



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

IBHUKWANA LE-merSETA LOMTHETHO OTHUTHUKISA AMATHUBA OKUTHOLA ULWAZI

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Review: GM Corporate Governance		Approved: CEO	

IBHUKWANA LOMTHETHO OTHUTHUKISA

AMATHUBA OKUTHOLA ULWAZI

NGOKWESIGABA 14

malungana nomkhandlu obizwa nge **MANUFACTURING, ENGINEERING AND RELATED SERVICES EDUCATION AND TRAINING AUTHORITY**

1 ISINGENISO

Lelibhukwana lishicilelwe ngokwemigomo yesigaba 14 somthetho ka 2000 wokuthuthukisa amathuba okuthola ulwazi, uSection 14 we Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (Esizowubiza “Umthetho”). UMthetho uqhakambisa loko okuhlinzekwa yiSigaba 32 soMthetho-Sisekelo, esihlinzekela ilungelo lokunikwa ithuba lokuthola ulwazi olugcinwe ngumbuso, kanye nolwazi olugcinwe ngomunye umuntu olundungekayo ukuze kusetshenziswe noma /kanye nokuthi kuvikelwe noma yiliphi elinye ilungelo.

Ukuhlinzekwa kwanoma yiluphi ulwazi olungaphezu kwalolo olufuneka ngqo ngokwezimiso zeSigaba 14 soMthetho, akusho ukuthi sekwakheka elinye ilungelo noma igunya langokomthetho lokuzuza lololwazi, ngaphandle uma lololwazi ludingeka ngokwezimiso zoMthetho.

2 INCAZELO EFINGQIWE NGOMKHANDLU OBIZWA I-MANUFACTURING, ENGINEERING AND RELATED SERVICES EDUCATION AND TRAINING AUTHORITY (I-MERSETA)

I-merSETA ingena ngqo ngaphansi komkhakha ochazwa ngokuthi ngumkhandlu kahulumeni, esigabeni sokuqala soMthetho. Umkhandlu ongaphansi kukaHulumeni ubandakanya noma yimuphi umnyango wombuso noma ukulawula kuhulumeni oseqophelweni likazwelonke noma lesifundazwe, noma-ke kube yinoma yisiphi isizinda noma isigaba salowohulumeni, esisebenzisa igunya noma esinomsebenzi okufanele siwenze ngokwezimiso zoMthethosisekelo, noma esisebenzisa igunya noma esinomsebenzi okufanele siwenze ngokwezimiso zanoma yimuphi umthetho.

I-merSETA iyalixhasa ilungelo langokoMthethosisekelo lokuthola ulwazi, futhi sizinikele ekuthini sivumele noma ngubani ocelayo ukuthi awathole amarekhodi nemibhalo yethu, ngokulandela izimiso zoMthetho.

Inhloso eyasungulelwa yona i-merSETA ngeyokuthi ibe yisizinda esiluhlaka lokwakha nokusebenzisa amaqhinga namasu kazwelonke, awezigaba, nawasezindaweni zemisebenzi, okungamasu ahambisana noma ancikene nezinhloso zentuthuko yezomnotho neyzenhlalakahle kazwelonke. Lamasu asungulwe athuthukiswa ngengqikithi yokuba enze loku okulandelayo: -

- Ukweseka ukuthuthukiswa nokuphuculwa kwezinhlelo zokuthuthukisa amakhono;

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 2 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

- Ukuhlinzeka ngesiqiniseko sekhwalithi kwezemfundo nokuqeqesha;
- Ukuthuthukisa izindlela zokufinyelela emathubeni okufunda;
- Ukugquzela abaqashi ukuthi babambe iqhaza ngokubonakalayo;
- Ukuxhasa nokweseka izinjongo zomthetho obizwa i-Employment Equity Act; kanye
- Nokwenza izaba noma okuthile ngezidingo zendima yezabasebenzi eNingizimu Afrika, sekuhlangene nezidingo zabaqashi, abasebenzi, namabhizinisi amancane, amaphakathi namancane kakhulu.

3 UKUTHOLAKALA KWALELIBHUKWANA

Ikhophi yalelibhukwana iyatholakala kwi-website yethu ethi www.merseta.org.za, ngezilimi ezintathu (3) ezisemthethweni, futhi-ke umuntu angayithola ngokuthumela isicelo sokuthola ikhophi ku- Information Officer noma u-Deputy Information Officer wase-merSETA nge *email*. Lelibhukwana liyatholakala nasehhovisi lethu (ekhelini elibhalwe esigabeni 9 ngenzansi), nasemahhovisi e-South African Human Rights Commission (SAHRC) ekhelini elibhalwe ngenzansi, noma kuma-Government Printers.

4 UKULUNGISWA NOKUTHUTHUKISWA KWALELIBHUKWANA

Lebibhukwana lizobuyekezwa bese lishicilelwa, uma kunesidingo, ngezikhathi ezingeke zedlule kwesisodwa (1) ngonyaka, njengokwesimiso soMthetho.

