

CHAPTER 2: BURSARY POLICY

2.1 PURPOSE

The purpose of this policy is to provide guidelines and systems for the effective, efficient and equitable management of bursaries in the Department. It also forms part of the Department's strategy to develop human resources. Furthermore, the policy hopes to deliver on the following:

- (i) Providing bursary opportunities based on the business goals and employee's development plans;
- (ii) Enhanced morale among the Department's employees and improved performance;
- (iii) Properly skilled staff compliment;
- (iv) Rethinking the notion of competence and recognition of vocational learning on the NQF level. The policy will be reviewed biennially in order to take stock on progress made. The overall purpose of the bursary policy is to provide advice, opportunities, facilities and financial support to enable employees of the organization to:
 - (a) Acquire the skills, knowledge and related qualifications needed to perform effectively the duties and tasks for which they are employed;
 - (b) Develop their potential to meet the future human resources needs of the organization;
 - (c) In exceptional cases to develop individuals beyond the immediate and foreseeable needs of the organization.

According to part IX of the Public Service Regulation, section E.8, an employee who fails to complete the relevant qualification shall redeem any obligation in terms of the contract either through service, or repayment of the bursary amount plus interest rate determined by the Minister of Finance in terms of section 80(1) (b) of the Public Finance Management Act. Section E.3 (a) states that the Head of Department may grant bursaries for higher education to both serving and prospective employees, but may allocate bursaries for general education and further education and training only to serving employees.

2.1.1 SCOPE OF APPLICATION

- (i) This policy applies to all permanent employees of the Department.

- (ii) The employees that hold bursaries from transferring Departments will continue with their studies subject to a request being received from such employees to this effect.
- (iii) The bursary may be granted for part-time or correspondence studies at any recognized South African educational institution. This condition will include pre-tertiary, tertiary and post-graduate studies.
- (iv) International studies may be allowed limited to a period of twelve months, provided a scholarship is obtained by the employee. In this instance sabbatical or special leave may be granted at the discretion of the Head of Department.
- (v) Post-graduate studies beyond an honors' degree (Four-Year qualification) may be approved and paid for by the department on the discretion of the head of the department, who will announce the areas of study he / she will grant post-graduate bursaries to. The head of department may also request an employee to undertake post-graduate studies in any specific field he / she decides is an essential skill / qualification required by the department.
- (vi) A bursary when awarded will cover the actual costs of registration, tuition and examination. Prescribed textbooks may be paid for, provided there is adequate funds and on conditions that may be prescribed from time to time.
- (vii) Each bursary application will be considered on its merit and priority will be given to those applicants who wish to study in those fields where difficulty is being experienced in the recruiting / or retaining suitably qualified personnel. Therefore, employees who wish to study should give careful consideration to the field of study, their capabilities, aptitude and talents when deciding on a course or field of study.

2.2 TYPES OF BURSARIES THAT MAY BE GRANTED BY THE DEPARTMENT

- (i) **Graduate Bursaries:** these are intended to assist employees to obtain minimum tertiary qualifications and serve the purpose of furthering studies in line with career planning and development.
- (ii) **Post-Graduate Bursaries:** these are awarded at the discretion of the Head of Department.

2.3 INSTITUTIONAL FRAMEWORK / ROLES AND RESPONSIBILITIES

(a) Head of Department

The Head of Department will approve / disapprove all applications.

(b) Management

Managers will make recommendations to the HOD for the bursary to be awarded taking into account operational requirements and budget constraints and the motivation given by the official's supervisor.

(c) Employees

Employees should take the initiative in identifying and deciding their career studies and complete the application for a bursary. Employees shall comply with all the provisions of the contract and ensure successful completion of studies, in the interest of their development and Department's performance. They are therefore expected to exercise diligence in their studies.

2.4 APPLICATION REQUIREMENTS

Applications must be made by completing the official bursary application form. A written confirmation of acceptance from the educational institution at which the official wishes to enroll must be attached to the application form.

The confirmation letter must indicate the following:

- (i) Field of study for which the official wishes to enroll
- (ii) Latest date of registration
- (iii) The minimum duration of the studies for completion of the course.
- (iv) Total estimated cost (including envisaged annual cost increases) of the course projected over the duration period, specifying annual registration, tuition, examination and study guide fees.

