



IBandla labaFundisi laseNingizimu Afrika

IManyule yokuThuthukisa ukuFinyelela uLwazi

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1 Isingeniso

- 1.1 Le manyule yakhiwe yiBandla laseNingizimu Afrika labaFundisi (i-SACE) ngokulandela isiGaba se-14 somThetho wokuThuthukisa ukuFinyelela uLwazi weNombolo-2 we-2000 (umThetho).
- 1.2 I-SACE ibandla lomphakathi njengoba lichazwe ngumThetho futhi libuswa yimibandela yomThetho weNombolo- 31 we-2000 weBandla labaFundisi laseNingizimu Afrika (UmThetho we-SACE). I-SACE ibandla lezingcweti lomthetho labafundisi. Izinhloso zalo uku:
 - 1.2.1 nikeza ukubhaliswa kwabafundisi;
 - 1.2.2 khuphula ukuthuthukiswa kobungcweti kwabafundisi; kanye
 - 1.2.3 nokubeka, ukugcina nokuvikela amazinga abafundisi okuziphatha ngendlela elungileyo nobungcweti.

2 Imisebenzi ye-SACE

Amandla okwenza kanye nemisebenzi ye-SACE yilena:

- 2.1 Ephathelene nokubhaliswa kwabafundisi:
 - 2.1.1 Ukuthola izici ezincane kanye nezinqubo zokubhalisa noma ukubhalisa okwesikhashana;
 - 2.1.2 Ukubhekela nokuthatha isinqumo esicelweni sokuzibhalisa noma yisiphi noma ukubhalisa okwesikhashana;
 - 2.1.3 Ukugcina iregista yamagama abo bonke abantu ababhalisiwe noma ababhaliswe okwesikhashana;
 - 2.1.4 Ukuthola uhlobo nokuqukethwe kumaregista kanye nezitifiketi okumele zigcinwe, zinakekelwe noma zinikezwe ngokulandela umThetho we-SACE, isikhathi esingaphakathi okumele kubukezwe ngaso kanye nokuthi indlela nezinguquko eziphathelene naso zingenziwa kanjani; kanye
 - 2.1.5 Nokubekela isikhathi sokuba nesiqiniseko sokubhaliswa noma ukubhaliswa okwesikhashana;
- 2.2 Mayelana nokukhushulwa nokuthuthukisa kobungcweti bemfundo nokuqeqesha:

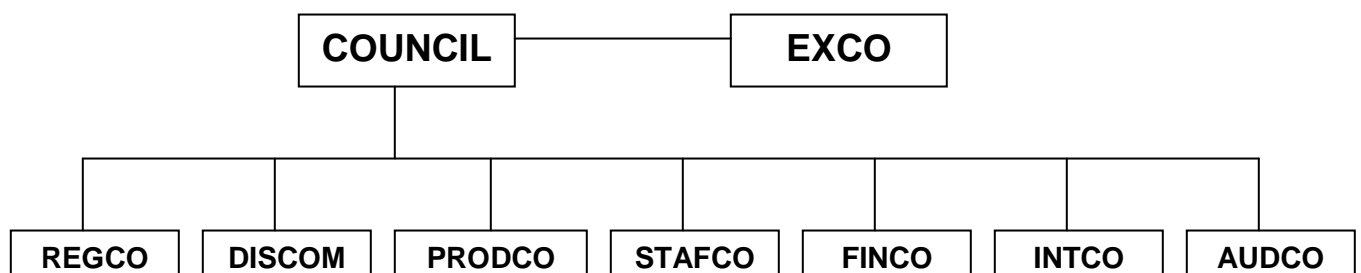
- 2.2.1 Ukukhuphula, nokuthuthukisa nokugcina isithunzi sobungcweti;
 - 2.2.2 Ukweluleka uNgqongqoshe wezemFundo ngezindaba eziphathelene nemfundo nokuqeqesha kwabafundisi, okufaka kodwa kunganqunyelwe ku:
 - 2.2.2.1. zidingo ezincanyana zokungena kuwo wonke amazinga obungcweti;
 - 2.2.2.2. mazinga ezinhlelo zezinsiza zangaphambi komsebenzi kanye nezangaphakathi lomsebenzi zokufundisa abafundi;
 - 2.2.2.3. izidingo zokuthuthukisa uhlelo lwangaphakathi kwezifundo;
 - 2.2.2.4. ubungcweti babafundisi;
 - 2.2.3 ukucwaninga nokuthuthukisa inqubomgomo yokuthuthukisa izingcweti;
 - 2.2.4 ukuthuthukisa ukuqeqeshwa kwasemsebenzini kwabo bonke abafundisi;
 - 2.2.5 ukuthuthukisa imithombo yokwenza ukuqalisa nokuhambisa, ngokuhambisana nabaqashi, izinhlelo zokuqeqesha, amashabhu, amasemina kanye nezifundo ezimfushane ezihlelelwe ukukhulisa ubungcweti;
 - 2.2.6 ukwakha , ukuphrinta nokusakaza ijenali yobungcweti kanye neminye imibhalo yokushicilelwa;
 - 2.2.7 ukumisa amasu ezingcweti okusiza abafundisi;
- 2.3 ngokuhambelana nokuziphatha ngemfanelo kwezingcweti:
- 2.3.1 ukwakha, ukugcina nokubukeza njalo nje ikhodi yokuziphatha ngemfanelo kwezingcweti zabafundisi ababhalisiwe noma ababhaliswe okwesikhashana ne-SACE;
 - 2.3.2 ukuthola inqubo efanele yokulalela icala;