5 INDLELA YOKUTHOLA INCAZELO NJENGOBA ICACISWE ESIGABENI 10 SOMTHETHO

Incazelo, noma iGuide, iyatholakala emahhovisi e-South African Human Rights Commission. Uyacelwa ukuba uthumele imibuzo yakho kulelikheli:

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

Ikheli leposi: Private Bag 2700
Houghton
2041

Ucingo: +27 11 484-8300

I-Fax: +27 11 484-0582

I-Website: www.sahrc.org.za

E-mail: paia@sahrc.org.za

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 3 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

6 IMISEBENZI NOHLAKA LWE-MERSETA

• Imisebenzi ye-merSETA

I-merSETA iyi-**Sector Education & Training Authority** eyasungulwa ngokwesigaba 9 (1) somthetho obizwa iSkills Development Act No. 97 ka 1998. Imisebenzi ye-merSETA, phakathi kweminye, singabala lena:-

- Ukwenza isu lamakhono omkhakha othile, ngaphakathi kohlaka lwesu likazwelonke lokuthuthukisa amakhono;
- Ukusebenzisa isu layo lomkhakha ngokusungula ama-*learnerships*, igunyaze amasu amakhono asezindaweni okusetshenzelwa kuzo, yabe ama-*grant*, ibuye iqaphe ukufundiswa nokuqeqeshwa okwenziwayo kulowomkhakha;
- Ukugqugquzela ama-*learnerships* nama-*apprenticeships* ngokufuna ithole izindawo zokusebenza ezifanele, okungatholakala kuzo isipiliyoni sokuzibambela mathupha emsebenzini (ama-*practicals*), ixhase nokwenziwa kwezinsiza-kufundisa, igqugquzele nokuthi kukhuthazwe ukufundisa, isize nasekufezekisweni kwezivumelwano zama-*learnership*;
- Ukubhalisa izivumelwano zama-*learnership*;
- Ukubonisana neNational Skills Authority mayelana nomgomo kazwelonke wokuthuthukiswa kwamakhono, isu likazwelonke lokuthuthukiswa kwamakhono, kanye nesu lamakhono lomkhakha wayo;
- Ukubikela uMlawuli-Jikelele WoMnyango weMfundo Ephakeme Nokuqeqesha ngenzuzo nangezindleko zayo, nangokusetshenziswa kwesu lamakhono emkhakheni wayo;
- Ukubonisana nesigaba esiqashayo soMnyango WeMfundo Ephakeme Nokuqeqesha, kanye nanoma yimuphi omunye umkhandlu wezemfundo osungulwe ngaphansi kwanoma yimuphi umthetho olawula ezemfundo eRepublic yaseNingizimu Afrika, ukuze ithuthukise ulwazi olumayelana namathuba okuqashwa, nolwazi oluphakathi kwabahlinzeki bemfundo nokuqeqeshwa nalabo abasemkhakheni wabasebenzi;
- Ukuqasha abasebenzi abadingekayo ukuze kufezeke izinhloso zayo, ibuye
- Yenze noma yimiphi eminye imisebenzi eyethulwa ngumthetho obizwa iSkills Development Act kanye neSkills Development Levies Act noma-ke imisebenzi ehambisana nemigomo nezinjongo zalemithetho.

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 4 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

I-merSETA inawo wonke amandla ewadingayo ukuze ikwazi ukwenza imisebenzi ethweswe yona njengoba kucaciswe ngenhla, kanye nawo wonke amanye amandla egunyazwe ngawo ngokwemibandela yomthetho obizwa iSkills Development Act.

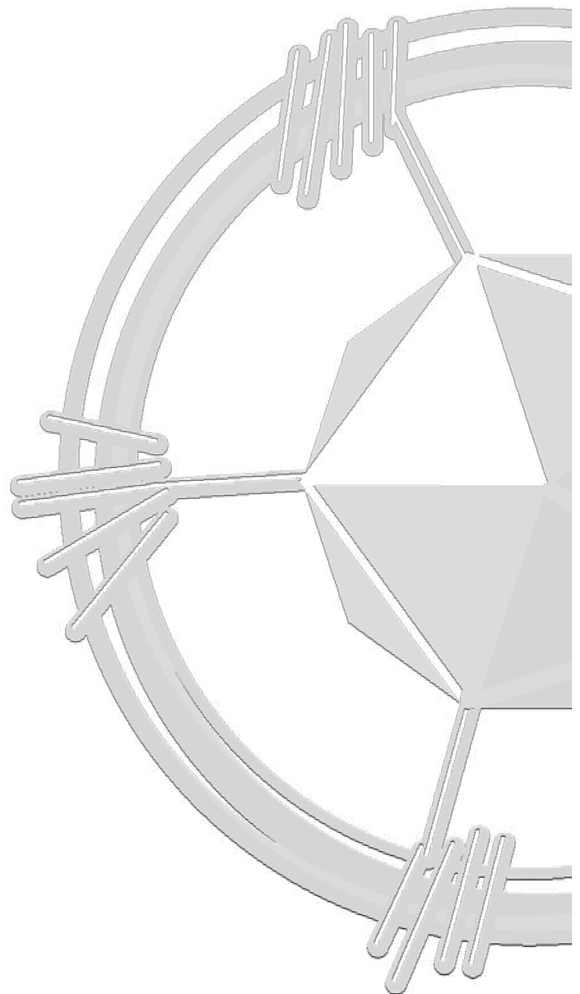
Injongo nomhlahlandlela

Injongo

Ukuba ngabaholi ekuvaleni igebe eliphakathi kwamakhono.

