



# Province of the **EASTERN CAPE**

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## EDUCATION

### **I-PAIA KUNYE NE-POPIA MANUAL**

Ngokubhekiselele kwi

**Icandelo 14 loMthetho wokuKhuthaza ukuFikelela kuLwazi 2 ka-2000 (njengoko ulungisiwe)**

Kwaye

**Ukujongana neemfuno zoMthetho woKhuseleko loLwazi loMntu, 2013 (uMthetho onguNombolo 4 ka-2013) POPIA**

**Ishicilelwe liSebe leMfundo leMpuma Koloni  
Steve Vukile Tshwete Education Complex  
Zone 6, Zwelitsha**

**Ibhegi yabucala X0032  
I-BHISHO  
5606**

**likopi zale ncwadi zinokufumaneka kwi  
ICandelo loLawulo loNxibelelwano kunye noNxibelelwano  
ISebe leMfundo leMpuma Koloni  
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**UMHLA WOKUHLANGANISWA: 30 Juni 2025  
UMHLA WOKUHLAZIYWA: 30 Juni 2026**

## **1. ULUHLU LWEZIQULATHO**

- 1) Uluhlu lwee-Acronyms kunye nezifinyezo
- 2) Injongo ye-PAIA Manual
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- 4) Ukusekwa kweSebe leMfundo leMpuma Koloni
- 5) Iinkcukacha zoqhagamshelwano zeSekela-Gosa loLwazi-ECDoE
- 6) Inkcazelo yazo zonke izisombululo ezikhoyo ngokubhekiselele kwisenzo okanye ukungaphumeleli ukwenza yi-ECDoE
- 7) Isikhokelo sendlela yokusebenzisa i-PAIA kunye nendlela yokufumana ukufikelela kwisikhokelo
- 8) Inkcazelo yezifundo apho iqumrhu libambe khona iirekhodi kunye neendidi zeerekhodi ezigcinwe yi-ECDoE
- 9) Iindidi zeerekhodi ze-ECDoE ezifumanekayo ngaphandle kokuba umntu acele ukufikelela
- 10) Inkqubo yesicelo kunye nemirhumo ehlawulwayo
- 11) Ukubandakanyeka koluntu ekuqulunqweni komgaqo-nkqubo okanye ekusetyenzisweni kwamagunya okanye ekwenzeni imisebenzi yi-ECDoE
- 12) Ukucwangciswa kweNkcukacha zobuqu
- 13) Amalungelo omxholo wedatha
- 14) Ukufumaneka kweNcwadana
- 15) Ukuhlaziywa kweNcwadana

## 2. ULUHLU LWEE-ACRONYMS KUNYE NEZIFINYEZO

- |     |                    |                                                                                    |
|-----|--------------------|------------------------------------------------------------------------------------|
| 1.  | "I-CEO"            | Igqwetha eliyiNtloko leSigqeba                                                     |
| 2.  | "IO"               | Igosa loLwazi;                                                                     |
| 3.  | "DIO"              | USekela-Gosa loLwazi;                                                              |
| 4.  | <b>UMphathiswa</b> | uMphathiswa wezoBulungisa neeNkonzo zoLuleko.                                      |
| 5.  | <b>"PAIA"</b>      | Ukukhuthazwa koMthetho wokuFikelela kuLwazi uNombolo 2 ka-2000 (njenge Ilungisiwe) |
| 6.  | <b>"PFMA"</b>      | UMthetho woLawulo lweeMali zikaRhulumente onguNombolo 1 ka-1999 njenge Ilungisiwe. |
| 7.  | <b>"POPIA"</b>     | uMthetho woKhuseleko loLwazi loMntu uNombolo 4 ka-2013.                            |
| 8.  | <b>"Umlawuli"</b>  | Umlawuli wolwazi.                                                                  |
| 9.  | <b>"ECDoE"</b>     | ISebe leMfundo laseMpuma Koloni                                                    |
| 10. | <b>"SAQA"</b>      | Igunya leZiqinisekiso zoMzantsi Afrika                                             |
| 11. | <b>"NSFAS"</b>     | National Student Financial Aid Scheme                                              |
| 12. | <b>I-SETA</b>      | yeCandelo lezeMfundo noQeqesho                                                     |

### 3. INJONGO YENCWADI YEPAIA

Le ncwadana ye-PAIA iluncedo kuluntu ukuba-

1. jonga uhlobo lweerekhodi ezisenokuba sele zifumaneka kwi (ISebe leMfundo- eMpuma Koloni- emva koku kubhekiswe kwi-ECDoE), ngaphandle kwesidingo sokungenisa isicelo se-PAIA esisesikweni.
2. Ukuqonda indlela yokwenza isicelo sokufikelela kwirekhodi ye-ECDoE
3. ukufikelela kuzo zonke iinkcukacha zoqhagamshelwano ezifanelekileyo zabantu abaza kunceda uluntu ngeerekhodi abazimisele ukuzifumana.
4. Yazi onke amayeza afumanekayo kwi-ECDoE malunga nesicelo sokufikelela kwiirekhodi, ngaphambi kokuya kuMlawuli okanye kwiiNkundla.
5. inkcazo yeenkonzo ezifumanekayo kumalungu oluntu kwi-ECDoE nendlela yokufumana ukufikelela kwezo nkonzo.
6. Inkcazo yesikhokelo sendlela yokusebenzisa i-PAIA, njengoko ihlaziye nguMlawuli kunye nendlela yokufumana ukufikelela kuyo.
7. Ukuba umzimba uza kucwangcisa ulwazi lomntu siqu, injongo yokucwangciswa kolwazi lomntu kunye nenkcazo yeendidi zezifundo zedatha kunye nolwazi okanye iindidi zolwazi ezinxulumene nayo.
8. yazi ukuba i-ECDoE icwangcise ukudlulisela okanye ukucwangcisa ulwazi lomntu ngaphandle kweRiphabhlikhi yoMzantsi Afrika kunye nabamkeli okanye iindidi zabamkeli abanokuthi banikezelwe ulwazi lobuqu; kwaye
9. Yazi ukuba ngaba i-ECDoE inamanyathelo okhuseleko afanelekileyo ukuqinisekisa ubumfihlo, ingqibelelo kunye nokufumaneka kolwazi lomntu siqu oluza kucutshungulwa.

