



## INTERNAL BURSARY CIRCULAR NUMBER 1 OF 2019

**TO : ALL STAFF**

**FROM : DIRECTOR: HUMAN RESOURCE UTILISATION AND CAPACITY BUILDING**

This serves to inform all employees that bursary application forms are now available at the Directorate of Human Resource Utilisation and Capacity Building (HRU & CB) at office no. 2114 for those who are studying or planning to study in 2020 academic year. The application form is also available on the Departmental intranet.

This is an opportunity for staff members to further their development through part – time studies in order to improve both their individual and organisational performance.

The bursaries will be granted to serving employees for the duration of their studies. Financial assistance, will be according to the Departmental bursary policy.

**Any identified field of study must be aligned and be relevant to the core business of the Department.**

The following are the requirements for the application:

1. Complete the necessary bursary application form
2. Attach a certified copy of your identity document and latest qualifications
3. Submit proof of admission / acceptance letter
4. Attach a quotation regarding tuition fees for 2020 academic year and
5. Submit a duly completed and signed bursary application form on or before the closing date **15 October 2019**.

**NB: BURSARY APPLICATION FORMS TO BE SIGNED BY BOTH APPLICANT AND SUPERVISOR OR MANAGER**

**SUBJECT : INTERNAL BURSARY CIRCULAR NUMBER 1 OF 2019**

Employees who would like to do their Grade 12 in 2020, are welcome to submit their applications. Attach proof of application to any **FET / TVET College**, preferably nearer to the workplace to avoid accommodation and transport costs.

**NB:**

- **Applications received after the closing date will not be accepted.**
- **Incomplete application forms will not be considered.**
- **Application forms can be obtained from the following:**
  - (1) **Human Resource Development Unit, Room 2114, Second Floor, Tyamzashe Building, BHISHO.**
  - (2) **Intranet and**
  - (3) **District Offices**
- **Enquiries should be directed to Ms. Z. Mantambo Tel No. 040 – 609 5654**



---

**Ms. G. GUMBI – MASILELA**

**HEAD OF DEPARTMENT – DEPARTMENT OF COOPERATIVE GOVERNANCE**

**AND TRADITIONAL AFFAIRS**

**DATE:** 19/8/19



**INTERNAL BURSARY APPLICATION**  
**2020 ACADEMIC YEAR**  
**DEPARTMENT OF COOPERATIVE GOVERNANCE &**  
**TRADITIONAL AFFAIRS**  
**(THIS FORM IS FOR SERVING EMPLOYEES ONLY)**

Did you:

- Adhere to the closing date for bursary application
- Give concise answers and where applicable, mark with X
- Attach quotation, recent certified copies of ID, qualifications, admission letter.

➤ **Please Note:** Incomplete or late applications will not be considered under any circumstances

➤ **Forward application to:**

➤ **The Director: Human Resource Utilisation and Capacity Building**

**Department of Cooperative Governance & Traditional Affairs**

**Private Bag X0035**

**BHISHO**

**5605**

**CLOSING DATE: 15 OCTOBER 2019**

***Important notice: Submission of the Bursary Application Form does not mean that your application has been successful.***

***Awarding of bursaries by the Department will depend on the availability of the budget. You will be informed about the outcome in due course.***

*This form is subject to approval and the signing of a Bursary Agreement*

## A. PERSONAL DATA

Title	
Gender	
Surname	
First Names	
Marital Status	
Identity Number	
Contact Details	

### 1. (Please Tick) Racial Group

Black	<input type="checkbox"/>	Coloured	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White	<input type="checkbox"/>	Asian	<input type="checkbox"/>
-------	--------------------------	----------	--------------------------	--------	--------------------------	-------	--------------------------	-------	--------------------------

2.

Residential Address

.....  
 .....  
 ... (Code) .....

3. Postal

Address:.....  
 .....  
 .....  
 .....

