



Province of the  
**EASTERN CAPE**  
COOPERATIVE GOVERNANCE  
& TRADITIONAL AFFAIRS

# BURSARY POLICY

**Departmental Contact Details**

<b>Physical Address</b>	Tyamzashe Building Phalo Avenue Bhisho 5605
<b>Postal Address</b>	Department of Cooperative Governance and Traditional Affairs Private Bag X 0035 Bhisho 5605
<b>Document Number</b>	1
<b>Document Name</b>	Bursary Policy
<b>Custodian</b>	Viwe Dunjwa
<b>Designation</b>	Director: Human Resource Utilisation & Capacity Building
<b>Component</b>	Human Resource Utilisation & Capacity Building
<b>Telephone No.</b>	040 609 5627
<b>Cell Phone No.</b>	082 828 7253
<b>Fax No.</b>	040 635 1161
<b>E-mail Address</b>	<a href="mailto:Viwe.dunjwa@eccogta.gov.za">Viwe.dunjwa@eccogta.gov.za</a>
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**SIGN OFF**

**I. Head of Department**

This Bursary Policy has been recommended by Mr. M. Baza in my capacity as the Acting Head of Department for the Department Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the contents of this Policy.

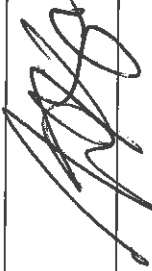
The development of the Bursary Policy will ensure the department is able to exercise its powers in compliance with the law and guide decision-making in the department.

Signed:	
Designation:	Head of Department
Date:	8.05.2017

**II. Executive Authority**

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the people by effectively rendering the many services that it is expected to provide. We have envisaged a Department that has the required capacity to respond adequately to challenges of its people.

I therefore trust that guidance from this Bursary Policy will contribute to the effective allocation of financial assistance to staff and external candidates of the department who want to further their studies.

Signed:	
Designation:	MEC: Fikile Devilliers Xasa of Cooperative Governance and Traditional Affairs
Date:	10/05/2017

## 1. PREAMBLE

The Department of Cooperative Governance and Traditional Affairs intends to create a competent, diverse and responsive work-force that is capable of delivering professional and quality service to its clients, by affording opportunities for employees and external applicants, to pursue their studies at recognized tertiary or educational institutions who wish to advance themselves in areas identified as priority by the Department. The Department will also aim at accelerating transformation and change by enhancing the institutional capacity of the Public Service and to promote development of communities in the Province.

## 2. PURPOSE OF THE BURSARY POLICY

- 2.1 To guide the allocation of financial assistance to the internal applicants (employees) and external applicants who wish to acquire skills required by the Department.
- 2.2 To outline the role of the Skills Development, Education & Training Committees regarding the awarding of bursaries to applicants.
- 2.3 To provide guidelines on financial assistance granted to deserving employees, external applicants as well as ensuring training that supports performance and career development.
- 2.4 To ensure that training is geared towards achieving efficiency in service delivery, assisting in the development of targeted scarce skill areas to complement shortages within the Department.
- 2.5 To ensure that the Department develops and retains scarce skills, meets Equity targets and implements Succession Plans.

## 3. DEFINITIONS/ TERMINOLOGY USED

Terms and definitions that will be used throughout the procedure that need clarification for the reader, can also include any key words; and also technical terms and/ abbreviations that may be used in this document.

<b>Word/Term</b>	<b>Definition (with examples if required)</b>
<i>Ability</i>	<i>That which is within the individual that represents potential</i>
<i>Affirmative Action</i>	<i>A programme by which the previously disadvantaged groups are provided with opportunities for advancement, even if it entails elements of discrimination based on fairness.</i>
<i>Capacity</i>	<i>Where the sum of the personal characteristics of an individual, is added to the competence required. This refers to the combination of competence acquired with, for example motivation, commitment and personal characteristics and styles of communication and thinking.</i>
<i>Career Development</i>	<i>The formal processes within the organization whereby relevant and representative people make decisions on the appropriate learning for individuals within a career path and / or within their current roles.</i>
<i>Career path</i>	<i>Described routes for vertical and / or lateral movement within and outside the organization's occupational and work structures.</i>
<i>Competence Acquisition</i>	<i>The processes, formal and informal, through which individuals gain competence.</i>
<i>Designated Groups</i>	<i>This refers all the previously disadvantaged groups such as Africans (Black, Coloured, Indian and Chinese); Women; People with Disabilities</i>