- 2.3.3 ukujezisa abafundisi abangalandeli ikhodi yobungcweti yendlela yokuziphatha;
- 2.4 ngokuphathelene nezinkokhelo:
 - 2.4.1 ngokubonisana noNgqongqoshe, ukuthola izinkokhelo ezikhokhwa ku-SACE ngabafundisi ababhalisile kanye nabafaka izicelo zokubhalisa;
 - 2.4.2 ukufuna kubaqashi abafanelekile ukuthi badonse izinkokhelo kumaholo abafundisi bazikhokhe ku-SACE;
 - 2.4.3 emva kokulalela icala okungabandlululi, bajezise abafundisi abehlulekayo ukukhokha izinkokhelo ezibekwe yi-SACE;
- 2.5 ukwenza jikelele:
 - 2.5.1 ukweluleka uNgqongqoshe nganoma yisiphi isibonakalo semfundo uNgqongqoshe angacela ukwelulekwa ngaso;
 - 2.5.2 ukuqasha abasebenzi nokubeka izimo zabo zokusebenza;
 - 2.5.3 ukumisa amakomiti kanye nokuwanikeza imisebenzi;
 - 2.5.4 ukwenza noma yimuphi umsebenzi odingekayo ukuze i-SACE isebenze ngemfanelo; kanye
 - 2.5.5 nokweluleka uNgqongqoshe nganoma yisiphi isibonakalo esifanele semfundo.

3 Isakhiwo se-SACE

- 3.1 I-SACE iqukethe amalungu aqashwe nguNgqongqoshe wezemFundo ngokubheka ngokufanele ukumelwa okuhambisana nobuhlanga, ubulili, ukukhubazeka kanye nokwahlukana ngendawo yezwe yokuhlala. Ukubhekela loku uNgqongqoshe wezemFundo uqashe:
 - 3.1.1 UmGcinisihlalo;
 - 3.1.2 Abafundisi abayi-18 (ishumi nesishiyagalombili) abakhethwe izingcweti zokufundisa ezihleliwe;
 - 3.1.3 Abantu aba-5 (abahlanu) abakhethwe ngumNyango wezemFundo;

- 3.1.4 Abantu aba-2 (ababili) abakhethwe izinhlangano zikazwelonke ezimele amabandla okuphatha izikole;
 - 3.1.5 Umuntu o-1 (oyedwa) okhethwe yiBandla lemFundo ePhakeme;
 - 3.1.6 Umuntu o-1 (oyedwa) okhethwe amabandla ezikhungo zemfundo eqhubekayo nokuqeqeshwa;
 - 3.1.7 Umuntu o-1 (oyedwa) okhethwe ngamabandla kazwelonke amele izikhungo ezizimele; kanye
 - 3.1.8 NomPhathi omKhulu wesiGungu.
- 3.2 UmThetho we-SACE unikezelela :
- 3.2.1 Ikomiti yesiGungu;
 - 3.2.2 Ikomiti eBhalisayo;
 - 3.2.3 Ikomiti yokuThuthukisa iziNgcweti; kanye
 - 3.2.4 NeKomiti yokuLungisa iziGwegwe.
- 3.3 Ukwengeza, i-SACE inikezwa amandla okumisa noma yiliphi elinye ikomiti ukusiza ekwenzeni imisebenzi yalo kanye nokwenyula abantu ukuba bangenele imihlangano yekomiti okwesekwa ngobuhlakani abanabo.
- 3.4 Isifanekiso somdwebo sesakhiwo se-SACE sibekiwe ngezansi:



4 I-Ofisa yoLwazi

4.1 I-Ofisa yoLwazi ye-SACE ngu:

Mnu Rej Brijraj
I-Ofisa eNkulu yesiGungu
Ibandla labaFundisi laseNingizimu Afrika.

