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CONTENTS • INHOUD

No.

Page
No. Gazette
No.**GOVERNMENT NOTICE****South African Qualifications Authority***Government Notice*

601	South African Qualifications Authority Act (58/1995): Information Provision Manual	3	27706
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**THE GOVERNMENT PRINTING WORKS****PUBLICATIONS DIVISION**

NB: The Publications Division of the Government Printing Works will be relocating to its new premises within the:

**MASADA BUILDING at 196 PROES STREET, PRETORIA
(i.e. CORNER OF PAUL KRUGER AND PROES STREETS)
with effect from 3 May 2005.**

For enquiries and information:

**Mr M Z Montjane
Tel: (012) 334-4653
Cell: 083 640 6121**

GOVERNMENT NOTICE

SOUTH AFRICAN QUALIFICATIONS AUTHORITY

No. 601

24 June 2005



Established in terms of Act 58 of 1995

INFORMATION PROVISION MANUAL

June 2005

SAQA: INFORMATION PROVISION MANUAL

TABLE OF CONTENTS

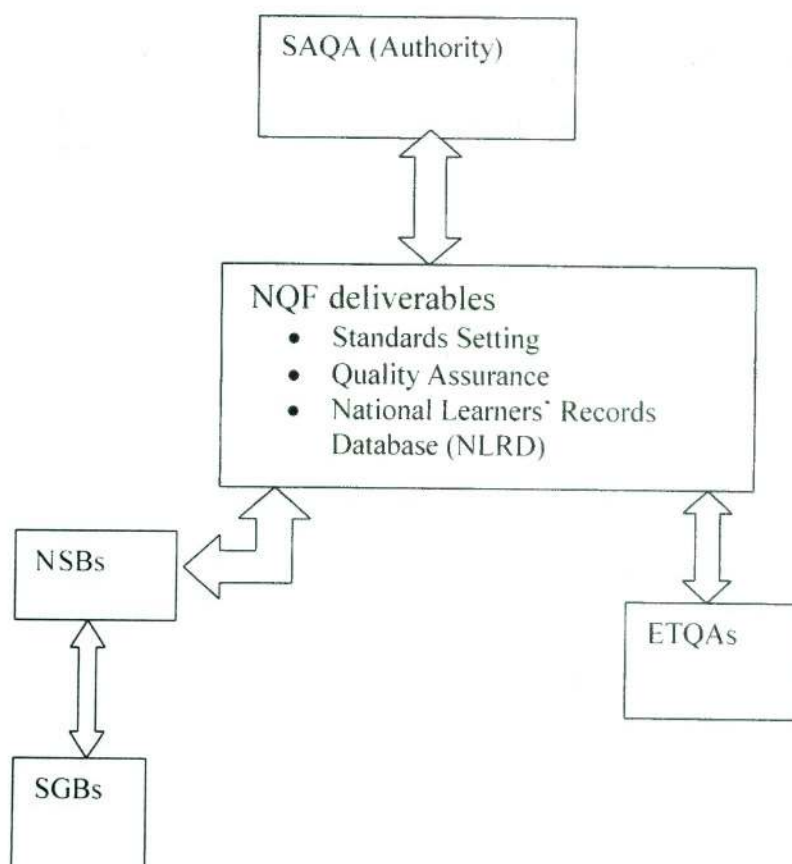
A. Functions and structure of the South African Qualifications Authority (SAQA) [Section 14(1)(a)].....	3
I. SAQA's functions, in terms of the <i>SAQA Act, no. 58 of 1995</i>	3
II. Schematic diagram of the structure of SAQA	3
III. The structure of SAQA	4
B. Contact details [Section 14(1)(b)]	4
C. The section 10 Guide [Section 14(1)(c)]	5
D. Access to the records held by SAQA [Section 14(1)(d)]	5
I. Automatic disclosures [Section 14(1)(e)]	5
II. Records that may be requested [Sections 14(1)(d)]	6
III. The request procedures	7
E. Services available and how to access them.....	8
F. Arrangement allowing for public involvement in the formulation of policy and exercise of power [Section 14(1)(g)].....	8
G. Remedies available if the provisions of the <i>Promotion of Access to Information Act</i> are not complied with [Section 14(1)(h)].....	9

A. Functions and structure of the South African Qualifications Authority (SAQA) [Section 14(1)(a)]

I. SAQA's functions, in terms of the SAQA Act no. 58 of 1995

- To oversee the development of the National Qualifications Framework (NQF), by formulating and publishing policies and criteria for the registration of bodies responsible for establishing education and training standards or qualifications (i.e. National Standards Bodies and Standards Generating Bodies) and for the accreditation of bodies responsible for monitoring and auditing achievements in terms of such standards and qualifications (i.e. the Education and Training Quality Assurance bodies).
- To oversee the implementation of the NQF by ensuring the registration, accreditation and assignment of functions to the bodies referred to above, as well as the registration of national standards and qualifications on the framework. SAQA must also take steps to ensure that provisions for accreditation are complied with and where appropriate, that registered standards and qualifications are internationally comparable.
- To advise the Minister of Education on matters affecting the registration of standards and qualifications.
- To be responsible for the control of the finances of the Authority.

II. Schematic diagram of SAQA, its deliverables and sub-structures



III. The structure of SAQA

The South African Qualifications Authority (SAQA) consists of 29 members, appointed by the Ministers of Education and Labour, who represent national stakeholders in the education and training system. It is responsible for making and implementing policy through the SAQA office.

The SAQA office manages the three NQF deliverables, i.e., the standards setting system, the quality assurance system and the National Learners' Records Database (NLRD).

The standards setting processes include the registration and management of National Standards Bodies (NSBs) and Standards Generating Bodies (SGBs). Through the work of these bodies, standards and qualifications are developed and following a public consultation processes are recommended to SAQA for registration on the NQF.

Quality assurance entails the accreditation of Education and Training Quality Assurance bodies (ETQAs) and the monitoring and auditing of their performance. ETQAs are accredited to quality assure specific qualifications registered on the NQF. They, in turn, accredit the Education and Training providers who offer these qualifications.

The NLRD is an electronic information system used to facilitate the management of the NQF.

C. Contact details [Section 14(1)(b)]

The Information Officer at SAQA is Executive Officer and the Deputy Information Officers are:

Manager: NQF Information Services
Director: National Learners' Records Database

Physical Address: Hatfield Forum West
1067 Arcardia Street
Hatfield

Postal Address: Postnet Suite 248
Private Bag X06
WATERKLOOF
0145

Telephone: (012) 431-5000
Fax: (012) 431-5147
E-mail address: saqainfo@saqa.co.za
Web site: <http://www.saqa.org.za>

B. The section 10 Guide [Section 14(1)(c)]

The guide will be available from the South African Human Rights Commission (SAHRC) by no later than August 2003. Please direct any queries to:

The South African Human Rights Commission:**PAIA Unit****The Research and Documentation Department**

Postal address: Private Bag 2700
Houghton
2041

Telephone: (011) 484-8300

Fax: (011) 484-1360

Website: www.sahrc.org.za

E-mail: PAIA@saahrc.org.za

C. Access to the records held by SAQA [Section 14(1)(d)]**I. Automatic disclosures [Section 14(1)(e)]**

Members of the public may have access to the records listed below without having to complete a request for information form printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).

