SERVICES SETA

IMANUWALI YESIGABA 14 NGOKOMTHETHO WOKUGQUGQUZELA UKUTHOLAKALA KOLWAZI UMTHETHO 2 WEZI-2000 Njengoba uchitshiyelwe

WUMTHETHO WOKUVIKELWA KOLWAZI YOMUNTU SIQU 4 WEZI-2013 (I-POPIA)

Abasayinayo

Abasayina lapha baqinisekisa ukuthi bayakwamukela okuqukethwe lapha futhi bancoma ukuba kusetshenziswe.

ISIHLOKO	IMANUWALI YESIGABA 14 NGOKOTHETHO WOKUGQUGQUZELA UKUTHOLAKALA KOLWAZI, UMTHETHO 2 WEZI-2000 (I-PAIA) njengoba uchitshiyelwe UMTHETHO WOKUVIKELA ULWAZI OLUQONDENE NOMUNTU SIQU 4 WEZI-2013 (I-POPIA)		
INQUBO NO.	OCEO/G/01/2021	UHLOBO	1
USUKU OLUGUNYAZIWE	i-Machi 2021	AMAKHASI	28
USUKU LOKUSEBENZA	u-Aphreli 2021	USUKU LOKUBUYEKEZA	Njengoba nalapho kudingeka/ u-Aphreli 2022
KUQALIWE	Iphini Lesikhulu Solwazi	Cloris Ngwenya	[signature]
KUBUYEKEZWE NGU	Iphini Lesikhulu Solwazi	Mamabele Motla	[signature]
KUNCONYWE NGU	Umphathi Omkhulu	Menzi Fakude	[signature]
KUNCONYWE NGU	USihlalo: Ezokubusa, Ubungozi, Ikomidi Lamasu	Nokubonga Mcoyi	[signature]
KUVUNYELWE NGU	USihlalo: Iziphathimandla ezi hendulayo	Stephen De Vries	[signature] text here
UMNAKEKELI WENKQUBO	Umphathi Omkhulu	Menzi Fakude	[signature]

IKHASI LOKULAWULWA KOMBHALO				
Isihloko Sombhalo	**IMANUWALI YESIGABA 14 NGOKOMTHETHO WOKUGQUGQUZELA UKUTHOLAKALA KOLWAZI, UMTHETHO 2 WEZI-2000 (I-PAIA) njengoba uchitshiyelwe UMTHETHO WOKUVIKELA ULWAZI OLUQONDENE NOMUNTU SIQU 4 WEZI-2013 (I-POPIA)**			
Usuku Lokudala	Disemba 2019			
Usuku lokusebenza	Febhuwari 2021			
Isimo	Umbhalo owuhlaka		Umbhalo wokugcina	X
Inguqulo	Uhlobo 1			
Isihloko somnikazi, igama nemininingwane yokuxhumana naye	Cloris Ngwenya Iphini Lesikhulu Solwazi 011 276 9600			
Isihloko sombhali, igama kanye nemininingwane yokuxhumana naye	Cloris Ngwenya Iphini Lesikhulu Solwazi 011 276 9600			
Ukusabalalisa	I-CEO, Abaphathi Abayizikhulu Nabaphathi Abakhulu, Abaphathi Bamaphiko, Uphiko Olunesibophokubika kanye namakomidi amancane, Zonke izisebenzi ze-Services SETA, ababambiqhaza be-Services SETA			
Ukwahlukanisa	Kukhawulelwe	X	Okuyimfihlo	
Buyekeza	**INo. Yohlobo**	**Usuku Lokubuyekeza**	**Imininingwane Yesibuyekezo**	**Ibuyekezwe ngu-**
Imvamisa yesibuyekezo: Njalo ngonyaka	1	Disemba 2019	Ukubhalwa - Ukudidiyelwa kwe-POPIA emqulwini we-PAIA	Iphini Lesikhulu Solwazi
	2		Ukubuyekezwa kwaminyaka yonke	
	3		Ukubuyekezwa kwaminyaka yonke	
	4		Ukubuyekezwa kwaminyaka yonke	
	5		Ukubuyekezwa kwaminyaka yonke	

OKUQUKETHWE

IKHASI

1. ISINGENISO 4
2. IZINCAZELO 4
3. INHLOSO YEMANUWALI 4
4. UKUTHOLAKALA KWALE MANUWALI 4
5. UKUBUYEKEZWA KWEMANUWALI 5
6. IMISEBENZI NOKWAKHEKA KWE-SERVICES SETA 5
7. UMBONO, IMPOKOPHELO KANYE NEMIGOMO 5
8. IMISEBENZI EHLINZEKELWA AMALUNGU OMPHAKATHI 6
9. UKUHLELEKA KOKUBAMBA IQHAZA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO 6
10. ISAKHIWO SE-SERVICES SETA ESIGUNYAZIWE SOWEZI-2019/2020 7
11. IMINININGWANE YOKUXHUMANA ESEMQOKA UKUZE KUTHOLAKALE ULWAZI FUTHI KUPHENDULWE IMIBUZO YE-POPIA 7
12. IMINININGWANE YOKUXHUMANA NAMAHHOVISI E-SERVICES SETA ASEZIFUNDAZWENI 7
13. INDLELA YOKUTHOLA UMHLAHLANDLELA NJENGOBA UCHAZWE KUSIGABA 10 SOMTHETHO 8
14. INDLELA YOKUFAKA ISICELO SOKUTHOLAKALA KOLWAZI NAMAREKHODI E-POPIA AGCINWE YI-SERVICE SETA 8
15. UKUDLULISWA KWESINQUMO KWANGAPHAKATHI OKUQONDENE NESIKHULU SOLWAZI 10
16. IZISOMBULULO EZIKHONA UMA ISICELO SICHITHIWE 10
17. AMANANI AMISIWE 10
18. IZIZATHU ZOKUCHITHA ISICELO SOKUTHOLAKALA KWAMAREKHODI E-PAIA INGXENYE 1 ISAHLUKO 4 11
19. UKUSETSHENZWA KOLWAZI LOMUNTU SIQU [ISIGABA 14(1) (C) SE-PAIA] 11
20. INHLOSO YOKUSEBENZA ULWAZI LOMUNTU SIQU [ISIGABA 14(1)(C) (I) SE-PAIA] 12
21. IZIGABA ZABANIKAZI BEMINININGWANE [ISIGABA 14(1) (C) (II) SE-PAIA] 12
22. ABAMUKELI NOMA IZIGABA ZABAMUKELI ABABELWE ULWAZI LOMUNTU SIQU [ISIGABA 14i1) (C) (III) SE-PAIA] 12
23. UKUWELA UMNGCELE KOLWAZI LOMUNTU SIQU [ISIGABA 14(1) (C) (IV) SE-PAIA] 13
24. IZINDLELA ZOKUVIKELA ULWAZI UKUZE KUVIKELWE ULWAZI LOMUNTU SIQU [ISIGABA 14(1) (C) (V) SE-PAIA] 13

    UKUPHIKISANA NENQUBO YOKUSETSHENZWA KOLWAZI LOMUNTU SIQU [ISIGABA 11(3) (A) SE-POPIA] 14

25. UKULUNGISWA/UKUSULWA KOLWAZI LOMUNTU SIQU [ISIGABA 23(1) SE-POPIA] 14
26. INCAZELO NGEZIGABA ZAMAREKHODI AGCINWE YI-SERVICE SETA 14

UHLELO 1: 17
UHLELO 2: 19
UHLELO 3: 24
UHLELO 4: 26

1. ISINGENISO

Le Manuwali ishicilelwe ngokweSigaba 14 soMthetho Wokugqugquzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 wezi-2000) ("uMthetho"). UMthetho uqalisa izinhlinzeko zeSigaba 32 soMthethosisekelo, esihlinzeka ngelungelo lokutholakala kolwazi olugcinwe uHulumeni kanye nanoma yiluphi ulwazi olugcinwe ngomunye umuntu noludingekayo ukuze kusebenziseke futhi / noma kuvikelwe noma yiliphi ilungelo.

