IMANYUWALI YOMTHETHO OGQUGQUZELA UKUTHI ABANTU BATHOLE ULWAZI EYENZIWE NGOKWESIGABA 14

The Services SETA (Sector Education & Training Authority)
P O Box 3322, Houghton, 2041
Tel: 011 – 276 9600, Fax: 011 – 276 9648
Customer Service Hotline: 0861 10 11 48
Email: customercare@serviceseta.org.za
Website: www.serviceseta.org.za

IMANYUWALI YOMTHETHO OGQUGQUZELA UKUTHI ABANTU BATHOLE ULWAZI EYENZIWE NGOKWESIGABA 14

1 ISINGENISO

Le manyuwali ikhishwa ngokuhambisana neSigaba 14 soMthetho Ogqugquzela ukuthi Abantu Bathole uLwazi, ka2000 (uMthetho ongunombolo 2 ka2000) ("uMthetho"). Umthetho ufeza imibandela yeSigaba 32 soMthethosisekelo esihlinzeka ilungelo lokuthola ulwazi oluphethwe nguMbuso kanye nolwazi oluphethwe ngomunye umuntu olusuke ludingeka ukuze kusebenze futhi / noma kuvikelwe noma yiliphi ilungelo.
Ukuhlinzekwa kwanoma yiluphi ulwazi ngaphezu kwalolo olusuke ludingeka ngokuhambisana neSigaba 14 soMthetho akudali isivumelwano esinika ilungelo noma esigunyaza ukuthi umuntu athole ulwazi olunjalo, ngaphandle uma lokho kuhambisana noMthetho.

2 INCAZELO YE-SERVICE SETA KAFUPHI

ISERVICE SETA ichazwe eMthethweni njengomgwamanda womphakathi, ofaka noma yimuphi umnyango wombuso noma isiphathimandla esisemkhakheni kahulumeni kuzwelonke noma esifundazweni noma yimuphi omunye umsebenzi noma isikhungo salokho esisebenzisa amandla noma esenza umsebenzi ngokuhambisana noMthethosisekelo noma esisebenzisa amandla omphakathi noma esenza umsebenzi womphakathi ngokuhambisana nanoma yimuphi umthetho.
ISERVICE SETA isekela ilungelo elihlinzekwa wumthethosisekelo lokuthola ulwazi futhi sizinikele ekuhlinzekeni noma ngubani ocela ukuthola amarekhodi ethu ngokulandisa kwanoma yimiphi imibandela yoMthetho.
Inhloso yokusungula iSERVICE SETA kwaba wukuhlinzeka isakhiwo sokuceba nokusebenzisa amasu kazwelonke, emikhakha kanye nezindawo zokusebenza ahambisana nezinjongo zikazwelonke zokuthuthukisa ezomnotho nezenhlalo. Lawa masu ayokwakhiwa ngaphakathi kwale ndikimba:-

- Ukusekela ukuthuthukiswa nokwenziwa ngcono kwamagalelo okuthuthukisa amakhono;
- Ukupha isiqiniseko sekhwalithi kwezemfundo nokuqeqesha;
- Ukwenza ukufinyelela emathubeni emfundo kube lula;
- Ukugqugquzela ukuthi abaqashi bazibandakanye ngokubonakalayo;
- Ukusekela izinjongo zoMthetho wokuLinganisa kwezokuQasha; kanye
- Nokubhekela izidingo zemakethe yezemisebenzi eNingizimu Afrika kufaka imakethe yabaqashi, yabasebenzi, yamabhizinisi amancane, aphakathi nendawo namakhudlwana.

3 UKUTHOLAKALA KWALE MANYUWALI

Ikhophi yale Manyuwali iyatholakala emakhashini ethu ewebhu noma ngokuthumela isicelo sekhophi usiqondise kuMsebenzi wezoLwazi eSERVICE SETA noma kuMsebenzi wezoLwazi onguSekela nge-imeyili. Imanyuwali iyatholakala futhi ehhovisi lethu, kwiKhomishana yamaLungelo aBantu yaseNingizimu Afrika ("iSAHRC") ekhelini elibhalwe lapha ngezansi noma kubaCindezeli bakaHulumeni.

Chairperson: Andy Mathibe; Vice Chairperson: James McLuckie; Chief Executive Officer: Ivor Blumenthal

Deputy Chief Executives: Finance Vernon Naidoo; Operations Treaty Moshoeshoe; Strategy Devan Naicker

4 UKUVUSELELWA KWEMANYUWALI

Le Manyuwali izovuselelwa bese ishicelelwa, uma kunesidingo, izikhawu ezingevile onyakeni owodwa (1) kuye nalokho okunqunywe nguMthetho.

