwangciso, ulungelelaniso kunye novavanyo lolawulo lwamaziko olusebenzayo kwakunye nolawulo olubhekiselele kwizikolo zoluntu jikelele eziqhelekileyo

- Ulawulo locwangciso, ulungelelaniso kunye novavanyo lweenkqubo zemfundo, ulawulo lwamaziko kunye nolawulo olubhekiselele kwiiKholeji zeMfundo noQeqesho oLongeziweyo ezibizwa ngokuba zi-Further Education and Training (FET) Colleges
- Ulawulo locwangciso kunye nolawulo lweemviwo kunye neziqinisekiso.

ICANDELO LOMLAWULI OYINTLOKO KWINKXASO NOPHUHLISO LWEZEMFUNDO

- Ucwangciso, ulawulo kunye nolungelelaniso lolwazi ngezemfundo kunye neenkonzo zobuchwepheshe (itekhnoloji)
- Ucwangciso kunye nolungelelaniso kulawulo lwezakhiwo, iziza, iiprojekthi eziphambili kunye neenkqubo zabafundi ezingenalucalucalulo
- Ucwangciso, ulawulo kunye nolungelelaniso lweenkonzo ezizodwa zenkxaso kwezemfundo
- Ucwangciso, ulawulo kunye nolungelelaniso lophando kwezemfundo.

ICANDELO LOPHUHLISO LWEKHARITYHULAM

- Ucwangciso, uphuhliso kunye nolawulo lweekharityhulam kunye nomgaqo-nkqubo wekharityhulam ngaphakathi kwinkqubo-sikhokhelo eluhlobo oluthile, eyenziwe ngendlela emisiweyo nenqamlezileyo
- Ucwangciso, uphuhliso kunye nolawulo lweekharityhulam ezizodwa kunye nomgaqo-nkqubo wekharityhulam kummandla wemfundiso, kwiindawo yemfundiso kwakunye nemeko ekwinqanam lemfundiso.

ICANDELO LOMLAWULI KULAWULO LWAMAZIKO NOLAWULO JIKELELE

- Ulawulo locwangciso, ulungelelaniso kunye novavanyo lolawulo lwamaziko nolawulo olunxulumene namaziko oPhuhliso lwaBantwana aBasakhulayo (Early Childhood Development (ECD))
- Ulawulo locwangciso, ulungelelaniso kunye novavanyo lolawulo lwamaziko nolawulo olunxulumene neZikolo zoluntu jikelele

- Ulawulo locwangciso, ulungelelaniso kunye novavanyo lolawulo lwamaziko nolawulo olunxulumene namaziko eMfundo noQeqesho oluSisiseko kuBantu aBadala (Adult Basic Education and Training (ABET)

**ICANDELO LWEMFUNDO NOQEQESHO OLONGEZIWEYO
(IIKHOLEJI)**

- Ulawulo, uphuhliso kunye nolungelelaniso lweenkqubo zomsebenzi, kulutsha nabadala
- Ucwangciso, uphuhliso kunye nolawulo lomgaqo-nkqubo we-FET kwakunye novavanyo lweeKholeji ze-FET

**ICANDELO LOMLAWULI WEEMVIWO NOKWENZIWA
KWEZIQINISEKISO**

- Ulawulo lweemviwo zezikolo
- Ukwenziwa kwamalungiselelo eemviwo

**ICANDELO LEENKONZO ZOLWAZI NOBUCHWEPHESHE
(ITEKHNOLOJI)**

- Ulawulo lwethala leencwadi kwezemfundo kunye neenkonzozo zolwazi
- Unikezelo lwezixhobo ezivakalayo nezibonakalayo ezincedisa ekufundiseni kunye nenkonzo yezibonelelo ezishicilelweyo
- Unikezelo lwenkonzo yobuchwepheshe kwezemfundo
- Unikezelo lwenkonzo yolwimi

**ICANDELO LOMLAWULI WOCWANGCISO LOOVIMBA
BENKANGELEKO YOMHLABA (PHYSICAL RESOURCES)**

- Ulawulo logcino, ingqesho kunye nentengiso yezakhiwo kunye neziza ukuquka unikezelo lwee-ofisi

- Ukuqinisekisa ngokusebenza, impumelelo kunye nolawulo loqoqosho kwiiprosjekthi ezinkulu zizonke
- Unikezelo lwenkxaso kulawulo lwezakhiwo, iziza kunye neeprosjekthi ezinkulu kwakunye nolawulo lweenkqubo zezithuthi zabafundi.