Note that some SAQA publications are sold to recover production costs and requesters will be advised of costs, if applicable, on enquiry.

It is illegal for the requester to sell SAQA material for profit. If the material is reproduced or quoted, the South African Qualifications Authority (SAQA) should be acknowledged as the source.

Subject: General publications

Categories:

- Legislation
- Annual reports
- SAQA Updates
- Bulletins
- Brochures
- Papers presented at workshops/conferences, etc.

Subject: Standards Setting and Development

Categories:

- Regulations
- Criteria and guidelines documents
- Policy documents
- Government Gazette notices
- Registered qualifications and unit standards

Subject: Quality Assurance and Development

Categories:

- Regulations
- Criteria and guidelines documents
- Policy documents
- Government Gazette notices

Subject: National Learners' Records Database (NLRD)

Categories:

- Names of members of the Authority
- NSBs, SGBs and the names of their members
- Accredited ETQAs and the names of their managers
- Accredited Education and Training providers
- Registered qualifications and unit standards

II. Records that may be requested [Sections 14(1)(d)]

Description of the subjects and categories of records held by SAQA which can be requested subject to chapter 4, section 34 (1) of the *Promotion of Access to Information Act 2000*.

Subject: Standards Setting and Development

Categories:

- NSB Decisions
- Published reports

Subject: Quality Assurance and Development

Categories:

- Published reports

Subject: Human Resources

Categories:

- Human resources policies and procedures
- Employment records

Subject: Finance and Administration

Categories:

- Policies and procedures
- Financial records and reports

Subject: National Learners' Records Database (NLRD)

Categories:

- Records of learners
- NLRD Batch load specifications
- NLRD Datamodel

Subject: Authority

Categories:

- Decisions
- Published reports
- Rules of procedures

III. The request procedures

A requester or applicant will be given access to SAQA records if:

- The requester complies with all the procedural requirements in the Act relating to the request for access to that record; and
- Access to that record is not refused on any grounds mentioned in the *Promotion of Access to Information Act, No. 2 of 2000*.

Nature of the request:

- A requester must use the form that has been printed in the Government Gazette [Govt. Notice R187- 15 February 2002] (Form A).
- The requester must also indicate if the request is for a copy of the record or if s/he wants to come in and look at the record(s) at the SAQA offices. Alternatively if the record is not a document, it may be viewed in the requested form, where possible [s 29(2)].
- If a person asks for access in a particular format then s/he should get access in the manner that has been asked for, unless if doing so would interfere unreasonably with the running of SAQA, or damage the record, or infringe a copyright not owned by SAQA. If for practical reasons access cannot be given in the required format but in an alternate manner, then the fee must be calculated according to the way that the requester first asked for it [s 29(3) and (4)].
- If, in addition to a written reply to their request for the record, the requester wants to be informed about the decision in any other manner, e.g. by telephone, this must be indicated [s 18(2)(e)].
- If a requester is asking for the information on behalf of somebody else, the capacity in which the request is being made should be indicated [s 18(2)(f)].
- If a requester is unable to read or write, or has a disability, then s/he can make the request for the record orally. The information officer must then fill in the form on behalf of such a requester and give him/her a copy [s 18(3)].

Two types of fees are required to be paid in terms of the *Promotion of Access to Information Act*, being the request and the access fee s22:

A requester who seeks access to a record containing personal information about him/herself is not required to pay the request fee. All other requesters, who are not personal requesters, must pay the required request fee:

- The information officer must notify the requester (other than a personal requester) by notice, requiring the requester to pay the prescribed fee (if any) before processing the request further.

- The request fee payable to public bodies is R35. The requester may lodge an internal appeal, where appropriate, or an application to the court against the tender or payment of the request fee.
- After the information officer has made a decision on the request the requester must be notified of such a decision in the manner in which the requester requested to be notified.
- If the request is granted, a further access fee must be paid for the search, preparation, reproduction and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure.

D. Services available and how to access them

SAQA offers the following services to the public:

- The evaluation of foreign educational qualifications in order to determine their South African equivalence and recommend possible levels of recognition.
- The Resource and Information Centre has books, online databases and an audiovisual collection, and serves as an archive for all SAQA and NQF related publications. The SAQA website is also managed by the Centre. It has information on SAQA and the NQF including publications, policy documents and registered qualifications and standards.
- The Communications Unit provides information on SAQA and its activities including developing and managing SAQA's advocacy campaign.
- The NLRD contains information on:
 - Qualifications and unit standards registered on the NQF
 - Accredited ETQAs
 - Accredited Education and Training providers
 - Individual learners and their achievements
 - Names of members of the SAQA Authority, NSBs, SGBs, managers of accredited ETQAs and Education and Training providers

More information on these services can be obtained from the SAQA website (www.saqqa.org.za). Enquires can be e-mailed to saqainfo@saqa.org.za or call (012) 431-5000.

E. Arrangement allowing for public involvement in the formulation of policy and exercise of power [Section 14(1)(g)]

SAQA is committed to a process of public consultation in all its processes in the following ways:

- Members of the Authority are appointed in terms of section 4 of the *SAQA Act*
- Policy documents, qualifications and standards are published in the Government Gazette for public comment before they are approved or registered
- NSB members are appointed in terms of chapter 3 section 15 and 16 of Regulation no. 452 of 28 March 1998
- SGB members are appointed in terms of chapter 4 section 22 and 23 of Regulation no. 452 of 28 March 1998
- Consultative workshops and conferences are held on a regular basis

F. Remedies available if the provisions of the *Promotion of Access to Information Act* are not complied with [Section 14(1)(h)]

SAQA, as a public body that performs a public function in terms of legislation (see the definition of "public body" in section 1 paragraph (b) (i) of the *Promotion of Access to Information Act*), does not have internal appeal procedures. The courts may be approached in such instances where there is no compliance with the provisions of this Act.