4.2 Imininingwane yakhe yokuxhumana yilena:

Ikheli lePosi: Private Bag X127, Centurion, 0046

Ikheli lesiTiladi: 261 West Street, Centurion, 0046

Inombolo yocingo: (012) 663-9517 / 663 0406

Inombolo yocingo eyisikhahlamezi: (012) 663-9238 / 663 3331

Ikheli le-e-meyili: info@sace.org.za

5 Inkomba yeNkomishani yamaLungelo esiNtu yokuthi ungawusebenzisa kanjani lo mThetho

5.1 IsiGaba se-10 somThetho sidinga iNkomishani yamaLungelo esiNtu ukuba yakhe ngazo zonke izilimi ezisemthethweni inkomba equkethe ulwazi olunje , ngendlela elula ewuhlobo oluqondakalayo, njengoba ingafunwa ngumuntu ofisa ukusebenzisa amalungelo akhe njengoba acatshangwe emThethweni. Inkomba kumele inikezwe iNkomishani yamalungelo esiNtu okungenani ngomhlaka- 31 Agasti- 2003. Imininingwane yayo yokuxhumana yilena:

INkomishani yamaLungelo esiNtu
Iyunithi ye-PAIA
UmNyango woCwaningo nemiBhalo
Private Bag 2700
Houghton, 2041

Inombolo yoCingo: (011) 484-8300

Inombolo yocingo oluyifeksi: (011) 484-0582

Ikheli le-e-meyili: paia@sahrc.org.za

Ikheli leWebhusayidi: www.sahrc.org.za

6 AmaRekhodi e-SACE

I-SACE inezinhlobo zamarekhodi nezehlakalo eziphathelele nokulandelayo:

6.1 Amarekhodi okusebenza – afaka:

- 6.1.1 Amaminiti e-SACE kanye namakomiti ayo;
- 6.1.2 Ukuxhumana phakathi kwe-SACE kanye nabahlanganyeli;
- 6.1.3 Izinqubomgomo zokusebenza;
- 6.1.4 Izindabambiko zangaphakathi;
- 6.1.5 Amakontileka phakathi kwe-SACE kanye nabahlanganyeli;

6.2 Amarekhodi abasebenzi – afaka:

- 6.2.1 Amakontileka okuqashwa;
- 6.2.2 Izinqubomgomo zokuphatha imithombo yabasebenzi;
- 6.2.3 Amafayili abasebenzi;

6.3 Amarekhodi omThetho:

- 6.3.1 Wonke amarekhodi okumele agcinwe yi-SACE ngokudingwa ngumthetho;

6.4 Amarekhodi eZimali – afaka:

- 6.4.1 Izincwadi zama-akhawunti;
- 6.4.2 Izitatimende zezimali;
- 6.4.3 Izitatimende zezimali ezicwaningiwe;

6.5 Imibhalo esemthethweni – efaka:

- 6.5.1 Izincwajana zokuchasisisa, amamanyule kanye nezinye izinto zokwazisa;
- 6.5.2 Imibiko yonyaka ngonyaka njengoba icatshangwe kusigaba sa-20 somThetho we-SACE;
- 6.5.3 Izici nezinqubo zokubhalisa;

- 6.5.4 Iregista ewubungcweti yabafundisi;
- 6.5.5 Ikhodi lendlela yokuziphatha ewubungcweti;
- 6.5.6 Izinqubo zokulungisa izigwegwe;
- 6.5.7 Amarekhodi awubungcweti okulungisa izigwegwe, afaka amarekhodi okuthethwa kwamacala okulungisa izigwegwe kanye nezinqumo zesakhiwo zokulungisa izigwegwe ze-SACE