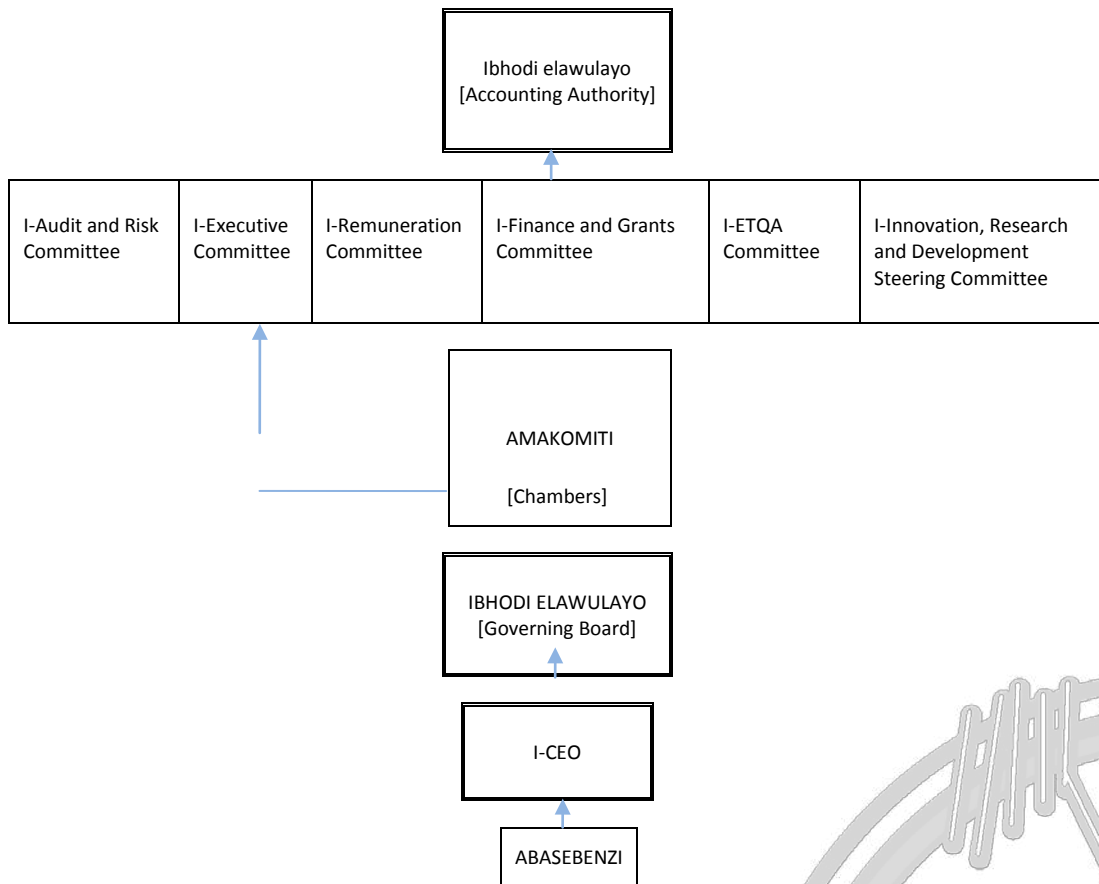
Umhlahlandlela

Ukukhuthaza uhlelo olusimeme lokuthuthukiswa kwamakhono, olwenguquko nokugquguzela ukudlondlobala emkhakheni wokukhiqiza, wobunjiniyela nasemikhakheni yemisebenzi ehambisana naleyo.



Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 5 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

- **Umdwebo oluhlaka lwe-merSETA**



- **Uhlaka lwe-merSETA**

I-merSETA kufanele ibe namalunga amele lezizinhlangothi kuphela:-

- Izinhlangano zabasebenzi, njengezinyunyana nje;
- Abaqashi abasemthethweni, sekuhlangene namabhizinisi amancane ;
- Iminyango ethintekayo kahulumeni; kanti-ke
- Uma ebona kufanele uNgongqoshe WeMfundo Ephakeme Nokuqeqesha, kungemukelwa noma iyiphi inhlangano yabantu abangama-*professionals* efisa ukubamba iqhaza kanye/noma iyiphi i-*bargaining council* enegunya lokusebenza kulomkhakha.

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 6 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

7 IMISEBENZI ETHOLWA NGAMALUNGA OMPHAKATHI

- **Uhlobo lwemisebenzi**

Imisebenzi ehlinzekwa yi-merSETA ibandakanya lena:-

- Ukusebenzisa isu layo lamakhono omkhakha wayo ngokusungula ama-*learnerships*, ukugunyaza amasu amakhono asezindaweni zokusebenza, ukwaba ama-*grant*, kanye nokuqapha imfundo nokuqeqeshwa emkhakheni wayo;
- Ukugqugquzela ama-*learnerships* ngokufuna nokuthola izindawo zokusebenza okungatholakala kuzo isipiliyoni sokuzibambela mathupha emsebenzini (ama-*practicals*), ixhase nokwenziwa kwezinsiza-kufundisa, igqugquzele nokuthi kuqhubeka ukufundisa, isize nasekufezekisweni kwezivumelwano zama-*learnership*;
- Ukubhalisa izivumelwano zama-*learnership*; namakhontrakthi ama-*apprenticeship*;
- Ukuqoqa nokwaba izimali zokuthuthukisa amakhono emkhakheni wayo;

Lemisebenzi ayitholwa ngamalunga phaqa omphakathi, kodwa itholwa ngabaqashi nabasebenzi abangena ngaphansi komkhakha oklanyiwe wezomnotho we-merSETA .

Indlela yokuthola lemisebenzi

Uma nje ilunga lomphakathi lingaphansi kwencazelo yomuntu ongumqashi, noma osebenzayo emkhakheni wezomnotho oklanyelwe i-merSETA (njengaloku uchazwe kumthetho obizwa iSkills Development Act), lowomuntu angaluthola usizo lwemisebenzi ngokufaka isicelo ku-Information Officer ye-merSETA ekhelini elibhalwe esigabeni 9 ngenzansi.

8 INDLELA YOKUCELA AMAREKHODI NOMA IMIBHALO EGCINWE YI-MERSETA

- **Imibhalo noma amarekhodi angacelwa**

Amarekhodi angacelwa ngumuntu ofaka isicelo kungaba yinoma yiluphi ulwazi oluqoshiwe noma olubhalwe phansi, kungakhathalekile ukuthi luyisiphi isimo noma ngaluphi uhlobo lokuqoshwa, olugcinwe noma olungaphansi kolawulo lwe-merSETA, kungakhathalekile futhi nokuthi ngabe lwaqoshwa noma lwabhalwa yi-merSETA noma cha.