No. 601

24 June 2005



Established in terms of Act 58 of 1995

IBHUKWANA ELIPHATHELENE NOKUTHOLAKALA KOLWAZI

Nhlangulana 2005

**ISAQA: IBHUKWANA ELIPHATHELENE
NOKUTHOLAKALA KOLWAZI**

OKUQUKETHWE

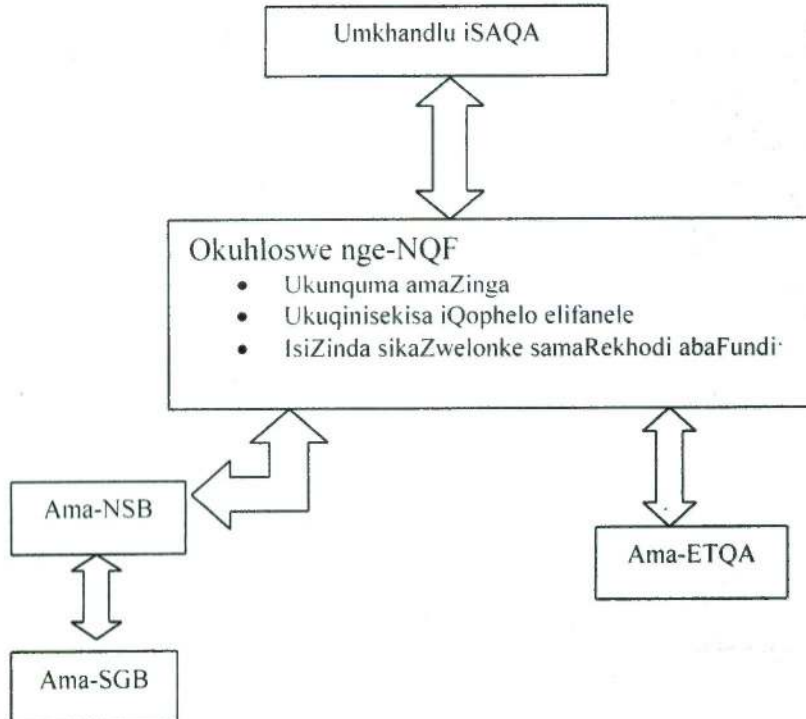
A. Imisebenzi kanye nohlaka lwe-South African Qualifications Authority (ISAQA) [Isigaba 14(1)(a)]	3
I. Imisebenzi yeSAQA ngokwezimiso zoMthetho weSAQA onguNombolo 58 ka-1995	3
II. Umdwebo weSAQA okhombisa izinhloko zayo	3
III. Isakhiwo soMkhandlu iSAQA	4
B. Imininingwane yokuxhumana [Isigaba 14(1)(b)]	4
C. Ibhukwana elichaza ngesigaba 10 [Isigaba 14(1)(c)]	5
D. Ukuthola imibhalo yolwazi egcinwe nguMkhandlu iSAQA [Isigaba 14(1)(d)]	5
I. Ulwazi olungatholakala ngaphandle kokwenza isicelo [Isigaba 14(1)(e)]	5
II. Imibhalo yolwazi engacelwa [Isigaba 14(1)(d)]	6
III. Inqubo yokwenza isicelo	7
E. Imisebenzi yeSAQA nokuthi ufinyelele kanjani kuyo lapho uyidinga	9
F. Uhlelo oluvumela ukubandakanywa komphakathi lapho kusungulwa inqubomgomo nokusebenzisa amandla [Isigaba 14(1)(g)]	9
G. Izixazululo ezikhona uma ungahlonishwa uMthetho oKhuthaza ukuTholakala koLwazi [Isigaba 14(1)(h)]	9

A. Imisebenzi kanye nohlaka lwe-South African Qualifications Authority (ISAQA)
[Isigaba 14(1)(a)]

1. Imisebenzi yeSAQA ngokwezimiso zoMthetho weSAQA onguNombolo 58 ka-1995

- Ukubhekela ukuthuthukiswa koHlaka lukaZwelonke olubhekele amaQhuzu eMfundo i-NQF, ngokusungula nokushicilela imigomo nendlela ezolandelwa lapho kubhaliswa izinhlangano ezizosingatha ukusungulwa kweqophelo lemfundo nezokuqeqesha kumbe lamaqhuzu emfundo (okuyizinhlanga zikazwelonke eziqapha amazanga kanye nezinhlanga eziwabekayo amazanga) kanye nokunika igunya ezinhlanganweni ezibhekele ukuqapha nokuhlaziya lokho okuzuziwe ngokuphathelele nalawo maqophelo kanye neqhuzu (okuyizinhlangano eziqinisekisa amazanga afanele kwezemfundo nokuqeqesha)
- Ukusingatha ukusebenza kweNQF ngokuqinisekisa ukubhaliswa, ukunika igunya nokwedlulisa umsebenzi ezinhlanganweni ezibalulwe ngenhla kanjalo nokubhaliswa kwamazinga namaqhuzu emfundo kazwelonke ohlakeni. ISAQA kumele ithathe izinyathelo zokuqinisekisa ukuthi izimiso zegunya elinikiwe ziyathotshelwa kuthi lapho kufanele khona lawo maqophelo neqhuzu lemfundo kube sesimeni sokuqhathaniseka nemfundo yamazwe omhlaba.
- Ukweluleka uNgqongqoshe wezeMfundo mayelana namaphuzu aphantelene nokubhaliswa kweqophelo lemfundo kanye nelamaqhuzu
- Ukusingatha umsebenzi wokwengamela izimali zoMkhandlu.

II. Umdwebo weSAQA okhombisa izinhlanga zayo



III. Isakhiwo soMkhandlu iSAQA

Umkhandlu iSouth African Qualifications Authority (ISAQA) unamalungu angama-29 aqokwe nguNgqongqoshe wezeMfundo kanye noNgqongqoshe wezabaSebenzi, okuyibona abamele labo abathintekayo ezingeni likazwelonke ezinhlelweni zemfundo nezokuqeqesha. ISAQA inomsebenzi wokusungula nokubhekela ukusebenza kwenqubomgomo ngokusebenzisa ihhovisi layo.

Ihhovisi leSAQA lisingethe izinto ezintathu ezethulwa yi-NQF – ukunquma amazinga, ukuqinisekisa iqophelo elifanele, isiZinda sikaZwelonke samaRekhodi abaFundi (iNLRD)

Uhlelo lokunquma amazinga lubandakanya ukubhaliswa kanye nokwenganyelwa kwezinhlela zikazwelonke eziqapha amazinga (ama-NSB) kanye nokuyizona eziwabekayo (ama-SGB). Umsebenzi walezi nhlela uyaye uholele ekusungulweni kwamazinga namaqhuzu emfundo, bese kuthi ngemva kokuxoxisana nomphakathi kwenziwe isincomo kuSAQA ngezinhlelo okumele zilandelwe ekubhaliseni kumhlahlandlela kazwelonke wamaqhuzu (iNQF).

Ukuqinisekisa iqophelo kubandakanya ukunika igunya ezinhlelweni ezizobheka iqophelo lemfundo nokuqeqeshwa (ama-ETQA) nokuqapha kanye nokuhlolisisa ukusebenza kwazo. Izinhlangano ama-ETQA agunyazwa ukuqapha iqophelo lamaqhuzu athile abhaliswe ku-NQF. Lezi nhlangano yizona ezigunyaza abaqeqeshi nabafundisi abakhipha lawo maqhuzu emfundo.

IsiZinda sikaZwelonke samaRekhodi abaFundi (iNLRD) siwuhlelo lolwazi olugcinwa kukhompuyutha olusetshenziswa ukwengamela iNQF.

