



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

# BURSARY POLICY

## 2024

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Document Name	Bursary Policy
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**SIGN OFF**

**I. Head of Department**

This Bursary Policy has been recommended by Mr V. Mlokothe 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.

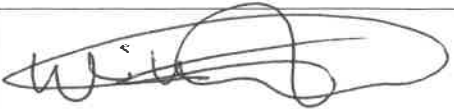
The development of the Bursary Policy will ensure the department is able to exercise its powers in compliance with the law and guide decision- making in the department.

Signed:	
Designation:	Head of Department
Date:	05/08/2024

**II. Executive Authority**

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the livelihoods 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: Z. Williams of Cooperative Governance and Traditional Affairs
Date:	08/08/2024

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## 1. PROBLEM STATEMENT

- 1.1 The Bursary Policy was last reviewed and approved for implementation on 10 May 2017. The Department has identified a need to review the policy and to bring it into line with new capacity building development.
- 1.2 Furthermore, the review of the policy has been influenced by, and amongst other things, the following factors:
  - 1.2.1 Deficiencies in the policy.
  - 1.2.2 Need to improve compliance with the policy.
  - 1.2.3 Need for alignment with the Public Service Regulations, DPSA Directives.
- 1.3 In reviewing the bursary policy, the Department wants to ensure that its bursary processes are fair, non-discriminatory and comply with the public service norms and standards.

## 2. INTRODUCTION

- 2.1 The Department of Cooperative Governance and Traditional Affairs intends to create a competent, diverse and responsive workforce that is capable of delivering professional and quality services to its clients. The Department aims to afford bursaries through financial assistance to employees and the youth of the Eastern Cape Province. The aim is to assist the awardees to pursue their studies at any recognized/accredited Institution of higher learning.
- 2.2 Priority shall be given to applicants who intend to address the challenges of critical and scarce skills and promote Employment Equity representation and targets.

## 3. PURPOSE OF THE BURSARY POLICY

The purpose of the bursary policy is to give guidance and the correct procedure on the awarding of bursary scheme and the management of the bursary programme in the Department.

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#### 4. OBJECTIVES OF THE BURSARY POLICY

The objectives of this policy are to:

- 4.1 To give guidance on correct procedure on awarding of bursary scheme
- 4.2 To outline the role of the Skills Development Committee and Bursary Committee regarding the awarding of bursaries to applicants.
- 4.3 To ensure that financial assistance is geared towards achieving efficiency in service delivery, assisting in the development of targeted scarce skill areas to complement shortages within the Department.
- 4.4 To inform applicants on the procedures followed for purposes of allocating financial assistance.

#### 5. DEFINITIONS/ TERMINOLOGY USED

<b>Word/Term</b>	<b>Definition (with examples if required)</b>
POPIA	Protection of personal information act
Affirmative Action	A programme by which the previously disadvantaged groups are provided with opportunities for advancement, even if it entails elements of discrimination based on fairness.
Career Development	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.
Career path	Described routes for vertical and / or lateral movement within and outside the organization's occupational and work structures.
Competence Acquisition	The processes, formal and informal, through which individuals gain competence.
Designated Groups	This refers all the previously disadvantaged groups such as Africans (Black, Coloured, Indian, and Chinese); Women; People with Disabilities (PWD's) as per the Employment Equity Act of 1998 (amended).
Development	Those processes relating to individuals, teams, and the organization, which allow for effective growth to take place, or which enables the growth of understanding, of relationships and of group functioning.
Education	Any formal, structured learning programme(s) that relates to the theoretical,

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	conceptual and applied skills for the personal and / or work life of the individual.
Skills Development Committee	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.
Employee	Is someone employed by EC COGTA or the State.
Skill	An ability which is given expression, made evident, observable, and performed.
Training	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.
People with Disabilities (PWD's)	Means people who have a long term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in employment.
Learner	A person who is enrolled for a learning programme or who is using a formal or an informal opportunity to learn.
Critical and Scarce Skills	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 be readily understood.
Critical skills	Critical skills refer to capabilities needed within an occupation for example, general management skills, communication and customer handling skills, teamwork skills and technology skills.
Scarce skills	Refer to those occupations in which there is a scarcity of qualified and experienced people, currently or anticipated in the future, either because such skilled people are not available, or they are available but do not meet employment criteria.
External Applicants	People who are not employed by EC COGTA.

## 6. APPLICATION AND SCOPE

The Policy will be applicable to all the employees of the Department of Cooperative Governance and Traditional Affairs and external applicants. Departmental employees will only be granted a bursary to study on Part Time Bases and external applicants to study on Full Time Basis.

## 7. CONFIDENTIALITY

7.1 The Department shall, in compliance with the POPIA, ensure the integrity and confidentiality of any personal information in its possession or control is secured.

7.2 Confidentiality is essential in all bursary processes. All members of selection committees, HR officials and the organized labour representatives must observe the confidentiality of the process. This relates not only to documents received and their contents but also to all disclosures and communications in relation to the management of the bursary program.

