



IMANUWALI YE-PAIA

**Ilungiswe ngokweSahluko se-14
soMthetho Wokuqhubekisela Phambili
Ukufinyeleleka Kolwazi wesi-2 wonyaka
we-2000 (njengoba uchitshiyelwe)**

USUKU LOKWAKHIWA: 26/10/2021
USUKU
LOKUBUYEKEZWA:13/12/2022

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1. UHLU LAMA-AKHRONIMI KANYE NEZIFINGQO

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|-----|-------------------------------------|-------------------------------------------------------------------------------------------------|
| 1.1 | “u-CEO” | IsiKhulu Esingumphathi Omkhulu |
| 1.2 | “u-DIO” | uSekela-Mgcinilwazi |
| 1.3 | “u-IO” | uMgcinilwazi; |
| 1.4 | “uNgqongqoshe”
Kwezimilo; | uNgqongqoshe Wezobulungiswa Nezokuhlunyeleliswa |
| 1.5 | “i-PAIA” | UMthetho Wokufinyeleleka Kolwazi wesi-2 wonyaka we-2000 (njengoba uChitshiyelwe); |
| 1.6 | “i-PFMA” | UMthetho Wokuphathwa Kwezimali
Zomphakathi woku-1 wonyaka we-1999
njengoba uChitshiyelwe; |
| 1.7 | “i-POPIA”
we-2013); | UMthetho Wokuvikelwa Kolwazi Lomuntu Siqu wesi-4 wonyaka |
| 1.8 | “uMlawuli” | uMlawuli Wolwazi; kanye |
| 1.9 | “ne-SAQA”
Kwezemfundo | IsiPhathimandla SaseNingizimu Afrika Sokufaneleka |

2. INHLOSO YEMANUWALI YE-PAIA

Le Manuwali ye-PAIA iwusizo emphakathini:

- 2.1 ukuhlola uhlobo lwamarekhodi okungenzeka ukuthi asevele akhona kwisiPhathimandla SaseNingizimu Afrika Sokufaneleka Kwezemfundo (i-SAQA), ngaphandle kwesidingo sokufaka isicelo esisemthethweni se-PAIA;
- 2.2 ukuba nokuqonda ukuthi usenza kanjani isicelo sokufinyelela kwirekhodi le-SAQA;
- 2.3 ukufinyelela yonke imininingwane yokuxhumana efanele yabantu abazosiza

umphakathi ngamarekhodi ofuna ukufinyeleleka kuwo;

- 2.4 ukwazi zonke izisombululo ezitholakala kwa-SAQA mayelana nesicelo sokufinyeleleka kumarekhodi, ngaphambi kokuya kuMlawuli noma ezinkantolo;
- 2.5 ngencazelo yezinsizakalo ezitholwa amalungu omphakathi ezivela kwa-SAQA, kanye nendlela yokuthola lezo zinsizakalo;
- 2.6 ngencazelo yomhlahlandlela wokuthi isetshenziswa kanjani i-PAIA, njengoba ubuyezwe nguMlawuli nokuthi ungayithola kanjani ukufinyelela kuwo;
- 2.7 uma umgwamanda uzocubungula ulwazi lomuntu siqu, inhloso yokucubungula ulwazi lomuntu siqu kanye nencazelo yezigaba zezihloko zemininingo kanye nolwazi noma izigaba zolwazi oluhlobene nazo;
- 2.8 ukwazi ukuthi ingabe i-SAQA ihlele ukudlulisa noma ukucubungula ulwazi lomuntu siqu ngaphandle kweRiphabhulikhi yaseNingizimu Afrika kanye nabamukeli noma izigaba zabamukeli ulwazi lomuntu siqu olunganikezwa bona; futhi
- 2.9 ukwazi ukuthi ngabe i-SAQA inazo yini izinyathelo zokuphepha ezifanele zokuqinisekisa ubumfihlo, ubuqotho kanye nokutholakala kolwazi lomuntu siqu okufanele lusetshenzwe.

3. UKUSUNGULWA KWESIPHATHIMANDLA KWESIPHATHIMANDLA SASENINGIZIMU AFRIKA SOKUFANELEKA KWEZEMFUNDO

IsiPhathimandla SaseNingizimu Afrika Sokufaneleka Kwezemfundo (i-SAQA) iyinhlangano esemthethweni eyasungulwa ngokoMthetho Wesiphathimandla SaseNingizimu Afrika Sokufaneleka Kwezemfundo saseNingizimu Afrika wama-58 wonyaka we-1995 (uMthetho we-SAQA) futhi iqhubeka ngaphansi koMthetho Wohlaka Lweziqu Lukazwelonke wama-67 wonyaka we-2008 njengoba uchitshiyelwe (uMthetho we-NQF).

3.1. Izinhlalo/Ukugunyazwa

3.1.1 Izinhlalo ze-NQF ngokwesahluko sesi-5 soMthetho we-NQF yilezi—

3.1.1.1 ukwakha uhlaka olulodwa lukazwelonke oludidiyelayo lwempumelelo yokufunda;

3.1.1.2 kwenza kube lula ukufinyelela, ukuhamba kanye nenqubekela phambili

ngaphakathi emigudwini yezemfundo, ukuqeqeshwa nomsebenzi;

- 3.1.1.3 ukuthuthukisa ikhwalithi yemfundo nokuqeqeshwa; kanye
- 3.1.1.4 ukusheshisa ukulungiswa kokucwasa okwedlule okungafanele kwezemfundo, ukuqeqeshwa kanye nakumathuba omsebenzi.
- 3.1.2 Izinhlalo ze-NQF zenzelwe ukuba negalelo ekuthuthukisweni ngokuphelele komfundi ngamunye kanye nakwintuthuko yezehlalakahle nonomnotho wesizwe sonkana.
- 3.1.3 I-SAQA kanye neMikhandlu Yekhwalithi (ama-QC) bafanele bafune ukufeza izinhloso ze-NQF—
 - 3.1.3.1 ngokuthuthukisa, ukugxilisa kanye nokugcina uhlaka lukazwelonke oludidiyelayo nolusobala ukuze kwamukelwe impumelelo yokufunda;
 - 3.1.3.2 ukuqinisekisa ukuthi iziqu zaseNingizimu Afrika zifeza indlela efanele, enqunywe nguNgqongqoshe woMnyango Wezemfundo Ephakeme, Isayensi Nokusungulwa njengoba kulindelwe kwisahluko sesi-8 soMthetho we-NQF, futhi nokuthi ziyaqhathaniswa nezamazwe ngamazwe; kanye
 - 3.1.3.3 nokuqinisekisa ukuthi iziqu zaseNingizimu Afrika ziyikhwalithi eyamukelekile.