I-Service SETA izinikele ekugcineni nasekulandeleni imiyalelo yoMthethosisekelo kanye nomthetho kazwelonke njengoMthetho wokugqugquzela ukutholakala kolwazi, 2 wezi-2000 (i-PAIA) kanye noMthetho wokuvikela ulwazi lomuntu Siqu 4 wezi-2013 (i-POPIA). Usekela imigomo esemqoka yokubusa okuhle, ukuvuleleka kanye nesibophokubika.

2. IZINCAZELO

Izincazelo zale Manuwali ziqondene nanoma yiliphiigama noma isisho esinencazelo esinikwe kulo Mthetho ngaphandle kwalapho ingqikithi iveza okunye. "UMthetho" kushiwo uMthetho Wokugqugquzela Ukutholakala Kolwazi, uMthetho No. 2 wezi-2000

3. INHLOSO YEMANUWALI

Isigaba 14 seManuwali siwumhlahlandlela wesikhungo.Inhloso yeManuwali wukuhlinzeka ngolwazi ngemisebenzi eyenziwe yisikhungo esithile; amarekhodi akhiqizwe yisikhungo; amarekhodi agcinwe yisikhungo ngokomunye umthetho; kanye nokuthi amalungu omphakathi angakwazi kanjani ukuthola leyo misebenzi noma amarekhodi.

IManuwali iqhubeka ihlinzeke ngolwazi ngemininingwane yesikhulu solwazi kanye nePhini lesikhulu solwazi (i-IO ne-DIO) esithunyelelwe izicelo zokuthola ulwazi. IManuwali iyendlala ngokusobala inqubo yokufaka isicelo nokudlulisa isinqumo kanye nezisombululo ezingasetshenziswa abafakizicelo lapho isicelo solwazi sichithiwe ngokwe-PAIA ne-POPIA.

IManuwali ihlinzeka ngensiza esemqoka yokugxilisa usiko lokwabelana ngolwazi, ukuhlaziywa umphakathi unolwazi kanye nokuba izikhungo zomphakathi zikhiphe ulwazi ngokuzithandela.

4. UKUTHOLAKALA KWALE MANUWALI

Ikhophi yale Manuwali iyatholakala kuwebhusayithi yethu (www.servicesseta.org.za) noma ngokuthumela isicelo sokuthola ikhophi siqondiswe kumaPhini Esikhulu Solwazi uMamabele Motla/Cloris Ngwenya noma Isikhulu Solwazi, uMenzi Fakude, nge-imeyli ku-clorisn@serviceseta.org.za. IManuwali ingakwazi nokutholakala emahhovisi ethu, e-Services SETA ekhelini elibhalwe ngezansi noma e-Government Printers.

Services SETA
15 Sherbourne Road
Parktown
2193

5. UKUBUYEKEZWA KWEMANUWALI

Le Manuwali izobuyekezwa futhi ishicilelwe, uma kunesidingo, emahlandleni angengaphezu konyaka owodwa njengoba kumiswe kuMthetho.

6. IMISEBENZI NOKWAKHEKA KWE-SERVICES SETA

- **Imisebenzi ye-SERVICES SETA**

I-Services SETA iwuPhiko oluyisikhungo sezemfundo nokuqeqesha olwasungulwa ngaphansi kwesigaba 9 (1) soMthetho wokuthuthukiswa kwamakhono No. 97 we-1998. Imisebenzi ye-Services SETA phakathi kokunye iwukwenza okulandelayo:-

- ukwakha uhlelo lwamakhono ngaphansi kohlaka lwesu lokuthuthukisa amakhono kuzwelonke;
- ukuqalisa uhlelo lwamakhono ngokusungula izinhlelo zokufundiswa umsebenzi, ukugunyaza izinhlelo zamakhono asemsebenzini, ukukhipha izibonelelo kanye nokuqapha ukuqeqeshwa ngokwemfundo emkhakheni;
- ukukhuthaza izinhlelo zokufundiswa umsebenzi ngokuhlonza izindawo zokusebenzela okungasetshenzwa kuzo ukuze kutholwe isipiliyoni, ukusekela ukukhiqizwa kwezinsiza zokufunda, ukuthuthukisa ukuhleleka kokufundisa nokusiza ekubhalweni kwezivumelwano zokufundiswa umsebenzi.
- ukubhalisa izivumelwano zezinhlelo zokufundiswa umsebenzi;
- ukuthola ukugunyazwa ngokugcwele kwe-South African Qualifications Authority;
- ukuqoqa nokukhokha izindleko zokuthuthukisa amakhono emkhakheni waso;
- ukubonisana ne-National Skills Authority ngenqubomgomo yokuthuthukiswa kwamakhono, iqhingasu lokuthuthukiswa kwamakhono kuzwelonke kanye nohlelo lwamakhono emkhakheni wayo.
- ukuthumela umbiko kuMqondisi-Jikelele woMnyango Wezemfundo Ephakeme Nokuqeqesha ngengeniso nezindleko zayo kanjalo nokuqaliswa kohlelo lwamakhono lomkhakha;
- ukubonisana nabezemisebenzi yokuqasha boMnyango Wezemfundo Ephakeme Nokuqeqesha kanye nanoma oluphi olunye uphiko olusungulwe ngaphansi kwanoma omuphi umthetho olawula ezemfundo eRiphabhulikhi yaseNingizimu Afrika ukuthuthukisa ulwazi ngamathuba okuqasha kanye nolwazi phakathi kwabahlinzeki bemisebenzi yokuqeqesha ngemfundo kanye nemakethe yezemisebenzi;
- ukuqoka izisebenzi ezidingekayo ukuze kwenziwe isikhungo senze imisebenzi yaso; kanye
- nokwenza noma eyiphi eminye imisebenzi ephoqelekile ngokoMthetho Wokuthuthukisa Amakhono kanye noMthetho Wezinkokhelo Zokuthuthukiswa Kwamakhono noma okuhambisana nezinhloso zakho.

7. UMBONO, IMPOKOPHELO KANYE NEMIGOMO

UMBONO

Ukuhlinzeka ngomsebenzi, ukuhlinzekela ukuvuselela kanye nempumelelo.

IMPOKOPHELO

Ukulawula ukuthuthukiswa kwamakhono ezingaqophelo nokuqalwa kwamabhizinisi emkhakheni ukuze kukhule umnotho ezweni.

IZIMISO

Isibophokubika, ukuqanjwa kwamasu amasha, ubuqotho, ubungoti nokungenelela

IMISEBENZI EHLINZEKELWA AMALUNGU OMPHAKATHI

- **Uhlobo Lwemisebenzi**

Imisebenzi ye-Services SETA ibandakanya: -

- ukuqalisa uhlelo lwamakhono ngokungula izinhlelo zokufundiswa umsebenzi, ukugunyaza izinhlelo zamakhono asemsebenzini, ukukhipha izibonelelo kanye nokuqapha ukuqeqeshwa ngokwemfundo emkhakheni;
- ukukhuthaza izinhlelo zokufundiswa umsebenzi ngokuhlonza izindawo zokusebenzela okungasetshenzwa kuzo ukuze kutholwe isipiliyoni, ukusekela ukukhiqizwa kwezinsiza zokufunda, ukuthuthukisa ukuhleleka kokufundisa nokusiza ekubhalweni kwezivumelwano zokufundiswa umsebenzi.
- ukubhalisa izivumelwano zezinhlelo zokufundiswa umsebenzi;
- ukuqoqa nokukhokha izindleko zokuthuthukisa amakhono emkhakheni waso;
- ukuqinisekisa izingabunjalo lokuhlinzeka ngokufundela umsebenzi emsebenzini nokuqeqesha ngokugunyaza nokuqinisekisa izingabunjalo labahlinzeki bemfundo nokuqeqesha.

Amalungu omphakathi awakwazi ukuthola imisebenzi engenhla kodwa itholwa ngabaqashi, izisebenzi nabahlinzeki bezemfundo nokuqeqesha angena ngaphansi komkhakha wezomnotho we-Services SETA kanye nobugako bomsebenzi owenziwayo.