## 8. PRINCIPLES UNDERLYING THE BURSARY PROCESS

The guiding principles that underpin this policy are the following:

8.1 The bursary process shall uphold the fundamental principles that are enshrined in the constitution of the Republic of South Africa to be fair and not biased.

8.2 All role-players and beneficiaries are bound by this policy and shall adhere to all provisions of this policy.

## 9. LEGISLATIVE FRAMEWORK

9.1 The Constitution of the Republic of South Africa Act 108 of 1996.

9.2 Skills Development Act, 96 of 1998.

9.3 Skills Development Levies Act of 1999.

9.4 White Paper on Public Service Training and Education 1998.

9.5 White Paper on HRM in the Public Service 1995.

9.6 Public Service Regulations, 2016.

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- 9.7 The National Plan of Higher Education 2001.
- 9.8 Employment Equity Act 55 of 1998.
- 9.9 White Paper on Transformation 1995.
- 9.10 SAQA Act of 1995.
- 9.11 National Qualifications Framework Act 2008.
- 9.12 National Skills Development Strategy III
- 9.13 Human Resource Development Strategy for South Africa 2010-2030

## 10. POLICY STATEMENT

This Policy seeks to ensure that the Principles embodied in the Constitution of the Republic of South Africa, to be fair and not biased are adhered to. The policy attempts to create opportunities for the development of both Departmental employees, external bursary applicants and unemployed youth to further their development through acquiring recognised professions for the betterment of the organisation. This must be achieved by:

- 10.1 Giving opportunities to employees in the Department who wish to study on part -time basis Procedure to equip themselves with knowledge and skills necessary in areas identified as a priority and announced by the Department, for them to effectively carry out their constitutional directives and responsibilities.
- 10.2 Providing Departmental employees and external applicants (youth) with developmental opportunities through providing financial assistance to obtain/acquire formal qualifications.

## 11. TIME-FRAME FOR AWARDING OF BURSARIES

The sitting of the Skills Development Committee (SDC) and its Sub-Committee (Bursary Committee) for the selection and recommendation of prospective bursary holders must convene and finalise the selection before the end of the academic year for the next academic year.

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## 12. CONDITIONS ON THE AWARDING OF BURSARY

The awarding of the Bursary will be based on the following terms and conditions: -

- 12.1 On condition that the Department has invited the applications through an advert for external applicants (unemployed youth) and internal Departmental employee depending on the availability of budget.
- 12.2 Departmental employees that are on probation are not eligible for the award.
- 12.3 If budget is not adequate, consideration will first be given to those applicants who had applied for scarce and critical skills identified as priority and announced by Department.
- 12.4 The external applicants (unemployed youth) are residing in the Eastern Cape Province
- 12.5 Financial background for the external applicants (unemployed youth) warrants that applicant be assisted.
- 12.6 The applicant satisfies the panel/committee that the applicant receives no other financial assistance.
- 12.7 Proof of acceptance from the registered and accredited Institution of Higher Learning is submitted.

## 13. CONDITIONS OF THE AWARD

- 13.1 Based on the cost of tuition, bursaries must be granted to serving employees and external applicants (unemployed youth) for the duration of their programme.
- 13.2 Only prescribed books can be purchased for the awardees.
- 13.3 Each student must be awarded a fixed amount for bursary purposes such as 100% tuition fees, prescribed textbooks, student accommodation, and meals not exceeding R46 800.00 per annum. In the case where a student cannot be student residence, 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.

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- 13.4 The awardee is responsible to pay for all expenses for failed courses/modules.
- 13.5 If the bursary holder abandons or discontinues studies within the study period, he/she will be responsible to pay back all the monies, with interest, that have been paid out towards his/her studies.
- 13.6 The maximum period granted for the study will not be extended unless permission is granted by an accounting officer.
- 13.7 An academic merit based on outstanding academic achievement during previous academic year performance will be considered.

#### **14. ATTENDANCE OF BLOCK SESSIONS FOR FULL TIME EMPLOYEES ONLY**

- 14.1 The Department must pay all incidental expenses for block sessions within the allocated maximum twenty (20) days.
- 14.2 No incidental expenses may be paid by the Department if the employee has exceeded the allocated maximum days for attending block sessions.
- 14.3 Incidental expenses for attending training courses and block session within the allocated maximum days must include travel and subsistence expenses from their respective directorates for Departmental employees, accommodation, Subsistence and Travelling expenses to and from the training venue.

#### **15. CRITERIA FOR AWARDING BURSARIES**

The Following Criteria must be considered when awarding a bursary to an applicant:

- 15.1 The field of study for which a bursary will be awarded to an applicant must be aligned to the Strategic Objectives of the Department and the Individual Personal Development Plan.
- 15.2 The granting and taking over of the bursaries from another Government Institution must have direct relevance to the functions performed within the receiving Department.
- 15.3 An applicant who displays potential and determination to study but has limited financial resources.

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- 15.4 Bursaries will be awarded to employees who are not on probation.
- 15.5 In awarding bursaries, the Department should take cognisance of the scarce skills, critical skills and the Departmental Strategic needs.