5 IMISEBENZI NESAKHIWO SE-SERVICE SETA

- **Imisebenzi yeSERVICE SETA**

  I-SERVICE SETA yiSiphathimandla soMkhakha wezeMfundo nezokuQeqesha esasungulwa ngokuhambisana nesigaba 9 (1) soMthetho wokuThuthukisa amaKhono, uMthetho ongunombolo 97 ka1998. Imisebenzi yeSERVICE SETA, *phakathi kwezinye izinto,* yilena[1]:-

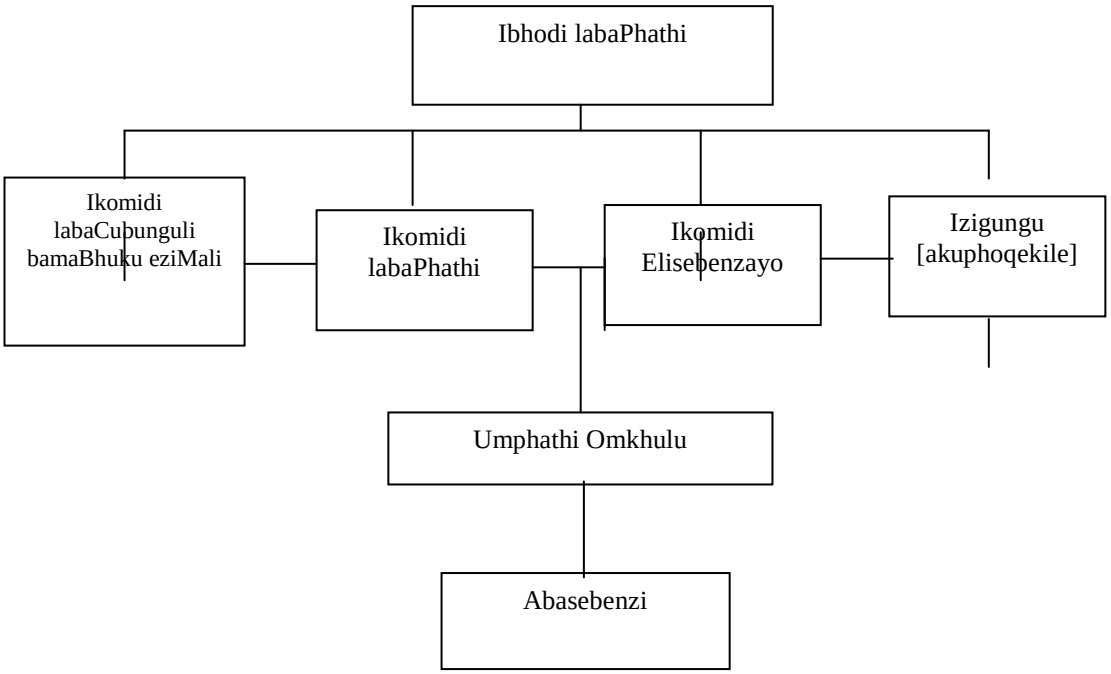
  - ukwenza uhlelo lomkhakha lwamakhono ngaphakathi kwesakhiwo sesu likazwelonke lokuthuthukisa amakhono;
  - ukwenza okushiwo wuhlelo lomkhakha lwamakhono ngokusungula izinhlelo zokufunda ngokusebenza, ukuvuma izinhlelo zamakhono zasemsebenzini, ukwaba amagranti kanye nokuqapha ezemfundo nokuqeqesha emkhakheni;
  - ukugqugquzela izinhlelo zokufunda ngokusebenza ngokukhomba izindawo zokusebenza lapho abafundi bengathola khona isipiliyoni sokusebenza, ukusekela ukwenziwa kwezinto zokufunda, ukwenza ngcono amalinge okwenza ukufunda kube lula nokusiza ekuphetheni izivumelwano zokufunda ngokusebenza;
  - ukubhalisa izivumelwano zezinhlelo zokufunda ngokusebenza;
  - ukuthola ukwamukelwa yiSiphathimandla saseNingizimu Afrika sezeMfundo;
  - ukuqoqa nokwaba izintela zokuthuthukisa amakhono emkhakheni wayo;
  - ukuxhumana neSiphathimandla samaKhono sikaZwelonke maqondana nomgomo kazwelonke wokuthuthukisa amakhono, isu likazwelonke lokuthuthukisa amakhono kanye nohlelo lwamakhono lomkhakha wayo;
  - ukubika kuMqondisi-Jikelele wezeMisebenzi ngemali engenayo neyichithayo kanye nokusetshenziswa kohlelo lwamakhono lomkhakha wayo;
  - ukuxhumana nezinsizakalo zokuqasha eMnyangweni wezeMisebenzi kanye nanoma yimuphi umgwamanda wezemfundo osungulwe ngaphansi kwanoma yimuphi umthetho ohambisa ezemfundo ngokomthetho kwiRiphabhliki yaseNingizimu Afrika ukuze kwenziwe ngcono ulwazi oluphathelene namathuba okuqashwa kanye nolwazi phakathi kwabahlinzeka ukuqeqeshwa kwezemfundo nemakethe yezemisebenzi;
  - ukuqoka abasebenzi abadingekayo ukuze kwenziwe imisebenzi yayo; kanye
  - nokwenza noma yimiphi eminye imisebenzi abayethweswe wuMthetho wokuThuthukisa amaKhono kanye noMthetho weziNtela zokuThuthukisa amaKhono noma ohambisana nezinjongo ezinjalo.