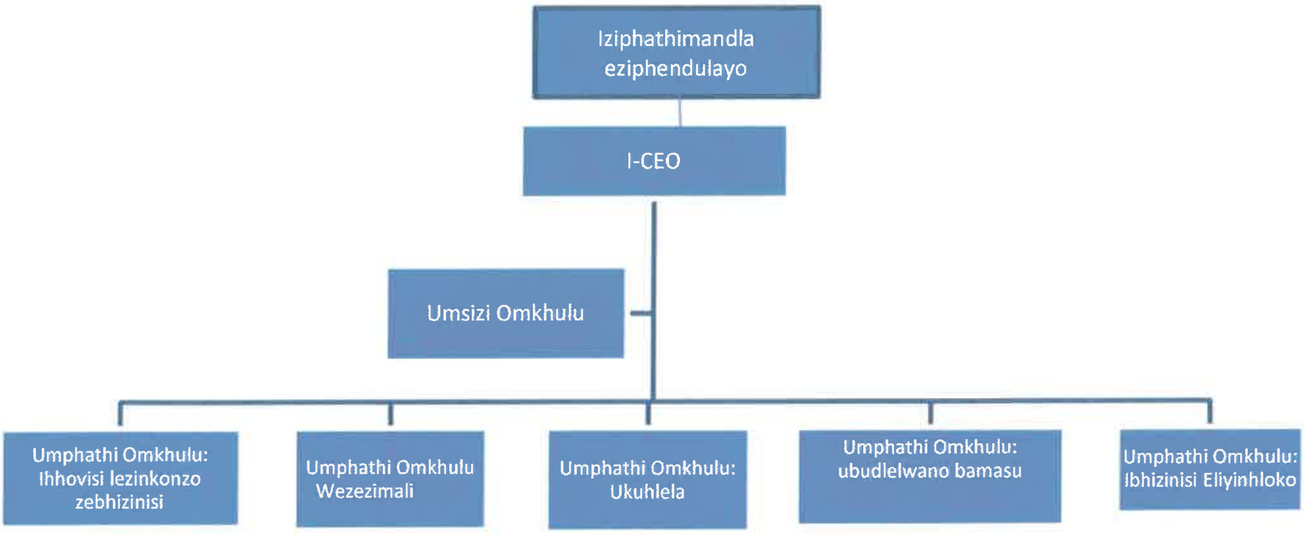
- **Indlela yokuthola le misebenzi**

Kuncike ekutheni ilungu lomphakathi lingena ngaphansi kwencazelo yomqashi, isisebenzi noma umhlinzeki wezemfundo nokuqeqesha emkhakheni wezomnotho we-Services SETA oqokiwe (njengoba uchazwe kuMthetho wezokuthuthukiswa kwamakhono), angakwazi ukuthola le misebenzi ngokuthumela isicelo kuSikhulu solwazi se-Services SETA ekhelini elingenhla.

8. UKUHLELEKA KOKUBAMBA IQHAZA KOMPHAKATHI EKWAKHIWENI KWENQUBOMGOMO

UMthetho Wokuthuthukiswa Kwamakhono noMthethosisekelo we-SETA uhlinzekela ukubamba iqhaza kwezisebenzi nabaqashi kanye nabahlinzeki bezemfundo nokuqeqesha emkhakheni wezomnotho we-Services SETA kuphela. Abantu abangena ngaphansi kwaleli qembu bangaya emihlanganweni jikelele we-Services SETA, bangakhetha ibhodi eliphatha i-Services SETA futhi babe sethubeni lokukhethwa ukuze babe ngamalungu alelo bhodi ngokomthethosisekelo we-SETA kanye noMthetho Wokuthuthukiswa Kwamakhono.

9. ISAKHIWO SE-SERVICES SETA ESIGUNYAZIWE SOWEZI-2019/2020



10. IMININININGWANE YOKUXHUMANA ESEMQOKA UKUZE KUTHOLAKALE ULWAZI FUTHI KUPHENDULWE IMIBUZO YE-POPIA

Izinkonzo zebhizinisi

Igama lophiko lomphakathi	I-Services SETA (I-Sector Education and Training Authority (i-SSETA))
Isikhulu Solwazi Esiqokiwe	Menzi Fakude (Isikhulu Esiphezulu)
Iphini Lesikhulu Esiphethe	Mamabele Motla / Cloris Ngwenya
Ikheli le-imeyli Lezikhulu Eziphethe	clorisn@serviceseta.org.za
Ikheli leposi	PO Box 3322, Houghton, 2041
Ikheli lendawo	15 Sherbourne Road, Parktown, 2193
Inombolo yocingo	(011) 276 9600
Inombolo yefeksi	(011) 276 9648

11. IMININININGWANE YOKUXHUMANA NAMAHHOVISI E-SERVICES SETA ASEZIFUNDAZWENI

Mpumalanga Kapa Ucingo: 041 991 5004/087 283 2266 75 Havelock Street, Central, **Port Elizabeth 6001** I-imeyli: yolandaw@serviceseta.org.za dianneh@serviceseta.org.za Ucingo: 043 742 7008/087 283 2266 3 Elton St, Southernwood, East London, 5213	**Gauteng** Ucingo: 012 387 6023 Tshwane South TVET College 200 Quagga Street **Pretoria West** I-imeyli: morongwap@serviceseta.org.za mehloteh@serviceseta.org.za

I-imeyli: zingisam@serviceseta.org.za siyandag@serviceseta.org.za	
Free State Ucingo: 051 449 9006 152 Nelson Mandela Avenue, Westdene **Bloemfontein** I-imeyli: lisar@serviceseta.org.za	**KwaZulu-Natali** Ucingo: 031 207 1761/087 283 2787 Ikheli: 73 Ramsay Avenue, Musgrave, **EThekwini** I-imeyli: hlengiwed@serviceseta.org.za
Limpopo Ucingo: 015 230 0016 Capricorn TVET College, Admin Block Polokwane Campus, De Meer Street **Polokwane** I-imeyli: Mary-AnnP@serviceseta.org.za	**Mpumalanga** Ucingo: 013 752 2207 3 Sitrus Crescent, 1200 **Nelspruit** I-imeyli: roelofvr@serviceseta.org.za
Ntshonalanga Kapa Ucingo: 021 426 9001 4 Prestwich Street, **Cape Town** I-imeyli: ndiphen@serviceseta.org.za	**Nyakatho Kapa** Ucingo: 083 825 9900/087 283 2773 38A Sidney Street, Extension 7, **Kimberley** I-imeyli: melisac@serviceseta.org.za
Nyakatho Ntshonalanga Ucingo: 072 921 0696 74 Boom Street **Klerksdorp** Imeyli: KebaabetsweN@serviceseta.org.za	

12. INDLELA YOKUTHOLA UMHLAHLANDLELA NJENGOBA UCHAZWE KUSIGABA 10 SOMTHETHO

Eminye imibuzo maqondana nomhlahlandlela nemibuzo eqondene ne-POPIA ingathunyelelwa kuMlawuli Wolwazi lapha:

Igama	**The Information Regulator (South Africa)**
Ikheli Lendawo	**JD House, 27 Stiemens Street, Braamfontein, Johannesburg, 2001.** **P.O Box 31533, Braamfontein, Johannesburg, 2017**
Inombolo Yocingo	010 023 5200
Iwebhusayithi	http://www.justice.gov.za/inforeg https://inforegulator.org.za/

13. INDLELA YOKUFAKA ISICELO SOKUTHOLAKALA KOLWAZI NAMAREKHODI E-POPIA AGCINWE YI-SERVICE SETA

- **Amarekhodi angacelwa**

Amarekhodi angacelwa wumfakisicelo asho noma yimaphi amarekhodi olwazi olukhiqizwe yi-Serivices SETA lapho yenza umsebenzi wayo, noma ngabe awaluphi uhlobo, agcinwe noma alawulwa yi-Services SETA noma ngabe akhiqizwa yi-Services SETA noma cha.

Zonke izicelo zingahlaziywa ukuze kunqunywe ukuthi ingabe amarekhodi aceliwe aluqukethe na Ulwazi Lomuntu Siqu ngokwe-POPIA, okungase kube nomthelela ekutheni engabe isicelo singagunyazwa noma cha.