B. Imininingwane yokuxhumana [Isigaba 14(1)(b)]

Umsebenzi wezokwazisa emkhandlwini iSAQA yisiKhulu esiyinhloko nomphathi weSAQA kanti-ke amaPhini kwezokwazisa ngo:

Umphathi: IsiKhungo sezoLwazi ukwazisa

Umphathi: wesiZinda sikaZwelonke samaRekhodi abaFundi (iNLRD)

Ikheli lomgwaqo: Hatfield Forum West
1067 Arcardia Street
Hatfield

Ikheli leposi: Postnet Suite 248
Private Bag X06
WATERKLOOF
0145

Inombolo yocingo: (012) 431-5000
Inombolo yefeksi: (012) 431-5147
I-E-mail : saqainfo@saqa.co.za

IWebsite: <http://www.saqqa.org.za>

C. Ibhukwana elichaza ngesigaba 10 [Isigaba 14(1)(c)]

Leli bhukwana lizotholakala emahhovisi eKhomishane yaseNingizimu Afrika yamaLungelo esiNtu (iSAHRC) ingakedluli inyanga ka-August 2003. Uma kukhona ofisa ukukwazi thumela imibuzo yakho ku:

The South African Human Rights Commission:

PAIA Unit

The Research and Documentation Department

Ikheli leposi: Private Bag 2700
Houghton
2041

Ucingo: (011) 484 8300
Ifeksi: (011) 484 1360
IWebsite: www.sahrc.org.za
I-E-mail: PAIA@saahrc.org.za

D. Ukuthola imibhalo yolwazi egcinwe nguMkhandlu iSAQA [Isigaba 14(1)(d)]

I. Ulwazi olungatholakala ngaphandle kokwenza isicelo [Isigaba 14(1)(e)]

Amalungu omphakathi angakwazi ukuthola ulwazi oluqondene nezinto ezibhalwe ngezansi ngaphandle kokuthi agcwalise ifomu yokucela ulwazi ebhalwe kusoMqulu kaHulumeni [Isaziso sikaHulumeni R187-15 February 2002] (Ifomu A).

Qaphela ukuthi enye imethiriyeli yeSAQA iyathengiswa ngenhloso yokubuyisa izimali ezisetshenziswe lapho kushicilelwa, kanti lowo ofake isicelo uyokwaziswa ngalezi ndleko uma zikhona embhalweni awucelile.

Kuwukwephula umthetho ukuba lowo ocele ulwazi bese ethengisa imethiriyeli yeSAQA ngenhloso yokwenza inzuzo. Uma imethiriyeli yenziwa kabusha noma kucashunwa okuthile kuyona, kumele kuvezwe ukuthi uMkhandlu iSouth African Qualifications Authority yiwona owumthombo walolo lwazi.

Isihloko: Imibhalo evulelekile

Izigaba:

- Umthetho oshayiwe
- Imibiko yonyaka
- Imibiko yezindaba ezintsha zeSAQA
- Imibhalo yama-bulletin
- Amapheshana olwazi

- Imibhalo eyethulwe ezithangamini zokwabelana ngolwazi nasezingqungqutheleni, njll.

Isihloko: Ukunquma amaZinga neNtuthuko

Izigaba:

- Iziqondiso
- Imibhalo yezinto ezibhekwayo kanye nomhlahlandlela
- Imibhalo yenqubomgomo
- Izaziso zikasomqulu kaHulumeni
- Amaqhuzu emfundo abhalisiwe kanye namazinga ezingosi abhalisiwe

Isihloko : Ukuqinisekisa iQophelo elifanele neNtuthuko

Izigaba:

- Iziqondiso
- Imibhalo yenqubo nomhlahlandlela
- Imibhalo yenqubomgomo
- Izaziso zikasomqulu kaHulumeni

Isihloko : IsiZinda sikaZwelonke samaRekhodi abaFundi

Izigaba

- Amagama amalungu oMkhandlu
- Ama-NSB, ama-SGB kanye namagama amalungu awo
- Izinhlangano ezingama-EQTA ezigunyaziwe kanye namagama abaphathi bazo
- Abahlinzeka ngemfundo nezinhlelo zokuqeqesha abagunyaziwe
- Amaqhuzu emfundo namazinga ezimpiko abhalisiwe

II. Imibhalo yolwazi engacelwa [Isigaba 14(1)(d)]

Ukuchazwa kwezihloko kanye nezigaba zolwazi olugcinwe yiSAQA olungacelwa ngokulandela isahluko sesine, Isigaba sama-34(1) soMthetho ka-2000 oKhuthaza ukuTholakala koLwazi.

Isihloko: Ukunquma amaZinga neNtuthuko

Izigaba:

- Iziqumo ze-NSB
- Imibiko eshicilelwe

Isihloko: Ukuqinisekisa iQophelo elifanele neNtuthuko

Izigaba:

- Imibiko eshicilelwe

Isihloko: Ezabasebenzi

Izigaba:

- Inqubomgomo ephathelene nezabasebenzi nenqubo elandelwayo
- Amarekhodi ezokuqasha

Isihloko: Ezezimali kanye nokuPhatha

Izigaba:

- Inqubomigomo kanye nendlela elandelwayo
- Amarekhodi ezimali kanye nemibiko

Isihloko: IsiZinda sikaZwelonke samaRekhodi abaFundi (iNLRD)

Izigaba

- Amarekhodi abafundi
- Incazelo eqondele nolwazi oluseqoqweni elithile esiZindenini sikaZwelonke samaRekhodi abaFundi
- Uhlelo lokugcina ulwazi lwesiZinda sikaZwelonke samaRekhodi abaFundi

Isihloko: Umkhandlu

Izigaba:

- Izinqumo
- Imibiko eshicilelwe
- Imithetho yenqubo

III. Inqubo yokwenza isicelo

Lowo odinga ulwazi noma umfakisicelo uzonikwa ithuba lokuthola amarekhodi eSAQA uma:

- Eyifezile yonke imibandela ephathelene nenqubo evezwe wuMthetho ophathelene nokucela ukuthola amarekhodi; nalapho
- Ukuthola lolu lwazi kungenqatshelwe ngezizathu ezingabe zivezwe eMthethweni onguNombolo-2 ka-2000 oKhuthaza ukuTholakala koLwazi.

Uhlobo lwesicelo

- Lowo ocela ulwazi kumele asebenzise ifomu ephilintwe kuSomqulu kaHulumeni [iSaziso sikaHulumeni esingu R187-15 February 2002] (Ifomu A).
- Lowo ocela ulwazi kumele aveze ukuthi ngabe ucela ikhophi yamarekhodi noma noma ufisa ukuza azowabheka siqu amarekhodi emahhovisi eSAQA. Ngale kwalokho uma amarekhodi ewumbhalo, angabhekwa efomini eceliwe uma indlela ikhona [Isigaba 29(2)].
- Uma umuntu ecela ukunikwa amarekhodi esesimeni esithile kumele anikwe lawo marekhodi ekuleso simo, ngaphandle uma ukwenza njalo kuzophazamisa ukusingathwa kweSAQA, noma kulimaze amarekhodi, noma kwephule ilungelo lokushicilela okungelona elomkhandlu iSAQA. Uma ngezizathu ezithile ulwazi lungeke lutholakale ngesimo okucelwe ukuba lutholakale ngaso, kodwa lungatholakala ngenye indlela, lapho kumele kubalwe imali ezokhokhwa ngokulandela indlela lowo ocele amarekhodi aqale wathi amarekhodi uwadinga ngayo [Isigaba 29(3) no (4)].
- Uma lowo ocele amarekhodi efuna ukuphendulwa ngenye indlela ngesinqumo ngaphezu kokubhalelwa, njengokuthi ashayelwe ucingo, lokhu kumele kushiwo [Isigaba 18(2)(e)].
- Uma lowo ocela ulwazi lokho ekwenza ekwenzela omunye umuntu, kumele asho ukuthi ukwenza ngokwaliphi igunya. [Isigaba 18(2)(f)].
- Uma lowo ocela ulwazi engakwazi ukufunda noma ukubhala noma enokukhubazeka okuthile, unakho ukuthi angenza isicelo sakhe ngomlomo. Umsebenzi wezokwazisa kumele agcwalisele lowo muntu ifomu bese emnika ikhophi [Isigaba 18(3)].