### 4. UMBONO, UMSEBENZI KUNYE NEXABISO LESEBE LEMFUNDO EMPUMA KOLONI

1. **Umbono** - Bonke abafundi banikwa amathuba okuba ngabemi abanemveliso, abanoxanduva, nabakhuphisanyo ngenkqubo yemfundo esisiseko esemgangathweni ebandakanya wonke umntu
2. **Umsebenzi**- Ukufezekisa lo mbono, siza kuphumeza iinkqubo zemfundo ezifanelekileyo nezifanelekileyo ngokufundisa nokufunda okusemgangathweni. Ukuqokelela inkxaso yoluntu

kunye nabachaphazelekayo ngokuthatha inxaxheba. Ukuphuhlisa inkcubeko yoxanduva kuwo onke amaqanaba eSebe.

1. **Amaxabiso-** Ukusebenza okuphezulu, ukuphendula, uxanduva, uvelwano, ukufikelela, ukulingana kunye nokuthembeka
2. **INJONGO, IMISEBENZI KUNYE NOLWAKHIWO LWESEBE LEMFUNDU EMPUMA KOLONI**

1. **Iinjongo / igunya**

Ukubonelela abantu ngamathuba okuba ngabemi abanemveliso nabanoxanduva ngemfundo esisiseko esemgangathweni ngokuphumeza iinkqubo ezifanelekileyo nezifanelekileyo ngokufundisa nokufunda okusemgangathweni. Ngokuqokelela inkxaso yoluntu kunye nabachaphazelekayo ngokuthatha inxaxheba kunye nokumisela inkcubeko yokuphendula kuwo onke amaqanaba emfundo

2. **Ulwakhiwo**

Ubume besebe buquka i-ofisi eyintloko ebekwe kwi eZwelitsha, eMpuma Koloni kunye nee-ofisi zezithili ezingamashumi amabini anesithathu (23). I-ofisi nganye yesithili ikhokelwa ngumlawuli wesithili njengentloko yolawulo kweso sithili kwaye iphendula kuMphathiswa-Jikelele njengeGosa loPhicotho-zincwadi njengoko kuchaziwe kwicandelo 36 le-PFMA.

Iikomiti ezahlukeneyo: IKomiti yoPhicotho-zincwadi, iKomiti yoHlahlo lwabiwo-mali, iKomiti yoLawulo loMngcipheko, iKomiti yokuLawula uQeqesho, iKomiti yePhothifoliyo, iKomiti yokuziphatha, iKomiti yePhothifoliyo.

3. **Imisebenzi**

Imisebenzi yeSebe ifumaneka kwimiyalelo kumacandelo ahlukeneyo Umthetho olawulwa liSebe, kwakunye namaxwebhu omgaqo-nkqubo.

NgokoMgaqo-siseko weRiphabliki yoMzantsi Afrika (108 ka-1996), njengoko utshintshiwe, iSebe leMfundo linoxanduva lokubonelela ngemfundo esisiseko kubo bonke abafundi kweli phondo. Oku kubandakanya ukubonelelwa kwemfundo noqeqesho lwabantu abadala kunye noqeqesho, imfundo ngokubanzi noqeqesho.

5. **IINKCUKACHA EZINGUNDOQO ZOQHAGAMSHELWANO ZOKUFIKELELA KULWAZI LWESEBE LEMFUNDU-MPUMA KOLONI**

**Igosa lolwazi**

|            |                                                                                |
|------------|--------------------------------------------------------------------------------|
| Igama:     | Nksz S MAASDORP- ISEBE LENTLOKO                                                |
| Umnxeba:   | 040 602 7016                                                                   |
| I-imeyile: | <a href="mailto:Sharon.Maasdorp@ecdoe.gov.za">Sharon.Maasdorp@ecdoe.gov.za</a> |

Usekela-Gosa loLwazi

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**IGosa loLawulo lweNkampani:**

Igama: Mordjube  
Umnxeba: 071 640 8778  
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Ukufikelela kulwazi oqhagamshelana nabo ngokubanzi

I-imeyile: [Sandra.Naidoo@ecdoe.gov.za](mailto:Sandra.Naidoo@ecdoe.gov.za)

**1. I-Ofisi yeSizwe / yeNtloko**

Idilesi yeposi: Private Bag X895, PRETORIA, 0001  
Idilesi ebonakalayo: ISebe leMfundo  
Sol Plaatjie House  
222 Struben Street, Pretoria Central  
PRETORIA, 0001  
Umnxeba: 0800 202 933- Iziko lokufowuna  
012 357 3000-Switchboard  
I-imeyile: [info@dbe.gov.za](mailto:info@dbe.gov.za)  
Iwebhusayithi: [webmaster@dbe.gov.za](mailto:webmaster@dbe.gov.za)