ICANDELO LOMLAWULI WENKONZO YENKXASO KWIMFUNDO EYODWA

- Unikezelo lweenkonzo zengqondo
- Unikezelo lweenkonzo zoonontlalo-ntle ezikolweni
- Unikezelo lweenkonzo zonyango (therapeutic services)
- Unikezelo lokunyusa umgangatho wezempilo nonyango (medical)
- Ulawulo locwangciso, ulungelelaniso kunye novavanyo lweZiko
- Ulawulo jikelele nolawulo lwezikolo eziyongene neMfundo yaBafundi abaneeMfuno eziZodwa (ELSEN)

ICANDELO LOMLAWULI WOPHANDO

- Ucwangciso, ulawulo kunye nolungelelaniso olukhulu, olunqamlezileyo, olwenziwe ngendlela emisiweyo, nemanyanayo -
 - kuphando;
 - uphuhliso lomgaqo-nkqubo, kwakunye
 - nocwangciso, ukuquka ucwangciso leqhinga lobuchule
- Ukubekwa ngokwemeko oyiyo kwanendlela yokumiswa endaweni ethile ngokubanzi kumgaqo-nkqubo kazwelonke wezemfundo
- Uphuhliso kunye nolawulo lweenkqubo zolwazi kwezemfundo kwanokunikeza ulwazi lolawulo.

ISETYANA LOLAWULO ELIMANYANISIWEYO

- Unikezelo lwenkonzo yolawulo lwabasebenzi
- Unikezelo lwenkonzo yolawulo lwezemali.

**ICANDELO LOMLAWULI OYINTLOKO KULAWULO
LWEZABASEBENZI**

- Unikezelo lwenkonzo yolawulo lwabasebenzi kwinkonzo yoluntu jikelele
- Unikezelo lwenkonzo yolawulo lwabasebenzi kuBafundisi-ntsapho kwiiKholeji neZikolo (CS)
- Ulawulo lweenkqubo zophuhliso lwabasebenzi kwiSebe
- Ukunyusa umgangatho osempilweni kunxibelelwano lwezabasebenzi.

ICANDELO LOMLAWULI OYINTLOKO KULAWULO LWEZEMALI

- Ukuqinisekisa ngokusetyenziswa kwengxowa-mali ngexabiso elifanelekileyo ngokwenziwa kwesicwangciso, uvavanyo kunye nokongamela iindlela zenkcitho
- Ukwenziwa kwemisebenzi kunye noxanduva lweenkonzo zophicotho-zincwadi zemali kwisebe
- Ulawulo lwamalungiselelo kunye neenkonzo zenkxaso kumasebe e-Ofisi eyiNtloko.

**ICANDELO LOLAWULO LWABASEBENZI (ABASEBENZI
BENKONZO KARHULUMENTE)**

- Uphuhliso, ukumiswa, ukutolikwa kunye nokongamelwa kokuzalisekiswa komgaqo-nkqubo owodwa wabasebenzi kwisebe
- Ulawulo lwamalungiselelo asebenzayo kubasebenzi
- Ulawulo lweenkonzo zenzuzo kunye nenkqubo yolawulo lomsebenzi.

**ICANDELO LOLAWULO LWABASEBENZI (ABAFUNDISI-NTSAPHO
KWII-CS)**

- Uphuhliso, ukumiswa, ukutolikwa kunye nokuzalisekiswa komgaqo-nkqubo owodwa wesebe

- Ulawulo lwamalungiselelo asebenzayo kubasebenzi kunye nolawulo lomsebenzi
- Ulawulo lolwakhiwo-zindlu kunye neenkonzo eziyinzuzo jikelele
- Ulawulo lokupheliswa kweenzuzo zekhefu labasebenzi.