- **Izinqubo nezikhathi ezimisiwe maqondana nokufaka isicelo**

Umfakisicelo enganikwa ulwazi noma amarekhodi agcinwe yi-Services SETA uma kulandelwe okudingekayo okuyilokhu okulandelayo, njengoba kumiswe nguMthetho:

- Isicelo kumele siqondiswe kwisikhulu solwazi, kusetshenziswa imininingwane yokuxhumana ebhalwe ngaphezulu.
- Isicelo kumele sifakwe ngefomu lesicelo elimisiwe futhi kunanyathiselwe ubufakazi bokukhokha inani elimisiwe (uma likhona). Uhlu lwamanani ahlukahlukene atholakala kuwebhusayithi ye-SAHRC (www.sahrc.org.za) noma uMnyango Wezobulungiswa Nokuthuthukiswa Komthethosisekelo (www.doj.gov.za ngaphansi kwesihlokwana esithi "regulations"). *Ukuze kube lulana ikhophi yohlu lwamanani ifakiwe nakule manuwali.*
- Umfakisicelo kumele ahlinzeke ngolwazi olwanele kwifomu lesicelo ukuze isikhulu solwazi sihlonze ulwazi noma irekhodi eliceliwe.
- Umfakisicelo kumele akhethe indlela afisa ukuthola ulwazi ngayo (ukubuka, ukuthola ikhophi, iphepha noma ngendlela yezobuchwepheshe njll.) kanye nolimi okumele kuhlinzekwe ulwazi ngalo futhi asho uma kukhona okunye akukhethayo okungatholakala efomini lesicelo. Umfakisicelo kumele abhale ikheli lakhe noma inombolo yefeksi yaseRiphabhulikhi yaseNingizimu Afrika.
- Esimweni lapho umfakisicelo efake isicelo egameni lomunye umuntu, umfakisicelo kumele athumele ubufakazi besikhundla afaka isicelo ngaphansi kwaso futhi lobo bufakazi kumele busanelise Isikhulu Solwazi.
- Ilungelo lomfakisicelo lokuthola ulwazi ngokwalo Mthetho alithikanyezwa yinoma esiphi isizathu somfakisicelo, noma inkolelo yesikhulu solwazi ngokuthi siyini isizathu sokucela ukuthola ulwazi.
- Uma kwenzeka umuntu ahluleke ukufaka isicelo sokuthola ulwazi noma irekhodi le-Services SETA ngenxa yokuthi engafundile noma ephila nokukhubazeka, angakwazi ukufaka isicelo ngomlomo. Isikhulu solwazi se-Services SETA kumele sibe sesiguqula isicelo esishiwo ngomlomo sibhalwe phansi efomini elimisiwe bese umfakisicelo anikwe ikhophi yalo.
- Isikhulu solwazi sizokwazisa umfakisicelo ngesinqumo sokugunyaza noma sokunqaba ukukhipha ulwazi olucelile ezinsukwini ezingamashumi amathathu (30) emuva kokwamukelwa kwesicelo.
- Esimweni lapho isicelo solwazi sibandakanya umuntu wangaphandle, Isikhulu solwazi singalula isikhathi esibalwe ngenhla ngezinsuku ezingamashumi amathathu kodwa zingeqeli kwezinye izinsuku ezingamashumi amathathu (30) ukuze kunikwe umuntu wangaphandle ithuba lokwenza izethulo.

14. UKUDLULISWA KWESINQUMO KWANGAPHAKATHI OKUQONDENE NESIKHULU SOLWAZI

Umfakisicelo angafaka isicelo sokudlulisa isinqumo ngaphakathi, kuPhiko Olunesibophokubika noma kunoma yiliphi ikomidi elimiswe wuPhiko Olunesibophokubika ukuze libhekane nalokho kudluliswa kwezinqumo. Uma kudingeka ukuba kwaziswe ongahlangene ngqo, kungafakwa isicelo sokudlulisa isinqumo ezinsukwini ezingama-30 emuva kokuba umdlulisi-sinqumo azisiwe noma uma isaziso somdlulisi-sinqumo singadingeki emuva kokuthathwa kwesinqumo.

Ukudluliswa kwesinqumo kumele kuthunyelwe noma kuhanjiswe kwisikhulu solwazi ekhelini lakhe, kunombolo yefeksi noma ngekheli le-imeyli. Ukudluliswa kwesinqumo kumele kubhalwe isihloko sesinqumo esidluliswayo ngaphakathi futhi kubhalwe nezizathu zokudluliswa kwesinqumo ngaphakathi futhi kungabandakanya noma yiluphi ulwazi oludingekayo olwaziwa ngumdlulisi-sinqumo.

15. IZISOMBULULO EZIKHONA UMA ISICELO SICHITHIWE

Uma kwenzeka uhlelo lokudlulisa isinqumo lwangaphakathi luma esinqunyweni sesikhulu solwazi, umfakisicelo uzoba nelungelo lokudlulisa isinqumo esithathwe yisikhulu solwazi, kuPhiko olunesibophokubika, esiphethe ukudluliswa kwezinqumo. Uma kwenzeka Uphiko Olunesibophokubika luma esinqumweni, umfakisicelo angaqonda enkantolo efanele ayophoqa i-Services SETA ukuba igunyaze isicelo sakhe. Isikhulu Solwazi siyothumela umbiko njalo ngekota ngazo zonke izicelo eziqhutshiwe nezichithiwe kuPhiko olunesibophokubika noma kunoma yiliphi ikomidi eliqokwe wuPhiko olunesibophokubika.

16. AMANANI AMISIWE

UMthetho umiswe izinhlobo ezimbili zamanani, okuyinani lokufaka isicelo kanye nenani lokuthola irekhodi, kufanele kukhokhwe ngaphambi kokuba i-Services SETA ikwazi ukusebenzisa isicelo sokuthola ulwazi.

Umfakisicelo okunguyena qobo lwakhe ofisa ukuthola amarekhodi aqukethe ulwazi oluqondene naye ngqo akudingeki ukuthi kube nenani alikhokhayo. Noma omuphi omunye umfakisicelo, ongaziceleli yena ngqo ulwazi, kuzodingeka akhokhe lelo nani.

Umfakisicelo (ongasiye ozifakela isicelo) kumele aziswe yisikhulu solwazi ukuba akhokhe inani lesicelo elimisiwe ngaphambi kokusebenza ngesicelo.

Uma kwenzeka umfakisicelo engahambisani nokukhokha inani elimisiwe, angafaka isicelo enkantolo.

Isikhulu Solwazi kumele sazise umfakisicelo ngesinqumo sakhe ngendlela ecelwenguye.

Lapho kugunyaziwe ukuthi lutholakale ulwazi, umfakisicelo kumele akhokhe imali yokutholakala kolwazi ukuze lukhiqizwe kabusha, lubhekwe futhi kulungiswe amakhophi noma imibhalo yolwazi kanye nesikhathi esidingekayo ukuze atholakale esikhathini esingengaphezu kwamahora anqunyelwe lo msebenzi ngokoMthetho, ukuze kudalulwe ulwazi.

Indlela Yokukhokha

Umfakisicelo kumele akhokhe imali yokufaka isicelo ku-akhawunti yasebhange ye-Services SETA (imininingwane ibhalwe ngezansi). Ubufakazi besiliphu sokukhokha kumele buthunyelelwe Iphini Lesikhulu Solwazi ku-clorisn@serviceseta.org.za ngaphambi kokuba kusetshenzwe isicelo.