**6. INKCAZELO YAZO ZONKE IZISOMBULULO EZIKHOYO NGOKUBHEKISELELE KWISENZO OKANYE UKUSILELA UKWENZA ISEBE LEMFUNDU EMPUMA KOLONI**

1. Ukucela inkcazelo
2. Isibheni sangaphakathi,
3. isikhalazo kuMlawuli woLwazi okanye naliphi na iqumrhu elilawulayo; kunye / okanye

1. Inkqubo yokuya enkundleni enegunya lokufumana uncedo olufanelekileyo.

## **7. ISIKHOKELO SENDLELA YOKUSEBENZISA I-PAIA KUNYE NENDLELA YOKUFUMANA UKUFIKELELA KWISIKHOKELO**

1. Umlawuli, ngokwecandelo le-10(1) le-PAIA, uhlaziye kwaye wenza ukuba kufumaneka isikhokelo esihlaziyiweyo sendlela yokusebenzisa i-PAIA ("Isikhokelo")), ngendlela eqondakalayo kunye nendlela, njengoko kunokufunwa ngumntu onqwenela ukusebenzisa naliphi na ilungelo elicingelwa kwi-PAIA kunye ne-POPIA.

2. Esi sikhokelo siyafumaneka ngeelwimi ngazinye zaseburhulumenteni.

3. Isikhokelo esikhankanywe apha ngasentla siqulethe inkcazo ye-

1. Izinto eziphambili ze-PAIA kunye ne-POPIA.

2. idilesi yeposi neyesitalato, inombolo yefowuni nefeksi kwaye, ukuba ikhona, idilesi ye-imeyile ye-

igosa lolwazi kuwo onke amaqumrhu karhulumente, kwaye

onke amaSekela-Gosa oLwazi kuwo onke amaqumrhu karhulumente nawabucala atyunjwe

imiqathango yecandelo 17(1) le-PAIA<sup>1</sup> kunye necandelo 56 le-POPIA<sup>2</sup>;

3. Indlela nohlobo lwesicelo-ukufikelela kwirekhodi yequmrhu likarhulumente ekuthethwa ngalo kwisiqendu 11<sup>3</sup>; kwaye ukufikelela kwirekhodi yequmrhu labucala elichazwe kwicandelo 50<sup>4</sup>;

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<sup>1</sup> Icandelo 17(1) le-PAIA- Ngeenjongo ze-PAIA, iqumrhu ngalinye likarhulumente kufuneka, ngokuxhomekeke kumthetho olawula ukuqeshwa kwabasebenzi bequmrhu likarhulumente elichaphazelekayo, lichonge inani labantu njengamasekela-gosa olwazi njengoko kuyimfuneko ukwenza iqumrhu loluntu lifikeleleke kangangoko kunokwenzeka kubaceli beerekhodi zalo.

<sup>2</sup> Icandelo 56(a) le-POPIA- Iqumrhu ngalinye likarhulumente nelabucala kufuneka lenze amalungiselelo, ngendlela emiselwe kwicandelo 17 loMthetho wokuKhuthaza ukuFikelela kuLwazi, kunye notshintsho oluyimfuneko, ukutyunjwa kwenani elinjalo labantu, ukuba likhona, njengamasekela-gosa olwazi njengoko kuyimfuneko ukwenza imisebenzi noxanduva njengoko kuchaziwe kwicandelo 55(1) le-POPIA.

<sup>3</sup> Icandelo 11(1) le-PAIA- Umfaki-sicelo kufuneka anikwe ukufikelela kwirekhodi yequmrhu likarhulumente ukuba loo mfaki-sicelo uyazithobela zonke iimfuno zenkqubo kwi-PAIA ezinxulumene nesicelo sokufikelela kuloo rekhodi; kwaye ukufikelela kuloo rekhodi akukhatywa ngokwemiqathango yaso nasiphi na isizathu sokwala okuxelwe kwiSahluko 4 seli candelo.

<sup>4</sup> Icandelo 50(1) le-PAIA- Umfaki-sicelo kufuneka anikwe ukufikelela kuyo nayiphi na irekhodi yequmrhu labucala ukuba-

1. loo ngxelo iyafuneka ukuze kusetyenziswe okanye kukhuselwe nawaphi na amalungelo;
2. loo mntu uthobela iimfuno zenkqubo kwi-PAIA enxulumene nesicelo sokufikelela kuloo rekhodi; kwaye
3. ukufikelela kuloo ngxelo akukhatywa ngokwemiqathango yaso nasiphi na isizathu sokwala ekuthethwa ngaso kwiSahluko 4 seli Ngqungquthela.