ISERVICE SETA inawo wonke amandla anjalo adingekayo ukuze ikwazi ukwenza imisebenzi yayo njengalokho ibekwe ngenhla kanye nanoma yimaphi amanye amandla ewanikwe ngenxa yoMthetho wokuThuthukisa amaKhono.

Umbono, injongongqangi nezinhlelo ezingamasu

[1] Incazelo yemisebenzi isekelwe eMthethweni wokuThuthukisa amaKhono.

- **Umdwebo oyishadi weSERVICE SETA**[2]



- **Isakhiwo seSERVICE SETA**
  ISERVICE SETA kufanele ibe namalungu amele lawa maqembu kuphela:-
  - izinyunyana zabasebenzi;
  - izinyunyana zabaqashi, kufaka nabamabhizinisi amancane;
  - iminyango kahulumeni efanele; kanye
  - ngokubona kukaNgqongqoshe, noma yimuphi umgwamanda wongcweti onentshisekelo kanye / noma yimuphi umkhandlu wokuxoxisana ngamaholo nezimo zokusebenza emkhakheni.

[2] Sicela uqinise ukuthi lolu lwazi luyiqiniso maqondana neSETA yakho.

6 IMININGWANE YOKUXHUMANA

Igama loMgwamanda woMphakathi	Services Sector Education and Training Authority (SSETA)
Umsebenzi wezoLwazi Okhethiweyo	Charmaynek Kok
Umsebenzi wezoLwazi onguSekela okhethiwe (uma ekhona)	n/a
Ikheli le-imeyili loMsebenzi wezoLwazi onguSekela[3]	charmaynek@serviceseta.org.za
Ikheli leposi	P O Box 3322, Houghton, 2041
Ikheli lasemgaqweni	15 Sherborne Road, Parktown
Inombolo yocingo	(011) 276 9600
Inombolo yefeksi	(011) 2769648

7 UWUTHOLA KANJANI UMHLAHLANDLELA NJENGALOKHO KUCHAZWE ESIGABENI 10 SOMTHETHO

Umhlahlandlela uyatholakala kwiKhomishana yamaLungelo eSintu yaseNingizimu Afrika. Sicela uthumele yonke imibuzo lapha:-

Ikhomishana yamaLungelo eSintu yaseNingizimu Afrika:
Iyunithi yoMthetho oGqugquzela ukuthi Abantu baThole uLwazi (iPAIA)
Umnyango wezoCwaningo nokuGcina amaBhuku

Ikheli leposi:	Private Bag 2700 Houghton 2041
Ucingo:	+27 11 484-8300
Ifeksi:	+27 11 484-0582
Ikheli leWebhu:	www.sahrc.org.za
Imeyili:	paia@sahrc.org.za

8 UCELA KANJANI UKUTHOLA AMAREKHODI APHETHWE YISERVICE SETA

- **Amarekhodi ongakwazi ukuwacela**
  Amarekhodi akwazi ukucelwa ngofake isicelo asho noma yiluphi ulwazi oluqoshiwe kungakhathaleki ukuthi lusesimweni esinjani noma luqukethwe kuphi oluphethwe noma olungaphansi kwamandla eSERVICE SETA noma ngabe lwenziwe yiSERVICE SETA noma cha.

- **Izinqubo zokufaka isicelo**
  Ofaka isicelo uyovunyelwa ukuthola irekhodi eliphethwe yiSERVICE SETA uma izidingo ezilandelayo, njangalokho zimiswe wuMthetho, zifeziwe, okuyilezi:-

  - Ofaka isicelo athobele zonke izidingo eziphathelene nesicelo zenqubo ebezicatshangwa eMthethweni, kanye nokuthi
  - Ukuthola lelo rekhodi eliceliwe kunganqatshangwa ngenxa yanoma yiziphi izizathu zokwenqaba ebezicatshangwe eMthethweni.