- **Indlela yokucela ulwazi**

Lowo ofaka isicelo uzonikwa lowomqulu wolwazi ogcinwe yi-merSETA uma:

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 7 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

- o Lowo olucelayo ethobela zonke izidingo zenqubo ezibalulwe kuMthetho, eziphatelene nokufaka isicelo,
- o uma ukuthola lowomqulu wolwazi ocelwayo kungazange kwenqatshwe, nganoma yiziphi izizathu zokwenqaba ezibalulwe kuMthetho.

Ilungelo lalowomuntu ofaka isicelo sokuhlinzekwa ngolwazi ngokwemibandela yoMthetho lizocutshungulwa ngokulandela uMthetho, futhi ngeke lithikanyezwe yinoma yisiphi izizathu esihlinzekwe yilowomfaki-sicelo, noma inkolelo yanoma yiluphi uhlobo engahle ifikele umuntu oyi-Information Officer yokuthi kungaba yiziphi izizathu zokufaka lesosicelo.

Izicelo zokuhlinzekwa ngamarekhodi agcinwe yi-merSETA kufanele zibhalwe emafomini asemthethweni okufaka isicelo (ngemuva kokukhokhwa kwemali enqunyiwe, uma ikhona) atholakala kwi-*website* yase-SAHRC ethi www.sahrc.org.za noma eyoMnyango Wezobulungiswa nokuthuthukiswa koMthetho-sisekelo, ethi www.doj.gov.za ngaphansi kwesihloko esithi “regulations”. Ukukwenzela kube lula, sikufakele ikhophi kulelibhukwana.

Izicelo zokuhlinzekwa ngamarekhodi kufanele zithunyelwe ku-Information Officer ekhelini, kwinombolo ye-fax, noma ekhelini le *email* elibhalwe esigabeni 9 ngezansi.

Lowo ofaka isicelo kufanele afake imininingwane eyanele efomini lesicelo, ukuze i-Information Officer ikwazi ukuwaqonda kahle iwathole lawomarekhodi acelwayo, nalowomuntu owacelayo. Umfaki-sicelo kufanele asho futhi nokuthi ufuna ukuwathola ngaluphi uhlobo, asho nokuthi uyathanda yini ukuthi atshelwe ngesinqumo se-merSETA mayelana nesicelo sakhe, ngaphezu kwempendulo ebhaliwe ezothunyelwa kuyena mayelana nanoma yiluphi olunye udaba, asho nemininingwane yalokho athanda ukuchazelwa ngako. Umfaki-sicelo kufanele achaze futhi ukuthi ngabe irekhodi alicelayo ufisa libe ngolimi oluthize yini, abuye acacise ikheli lakhe leposi, noma inombolo ye-fax yaseNingizimu Afrika.

Uma isicelo sifakwa egameni lomunye umuntu, umfaki-sicelo kufanele ethule ubufakazi bokuthi usifaka ngaliphi igunya noma ngasiphi isikhundla lesosicelo, futhi lobobufakazi kufanele buyigculise i-Information Officer.

Uma kwenzeka ukuthi umuntu uyehluleka ukufaka isicelo sokuthola amarekhodi athile agcinwe e-merSETA ngenxa yokuthi akakwazi ukubhala noma mhlawumbe ukhubazekile, uvunyelwe ukwenza isicelo ngokuzikhulumela. I-Information Officer yase-merSETA kuzobe sekudingeka ukuthi iguqule lesosicelo esenziwe ngomlomo isibhale phansi efomini elisemthethweni, bese inika umfaki-sicelo ikhophi yalelofomu.

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 8 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

9 **IMININGWANE YOKUXHUMANA**

Igama lenhlangano engaphansi kukahulumeni	MANUFACTURING, ENGINEERING AND RELATED SERVICES EDUCATION AND TRAINING AUTHORITY (merSETA)
I-Information Officer eqokiwe	merSETA CEO
Isekela eliqokiwe le-Information Officer	merSETA General Manager: Corporate Governance
Ikheli le Email le-Information Officer	ceo@merseta.org.za/
Ikheli leposi	PO Box 61826, Marshalltown 2107
Ikheli lomgwaqo	95 7 th Avenue, Cnr Rustenburg Road, Melville, Johannesburg
Inombolo yocingo	(010) 219 3000
Inombolo ye-fax	0866 730017

10 **IMISEBENZI ETHOLWA NGAMALUNGA OMPHAKATHI**

• **Uhlobo lewmisebenzi**

Imisebenzi ehlinzekwa yi-merSETA ibandakanya lena:-

- Ukusebenzisa isu layo lamakhono omkhakha wayo ngokusungula ama-*learnerships*, ukugunyaza amasu amakhono asezindaweni zokusebenza, ukwaba ama-*grant*, kanye nokuqapha imfundo nokuqeqeshwa emkhakheni wayo;
- Ukugqugquzela ama-*learnerships* ngokufuna nokuthola izindawo zokusebenza okungatholakala kuzo isipiliyoni sokuzibambela mathupha emsebenzini (ama-practicals), ixhase nokwenziwa kwezinsiza-kufundisa, igqugquzele nokuthi kuqhubeke ukufundisa, isize nasekufezekisweni kwezivumelwano zama-*learnership*;
- Ukubhalisa izivumelwano zama-*learnership*; namakhontrakthi ama-*apprenticeship*;
- Ukuqoqa nokwaba izimali zokuthuthukisa amakhono emkhakheni wayo;

Lemisebenzi ayitholwa ngamalunga phaqa omphakathi, kodwa itholwa ngabaqashi nabasebenzi abangena ngaphansi komkhakha oklanyiwe wezomnotho we-merSETA .