4. uncedo olufumaneka kwiGosa loLwazi lequmrhu likarhulumente ngokwemiqathango ye-PAIA ne-POPIA.
5. Uncedo olufumanekayo kuMlawuli ngokwemiqathango ye-PAIA kunye ne-POPIA.
6. onke amayeza emthethweni afumanekayo ngokuphathelele kwisenzo okanye ukungaphumeleli ukwenza ngokubhekiselele kwilungelo okanye umsebenzi onikezelwe okanye onikezelwe yi-Paxful kunye ne-Paxful, kubandakanywa nendlela yokuhlala- Isibheni sangaphakathi.
7. isikhalazo kuMlawuli; kwayi Isicelo esiya kwinkundla ngokuchasene nesigqibo seGosa loLwazi loLuntu
8. Isigqibo seBhunga okanye isigqibo seBhunga okanye isigqibo seBhunga Intlolo yomzimba wabucala.
9. izibonelelo zecandelo le-14<sup>5</sup> nelama-51<sup>6</sup> ezifuna ukuba iqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelana, liqulunqe incwadana, kunye nendlela yokufumana ukufikelela kwincwadana.
10. Izibonelelo zecandelo le-15<sup>7</sup> nelama-52<sup>8</sup> elibonelela ngokubhengezwa ngokuzithandela kweendidi zeerekhodi liqumrhu likarhulumente kunye nequmrhu labucala, ngokulandelelana.
11. izaziso ezikhutshwe ngokwemiqathango yecandelo 22<sup>9</sup> nelama-54<sup>10</sup> malunga nemirhumo ekufuneka ihlawulwe ngokunxulumene nezicelo zokufikelela; kunye
12. Imimiselo eyenziwe ngokwecandelo 92<sup>11</sup>.

<sup>5</sup> Icandelo 14(1) le-PAIA- Igosa lolwazi lequmrhu likarhulumente kufuneka, ubuncinane ngeelwimi ezintathu zaseburhulumenteni, lenze ukuba kufumaneka incwadana equlethe ulwazi oludweliswe kumhlathi 4 apha ngasentla.

<sup>6</sup> Icandelo 51(1) le-PAIA- Intlolo yequmrhu labucala kufuneka ifumaneka incwadana equlethe inkcazo yolwazi oludweliswe kumhlathi 4 apha ngasentla.

<sup>7</sup> Icandelo 15(1) le-PAIA- Igosa lolwazi lequmrhu likarhulumente, kufuneka lenze ukuba kufumaneka ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu likarhulumente ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ukufikelela

<sup>8</sup> Icandelo 52(1) le-PAIA- Intlolo yequmrhu labucala inokuthi, ngokuzithandela, yenze ukuba kufumaneka ngendlela emiselweyo inkcazo yeendidi zeerekhodi zequmrhu labucala ezifumaneka ngokuzenzekelayo ngaphandle kokuba umntu acele ukufikelela

<sup>9</sup> Icandelo 22(1) le-PAIA- Igosa lolwazi lequmrhu likarhulumente elinesicelo sokufikelela kulo, kufuneka ngesaziso afune umceli ukuba ahlawule umrhumo wesicelo omiselweyo (ukuba ukhona), ngaphambi kokuba aqhubeke phambili isicelo.

<sup>10</sup> Icandelo 54(1) le-PAIA- Intlolo yequmrhu labucala esenza isicelo sokufikelela kulo kufuneka ngesaziso ifune ukuba umfaki-sicelo ahlawule umrhumo wesicelo omiselweyo (ukuba ukhona), ngaphambi kokuba aqhubeke nokuqwalasela isicelo.

<sup>11</sup> Icandelo 92(1) le-PAIA libonelela ukuba –"UMphathiswa unokuthi, ngesaziso kwiGazethi, enze imigaqo ngokuphathelele-

- (a) nawo nawuphi na umcimbi ofunekayo okanye ovunyelwe ngulo mThetho ukuba umiselwe;
- (b) nawuphi na umcimbi onxulumene nemirhumo ekuthethwa ngayo kwicandelo 22 nelama-54;
- (c) nasiphi na isaziso esifunwa ngulo mThetho;
- (d) iikhrayitheriya ezifanayo ekufuneka zisetyenziswe ligosa lolwazi lequmrhu likarhulumente xa ligqiba ukuba zeziphi iindidi zeerekhodi ekufuneka zifumaneka ngokwecandelo 15;
- (e) nawo nawuphi na umcimbi wolawulo okanye wenkqubo ofunekayo ukuze kuphunyezwe imiqathango yalo mThetho.

13. Amalungu oluntu angahlola okanye enze iikopi zesiKhokelo kwii-ofisi zamaqumrhu karhulumente okanye abucala, kubandakanywa ne-ofisi yoMlawuli, ngexesha leeyure zokusebenza eziqhelekileyo. Esi sikhokelo sinokufumaneka-
14. Ngesicelo kwiGosa leeNkcukacha.
15. Ukusuka kwiwebhusayithi yoMlawuli (<https://www.justice.gov.za/infoereg/>).

## 8. IIREKHODI ZENKCAZELO KUNYE NEENDIDI ZEEREKHODI EZIGCINWE YI-ECDōE

| Imiba apho umzimba ugcina khona iirekhodi | Iindidi zeerekhodi ezigcinwe kwisifundo ngasinye                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Irejista Jikelele                         | Irejista Jikelele ngumgcini wazo zonke iirekhodi ngokubanzi ezenziwe kwaye zifunyenwe yi-ECDōE. Zonke iirekhodi ezinxulumene noMthetho, imicimbi yezomthetho, uLawulo lweMali, uPhicotho-zincwadi lwangaphakathi nolwangaphandle, iiNkonzo zeQumrhu, uNxibelelwano, uPhuhliso lootitshala, iTekhnoloji yoLwazi kunye neenkonzo zolwazi, iinkonzo ezincedisayo kunye noxanduva lwentlalontle, ukucwangcisa, uvavanyo, ukubeka iliso kunye novavanyo. |
| ICandelo loMlawuli wezoLuntu              | <ol style="list-style-type: none"> <li>1.Imigaqo-nkqubo kunye neenkqubo ze-HR;</li> <li>2.Izithuba ezibhengeziweyo;</li> <li>3.Iirekhodi zabasebenzi;</li> <li>4.Ukufunda nophuhliso: izicwangciso zophuhliso lwezakhono noqeqesho</li> <li>5.Isicwangciso sokulingana kwengqesho kunye neenkcukacha-manani</li> </ol>                                                                                                                              |
| ICandelo loMlawuli wezoMthetho noMthetho  | Iirekhodi zeLitigation, uLawulo lwezoMthetho                                                                                                                                                                                                                                                                                                                                                                                                        |
| Ulawulo lweeKhontrakthi                   | Izivumelwano zomthetho (izivumelwano zeNqanaba leNkonzo kunye neMemorandum of Understanding)                                                                                                                                                                                                                                                                                                                                                        |

