





elrc

EDUCATION LABOUR
RELATIONS COUNCIL

**IBHUKU LEZIQONDISO
ZEPROMOTION OF
ACCESS TO
INFORMATION, 2000**
(Isiphakamiso No. 2 kwezingu-
2000)

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ISITHASISELO

AMAFUMO ATUSWAYO OKUNGENA KUMAREKHODI

1. ISINGENISO

- 1.1 I-Promotion of Access to Information Act, 2000 (Isiphakamiso No. 2 kwezingu-2000) (PAIA), esigeleza ukusuka engxenyeni 32 Yomthetho-sisekelo Wase Ningizimu Afrika, 1996, sinikeza ukusebenza elungelweni lomthetho-sisekelo lokungena kunoma ikuphi ukwaziswa okuphethwe uhulumeni nanoma ikuphi ukwaziswa okuphethwe yinoma imuphi omunye umuntu, kuphela uma lokho kwaziswa kudingeka ukuze kusetshenziswe noma kuvikelwe noma imaphi amalungelo.

Ingxenye 31 (1) (a) Yomthetho-sisekelo imisa ilungelo labo bonke abantu lokuthola ukungena kunoma ikuphi ukwaziswa okuphethwe uhulumeni.

Injongo ye-PAIA ikabili:

1. Ukuphoqelela isiko lokungafihli nokuba nomthwalo wemfanelo ezindikimbeni zomphakathi nezangasese ngokunikeza ukusebenza elungelweni lokungena ekwazisweni; kanye
2. Nokuthuthukisa ngomdlandla umphakathi lapho abantu baseNingizimu Afrika abazoba kuwo nokungena okuphumelelayo ekwazisweni okuzobavumela ukuba basebenzise futhi bavikele wonke amalungelo abo ngokugcwele ngokwengeziwe.

Ngaphambi kuka-27 April 1994, isimiso sikahulumeni kuleli sabangela umkhuba wokugcina izimfihlo, ukungaphendulani ezindikimbeni zomphakathi nezangasese, owawuvame ukuholela ekusetshenzisweni kabi kwamandla nokwepfulwa kwamalungelo abantu.

I-PAIA yaqala ukusebenza ngo-9 March 2001.

2. IMISEBENZI NOKWAKHEKA KOMKHANDLU WEZINTO EZIPHATHELENE NOMSEBENZI WEZEMFUNDO [INGXENYE 14(1)(A)]

2.1 Yini i-ELRC?

- 2.1.1 I-Education Labour Relations Council (ELRC) Ingumkhandlu wokwenza izivumelwano owamiswa ngokwemigomo yengxenye 37 ye-Labour Relations Act, No 66 ka-1995 (LRA). I-ELRC ihlela ukuqondiswa nokuphumelela kwenqubo yokukhulumisana nokuthintananjengomphathi wokwenziwa kwezivumelwano, futhi inikeza iforamu engathathi-hlangothi ukuze kuvinjelwe futhi kuxazululwe izingxabano engxenyeni Yemfundo Yomphakathi