Imininingwane Ye-akhawunti Yasebhange ye-Services SETA:

Igama Le-akhawunti: Services SETA Administration
Uhlobo Lwe-akhawunti: Business current account
Inombolo Ye-akhawunti: 001655043
Igatsha: 01-7205 (Ikhodi Ewujikelele 05 1001)
Igama Legatsha: Killarney

17. IZIZATHU ZOKUCHITHA ISICELO SOKUTHOLAKALA KWAMAREKHODI E-PAIA INGXENYE 1 ISAHLUKO 4

Isikhulu Solwazi singase, futhi kwezinye izimo kumele, sichithe isicelo solwazi uma lolo lwazi luqondene nokulandelayo:

- Ukuvikeleka kubumfihlo bomuntu ongahlangene ngqo owumuntu ngokwemvelo, noma ngabe sewashona;
- Ukuvikeleka kwamarekhodi athile ophiko oluqoqa intela ezweni i-South African Revenue Services;
- Ukuvikeleka kolwazi lwezamabhizinisi lomuntu ongahlangene ngqo;
- Ukuvikeleka kolwazi oluyimfihlo lwabangahlangene ngqo, olwahlinzeka ngokwethemba ukuthi aluzukudalulwa noma oluvikeleke ngokwesivumelwano;
- Ukuvikeleka kokuphepha kwabantu nempahla;
- Ukuvikeleka kwamadokodo amaphoyisa lapho kuqhutshwa inqubo yokufaka isicelo sebheyili nokuvikela ukuphoqelelwa komthetho kanye nezinqubo zomthetho;
- Ukuvikeleka kwamarekhodi avulelekele abathile ekutheni angakhiqizwa ezinqutshweni zomthetho;
- Ukuvikeleka kwamarekhodi okunezizathu ezizwakalayo zokuthi kungase kuphazamiseke ezokuvikela, ezokuphepha kanye nobudlelwano bamazwe ngamazwe neRiphabhulikhi yaseNingizimu Afrika;
- Ukuvikeleka kwamarekhodi aqondene nezintshisekelo zezomnotho kanye nesimo sezezimali seRiphabhulikhi yaseNingizimu Afrika kanye nezintshisekelo zezamabhizinisi ophiko lukahulumeni ne-Services SETA.
- Ukuvikeleka kolwazi locwaningo lwabangahlangene ngqo, okubandakanya uphiko lukahulumeni ne-Services SETA;
- Ukuvikeleka kwemisebenzi yamaphiko kahulumeni kanye ne-Services SETA; kanye
- Nokungena kwezicelo ezingathi shu noma ezingenasisusa noma ezingadala ukusetshenziswa kwezinsiza okukhulu kube kungafanele.

18. UKUSETSHENZWA KOLWAZI LOMUNTU SIQU [ISIGABA 14(1) (C) SE-PAIA]

Ukuvikela ubumfihlo nokuvikela ulwazi lomuntu siqu, lonke ulwazi lomuntu siqu olusetshenzwe yi-Service SETA luphethwe ngokweNqubomgomo Yobumfihlo ye-Services SETA.

19. INHLOSO YOKUSEBENZA ULWAZI LOMUNTU SIQU [ISIGABA 14(1)(C) (I) SE-PAIA]

Ulwazi lomuntu siqu luzosetshenziselwa izinhloso oluqoqelwe zona nokuvunyelwene ngazo. Lokhu kungabandakanya kodwa kungagcini ngokulandelayo:

- ukuphathwa kolwazi lwabafundi;
- ukuphathwa kolwazi lomhlinzekimisebenzi
- ukuhlinzeka ngemikhiqizo nemisebenzi efanele ye-Services SETA;
- ukuqinisekisa nokubuyekeza imininingwane yomfundi/yeklayenti/yomfakisicelo;
- ukuhlola ukuseshwa noma ukuqinisekiswa kwamareferensi omlando wezikweletu;
- ukugcinwa kwamarekhodi amaklayenti;
- ukuphatha ubudlelwano nababambiqhaza kanye nokusekelwa;
- izinhloso zezokuphatha, ezezimali nezentela;
- ukulandelwa kwezidingo zezomthetho nezolawulo;
- ukuvikela nokuphenya ukukhwabanisa nobugebengu;
- ezokuqasha;
- ukuphatha nokwesekela abasebenzi; kanye
- nokwenza uphenyo ngezimakethe, ucwaningo ngokwaneliseka kwamakhasimende kanye nokucubungula izibalo.

20. IZIGABA ZABANIKAZI BEMININININGWANE [ISIGABA 14(1) (C) (II) SE-PAIA]

Izigaba zabanikazi bemininingwane ziningi kodwa inhloso yazo wukuveza kabanzi ngabanikazi bemininingwane;

- Amaklayenti e-Services SETA (ozakwethu kwezamabhizinisi), abangase babe ngamaklayenti;
- Izisebenzi ze-Services SETA zamanje nezakudala kanye nemindeni yazo (izingane, abalingani, abazali);
- Abahlinzekali, abahlinzikimisebenzi, kanye nongoti okubonisanwa nabo be-Services SETA;
- Amalungu Ebhodi kanye nabaqondisi Abanconyiwe be-Services SETA;
- abafakizicelo abangaphumelelanga ukuqashwa kanye nabafake izicelo zokuhlinzeka ngemisebenzi; kanye
- nezivakashi ezifika emagcekeni e-Services SETA.

21. ABAMUKELI NOMA IZIGABA ZABAMUKELI ABABELWE ULWAZI LOMUNTU SIQU [ISIGABA 14i1) (C) (III) SE-PAIA]

I-Services SETA ibuye yabelane ngolwazi lomuntu siqu elisebenza ngalo nalowo muntu uqobo kanye nabanye abangahlangene ngqo. Lapho kufanele noma kunesidingo, i-Services SETA ingase yabelane ngolwazi nabalandelayo:

- i-South African Qualifications Authority (i-SAQA)
- i-Quality Council for Trades and Occupations (i-QCTO)
- izikhungo zokuqinisekisa nezamareferensi omlando wezikweletu eziqondene nomuntu siqu;
- izikhungo ezilawulayo nokwethulwa imibiko kuzo, izikhungo zikahulumeni;
- ongoti abangabeluleki nokubonisanwa nabo;
- abahlinzekeli kanye nabahlinzekimsebenzi;
- izisebenzi zamanje, ezakudala nabangase baqashwe;

- abomndeni, ozakwabo kanye nabamele umuntu okusetshenzwa ngolwazi lwakhe;
- izinhlangano zophenyo nocwaningo; kanye
- namaphoyisa nezinkantolo.

22. UKUWELA UMNGCELE KOLWAZI LOMUNTU SIQU [ISIGABA 14(1) (C) (IV) SE-PAIA]

Ngezikhathi ezithile uma i-Services SETA yenza imisebenzi yayo, kungase kudingeke ukuba idlulise ulwazi lomuntu siqu lwabanikazi bemininingwane nabantu abangahlangene ngqo bakwamanye amazwe. I-Services SETA iyoqinisekisa ukuthi ilandela i-POPIA lapho idlulisa lolo lwazi. Lokho kudlulisa kuyokwenzeka inqobo uma kuhlangatshezanwe nokudingekayo okulandelayo:

- owamukela ulwazi lomuntu siqu wakwelinye izwe usebenza ngaphansi komthetho, ulandela umthetho wenkampani, noma isivumelwano esiyisibopho esiqukethe izinhlinzeko ezifana kakhulu ne-POPIA maqondana nokusetshenzwa kanye nokudluliswa kolwazi lomuntu siqu;
- ukuvuma komnikazi wemininingwane ukuba idluliswe; noma
- ukudlulisa kuyadingeka ukuze kufezwe isivumelwano esiphakathi komnikazi wemininingwane kanye nalowo onomthwalo; noma
- ukudlulisa kuyadingeka ukuze kufezwe isivumelwano esizohlomulisa umnikazi wemininingwane esiphakathi kwalowo onomthwalo kanye nongahlangene ngqo; noma
- ukudlulisa kuzohlomulisa umnikazi wemininingwane futhi ingekho indlela yokuthola imvume kamnikazi wemininingwane.

23. IZINYATHELO EZITHATHIWE UKUVIKELA IMININGWANE YOMUNTULOMUNTU SIQU [ISIGABA 14(1) (C) (V) SE-PAIA]

Kuphoqelekile ngokwe-POPIA ukuthi kuvikelwe imininingwane yomuntu siqu ngokwanele lapho lugcinwe uphiko olulubhekele ukugwema ukuba lufinyelele ezandleni ezingagunyaziwe bese zisebenzise ulwazi lwakho siqu. Yonke imininingwane yomuntu siqu olusetshenzwe yi-Service SETA luphethwe ngokweNqubomgomo Yobumfihlo ye-Services SETA.

Izindlela zokuvikela nezinqubo ziyobukezwa njalo ukuqinisekisa ukuthi imininingwane yomuntu siqu luyavikeleka.

Kumiswe inqubo elandelayo yokuvikela imininingwane yomuntu siqu.