  Ilungelo lomuntu ofake isicelo lokuthola ulwazi ngokwalo Mthetho alithikanyezwa yinoma yiziphi izizathu ezinikezwe yilowo muntu, noma iyiphi inkolelo yoMsebenzi wezoLwazi ngokuthi ziyini izizathu zesicelo.
  Izicelo zokuthola amarekhodi aphethwe yiSERVICE SETA kufanele zenziwe ngokusebenzisa amafomu okufaka izicelo anqunyiwe (sekukhokhwe izimali ezinqunyiwe, uma zikhona) atholakala ekhasini lewebhu yeSAHRC (www.sahrc.org.za) noma kweloMnyango wezoBulungiswa nokuThuthukiswa kwezoMthethosisekelo (www.doj.gov.za ngaphansi kwesihloko esithi “imithethonqubo”, phecelezi “regulations”). Ukuze kube lula kuwena kufakwe ikhophi kule manyuwali.
  Izicelo zokuthola amarekhodi kufanele ziqondiswe kuMsebenzi wezoLwazi ekhelini, kwinombolo yefeksi noma ekhelini le-imeyili elihlinzekwe lapha ngenhla.

[3] Sikucebisa ukuthi usebenzise ikheli elichaza umsebenzi ngqo [izib. info_officer@abcseta.org.za] ungasebenzisi ikheli elisebenzisa amagama ukuze kugwenywe ukuvuselela ulwazi lapho abasebenzi beshiya umsebenzi.

Ofake isicelo kufanele ahlinzeke imininingwane eyanele kwifomu lokwenza isicelo ukuze uMsebenzi wezoLwazi akwazi ukukhomba irekhodi elifunwayo kanye nomuntu ofake isicelo. Ofake isicelo kufanele aphinde asho ukuthi ulwazi ufuna ukuluthola ngayiphi indlela asho futhi ukuthi uyafuna yini ukwaziswa ngesinqumo seSERVICE SETA maqondana nesicelo esinjalo ngendlela futhi ngesimo esiyobe sishiwo emininingwaneni yakhe. Ofake isicelo kufanele asho futhi ukuthi irekhodi elithintekayo lifuneka ngolimi oluthize yini bese ehlinzeka ikheli lakhe leposi noma inombolo yefeksi kwiRiphabhliki yaseNingizimu Afrika.

Uma isicelo senzelwe omunye umuntu, ofake isicelo kufanele athumele ubufakazi obuveza igunya elimvumela ukuthi enze isicelo lokho kwanelise uMsebenzi wezoLwazi.

Uma kwenzeka umuntu engakwazi ukwenza isicelo sokuthola irekhodi leSERVICE SETA ngenxa yokuthi akakwazi ukufunda nokubhala noma ngenxa yokukhubazeka, angakwazi ukwenza leso sicelo ngomlomo. Umsebenzi wezoLwazi weSERVICE SETA kufanele athathe lokho okushiwo ngofaka isicelo ngomlomo akubhale kwifomu elinqunyiwe bese enika umuntu ofake isicelo ikhophi yalokho.

9 IZINSIZAKALO EZINGATHOLWA NGAMALUNGU OMPHAKATHI

- **Uhlobo lwezinsizakalo**

  Izinsizakalo zeSERVICE SETA zifaka:-

  - Ukuqala ukusebenzisa uhlelo lwabo lwamakhono emikhakha ngokusungula izinhlelo zokufunda ngokusebenza, ukuvuma izinhlelo zamakhono zasemsebenzini, ukwaba amagranti kanye nokuqapha ezemfundo nokuqeqesha emkhakheni;
  - ukugqugquzela izinhlelo zokufunda ngokusebenza ngokukhomba izindawo zokusebenza lapho abafundi bengathola khona isipiliyoni sokusebenza, ukusekela ukwenziwa kwezinto zokufunda, ukwenza ngcono amalinge okwenza ukufunda kube lula nokusiza ekuphetheni izivumelwano zokufunda ngokusebenza;
  - ukubhalisa izivumelwano zezinhlelo zokufunda ngokusebenza;
  - ukuqoqa nokwaba izintela zokuthuthukisa amakhono emkhakheni wayo.

  Amalungu omphakathi ayengakwazi ukuthola lezi zinsizakalo kepha zazitholwa ngabaqashi nabasebenzi abangena ngaphansi komkhakha wezomnotho owakhelwe iSERVICE SETA.

- **Uzithola kanjani lezi zinsizakalo**

  Kuncike ekutheni ilungu lomphakathi lingena ngaphansi kwencazelo yomqashi noma yomsebenzi emkhakheni wezomnotho owakhelwe iSERVICE SETA (njengalokho kuchazwe kuMthetho wokuThuthukisa amaKhono) lingakwazi ukuthola lezi zinsizakalo ngokuthi lifake isicelo kuMsebenzi wezoLwazi weSERVICE SETA ekhelini elingenhla.