4. UKWAKHEKA NEMISEBENZI YE-SAQA

4.1. Ukwakheka

4.1.1 Ibhodi le-SAQA

Ibhodi le-SAQA (ibhodi) lakhiwe amalungu ayi-12 (ishumi nambili) aqokwe ngokwezikhundla zawo nguNgqongqoshe Wezemfundo Ephakeme, Isayensi Nokusungula. Amalungu aqokwe okusetshenziswana naabo kuzwelonke abahlonziwe kwezemfundo nokuqeqeshwa. Ibhodi liyisigungu esengamele esifeza igunya le-SAQA. Ibhodi selakhe amakomiti ngokweSahluko se-16 soMthetho we-NQF. Njengamanje kunamakomiti ayi-7 okuyilawa:

-Ucwaningo Mabhuku Nengozi

-Izikhulu Eziphetha

-Ubuchwepheshe bolwazi Nolwazi

-Iziqu ze-NQF

-Imigwamanda Yobungcweti

-IKomidi Lezikhhalazo Lomgwamanda Wobungcweti

-IKomidi Lezikhhalazo Zeziqu Zikazwelonke Nezamazwe Angaphandle

4.1.2 Izikhulu zezinhlango

4.1.2.1 Isikhulu Esingumphathi Omkhulu (u-CEO)

U-CEO we-SAQA iqokwa yibhodi ngokwesahluko se-19 soMthetho we-NQF. U-CEO uqashwe yi-SAQA kodwa uboshezwe ebhodini ukwenza imisebenzi ye-SAQA ngokoMthetho we-NQF. Imisebenzi ye-CEO ichazwe eSahlukweni sama-20 soMthetho we-NQF futhi ibandakanya phakathi kokunye ukwaba izibopho kanye nokwengamela abasebenzi be-SAQA. U-CEO unomthwalo wokuhlongoza isu ebhodini futhi unesibopho sokusetshenziswa kwesu, izinqubomgomo kanye nezinye izinqumo ezamukelwe zebhodi. I-CEO imele imisebenzi yokuqhuba i-SAQA ukuze ihlangabezane nezinjongo zayo zamasu futhi inomthwalo wemfanelo jikelele wokuphatha izindaba zayo zansuku zonke, ngokusekelwe kwiziphathimandla ezijutshwe yibhodi.

4.1.2.2 Izikhulu Eziphethe

I-SAQA inezikhulu eziphethe ezimbili ezeseka u-CEO futhi zengamele umsebenzi wamaGathsha ama-2. Ibhodi liqoka isikhulu Esingumphathi Omkhulu Wezimali (u-CFO) futhi libamba iqhaza ekuqashweni koMphathi Wemisebenzi Nokwenganyelwa (u-COO).

4.1.2.3 Abaphathi Abakhulu Nabaphathi

Kunabaphathi abakhulu abayi-7 (isikhobisa) abaqokwe ukuba baphathe amayunithi (bheka i-Oganogramu ngezansi) e-SAQA. Abaphathi abakhulu ababili (2) babika ku-CEO, abaphathi abakhulu aba-3 (abathathu) babika ku-COO futhi abaphathi abakhulu aba-2 (ababili) babika ku-CFO. Abaphathi abayisikhombisa (7) babika ngqo kubaphathi abakhulu abafanelekile abaphethe aMayunithi abo kanye nomphathi oyedwa obika ngokuqondile ku-COO, abaphathi ababili babika ngqo ku-

CFO kanye nomphathi oyedwa obika ngqo ku-CEO.

4.1.2.4 Abasebenzi be-SAQA

Abasebenzi be-SAQA bangena ngaphansi kwala maYunithi alandelayo:

4.1.2.4.1 Ukwengamela, Ingozi, Ukuthotshelwa Komthetho Nezomthetho

Ukwengamela kanye nokwenganyelwa kwengozi

- Ukwakhiwa kwamasu, ukubika kanye nokuqapha ukusebenza kanye nokuhlola
- Ukweleuleka kwezomthetho nokusekelwa
- **Ukuthotshelwa kokusetshenzisa nokuqashwa**

4.1.2.4.2 Ukubhalisa kanye Nokwamukelwa

- Ukubhalisa iziqu kanye nengxenywe yeziqu
- Ukwamukelwa kwemigwamandabyolwazi; kanye
- Nokubhaliswa amagama ezikhundla zolwazi

4.1.2.4.3 Izinsizakalo Zokuqinisekisa Nokuqinisekisa

- Ukuhlola iziqu zakwamanye amazwe;
- Ukuqinisekisa iziqu zikazwelonke; kanye
- Nokuhlonza kanye nokubika ngeziqu ezethulwe kabi