2.2 Umbono

2.2.1 Ukuthuthukisa izinga lokufundisa nokufunda ngokuthula komsebenzi.

2.3 Isitatimende Somsebenzi

2.3.1 Ukunikeza amasevisi ezinga eliphezulu ngenxa yokuphumelela ngamalengiso ekufundiseni.

2.4 Imithetho

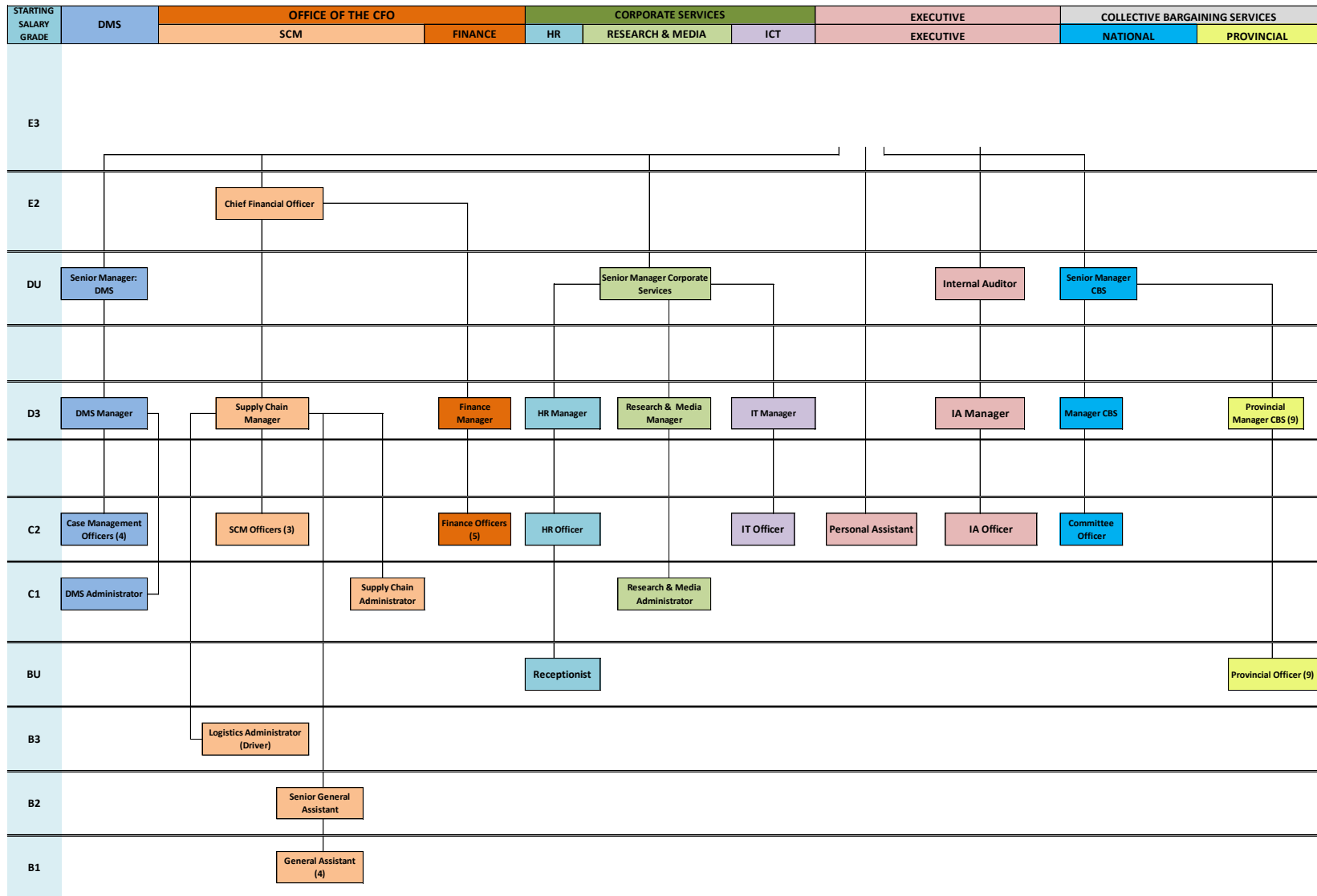
2.4.1 Imithetho eyamukelwe Umkhandlu ithi:

- 2.4.1.1 *Ukusebenza ngobuciko*: thuthukisa ukuziphatha okuvame ukwamukeleka njengokulungile nokufanele.
- 2.4.1.2 *Ukungafihli*: qinisekisa ukuthi izakhamuzi ziyakuthola ukwaziswa
- 2.4.1.3 *Ukuzimela-geqe*: ilungelo lokwenza izinqumo ezisekelwe olwazini uwedwa okunciphisa noma kugweme izimpikiswano ezihilelekile
- 2.4.1.4 *Umthwalo Wemfanelo*: ukwamukela ukuthi uzobika ngezendo nezinqumo ezithathiwe, ngokuvuma isenzo sokulungiswa nokuhlwa ngobubi obenziwe
- 2.4.1.5 Ukuthembeka nobulungisa: ukuthatha isinyathelo ngezikhhalazo nezingxabano
- 2.4.1.6 Umthwalo Wemfanelo Emphakathini: sabela ezinkingeni zomphakathi zalolo suku.
- 2.4.1.7 Ukusebenza okuhle: Ukunikezwa kwamasevisi ezinga eliphakeme ngokwezomnotho.