ICANDELO LOMLAWULI WOPHUHLISO LWEZABASENZI

- Ukutolikwa, ukumiswa kunye nolungelelaniso lomgaqo-nkqubo ngokunxulumene nophuhliso lwezabasebenzi kunye nemiba enxulumene noku
- Ulawulo lokuzalisekiswa kweqhinga lobuchule kuphuhliso lwezabasebenzi.

ICANDELO LOMLAWULI WEZOBUDLELWANE BASEMESEBENZINI

- Uphuhliso lomgaqo-nkqubo wonxibelelwano lwezabasebenzi kunye neenkqubo
- Ukwenziwa kophando nolawulo lwenkqubo zequmrhu leengxoxo zothethathethwano
- Indlela yokuphathwa kwemiba iyonke yonxibelelwano lwezabasebenzi ngokunxulumene nendlela yokuziphatha engekho sikweni
- Indlela yokuphathwa kwemiba iyonke yonxibelelwano lwezabasebenzi ngokunxulumene nezikhalazo
- Unikezelo lwenkonzo yenkxaso kulawulo.

ICANDELO LOMLAWULI KULAWULO LOHLAHLLO LWABIWO-MALI

- Ukwenziwa kolwabiwo olufanelekileyo kumaziko kwakunye nokuqinisekiswa ngosetyenziso olunempumelelo lwengxowa-mali
- Ukwenziwa kolwabiwo olufanelekileyo kwiinkqubo kwakunye nokuqinisekiswa ngosetyenziso olunempumelelo lwengxowa-mali.

ICANDELO LOMLAWULI WEENKONZO ZOPHICOTH-ZINCWADI ZEMALI KWISEBE

- Ulawulo lwemiba enxulumene nemivuzo
- Ukuqinisekisa ngokwenziwa okufanelekileyo kophicotho-zincwadi zemali
- Ukunyusa umgangatho osebenzayo nonempumelelo kulawulo lwangaphakathi.

ICANDELO LOMLAWULI WAMALUNGISELELO OLAWULO LWEENKONZO ZENKXASO

- Ulawulo lweenkonzo zolawulo lwamalungiselelo
- Ulawulo lweenkonzo zenkxaso kumasebe e-Ofisi eyiNtloko
- Ulawulo lwamaziko kunye nolawulo lwabafundi.

3. IINKCUKACHA ZOQHAGAMSHELWANO ZEGOSA ELILISEKELA LOLWAZI

ICANDELO 14(1)(b)

Mnu. R.B. Swartz

Grand Central Building/Private Bag X9114

CAPE TOWN

Inombolo yefowuni: (021) 467-2535

Inombolo yefeksi: (021) 467-2363

E-mail: rbswartz@pawc.wcape.gov.za

4 ISIKHOKELO SENDLELA SEKOMISHONI YAMALUNGELO OLUNTU LOMZANTSI AFRIKA YOKUSEBENZISA UMTHETHO

ICANDELO 14(1)(c)

Isikhokelo sendlela yokusebenzisa umthetho oyiPromotion of Access to Information Act, 2000, siya kufumaneka kwiKomishoni yaMalungelo oLuntu loMzantsi Afrika ingedlulanga inyanga kaAgasti 2003. imibuzo ingabhekiswa kwi:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Idilesi yePosi: Private Bag 2700
Houghton
2041

Ifowuni: 011 – 484 8300
Ifaksi: 011 – 484 1360
IWebsite: www.sahra.org.za
E-meyile: PAIA@sahra.org.za