	<i>(PWD's) as per the Employment Equity Act of 1998 (amended).</i>
Development	<i>Those processes relating to individuals, teams and the organization as a whole, which allow for effective growth to take place, or which enables the growth of understanding, of relationships and of group functioning.</i>
Education	<i>Any formal, structured learning programme /s that relates to the theoretical, conceptual and applied skills for the personal and / or work life of the individual.</i>
Skills Development Committee	<i>A statutory structure designed to monitor the implementation of employment skills development issues within the department whose members are formally appointed by the Head of Department.</i>
Employee	<i>Any person who works for another person or for the state and who receives or is entitled to receive any remuneration.</i>
Skill	<i>An ability which is given expression, made evident, observable and performed.</i>
Training	<i>Any form of structured learning (whether offered off the job/ on the job) in which occupational, work related or job related competence is acquired and /or developed.</i>
People with Disabilities (PWD's)	<i>Means people who have a long term or recurring physical or mental impairment which substantially limit their prospects of entry into, or advancement in employment.</i>
Learner	<i>A person who is enrolled for a learning programme or who is using a formal or an informal opportunity to learn.</i>
Critical and Scarce Skills	<i>Are defined as an absolute or relatively demand: current or in future, for skilled, qualified and experienced people to fill particular roles, professions occupations or specialization in the labour market. Both occupational and qualification are chosen as both have a merit of being relatively straight forward to measure and readily understood.</i>
Critical skills	<i>Critical skills refers to particular capabilities needed within an occupation for example, general management skills, communication and customer handling skills, team work skills and technology skills.</i>
Scarce skills	<i>There is a distinction between absolute and relative scarcity of skills. Absolute scarcity skills refers to suitable skills which are not available in the labour and may include new or merging occupation, lack of suitably qualified people or insufficient number of people enrolled in programmes to meet the new demands. Relative scarcity refers to suitably skilled people available in the labour market but who may not necessary have the high level of work experience, may not be located within a specific geographic location and equity consideration.</i>

#### 4. APPLICATION AND SCOPE

The Policy will be applicable to all the employees of the Department of Cooperative Governance and Traditional Affairs, external applicants and prospective employees.

#### 5. LEGISLATIVE FRAMEWORK

- 5.1 The Constitution of the Republic of South Africa Act 108 of 1996.
- 5.2 Skills Development Act, 96 of 1998.
- 5.3 Skills Development Levies Act of 1999.
- 5.4 White Paper on Public Service Training and Education 1998.
- 5.5 White Paper on HRM in the Public Service 1995.

- 5.6 Public Service Regulations, 2016.
- 5.7 The National Plan of Higher Education 2001.
- 5.8 Employment Equity Act 55 of 1998.
- 5.9 White Paper on Transformation 1995.
- 5.10 HRD Strategic Framework for South Africa 2015.
- 5.11 Strategic plan of the Department 2015-2019.
- 5.12 SAQA Act of 1995.
- 5.13 National Qualifications Framework Act 2008.
- 5.14 Government Programme of Action 2013.
- 5.15 National Skills Development Strategy III.
- 5.16 Human Resource Development Strategy for South Africa 2010-2030.

## 6. POLICY PRINCIPLES INHERENT IN THE BURSARY POLICY

The Guiding Principles that underpin this Policy include the underlying values and concepts that are required to support the intention of the policy.

### 6.1 VISION

An accessible and a needs-driven bursary scheme, which is committed to the empowerment of competent and responsible cadre of the current and future Public Servants that ensures development and service delivery to communities of the Eastern Cape.

### 6.2 MISSION

To guide the development and transformation of the Public Service and communities through provision of financial assistance aimed at producing an efficient, effective and competent workforce.”

### 6.3 PHILOSOPHY

*We believe that:*

#### 6.3.1 Training is continuous.

Personnel must be exposed to continuous, life-long learning through their career paths. Opportunities to learn and improve one’s capabilities should be identified by each worker. Human Resource Development’s role must make sure that **students are** afforded the opportunity to access financial assistance.