Imali ekhokhwayo yehlukaniswe izigaba ezimbili ngokoMthetho oKhuthaza ukuTholakala koLwazi, okuyimali yesicelo nemali yokuthola ulwazi.

Umuntu ocela amarekhodi aqukethe ulwazi oluqondene naye siqu akudingeki ukuba akhokhe imali yesicelo. Kanti bonke abanye abantu abangaceli ulwazi oluqondene nabo, kumele bakhokhe imali yesicelo:

- Umsebenzi wezokwazisa kumele azise umuntu owenze isicelo (uma engaceli ulwazi oluqondene naye siqu) ngesaziso mayelana nemali equnyiwe okumele ikhokhwe (uma ikhona) ngaphambi kokuba aqhubeke phambili nokuhlaziya isicelo leso.
- Imali yesicelo ekhokha ezinhlenganweni zomphakathi ngu-R35. Lowo muntu ofake isicelo angafaka isicelo ngaphakathi sokuphikisa lokhu noma afake isicelo senkantolo lapho ephikisa ithenda noma ukukhokhwa kwemali yesicelo.
- Ngemuva kokuba umsebenzi wezokwazisa esenze isinqumo ngesicelo esifakiwe, lowo muntu ofake isicelo kumele aziswe ngesinqumo esithathiwe kulandelwe indlela acele ukuba aziswe ngayo.
- Uma isicelo sivunyiwe, kumele kukhokhwe enye imali yokuthola ulwazi nekhokhelwa ukubheka, ukulungisa, kanye nokukhiqiza kabusha kanye nesikhathi okweqe ngaso kuleso esinqunyelwe ukubheka nokulungisa amarekhodi ukuze anikezwe lowo owadingayo.

E. Imisebenzi yeSAQA nokuthi ufinyelele kanjani kuyo lapho uyidinga

ISAQA yenzela umphakathi le misebenzi elandelayo:

- Ukuhlolisisa amaqhuzu emfundo asemazweni angaphandle ukuthola ukuthi alingana namaphi lapha eNingizimu Afrika kanye nokwenza isincomo mayelana namazinga okumele abekwe kuwo.
- Isizinda sethu semithombo yolwazi sinezincwadi, idatabase ekukhompuyutha kanye nama-video kanti lokhu kusetshenziselwa ukugcina/ukulondoloza yonke imibhalo eshicilelwe ephathelene neSAQA neNQF. IWebsite yeSAQA nayo yenganyelwe yilesi sikhungo. Ineminingwane ngeSAQA neNQF okubandakanya imibhalo eshicilelwe, imibhalo yenqubomgomo, kanye namaqhuzu kanjalo namazinga abhalisiwe.
- Uphiko lwezokuxhumana luhlinzeka ngolwazi oluthinta iSAQA kanye nemisebenzi yalo okubandakanya ukusungula nokwengamela imikhankaso eqhutshwa yiSAQA.
- IsiZinda sikaZwelonke samaRekhodi abaFundi sinolwazi olulandelayo:
 - Amaqhuzu emfundo kanye namazinga abhalisiwe ku-NQF
 - Ama-ETQA abhalisiwe
 - Abafundisi kanye nabaqeqeshi abagunyaziwe
 - Imininingwane yomfundi ngamunye kanye nalokho abakuphasile ezifundweni
 - Amagama amalungu oMkhandlu iSAQA, awama-NSB nawa-SGB kanye nabaphathi bama-ETQA, abafundi kanye nabaqeqeshi abagunyaziwe.

Olunye ulwazi mayelana nalemisebenzi lungatholakala ku-Website yeSAQA (www.sqa.org.za). Imibuzo ingaqondiswa ku: sqaqinfo@sqa.org.za noma ushayele ku-(012) 431-5000

F. Uhlelo oluvumela ukubandakanywa komphakathi lapho kusungulwa inqubomgomo nokusebenzisa amandla [Isigaba 14(1)(g)]

ISAQA izibophezele ekubandakanyeni umphakathi kuyona yonke imisebenzi yayo ngendlela elandelayo

- Amalungu oMkhandlu aqokwa ngokulandela izimiso zesigaba 4 soMthetho weSAQA.
- Imibhalo yenqubomgomo, amaqhuzu emfundo, namazinga emfundo kushicilelwa kuSomqulu kaHulumeni ukuze umphakathi uphawule ngako ngaphambi kokuba kuphasiswe noma kubhaliswe.
- Amalungu eNSB aqokwa ngokwezimiso zesahluko sesi-3 sesigaba se-15 nese-16 wesiqondiso esinguNombolo 452 wangomhla ka-28 March 1998.
- Amalungu eSGB aqokwa ngokwezimiso zesahluko sesi-4 sesigaba sama-22 nesama-23 wesiQondiso esinguNombolo 452 wangomhla ka-28 March 1998.
- Njalo kuba nezingqungquthela nemihlangano ebanjwayo yokucobelelana ngolwazi.

G. Izixazululo ezikhona uma ungahlonishwa uMthetho oKhuthaza ukuTholakala koLwazi [Isigaba 14(1)(h)]

ISAQA njengenhlangano yomphakathi eyenza umsebenzi womphakathi ngokulandela umthetho (Bheka incazelo yeNhlangotho yoMphakathi esigabeni 1 kupharagrafu (b)(1) woMthetho oKhuthaza ukuTholakala koLwazi) ayinayo inqubo yangaphakathi yokwedlulisa izikhalo. Ngakho udaba lungedluliselwa ezinkantolo ezimeni lapho kunokungahloniphi izimiso zomthetho.