4.1.2.4.4 Ucwangingo

- Ukwesekwa Kocwangingo lwe-NQF

4.1.2.4.5 Ubuchwepheshe Bokuxhumana Ngolwazi (i-ICT) kanye Nezinhlelo Zolwazi Lwe-NQF (i-MIS)

- **Ukugcina isiZindalwazi Sikazwelonke Samarekhodi Abafundi; kanye**

- Nokusekelwa okujwayelekile kwe-ICT

4.1.2.4.6 Ukuphathwa Kwezezimali kanye Nokuphathwa Kweketanga Lokuthenga

- Ukwenziwa kwemisebenzi ebekwe eNgxenyeni yesi-2 yeSiqhephu sesi-6

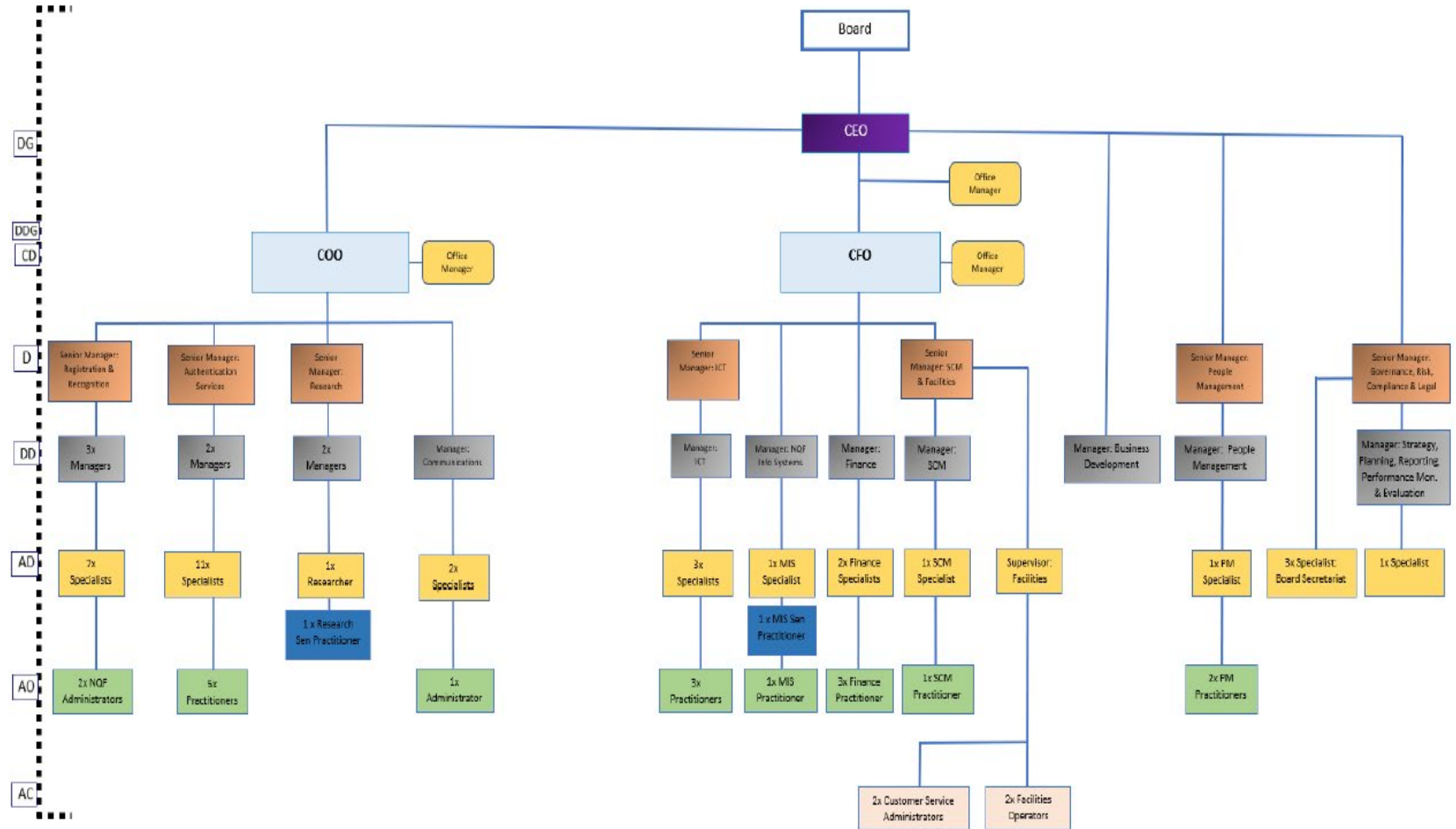
soMthetho Wokuphathwa Kwezimali;

- Ukusekelwa Okujwayelekile Kwezezimali
- Ukuphathwa kweketanga lokuthenga; kanye
- Nokusekelwa kwezinsiza

4.1.2.4.7 Ukuphathwa kwabantu

- Ukuphathwa Kwezabasebenzi
- Ukuqeqeshwa nokuthuthukiswa
- Ukuphathwa kobudlelwa babaqashi nabasebenzi
- Ukubuthwa
- Ukunxeshezela nemihlomulo yabasebenzi

4.1.3 I-OGANOGRAMU YE-SAQA



4.2 Imisebenzi

4.2.1 I-SAQA ifanele, ukuze iqhubekisele phambili izinhloso ze-NQF:

4.2.1.1 Yenze imisebenzi yayo ngokoMthetho we-NQF; futhi yengamele ukusetshenziswa kwe-NQF futhi iqinisekise ukufezekiswa kwezinhloso zayo;

4.2.1.2 Yeluleke uNgqongqoshe Wezemfundo Ephakeme, iSayensi Nokusungula ngemidanti ye-NQF ngokwalo Mthetho;

4.2.1.3 Ukuthobela inqubomgomo enqunywe nguNgqongqoshe Wezemfundo Ephakeme, iSayensi Nokusungula ngokwesahluko sesi-8(2)(b) soMthetho we-NQF;

4.2.1.4 Icubungula imihlahlandlela kaNgqongqoshe Wezemfundo Ephakeme, iSayensi Nokusungula elindelwe esahlukweni sesi-8(2)(c) soMthetho we-NQF;

4.2.1.5 Ukwengamela ukuqaliswa kwe-NQF ngokuhambisana nohlaka lokusetshenziswa olulungiswe yi-SAQA ngemuva kokubonisana nama-QC;

4.2.1.6 Yakha uhlelo lokusebenzisana ukuze luqondise ubudlelwano obufanayo be-SAQA kanye nama-QC, ngemuva kokubonisana nama-QC futhi kubhekwa izinhloso ze-SAQA ezilindelwe kwisahluko se-11 kanye nezimiso ezilindelwe esahlukweni sama-33 soMthetho we-NQF; futhi ixazulule izingxabano mayelana nama-QC;

4.2.1.7 Maqondana namazinga—

4.2.1.7.1 ukwakha okuqukethwe yizincazelo zamazinga ngezina ngalinye le-NQF;

4.2.1.7.2 futhi ifinyelele esivumelwaneni nama-QC ngokuqukethwe;

4.2.1.7.3 ishicilela kwiGazethi izincazelo zezina okuvunyelwene ngazo; futhi

4.2.1.7.4 iqinisekise ukuthi zihlala zingezamanje futhi zifanelekile;

4.2.1.8 Mayelana neziqu—

4.2.1.8.1 Yakha futhi isebenzise inqubomgomo kanye nendlela

esetshenziswayo, ngemuva kokubonisana nama-QC, ukuze kuthuthukiswe, kubhaliswe futhi kushicilelwe iziqu kanye nezingxenye zeziq, okufanele zibandakanye izidingo ezilandelayo:

- 4.2.1.8.2 Uhlakana olufanele lufanele luhlonzwe kunanoma yimuphi umbhalo ohlobene nokubhaliswa nokushicilelwa kweziq noma kwengxenye yeziq; futhi
- 4.2.1.8.3 Uhlakana ngalunye lufanele lukhethe agama ahlukile ezinhlobo zalo zeziq ezifanele uhlakana futhi luhambisane nemikhuba yakwamanye amazwe:
- 4.2.1.8.4 ibhalisa iziqu noma ingxenye yeziq ezinconywe yi-QC uma zifeza indlela esetshenziswayo efanele;;
- 4.2.1.8.5 ithuthukisa inqubomgomo kanye nendlela esetshenziswayo, ngemuva kokubonisana nama-QC, ukuze kuhlolwe, kwamukelwe ukufunda kwangaphambilini futhi kuqokelelwe futhi kudluliselwe amakhredithi;