#### 6.3.2 Training is demand-orientated

Financial assistance through bursary shall be given in order to address individual and departmental developmental initiatives.

#### 6.3.3 Training supports transformation and service delivery

Training shall support Employment Equity, the culture of caring and the “Batho Pele” principles. Disadvantaged and/or designated groups may receive priority in the determination of intervention measures.

Training and Education must support the achievement of the Departmental Strategic Objectives and the Service Delivery Programmes.

## **7. CUSTOMERS AND STAKE-HOLDERS COME FIRST**

The Department values the customers and stake-holders and the intention of the policy must be to ensure that we build capacity to maximize quality of service to our customers and stake-holders as mentioned in the Strategic Plan of the Department.

## **8. POLICY STATEMENT**

8.1 The Department of Cooperative Governance and Traditional Affairs is committed to the fair practices of awarding bursaries to all its employees and external applicants. This Policy seeks to ensure that the Principles embodied in the Skills Development Act 97 of 1998 are adhered to, as well as to create opportunities for employees in the Department to further their development through part-time studies in order to improve both the individual and organizational performance.

8.2 This must be achieved by:

8.2.1 Giving opportunities to employees in the Department (on part time basis) to equip themselves with knowledge and skills necessary in areas identified as priority by the department in order for them to effectively carry out their constitutional directives and responsibilities. Thus the scheme caters for courses that are deemed to be in the interest of the State and the Department in terms of improving the individual performance of tasks on the job.

8.2.2 Attaching accelerated management and Leadership Development plans to prepare potential candidates to take up management positions in the Department.

8.2.3 Ensuring that on-the- job training is promoted.

8.2.4 Providing employees with opportunities and financial assistance for their skills development and to acquire formal qualification.

8.2.5 Developing a skills base for Succession Planning and for effective implementation of Affirmative Action, Employment Equity as well as recruitment policies.

8.2.6 Recruiting students studying in scarce skills and critical areas of the department's strategic staffing requirements.

## **9. TIME-FRAME FOR AWARDING OF BURSARIES**

The sitting of the Skills Development Committee for the awarding of bursaries may commence at the beginning of November. Awarding of bursaries shall be done and finalized in December each year.

## **10. CONDITIONS OF THE BURSARY SCHEME**

Based on the cost of tuition bursaries must be granted to serving employees and external applicants for the duration of their studies.



Approval to be sought before the purchase of prescribed text books for the maximum number of courses recommended by tertiary institutions concerned, subject to the availability of funds (budget).

- 10.1 Each student must be awarded a fixed amount for bursary purposes such as 100% tuition fees, prescribed textbooks, institutional accommodation and meals not exceeding R21 000.00. In the case where a student cannot be accommodated internally, a rental lease agreement with an annual fixed amount must be attached for purposes of payment. Any cost resulting from attendance of additional lectures, or workshops must be borne by the applicant/bursary holder.
- 10.4 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 at a rate determined by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act.
- 10.5 If however, an employee repeats the relevant subjects or year of study successfully, the bursary granted him/her shall continue for the remainder of the course.
- 10.6 The total period of study towards a qualification, for which the bursary is granted, must not extend for more than the maximum prescribed/recommended duration as applicable to full-time or part-time study unless an approval has been granted for a further extension by the Department.
- 10.7 A Head of department may grant bursaries for higher education to employees or other persons in terms of a human resources development plan contemplated in regulation 28;
- 10.8 An employee who studies relevantly to the vision & strategic objectives of the Department out of his/her pocket must enjoy the same privileges enjoyed by employees who have been awarded bursaries as prescribed in Section 11, pg 9 of the Policy.

## **11. ATTENDANCE OF BLOCK SESSIONS FOR FULL TIME EMPLOYEES**

- 11.1 Bursary holders (employees) may utilize a minimum of fifteen (15) days not exceeding a maximum as allocated by the Human Resource Utilization and Capacity Building bursary holders /employees may not exceed twenty (20) days per annum for the block sessions. Where a maximum of twenty (20) days is not enough for the completion of blocks the employee shall make use of vacation leave.
- 11.2 The Department must pay all incidental expenses for the block session within the allocated maximum twenty (20) days.
- 11.3 No incidental expenses may be paid by the Department if the employee has exceeded the allocated maximum twenty (20) days for training. This shall be mainly to extend training opportunities to as many departmental employees as possible.
- 11.4 Incidental expenses to attend training courses and block session within allocated twenty (20) days must include travelling expenses, accommodation, Subsistence and Travelling expenses to and from the training venue.
- 11.5 Awarding of bursaries may be aligned to the Strategic needs of the Department as well strategic staffing needs.
- 11.6 Upon completion of study, service to be rendered to the Department shall be commensurate to the number of years financed by the department.