2.5 Imigomo ehleliwe ehambisana nemiphumela:

- 2.5.1 Ucwangingo nokuhlolwa kwemisebenzi yovivinyo kunikeza isisekelo sobufakazi sezinqubomgomo kanye nokusetshenziswa kwezinqubo emfundweni eyisisekelo.
- 2.5.2 Ukubaluleka okulinganayo kufakiwe ekujinjelweni kwezingxabano kusengaphambili nokuxazululwa kwezingxabano.
- 2.5.3 Izinqubo eziphelele nokukhulumisana zikhuphula ububanzi besifiso esihlanganyelwayo Samaqembu.
- 2.5.4 Ukunikezwa kokusekelwa nokuqeqeshwa okufanelekayo kwabo bonke abahilelekile ekuxazululeli impikiswano nokukhulumisana okuhlanganyelwayo.

- 2.5.5 Amacebo okukhulumisana okuhluzekile asekela futhi ahambisane nemisebenzi esemqoka Yomkhandlu.
- 2.5.6 Ukuqinisa izingxoxo zomphakathi ngokusekela nokuhlanganyela ezindleleni ezisungulwayo zemfundo njenge-NECT.



3. Ukwakheka kwe-ELRC

3.1 I-ELRC iqukethe ihhovisi likazwelonke eliseGauteng, namahhovisi ayisishiyagalolunye ezifundazwe. Ihovisi ngalinye lesifundazwe Linomlawuli Wesifundazwe onomthwalo wemfanelo wakho konke ukusebenza Kwesifundazwe.

4. Iminingwane Yokuxhumana

Ihovisi Eliphezulu

Ikheli Lendawo:

261 West Street
Centurion
0042

Ikheli Leposi:

Private Bag X126
Centurion
0046

Izinombolo**zokuxhumana:**

Ucingo: (012) 663-7446
Ifeksi: (012) 643-1601

Amakheli E-imeyili:

Indawo Yezivakashi:

PulengG@elrc.org.za

Unobhala Jikelele:

EstelleP@elrc.org.za

Umlawuli Wokusakaza:

BerniceL@elrc.org.za

Izikhungo Zezifundazwe Ze-ELRC

E-EASTERN CAPE

Ikheli Leposi : Posbus 474, King Williams Town, 5600
Ikheli Lendawo : 12 Clifford Street, 2 Floor, Suite 6
Quigney, East London, 5200
Inombolo Yocingo : (040) 639-3535
Inombolo Yefeksi : (040) 639-3562

E-FREE STATE

Ikheli Leposi : P.O. Box 2386
Ikheli Lendawo : 131 Beljac Building, Zastron Street, 2 Floor
Office No. 201, Bloemfontein, 9300
Inombolo Yocingo : (051) 430-8927
Inombolo Yefeksi : (051) 430-5803

E-GAUTENG

Ikheli Leposi : P O Box 5980, Johannesburg, 2000
Ikheli Lendawo : 32 Von Brandis Street, 4th Floor
Johannesburg, 2000
Inombolo Yocingo : (011) 331-0061
Inombolo Yefeksi : (011) 331-0062

KWAZULU-NATAL

Ikheli Leposi : PO Box 19796, Dormerton, 4015
Ikheli Lendawo : 1st Floor, ThekwiniFET College, 262 Daintree
Avenue, Asherville, Durban, 4091
Inombolo Yocingo : (031) 208-7065
Inombolo Yefeksi : (031) 208-2372

EMPUMALANGA

Ikheli Leposi : P O Box 194, White River, 1240
Ikheli Lendawo : 15 William Lynn Street, Shop No. 19 A
Arena Building, White River, 1240
Inombolo Yocingo : (013) 751-2838
Inombolo Yefeksi : (013) 751-3491

ENORTHERN CAPE

Ikheli Leposi : P.O. Box 979, Kimberly, 8300
Ikheli Lendawo : 95 Du Toitspan Building, Suite 13, Du Toitspan,
Road, Kimberley, 8300
Inombolo Yocingo : (053) 832-0247/8
Inombolo Yefeksi : (053) 832-0248

ELIMPOPO

Ikheli Leposi : P.O. Box 2100, Polokwane, 0700
Ikheli Lendawo : 49 Landdros Mare Street, Std Bank Building
Office No. 3005, Polokwane, 070
Inombolo Yocingo : (015) 291-1460
Inombolo Yefeksi : (015) 295-3090

ENORTH WEST

Ikheli Leposi	:	Lifana Nekheli Lendawo
Ikheli Lendawo	:	1st Floor, Mimosa Building, Protea Park, Rustenburg, 0300
Inombolo Yocingo	:	(014) 592-0085
Inombolo Yefeksi	:	(014) 597-3399