4.2.1.9 Mayelana nemigwamanda yobungcweti—

- 4.2.1.9.1 ithuthukisa futhi isebenzise inqubomgomo kanye nezindlela ezisthenziswayi zokwamukela uhlaka lobungcweti kanye nokubhalisa kwezikhundla zobungcweti ngezinhloso zalo Mthetho, ngemuva kokubonisana nemigwanda esemthethweni nengeyona eyomthetho yabasebenzi abangongoti emikhakheni yezemisebenzi kanye nama-QC;
- 4.2.1.9.2 ukwamukela umgwamanda wobungcweti futhi nokubhalisa kwezikhundla zobungcweti zawo uma indlela esetshenziswayo ifeziwe esigatshaneni (i);

4.2.1.10 Mayelana nobudlelwano bamazwe ngamazwe—

- 4.2.1.10.1 ukusebenzisana nozakwabo bakwamanye amazwe ngayo yonke imidanti ezuzisa bonke mayelana nezinhlaka zeziq; futhi
- 4.2.1.10.2 ukwazisa ama-QC kanye nezinye izinhlangano

ezinentshisekelo mayelana nokwenziwayo kwamazwe ngamazwe ekuthuthukisweni nasekuphathweni kwezinhlaka zeziq;

4.2.1.11 Mayelana nocwaningo—

4.2.1.11.1 yenza noma igunyaza uphenyo ngemidanti ebalulekile ekuthuthukisweni nasekusetshenzisweni kwe-NQF, okubandakanya ucwaningo lwezikhathi ezithile zomthelela we-NQF kwezemfundo, ukuqeqeshwa kanye nokuqashwa kwaseNingizimu Afrika; futhi

4.2.1.11.2 ishicilela okutholwe uphenyo;

4.2.1.12 Maqondana namarekhodi emfundo nokuqeqeshwa, kugcinwa kwesizindalwazi samarekhodi kazwelonke abafundi abandakanya amarejista eziq zikazwelonke, engxenye yeziq, impumelelo yabafundi, izinhlangano ezihlonishwayo zobungcweti, izikhundla zobungcweti nolwazi oluhlobene nazo;

4.2.1.13 Maqondana neziq zakwamanye amazwe, ihlinzeka ngokuhlolwa kanye nosizo lokweluleka oluhambisana nalo Mthetho; futhi

4.2.1.14 Mayelana neminye imidanti—

4.2.1.14.1 yazisa umphakathi nge-NQF;

4.2.1.14.2 yenza nanoma yimuphi omunye umsebenzi odingwa yilo Mthetho; futhi

4.2.1.14.3 yenza nanoma yimuphi umsebenzi ohambisana nalo Mthetho kanye nanoma yiziphi izichibiyelo zawo ezinganqunywa uNgqongqoshe Wezemfundo Ephakeme, Isayensi Nokusungula.

IMINININGWANE YOKUXHUMANA EBALULEKILE YOKUFIKELELEKA KOLWAZI LWE-SAQA

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5. INCAZELO YAZO ZONKE IZIXAZULULO EZITHOLAKALAYO MAYELANA NOKWENZA NOMA UKWEHLULEKA UKWENZA KWE-SAQA.

5.1 Izixazululo ezitholakalayo maqondana nokwenza noma ukwehluleka ukwenza ngokomthetho yi-SAQA zinjengoba zilandela:

5.1.1 Ukukhalaza kwangaphakathi,

Kulandela inqubo yezikhalazo noma yokudlulisa izikhalazo ebekwe kuzinqubomgomo nemibandela eyahlukene esebenza emisebenzini ye-SAQA etholakala kuzinqubomgomo ekuxhumaneni okulandelayo.

kanye/noma

Ingxenywe engeneme inelungelo lokudlulisela isikhalazo kusiPhathimandla Sangaphakathi esinguNgqongqoshe Wezemfundo Ephakeme, Isayensi Nokusungula. Isikhalazo singafakwa kungakapheli izinsuku ezingama-30 (amashumi amathathu).

kanye/noma

5.1.2 ukukhononda ku-uMlawuli Wolwazi noma kumgwamanda olawulayo

Ingxenywe engeneme inelungelo lokufaka isikhalazo ngokuhambisa isikhalazo kuMlawuli Wolwazi.

kanye/noma

5.1.3 lokuya eNkantolo enegunya lokunikeza isixazululo esifanele

Ingxenye engeneme ingenza isicelo enkantolo ukuze ithole isixazululo ezimweni lapho kungekho khona ukuhlonipha imibandela e-PAIA yi-SAQA.

6. UMHLAHLANDLELA NGOKUTHI ISETSHENZISWA KANJANI I-PAIA KANYE NOKUTHI KUTHOLAKALA KANJANI UKUFINYELELEKA KUMHLAHLANDLELA

6.1. Umlawuli, ngokwesahluko se-10(1) se-PAIA, ubuyekwezwa kanye nokwenza ukuba kutholakale uMhlahlandlela obuyekeziwe ngokuthi isetshenziswa kanjani i-PAIA (“uMhlahlandlela”), ngendlela nohlobo oluqondakala kalula, njengoba kungase kudingwe umuntu ofisa ukusebenzisa nanoma yiliphi ilungelo elilindelwe kwi-PAIA kanye ne-POPIA.

6.2. UMhlahlandlela utholakala ngolimi ngalunye olusemthethweni.

6.3. UMhlahlandlela okukhulunywe ngawo ngenhla uqukethe incazelo ye-

6.3.1. zinhloso ze-PAIA kanye ne-POPIA;

6.3.2. ikheli leposi nelomgwaqo, inombolo yocingo neyefeksi futhi, uma likhona, nekheli le-imeyili le-

6.3.2.1. loMgcinilwazi wazo zonke izinhlaka zikahulumeni, kanye

6.3.2.2. nabo bonke oSekela-Mgcinilwazi bazo zonke izinhlaka zikahulumeni nezizimele abaqokwe ngokwesahluko se-17(1) se-PAIA kanye nesahluko sama-56 se-POPIA;

6.3.3. yendlela kanye nohlobo lwesicelo soku-

6.3.3.1. finyeleleka kwirekhodi lohlaka lukahulumeni elindelwe esahlukweni se-113; futhi

nakwiSahluko se-17(1) se-PAIA- ukwenzela izinhloso ze-PAIA, uhlaka lukahulumeni ngalunye lufanele, kuya ngomthetho olawula ukuqashwa kwabasebenzi bohloko lukahulumeni oluthintekayo, luqoke lelo nani labantu njengosekela-mgcinilwazi njengoba kudingeka ukuze kuhlinzekwe inhloko zikahulumeni ukufinyeleleka ngokusemandleni kwabafaki izicelo kumarekhodi alo.