10 AMALUNGISELELO OKUHLANGANYELA KOMPHAKATHI LAPHO KWAKHIWA IMIGOMO

Umthetho wokuThuthukisa amaKhono kanye noMthethosisekelo weSERVICE SETA kuhlinzeka ukuhlanganyela kwabasebenzi nabaqashi emkhakheni wezomnotho owakhelwe iSERVICE SETA kuphela. Abantu abangena ngaphansi kwaleli qembu bangethamela imihlangano evulelwe uwonkewonke eSERVICE SETA, bangakhetha ibhodi labaphathi leSERVICE SETA futhi bangakwazi ukungenela ukhetho lokuba kwibhodi elinjalo kuhambisane nomthethosisekelo weSERVICE SETA kanye noMthetho wokuThuthukisa amaKhono.

11 IZISOMBULULO EZIKHONA UMA KUNOKUNGATHOTSHELWA KOMTHETHO

ISERVICE SETA ayinayo inqubo yayo ngaphakathi yokudlulisa isikhalo esihambisana noMthetho. Ngenxa yalokho, impikiswano ephathelene noMthetho ingaxazululwa ngokuya enkantolo efanele ngqo.

12 OLUNYE ULWAZI KUYE NOKUNQUNYWE EMTHETHWENI

Njengamanje akunalwazi olukhona oluvela kuNgqongqoshe wezoBulungiswa nokuThuthukiswa kwezoMthethosisekelo ngokwesigaba 92 okuzofakwa lapha.

13 IZIMALI EZIKHOKHWAYO EZINQUNYIWE

Umthetho umisa izinhlobo ezimbili zezimali ekufanele zikhokhwe, okuyimali yokufaka isicelo kanye nemali yokuthola ulwazi, ekudingeka zikhokhwe ngaphambi kokuthi iSERVICE SETA ibheke isicelo solwazi.

Umuntu ofaka isicelo esiqondene naye, lokho kusho umuntu ocela ukuthola irekhodi eliqukethe ulwazi ngaye akudingeki ukuthi akhokhe imali yokufaka isicelo. Noma yimuphi omunye umuntu ofaka isicelo, uma leso sicelo singaqondene naye, kuyodingeka ukuthi akhokhe imali enjalo.

Ofake isicelo (ngaphandle komuntu ofake isicelo esiqondene naye) kufanele atshelwe nguMsebenzi wezoLwazi ukuthi akhokhe imalo yokufaka isicelo enqunyiwe ngaphambi kokuthi asebenze ngesicelo.
Uma kwenzeka ofake isicelo eba nesikhalo ngokukhipha noma ngokukhokha le mali yokufaka isicelo, ofake isicelo angakwazi ukuhambisa isicelo sakhe enkantolo.
Umsebenzi wezoLwazi kufanele azise ofake isicelo ngesinqumo sakhe ngendlela ecaciswe ngofake isicelo.
Esimweni lapho uMsebenzi wezoLwazi ehlinzeke lokho obekufunwa, kufanele kukhokhwe enye imali yokuthola ulwazi efaka ukubheka ulwazi, ukululungisa, ukulucindezela nanganoma yisiphi isikhathi esidlule emahoreni abenqunyelwe ukulungisa nokubheka irekhodi eliceliwe.
Izimali ezinqunyiwe zibekwe lapha ngezansi ngokuhambisana nemithethonqubo ekukhulunywa ngayo eMthethweni.

14 AMAREKHODI APHETHWE YISERVICE SETA

Sigcina amarekhodi kule mikhakha nezihloko ezilandelayo. Kodwa, sicela uqaphele ukuthi ukubhala umkhakha noma isihloko kule Manyuwali akusho ukuthi isicelo sokuthola lawo marekhodi siyovunywa. Zonke izicelo zokuthola ulwazi ziyohlolwa isicelo ngasinye kuye nokuhlinzekwe nguMthetho.

14.1 Amarekhodi angaphakathi

Lawa marekhodi alandelayo aqondene nezindaba zeSERVICE SETA:

- Umthethosisekelo weSERVICE SETA;
- Amarekhodi ezimali;
- Amarekhodi emisebenzi eqhutshwayo;
- Ingcebo yomqondo;
- Amarekhodi ezokumaketha;
- Ukuxhumana ngokubhalelana kwangaphakathi;
- Amarekhodi emikhiqizo;
- Amarekhodi emithetho;
- Imigomo nezinqubo zangaphakathi;
- Amarekhodi aphethwe yizikhulu zomgwamanda womphakathi.