EWESTERN CAPE

Ikheli Leposi	:	Lifana nekheli lendawo
Ikheli Lendawo	:	Fairway Close, Fairway Square Building North Block 1st Floor, Parow, 7500
Inombolo Yocingo	:	(021) 595-2149
Inombolo Yefeksi	:	(021) 595-2949

5. UKUNGENA EREKHODINI ELIPHETHWE YI-ELRC [INGXENYE 14(1)(D)]

5.1 Ukwambula Okuzenzakalelayo [Ingxenye 14(1)(e)]

Amarekhodi ahlukehlukehlu, imibiko namadokhumenti kungangenwa kuwo kuwebhusayithi ye-ELRC: www.elrc.org.za

Ihhovisi Eliphezulu Likazwelonke

Isikhungo Solwazi (umtapo wezincwadi):

Umphakathi uvumelekile ukuba usebenzise Isikhungo Solwazi Somkhandlu (umtapo wezincwadi) kodwa awukwazi ukubolekisa ngezincwadi. Amathuluzi alandelayo ayatholakala emtatsheni wezincwadi we-ELRC:

- Izincwadi
- Amaphephandaba
- Imibiko Ezicatshangwe Kahle
- Imibiko Yezinyanga Ezintathu
- Imibiko Yaminyaka Yonke
- Uhlelo Lokusebenza Lwaminyaka Yonke

Amasevisi Okuqondisa

- Amaphuzu emihlangano ekukhulumeni okuhlanganyelwayo
- Imiklomelo Yezimpikiswano
- Izinqubomgomo Ze-ELRC

5.2 Inqubo Yesicelo:

Owenza isicelo kumelwe anikezwe ukungena kurekhodi lendikimba yomphakathi uma owenza isicelo evumelana nalokhu okulandelayo:

- 5.2.1 Owenza isicelo uvumelana nazo zonke izimfuneko eziyinqubo Esiphakamisweni esihlobene nesicelo sokungena kulelo rekhodi; nokuthi
- 5.2.2 Ukungenakulelo rekhodi akwenqatshwa ngokusekelwe kunoma isiphi isizathu sokwenqaba njengoba kuboniswe ngezansi:
 - 5.2.2.1 Isivikelo esiyisibopho sobumfihlo bomuntu wesithathu ongumuntu ongokwemvelo;
 - 5.2.2.2 Isivikelo esiyisibopho solwazi lwezezimali somuntu wesithathu;
 - 5.2.2.3 Isivikelo esiyisibopho solwazi oluthile oluyimfihlo lomuntu wesithathu;
 - 5.2.2.4 Isivikelo esiyisibopho sokuphepha kwabantu kanye nokuvikelwa kwendawo;
 - 5.2.2.5 Isivikelo esiyisibopho samarekhodi avela emikhiqizweni yezinqubo zezomthetho;
 - 5.2.2.6 Isivikelo esiyisibopho solwazi locwaningo lomuntu wesithathu nokuvikelwa kolwazi locwaningo lwendikimba yomphakathi;
 - 5.2.2.7 Izicelo ezingathi shu nezicasulayo noma ukuchezukiswa kwamathuluzi ngesizathu esisemqoka noma ngokungenangqondo; nokuthi
 - 5.2.2.8 Isivikelo esiyisibopho senzuzo engokwezimali nenhlalakahle yeRepublic kanye nemisebenzi yezentengiselwano yezindikimba zomphakathi.

5.3 Uhlobo lwesicelo

- 5.3.1 Owenza isicelo kumelwe asebenzise ifomu eliyelaphrintwa eGovernment Gazette [Govt. Notice R187- - 15 February 2002] Ifomu A).
- 5.3.2 Owenza isicelo kumelwe abonise uma kuwukuthi isicelo senzela ikhophi yerekhodi noma owenza isicelo ufuna ukungena phakathi abheke irekhodi emahhovisi endikimba yomphakathi. Okunye okungenziwa ukuthi uma irekhodi lingeyona idokhumenti lingavele libukwe kufomu eliceliwe, uma kungenzeka [s 29(2)].
- 5.3.3 Uma umuntu ecela ukungena efomini elithile khona-ke owenza isicelo kufanele anikezwe ukungena ngendlela ayicelile. Lokhu kunjalo ngaphandle uma ukwenza kanjalo kuzongqubuzana ngokungenangqondo nokusebenza kwendikimba yomphakathi ethintekayo, noma konakalise irekhodi, noma kwephule ilungelo elingokomthetho okungelona elikahulumeni. Uma ngenxa yezizathu ezinengqondo ukungena akunakunikezwa kufomu elidingekayo kodwa ngendlela ehluke, khona-ke inkokhiso kumelwe ibalwe ngokuvumelana nendlela owenza isicelo aqale alicela ngayo [s29(3) no- (4)].