2 iSahluko sama-56(a) se-POPIA- Uhlaka ngalunye lukahulumeni kanye nenhlangano ezimele zifanele zenze imibandela, ngendlela emisiwe esahlukweni se-17 soMthetho Wokukhuthaza Ukufinyeleleka Kolwazi, nezinguquko ezidingekayo, ekuqokweni kwalelo nani labantu, uma bekhona, njengosekela-mgcinilwazi

njengoba kudingeka ukuba kwenzenziwe imisebenzi nezibopho njengoba ibekwe esahlukweni sama-55(1) se-POPIA.

iSahluko se-11(1) se-PAIA- Umfakisiselo ufanele anikezwe ukufinyeleleka kwirekhodi lohlaqa lukahulumeni uma lowo mfakisiselo ethobela zonke izidingo zenqubo kwi-PAIA eziphathelele nesicelo sokufinyeleleka kulelo rekhodi; futhi ukufinyeleleka kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni se-4 sale Ngxenye.

- 6.3.3.2. nokufinyeleleka kwirekhodi lohlaqa oluzimele olulindelwe esahlukweni sama-504;
- 6.3.4. usizo olutholakala kuMgcinilwazi wohlaqa lukahulumeni ngokwe-PAIA kanye ne-POPIA;
- 6.3.5. usizo olutholakala kuMlawuli ngokwe-PAIA kanye ne-POPIA;
- 6.3.6. yazo zonke izixazululo ezikhona emthethweni maqondana nokwenza noma ukwehluleka ukwenza okuthile maqondana nelungelo noma umsebenzi onikeziwe noma obekwe yi-PAIA kanye ne-POPIA, kubandakanya nendlela yokufaka-
 - 6.3.6.1. isikhalazo sangaphakathi;
 - 6.3.6.2. isikhalazo kuMlawuli; futhi
 - 6.3.6.3. nesicelo enkantolo esiphikisana nesinqumo somgcinilwazi wohlaqa lukahulumeni, isinqumo sokukhalaza kwangaphakathi noma isinqumo soMlawuli noma isinqumo senhloko yenhlangano ezimele;
- 6.3.7. imibandela yesahluko se-145 kanye nesama-516 ezidinga uhlaka lukahulumeni kanye nenhlangano ezimele, ngokulandelana, ukuba zakhe imanuwali, kanye nendlela yokuthola ukufinyeleleka kumanyuwali;
- 6.3.8. imibandela yesahluko se-157 kanye nesama-528 ezihlinzekela ukudalulwa ngokuzithandela kwezigaba zamarekhodi ohlaqa lukahulumeni kanye nenhlangano ezimele, ngokulandelana;

4 iSahluko sama-50(1) se-PAIA- Umfakisiselo ufanele anikezwe ukufinyeleleka kumanoma yiliphi irekhodi lenhlangano ezimele uma-

- a) lelo rekhodi lidingekela ukuze kusetshenziswe noma kuvikelwe nanoma yimaphi amalungelo;
- b) lowo muntu ethobela izidingo zenqubo kwi-PAIA eziphathelele nesicelo sokufinyeleleka kulelo rekhodi; futhi
- c) ukufinyeleleka kulelo rekhodi akwenqatshiwe ngokwanoma yisiphi isizathu sokwenqaba esihlongozwe eSahlukweni se-4 sale Ngxenye.

5 iSahluko se-14(1) se-PAIA- UMgcinilwazi wohlaqa lukahulumeni ufanele, okungenani ngezilimi ezintathu ezisemthethweni, enze kutholakale imanuwali equkethe

ulwazi olusesigabeni sesi-4 ngenhla.

6 Isahluko sama-51(1) se-PAIA- Inhloko yomgwamanda ozimele ifanele yenze kutholakale imanuwali equkethe incazelo yolwazi olusohlwini lwendima yesi-4 ngenhla.

7 Isahluko se-15(1) se-PAIA- UMgcinilwazi wohlaka lukahulumeni, ufanele enze kutholakale ngokuzenzakalelayo ngendlela emisiwe incazelo yezigaba zamarekhodi ohlaka lukahulumeni atholakala ngaphandle kokuthi umuntu acele ukufinyeleleka

8 Isahluko sama-52(1) se-PAIA- Inhloko yenhlangano ezimele, ngokuzithandela, ingenza kutholakale ngendlela emisiwe incazelo yezigaba zamarekhodi enhlangano ezimele atholakala ngokuzenzakalelayo ngaphandle kokuthi umuntu afake isicelo sokufinyeleleka.

6.3.9. izaziso ezikhishwe ngokwesahluko sama-229 kanye nesama-5410 maqondana nezimali okufanele zikhokhwe maqondana nezicelo zokufinyeleleka; futhi

6.3.10. nezimiso ezenziwe ngokwesahluko sama-92.11

6.4. Amalungu omphakathi angahlola noma enze amakhophi oMhlahlandlela emahhovisi ezinhloko zikahulumeni noma ezinhlangano ezizimele, kubandakanya nehhovisi loMlawuli, ngezikhathi zokusebenza ezijwayelekile. Umhlahlandlela ungatholakala-

6.4.1. ngesicelo kuMgcinilwazi;

6.4.2. kuwebhusayithi yoMlawuli (<https://www.justice.gov.za/infoereg/>).

7. INCAZELO YEZIHLOKO I-SAQA EGCINA NGAZO AMAREKHODI KANYE NEZINHLA ZAMAREKHODI AGCINWE YI-SAQA

Izihloko egcine ngazo amarekhodi	Izinhloko zamarekhodi agcinwe ngesihloko ngasinye
Uhlelo Yamasu, Izinhlelo, Izihlongozo	Imibiko Yonyaka, Uhlelo Lamasu Imibiko UHlelo Lokusebenza.
Ezabasebenzi	<ul style="list-style-type: none"> - Izinqubomgomo nezinqubo ze-HR; - Amathuba emisebenzi ahangisiwe; - Amarekhodi abasebenzi; - Ukufunda nentuthuko isib: ukuthuthukiswa kwamakhono nezinhlelo zokuqeqesha - Uhlelo lokuqashwa ngokulingana emsebenzini nezibalo
Ibhodi kanye namaKomidi e-SAQA	<ul style="list-style-type: none"> - Izinqumo - Imibiko eshicilelwe

Imanuwali ye-PAIA: Uhlaka

9 Isahluko sama-22(1) se-PAIA- UMgcinilwazi wohlaka lukahulumeni okwenziwa kuye isicelo sokufinyeleleka, ufanele ngesaziso afune ukuthi umfakisicelo akhokhe imali yesicelo emisiwe (uma ikhona), ngaphambi kokuba kuqhutshekwe nokusetshenzwa kwesicelo.