5. IINGXELO
ICANDELO 14(1)(d)

5.1 IINKCAZELO NGEMIBA ETHILE ISEBE ELIGCINE INGXELO YAYO

- Uwiso-mthetho kunye neMimiselo
- Umbutho kunye noLawulo
- ULawulo lwezeMali
- IiNkonzo zeKhompyutha
- IiNkonzo zoKhuselo
- ULawulo lwaBasebenzi: aBasebenzi kwiNkonzo kaRhulumente
- ULawulo lwaBasebenzi: aBafundisi-ntsapho kwii-CS
- Izibonelelo kwinkangeleko yomhlaba
- ULawulo lwamaLungiselelo
- IiNkonzo eziNcedisayo zomsebenzi kwi-Ofisi
- Izibhengezo, ukwaziswa koluntu, ulwazi, upapasho kunye neengxelo kumaphephandaba

- AmaBhunga, iikomiti, iinkomfa, iingqungquthela kunye nezinye iintlanganiso neekhomishoni
- ULawulo lwamaZiko
- Iimviwo
- IMfundiso ejolise kwinkqubela-phambili yobomi
- UNxibelelwano lwezaBasebenzi

5.2 IINGXELO EZIVELE ZIFUMANEKE ICANDELO 14(1)(e)

Akukho saziyo sike sapapashwa ngokubhekiselele kwizigaba zezi ngxelo kwiSebe ezivele zifunyanwe luluntu ngaphandle kokuba umntu ethe wenza isicelo sokuzifumana ngokwemiqathango yeenkqubo ezilandelwayo ngokomthetho oyiPromotion of Access to Information Act. Nalu uluhlu lweengxelo ezilolo hlobo.

INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE PHANTSI KWECANDELO 15(1) LOMTHETHO OBIZWA NGOKUBA YI-PROMOTION OF ACCESS TO INFORMATION ACT, 2000	INDLELA YOKUFIKELELA KWEZI NGXELO
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE EKUKOPENI NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(i)	
(a) Iingxelo zonyaka ze-LOGIS (b) Irejista yemali ethunyelweyo (c) Ifayile (ngaphandle kwefayile ezisekhusini nolwazi ngomntu ngamnye)	Ezi ngxelo ziyafumaneka xa ufuna ukuzihlola kwiCandelwana loLawulo lwamaLungiselelo, Grand Central Towers, Lower Parliament Street, Cape Town – phakathi kwentsimbi yesibhozo kusasa (08:00) nomkhono phambi kwentsimbi yesine (15:45).

(d) IsiCwangciso soLungelelaniso lwezeNgqesho (e) Iingxelo zoqeqesho (f) Iingxelo zemali kwinkcitho (g) Amaxwebhu ethenda nawoqikelelo lwamaxabiso (tender and quotations) (h) Amaxwebhu eSourcelink - kwizibhengezo	Ezi ngxelo ziyafumaneka ukuze zihlolwe kwiCandelwana leeNkonzo eziNcedisayo (Auxiliary Services), Grand Central Towers, Lower Parliament Street, Cape Town – phakathi kwentsimbi yesibhozo kusasa (08:00) nomkhono phambi kwentsimbi yesine (15:45). Ezi ngxelo ziyafumaneka ukuze zihlolwe kwiCandelwana loPhuhliso lwezaBasebenzi, phakathi kwentsimbi yesibhozo kusasa (08:00) nomkhono phambi kwentsimbi yesine (15:45).
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE EKUKOPENI NASEKUTHENGENI PHANTSI KWECANDELO 15(1)(a)(ii)	
(a) Iingxelo zohlolo (zingathi zicelwe ngamaziko asele ehloliwe) (b) Uludwe lwamaxabiso athe atsalwa kumvuzo womntu ngamnye aze ahlawulwa kwimibutho yangaphandle (yimibutho ehlawuliweyo kuphela enokucela oku) (c) Izisombululo kunye namalungiselelo oqokelelo loku (d) Imivuzo yolamlo (e) Amaphepha amadala eemviwo (f) Iikopi zeziqinisekiso (g) Iingxelo zemiqondiso yeemviwo	likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli weeNkonzo zoPhicotho-zincwadi zemali, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli woNxibelelwano lezaBasebenzi, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli weeMviwo, Grand