## 16. CONTRACTUAL AGREEMENT AND BREACH OF CONTRACT

- 16.1 The bursary fund must be utilised for the purpose for which it is granted and failure to use it as such will result in the automatic cancellation of the bursary.
- 16.2 If the bursary is automatically cancelled, the employee may be required to reimburse the Department the full amount of the bursary funds granted, plus applicable interest.
- 16.3 The unemployed youth students funded by the Department must serve one (1) year for each academic year completed. This is subject to negotiation with the Department.
- 16.4 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 the bursary fund disbursed on his/her behalf, with applicable interest.
- 16.5 In the case of a person who resigns from the public service, the amount owed must be re-claimed from him/her or from the estate in case of death.
- 16.6 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.
- 16.7 This deferment, however, shall not exceed a period of one (1) year without prior approval from the Head of Department.
- 16.8 Each bursary holder must give, before the operation of the agreement, consent in writing waiving his/her rights that are protected by POPIA.

## 17. GRANTING OF EXTENSION OF BURSARY

- 17.1 Extensions of bursary contract may be applied for in writing and shall be granted at the discretion of the HOD or delegated official.
- 17.2 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.
- 17.3 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 Development Section not later than January of the next year of study. Failure to adhere to the requirements may result in the cancellation of a bursary.
- 17.4 An application must be accompanied by a motivation from a bursary holder, supported by the recommendation of the Line Manager.
- 17.5 Continued ill health, which prevents the bursary holder from completing his/her studies and or fulfilling his/her obligations may be considered for the extension of the bursary.

## 18. CHANGE IN STUDY DIRECTION OR INSTITUTION

Bursary holders need to obtain authority from the Accounting Officer before changing study direction and /or the Institution the bursary holder was registered with at the time the application was granted.

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

- 19.1 A take-over of a bursary contract (may be through appointment or cross transfer) by the Department may 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.
- 19.2 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.

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- 19.3 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.

## **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 Monitoring the effective utilisation of staff in accordance with their fields of study, on completion of their studies.
- 20.1.4 Reviewing bursary allocations annually.
- 20.1.5 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 (June and December exams).
- 20.2.2. Must make sure that the invoices received from the Institution of Higher Learning for the payment of fees are correct.
- 20.2.3. The bursary holder is responsible to make sure that his/her fees are paid on time and in full.
- 20.2.4. Fulfil his/ her Contractual Obligations.

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### **20.3 HUMAN RESOURCE UTILIZATION AND CAPACITY BUILDING**

Monitor the attendance of block sessions by bursary holders. Bursary holders attending block sessions must submit their timetable for attending classes.

### **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 The bursary holder deviates from the study direction/qualification 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**

22.1 The HR Planning and Human Resource 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.

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22.2. 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 employee's using workshops, Intranet and Departmental communication channels.

### **24. DISPUTE RESOLUTION MECHANISM**

24.1 If any conflict, relating to the matters dealt with in this Policy, arises between this Policy and the provisions of the Public Service Act, Public Service Regulations or any other law or any act or DPSA prescripts or the provincial provisions, the provisions of the latter will prevail.

24.2 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**

This 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.

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## 27. VERSION CONTROL AND CHANGE HISTORY

<b>Version Control</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment</b>
Start from	YYMMDD (the date the Policy takes effect)	Contact person – full name & title	
2010	19 March 2010	Sicelo Gqobana (MEC)	
2013		Mlibo Qoboshiyana	<p>Funds (budget) provided for awarding bursaries mentioned in the Policy – the policy was silent on the matter.</p> <p>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.</p> <p>This policy will be reviewed every Second Year or when there are materialistic changes in the enabling legislation.</p>
2014		Fikile Xasa	Each student must be awarded a fixed amount for bursary purposes such as 100% tuition fees,

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			<p>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.</p> <p>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.</p>
2016		Fikile Xasa	<p><b>PHILOSOPHY</b></p> <p><b>Training is demand-orientated</b></p> <p>Financial assistance through bursary shall be given in order to address individual and departmental developmental</p>

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			<p>initiatives</p> <p><b>TIME-FRAME FOR AWARDING OF BURSARIES</b></p> <p>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.</p> <p><b>CONDITIONS OF THE BURSARY SCHEME</b></p> <p>Based on the cost of tuition bursaries must be granted to serving employees and external applicants for the duration of their studies.</p> <p>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).</p> <p>Each student must be awarded a fixed amount for bursary purposes such as 100% tuition fees, prescribed textbooks, institutional</p>
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		<p>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><b>ATTENDANCE OF BLOCK SESSION FOR FULL TIME EMPLOYEES</b></p> <p>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.</p> <p>The applicant may enter into an agreement with the Department for the period equivalent to the period funded by the Department.</p> <p><b>CONTRACTUAL AGREEMENT AND BREACH</b></p>
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			<p><b>OF CONTRACT</b></p> <p>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.</p> <p><b>RELEASE FROM DUTY TO STDY FULL-TIME SERVING EMPLOYEES</b></p> <p>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:</p> <p>It must be clearly noted that this</p>
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			<p>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.</p> <p>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.</p> <p>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.</p> <p><b>REVIEW OF THE POLICY</b></p> <p>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.</p>
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