- Isikhulu Solwazi se-Services SETA sibhekelela ukulandelwa kwemigomo yokusetshenzwa ngokusemthethweni kwemininingwane yomuntusiqu anye nezinye izinhlinzeko ze-POPIA;
- Izinqubo ze-Services SETA ziyobuyekezwa ukuqinisekisa ukuthi kuba nokuvumelana nabanikazi bemininingwane ukuze kuqoqwe, kusetshenzwe, kusabalaliswe futhi kugcinwe imininingwane yabo njengoba kufanele ngokwe-POPIA;
- abanikazi bemininingwane bayokwaziswa ngamalungelo abo esigabeni sokuqoqwa kolwazi;
- ukutholakala kolwazi nezinhlelo eziqukethe imininingwane yomuntusiqu kuyoba ngokwabasebenzisi abagunyaziwe kuphela ngokuhambisana nezikhundla nemisebenzi yabo;
- izicelo zokuthola imininingwane nezicelo zemininingwane ezitholakale ngaphandle kwe-Services SETA ziyophathwa ngokwale manuwali;

- Uma kusetshenziswa abangahlangane ngqo ukusebenza imininingwane yomuntu siqu, labo abangahlangene ngqo kuyodingeka ukuba basayine isivumelwano sokusebenzisana esiqinisekisa ukuzinikela kwabo ekuvikeleni imininingwane yomuntu Siqu;
- kanye nokuqeqesha nokuqwashisa ngeNqubomgomo yobumfihlo ye-Services SETA ne-POPIA ukuqinisekisa ukulandelwa kwayo.

24. UKUPHIKISANA NENQUBO YOKUSETSHENZWA KWEMININGWANE YOMUNTU SIQU [ISIGABA 11(3) (A) SE-POPIA]

Umnikazi wemininingwane ofisa ukuphikisana nokusetshenzwa kwemininingwane yomuntu siqu kumele athumele isiphikiso sakho ophikweni olubhekele lo msebenzi ngeFomu 1.

Obhekele lo msebenzi, noma umuntu oqokiwe, kumele ahlinzeke ngosizo olufanele, mahhala, ukuze umnikazi wemininingwane akwazi ukufaka isiphikiso kuFomu 1.

25. UKULUNGISWA/UKUSULWA KOLWAZI LOMUNTU SIQU [ISIGABA 23(1) SE-POPIA]

Umnikazi wemininingwane ofisa ukucela ukulungiswa noma ukusulwa kolwazi lomuntu siqu noma ukushatshalaliswa noma ukusulwa kwerekhodi lomuntu siqu kumele athumele isicelo kulowo obhekele lowo msebenzi kuFomu 2.

Obhekele lo msebenzi, noma umuntu oqokiwe, kumele ahlinzeke ngosizo olufanele kumnikazi wemininingwane akwazi ukufaka isiphikiso kuFomu 2 mahhala.

26. INCAZELO NGEZIGABA ZAMAREKHODI AGCINWE YI-SERVICES SETA

Sigcina amarekhodi akulezi zigaba nezihloko ezilandelayo. Nokho, sicela uqaphele ukuthi ukurekhoda isigaba noma isihloko kule Manuwali akusho ukuthi isicelo sokuthola lelo rekhodi sizophumelela. Zonke izicelo zokuthola ulwazi zizohlolwa ngokwesicelo ngasinye ngokulandela izinhlinzeko zoMthetho.

27.1 Amarekhodi angaphakathi

Amarekhodi alandelayo aqondene nezindaba ze-Services SETA ngqo:

- UMthethosisekelo we-Services SETA
- Amarekhodi ezimali
- Amarekhodi okusebenza
- Imikhiqizo yobuciko bomqondo
- Amarekhodi ezokwazisa;
- izincwadi ezithunyelwa ngaphakathi;
- Amarekhodi omkhiqizo;
- Amarekhodi angokomthetho;
- Izinqubomgomo zangaphakathi, izinqubo, izinhlakakusebenza kanye noSomqulu beKomidi le-AA;
- Amarekhodi agcinwe yizikhulu zophiko lomphakathi;
- Amaminithi, imibiko, izinqumo kanye nezisombululo;
- Irejista yobungozi besikhungo

27.2 Amarekhodi ezisebenzi

Ngegama elithi izisebenzi kushiwo noma ubani osebenzela noma ohlinzeka ngomsebenzi eqonde noma egameni le-Services SETA futhi othola noma ofanelwe wukuthola umholo kanye nanoma ubani osiza ukwenza noma yimuphi umsebenzi we-Services SETA. Lokhu kubandakanya, ngaphandle komkhawulo, abaqondisi, izinhloko zeminyango, abaphathi, zonke izisebenzi ezisebenza ngokugcwele, ngokungagcwele nangezikhathi ezithile kanye nezisebenzi eziqashwe ngokwenkontileka. Amarekhodi ezisebenzi abandakanya okulandelayo:

- Noma amaphi amarekhodi omuntu siqu ahlinzekwa wuphiko lukahulumeni ngesisebenzi salo;
- Noma amaphi amarekhodi ongahlangene ngqo ahlinzekwe wuphiko lukahulumeni nganoma yisiphi isisebenzi salo;
- Imigomo yokuqashwa kanye namanye amarekhodi aqondene nezisebenzi ngokwenkontileka kanye nathi makabe ngokomthetho;
- Ukuhlolwa kwamarekhodi kwangaphakathi; kanye
- Amanye amarekhodi angaphakathi nezincwadi ezithunyelwayo.

27.3 Amarekhodi ahambisana nomsebenzi

Ulwazi oluhambisana nomsebenzi olubandakanya okulandelayo:

Noma yimaphi amarekhodi ahlinzekwe wongahlangene ngqo ophikweni lukahulumeni; kanye Amarekhodi akhiqizwe wulo noma angaphakathi kophiko lukahulumeni oluqondene nomsebenzi, okubandakanya amarekhodi okuhwebelana.

27.4 Abanye Abathintekayo

Amarekhodi agciniwe aqondene nabanye abathintekayo okubandakanya ngaphandle kwezithiyo, abaqashi, izisebenzi, osonkontileka, abahlinzeki, iminyango, amaphiko kanye nabahlinzekimisebenzi. Okunye okungenzeka, abanye abathintekayo bangaba namarekhodi okungathiwa awophiko lukahulumeni. Amarekhodi alandelayo angena ngaphansi kwalesi sigaba:

Amarekhodi abasebenzi, awomsebenzi kanye nawamasevisi agcinwe ngabanye abathintekayo kunalawo agcinwe yi-Services SETA kanye namaRekhodi agcinwe yi-Services SETA aqondene nabanye abathintekayo, okubandakanya amarekhodi ezezimali, izincwadi ezithunyelwayo, amarekhodi ezinkontileka, amarekhodi ahlinzekwe ngabanye abathintakayo, kanye namarekhodi ahlinzekwe ngabangathinteki ngqo mayelana nosonkontileka/ abahlinzekeli bayo.

27.5 Amanye Amarekhodi

Amanye amarekhodi agciniwe okubandakanya: -

Ulwazi oluhambisana nemisebenzi yezohwebo ye-Services SETA; kanye nolwazi Locwaningo olungolwe-Services SETA noma okwenziwe egameni longahlangene ngqo.

27.6 Uhlu lwemibhalo etholakala ngokuzenzekelayo ukuze kwenziwe amakhophi futhi icutshungulwe ngaphandle kokuba kufakwe isicelo ngokwe-PAIA:

28 Umthethosisekelo we-SET

29 Izinqubomgomo Nemihlahlandlela Eshicilelwe;

30 Amafomu Okufaka Isicelo Somsebenzi;

31 Uhlu Lokungaxhunyanwa Nabo;

32 Okushicilelwe Nge-inthanethi

33 Izincwajana Namabhukwana Ashicilelwe

34 Imibhalo Yezokwazisa Eshicilelwe, Okubandakanya Amabhukwana Ezokwazisa Omnyango

35 Amaphephandaba Angaphakathi Ashicilelwe

36 Ama-posters Namaphashana Ashicilelwe

37 Imibiko Eshicilelwe

38 Izinhlelo Zamaqhingasu;

39 Izinhlelo Zokusebenza Zonyaka;

40 Imibiko Yonyaka;

41 Izinkulumo Zesabelomali;

42 Izikhangiso Zemisebenzi; Kanye

43 Nezivumelwano Zezinyunyana

UHLELO 1:

AMANANI AMISIWE MAQONDANA NEZIKHUNGO ZOMPHAKATHI

Ingxenye ii yeSaziso 187 kuGazethi kaHulumeni yomhla ziyi-15 kuFebhuwari 2002.