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 9 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

Indlela yokuthola lemisebenzi

Uma nje ilunga lomphakathi lingaphansi kwencazelo yomuntu ongumqashi, noma osebenzayo emkhakheni wezomnotho oklanyelwe i-merSETA (njengaloku uchazwe kumthetho obizwa Skills Development Act), lowomuntu angaluthola usizo lwemisebenzi ngokufaka isicelo ku-Information Officer ye merSETA ekhelini elibhalwe ngenhla.

11 UKUHLELELA UMPHAKATHI UKUTHI UBAMBE IQHAZA EKUBUNJWENI KOMGOMO

Umthetho obizwa iSkills Development Act kanye noMthethosisekelo we-merSETA kuhlinzekela ukuthi izinhlangano ezisemthethweni zabasebenzi nezabaqashi zibambe iqhaza emkhakheni we-merSETA wezomnotho kuphela. Abantu abaqokiwe, ngendlela emiswe kuMthethosisekelo we-merSETA, yibona kuphela abazovunyelwa ukuba khona emihlanganweni emikhulu, abazovunyelwa nokufaka isandla, babe nezwi uma kukhethwa iGoverning Board ye-merSETA, nabo bavunyelwe futhi ukuthi bangenele ukhetho ukuze baqokelwe ukufakwa kuyo lebhodi, ngokulandela izimiso zomthethosisekelo we-merSETA, nezomthetho obizwa iSkills development Act.

12 IZABA EZINGENZIWA UMA KUKHONA ABANGAWUTHOBELI UMTHETHO

I-merSETA ayinalo uhlelo lwangaphakathi lokubhekana nezikhalazo oluhambisana noMthetho. Ngaleyondlela-ke, uma kunempikiswano mayelana noMthetho ingaxazululwa ngokuyomangala ngqo enkantolo ebhekene nezindaba ezifana nalezo.

13 OLUNYE ULWAZI OKUNGENZEKA LUBALULWE KUWO UMTHETHO

Okwamanje alukho ulwazi olungafakwa lapha, oluvela kuNgqongqoshe Wezobulungiswa Nokuthuthukiswa Komthetho-Sisekelo olwethulwe ngokwezimiso zesigaba 92 .

14 IZINHLAWULO EZINQUNYIWE

UMthetho ubalula izinhlobo ezimbili zezinhlawulo, okuyimali yokufaka isicelo nemali yokuthola loko okucelwayo. Lezizimali kudingeka ukuthi zikhokhwe ngaphambi kokuba i-merSETA iqale ukubheka lesosicelo sokuhlinzekwa ngolwazi.

Umuntu ozicelela ubuyena, okusho ukuthi, umuntu ocela ukuhlinzekwa ngamarekhodi aqukethe ulwazi olumayelana naye uqobo, akudingeki ukuthi akhokhe imali yokufaka isicelo. Kodwa omunye-ke nje umuntu ofaka isicelo, ongeyena umfaki-sicelo ocela ulwazi oluqondene naye ngqo, uzocelwa ukuba akhokhe lemali.

Umfaki-sicelo (ongeyena ocela ulwazi lwakhe ngqo) kufanele atshelwe yi-Information Officer ukuthi akhokhe lemali enqunyiwe kuqala, ngaphambi kokuthi sicutshungulwe isicelo sakhe.

Uma ngabe umfaki-sicelo unesikhalo ngenhlawulo yokufaka isicelo lowomfaki-sicelo angaletha isicelo sakhe enkantolo.

I-Information Officer kufanele itshela umfaki-sicelo ngesinqumo sakhe, ngendlela ecelwe ngumfaki sicelo.

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 10 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

Uma kwenzeka ukuthi i-Information Officer isivumile isicelo, kunenye inhlawulo okufanele ikhokhwe, yokucinga lololwazi, lulungiswe kahle, luthwetshulwe, kube nenye futhi inhlawulo yanoma isiphi isikhathi esingaphezulu, ngemuva kwesikhathi esijwayelekile sokusebenza, esithathiwe uma kucingwa, kulungiswa lololwazi noma irekhodi eliceliwe.

Izinhlawulo ezimisiwe zibhaliwe ku-Schedule 1 ngenzansi, ngokwemigomo yemitheshwana ehambisana noMthetho.

15 AMAREKHODI AGCINWE YI-MERSETA

Sigcina amarekhodi ngaphansi kwalezizigaba nezihloko ezilandelayo . Kodwa-ke, ukuthi isigaba nodaba lwesihloko esithile siqoshiwe kulelibhukwana akuchazi ukuthi isicelo sokuthola ulwazi lwalawomarekhodi sizogunyazwa noma kanjani. Zonke izicelo zolwazi zizocutshungulwa ngasinye, kubhekwe isisindo saleso naleso, ngokulandela izimiso zoMthetho.

15.1 Amarekhodi ezindaba zangaphakathi

Lamarekhodi alandelayo aphaathelene nezindaba ezithinta i-merSETA uqobo:

- Umthetho-sisekelo we-merSETA;
- Amarekhodi ezezimali;
- Amarekhodi aphaathelene nokusebenza kwenhlangano;
- Okuqanjwe yinhlangano, okuwubuhlakani bangaphakathi [Intellectual property];
- Amarekhodi okumaketha;
- Imibiko nemilayezo yangaphakathi;
- Amarekhodi emikhiqizo;
- Amarekhodi aphaathelene nomthetho [Statutory records];
- Izingqubo nemigomo yangaphakathi;
- Amarekhodi agcinwe yizikhulu zalenhlangano yombuso.