- 5.3.4 Owenza isicelo kumelwe anikeze Umlawuli Wocwaningo Nokusakaza izinto ezithile ezanele ukuze umhloli akwazi ukubona owenza isicelo kanye nerekhodi alicelile [s 18(2)(a)].
- 5.3.5 Owenza isicelo kumelwe abonise ulimi angathanda ukuthola ngalo irekhodi alicelile [s 18(2)(b)].
- 5.3.6 Uma, naphezu kwempendulo ebhalwe phansi esicelweni sakhe serekhodi, owenza isicelo efuna ukutshelwa mayelana nesinqumo nganoma iyiphi enye indlela isib. ucingo, lokhu kumelwe kuboniswe [s 18(2)(e)].
- 5.3.7 Uma owenza isicelo ecelela omunye umuntu ulwazi,izinga lesikhundla isicelo, esenziwa kulo kufanele liboniswe [s18(2)(f)].
- 5.3.8 Uma owenza isicelo engakwazi ukufunda noma ukubhala, noma enokukhubazeka, khona-ke bangasenza isicelo serekhodi ngomlomo. Umphathi wolwazi kumelwe abe esemgcwalisela ifomu lowo owenza isicelo bese emnikeza ikhophi [s 18(3)].
- 5.3.9 Umphathi wolwazi kumelwe abikele lowo owenze isicelo ngesikhumbuzo, acele lowo owenze isicelo ukuba akhokhe inani elibekiwe wat vereis dat die versoeker die voorgeskrewe elibekiwe (uma likhona) ngaphambi kokuqhubeka nenqubo yesicelo.
- 5.3.10 Ngemva kokuba umphathi wolwazi esenze isinqumo ngesicelo lowo owenze isicelo kumelwe aziswe ngaleso sinqumo ngendlela lowo owenze isicelo abefuna ukwaziswa ngayo.

6. AMASEVISI ATHOLAKALAYO [INGXENYE 14(1)(F)]

6.1 Uhlobo lwamasevisi

Amasevisi e-ELRC aboniswe ngokucacile eshadini elisekhasini elilandelayo:

Amasevisi i-ELRC ewanikeza umphakathi

AMASEVISI OKULAWULA IZIMPIKISWANO

Amalungu esigungu

Ukubuyisana

Ukuxoxisana

Ukuthuthukisa/ukuxazulula

UKUKHULUMISANA OKUHLANGANYELWAYO

Izivumelwano ezihlanganyelwayo

UCWANINGO NOKUSAKAZA

Ukungena kumarekhodi
Anjengawezivumelwano
Ezihlanganyelwayo,
imiklomo kanye Nolwazi
emfundweni
nasocwaningweni

6.2 Indlela yokuthola ukungena kulawa masevisi

6.2.1 Ukuze kutholwe ukungena kumasevisi angenhla e-ELRC, izicelo kumelwe zenziwe emnyangweni okuyiwonawona njengoba kuboniswe ngezansi: Bhekisela Emininingwaneni Yokuxhumana (Ingxenye 4 yemininingwane yokuxhumana yamahhovisi ezifundazwe e-ELRC).

Unobhala Jikelele

Ikheli Lendawo : 261 West Street, Centurion, 0046
Ikheli Leposi : Private Bag X126, Centurion, 0046
Ucingo : (012) 663 7746
Iselula : (012) 643 1601
I-imeyili : EstelleP@elrc.org.za

Umlawuli Wocwaningo

Nokusakaza

Ikheli Lendawo : 261 West Street, Centurion, 0046
Ikheli Leposi : Private Bag X126, Centurion, 0046
Ucingo : (012) 663 7746
Ifeksi : (012) 643 1601
Iselula : 083 384 7747
I-imeyili : BerniceL@elrc.org.za