10 Isahluko sama-54(1) se-PAIA- Inhloko yenhlangano ezimele okwenziwa kuyo isicelo sokufinyeleleka ifanele ngesaziso ifune ukuthi umfakisicelo akhokhe imali emisiwe yesicelo (uma ikhona), ngaphambi kokuqhubeka nokusetshenzwa kwesicelo.

11 Isahluko sama-92(1) se-PAIA sihlinzeka ukuthi –“UNgqongqoshe, ngesaziso kwiGazethi, angenza izimiso mayelana-

- (a) nanoma yiluphi udaba oludingwa noma oluvunyelwe yilo Mthetho ukuba lunqunywe;
- (b) nanoma yiluphi udaba oluphathelele nezimali ezikhokhwayo ezilindelwe kwisahluko sama-22 no-54;
- (c) nanoma yisiphi isaziso esidingwa yilo Mthetho;
- (d) indlela esetshenziswayo okufanele isetshenziswe ngumgcinilwazi wohlaka lukahulumeni lapho enquma ukuthi yiziphi izigaba zamarekhodi okufanele zenziwe zitholakale ngokwesahluko se-15; futhi
- (e) nanoma yiluphi udaba lokuphatha noma lwenqubo oludingekayo ukuze kusebenze imibandela yalo Mthetho.”

Izihloko egcine ngazo amarekhodi	Izinhlaka zamarekhodi agcinwe ngesihloko ngasinye
	<ul style="list-style-type: none"> - Imanuwali yokwengamela - Amaminithi
Ezezimali Nokuphathwa	<ul style="list-style-type: none"> - Izingqobomgomo nezinkambiso - Amarekhodi nemibiko yezezimali
Okushicilelwe okujwayelekile	<ul style="list-style-type: none"> - Iloqomthetho - Imibiko eshicilelwe - Okwakamuva kwe-SAQA - Izaziso ze-SAQA - Izingqobomgomo - Ukushicilelwa - Amaphepha ethulwa kumihlangano yokucobelelana ngolwazi/kwizinkomfa
Ukubhalisa kanye Nokwamukelwa	<ul style="list-style-type: none"> - Imibhalo yendlela esetshenziswayo nemihlahlandlela - Imibhalo yezingqobomgomo - Izaziso zeGazethi Kahulumeni - Ukufaneleka kwezemfundo okubhalisiwe nokufaneleka okuyingxenywe - Ukwamukelwa kwemigwamanda - Ukubhaliswa kwamagama ezikhundla zolwazi

Uhlaka Kweziqu Lukazwelonke isiZindalwazi Samarekhodi	Lokufaneleka UHlelo Lokuphatha (i- NQF MIS) olubandakanya Sikazwelonke Abafundi (i-NLRD)	<ul style="list-style-type: none"> - Ozakwethu Abagunyaziwe Bokuhlolwa Kwekhwalthi kanye namagama abaphathi babo - Abahlinzeki Bezemfundo Nokuqeqesha Abagunyaziwe - Zonke iziqu kanye namazinga amayunithi - Iziqo ezibhalisiwe kanye namazinga amayunithi - Iziqo namazinga amayunithi asedlulwe usuku lwawo lokubhaliswa - Iziqo nezingxenywe zeziqu phakathi kwezincomo ze-QC nokubhaliswa kwe-NQF - Ukwamukelwa kwemigwamanda - Ukubhaliswa kwamagama ezikhundla zolwazi
Ukuqinisekiswa		<ul style="list-style-type: none"> - Okulotshiwe kwabafundi - Ukuqinisekiswa Kwenqwaba

8. IZIGABA ZAMAREKHODI E-SAQA ATHOLAKALA NGAPHANDLE KOKUBA UMUNTU AFAKE ISICELO SOKUFIKELELEKA.

Isigaba	Uhlobo Lombhalo	Atholakala kwi-website	Atholalaka ngesicelo
Imibhala yamathenda	<ul style="list-style-type: none"> - Amathuba akhangisiwe - Igama lofake isicelo sethenda ophumelele 	X	
Iqoqomthetho/Izimiso	<ul style="list-style-type: none"> - Imithetho - IZimiso 	X	

Uhlelo Imibhalo Yamasu (iZinhlelo Nombiko)	<ul style="list-style-type: none"> - Iphrofayili Yenhlango (Ukukha phezulu, iZinhloso, iMisebenzi, Izakhiwo) - Imibiko Yonyaka; - Uhlelo Lwamasu; - UHlelo Lokusebenza Lonyaka; - Uhlelo IziNhlelo Lokusebenza; 	X	
Izinqubomgomo Nendlela Esetshenziswayo	<ul style="list-style-type: none"> - Izinqubomgomo Zikazwelonke - Izinqubomgomo Zezikhhalazo - Izinhlaka 	X	
Imihlahlandlela	<ul style="list-style-type: none"> - Uhlulokuhlola ukwengamela - Imihlahlandlela emayelana ne-NQF - Imihlahlandlela yokuhlola okubandakanyayo 	X	
Izaziso	<ul style="list-style-type: none"> - Izimemo zokufaka isicelo sokusebenza emakomitini eBhodi - Izimemo zokuphawula komphakathi - Izaziso zezimali ezikhokhwayo 	X	
Izaziso ze-SAQA Okwakamuva kwe-SAQA	<ul style="list-style-type: none"> - Amanuziletha 	X	
Izinqubo Zemicimbi Nezingqungquthela	<ul style="list-style-type: none"> - Ama-Webinars azayo nadlule - Izinkulumo Zezikhumbuzo ezizayo nezidlule 	X	

Isigaba	Uhlobo Lombhalo	Atholakala kwi-website	Atholakala ngesicelo
	- Imihlangano Nezinkomfa Ezizayo Nezedlule		
Amaphepha ocwaningo	- IZibonelo - Amaphepha - Imibiko	X	
Amamanuwali Okubukwa Kuwo	- Imihlahlandlela - Amanuwali	X	
Lokufaneleka	- Zonke iziqu kanye namazinga amayunithi (ngaphandle kokufaneleka kwezemfundo okubekwe ohlwini) - Iziqu ezibhalisiwe kanye namazinga amayunithi (ngaphandle kokufaneleka kwezemfundo okubekwe ohlwini) - Iziqu namazinga amayunithi asedlulwe usuku lwawo lokubhaliswa - Imigwamanda Yongcweti kanye Nezikhundla Zemisebenzi	X	