14.2 Amarekhodi abasebenzi

Igama elithi abasebenzi liqondiswe kunoma ngubani osebenzela noma ohlinzeka izinsizakalo egameni leSERVICE SETA futhi othola noma onegunya lokuthola noma yiliphi iholo kanye nanoma yimuphi omunye umuntu osizayo ekwenziweni noma ekuqhutshweni kwanoma yimuphi umsebenzi noma insizakalo yeSERVICE SETA. Lokhu kufaka, kepha akupheleli kulaba, abaqondisi, izinhloko zeminyango, amameneja, bonke abasebenzi abaqashwe unomphela, ababambe amatoho nabaqashwe okwesikhashana kanye nalabo abasebenza ngezinkontileka. Amarekhodi abasebenzi afaka okulandelayo:

- Noma yimaphi amarekhodi abasebenzi anikwe umgwamanda womphakathi ngabasebenzi bawo;
- Noma yimaphi amarekhodi ahlinzekwe ngomunye umuntu kumgwamanda womphakathi nganoma yimuphi umuntu ongumsebenzi wabo;
- Izimo zokusebenza kanye namanye amarekhodi abasebenzi aphathelene nezivumelwano nokungathi okomthetho;
- Amarekhodi okuhlola angaphakathi; kanye
- Nanoma yimaphi amanye amarekhodi nokuxhumana ngokubhalelana kwangaphakathi.

14.3 Amarekhodi aphathelene nomsebenzi

Amarekhodi aphathelene nomsebenzi afaka okulandelayo:

- Noma yimaphi amarekhodi ahlinzekwe ngomunye umuntu kumgwamanda womphakathi; kanye

- Namarekhodi akhiqizwe ngumgwamanda noma ngaphakathi komgwamanda womphakathi maqondana nomsebenzi noma izinsizakalo, kufaka namarekhodi okwenza ibhizinisi.

14.4 Abanye Abantu

Amarekhodi agciniwe aphathelene nabanye abantu, kufaka kepha kungapheleli, kubaqashi, abasebenzi, abezinkontileka, amasaplaya, iminyango, izimpiko kanye nabahlinzeka ngezinsizakalo. Uma kungenjalo, laba bantu bangaba namarekhodi ekungathiwa ngawomgwamanda womphakathi. Amarekhodi alandelayo angena ngaphansi kwalo mkhakha:

- Amarekhodi aphathelene nabasebenzi, umsebenzi noma izinsizakalo aphethwe ngomunye umuntu kunokuba aphathwe yiSERVICE SETA; kanye
- Namarekhodi aphethwe yiSERVICE SETA aphathelene nabanye abantu, kufaka namarekhodi ezimali, ukuxhumana ngokubhalelana, amarekhodi ezivumelwano, amarekhodi ahlinzekwe ngabanye abantu, kanye namarekhodi ahlinzekwe ngabanye abantu ngabantu bezinkontileka/amasaplaya abo.

14.5 Amanye Amarekhodi

Kunamanye amarekhodi aphethwe afaka:-

- Ulwazi oluphathelene nemisebenzi yezokuhweba kweSERVICE SETA; kanye
- Nolwazi locwaningo okungolweSERVICE SETA noma olwenziwe egameni lomunye umuntu.

IZIMALI MAQONDANA NEMIGWAMANDA YOMPHAKATHI

Ingxenye ii yeSigaba 187 kwiGazethi kaHulumeni yamhlaka 15 Febhuwari 2002

1. Imali yekhophi yemanyuwali njengalokho bekukhulunywa kumthethonqubo 5(c) ngu R0,60 ngekhasi eliqophiwe ngalinye uma liyi A4 noma ingxenye yalokho.

2. Izimali zokugaya futhi ekukhulunywa ngazo kumthethonqubo 7(1) zime kanje:

		R
(a)	Wonke amakhasi aqoshiwe ayi A4 noma ingxenye yalokho	0,60
(b)	Wonke amakhasi aqoshiwe ayi A4 noma ingxenye yalokho aqukethwe yikhompyutha noma emshinini othize lapho efundeka khona	0,40
c)	Ikhophi efundeka kwikhompyutha ifakwe-	
	i) kwidiski	5,00
	ii) kwi-cd	40,00
d)	(i) Uma ufuna ukuguqulelwa izithombe noma ikhasi eliyi A4 noma ingxenye yalokho	22,00
	(ii) Ikhophi yezithombe	60,00
e)	(i) Ukukhishelwa amazwi kwirekhodi elisesimweni sezwi (entweni esamsakazo) noma ikhasi eliyi A4 noma ingxenye yalokho	12,00
	(ii) Ikhophi yerekhodi eliqoshwe ngezwi	17,00

3. Imali yokufaka isicelo ekufanele ikhokhwe yiwona wonke umuntu ofaka isicelo, ngaphande uma isicelo siqondene nalowo muntu, ekukhulunywe ngazo kumthethonqubo 7(2) ngu R35,00.