- 11.7 The bursary may be withdrawn by the Head of Department if it is not in the interest of the department that the privilege continues to be granted.
- 11.8 Students must be domiciled in the Province of the Eastern Cape and must come from the Previously Disadvantaged Communities. Bursaries for students as full time study applicants will cater for registration, tuition, accommodation, meals and text books.
- 11.9 The applicant may enter into an agreement with the Department for the period equivalent to the period funded by the Department.
- 11.10 The number of courses an employee can register per academic year may not exceed six (6) courses. This is to ensure that the work done by the employee is not negatively affected.
- 11.11 Serving employees studying on a part time basis at a tertiary institution must ensure that there is no disruption to the official hours of work. If problems are being experienced, officials may change from part-time to correspondence.

## **12.CRITERIA FOR AWARDING BURSARIES**

### **12.1 According to Regulation 77(2) to (8):**

- 12.1.1 A** Head of Department may grant financial or other assistance to employees for part-time or full-time activities at either local or international institutions;
- 12.1.2** Head of Department may:
- (a) grant bursaries for higher education to employees or other persons in terms of human resource plan contemplated in regulations 28;
  - (b) allocate bursaries for general education and continuing education and training to employees and
  - (c) require contractual service in recompense for assistance received in respect of general education or continuing education and training.
- 12.1.3 A** Head of Department may defray any reasonable actual expenses associated with study, research or training.
- 12.1.4** An employee shall retain his or salary which shall count as part of the financial assistance from his or her department during any study, research or training.
- 12.1.5** Subject to the Treasury Regulations, a Head of Department may waive the whole or any part of any study debt;
- 12.1.6** Where a head of department provides a bursary for higher education to an employee or any other person the bursary holder must enter into a contract with the Department in terms of which he/she, in the case of the bursary holder who undertakes-
- (a) a full time study, shall be the bursary by serving the relevant department or any other department on the basis of one year for each year of study or any part thereof;
  - (b) part-time, shall redeem the bursary by serving the relevant department or any other department for at least one year after attaining the relevant qualification.
- 12.1.7** an employee who fails to complete relevant qualification shall redeem any obligation in terms of the contract either through service, or repayment of the bursary amount, plus interest at rate determined by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act.

- 12.2 The following criteria must be considered when awarding a bursary to an applicant:
- 12.2.1 The field of study for which a bursary will be awarded to an applicant/bursary holder must be aligned to the Strategic Objectives of the Department and the individual's Personal Development Plan;
  - 12.2.2 The granting and taking over of bursaries must have direct relevance to the functions performed within the department;
  - 12.2.3 An applicant who displays potential and determination to study, but have limited financial resources;
  - 12.2.4 Bursaries will be awarded to employees who have served the Department for at least one year, i.e. completed probation period. (This applies only to new employees in the Department).
- 12.3 To students who aspire to do a post-graduate qualification, taking into account the non-funding of their studies, the resolution of the task team is that 70/30% meaning that the Department will pay 70% and the employee 30% should be the criterion used to award bursaries. In the event of surplus in a particular year, 70/30% becomes 100% for the post graduate candidates.
- 12.4 The applicant/bursary- holder shall re-pay the Department 100% in the event of his / her termination of studies.
- 12.5 In awarding bursaries the Department should take cognisance of the Agreement on Recognition of improved qualifications in the Public Service (Resolution 05 of 2014) with specific reference to sections 4, 5, 6 & 7.