**B. EMPLOYMENT DETAILS:**

1. Directorate / Division / Section / Unit	
2. Work Station	
3. Name of Manager / Supervisor	
4. Work Telephone Number	
5. Pearsal Number	
6. Rank / Position	
7. Salary Level	
8. Occupation	
9. Date of Appointment in the Current Position	
10. Number of years in the Public Service	
11. Number of years in the Department	

***Have you ever been awarded a bursary by the Department before? Yes / No.***

***If yes, clearly indicate field of study and the year awarded.....  
.....***

**C. DID YOU APPLY FOR ANOTHER BURSARY / LOAN?**

If yes, please complete the following:

Name of sponsor : .....

Address : .....

.....

..... (Code)

Contact Number : .....

Nature of obligation : .....

Amount (Loan) : .....

If it is a loan, give particulars (Loan)

.....

.....

**D. EDUCATIONAL QUALIFICATION**

**The information required in this section must be furnished by all applicants.**

**D.1. SCHOOLING**

Name of School : .....

Highest Standard / Grade Passed .....

Year Obtained .....

(Attach certified copy of matric results)

**D.2. TERTIARY EDUCATION**

Name of Institution  
.....

Highest Qualification Obtained .....

Year Obtained

If still studying, which academic year of study at present?  
.....

When did you commence tertiary studies? .....

**OTHER TRAINING(S) ATTENDED:**

Name of Institution .....

Course .....

Year(s) already passed. Please circle: 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> /6<sup>th</sup>

(Attach certified copy of progress report and /or certified copy

Did you attend any in-service training / short courses / Skills or Learning Programme?

List: .....  
.....  
.....

(Please attach certified copies of all certificates / Diplomas for in-service training, skills / learning programme and or short courses)

**E. FIELD OF STUDY YOU APPLYING FOR:**

Name of Institution .....

Field of study .....

Name of Degree / Diploma or Certificate.....

**Please circle-**

For which year do you intend to register: 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> /5<sup>th</sup> / 6<sup>th</sup>

Duration of qualification (number of years):

.....

Fees: Attach quotation which indicates subject / Courses

.....

Indicate Province / City/ Town/ Country

.....

(Please attach admission letter)

Relevance of the qualification to your work environment (**MOTIVATE**)

.....  
.....  
.....

Please circle: Part – Time / Full Time



**F. DECLARATION BY THE APPLICANT**

I certify that the information supplied in this application form is correct, all documents are attached as requested and if I am awarded a bursary, I will abide by the regulations applicable as stated per the Bursary Agreement and Bursary Policy.

**Signature of Applicant:** .....

**Date** : .....

**G. COMMITMENT BY DIRECTOR / CHIEF DIRECTOR**

I .....(Name of Director / Chief Director)

Commit myself as a Director / Chief Director that I will support the bursary holder ..... throughout his / her studies with all the necessary resources that he / she will need during his / her studies. I am also committing to pay all incidental expenses as stipulated in the Departmental Bursary Policy.

**WHAT VALUE WILL THE BURSARY ADD TO THE DEPARTMENTAL MANDATE (SUPERVISOR TO MOTIVATE)**

---

---

---

---

-----  
**SIGNATURE OF SUPERVISOR**

-----  
**(PRINT) NAME & SURNAME**

**DATE:** -----

**APPROVED / NOT APPROVED**

---

---

---

---

-----  
**SIGNATURE OF DIRECTOR /**  
**CHIEF DIRECTOR**

-----  
**(PRINT) NAME & SURNAME**

**DATE:** -----

---

**H. REMARKS BY EE & SKILLS DEVELOPMENT COMMITTEE**

- The intended studies do / do not relate to the functions of the Department.
- Remarks (if any)

.....

.....

.....

.....

.....