15.2 Amarekhodi aphaathelene nabasebenzi

Umuntu obizwa 'umsebenzi' yinoma ngubani osebenzela, noma ohlinzeka imisebenzi nosizo oluthile kwi-merSETA noma egameni layo, bese emukela noma eba negunya lokwemukela umvuzo wanoma yiluphi uhlobo, nawo wonke omunye umuntu osizayo uma kwenziwa noma kuqhutshwa umsebenzi wase-merSETA. Loko kubandakanya, ngaphandle kokubeka migomo, abaqondisi, izinhloko zeminyango, izimenenja, bonke abasebenzi abaqashwe ngokugcwele, abesikhashana nababambe itoho, kanye nabasebenza ngekhontrakthi. Amarekhodi aphaathelene nabasebenzi abandakanya loku okulandelayo:

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 11 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

- Noma yimaphi amarekhodi omuntu ethulwe noma alethwe ngabasebenzi kulenhlango yombuso;
- Noma yimaphi amarekhodi alethwe kulenhlango yombuso ngumuntu noma yiqembu lesithathu, mayelana nomuntu noma abantu abasebenza kubona;
- Imibandela yokuqashwa, kanye namanye amarekhodi aphaathelene namakhontrakthi abantu abasebenzayo, kanye nalawo athanda ukuncika kakhulu kwezomthetho;
- Amarekhodi okuhlaziywa wabasebenzi okwenziwa ngaphakathi ; kanye
- Namanye-ke nje amarekhodi nezincwadi zangaphakathi

15.3 Amarekhodi aphaathelene nomsebenzi

Ulwazi oluphaathelene nomsebenzi lubandakanya loku okulandelayo:

- Noma yimaphi amarekhodi ethulwe ngumuntu wesithathu kulenhlango yombuso; kanye
- Namarekhodi abhalwe yiyo, noma abhalwe ngaphakathi kwalenhlango yombuso, aphaathelene nomsebenzi noma izinhlelo, sekuhlangene namarekhodi akhomba iziphetho.

15.4 Abanye abantu

Ayagcinwa amarekhodi aphaathelene nabanye abantu, sekuhlangene nalaba, ngaphandle kokubeka migomo: abaqashi abasebenzi, osokhontraki, abahlinzeki, iminyango, izigaba, nabahlinzeki bemisebenzi nezinhlelo. Ngale kwalokho, abanye balababantu kungenzeka babe namarekhodi okungathiwa ngawalenhlango yombuso. Nawa amarekhodi angena ngaphansi kwalesisigaba:

- Amarekhodi athinta abasebenzi, umsebenzi, noma izinhlelo ezithile agcinwe ngabanye abantu esikhundleni sokuthi agcinwe e-merSETA; kanye
- Namarekhodi agcinwe e-merSETA aphaathelene nabanye abantu, sekuhlangene namarekhodi ezezimali, izincwadi zemibiko nemilyezo, amarekhodi amayelana namakhontrakthi, amarekhodi ahlinzekwe ngabanye abantu, kanye namarekhodi ethulwe ngabantu besithathu amayelana nosokhontraki noma abahlinzeki babo.

15.5 Amanye amarekhodi

Kukhona namanye amarekhodi agciniwe, abandakanya lawa:-

- Aphaathelene nolwazi olumayelana nezezimali nezohwebo ze-merSETA; kanye
- Imininingwane yokucwaninga ase-merSETA, noma ukucwaninga okwenziwa egameni lomuntu noma iqembu lesithathu.

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 12 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

Schedule 1

IZIMALI EZIPHATHELENE NEZINHLANGANO EZINGAPHANSI KOMBUSO

Ingxenye yesibili yenothisi engunombolo 187 kwi Government Gazette yangomhlaka 15 February 2002

1. Imali ekhokhelwa ikhophi yalelibhukwana, ngokwezimiso zomtheshwana 5(c) ngu R0, 60 ngaleyo naleyo 'photocopy' yekhasi elingusayizi A4, noma ingxenye yalo.
2. Imali ekhokhwayo ngokuthwebula okukhulunywa ngako kumtheshwana 7(1) imi kanje:

	R
(a) Ngaleyo naleyo 'photocopy' yekhasi elingusayizi A4, noma ingxenye yalo.	0, 60
(b) Ngaleyo naleyokhophi ephrintiwe yekhasi elingusayizi A4 Noma ingxenye yalo egcinwe ngesimo esingafundwa yi-computer, nge-electronic noma ngumshini	0, 40
c) Ikhophi engafundwa yi-computer -	
i) ekwi <i>stiffy disc</i>	5, 00
ii) ekwi <i>compact disc</i>	40, 00
d) (i) Nge-transcription yemifanekiso esazithombe, esekhasini elingu A4 noma ingxenye yalo	22, 00
(ii) Ngekhophi yemifanekiso yezithombe	60, 00
e) (i) Nge-transcription yerekhodi elilalelwayo, esekhasini elingu A4-noma ingxenye yalo	12, 00
(ii) Ngekhophi yerekhodi eliqoshiwe elilalelwayo	17, 00
3. Imali yokufaka isicelo ekhokhwa yilowo nalowomuntu ofaka isicelo, ngaphandle komuntu ocela ulwazi oluphathelele naye uqobo, okuphawulwe ngayo kumtheshwana 7(2) ngu R35, 00.
4. Imali yokutholelwa ulwazi okufanele ikhokhwe ngumfaki-sicelo okukhulunywe ngayo kumtheshwana 7(3), ngaphandle uma engeke akhokhiswe ngokwesigaba 22(8) - imi kanje:

	R
(1)(a) Ngaleyo naleyo 'photocopy' yekhasi elingusayizi A4, noma ingxenye yalo.	0, 60

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 13 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