| Imiba apho umzimba ugcina khona iirekhodi | Iindidi zeerekhodi ezigcinwe kwisifundo ngasinye                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Uvavanyo, uVavanyo kunye neKharithulam    | <p>Imigaqo-nkqubo nemigaqo enxulumene neemviwo kunye novavanyo.</p> <p>Ulwazi lwabaviwa bovavanyo (ulwazi lwabaviwa abaza kubhala iimviwo ze-NSC ne-SC)</p> <p>Amanqaku afunyenwe ngabaviwa (amanqaku akwada kunye nohlengahlengisiweyo)</p> <p>Iingxelo zokubeka esweni iinkqubo zeemviwo nokuqhutywa kwiphondo.</p>                                                                                                                                                                                                                 |
| I-EMIS (iinkqubo zoLawulo lweMfundo)      | <p>I-EMIS ibonelela ngeenkcukacha-manani kuzo zonke izikolo zaseMzantsi Afrika, zombini iinkcukacha eziluhlaza nezichanekileyo kwezi zinto zilandelayo:</p> <ol style="list-style-type: none"> <li>1. Intsebenzo yomfundi kwisifundo ngasinye</li> <li>2. Amanani abafundi kwisikolo ngasinye kwisithili ngasinye</li> <li>3. Ukunyuselwa komfundi kwibakala ngalinye, kwisikolo ngasinye</li> <li>4. Ubhaliso lwabafundi, kwisikolo ngasinye, kwibakala ngalinye (kubandakanywa isini, ubumi, ulwimi kunye neqela labemi)</li> </ol> |
| Iziseko zophuhliso                        | <p>IiMemorandums ezisayinwe yi-ECDōE kunye neearhente ezahlukeneyo zokuphumeza</p> <p>Umgaqo-nkqubo wokuhlengahlengiswa kwezikolo kunye nolungelelwaniso ngokutsha</p> <p>Imigaqo nemigangatho ephathelele kwiziseko ezingundoqo zesikolo kunye nezibonelelo zokubhoda</p>                                                                                                                                                                                                                                                            |

**9. IINDIDI ZEEREKHODI ZESEBE LEMFUNDO-MPUMA KOLONI EZIFUMANEKA KWIWEBHUSAYITHI YE-ECDōE**

- 1) Amaphepha okuvavanya (iminyaka edlulileyo)
- 2) Izinto zoqeqesho
- 3) chrum kwik
- 4) Umthetho
- 5) Ukukhutshwa kweendaba
- 6) limpapasho
- 7) Isiseko sedatha yophando
- 8) lintetho
- 9) Isicwangciso sobuchule se-ECDōE
- 10) Izicwangciso zoMsebenzi zoNyaka
- 11) lingxelo zonyaka
- 12) lisetyhula
- 13) lingxelo zovavanyo
- 14) lifom
- 15) lingxelo ngokubanzi
- 16) lingxelo zekota
- 17) lingxelo zesikolo
- 18) lifom zesikolo
- 19) Izikhokelo zokufunda
- 20) Uqeqesho lootitshala
- 21) Amaxwebhu oLawulo lweSikolo
- 22) liprojekthi ze-ASIDI
- 23) Izikhokelo
- 24) lingqungquthela
- 25) Imigaqo
- 26) Amaphepha emibuzo
- 27) lintetho
- 28) Imigaqo-nkqubo
- 29) linkqubo ze-Imbewu
- 30) libhidi ezifunyenweyo

**10. INKQUBO YESICELO NEMIRHUMO EHLAWULWAYO**

**1. Indlela yokufikelela kwirekhodi (ulwazi)**

1. Umfaki-sicelo kufuneka asebenzise ifom A ekwiGazethi kaRhulumente [Isaziso sikaRhulumente R187 somhla we-15 kweyoMdumba 2002].
2. Isicelo kufuneka sibonise ngokucacileyo ukuba isicelo sekopi yerekhodi okanye ukuba ufuna ukuza ngokwasemzimbeni ukuza kujonga iirekhodi kwi-ofisi ye-ECDoE.
3. Impendulo yesicelo kufuneka inikezelwe ngendlela eceliweyo, ngaphandle kokuba ukwenza njalo kuya konakalisa irekhodi le-ECDoE okanye kwaphule ilungelo lokushicilela laloo rekhodi. Umrhumo kufuneka ubalwe ngokwento enikwe umfaki-sicelo.
4. Ukuba ulwazi lucelwa ngumntu wesithathu, eso sicelo kufuneka sibonise ngokucacileyo, kwaye kufuneka sikhathshwe ngamandla egqwetha ngumceli.
5. Ingxelo inokucelwa ngomlomo, okanye ibhalwe ngomlomo, ngokwesicelo.
6. Isicelo kufuneka singeniswe kwi-HOD, kwiGosa leeNkcukacha, [e-Sharon.Maasdorp@ecdoe.gov.za](mailto:Sharon.Maasdorp@ecdoe.gov.za) okanye kuSandra Naidoo, uSekela-Gosa loLwazi [e-Sandra.Naidoo@ecdoe.gov.za](mailto:Sandra.Naidoo@ecdoe.gov.za)