### **13. CONTRACTUAL AGREEMENT AND BREACH OF CONTRACT**

- 13.1 The bursary fund must be utilised for the purpose for which it is granted and specified in the contract and failure to use it as such will result in the automatic cancellation of the bursary.
- 13.2 If the bursary is automatically cancelled, the employee/ may be required to re-pay to the Department the full amount of the bursary funds granted plus interests (ref to 12.1.7) above.
- 13.3 The student must serve one (1) year for each academic year completed and funded by the Department as a contract worker at a professional level. For the Duration of the contract, the student shall be eligible to apply for any advertised posts in the Department. In the event of contract expiry options for the extension of contract shall be considered provided the budget is available.
- 13.4 If a bursary-holder leaves the service before completing his/her studies, or does not make satisfactory progress towards obtaining his/her qualification, and/ or elects to abandon his/her studies, the bursary-holder shall be required to re-imburse the Department the full amount of bursary fund plus interests granted to him / her.
- 13.4.1 In the case of a person who leaves the public service, the amount owed must be re-claimed from his/her, failing which an "out of service" debt must be set up by the Department.

13.5 In the event of a participant in the scheme wishing to temporarily suspend or to discontinue his/her studies or having made unsatisfactory academic progress it must be incumbent upon him/her to immediately request the Department for deferment of contractual obligation and present the Department with a proposal to enable him/her to complete the relevant course/qualification at his/her own cost to avoid immediate steps being taken to institute a recovery of study fees.

13.5.1 This deferment, however, shall not exceed a period of one (1) year without prior approval. In exceptional cases where the deferment exceeds a period of two (2) years prior approval from the Head of Department is required.

13.6 The Department must have to maintain an accurate record of study plans and performance / achievements of bursary recipients in their respective tertiary institutions.

#### **14. RELEASE FROM DUTY TO STUDY FULL-TIME: SERVING EMPLOYEES**

14.1 If an employee is not granted financial assistance, he/she may be released from duty to study full-time at a tertiary institution with retention of salary, provided it can be proved that the person cannot function in the Department without acquiring the qualification (Critical and Scarce skills), and the approval for such release must comply with the following:

14.1.1 It must be clearly noted that this type of bursary is not recommended, but if, under special circumstances, it is needed, substantial motivation must be submitted to the Head of Department to ensure that valid reasons exist for the deviation.

14.1.2 The responsibility and accountability for recommending full-time studies with retention of salary in occupational classes where an employee is required to study full-time rests upon the Head of Department.

14.1.3 An employee must complete the Contract Agreement and submit proof of payment of the study institution to the Head of Department before he/she is released from duty.

#### **15. GRANTING OF EXTENSION OF BURSARY**

15.1 The period for which a bursary may be extended will be based on the prescribed duration of the course in cases where a bursary holder has already completed part of his/her course.

15.2 As soon as an applicant/bursary-holder realizes that he/she cannot complete his/her studies within the minimum duration of the course, a well-motivated application for extension, with examination results, must be submitted to the Human Resource Utilization & Capacity Building Directorate not later than January of the next year of study. Failure to adhere to the requirements may result in the cancellation of a bursary.

15.3 An application must be accompanied by a motivation from a bursary holder, supported by the recommendation of the Line Manager.

15.4 Work pressure may not be acceptable as a valid reason for not fulfilling bursary obligations, unless a fully motivated application recommended by a Director of a

Directorate is submitted to the Director: Human Resource Utilization and Capacity Building.

- 15.5 With regard to the period for which the extension may be granted, each case must be considered on the basis of merit with a maximum period of two (2) years as a guideline for extension purposes.

## **16. CHANGE IN STUDY DIRECTION OR INSTITUTION**

Authority may be granted to applicants by the Head of Department to change their direction of study or institution, provided the applicant repeats an equal number of subjects, at his/her own expense, for which the Department has paid in respect of his/her initial study direction but which are not recognised in the new field of study and the new institution is a recognised one.

## **17. OVERSEAS STUDIES WITH RETENTION OF SALARY**

- 17.1 A request for overseas studies must be sent to the Head of Department for consideration. Upon submission of such request, full details and reasons must be given as to why it is in the interest of the Department for the employee to embark on such studies. Such request will only be considered if the relevant qualification cannot be attained at a local tertiary institution and will only be approved in extremely exceptional circumstances and only if the absence of such qualification makes it impossible for a person to continue with his/her work.

- 17.2 Availability of budget shall also be considered if the applicant will need financial assistance and is not released with retention of salary.