Umlawuli Ophakeme: Amasevisi Okukhulumisana Okuhlanganyelwayo

Ikheli Lendawo : 261 West Street, Centurion, 0046
Ikheli Leposi : Private Bag X126, Centurion, 0046
Ucingo : (012) 663 7446
Ifeksi : (012) 643 1601
Iselula : 073 530 2536
I-imeyili : SelaeloM@elrc.org.za

Umlawuli Ophakeme: Amasevisi Okulawula Izimpikiswano

Ikheli Lendawo : 261 West Street, Centurion, 0046
Ikheli Leposi : Private Bag X126, Centurion, 0046
Ucingo : (012) 663 7446
Ifeksi : (012) 643 1601
Iselula : 060 560 2536
I-imeyili : MatloseM@elrc.org.za

Umlawuli Ophakeme: Amasevisi Enkampane

Ikheli Lendawo : 261 West Street, Centurion, 0046
Ikheli Leposi : Private Bag X126, Centurion, 0046
Ucingo : (012) 663 7446
Ifeksi : (012) 643 1601
Iselula : 060 560 2529
I-imeyili : OctaviaM@elrc.org.za

7. ILUNGISELELO LOKUVUMELA UKUBAMBA IQHAZA KOMPHEKATHI [INGXENYE 14(1)(G)]

7.1 Uma amalungu omphakathi enanoma iziphi izikhalazo noma ukukhathazeka ngokuphathelene ne-ELRC futhi engathanda ukubamba iqhaza ekusungulweni kwenqubomgomo, kuzodingeka abhalise Ngonobhala Jikelele noma athinte noma iliphi ilungu lababambisene bomphakathi elingaphansi kweqembu akulo. Ngokwesibonelo, uma ilungu lomphakathi limelela izisebenzi, kuzodingeka lidlulisele indaba eqenjini elimelela ezomsebenzi.

8. IZIXAZULULO EZITHOLAKALAYO UMA AMALUNGISELELO ESIPHEKAMISO ENGAZANGE AGCINWE [INGXENYE (1)(H)]

8.1 Owenza isicelo angafaka isikhalazo sangaphakathi Nonobhala Jikelele we-ELRC. Owenza isicelo angafaka isikhalazo esiphathelene nalokhu:

:

8.1.1 Owenze isicelo kuzodingeka ukuba agcwalise ifomu C lesikhalazo elifanele,

- zingakapheli izinsuku ezingu-60;
- 8.1.2 Ngemva kokugcwalisa ifomu, owenze isicelo kumelwe athumele ifomu Kumphathi Wolwazi;
- 8.1.3 Owenza isicelo angase acele ukuba aziswe ngomphumela wesikhalazo nganoma iyiphi indlela ngaphandle kwento ebhalwe phansi, ngokwesibonelo, nge-imeyili noma ngocingo;
- 8.2.1 Umuntu onesikhalazo kumelwe anikeze imininingwane yakhe yokuxhumana.
- 8.2.2 Umphathi wolwazi kumelwe asabele esicelweni zingakapheli izinsuku ezingu-10 zokusebenza futhi uma isicelo senqatshiwe Umphathi Wolwazi kumelwe anikeze izizathu zokwenqaba ngokwemigomo Yesiphakamiso.

9. OKUNYE UKWAZISWA NJENGOBA KUHAZWE EMIGOMWENI YESIPHAKAMISO[INGXENYE14 (1)(I)]

- 9.1. Okwamanje akukho ukwaziswa okutholakalayo okuvela Kungqongqoshe Wezobulungisa Namasevisi Ezamajele ngokuqondene Nengxenye 92 okuzofakwa lapha..

10. UKUTHUTHUKISA IBHUKU LEZIQONDISO[INGXENYE14(2)]

- 10.1. Indikimba yomphakathi kumelwe, uma kudingeka, ithuthukise futhi ishicilele ibhuku layo leziqondiso okubhekiselwe kulo esihlokwaneni (1) Sengxenye 14, esikhathini esingengaphezu konyaka.

11. UKUTHOLAKALA KWEBHUKU LEZIQONDISO [INGXENYE 14(3)]

- 11.1 Isiqondiso No. R 187 sangomhla ka-15 February 2002 sichaza, Engxenye 4(1) ukuthi ibhuku leziqondiso zendikimba yomphakathi kumelwe lenziwe litholakale ngendlela elandelayo:
- 11.1.1 Ibhuku leziqondiso kufanele lenziwe litholakale kuwebhusayithi yendikimba yomphakathi, uma ikhona.