7 Izinqubo zokucela

- 7.1 Ukufinyelela kumarekhodi e-SACE kungacelwa ngoku:
 - 7.1.1 Gcwalisa amafomu abekiwe okucela aqukethwe oHlelweni lo-1 lwale manyule;
 - 7.1.2 Khokha inkokhelo ebekiwe njengoba ichaziwe oHlelweni lwe-2 lwale manyule; kanye
 - 7.1.3 Nokwethula ifomu lokucela nenkokhelo efanele ku-Ofisa yoLwazi yase-SACE.
- 7.2 Noma ngubani ofaka isicelo ozwiswe ubuhlungu yisinqumo se-Ofisa yoLwazi ngokumnqabela ukufinyelela erekhodini angafaka isikhalazo aphikise isinqumo ngokubhalela iKomiti lesiGungu le-SACE ezinsukwini ezingama-60 (amashumi ayisithupha) ukusukela osukwini l-ofisa yoLwazi ethethe ngalo isinqumo.
- 7.3 Noma ngubani ofaka isicelo ozwiswe ubuhlungu yisinqumo seKomiti lesiGungu uma efaka isikhalazo angafaka isicelo enkantolo efanele ukuze anxephezwe ngemfanelo njengokucatshangwe esiGabeni- 78 somThetho.

8 Isigaba- 15(2) isaziso sezinhlobo zamarekhodi atholakala ngokuzenzakalelayo

Asikho isaziso esicatshangwe esigabeni se- 15(2) somThetho esike sashicilelwa ngokulandela i-SACE.

9 Izinsizakalo ezikhona kumalungu omphakathi

I-SACE ibandla lomthetho lezingcweti labafundisi futhi alinikezi izinsizakalo jikelele emphakathini. Kodwa , noma yiliphi ilungu lomphakathi elikholelwa ekutheni umfundisi wephule ikhodi lokuziphatha lezingcweti angafaka isikhalazo ngaleso sehlakalo ku-Ofisa eNkulu yesiGungu ye-SACE ngokulandela izinqubo zokulungisa izigwegwe ze- SACE.

Uhlelo- 1

IFOMU ELINQUNYELWE UKUFINYELELA KUMAREKHODI

**ISICELO SOKUFINYELELA KUREKHODI SEBANDLA LOMPHAKATHI
(Isigaba- 18(1) somThetho wokuThuthukisa ukuFinyelela uLwazi, we- 2000)
(UmThetho weNombolo- 1 we- 2000)
[Umyalo we- 6]**

IZOSETSHENZISWA YI- SACE

Inombolo yereferensi: _____

Isicelo sitholwe ngu _____ (I-ofisa yolwazi)

Ngalolu (suku) e- _____
(indawo).

Inkokhelo yesicelo (uma ngabe ikhona): R.....

Idiphozi (uma ngabe ikhona) : R

Inkokhelo yokufinyelela: R

_____ UKUSAYINA KWE-OFISA YOLWAZI

A. Imininingwane yebandla lomphakathi

I-Ofisa yolwazi:

B. Imininingwane yabantu abacela ukufinyelela kumarekhodi

- (a) Imininingwane yabantu abacela ukufinyelela kumarekhodi kumele inikezwe ngezansi.
- (b) Ikheli kanye/noma inombolo yefeksi yaseRephabhulikini lapho okumele ulwazi luthunyelwe khona, kumele inikezwe.
- (c) Ubufakazi besikhundla sofaka isicelo akuso, uma ngabe bukhona , kumele buxhunywwe.

Amagama aphelele nesibongo:

Inombolo kamazisi:

Ikheli leposi:

Inombolo yenombolo:

Inombolo yocingo: _____ Ikheli le-e-meyili:

Isikhundla sokufaka isicelo kuso , uma senzela omunye umuntu:

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sigaba kumele sigcwaliswe KUPHELA uma isicelo solwazi senzela omunye umuntu.

D. Imininingwane yamarekhodi

- (a) Nikeza imininingwane ephelele yamarekhodi ocela ukufinyelela kuwo, ufaka nenombolo yereferensi uma ngabe uyayazi, ukuze irekhodi likwazi ukufunyanwa.
- (b) Uma isikhala esinikeziwe singalingene, uyacelwa ukuba uqhubeke ekhasini elizimele lodwa bese ulixhuma kuleli fomu. **Lona ofaka isicelo kumele asayine wonke amakhasi angeziwe.**

1. Incazelo yerekhodi noma ingxenye efanele yerekhodi:
2. Inombolo yereferensi, uma ikhona:
3. Eminye imininingwane eyengeziwe yerekhodi:

E. IZINKOKHELO

- (a) Isicelo sokufinyelela amarekhodi, ngaphandle kwerekhodi eliqukethe ulwazi ngobuntu bakho sizowusetshenzwa emva kokuthi **inkokhelo yesicelo** isikhokhiwe.
- (b) Uzokwaziswa uma ngenani lemali okumele uyikhokhe njengenkokhelo yesicelo.
- (c) Inkokhelo ekhokhelwa ukufinyelela kumarekhodi incike ohlotsheni ukufinyeleleka okudingeka ngalo kanye nasesikhathini esilingene esidingekayo ukufuna nokulungisa irekhodi.
- (d) Uma unamandla okukhishwa ekukhokhisweni noma yiyiphi inkokhelo, uyacelwa ukuba unikeze isizathu sokukhishwa.

Isizathu zokukhishwa ekukhokheni izinkokhelo:

F. Isimo sokufinyelela kumarekhodi

Uma uvikelwa wukukhubazeka ukufunda, ukubukela noma ukulalela amarekhodi ngesimo sokufinyelela esinikezwe ku-1 ukuya ku- 4, yisho ukukhubazeka kwakho bese uchaza ukuthi irekhodi olidingayo uzolifuna lingayiphi indlela.

<u>Ukukhubazeka:</u>		<u>Isimo irekhodi elidingeka ngaso:</u>	
<p>Yenza uphawu X ebhokisini elifanele</p> <p>AMANOTI:</p> <p>(a) Ukuvumelana nesicelo sakho sokufinyelela ngesimo esethuliwe kuzawuncika ekutheni irekhodi elikhona likusiphi isimo.</p> <p>(b) Ukufinyelela ngesimo esiceliwe kungenqatshelwa ezikhathini ezithile . Uma loku kwenzeka uzokwaziswa uma ukufinyelela kuzonikezwa ngolunye uhlobo.</p> <p>(c) Inkokhelo ekhokhwayo ukufinyelela kurekhodi, uma ikhona, izawunqunyelwa ukuthi ukufinyelela kufuneka ngaluphi uhlobo.</p>			
1. Uma irekhodi libhaliwe noma lingesimo sokushicilelwa:			
	Ikhophi lerekhodi*		Ukuhlolwa kwerekhodi
2. Uma irekhodi liqukethe okuyizithunzi okubukwayo-			
(loku kufaka izithombe, amasilayidi, amavidiyo aqoshiwe, izithunzi ezikhishwa yikhompyutha, imidwebo njll):			
Ukubuka izithunzi			
		Amakhophi ezithunzi*	Ukulotshwa kwezithunzi*

3. Uma amarekhodi aqukethe amagama arekhodiwe noma ulwazi olungakhiqizwa ngomsindo:

	Ukulalela ithreki yomsindo(ikhasethi lokulalela)		Ukulotshwa kwethreki yomsindo* (umbhalo obhaliwe noma okhiqiziwe)
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4. Uma irekhodi likukhompuyutha noma kusimo sikagesi noma sokufunda ngomshini

	Ikhophi eliphrintiwe lerekhodi*		Ikhophi eluprintiwe lolwazi elitholakala kumarekhodi*		Ikhophi elisesimweni sokufundeka ngekompuyutha* (istifi noma ikhompekthi diski)
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Uma ucela ikhophi noma ukulotshwa kwerekhodi (ngenhla) ufisa ukuthi ikhophi noma okulotshiwe kuposelwe kuwe?

Yeb
o

Cha

Imali yokuposa kumele ikhokhwe

Qaphela ukuthi uma irekhodi lingekho ngolimi oluthandayo, ukufinyelela kunganikezwa ngolimi irekhodi elitholakala ngalo.

Ungathanda ukuthola irekhodi ngaluphi ulimi?

G. Isaziso ngesinqumo esiphathelene nokucela ukufinyelela

Isaziso mayelana nesinqumo esiphathelene nesicelo sokufinyelela

Uzokwaziswa ngokubhalela ukuthi isicelo sakho sivunyiwe/ sinqatshiwe. Uma ufisa ukwaziswa ngenye indlela ,uyacelwa ukuba wethule indlela bese unikeze neminingwane edingekayo ukuze isicelo sakho kuhanjiswa naso.

Ungafisa ukwaziswa kanjani ngesinqumo esiphathelene nesicelo sakho sokufinyelela irekhodi?