**7. Imirhumo ehlawulwayo ngesicelo**

1. Zimbini iintlobo zemirhumo ehlawulwayo: umrhumo wesicelo kunye nomrhumo wokufikelela.
2. Ukuba umfaki-sicelo ucela ulwazi lomntu wakhe, ngoko ke akukho ntlawulo ihlawulwayo, nangona kunjalo ukuba isicelo siyenye indlela, ngoko ke umrhumo uyahlawulwa.
3. IGosa loLwazi okanye i-DIO kufuneka yazise umceli ngemirhumo ehlawulwayo kwaye ingacela loo ntlawulo phambi kokuba isicelo siqwalaselwe.
4. Umrhumo oceliweyo ohlawulelwa kwi-ECDoE yi-R35-00, ukuba umfaki-sicelo akanelisekanga yile mirhumo, angafaka isibheni sangaphakathi kwi-ECDoE, okanye isicelo enkundleni ngokuchasene nokuhlawulwa komrhumo ochaziweyo.
5. Nje ukuba isigqibo senziwe yi-IO kunye ne-DIO, umceli uya kwaziswa ngesi sigqibo ngendlela ayikhetheleyo yeso saziso.
6. Ukuba isicelo sinikezelwe, umrhumo owongezelelweyo - umrhumo wokufikelela - kufuneka uhlawulwe ukukhangela nokulungiselela ulwazi.
7. Uluhlu lwemirhumo emiselweyo luqhotyoshelwe kule ncwadana njengesiHlomelo "A"

**11. UKUBANDAKANYEKA KOLUNTU EKUQULUNQWENI KOMGAQO-NKQUBO OKANYE EKUSETYENZISWENI KWAMAGUNYA OKANYE EKWENZENI IMISEBENZI YI-ECDoE**

Imithetho eyahlukeneyo kwiMfundo imisela ukuba iinkqubo zokubonisana kufuneka zenzeke kunye nomntu okanye amaqumrhu achongiweyo achongiweyo. Isaziso sokuthatha inxaxheba koluntu esinjalo sipapashwa yi-ECDoE ukuze kuphendulwe ngabachaphazelekayo abohlukeneyo kunye noluntu.

## **12. UKUCWANGCISWA KWEENKCUKACHA ZOBQU**

Isahluko 3 soMthetho we-POPI sibonelela ngeemeko ezisezantsi zokucwangciswa ngokusemthethweni kweNkcukacha zobuqu liqela elinoxanduva. Le miqathango ayinakuphazamiseka ngaphandle kokuba imiqathango ethile iyasebenza njengoko kuchaziwe kuMthetho we-POPI.

Iqela elinoxanduva kufuneka liqinisekise ukuba izibonelelo ezichazwe kwiSahluko 3 soMthetho we-POPI kunye nawo onke amanyathelo anika ukusebenza kwezo meko, ziyathotyelwa ngexesha lokumiselwa kwenjongo kunye neendlela zokucwangciswa nangexesha lokuqhubekeka.

I-ECDoE iya kuhlala ithobela iCandelo lesi-5 le-POPIA ekuqinisekiseni ukuba ulwazi lomntu wesifundo sedatha: -

1. Iqhutywa ngokusemthethweni, ngokusesikweni nangokucacileyo
2. Iqhutyelwa kuphela ngeenjongo eziqokelelwe
3. Ayizukuqhutyelwa injongo yesibini, ngaphandle kokuba loo nkqubo iyahambelana nenjongo yoqobo
4. Yanele, ifanelekileyo kwaye ayigqithisi ngokweenjongo eziqokelelwe
5. Ichanekile kwaye igcinwe ihlaziywa ukuza kuthi ga ngoku
6. Iqhutywa ngokungqinelana nemigaqo yokuthembeka kunye nemfihlo, oku kubandakanya amanyathelo omzimba kunye nombutho wokuqinisekisa ukuba iiNkcukacha zobuqu kwifom yomzimba kunye ne-elektroniki zixhomekeke kwinqanaba elifanelekileyo lokhuseleko xa zigcinwa, zisetyenziswa kwaye zidluliselwa yi-ECDoE, ukukhusela ukufikelela kunye nokufunyanwa ngabantu abangagunyaziswa kunye nelahleko ngengozi. Ukutshatyalaliswa okanye umonakalo.
7. Iqhutywa ngokungqinelana namalungelo omxholo wedatha.

### **Injongo yokuqhubekeka**

Inkcazelo yobuqu inokuqhutywa kuphela ngenjongo ethile.