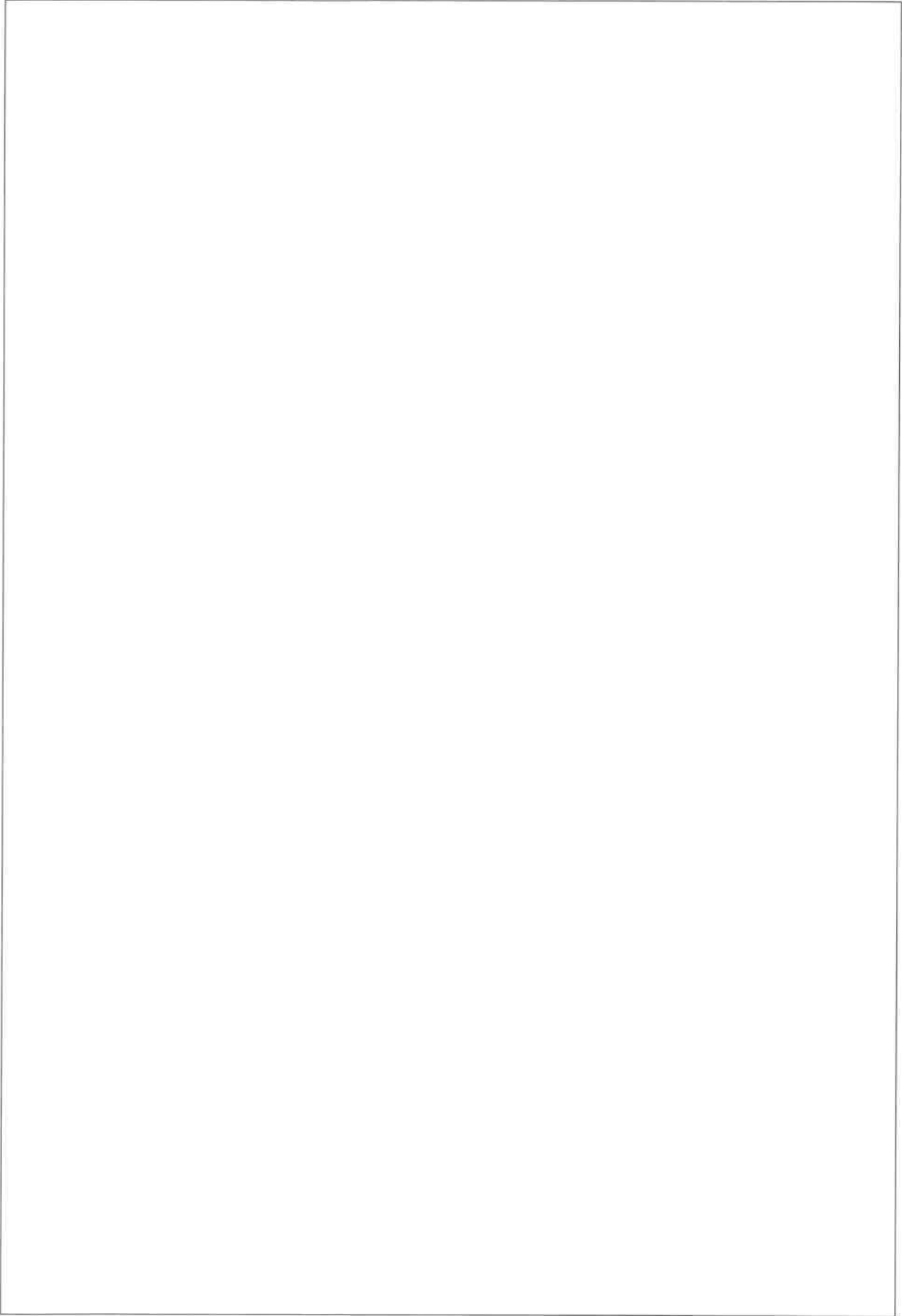
.....

.....

**THE ABOVE APPLICATION IS RECOMMENDED / NOT RECOMMENDED**

-----  
**CHAIRPERSON: EE & SKILLS DEVELOPMENT COMMITTEE**

**DATE:** -----



• • • • •  
1 0