No. 601

24 June 2005



Established in terms of Act 58 of 1995

TŠHUPATSELA YA KABO YA TSHEDIMOŠO

Phupu 2005

SAQA - TŠHUPATSELA YA KABO YA TSHEDIMOŠO

LENANEO LA DIKAGARE

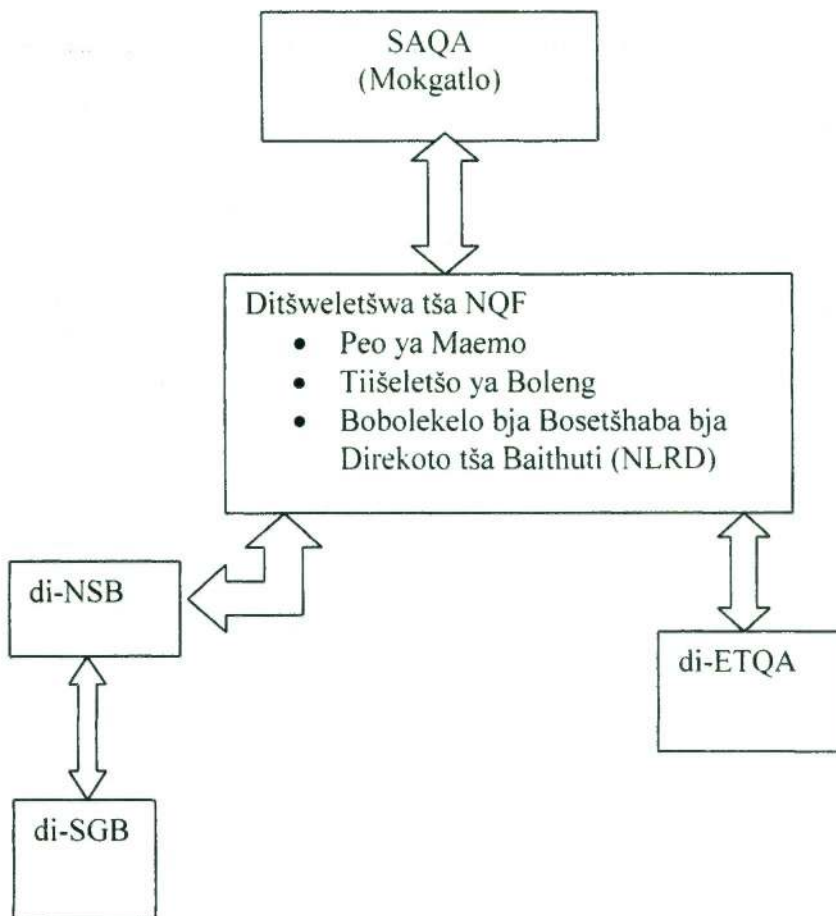
A.	Mešomo le sebopego sa Mokgatlo wa Afrika Borwa wa Makgone (SAQA) [Karolo 14(1)(a)].....	3
I.	Mešomo ya SAQA go ya ka Molao wa SAQA wa Nomoro ya 58 wa 1995.....	3
II.	Sethalwapeakanyo sa SAQA, dišweletšwa tša yona le makalana a yona .	3
III.	Sebopego sa SAQA	4
B.	Dintlha tša boikopanyo [Karolo ya 14(1)(b)].....	4
C.	Tlhahlo ya Karolo ya 0 [karolo ya 14(1)(c)].....	5
D.	Phihlelelo ya direkoto tše di swerwego ke SAQA (Karolo ya 14(1)(d)).....	5
I.	Dikutullo tše di sa nyakego kgopelo(Karolo ya 14(1)(e)).....	5
II.	Direkoto tše di ka kgopelwago [Karolo ya 14(1)(d)].....	6
III.	Ditsela tša go kgopela.....	7
E.	Ditirelo tše di hwetšagalago le ka mo di ka fihlelelwago.....	8
F.	Dipeakanyo tše di kgonagatšago go kgatha tema ga batho go hlangweng ga leanotshepedišo le tirišong ya maatla [Karolo ya 14(1)(g)].....	9
G.	Ditokišo tše di hwetšagalago ge ditaelo tša Molao wa Tšweletšo ya Phihlelelo ya Tshedimošo di sa obamelwe [Karolo ya 14(1)(h)].....	9

A. Mešomo le sebopego sa Mokgatlo wa Afrika Borwa wa Makgone (SAQA) [Karolo ya 14(1)(a)]

I. Mešomo ya SAQA go ya ka Molao wa SAQA wa Nomoro ya 58 wa 1995

- Go okamela tlhabollo ya Tlhako ya Botsetšhaba ya Makgone (NQF), ka go hlama le go phatlalatša maanotshepedišo le ditsela tša go ngwadiša mekgatlo yeo e nago le boikarabelo bja go hloma maemo a thuto le a tlhahlo goba makgone (ke go re Mekgatlo ya Bosetšhaba ya go Bea Maemo le Mekgatlo ya go Tšweletša Maemo) le go amogela mekgatl ye e nago le boikarabelo bja go hlapetša le go lekola dikatlego go ya ka maemo le dithuto (ke gore Mekgatlo ya Tiišetšo ya Boleng bja Thuto le Tlhahlo).
- Go okamela go tsenywa tirišong ga NQF ka go kgonthiša ngwadišo, kamogelo le go fiwa ga mešomo go mekgatlo ye e boletšwego ka godimo, gammogo le go ngwadišwa ga maemo a bosetšhaba le dithuto tlhakong. SAQA e swanetše go tšea le magato a go kgonthiša gore ditaelo tša go fana ka maikarabelo di a obamelwa le gore moo go lego maleba, maemo ao a ngwadišitšwego le makgone, di sepelelana le tša boditšhabatšhaba.
- Go eletša Tona ya Thuto ka ga merero ye e amago go ngwadišwa ga maemo le makgone.
- Go ba le boikarabelo bja taolo ya ditšhelete tša Taolo.

II. Sethalwapeakanyo sa SAQA, ditšweletšwa tša yona le makalana a yona.



III. Sebopego sa SAQA

Mekgatlo wa Afrika Borwa wa Makgone (SAQA) o na le maloko a 29, ao a hlomilwego ke Ditona tša Thuto le Mešomo, bao ba emelago baswari ba dikarolo ba bosetšhaba lenaneong la thuto le tlhahlo. O na le boikarabelo bja go hlama le go tsenya leanotshepedišo tirišong ka kantoro ya SAQA.

Kantoro ya SAQA e sepediša ditšweletšwa tše tharo tša NQF, ke go re lenaneo la go bewa ga maemo, lenaneo la go tiišeletša boleng, le Bobolokelo bja Bosetšhaba bja Direkoto tša Baithuti (NLRD).

Lenaneo la go bea maemo le akaretša go ngwadiša le go sepediša Mekgatlo ya Bosetšhaba ya go Bea Maemo (di-NSB) le Mekgatlo ya go Tšweletša Maemo (di-SGB). Ka mešomo ya mekgatlo ye, maemo le dithuto di a hlabollwa gomme morago ga go boledišana le mekgatlo ya keletšo, go dirwa ditšhišinyo tše di yago go SAQA gore mekgatlo ye e ngwadišwe go SQF.

Tiišeletšo ya boleng e akaretša go fiwa ga boikarabelo ga mekgatlo ya Tiišeletšo ya Boleng bja Thuto le Tlhahlo (di-ETQA) le go hlapetšwa le go lekolwa ga go šoma ga yona. Baabi ba Thuto le Tlhahlo ba filwe boikarabelo bja go kgonthiša boleng bja dithuto tše di itšego tšeo di ngwadišitšwego go NQF. Di-ETQA tšona di fa boikarabelo go baabi ba Thuto le Tlhahlo bao ba fanago ka dithuto tše.

NLRD ke lenaneo la tshedimošo la elektroniki leo le dirišwago go kgonagatša tshepedišo ya NQF.