9. AMAREKHODI ATHOLAKALA NGOKUZENZAKALELAYO KWI-WEBSITE YAKWA-SAQA NGAPHANDLE KOKUBA UMUNTU ENZE ISICELO SOKUFINYELELEKA KUWO NGOKOMTHETHO NGAPHANDLE KWE-PAIA

Iqoqomthetho	Amarekhodi atholakala ngokomthetho ngaphandle kwe-PAIA atholakala ngokuzenzakalelayo kwi-website ngaphandle kwesicelo:
UMthetho Wohlaka Lukazwelonke Lweziqo wonyaka we-2008	- Zonke iziqu kanye namazinga amayunithi (ngaphandle kokufaneleka kwezemfundo okubekwe ohlwini)

	<ul style="list-style-type: none"> - Iziqo ezibhalisiwe kanye namazinga amayunithi (ngaphandle kokufaneleka kwezemfundo okubekwe ohlwini) - Iziqo namazinga amayunithi asedlulwe usuku lwawo lokubhaliswa - Imigwamanda Yongcweti kanye Nezikhundla Zemisebenzi - Izingqubomgomo Zikazwelonke - Izingqubomgomo Zezikhalazo - Izinhlaka - Imihlahlandlela - Amaphepha ocwaningo ashicilelwe
UMthetho Wokulingana Emsebenzini wonyaka we-1998	<ul style="list-style-type: none"> - Umbiko Wokulingana Emsebenzini
UMthetho Wokuphathwa Kwezimali Zomphakathi kanye Nezimiso Zomgcinisikhwama	<ul style="list-style-type: none"> - Umbiko Wonyaka Obandakanyayo - UHlelo Lokusebenza Lonyaka - Amathuba akhangisiwe - Igama lofake isicelo sethenda ophumelele
Izimiso Zomsebenzi Kahulumeni kanye Nezimiso Zomgcinisikhwama	<ul style="list-style-type: none"> - Uhlelo Lwamasu

10. IZINSIZAKALO EZITHOLWA AMALUNGU OMPHAKATHI EZIVELA KWA-SAQA KANYE NOKUTHI UNGAFINYELELEKA KANJANI KULEZO ZINSIZAKALO

10.1 Amandla, izibopho kanye nomsebenzi

I-SAQA inikezela ngezinsizakalo ezilandelayo emphakathini:

10.1.1 Ukuhlolwa kweziqo zemfundo yamazwe angaphandle ukuze kuunywe ngokulingana kwazo eNingizimu Afrika;

10.1.2 Ukubhaliswa Nokwamukelwa (i-RR) inomthwalo ngemfanelo wokuhlola kwezicelo zokwakamukelwa kwemigwamanda yobungcweti kanye nowokucubungula izicelo zokwamukelwa kwemigwamanda

yobungcweti

neyezikhundla zobungcweti;

10.1.3 Izinsizakalo Zokuqinisekisa kwe-SAQA zihlinzeka ngemibhalo yokuphuyelelwe kusukela kusiZindalwazi Sikazwelonke Samarekhodi Abafundi ukuya kubantu ngabanye kanye nezinsizakalo emphakathini nakuzinhlango ezizimele;

10.1.4 I-NLRD iqukethe ulwazi mayelana:

10.1.4.1 Iziqu kanye nezingxenyane zeziqu ezibhaliswe kwi-NQF;

10.1.4.2 Ozakwethu Abagunyaziwe Bokuhlolwa Kwekhwalithi;

10.1.4.3 Abahlinzeki Bezemfundo Nokuqeqesha Abagunyaziwe;

10.1.4.4 Abafundi ngabanye kanye nempumelelo yabo;

10.1.4.5 Amagama amalungu eBhodi le-SAQA, kanye Nabaphathi;

Ulwazi oluthe xaxa ngalezi zinsizakalo lungatholakala kuwebhusayithi ye-SAQA (www.sqa.org.za). Imibuzo ingathunyelwa nge-imeyili ku-sqainfo@sqa.org.za noma ngokushayela ucingo ku-(012) 431-5000.

11 UKUBANDAKANYWA KOMPHEKATHI EKWAKHIWENI KWENQUBOMGOMO NOMA UKUSEBENZISA AMADLA NOMA UKWENZA IMISEBENZI YE-SAQA.

Amalungu omphakathi angabamba iqhaza ekwakhiweni kwenqubomgomo ngokunikeza imibono lapho izaziso zezimemo zikhishwa kuwebhusayithi ye-SAQA. Ikheli le-imeyili lokuxhumana lapho imibono ingathunyelwa khona izonikezwa ngesaziso esifanele. Amalungu omphakathi ayacelwa ukuthi ahlale iwebhusayithi ye-SAQA njalo: <https://www.sqa.org.za/documents/notices>

12 UKUSETSHENZWA KOLWAZI LOMUNTU SIQU

12.1 Inhloso Yokucubungula

I-SAQA iqoqekela futhi icubungule uLwazi Lomuntu Siqu, ngokwegunya leSahluko se-13 soMthetho we-NQF wonyaka we-2008, njengoba uchitshiyelwe, phakathi kokunye lezi zinhloso ezilandelayo:

- 12.1.1 Ukufakwa kwemininingo oHlelweni Lukazwelonke Lohlaka Lokuphathwa Kweziq (i-NQF MIS) olubandakanya isiZindalwazi Sikazwelonke Samarekhodi Abafundi (i-NLRD);
- 12.1.2 Ukuqinisekiswa kokuphunyelelwa kweziq;
- 12.1.3 Ukuhlolwa kweziq zakwamanye amazwe;
- 12.1.4 Ukubhaliswa kweziq kanye nezingxenye zeziq;
- 12.1.5 Ukwamukelwa kwemigwamanda yobungcweti kanye nokubhaliswa kwezikhundla zobungcweti;
- 12.1.6 Ukwenza Ucwangingo noma ngezinhlalo zezibalo.