## **18. TAKE – OVER OF BURSARIES AND/ OR STUDENT DEBTS**

- 18.1 A take-over of a bursary contract by the Department may, however, be negotiated between the departments, provided that the employee's study direction, when considered in the context of the functions of the receiving Department, complies with the criteria set out in this policy.

- 18.2 A take-over of a bursary contract may require the receiving department to financially re-imburse the department that granted the bursary for any year of study, which has not been redeemed by service obligation.

- 18.3 The responsibility for any future financial/ service obligations resulting from the granting of the bursary must be borne by the receiving department. The same procedure will apply if the bursary holder is making a transfer to another department.

## **19. LEARNING PROGRAMME**

- 19.1 This refers to any accredited training programmes that may be twelve (12) months or less. Also if these programmes are needs and performance-based included and are in the Workplace Skills Plan in line with the employee's Personal Development Plan.

- 19.2 Each component/programme may be required to have its own Skills Development Plan which is included in the Workplace Skills Plan.

- 19.3 These Learning Programmes shall be budgeted for by the Department.

## **20. ROLES AND RESPONSIBILITIES**

### **20.1 SKILLS DEVELOPMENT COMMITTEE**

The Skills Development Committee whose members are appointed by the Head of Department and chaired by the Chief Director: Corporate Services: HRU&CB shall be responsible for:

- 20.1.1 considering bursary applications, taking into account the departmental criteria for awarding bursaries and approval thereof;
- 20.1.2 ensuring that recommendations for bursaries by Line Managers are in line with the objectives and priorities and contents of this Policy as well as specific technical needs of the department;
- 20.1.3 considering applications for the take-over of study loans and ensuring that the recommendations of the supervisors, in this regard, are in line with the contents of this Policy;
- 20.1.4 monitoring the effective utilisation of staff in accordance with their fields of study, on completion of their studies;
- 20.1.5 reviewing bursary allocations annually;
- 20.1.6 recommending the approval of bursary applications by the Head of Department.

### **20.2 BURSARY HOLDER**

A bursary holder shall:

- 20.2.1 Provide the Human Resource Development Unit with periodic progress reports and results on his/her studies;
- 20.2.2 Fulfil his/ her **Contractual Obligations**.

### **20.3 THE LINE MANAGER AND HUMAN RESOURCE UTILIZATION AND CAPACITY DEVELOPMENT MUST:**

Monitor the attendance of block sessions by the employees.

### **20.4 HEAD OF DEPARTMENT**

The authority to approve bursaries shall rest with the Head of Department, unless the task is delegated to a person occupying, at least a post in the classified management echelon, provided that the measures contained in this Policy are applied carefully and consistently throughout the Department.

## **21. WITHDRAWAL OF A BURSARY**

- 21.1 A bursary granted to an employee who is a bursary holder shall be withdrawn if:
  - 21.1.1 An employee fails to submit his/her progress report (results) as required by his/her Contractual Agreement.
  - 21.1.2 An employee fails to finish his/her studies as prescribed by a recognized academic institution at which he/she has registered, and no approved extension of the study period is granted by the Head of Department.

- 21.1.3 An applicant fails to make reasonable / acceptable progress towards the completion of his/her qualifications.
- 21.1.4 Deviates from the study direction agreed upon without prior approval by the Head of Department.
- 21.1.5 Is no longer employed by the Department.

## **22. MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE POLICY**

- 24.1 The HR Planning Utilization and Capacity Building must vigorously monitor the implementation of this Policy and will submit quarterly reports to the Chief Director: Corporate Services for submission to the Head of Department of the Department.
- 24.2 The Human Resource Development Unit may share monthly bursary reports with HR Planning for Statistical Analysis Report.
- 24.3 The Human Resource Development Unit must also monitor the progress of bursary holders on an annual basis as well as the impact of the capacitation to determine improvement on individual performance.

## **23. COMMUNICATION / EDUCATION OF THE POLICY**

The Bursary Policy must be communicated throughout the Department to all its employees using workshops, Intranet and workgroups.

## **24. DISPUTE RESOLUTION MECHANISM**

In the event of disputes arising out of the Bursary Policy processes, such disputes must be dealt with in terms of the Grievance Procedure and Labour legislation applicable in the Public Service.