(h) Isiqinisekiso sebanga leshumi: Abafundi ababhala iimviwo abangafundi imini yonke (part-time).	Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(i) Amaxwebhu oqikelelo lwamaxabiso (j) Iindaba ezimalunga noqikelelo lwamaxabiso	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana loLawulo lwamaLungiselelo, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(k) Isilabhasi (l) Ulwazi olumalunga nenkxaso-mali kwindawo yokuhlala kunye nezothutho (m) Iincwadi ngemiba yesikolo	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana loLawulo lwamaZiko, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(n) Isicwangciso sobuchule bomsebenzi (o) Isicwangciso soLingano (p) Iincwadi zezifundo	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli woPhuhliso lwezaBasebenzi, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(q) Iingxelo zonyaka (WCED) (r) Umgaqo-nkqubo wokuphathwa gadalala kwabantwana kunye nemithetho yokuziphatha (s) Isishwankathelo sokuphathwa gadalala kwabantwana.	Iikopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli woQhagamshelwano, Grand Central Towers, Lower Parliament Street,

(t) Izikhokhelo kumgaqo-nkqubo woPhuhliso lwaBantwana abasakhulayo (u) Uluhlu lwezithuba zomsebenzi ezingenabantu (v) Ukumiswa/ Isiseko sombutho we-WCED kumaziko emfundo kunye nee-ofisi (w) lincwadi zamajelo eendaba kwezemfundo (x) lincwadi ezimalunga nemfundo (y) lividiyo okanye okushicilelweyo malunga nemfundo (z) Ulwazi ngokufunda usekhaya (aa) Umgaqo-nkqubo wovavanyo (bb) Ikharithulam 2005: uMgaqo-nkqubo (cc) Uluhlu lweencwadi ezichaziweyo (dd) Isicwangciso seqhinga lobuchule	Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelwana lweMfundo ngaphandle kweSikolo kwiMimandla (Non-School Community Education), Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli woLawulo lwaBasebenzi, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli weeNkonzo zamaJelo eeNdaba, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka xa uthe wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli woPhuhliso lweKharithulam, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka xa uthe
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	wahlawula umrhumo ochaziweyo kwiCandelo loMlawuli woQeqesho neMfundo eYandisiweyo, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
INKCAZELO NGEENDIDI ZEENGXELO EZIVELE ZIFUMANEKE NGAPHANDLE KWENTLAWULO PHANTSI KWECANDELO 15(1)(a)(iii)	
(a) Iinkcukacha zabaphicothi-zincwadi ezikolweni (b) Inggokelela yamanani ngokunxulumene nenani lezikolo ezimisiweyo phantsi kwecandelo 21 lomthetho obizwa ngokuba yi-South African Schools Act, 1996 (uMthetho 84 ka-1996)	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana loMlawuli woLawulo olusekele eZikolweni, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(c) Iziphumo zeemviwo (upapasho lokuqala kuphela) (d) Isiqinisekiso sebanga leshumi: kubafundi abafunda emini (ikopi yokuqala kuphela) (e) Imigaqo yeemviwo	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli weeMviwo, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
(f) Isiqinisekiso esilahlwayo (disposal) - (VA 27 no- 28) bezinto esele zisebenzile, eziphelelwe lixesha, ezingafunekiyo nezingasebenzisekiyo. (g) Uludwe oluthelekiswayo loqikelelo lwamaxabiso olufunyenweyo (h) Uluhlu lwabanikezeli abamkelweyo kwinkxaso yabafundi (i) Isiqinisekiso zamalungiselelo engxelo (VA 12) zee-ofisi, izikolo, iiklinikhi, amaziko kunye ne- Ofisi eyiNtloko	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana loMlawuli woLawulo lwamaLungiselelo, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.