1. Inani lekhophi yemanuwali njengoba kumiswe kumthethonqubo 5(c) lingu-R0,60 ngekhophi ngayinye ekhasini eliyi-A4 noma ingxenye yalo.
2. Inani lekhophi yomhlahlandlela njengoba kumiswe kumthethonqubo 2(3) (b) no 3(4) (c) lingu-R0,60 ngekhophi ngayinye ekhasini eliyi-A4 noma ingxenye yalo.
3. Amanani okukhiqiza kabusha abalwe kumthethonqubo 7(1) amiswe kanje:

(a)	Ikhophi ngayinye yekhasi obungako balo buyi-A4 noma ingxenye yalo	R 0.60
(b)	Ikhophi ngayinye ephrintiwe yekhasi obungako balo buyi-A4 noma ingxenye yalo egcinwe ekhompyutheni noma ngobuchwepheshe noma ngendlela efundeka ngomshini	R 0.40
c)	Ikhophi efundeka ngekhompyutha ngendlela elandelayo:	
	i) I-Stiffy disc	R 5.00
	ii) Isidi	R40.00
d)	Ukukhishelwa kombhalo osesithombeni:	
	i) Ikhasi obungako balo buyi-A4 noma ingxenye yalo	R22.00
	ii) Ikhophi yezithombe	R60.00
e)	Ukukhishelwa umbhalo wokuqoshwe ngezwi:	
	i) Ikhasi obungako balo buyi-A4 noma ingxenye yalo	R12.00
	(ii) Ikhophi yokuqoshwe ngezwi	R17.00

Inani lesicelo elikhokhwa ngumfakisicelo, ngaphandle kwalapho ezifakela isicelo sakhe ngqo, okubhalwe kumthethonqubo 7(2) lingu-R35,00

Amanani okutholakala kwerekhodi lomfakisicelo abalwe kumthethonqubo 7(3) ami kanje:

(a)	Ikhophi ngayinye yekhasi obungako balo buyi-A4 noma ingxenye yalo	R0.60
(b)	Ikhophi ngayinye ephrintiwe yekhasi obungako balo obuwu-A4 noma ingxenye	

yalo egcinwe ekhompiyutheni noma ngobuchwepheshe noma ngendlela efundeka ngomshini R0.40

(c) Uma kuyikhophi efundeka ngekhompiyutha ngendlela elandelayo -
(i) Isidi R40.00

(d) (i) Ukukhishelwa kombhalo osesithombeni, Ikhasi obungako balo buyi-A4 noma ingxenye yalo R22.00
(ii) Ukutholakala kwekhophi yezithombe R60.00

(e) (i) Ukukhishelwa umbhalo wokuqoshwe ngezwi, Ikhasi obungako balo buyi-A4 noma ingxenye yalo R12,00
(ii) Ukuthola ikhophi yokuqoshwe ngezwi R17.00

(f) Ukucinga nokulungisa irekhodi ukuze lidalulwe, kukhokhwa ama-R15,00 ngehora ngalinye noma ingxenye yalo, okungabali ihora lokuqala, elidingekayo ngalokho kucinga nokulungisa.

Ngezinhloso zesigaba 22(2) soMthetho, kusebenza okulandelayo:

(a) Amahora ayisithupha abalwa njengamahora azokweqa kulawo amisiwe ngaphambi kokuba kukhokhwe idiphozithi; kanye
(b) Nengxenye eyodwa kokuthathu yenani lokuthola ulwazi ekhokhwa njengediphozithi umfakisicelo.

Inani langempela lokuposa likhokhwa lapho ikhophi yerekhodi kumele iposelwe umfakisicelo.

UHLELO 2:

AMAFOMU AMISIWE OKUFAKA ISICELO SOKUTHOLA IMININGWANE MAQONDANA NOKUTHOLAKALA KWEREKHODI LOPHIKO LUKAHULUMENI

(Isigaba 18(1) soMthetho Wokugqugqquzela Ukutholakala Kolwazi, 2000 (uMthetho No. 2 wezi-2000))

OKUSETSHENZISWA WUMNYANGO
Inombolo eyinkomba:
Isicelo samukelwe ngu (bhala isikhundla, igama nesibongo sesikhulu solwazi / iphini lesikhulu solwazi) mhla ka (usuku) e- (indawo)
Inani lesicelo (uma likhona): R ....
Idiphozithi (uma ikhona): R ....
Inani lokuthola ulwazi: R..........................
ISIGINESHA YESIKHULU SOLWAZI / IPHINI LESIKHULU SOLWAZI

A. Imininingwane yophiko lukahulumeni

Igama lophiko lomphakathi	I-Services Sector Education and Training Authority (i-Services SETA)
Isikhulu Solwazi Esiqokiwe	Menzi Fakude
Amaphini Esikhulu Esiphethe Aqokiwe	Mamabele Motla Umphathi Oyisikhulu: Ihhovisi lika-CEO Cloris Ngwenya Umphathi: we-Training and Document Management
Ikheli le-imeyli Lesikhulu Solwazi / Iphini Lesikhulu Solwazi	menzif@serviceseta.org.za mamabelem@serviceseta.org.za clorisn@serviceseta.org.za
Ikheli leposi	PO Box 3322, Houghton, 2041
Ikheli lendawo	15 Sherbourne Road, Parktown, 2193
Inombolo yocingo	(011) 276 9600
Inombolo yefeksi	(011) 276 9648

B. Imininingwane yomuntu ocela ukuthola irekhodi

(a) Imininingwane yomuntu ocela ukuthola irekhodi kumele ibhalwe ngezansi.
(b) Hlinzeka ngekheli kanye/noma inombolo yefeksi yakuRiphabhulikhi ulwazi okumele luthunyelwe kuyo.
(c) Ubufakazi besikhundla isicelo esifakwe ngaphansi kwaso, uma bukhona, kumele bunanyathiselwe.

Amagama aphelele nesibongo:
Inombolo kamazisi:
Ikheli leposi:
Inombolo yefeksi:
Inombolo yocingo:
Ikheli le-imeyli:
Isikhundla isicelo esifakwa ngaphansi kwaso, uma sifakelwa omunye umuntu:

C. Imininingwane yomuntu ofakelwa isicelo

Lesi sigaba kumele sigcwaliswe inqobo uma isicelo sokuthola ulwazi sifakelwa omunye umuntu.

Amagama aphelele nesibongo:

Inombolo kamazisi:

D. Imininingwane yekhodi

(a) Hlinzeka ngemininingwane egcwele yerekhodi eliceliwe, okubandakanya inombolo eyinkomba uma uyazi, ukuze kube nendlela yokucinga irekhodi.
(b) Uma isikhala esihlinzekiwe singanele sicela uqhubeke ephepheni eliseceleni bese ulinamathisele kuleli fomu. Umfakisicelo kumele awasayine wonke amaphepha okwengezela.

1. Incazelo yerekhodi noma ingxenye ebalulekile yamarekhodi:

2. Inombolo eyinkomba, uma ikhona:

3. Noma emiphi eminye imininingwane yerekhodi:

E. Amanani

(a) Isicelo sokuthola irekhodi, elingasilo irekhodi eliqukethe imininingwane eqondene nawe, sizoqhutshwa uma sekukhokhwe ***inani lesicelo****.*
(b) Uzokwaziswa ngenani okumele likhokhwe njengenani lesicelo.
(c) ***Inani elikhokhwayo*** *ukuze kutholakale irekhodi lincike kwindlela ofisa ukuthola ulwazi ngayo kanye nesikhathi esifanele esidingekayo ukuze kucingwe futhi kulungiswe irekhodi.*
(d) Uma ufanelekile ukukhululwa ekukhokheni inani elithile, sicela usho isizathu salokho.

Isizathu sokukhululwa ekukhokheni amanani:

F. Indlela yokutholakala kwerekhodi

Uma wanqandwa ukukhubazeka ekutheni ufunde, ubuke noma ulalele irekhodi ngendlela elihlinzekwe ngayo ngokokuhlinzekwe ku-1 kuya ku-4 ngezansi, sicela ubhale indlela okhubazeke ngayo futhi ubhale indlela ofisa ukuthola irekhodi ngayo.