12.2 Incazelo yezigaba Zezihloko Zeminingo kanye nolwazi noma izigaba zolwazi oluhlobene nakho

Izigaba Zezihloko Zeminingo	Ulwazi Lobuntu Siq olungase Lucutshungulwe
Abantu Ngokwemvelo	Amagama nesibongo; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); Ikheli lendawo yokuhlala, leposi noma lebhizinisi; Inombolo Yokwazisa/Inombolo kamazisi nezincwadi eziyimfihlo , ulwazi lwezemfundo, iziqu, umlando ngokomsebenzi, uhlanga, ubulili, ubuzwe, ukuziphatha kobugebengu, iminyaka yobudala.
Abantu Ngokomthetho	Amagama abantu okuxhunanwa nabo; Igama lebhizinisi elisemthethweni; ikheli lendawo kanye neleposi; imininingwane yokuxhumana (izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); inombolo yokubhaliswa; ulwazi lwezezimali, lwezohwebo, lwesayensi noma lobuchwepheshe kanye nezimfihlo zohwebo.

Abasebenzi	Ubulili, Ukukhulelwa; isimo somshado; ubuhlanga; iminyaka yobudala, ulimi, ulwazi lwezemfundo (iziqu);
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Izigaba Zezihloko Zemininingo	Ulwazi Lobuntu Siqu olungase Lucutshungulwe
	Ubulili, ukukhulelwa; isimo somshado; Iminyaka yobudala yohlanga, ulimi, ulwazi lwezemfundo (iziqu); ulwazi lwezezimali; umlando ngokomsebenzi; inombolo kamazisi; ikheli lendawo kanye neleposi; imininingwane yokuxhumana(izinombolo zokuxhumana), inombolo yefeksi, ikheli le-imeyili); ukuziphatha kobugebengu; inhlalakahle nezihlobo zabo (amalungu omndeni) uhlanga, ukwelashwa, ubulili, ubuzwe, uhlanga noma inhlalo, ukukhetha ubulili, ubudala, impilo ngokomzimba noma ngokwengqondo, inhlalakahle, ukukhubazeka, inkolo, unembeza, inkolelo, isiko, ulimi , ulwazi lweminwe (lwebhayomethriki) yomuntu.

12.3 Abamukeli noma izigaba zabamukeli abanganikezwa ulwazi lomuntu siqu

Isigaba solwazi lomuntu siqu	Abamukeli noma Izigaba Zabamukeli
Inombolo kamazisi namagama, ukwenzela ukuhlololwa ubugebengu	Amaphoyisa aseNingizimu Afrika Iminyango kahulumeni Izikhungo Zesahluko sesi-9

<p>Iziqu, ukwenzela ukuqinisekiswa kweziqu</p>	<p>Imikhandlu Yekhwalithi Emigwamanda Yolwazi Izikhungo Zocwaningo Iminyango kahulumeni Uhlaka lukahulumeni Izikhungo Zesahluko sesi-9 Imigwamanda yobungcweti Amafemu ezomthetho Abaqashi bomkhakha ngabanye b\angasese Amaphoyisa aseNingizimu Afrika</p>
<p>Umlando wezikweletu nokukhokha, ukuze kutholwe ulwazi lwezikweletu</p>	<p>Izikhungo Ezibheka Abanezikweletu</p>

12.4 Ukuhamba Okuhleliwe Okunqamula Imingcele kolwazi lomuntu siqu

12.4.1 I-SAQA ingase ibambisane nozakwabo bakwamanye amazwe ngemidanti yentshisekelo efanayo mayelana nezinhloko zeziqu futhi ngokwenza kanjalo yabelane ngolwazi lomuntu siqu. Ukusebenzisana okunjengalokhu kuyingxenywe yegunya le-SAQA ngokwesahluko se-13(1)(j) soMthetho we-NQF.

12.4.2 I-SAQA iphinde ithole izicelo zokuhlolwa kweziqu zamazwe angaphandle futhi izocela ulwazi emithonjeni yemininingo yamazwe ngamazwe efanele.

12.5 INcazelo Ejwayelekile Yezinyathelo Zokuvikeleka Kolwazi okufanele zisetshenziswe yingxenywe ebophezelekile ukuze kuqinisekiswa ukugcinwa ubumfihlo, ubuqotho kanye nokutholakala kolwazi.

I-SAQA inalezi zivikelo zokuphepha ezilandelayo ukuze kuqinisekiswa ukuvikeleka okufanele nokuphelele, ukugcinwa kobumfihlo kanye nobuqotho bolwazi lomuntu siqu:

- 12.5.1 Ukuvikeleka ngokubonakalayo kanye nokufinyelela okunemikhawulo kuyo yonke imibhalo equkethe ulwazi lomuntu siqu;
- 12.5.2. Ukuphepha kwekhompyutha nenethiwekhi kusendaweni ngendlela yokubethela imininingo kanye nezixazululo zokulwa namavayirasi;
- 12.5.3 Ukugcina amarekhodi kuphela ezikhathi ezishiwo kwiNqubomgomo Yokugcinwa Kwamarekhodi;
- 12.5.4 Ukuqapha ukufinyeleleka kanye nokusetshenziswa kolwazi oluyimfihlo;
- 12.5.5 Inqubo yokwenza izivumelwano neyomsebenzi ipheleliselwe kubasebenzi abaqeqeshwe nge-POPIA futhi kunezinyathelo ezikhona zokugcina ulwazi luyimfihlo futhi luvikelekile;
- 12.5.6 Inqubo yophenyo ikhona mayelana nokusetsheniswa okungafanele kwemininingo futhi ubungozi be-POPIA bulandelelwa kwiRejista Yezingozu ukuze kubhekwane nezigameko zokuphepha.

13 UKUTHOLAKALA KWEMANUWALI

13.1 Le Manuwali itholakala ngezilimi ezintathu ezisemthethweni ezilandelayo-

13.1.1 English

13.1.2 IsiZulu

13.1.3 I-Setswana

13.2 Ikhophi yale Manuwali noma inguqulelo yayo ebuyekeziwe, iyatholakala futhi ngale ndlela elandelayo-

13.2.1 On <https://www.Saga.org.za>

13.2.2 ekomkhulu lohlaka lukahulumeni ukuze ihlolwe ngumphakathi ngamahora ajwayelekile okusebenza;

13.2.3 kunoma yimuphi umuntu ngesicelo nangemva kokukhokhwa kwemali enqunyiwe efanele; futhi

13.2.4 kuMlawuli Wolwazi uma ucelwa.

13.3 Imali ekhokhwayo yekhophi yeManuwali, njengoba kulindelwe kwisixhumelo B seZimiso, izokhokhelwa ikhophi ngayinye eyenziwe yobukhulu obungu-A4.

14 UKUFAKWA KOLWAZI OLUSHA KUMANUWALI

I-SAQA, uma kunesidingo, izobuyekeza futhi ishicilele le Manuwali minyaka yonke.

Ikhishwe ngu-



Nks. Nadia Starr

(IsiKhulu Esingumphathi Omkhulu)