## **25. APPROVAL OF THE POLICY**

The Policy shall be recommended the Head of Department (HoD) and must be approved by the Member of Executive Council (MEC) as per the updated departmental Delegations and the Policy will become official on the date it is signed by the Executing Authority (MEC for Cooperative Governance and Traditional Affairs).

## **26. REVIEW OF THE POLICY**

The policy will be reviewed and amended in line with future legislative and collective agreements promulgations. The development of this policy is a dynamic process and that it may require revision from time to time.

27. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
Start from	YYMMDD (the date the Policy takes effect	Contact person – full name & title	
2010	19 March 2010	Sicelo Gqobana (MEC)	
2013	28 March 2013	Milibo Goboshiyana	Funds (budget) provided for awarding bursaries mentioned in the Policy – the policy was silent on the matter. The student will serve one (1) year for each academic year completed and funded by the Department as a contract worker at a professional level provided the funding is available. For the duration of the contract the student shall be eligible to apply for any advertised post in the department. This policy will be reviewed every Second Year or when there are materialistic changes in the enabling legislation.
2015	31 March 2015	Fikile Xasa	Each student must be awarded a fixed amount for bursary purposes such as 100% tuition fees, prescribed textbooks, institutional accommodation and meals not exceeding R18 000-00. In the case where a student cannot be accommodated internally, a rental lease agreement with an annual fixed amount must be attached for purposes of payment. Any cost resulting from attendance of additional lectures, or workshops must be borne by the applicant/bursary holder. To students who aspire to do a post-graduate qualification, taking into account the non-funding of their studies the resolution of the task team is that 70/30% meaning that the Department will pay 70% and the employee 30% should be the criterion used to award bursaries. In the event of surplus in a particular year, 70/30% becomes 100% for the post graduate



				<p>candidates.</p>
2017	10 May 2017	F.D Xasa	<p><b>10. Conditions of the bursary scheme</b></p> <p>10.1 Each student must be awarded a fixed amount for bursary purposes such as 100% tuition fees, prescribed textbooks, institutional accommodation and meals not exceeding R21 000.00. In the case where a student cannot be accommodated internally, a rental lease agreement with an annual fixed amount must be attached for purposes of payment. Any cost resulting from attendance of additional lectures, or workshops must be borne by the applicant/bursary holder.</p> <p>10.4 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 at a rate determined by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act.</p> <p>10.7 A Head of department may grant bursaries for higher education to employees or other persons in terms of a human resources development plan contemplated in regulation 28;</p> <p>Require contractual service in recompense for assistance received in respect of general education or continuing education and training.</p> <p>A head of department may defray any reasonable actual expenses associated with study, research or training.</p> <p><b>12. CRITERIA FOR AWARDDING BURSARIES</b></p> <p>12.6 According to Regulation 77(2) to (8):</p> <p>12.6.1 A Head of Department may grant financial or other assistance to employees for part-time or full-time activities at either local or international institutions;</p> <p>12.6.2 Head of Department may:</p>	

<p>(d) grant bursaries for higher education to employees or other persons in terms of human resource plan contemplated in regulations 28;</p> <p>(e) allocate bursaries for general education and continuing education and training to employees and</p> <p>(f) require contractual service in recompense for assistance received in respect of general education or continuing education and training.</p> <p>12.6.3 A Head of Department may defray any reasonable actual expenses associated with study, research or training.</p> <p>12.6.4 An employee shall retain his or salary which shall count as part of the financial assistance from his or her department during any study, research or training.</p> <p>12.6.5 Subject to the Treasury Regulations, a Head of Department may waive the whole or any part of any study debt;</p> <p>12.6.6 Where a head of department provides a bursary for higher education to an employee or any other person the bursary holder must enter into a contract with the Department in terms of which he/she, in the case of the bursary holder who undertakes-</p> <p>(c) a full time study, shall be the bursary by serving the relevant department or any other department on the basis of one year for each year of study or any part thereof;</p> <p>(d) part-time, shall redeem the bursary by serving the relevant department or any other department for at least one year after attaining the relevant qualification.</p> <p>12.1.7 an employee who fails to complete relevant qualification shall redeem any obligation in terms of the contact either through service, or repayment of the bursary amount, plus interest at rate determined by the Minister of Finance in terms of section 80 (1)(b) of the Public Finance Management Act.</p>			
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