Isayinwe e _____ ngalolu suku lwe _____ ku- _____ we- 200

**ISIGNESHA YOFAKA ISICELO / UMUNTU
OFAKELWA ISICELO**

Uhlelo - 2

IZILINGANISO ZEZINKOKHELO EZIBEKIWE

**INGXENYE YE- II YESAZISO SE-187 KUGAZETHI KAHULUMENI NGOMHLAKA - 15
KUFEBRUWARI WE- 2002 IZINKOKHELO EZIPHATHELENE NAMABANDLA
OMPHAKATHI**

1. Inkokhelo yekhophi lemanyule njengokucatshangwe emthethweni we-5(c) ngama-R0,60 enye nanye ifothokhophi eyikhasi eliwubukhulu obuyi –A4 noma ingxenye yalo.
2. Izinkokhelo zokukhiqiza eziphathekayo emyalweni we–7(1) zime njengokulandelayo:

R

- | | | |
|------|--|-------|
| (a) | Kwenye nanye ifothokhophi eyikhasi eliwubukhulu obuyi –A4 noma ingxenye yalo. | 0,60 |
| (b) | Kwenye nanye ikhophi ephrintiwe eyikhasi eliwubukhulu obuyi –

A4 noma ingxenye yalo eliphakathi kwekhompyutha noma elingendlela kagesi noma isimo esifundwa ngomshini | 0,40 |
| (c) | Kukhophi eliyisimo esifundwa ngekhompyutha eliku: | |
| (i) | diski yestifi | 5,00 |
| (ii) | diski lekhompakthi | 40,00 |
| (d) | (i) Ekulotshweni kwezithunzi zokubukela, kwenye nanye ifothokhophi eyikhasi eliwubukhulu obuyi –

A4 noma ingxenye yalo. | 22,00 |
| (ii) | Ekulotshweni kwezithunzi zokulalela | 60,00 |
| (e) | (i) Ekulotshweni kwamarekhodi okulalela, kwenye nanye ifothokhophi eyikhasi eliwubukhulu obuyi –

A4 noma ingxenye yalo. | |

		12,00
	(ii) Ekulotshweni kwezithunzi zokulalela	17,00
3.	Inkokhelo yokucela ekhokhwa ngofake isicelo , ngaphandle kocxelayo ngokobuntu bakhe okuphathekayo emthethweni we-7(2) ngama R35,00.	
4.	Inkokhelo yokufinyelela ekhokhwa ngofake isicelo ephathekayo emthethweni we-7(3) imi ngalolu hlobo:	
		R
(1) (a)	Kwenye nenze ifothokhophi eyikhasi eliwubukhulu obuyi –A4 noma ingxenye yalo.	0,60
	(b) Kwenye nenze ikhophi ephrintiwe eyikhasi eliwubukhulu obuyi –	
	A4 noma ingxenye yalo eliphakathi kwekhompyutha noma elingendlela kagesi noma isimo esifundwa ngomshini	0,40
(c)	Kukhophi eliyisimo esifundwa ngekhompyutha eliku:	
	(i) diski yestifi	5,00
	(ii) diski lekhompakthi	40,00
(d)	(i) Ekulotshweni kwezithunzi zokubukela, kwenye nenze ifothokhophi eyikhasi eliwubukhulu obuyi – A4 noma ingxenye yalo.	22,00
	(iii) Ekulotshweni kwezithunzi zokulalela	60,00
(e)	(i) Ekulotshweni kwamarekhodi okulalela, kwenye nenze ifothokhophi eyikhasi eliwubukhulu obuyi – A4 noma ingxenye yalo.	
		12,00
	(ii) Ekulotshweni kwezithunzi zokulalela	17,00
(f)	Ukufuna nokulungisa irekhodi ukuze likhishwe, ngama- R15,00 ngehoa ngalinye noma ngengxenye yehora , kungafakwa ihora lokuqala , elidingeka ngokufanelekile kulesi simo sokufuna nokulungiselela.	

- (2) Ngenhloso yesigaba sama- 22(2) somthetho, okulandelayo kuyaqondana:
- (a) Amahora ayisithupha njengamahora okumele adluliswe ngaphambi kokuthi idibhosi likhokhwe; kanye
 - (b) nengxenye yokuthathu yenkokhelo yokufinyelela ekhokhwa njengedibhosi ngofaka isicelo.
5. Imali yoqobo yokuposa ikhokhwa uma ikhophi lerekhodi kumele liposelwe ofaka isicelo.