4. Izimali zokuthola ulwazi ekufanele zikhokhwe ngumuntu ofake isicelo ekukhulunywa ngaye kumthethonqubo 7(3) zimi kanje:

		R
(1)(a)	Wonke amakhasi aqoshiwe ayi A4 noma ingxenye yalokho	0,60
(b)	Wonke amakhasi aqoshiwe ayi A4 noma ingxenye yalokho aqukethwe kwikhompyutha noma emshinini othize lapho efundeka khona	0,40
(c)	Ikhophi efundeka kwikhompyutha itholakala-	
	(i) kumadiski	5,00
	(ii) kuma cd	40,00
(d)	(i) Ukuthola ukuguqulelwa izithombe, ikhasi elilodwa eliyi A4 noma ingxenye yalokho	22,00

(ii) Ikhophi yezithombe 60,00

(e) (i) Ukuguqulwa kwerekhodi eliyizwi,
ikhasi eliyi A4 noma ingxenye yalokho 12,00

(ii) Ikhophi yerekhodi eliyizwi 17,00

(f) Ukubheka nokulungisa irekhodi ekudingeka likhishwe, R15,00 ihora ngalinye noma ingxenye yehora, kungafakwa ihora lokuqala, okuyisikhathi esidingekayo vele ekwenzeni umsebenzi wokubheka nokulungisa irekhodi.

(2) Ukuze kubhekelwe izinjongo zesigaba 22(2) soMthetho, lokhu okulandelayo kuyosebenza:

(a) Kufanele kweviwe emahoreni ayisithupha ngaphambi kokuthi kudingeke ukuthi umuntu akhokhe idiphozi; nokuthi

(b) ingxenye yokukodwa kokuthathu emalini yokuthola irekhodi kufanele ikhokhwe ngumuntu ofake isicelo njengediphozi.

(3) Imali yokuposa ngqo kufanele ikhokhwe uma ikhophi yerekhodi kudingeka ukuthi iposelwe ofake isicelo.

AMAFOMU OKUTHOLA ULWAZI ANQUNYIWE

ISICELO SOKUTHOLA IREKHODI ESENZIWA

NGUMGWAMANDA WOMPHAKATHI

(Isigaba 18(1) soMthetho wokuGqugquzela ukuthi Abantu Bathole uLwazi, ka2000 (uMthetho ongunombolo 2 ka2000)

KUYOSETSHENZISWA NGUMNYANGO

Inombolo yereferense

Isicelo samukelwe ngu- (shono isikhundla, igama kanye nesibongo somsebenzi wezolwazi/somsebenzi wezolwazi ongusekela) mhlaka (usuku) kule ndawo (indawo).

Imali yokufaka isicelo (uma ikhona): R .....

Idiphozi (uma ikhona): R .....

Imali yokuthola irekhodi: R .....

ISIGNESHA YOMSEBENZI WEZOLWAZI/UMSEBENZI WEZOLWAZI ONGUSEKELA

A. Imininingwane yomgwamanda womphakathi

Igama loMgwamanda woMphakathi	
Umsebenzi wezoLwazi Oqokiwe	
Umsebenzi wezoLwazi onguSekela Oqokiwe (uma ekhona)	
Ikheli le-imeyili loMsebenzi wezoLwazi /Umsebenzi wezoLwazi onguSekela	
Ikheli leposi	
Ikheli laseMgaqweni	
Inombolo yocingo	
Inombolo yefeksi	

B. Imininingwane yomuntu ocela ukuthola irekhodi

(a) Imininingwane yomuntu ocela ukuthola irekhodi kufanele iqoshwe lapha ngezansi.

(b) Nikeza ikheli kanye/noma inombolo yefeksi kwiRiphabhliki lapho ulwazi kufanele luthunyelwe khona.

(c) Ubufakazi begunya elivumela ukuthi umuntu enze isicelo, uma lokhu kudingeka, kufanele bunanyathiselwe.

Amagama aphelele nesibongo: Inombolo kamazisi: Ikheli lePosi:

Inombolo yefeksi: Inombolo yoCingo: Ikheli le-imeyili:

Igunya elivumela ukuthi umuntu enze isicelo, uma isicelo senziswa egameni lomunye umuntu:

C. Imininingwane yomuntu ekwenziwa isicelo egameni lakhe

Lesi sigaba kufanele sigcwaliswe kuphela uma isicelo solwazi senziwa egameni lomunye umuntu.

Amagama aphelele nesibongo:

Inombolo kamazisi:

D. Imininingwane yerekhodi

(a) Hlinzeka imininingwane egcwele maqondana nerekhodi elicelwayo, ufake nenombolo yereferense uma uyazi, ukuze sikwazi ukuthola irekhodi.