B. Dintlha tša Boikopanyo [Karolo ya 14(1)(b)]

Mohlankedi wa Tshedimošo ka SAQA ke Mohlankediphethiši gomme Motlatšamohlankedi wa Tshedimošo ke:

Mosepediši: Lefelo la Mehlo di le Tshedimošo
Mosepediši: NLRD

Aterese ya mo ba lego gona: Hatfield Forum West
1067 Arcardia Street
Hatfield

Aterese ya Poso: Postnet Suite 248
Private Bag X06
WATERKLOOF
0145

Mogala: (012) 431-5000
Fekese: (012) 431-5147
Aterese ya E-mail: [saqaainfo@saqa.co.za](mailto:sqaainfo@saqa.co.za)
Inthanete: <http://www.saqa.org.za>

C. Tlhahlo ya Karolo ya 10 [Karolo ya 14(1)(c)]

Tlhahlo ye e tla hwetšagala go khomišene ya Afrika Borwa ya Ditokelo tša Batho (SAHRC) pele ga Agosetose 2003. Ake o iše dipotšišo dife goba dife go:

Khomišene ya Afrika Borwa ya Ditokelo tša Batho**Sekgao sa PAIA****Lefapha la Dinyakišišo le Poloko ya Dingwalwa:**

Aterese ya Poso: Private Bag 2700
Houghton
2041

Mogala: (011) 484-8300
Fekese: (011) 484-1360
Inthanete: www.sahrc.org.za
Aterese ya E-mail: PAIA@sahrc.org.za

D. Phihlelelo ya direkoto tše di swerwego ke SAQA [Karolo ya 14(1)(d)]**I. Dikutullo tše di sa nyakego kgopelo [Karolo ya 14(1)(e)]**

Maloko a setšhaba a ka ba le phihlelelo ya direkoto tše di lego lenaneong leo le lego ka tlase ntle le gore a dire kgopelo ya foromo ya tshedimošo ye e gatišitšwego ka Kuranteng ya Mmušo [Tsebišo ya Mmušo R187 –15 Febereware 2002] (Foromo ya A).

Hlokomela gore diphatlatšwa tše dingwe tša SAQA di a rekišwa go lokiša ditshenyagalelo tša tšweletšo gomme bakgopedi ba tla eletšwa ka ga ditshenyagalelo, ge go le maleba, ge ba ka botšiša.

Go kgahlanong le molao gore mokgopedi a rekiše materiale wa SAQA gore a hwetše poelo. Ge materiale o ka bušološwa goba wa tsopolwa, Mokgatlo wa Afrika Borwa wa Makgone (SAQA) o swanetše go amogelwa bjalo ka mohlodi.

Tabataba: Diphatlatšwa tša Kakaretšo

Magoro:

- Peomelao:
- Dipego tša ngwaga
- Dibjale tša SAQA
- Dipego
- Dipukwana
- Dipolelo tše di beilwego dikopanong tša tshedimošo/dikhonferenseng, bj.bj.

Tabataba: Peo ya Maemo le Tlhabollo

Magoro:

- Melaotshepedišo
- Dingwalwa tša mekgwa le tša ditsela tša tlhahlo
- Dingwalwa tša maanotshepedišo
- Ditsebišo tša Kuranta ya Mmušo
- Makgone ao a ngwadišitšwego le maemo a dikgao

Tabataba: Tiišeletšo ya Boleng le Tlhabollo

Magoro:

- Melaotshepedišo
- Dingwalwa tša mekgwa le tša ditsela tša tlhahlo
- Dingwalwa tša maanotshepedišo
- Ditsebišo tša Kuranta ya Mmušo

Tabataba: Bobolokelo bja Bosetšaba bja Direkoto tsa Baithuti (NLRD)

Magoro:

- Maina a maloko a Mokgatlo
- Di-NSB, di-SGB le maina a maloko a tšona
- Di-ETQA tše di filwego maikarabelo le maina a basepediši ba tšona
- Baabi ba Thuto le Tlhahlo ba ba filwego maikarabelo
- Makgone ao a ngwadišitšwego le maemo a dikgao

II. Direkoto tše di ka kgopelwago [Karolo ya 14(1)(d)]

Tlhaloso ya ditabataba le magoro a direkoto tše di swerwego ke SAQA, tše di ka kgopelwago go ya ka kgaolo ya 4, karolo ya 34(1) ya *Molao wa Tšweletšo ya Phihlelelo ya Tshedimošo wa 2000*.

Tabataba: Peo ya Maemo le Tlhabollo

Magoro:

- Diphetho tša NSB
- Dipego tše di phatlaladitšwego

Tabataba: Tiišeletšo ya Boleng le Tlhabollo

Magoro:

- Dipego tše di phatlaladitšwego

Tabataba: Mehloodi ya tša Bašomi

Magoro:

- Maanotshepedišo le ditsela tša Mehloodi ya tša Bašomi
- Direkoto tša thwalo

Tabataba: Ditšhelete le Taolo

Magoro:

- Maanotshepedišo le ditsela

- Direkoto tša ditšhelete le dipego
- Tabataba: Bobolokelo bja Botsetšhaba bja Direkoto tša Baithuti (NLRD)
- Magoro:
- Direkoto tša baithuti
 - Ditšhupo tša dihlotswana tša NLRD
 - Sekao sa Data sa NLRD

Tabataba: Taolo

Magoro:

- Diphetho
- Dipego tše di phatlaladitšwego
- Melao ya ditsela tša go šoma

III. Ditsela tša go kgopela

Mokgopedi goba modirakgopelo o tla fiwa phihlelelo ya direkoto tša SAQA ge:

- Mokgopedi a kgotsofatša dinyakwa ka moka tša tshepedišo tša Molao wo o amannago le kgopelo ya phihlelelo ya rekoto yeo; le ge
- Phihlelelo ya rekoto yeo e sa ganwa ka mabaka afe goba afe ao a boletšwego go *Molao wa Tšweletšo ya Phihlelelo ya Tshedimošo wa 2000*.

Sebopego sa kgopelo:

- Mokgopedi o swanetše go diriša foromo ye e gatišitšwego ka Kuranteng ya Mmušo [Tsebišo ya Mmušo R187-15 Febereware 2002 (Foromo A)].
- Mokgopedi o swanetše le gore a laetše ge e le gore kgopelo yeo ke ya khophi ya rekoto goba ge e le gore o nyaka go tla go bogela direkoto ka dikantorong tša SAQA. Go sego bjalo, ge e le gore rekoto yeo ga se sengwalwa, e ka bogelwa ka sebopego se e kgopetšwego ka sona, mo go kgonegago [Karolo ya 29(2)].
- Ge motho a kgopela phihlelelo ka sebopego se se itšego, o swanetše go hwetša phihlelelo ka mokgwa wo a e kgopetšego ka wona, ntle le ge go dira bjalo go tla tshwenyana, ka mokgwa wo o sa kwagalego, le tshepedišo ya SAQA goba ga senya rekoto goba ga tshela tokelo ya ngwalollo ye e sego ya SAQA. Ge ka mabaka ao a kwagalago phihlelelo e ka se fiwe ka sebopego se e nyakwago ka sona eupša ka mokgwa wo mongwe, gona tefelo e swanetše go šongwa ka mokgwa wo mokgopedi a e nyakilego ka gona mathomong [Karolo ya 29(3) le (4)].
- Ge go ka re godimo ga phetolo ye e ngwadilwego ya go hwetša rekoto, mokgopedi a nyaka go tsebišwa ka ga sephetho ka mokgwa ofe goba ofe wo mongwe, mohlala, ka mogala, se se swanetše go laetšwa [Karolo ya 18(2)(e)].
- Ge mokgopedi a kgopela tshedimošo legatong la yo mongwe, maemo ao kgopelo e dirwago ka yona a swanetše go laetšwa [Karolo ya 18(2)(f)].
- Ge mokgopedi a sa kgone go bala goba go ngwala, goba a na le bokofodi, a ka kgopela rekoto ka molomo. Mohlankedi wa tshedimošo o swanetše go tlatša foromo legatong la mokgopedi yoo gomme a mo fe khophi [Karolo ya 18(3)].