- (b) Ngaleyo naleyokhophi ephrintiwe yekhasi elingusayizi A4
Noma ingxenye yalo egcinwengesimo esingafundwa
yi-computer, nge-electronic noma ngumshini 0, 40
- (c) Ikhophi engafundwa yi-*computer* -
- i) ekwi *stiffy disc* 5, 00
- ii) ekwi *compact disc* 40, 00
- d) (i) Nge-*transcription* yemifanekiso esazithombe,
esekhasini elingu A4 noma ingxenye yalo 22, 00
- (ii) Ngekhophi yemifanekiso yezithombe 60, 00
- e) (i) Nge-*transcription* yerekhodi elilalelwayo,
esekhasini elingu A4-noma ingxenye yalo 12, 00
- (ii) Ngekhophi yerekhodi eliqoshiwe elilalelwayo 17, 00
- (f) Imali yokucinga irekhodi, litholakale bese lilungiswa ukuze
lidalulwe, R15, 00
ngalelo nalelohora noma ingxenye yehora, lingabaliwe
ihora lokuqala, okulinganiselwa ukuthi yisikhathi
esizodingeka ukufeza lomsebenzi.
- (2) Ngokwezinhloso zesigaba 22(2) soMthetho, kuzosebenza loku:
- (a) Amahora ayisithupha okuvunyelwe ukuba edlule ngaphambi kokuba
kukhokhwe imali;
- (b) ingxenye eyodwa kwezintathu yemali yokutholelwa ulwazi kufanele
ikhokhwe ngumfaki-sicelo njengediphozithi.
- (3) Imali yokuposa, kufanele ikhokhwe uma ikhophi yalerekhodi isilungele ukuthi
iposelwe kumfaki-sicelo.

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 14 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

Schedule 2

**AMAFOMU ASEMTHETHWENI OKUCELA ULWAZI
ISICELO SOKUTHOLA IREKHODI LENHLANGANO KAHULUMENI**

(Isigaba 18(1) somtheho we Promotion of Access to Information Act, 2000 (Act No. 2 ka 2000))

LOKU KUSETSHENZISWA NGUMNYANGO KUPHELA

Reference number:

Isicelo semukelwe ngu (shono isikhundla, igama nesibongo se-information officer/deputy information officer) **ngomhlaka** (usuku) **e** (indawo).

Imali yokufaka isicelo (uma ikhona): R

Idiphozithi (uma ikhona): R

Imali yokutholelwa ulwazi: R

ISAYINI YE-INFORMATION OFFICER/DEPUTY INFORMATION OFFICER

A. Imininingwane yenhlangano engaphansi kukahulumeni

Igama lenhlangano yombuso	MANUFACTURING, ENGINEERING AND RELATED SERVICES EDUCATION AND TRAINING AUTHORITY (merSETA)
I-Information Officer eqokiwe	merSETA CEO
Ikheli le Email le Information Officer	ceo@merseta.org.za /
Ikheli leposi	PO Box 61826, Marshalltown 2107
Kheli lomgwaqo	95 7 th Avenue, Cnr Rustenburg Road, Melville, Johannesburg
Inombolo yocingo	(010) 219 3000
Inombolo ye-Fax	0866 730017

B. Imininingwane yomuntu ocela ukutholelwa ulwazi

- (a) Imininingwane yomuntu ocela ukutholelwa amarekhodi kufanele ibhawe ngaphansi.
- (b) Sinike ikheli kanye/noma inombolo ye-fax yaseNingizimu Afrika, lapho ulwazi luzothunyelwa khona
- (c) Ubufakazi bokuthi umfaki-sicelo ulucela ngasiphi isikhundla ulwazi, uma budingeka, kufanele buhambisane nesicelo.

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 15 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

Amagama aphelele nesibongo: _____ Inombolo ye-ID: Ikheli leposi:

Inombolo ye-Fax: Inombolo yocingo: Ikheli le E-mail:

Isikhundla olucelwa ngaso lolulwazi, uma ngabe lucelwa egameni lomunye umuntu:

C. Imininingwane yomuntu ocelelwa ulwazi noma irekhodi

Lesisigaba kufanele sigcwaliswe kuphela uma nje isicelo sokuthola ulwazi sifakwa egameni lomunye umuntu.

Amagama aphelele nesibongo:

Inombolo ye-ID:

D. Imininingwane yerekhodi

(a) Hlinzeka ngemininingwane ephelele yerekhodi ocela ukulicingelwa, ufake ne-reference number uma ngabe uyayazi, ukuze irekhodi litholakale kalula.

(b) Uma indawo onikwe yona ingenele, uyacelwa ukuthi uqhubeke kwelinye nje iphepha bese ulihlanganisa nalelifomu. **Umfaki-sicelo kufanele awasayine onke amaphepha axhunye kulelifomu.**

1. Incazelo yalelorehodi noma ingxenye emqoka yerekhodi:

2. I-Reference number, uma ikhona:

3. Noma yimiphi eminye imininingwane yerekhodi:

E. Izimali

(a) Isicelo sokutholelwa irekhodi, ngaphandle kwerekhodi eliqukethe ulwazi oluphathelene nawe ngqo, sizocutshungulwa kuphela uma isikhokhiwe **imali yokufaka isicelo.**

(b) uzotshelwa ukuthi malini okumele uyikhokhe njengemali yesicelo.

(c) **Imali ekhokhelwa ukucingelwa nokutholelwa** irekhodi iya ngokuthi lolulwazi umuntu uludinga ngasiphi isimo, nokuthi isilinganiso sesikhathi esizothathwa lapho kucingwa, kudonswa, kulungiswa irekhodi.

(d) Uma unegunya lokungayikhokhi imali ethile, sicela uchaze izizathu zalokho.

Isizathu sokuthi kungabi nasidingo sokuthi ukhokhe izinhlawulo:

F. Isimo solwazi lwerekhodi

Uma ungakwazi ukufunda, ukubuka, noma ukulalela irekhodi ngenxa yokukhubazeka kohlobo oluhlinzekelwe ezigabeni 1 kuye ku 4 ngenzansi, sicela uchaze ukukhubazeka kwakho, bese usho isimo ongathanda ukuthi ulungiselwe lelorehodi ngaso.