(b) Uma isikhala osinikiwe singanele sicela ukuthi uqhubeke kwelinye ikhasi eliseceleni bese ulinamathelisa kuleli fomu. ***Ofake isicelo kufanele asayine wonke amakhasi aseceleni.***

1. Incazelo yerekhodi noma yengxenye yerekhodi esemqoka:

2. Inombolo yereferense, uma ikhona:

3. Noma yikuphi okunye okuqondene nerekhodi:

E. Izimali

*(a) Isicelo sokuthola irekhodi, ngaphandle kwerekhodi eliqukethe ulwazi ngomuntu lowo muntu kube kunguwena, liyokhishwa kuphela emva kokukhokhwa kwe****mali yokufaka isicelo.***

(b) Uzotshelwa ngemali ekudingeka ukuthi uyikhokhe njengemali yokufaka isicelo.

(c) ***Imali ekhokhelwa ukuthola*** *irekhodi incika esimweni irekhodi lelo elifuneka likuso kanye nesikhathi esidingekayo ukuthi litholwe nokuthi lilungiswe lelo rekhodi.*

(d) Uma ufaneleka ekutheni uxolelwe ekukhokheni noma iyiphi imali, sicela usho isizathu salokho.

Isizathu sokuxolelwa ekukhokheni izimali:

F. Isimo sokuthola irekhodi

Uma ukukhubazeka kukuvimba ekutheni ufunde, ubheke noma ulalele irekhodi esimweni sokutholakala kwalo esihlinzekwe ku 1 kuya ku 4 lapha ngezansi, yisho ukuthi ukhubazeke kanjani nokuthi irekhodi ulifuna likusiphi isimo.

Ukukhubazeka:	Isimo irekhodi elifunwa likuso:

AMANOTHI:

(a) Ukusho kwakho ukuthi irekhodi ulifuna ngesimo esinjani kuncika esimweni irekhodi elitholakala liyisona.

(b) Ukuthola irekhodi ngesimo osicelile kungenqatshwa kwezinye izimo. Kulezo zimo uyotshelwa uma irekhodi ungakwazi ukulithola ngesinye isimo.

(c) Imali ekufanele ikhokhelwe ukuthola irekhodi, uma ikhona, iyonqunywa nawukuthi irekhodi lifunwa lisesimweni esinjani.

Maka ibhokisi elifanele ngophawu luka "X".

1. Uma irekhodi libhaliwe noma licindezelwe -

	Ikhophi yerekhodi		Ukuhlolwa kwerekhodi

2. Uma irekhodi linezithombe -

(lokhu kufaka izithombe, ama-slides, ividiyo eqoshiwe, izithombe ezenziwe yikhompyutha, imifanekiso edwetshiwe, njll.)

	Ukubheka izithombe		Amakhophi ezithombe*		Izithombe eziguquliwe*

3. Uma irekhodi liqukethe amazwi noma ulwazi oluqoshiwe olungakhishwa ngezwi/ngomsindo

	Ukulalela okuqoshiwe (ikhasethi lezwi)		Ukuguqulwa kwalokho okuqoshiwe* (umbhalo olotshiwe noma ocindezelwe)

4. Uma irekhodi likwikhompyutha noma lifundeka entweni esebenza ngogesi noma emshinini

	Ikhophi yerekhodi ecindezelwe		Ikhophi yolwazi olucindezelwe olutholwe kwirekhodi*		Ikhophi esimweni esikwazi ukufundeka kwikhompyutha* (amamagnetic noma optical disc okungamadiski awozibuthe agcina ulwazi nalawo asebenzisa ukuchwepheshe bokukhanya)

*Uma ucele ikhophi lerekhodi noma irekhodi eliguquliwe (bheka ngenhla), ngabe ufuna ukuthi ikhophi yerekhodi noma irekhodi eliguquliwe lithunyelwe kuwena ngeposi yini? **Kufanele ukhokhe imali yokuposa.**	YEBO	CHA

Qaphela ukuthi uma irekhodi lingatholakali ngolimi oluncamelayo, ungakwazi ukulithola ngolimi lelo rekhodi elitholakala ngalo

Ufisa ukulithola ngaluphi ulimi irekhodi?

G. Isaziso ngesinqumo maqondana nesicelo sokuthola irekhodi

Uzokwaziswa ngokulotshelwa ukuthi isicelo sakho sivunyiwe/sinqatshiwe. Uma ufisa ukwaziswa ngalokhu ngenye indlela, sicela ucacise indlela ofuna ukwaziswa ngayo bese uhlinzeka imininingwane efanele ukuze sikwazi ukuthobela isicelo sakho.

Ufisa ukwaziswa ngayiphi indlela ngesinqumo esiqondene nesicelo sakho sokuthola irekhodi?

Kusayinwe _____

Ngalolu suku luka _____ 20___

ISIGNESHA YOFAKE ISICELO/UMUNTU ISICELO ESIFAKWA EGAMENI LAKHE