2.5 CONDITIONS AND LIMITATIONS

- (i) Should the bursary application be approved, the official will be required to sign a bursary contract / agreement.
- (ii) The recipient of the bursary will be bound by the rules and conditions stipulated in the bursary contract / agreement.
- (iii) A bursary holder is obliged to utilize the bursary only for the year of study applicable.
- (iv) For all subsequent years of study, satisfactory results from the previous year must be submitted before studies for the following year may be approved.
- (v) Employees studying towards attainment of a qualification, which is in line with the core function of the Department, may be given preference in the granting of financial assistance.
- (vi) Failed subjects shall be repeated at the employee's expense.
- (vii) In the discretion of the Department, the contract period may be extended provided the official is allowed by the institution to continue with his or her studies and provided that such continuation shall be at the expense of the official in respect of repeated subjects.
- (viii) At the end of the study period, the bursary holder should remain in the employ of the Department for at least duration equivalent to the contract / agreement period.
- (ix) Changes in the study field, as well as postponement of fulfillment of bursary commitments will have to be approved by the Head of Department.
- (x) For purposes of payment, the amounts will be paid directly to the institution on the basis of a received invoice, unless the official has paid for him or herself in which case the money shall be reimbursed to the official upon submission of proof of payment.

2.6 IMPLEMENTATION AND ADMINISTRATION

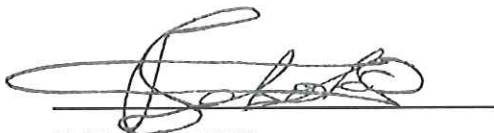
- (i) This policy will be implemented as soon as it is approved and signed by the Head of Department and the Executive Authority.
- (ii) The Administration and implementation of this policy will be the responsibility of HRD unit.
- (iii) The WSDC will assist in the monitoring of the implementation process for the purposes of revision and amendment of the policy.
- (iv) The Senior Management Committee will have to decide on a fair and equitable criterion in allocating bursaries to the staff members.

- (v) Any disagreement or grievances arising out of the implementation process of this policy will be dealt with through the Departmental Grievance procedure.

2.7 GENERAL CONDITIONS FOR GRANTING BURSARIES

- (i) Applicants must be employed in permanent capacity by the Department.
- (ii) The bursary will be awarded in line with the parameters as set out in this policy.
- (iii) The award of bursaries must take into account succession planning, and equity within the office or institution.
- (iv) Applicants must give priority to courses / degrees / studies, which will enable them to enhance their service delivery within the Department in the post, which they currently hold.
- (v) The acquisition of skills, which will enhance the working environment in both institutions and offices, will be considered.
- (vi) South African Qualification Authority (SAQA) must recognize the course / Degree / study, which the applicant wishes to complete.
- (vii) Applicants must have completed the contractual obligations of a previously awarded bursary in respect of service, before they may be granted another bursary.

- (viii) Should a successful applicant fail to submit the necessary documents which will effect on payment to his / her institution the bursary will be withdrawn. The applicant will then have to re-apply the following year.
- (ix) It is the responsibility of the bursary holder to submit to the Department his / her half yearly / final reports.
- (x) The Department reserves the right not to award bursaries.



P.M. SEBOKO

**HOD: DEPT OF ECONOMIC DEVELOPMENT
AND TOURISM**

13 February 2013
DATE



J. BLOCK, MPL

**MEC: FINANCE, ECONOMIC DEVELOPMENT
AND TOURISM**

13 February 2013
DATE

Contact Numbers:

Tel No. (W)	
Cell No.	

B. EMPLOYMENT DETAILS

Persal Number:

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Rank / Position:

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Division / Component:

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Period of Employment:

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Name of Supervisor: (Initials & Surname)

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C. EDUCATIONAL QUALIFICATION

Highest Qualification Obtained: _____

Year of Completion: _____

Name of Institution: _____

Major Subject / Course:

D. PREVIOUS BURSARY DETAILS

Have you previously applied for a bursary at this Department?

Yes		No	
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Was your application successful?

Yes		No	
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If yes, please indicate:

Period for which bursary was granted	
Field of Study	

If you were granted a bursary by any organization, kindly indicate any outstanding obligations towards such organization.

E. CURRENT BURSARY APPLICATION

Pre-tertiary		Tertiary	
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Field of Study you wish to enroll for:

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Subjects:

1 ST Year	2 ND Year	3 RD Year	4 TH Year	Other

Name of Institution you wish to enroll with:

Address

Duration of study period:

Have you already commenced with your studies:

Yes		No	
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If yes, your next year of studies will be: (e.g. 2nd year) _____

Registration date: _____

Will you require experiential training?

If yes, please indicate the nature and duration of experiential training required.

DECLARATION BY APPLICANT

I, (Name & Surname) _____, declare that the information in this application is complete and correct, and I understand that any false information supplied, when detected could lead to immediate disqualification of my application and / or cancellation of my bursary award, if already granted.

Signature

Date

Signature of HOD

Date