Ukukhubazeka:

Isimo ozocela irekhodi litholakale ngaso:

Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 16 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

AMANOITHI:

(a) Isimo ocela ukuthi irekhodi lilungiswe ngaso sizoya ngokuthi lona lelorekhodi litholakala ngasiphi isimo.

(b) Ngesinye isikhathi kungenzeka wenqatshelwe ukuthola lololwazi ngalesosimo osifisayo. Uma kwenzeka loko, uzokwaziswa ukuthi ulwazi luyatholakala yini ngezinye izimo.

(c) Imali ozoyikhokhela ukuthola lololwazi noma irekhodi, uma ikhona, izobalwa ngokucabangela nesimo ofuna lulethwe ngaso lololwazi.

Faka uphawu "X" ebhokisini elifanele

1. Uma irekhodi lingesimo sokubhalwa noma sokuphrintwa -

	Udinga ikhophi yerekhodi*		Uyalihlola nje irekhodi
--	---------------------------	--	-------------------------

2. Uma irekhodi liqukethe imifanekiso esazithombe -

(sekuhlangene nezithombe uqobo, ama-slides, ama-video recording, imifanekiso eyenziwe nge-computer, imidwebo, njalo njalo.)

	Uyayibuka imifanekiso		Udinga ikhophi yemifanekiso*		i-transcription yemifanekiso*
--	-----------------------	--	------------------------------	--	-------------------------------

3. Uma irekhodi liqukethe amagama aqoshwe ngezwi noma ulwazi olungatholakala noma luzwakale ngesimo somsindo -

	Ulalela lawomazwi aqoshiwe (audio cassette)		i-transcription yalowomsindo* (amazwi abhaliwe noma aprintiwe ephepheni)
--	---	--	---

4. Uma irekhodi ligcinwe kwi-computer, noma ngesimo esi-electronic, noma esifundeka ngomshini -

	Ikhophi eprintiwe yerekhodi*		Ikhophi eprintiwe yolwazi olwenyulwe kwirekhodi*		Ikhophi engesimo esingafundwa nge-computer * (magnetic or optical disc)
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Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 17 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled

*Uma ucele ikhophi noma i-transcription yerekhodi (ngenhla), ngabe ucela ukuthi leyokhophi noma i-transcription iposelwe kuwena? Kudingeka ukhokhe imali yeposi.	YEBO	CHA
<i>Qaphela ukuthi uma irekhodi lingatholakali ngolimi olucelile, unganikezwa lelorekhodi ngolimi elitholakala ngalo.</i>		
Ungathanda ukuthi luze ngaluphi ulimi irekhodi?		

G. Isaziso ngesinqumo mayelana nesicelo sakho sokuthola ulwazi

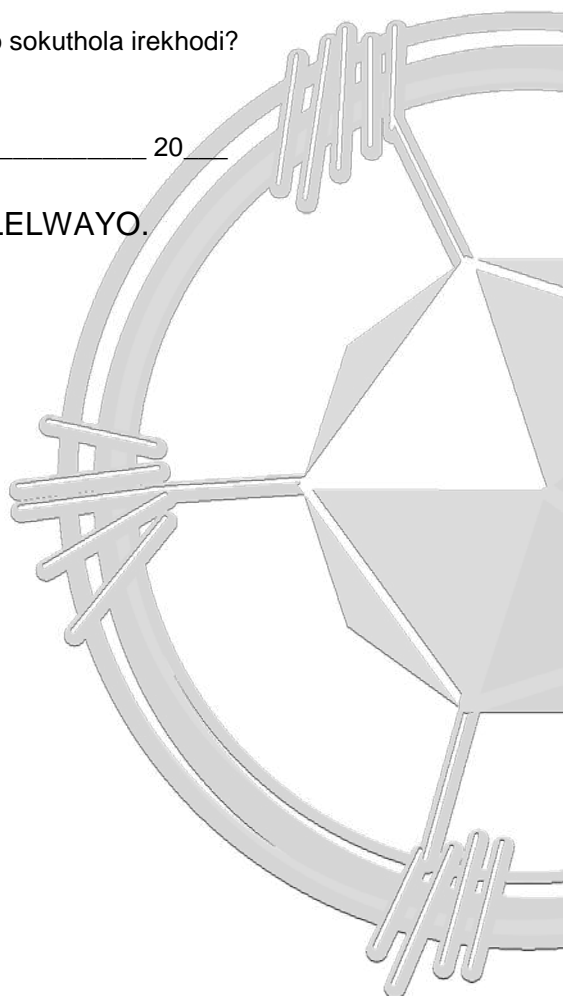
<i>Uzokwaziswa ngencwadi ukuthi isicelo sakho sivunyiwe noma senqatshiwe yini. Uma uthanda ukuthi uthole lempendulo ngesinye isimo noma ngenye indlela, ichaze leyondlela bese ufaka yonke imininingwane edingekayo ukuze sikwazi ukufeza isicelo sakho.</i>
--

Ungathanda ukwaziswa ngayiphi indlela mayelana nesicelo sakho sokuthola irekhodi?

Kusayinwe e _____

Ngalolusuku lwe _____ enyangeni ka _____ 20_____

ISAYINI YOMUNTU OFAKA ISICELO/UMUNTU OCELELWAYO.



Document Title:	MERSETA Promotion of Access to Information Manual		
Document Number	CGD-PL-003	Date Compiled	01 November 2008
Page Number	Page 18 of 18	*Last Revision Date	07 February 2012
Revision Number	Rev 01	Access	Controlled