(j) Iingxelo zelahleko ngokunxulumene noqhekezo, imililo nokonakalisa okuyinkohlakalo kumaziko (k) Isiqinisekiso sentlawulo kubanikezeli beenkonzo (l) Iifomu zeSebe (m) Inggokelela yamanani ngokunxulumene nenani leekopi ezenziweyo kunye neefeksi ezithunyelweyo (n) Ubhaliso lwamaxwebhu njengonikezelo lwenkxaso kubafundi (o) Iindleko kwinkxaso yezibonelelo zabafundi (p) Intlawulo yolwazi ngokunxulumene neenkonzo zikamasipala ezikolweni phantsi kwecandelo 21 lomthetho obizwa ngokuba yi-South African Schools Act, 1996 (uMthetho 84 ka-1996) (q) Uluhlu lweencwadi zemfundo ezithunyelwa kwiindawo ezininzi (r) Uluhlu lweencwadi zemfundo (s) Uqikelelo lwamaxabiso (ithenda): iinkqubo zothutho lwabafundi (t) Uluhlu lweenombolo zefowuni ze-WCED (u) Uluhlu lwezikolo kubafundi abaneemfuno ezizodwa (v) Inkxaso eyodwa kubafundi kwakunye nabafundisi-ntsapho (ukuquka iiklinikhi ezikolweni): iinombolo zoqhagamshelwano (w) Iincwadana ezimalunga nolingano ngokwesini (x) Izibhengezo ezimalunga nolingano ngokwesini	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana loMlawuli weenKonzo eziNcedisayo, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli weenKonzo zeMfundo eziZodwa, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli woPhuhliso lwezaBasebenzi, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
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(y) Izibhengezo ezimalunga nokungafani (z) Izibhengezo ngokuchasa ubundlobongela (aa) Isiqinisekiso ngobulunga kwikhalenda yolawulo (bb) Ikhalenda yocwangciso kunyaka ka-2002 (cc) Isiqinisekiso sobulunga – iphepha logayo-zimvo (dd) Ikhalenda yolawulo (ee) Incwadi yabasebenzi ngophuhliso lwezabasenzi (ff) Incwadi malunga nolingano kwingqesho (gg) Incwadi: Ugcino lwezakhiwo kunye neziza (hh) Uludwe logcino (ii) Imisebenzi emikhulu	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli woCwangciso looVimba beNkangeleko yoMhlaba, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelwana loMlawuli woNxibelelwano lezaBasebenzi free of charge from the Sub-directorate of Non-school Community Education, Grand Central Bag X9114, Cape Town.
(jj) Umgaqo-nkqubo neenkqubo zoQeqesho neMfundo eSisiseko yaBadala (kk) Ukuqeshwa kwabasebenzi (abafundisi-ntsapho kunye nabasebenzi bakarhulumente (ll) Umhlala-phantsi wabasebenzi (mm) limeko zomsebenzi kunye nenzuzo kubasebenzi (nn) Izisombululo zamabhunga eengxoxo zothethathethwano (oo) limfuno zokunyuselwa isikhundla (pp) limfuno zesiqinisekiso sebanga leshumi (qq) Ulwazi ngesi qinisekiso semfundo jikelele	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli woLawulo lwaBasebenzi, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli woPhuhliso lweKharithulam, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.

nolwazi ngoqeqesho (rr) Ulwazi ngeziqinisekiso noQeqesho neMfundo eYandisiweyo (ss) Inani elilinganayo loQeqesho neMfundo eYandisiweyo kubafundi abafunda imini yonke (tt) Ukuqwalaselwa kweeKholeji zoQeqesho neMfundo eYandisiweyo (uu) Uluhlu neenkukacha zoqhamshelwano neeKholeji zoQeqesho neMfundo eYandisiweyo	likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli woPhuhliso lweKharityhulam, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town. likopi zezi ngxelo ziyafumaneka ngaphandle kwentlawulo kwiCandelo loMlawuli woPhuhliso woQeqesho neMfundo eYongeziweyo, Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town.
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5.3 INDLELA YOKUCELA

- Umntu owenza isicelo kufuneka asebenzise iFomu A neyenzelwe ukusetyenziswa kwimimiselo epapashwe ngokwemiqathango yomthetho oyiAccess to Information Act (Government Notice R233 of March 2001).
- Umrhumo wesicelo ngama-R35,00 kwaye ahlawulwa ngaphambi kokuba kusetyenzwe ngeziscelo.