I-ECDoE isebenzise inkcazelo yobuqu phantsi kokhathalelo lwayo ngezi ndlela zilandelayo:

1. Ulawulo lwabasebenzi
2. Ukugcinwa kweerekhodi zootitshala kunye neerekhodi zabafundi
3. Ukugcinwa kwababoneleli kunye nabanikezeli beenkonzo
4. Irekhodi zabachaphazelekayo be-ECDoE
5. Ukuthotyelwa kwerhafu

**Inkcazo yeendidi zezifundo zedatha kunye nolwazi okanye iindidi zolwazi ezinxulumene nazo**

| <b>Iindidi zezifundo zedatha</b> | <b>Inkcazelo yobuqu enokuthi iqhutywe</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| chrum kwik                       | Amagama kunye nefani iinkcukacha zoqhagamshelwano (inombolo yoqhagamshelwano, inombolo yefeksi, idilesi ye-imeyile); Idilesi yokuhlala, yeposi okanye yeshishini; Isazisi esiyingqayizivele/inombolo yesazisi kunye nembalelwano eyimfihlo                                                                                                                                                                                                                                                                                                                                                                                                  |
| chrum kwik                       | Amagama abantu abaqhakamshelwayo; Igama lequmrhu elisemthethweni; idilesi yomzimba kunye neposi; iinkcukacha zoqhagamshelwano (inombolo yoqhagamshelwano, inombolo yefeksi, idilesi ye-imeyile); inombolo yobhaliso; Ulwazi lwezezimali, urhwebo, lwenzululwazi okanye lobuchwephesha kunye neemfihlo zorhwebo                                                                                                                                                                                                                                                                                                                              |
| Abasebenzi                       | Isini, ukukhulelwa; imeko yomtshato; Ubudala bobuhlanga, ulwimi, ulwazi lwemfundo (iziqinisekiso); ulwazi lwezezimali; Imbali yengqesho; Inombolo yesazisi; idilesi yomzimba kunye neposi; iinkcukacha zoqhagamshelwano (inombolo yoqhagamshelwano, inombolo yefeksi, idilesi ye-imeyile); ukuziphatha kolwaphulo-mthetho; intlalo-ntle kunye nezihlobo zabo (amalungu osapho) ubuhlanga, unyango, isini, isini, ubuzwe, ubuhlanga okanye imvelaphi yentlalo, ukuziqhelanisa ngokwesondo, ubudala, impilo yomzimba okanye yengqondo, impilo-ntle, ukukhubazeka, inkolo, isazela, inkolelo, inkcubeko, ulwimi, ulwazi lwebhayometriki yomntu |

**Abamkeli okanye iindidi zabamkeli abanokuthi banikezelwe ulwazi lobuqu**

| <b>Udidi lweenkcukacha zobuqu</b>                             | <b>Abamkeli okanye iindidi zabamkeli</b> |
|---------------------------------------------------------------|------------------------------------------|
| Inombolo yesazisi kunye namagama okuhlolwa kolwaphulo-mthetho | IiNkonzo zamaPolisa oMzantsi Afrika      |
| Iziqinisekiso zokuqinisekiswa kwesiqinisekiso                 | IGunya leZiqinisekiso zoMzantsi Afrika   |

| Udidi lweenkcukacha zobuqu                      | Abamkeli okanye iindidi zabamkeli |
|-------------------------------------------------|-----------------------------------|
| Imbali yeKhredithi kunye neNtlawulo yeKhredithi | I-Credit Bureaus                  |

### **Ukubhengezwa kweenkcukacha zobuqu**

ISEBE leMfundo leNtshona Koloni linokubhengeza iiNkcukacha zobuqu kwamanye amaSebe ephondo okanye kazwelonke. I-ECDoE inokubhengeza iiNkcukacha zobuqu apho kukho uxanduva okanye ilungelo lokubhengeza ngokwemiqathango yomthetho osebenzayo, umthetho, okanye apho kunokuthathwa kuyimfuneko ukukhusela amalungelo e-ECDoE.

## **13. AMALUNGELO OMXHOLO WEDATHA**

### **Ilungelo lokufikelela kulwazi lomntu (icandelo 23 le-POPIA)**

I-ECDoE iyavuma ukuba isifundo seDatha sinelungelo lokumisela ukuba ulwazi olugcinwe yi-ECDoE lunxulumene naye, kubandakanya nelungelo lokucela loo datha.

### **Ilungelo lokuba ulwazi lomntu siqu lulungiswe okanye lucinywe (Icandelo 24 le-POPIA)**

Isifundo seDatha sinelungelo lokucela, apho kukho imfuneko, ukuba ulwazi lwakhe lomntu kufuneka lulungiswe okanye lucinywe apho i-GCS ingasagunyaziswanga ukugcina olo lwazi lomntu siqu.

### **Ilungelo lokuchasa ukuqhubeka kwedatha yobuqu**

Isifundo seDatha sinelungelo, ngezizathu ezivakalayo, sokuchasa ukuqhubeka kolwazi lwakhe. Kule meko, i-ECDoE iya kuqwalasela ngokufanelekileyo isicelo kunye neemfuno ze-POPIA.

### **Ilungelo lokuchasa ukuthengisa ngokuthe ngqo**

Isifundo seDatha sinelungelo lokucwangciswa kweenkcukacha zakhe zobuqu kwiinkqubo zokuthengisa ngokuthe ngqo ngonxibelelwano lwe-elektroniki olungacelwanga.

### **Ilungelo lokwaziswa (Icandelo 18 nelama-22 le-POPIA)**

Isifundo seDatha sinelungelo lokwaziswa ukuba ulwazi lwakhe lomntu siqu luqokelelwe yi-ECDoE. Isifundo seDatha sikwanelungelo lokwaziswa ngayo nayiphi na imeko ukuba i-ECDoE inezizathu ezivakalayo zokukholelwa ukuba ulwazi lomntu siqu lwesifundo sedatha lufikeleleke okanye lufunyenwe ngumntu ongagunyaziswanga.