Go nyakega mehuta ye mebedi ya ditefelo go ya ka Molao wa Tšweletšo ya Phihlelelo ya Tshedimošo, e lego tefelo ya kgopelo le tefelo ya phihlelelo [Karolo ya 22]):

Mokgopedi yo a nyakago phihlelelo ya rekoto ye e nago le tshedimošo ya bomotho ka ga yena ga a nyakege gore a lefele kgopelo. Bakgopedi ba bangwe ka moka bao e sego bakgopedi ba tshedimošo ya bomotho, ba swanetše go lefela tefelo ye e nyakegago ya kgopelo;

- Mohlankedi wa tshedimošo o swanetše go tsebiša mokgopedi (ntle le mokgopedi wa bomotho), ka tsebišo ye e nyakago gore mokgopedi a lefe tefelo ye e beilwego (ge e le gona) pele a ka tšwela pele ka kgopelo yeo.
- Tefelo ya kgopelo ye e lefelwago ke mekgatlo ya mang le mang ke R35. Mokgopedi a ka dira boipiletšo bja ka gare moo go lego maleba, goba kgopelo go kgoro ya tsheko kgahlanong le kholofetšo goba tefelo ya kgopelo.
- Morago ga gore mohlankedi wa tshedimošo a tšee sephetho ka ga kgopelo yeo, mokgopedi o swanetše go tsebišwa ka ga sephetho seo ka mokgwa woo a kgopetšego go tsebišwa ka gona.
- Ge kgopelo e dumelwa, go swanetše go lefelwa tefelo ye nngwe ya phihlelelo gore go nyakwe, go bušetšwe, go be go lefelwe nako yeo e fetilego diiri tše di beilwego tša go nyaka le go lokišetša rekoto gore e utollwe.

E. Ditirelo tše di hwetšagalago le ka mo di ka fihlelelwago

SAQA e fana ka ditirelo tše di latelago go batho:

- Kelo ya mangwalo a makgone a go tšwa ntle gore go kgonthiše gore a lekana le afe a Afrika Borwa le gore go šišinywe magato ao a kgonegago a kamogelo.
- Lefelo la Mehlopi le Tshedimošo le na le dipuku, malotelo a tshedimošo ao a lego khomphutheng, le kgoboketšo ya diswantšho le medumo, gomme le go šoma bjalo ka bolotelo bja diphatlalatšwa ka moka tšeo di amanago le SAQA le NQF. Lefelo la inthanete la SAQA le lona le sepedišwa ke Lefelo le. Le na le tshedimošo ka ga SAQA le NQF, go akaretšwa diphatlalatšwa, dingwalwa tša maanotshepedišo, le makgone ao a ngwadišitšwego le maemo.
- Sekgao sa Dikgokaganyo se fana ka tshedimošo ka ga SAQA gomme ditiro tša sona di akaretša go hlabolla le go sepediša lesolo la go kwalakwatša SAQA.
- NLRD e na le tshedimošo ka ga:
 - Makgone le maemo a dikgao ao a ngwadišitšwego go NQF
 - Di-ETQA tše di filwego maikarabelo
 - Baabi ba Thuto le Tlhahlo ba ba filwego maikarabelo
 - Baithuti le dikatlego tša bona
 - Maina a maloko a Mokgatlo ya SAQA, di-NSB, di-SGB, balaodi ba di-ETQA tše di filwego maikarabelo le baabi ba Thuto leTlhahlo.

Tshedimošo ye nngwe ka ga ditirelo tše e ka humanwa lefelong la inthanete la SAQA (www.saqqa.org.za). Dinyakišišo di ka romelwa ka E-mail go saqainfo@saqa.org.za goba ka go leletša (012) 431-5000.

F. Dipeakanyo tše di kgonagatšago go kgatha tema ga batho go hlangweng ga leanotshepedišo le tirišong ya maatla [Karolo ya 14(1)(g)]

SAQA e ikemišeditše go phethagatša leanotshepedišo la go eletšana le batho mananeong ka moka a yona ka ditsela tše di latelago:

- Maloko a Mokgatlo a hlongwa go ya ka karolo ya 4 ya Molao wa SAQA
- Dingwalwa tša molaotshepedišo, makgone le maemo di phatlalatšwa ka Kuranteng ya Mmušo gore batho ba ntšhe maikutlo ka ga tšona pele di ka amogelwa goba tša ngwadišwa
- Maloko a NSB a hlongwa go ya ka Kgaolo ya 3 karolo ya 15 le ya 16 tša Molaotshepedišo wa Nomoro ya 452 wa 28 Matšhe 1998
- Maloko a SGB a hlongwa go ya ka Kgaolo ya 4 ya karolo ya 22 le 23 tša Molaotshepedišo wa Nomoro ya 452 wa 28 Matšhe 1998.
- Dikopanokeletšo tša tshedimošo le dikhonferense di swarwa nako le nako.

G. Ditokišo tše di hwetšagalago ge ditaelo tša Molao wa Tšweletšo ya Phihlelelo ya Tshedimošo di sa obamelwe [Karolo 14(1)(h)]

SAQA ke mokgatlo wa mang le mang wo o phethagatšago mošomo wa mang le mang go ya ka molao (bona tlhaloso ya "mokatlo wa mang le mang" go karolo ya 1 temaneng ya (b) (i) ya *Molao wa Tšweletšo ya Phihlelelo ya Tshedimošo*), ga o na ditsela tša ka gare tša boipiletšo. Go ka iwa dikgorong tša tsheko mabakeng ao ka wona go se nago kobamelo ya ditaelo tša Molao wo.

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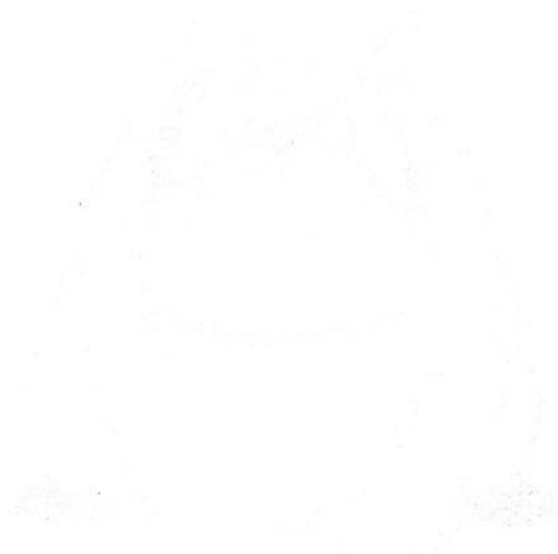
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