12. ISICELO ESIVELA KUNGQONGQOSHE WEZOBULUNGISA NOKUTHUTHUKISWA KOMTHETHO-SISEKELO SOKWENZIWA KWEQOQO ELILODWA LEBHUKU LEZIQONDISO [INGXENYE 14(4)(A) KANYE NENGXENYE 14(4)(B)]

- 12.1. Uma imisebenzi yezindikimba ezimbili noma ngaphezulu ihambisana ngokuseduze, Ungqongqoshe angase, ngesicelo noma ngokuthanda kwakhe, anqume ukuthi lezi zindikimba ezimbili noma ngaphezulu zihlanganise ibhuku

leziqondiso elilodwa kuphela.

Lezi zindikimba zomphakathi kumelwe zihlanganyele izindleko zokuhlangukiswa nokwenziwa kwalelo bhuku leziqondiso njengoba kusho Ungqongqoshe.

13. UKUKHULULWA NGUNGQONGQOSHE WEZOBULUNGISA NOKUTHUTHUKISWA KOMTHETHO-SISEKELO KUNOMA IMAPHI AMALUNGISELELO ALE NGXENYE [INGXENYE 14(5)]

- 13.1 Ngenxa yokuvikeleka, izizathu zokuqondisa noma zezimali, Ungqongqoshe angase, ngesicelo noma ngokuthanda kwakhe, ngesikhumbuzo ku-*Gazette*, akhulule noma iziphi izindikimba zomphakathi noma isigaba sezindikimba zomphakathi kunoma iliphi ilungiselelo lale ngxenye okwesikhathi esithile Ungqongqoshe acabanga ukuthi siyafaneleka.

AMAFOMU AHLELIWE OKUNGENA KUMAREKHODI

ISITHASISELO B SESIXWAYISO 187 KU-GAZETTE
KAHULUMENI NGOMHLA KA-15 FEBRUARY 2002

IFOMU A

ISICELO SOKUNGENA KUREKHODILOMKHANDLU WOKUKHULUMISANA

[Ingxenye 18(1) Yesiphakamiso Sokuthuthukisa Ukungena Olwazini, 2000
(Isiphakamiso No. 2 kwezingu-2000)]

[Isimiso 2]

KUSETSHENZISWA UMNYANGO KUPHELA

Inombolo Yereferensi:

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Isicelo samukelwe ngu:-

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(yisho isikhundla, igama nesibongo somphathi wolwazi / iphini likamphathi
wolwazi) ngomhla ka- (usuku)

..... (indawo)

Imali yesicelo (uma ikhona): R

Idiphozithi (uma

ikhona): R

..... Isignesha Yomphathi Wolwazi /
Iphini Likamphathi Wolwazi

IZINTO EZIDINGEKAYO ZOMKHANDLU WOKUKHULUMISANA

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IZINTO EZIDINGEKAYO ZOMUNTU OCELA UKUNGENA KUREKHODI

- (a) *Izinto ezidingekayo zomuntu ocela ukungena kurekhodi kumelwe zibhalwe ngezansi.*
- (b) *Faka ikheli kanye/noma inombolo yefeksi ku-Republic*

- okuzomelwe kuthunyelwe kuyo ukwaziswa.*
- (c) *Ubufakazi bezinga lesikhundla okwenziwa kulo isicelo, uma kudingeka, kumelwe bunanyatheliswe.*

Amagama aphelele nesibongo:

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Inombolo kamazisi:.....

Ikheli leposi:.....

.....

Inombolo

yefeksi:.....

Inombolo

Yocingo:.....

.....

Ikheli le-imeyili:.....

Izinga lesikhundla okwenziwa isicelo kulo uma senzela omunye umuntu:

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d. IZINTO EZIDINGEKAYO ZOMUNTU OWENZELWA ISICELO

Le ngxenye kumelwe igcwaliswe kuphela uma isicelo solwazi senzela omunye umuntu.

Amagama aphelele

nesibongo:.....

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Inombolo

kamazisi:.....