#### **14. UKUFUMANEKA KWENCWADANA**

Le ncwadana ifumaneka ngezi lwimi zine zilandelayo zaseburhulumenteni:

1. IsiNgesi;
2. IsiBhulu
3. IsiXhosa

Ikopi yale ncwadana okanye inguqulelo yayo ehlaziyiweyo iyafumaneka ngolu hlobo lulandelayo:

1. [www.ecdoe.gov.za](http://www.ecdoe.gov.za), ukuba ikhona, yequmrhu likarhulumente;
2. kwi-ofisi eyintloko yequmrhu likarhulumente ukuze kuhlolwe uluntu ngexesha leeyure eziqhelekileyo zomsebenzi;
3. kuye nawuphi na umntu xa eceliwe nangokuhlulwa komrhumo omiselweyo ofanelekileyo; kwaye
4. Yiya kuMlawuli woLwazi xa uceliwe.
5. Umrhumo wekopi yeNcwadana, njengoko kuchaziwe kwisihlomelo B seMigaqo, uya kuhlulwa ngefotokopi nganye ye-A4 eyenziweyo.

#### **15. UKUHLAZIYWA KWENCWADANA**

ISebe leMfundo- eMpuma Koloni liya kuthi, ukuba kukho imfuneko, lihlaziye le ncwadana kwaye loo ncwadana iya kupapashwa minyaka le.

**Ikhutshwe ngu**



**UNksz S MAASDORP**  
**INTLOKO YESEBE**

## ISHLOMELO A

### Imirhumo emiselweyo

Le mirhumo ichazwe kwiCandelo II lesiHlomelelo A kwiMigaqo ephathelele ekukhuthazeni Ukufikelela kuLwazi (epapashwe phantsi kwe-GN R187 kwi-GG 23119 ye-15 Februwari 2002).

- 1) **Umrhumo wekopi yencwadana** njengoko kuchaziwe kummiselo 5(c) yi-R0,60
  - i. kwifotokopi nganye Iphepha le-A4 okanye inxalenye yalo. Icandelo 15(3) loMthetho lithi: "Umrhumo kuphela ohlawulwayo (ukuba ukhona) wokufikelela kwirekhodi ... Yiyo Umrhumo omiselweyo wokuvelisa kwakhona." Le **mirhumo yokuvelisa kwakhona** imi ngolu hlobo lulandelayo:
  - ii. Ngefotokopi nganye yephepha elilingana
  - iii. no-A4 okanye inxalenye yalo: R0,60
- 2) Ikopi nganye eshicilelweyo yephepha elinobungakanani be-A4 okanye inxalenye yayo
  - i. egcinwe kwikhompyutha okanye kwi ifom efundeka ngekhompyutha okanye
  - ii. efundeka ngomatshini: R0,40
- 3) Yekopi kwifom efundeka ngekhompyutha kwi—
 

|                  |        |
|------------------|--------|
| idiski eqinileyo | R5.00  |
| compact disc     | R40,00 |
- 4) Ukubhalwa kwemifanekiso ebonakalayo, kwiphepha elilingana no-A4 okanye inxalenye yalo R22,00  
Ikopi yemifanekiso ebonakalayo R60,00
- 5) Ukukhutshelwa kwerekhodi evakalayo, kwiphepha elinobungakanani be-A4 okanye inxalenye I-R12.00  
Ikopi yerekhodi evakalayo eyi-R17,00
- 6) **Umrhumo wesicelo** ohlawulelwa ngumceli ngamnye, ngaphandle koMceli wobuqu, yi-R35,00
- 7) ekuthethwe ngaye kummiselo 7(2)
- 8) **Imirhumo yokufikelela** ehlawulwa ngumceli ekubhekiswe kuyo kummiselo 7(3) zezi zilandelayo:
 

|                                                                    |       |
|--------------------------------------------------------------------|-------|
| Ngefotokopi nganye yephepha elilingana no-A4 okanye inxalenye yalo | R0,60 |
|--------------------------------------------------------------------|-------|
- 9) Ikopi nganye eshicilelweyo yephepha elinobungakanani be-A4 okanye inxalenye yayo egcinwe kwikhompyutha
- 10) okanye kwifom ye-elektroniki okanye efundeka ngomatshini R0,40
- 11) (c) Yekopi kwifom efundeka ngekhompyutha kwi—
- 12) (i) idiski eqinileyo R5.00
- 13) (ii) compact disc R40,00
- 14) (d) (i) Ukubhalwa kwemifanekiso ebonakalayo, kwiphepha elinobungakanani be-A4 okanye inxalenye I-R22.00
- 15) (ii) Ikopi yemifanekiso ebonakalayo R60,00
- 16) Ukukhutshelwa kwerekhodi evakalayo, kwiphepha elinobungakanani be-A4 okanye inxalenye I-R12.00
- 17) (ii) Ikopi yerekhodi evakalayo ye-R17,00
- 18) Ukukhangela nokulungisa irekhodi ukuze ibhengezwe, ..... i-R15,00
- 19) ngeyure nganye okanye inxalenye yengxelo nganye iyure, ngaphandle kweyure yokuqala, efunekayo ngokufanelekileyo ukukhangela nokulungiselela.
- 20) Ngeenjongo zecandelo 22(2) loMthetho, oku kulandelayo kuyasebenza:

- 21) Iiyure ezintandathu njengeeyure ekufuneka zigqithiswe ngaphambi kokuba idiphozithi ihlawulwe; kwaye
- 22) Isinye kwisithathu somrhumo wokufikelela sihlawulwa njengediphozithi ngumenzi-sicelo.
- 23) Imali yeposi yokwenene iyahlawulwa xa ikopi yerekhodi kufuneka ithunyelwe