- Kukho imimiselo eyenziweyo kule fomu ikhankanywe ngasentla ukuze lowo wenza isicelo abonise ukuba ingaba uyayifuna na ikopi yengxelo okanye ufuna ukuyijonga nje.
- Le fomu ikwachazela ocelayo ukuba abonise ukuba luluphi na ulwimi afuna ingxelo le ikhutshwe ngayo, nakuba kungekho zimbophelelo kweli sebe zokuba iguqulwe.
- Ocelayo angabonisa kwakhona ukuba ufuna ibe kweyiphi na imo ingxelo leyo (ok.kkt. ibe sephepheni, ibe sekhompyutheni, njl,njl). Kuya kuqhutywa ngale ndlela ngaphandle kokuba ukwenza oku kuye kwaphazamisana neSebe eli ekuqhubeni imisebenzi yalo okanye ngezizathu ezithile akuyi kubakho mvume yokufikelela kule ngxelo iya kukhutshwa kwifomu.
- Umrhumo wesicelo kufuneka umntu ocelayo umzekelo xa efuna iikopi zengxelo ecelwayo. Kwezinye iimeko, umntu ocelayo kufuneka akhuphe idiphozithi. Lowo ucelayo angafaka isibheni sangaphakathi malunga nokuhlawula le mirhumo. Umrhumo ohlawulwa ngokuphathelele kwisibheni sangaphakathi yiR50,00. Xa ngaba umntu ocelayo efake isibheni sangaphakathi, kufuneka kuzaliswe uFomu C (ekhutshwa kwiSaziso soRhulumente esinguR233 somhla we 9 kuMatshi 2001).
- Xa kuthe inkqubo elandelwayo yokubhena yangaphakathi yarhoxiswa waza umntu ocelayo wabe akakoniseliseki ziziphumo, kungadityanwa nenkundla ukuze ibe yiyo ekhupha umyalelo ofanelekileyo.
- Ukufikelela kwezi ngxelo kuya kuqhutywa de imirhumo efunekayo ibe ihlawulwe.

- Ingcaciso ingacelwa egameni lomnye umntu, kodwa eyona nto ifunelwa yona ingcaciso leyo kufuneka ixelwe.
- o Ukuba umntu ocelayo akakwazi, ukufunda okanye ukubhala, okanye akakwazi ukuzalisa ifomu ngenxa yokukhubazeka, isicelo eso singenziwa nangomlomo. Igosa lengcaciso, okanye umntu ungummeli, kufuneka ibe nguye ozalisa ifomu.

**6. IINKONZO EZIFUMANEKA KULUNTU JIKELELE
ICANDELO 14(1)(f)**

Akukho nto

**7. AMALUNGISELELO AVUMELA UKUTHATHA INXAXHEBA
KWISISEKO SEMIGAQO-NKQUBO KWAKUNYE NOKWENZIWA
KWEMISEBENZI**

ICANDELO 14(1)(g)

Kumaxesha amaninzi, uwiso-mthetho luchaza iinkqubo zokwenza imiba ethile ukuba yaziwe kwakunye nokuba uluntu jikelele luthathe inxaxheba.

- Ukwaziswa kumajelo eendaba, anjengamaphephandaba engingqi/ kuluntu jikelele.
- Ucweyo kunye namaqela achaphazelekayo
- Ukwazisa okwenziwa ngewebsite yeSebe
- Iincwadana ezifundisayo kunye nezikhokelo (ngamanye amaxesha)

**8. IZILUNGISO EZIKHOYO NGOKUNXULUMENE NEMITHETHO
OKANYE UKUNGAPHUMELELI KOMTHETHO**

ICANDELO 14(1)(h)

Uwiso-mthetho olusebenzayo kwiSebe lunganikeza uhlaziyo lwangaphakathi okanye inkqubo yesibheni. Xa inokuthi le nkqubo ipheliswe, okanye kungabikho malungiselelo awenziweyo kwinkqubo enjalo, kungaqhagamshelwana nenkundla ukuze kufumaneke umyalelo ofanelekileyo.