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e. IZINTO EZIDINGEKAYO ZEREKHODI

- *Nikeza izinto ezidingekayo eziphelele zerekhodi okucelwa ukungena kulo, kuhlenganise nenombolo yereferensi uma uyazi, ukuze irekhodi lithungathwe.*
- *Uma isikhala esinikeziwe singanele, sicela uqhubekele kufoliyo ehlukile bese uyinamathelisa kuleli fomu. **Owenza isicelo kumelwe asayine wonke amafoliyo anezelwe.***

Incazelo yerekhodi noma ingxenye esemqoka yerekhodi:

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Inombolo yereferensi (uma ikhona):

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Noma iziphi ezinye izinto ezidingekayo zerekhodi:

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f. INDLELA YOKUNGENA KUREKHODI

Uma ungakwazi ukufunda ngenxa yokukhubazeka, ukubona noma ukulalela irekhodi ngendlela eboniswe ku-1 – 4 kuleli fomu, yisho uhlobo lokukhubazeka kwakho bese ubonisa indlela olifuna ngayo irekhodi.

Ukukhubazeka:

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Indlela irekhodi elifunwa ngayo:

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g. INDLELA YOKUNGENA KUREKHODI

Uma ungakwazi ukufunda ngenxa yokukhubazeka, ukubona noma ukulalela irekhodi ngendlela eboniswe ku-1 – 4 kuleli fomu, yisho uhlobo lokukhubazeka kwakho bese ubonisa indlela olifuna ngayo irekhodi.

Ukukhubazeka:

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Indlela irekhodi elifunwa ngayo:

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**Maka ibhokisi elifanelekayo ngo-'X'.*

- (a) *Ukuphawula kwakho indlela ofuna ukungena ngayo ixhomeke endleleni irekhodi elitholakala ngayo.*
- (b) *Ukungena kufomu eliceliwe kungase kwenqatshwe ngaphansi kwezimo ezithile. Uma kunjalo uzokwaziswa uma uzovunyelwa ukungena ngenye indlela.*
- (c) *Izindleko okufanele zikhokhwe zokungena kurekhodi, uma zikhona, zizonqunywa ngokwengxenye indlela ukungena okucelwe ngayo.*

1. Uma irekhodi libhaliwe noma liphrintiwe:

- Ikhophi yerekhodi*
- Ukuhlolwa kwerekhodi*

2. Uma irekhodi liqukethe izithombe ezibukwayo:

Lokhu kuhlanganisa izithombe, ama-slide, amavidiyo aqoshiwe, izithombe ezenziwe ngekhompyutha, amashadi, njll.

- Buka izithombe*
- Amakhophi ezithombe*
- Incazelo ebhalwe phansi yezithombe*

3. Uma irekhodi liqukethe amagama arekhodiwe noma ukwaziswa okungaphinde kukhiqizwe ngokulalalela:

- Lalela lesi siqeshana (ikhasethi elilalelwayo)*
- Amazwi abhaliwe esiqeshana (idokhumenti elibhaliwe noma eliprintiwe)*

4. Uma irekhodi ligcinwe kukhompyutha noma lisentweni kagesi noma efundwa umshini:

- Ikhophi ephrintiwe yerekhodi*
- Ikhophi ephrintiwe yokwaziswa okutholakele kurekhodi*
- Kopisha ngento efundwa ikhompyutha (i-CD)*

Uma uye wacela ikhophi noma ikhasi elibhaliwe lerekhodi (ngenhla), ingabe ufisa leyo khophi noma ikhasi elibhaliwe lithunyelwe kuwe?

- YEBO
- CHA

Phawula ukuthi uma irekhodi lingatholakali ngolimi oluthandayo, ungavunyelwa ukuba ungene ngolimi irekhodi etholakala ngalo

Ukhetha ukulithola ngaluphi ulimi irekhodi?

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g. ISIKHUMBUZO SESINQUMO ESIPHATHELENE NESICELO SOKUNGENA

Uzotshelwa ngencwadi ebhaliwe ukuthi isicelo sakho samukelwe / senqatshiwe. Uma ufisa ukutshelwa ngendlela ehlukile, sicela uyisho ngokuqondile leyo ndlela bese unikeza izinto ezidingekayo ukuze sikwazi ukwenza ngokwesicelo sakho.

Ungathanda ukutshelwa kanjani ngesinqumo esiphathelene nesicelo sakho sokungena kurekhodi?

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Isayinwe namuhla ngonyaka ka-20__

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ISIGNESHA YOWENZA ISICELO / YALOWO OWENZELWA ISICELO:

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