Ukukhubazeka:	Indlela irekhodi elidingeka ngayo:

AMANOTHI:
(a) Lokho okushoyo mayelana nendlela edingekayo yokutholakala kolwazi incike kuhlobo lwerekhodi olukhona.
(b) Ukutholakala kwerekhodi ngendlela eceliwe kungase kungavunywa ngezinye izinkathi. Uma kunjalo uyokwaziswa ukuthi liyokwazi na ukutholakala ngenye indlela.
(c) Inani elikhokhwayo ukuze kutholakale irekhodi, uma likhona, lizoba nengxenye enqunywe ngenxa yendlela okucelwa ukuthi irekhodi litholakale ngayo.

Faka u-X ebhokisini elifanele.

1. Uma irekhodi litholakala ngokubhaliwe noma ngokuphrintiwe -

	ikhophi yerekhodi*		ukuhlolwa kwerekhodi

2. Uma irekhodi liqukethwe izithombe - (lokhu kubandakanya izithombe, amaslayidi, amavidiyo aqoshiwe, izithombe zekhompyutha, imidwebo, njll.)					
	buka izithombe		ikhophi yezithombe*		ukukhishelwa kombhalo osesithombeni*

3. Uma irekhodi liqukethe amagama aqoshiwe noma ulwazi olungakhiqizwa kabusha ngomsindo oqoshiwe.			
	lalela umsindo oqoshiwe (ikhasethi eliqophe umsindo)		ukukhishelwa kwamagama aserekhodini eliqoshiwe* (umbhalo obhaliwe noma ophrintiwe)

4. Uma irekhodi ligcinwe kwikhompyutha noma ngendlela kagesi noma lingafundeka ngomshini -					
	ikhophi yerekhodi ephrintiwe*		ikhophi ephrintiwe yolwazi olutholakele kurekhodi*		ikhophi engafundeka ngekhopyutha* (isidi ewuhlobo olu-magnetic noma olu-optical)

*Uma ucele ikhophi noma umbhalo wokukhishelwa kokuqoshiwe kwerekhodi (okungenhla), ingabe ufisa ukuthi ikhophi yokukhishelwa kokuqoshiwe uyithunyelelwe ngeposi? **Kukhokhwa inani lokuposa.**	YEBO	CHA

Qaphela ukuthi uma irekhodi lingatholakali ngolimi olidinga ngalo, ungalithola ngolimi elitholakala ngalo.

Ingabe ufisa irekhodi lihlinzekwe ngaluphi ulimi?

G. Isaziso ngesinqumo esiqondene nesicelo sokuthola irekhodi

Uzokwaziswa ngokubhaliwe ukuthi isicelo sakho sigunyaziwe/sichithiwe. Uma ufisa ukwaziswa ngenye indlela, sicela ucacise indlela futhi uhlinzeke ngemininingwane edingekayo ukuze sikwazi ukwenza okucelile.

Ungathanda ukwaziswa kanjani ngesinqumo esiqondene nesicelo sakho sokuthola irekhodi?

Isayinwe e- ____________________ ngalolu suku_______lomhla ka __________________ 20___

ISIGINESHA YOMFAKISICELO / UMUNTU OFAKELWA ISICELO*

UHLELO 3:

UKUPHIKISA INQUBO YOKUSETSHENZWA KWEMININININGWANE YOMUNTU SIQU NGOKWESIGABA 11(3) SOMTHETHO WOKUVIKELWA KWEMININININGWANE YOMUNTU SIQU, 2013 (UMTHETHO NO. 4 WEZI-2013)

IMITHETHONQUBO EQONDENE NOKUVIKELA UKUTHOLAKALA KWEMININININGWANE YOMUNTU SIQU, 2018 uMthethonqubo 2**]**

Inothi:

1. *Kunganamathiselwa ama-afidavithi noma obunye ubufakazi bemibhalo uma budingeka ukuze kusekelwe isiphikiso.*
2. *Uma isikhala esihlinzekwe kuleli Fomu singenele, ungathumela imininingwane njengeSithasiselo kuleli Fomu bese usayine ikhasi ngalinye.*
3. *Gcwalise njengoba kufanele.*

A	IMININIGWANE YOMNIKAZI WEMINININGWANE
Igama (amagama) nesibongo / igama elibhalisiwe lomnikazi	
Inombolokuhlonza yomuntu ehlukile /	
Ikheli lendawo, leposi noma lebhizinisi:	
	Ikhodi ( )
Inombolo yokuxhumana	
Inombolo yefeksi:	
Ikheli le-imeyli:	
B	**IMINININGWANE YOMUNTU OBHEKELE UMSEBENZI**
Igama (amagama) nesibongo / igama elibhalisiwe lomuntu	
Ikheli lendawo, leposi noma lebhizinisi:	
	Ikhodi ( )
Inombolo yokuxhumana	

Inombolo yefeksi/ikheli le-	
C	IZIZATHU ZOKUPHIKISA NGOKWESIGABA 11(1)(d) kuya ku-(f)

Isayinwe e- ……………………..ngalolu suku ……….. lomhla ka …………………….20.....

……………………………………………………..

Isiginesha yomnikazi wemininingwane/yomuntu oqokiwe

UHLELO 4:

ISICELO SOKULUNGISWA NOMA SOKUSULWA KWEMINININGWANE YOMUNTU SIQU NOMA SOKUSHATSHALALISWA NOMA UKUSULWA KWEREKHODI YEMININGWANE YOMUNTU SIQU NGOKWESIGABA 24(1) SOMTHETHO WOKUVIKELWA KWEMININGWANE YOMUNTU SIQU WEZI-2013 (UMTHETHO NO. 4 WEZI-2013)

IMITHETHONQUBO EQONDENE NOKUVIKELWA KWEMININGWANE YOMUNTU SIQU, 2018

[UMthethonqubo 3]

Inothi:

1. *Kunganamathiselwa ama-afidavithi noma obunye ubufakazi bemibhalo uma budingeka ukuze kusekelwe isiphikiso.*
2. *Uma isikhala esihlinzekwe kuleli Fomu singenele, ungathumela imininingwane njengeSithasiselo kuleli Fomu bese usayine ikhasi ngalinye.*
3. *Gcwalise njengoba kufanele.*

Faka u-"X" ebhokisini elifanele.

Isicelo esiqondene:

	Nokulungiswa noma ukusulwa kolwazi lomuntu siqu oluqondene nomnikazi wemininingwane lilawulwa ngobhekele umsebenzi.
	Ukushatshalaliswa noma ukusulwa kolwazi lomuntu siqu oluqondene nomnikazi wemininingwane olugcinwe noma olulawulwa ngobhekele umsebenzi ongasenalo igunya lokugcina irekhodi lolwazi.

A	IMININIGWANE YOMNIKAZI WEMININGWANE
Igama (amagama) nesibongo / igama elibhalisiwe lomnikazi	
Inombolokuhlonza ehlukile/	
Ikheli lendawo, leposi noma lebhizinisi:	
	Ikhodi ( )

Inombolo yefeksi/ ikheli le-imeyli	
B	**IMININGWANE YOMUNTU OBHEKELE UMSEBENZI**
Igama (amagama) nesibongo / igama elibhalisiwe lomuntu	
Ikheli lendawo, leposi noma lebhizinisi:	

	Ikhodi ( )
Inombolo yokuxhumana	
Inombolo yefeksi/ Ikheli le-imeyli:	
C	**IZIZATHU *ZOKULUNGISWA NOMA UKUSULWA KWEMINININGWANE YOMUNTU SIQU OLUQONDENE NOMNIKAZI WEMININGWANE NGOKWESIGABA 24(1)(a) OLUGCINWE NOMA OLULAWULWA NGOBHEKELE UMSEBENZI; futhi noma** **IZIZATHU *ZOKULUNGISWA NOMA UKUSULWA KWEMINININGWANE YOMUNTU SIQU OLUQONDENE NOMNIKAZI WEMININGWANE NGOKWESIGABA 24(1)(b) SOKUTHI OBHEKELE UMSEBENZI AKASENALO IGUNYA LOKUGCINA LOLO LWAZI.**

Isayinwe e .... ngalolu suku .... enyangeni ka.................................... 20.........

....

Isiginesha Yomnikazi Wemininingwane