

PROVINCE OF THE EASTERN CAPE

DEPARTMENT OF SOCIAL DEVELOPMENT



HUMAN RESOURCE DEVELOPMENT

BURSARY

POLICY

TABLE OF CONTENTS

	Page
1. SCOPE	2
2. VISION	2
3. MISSION	2
4. RATIONALE FOR THE BURSARY FUND	3
5. OBJECTIVES OF THE BURSARY FUND	3
6. INSTITUTIONAL ARRANGEMENTS	4
7. QUALIFICATION FOR AWARD OF BURSARY	5
8. ADVERTISEMENT AND APPLICATION PROCESS	5
9. SELECTION PROCESS	6
10. SELECTION CRITERIA	6
11. PAYMENT OF FEES	6
12. TERMINATION/ WITHDRAWAL OF BURSARY	7
13. BREACH OF CONTRACT	8
14. STUDY LEAVE FOR PART-TIME BURSARY HOLDERS	8
15. REVIEW OF POLICY	8
16. CONCLUSION	8
17. APPROVALS AND RECOMMENDATIONS	9
18. APPLICATION FORM	10-16

1. SCOPE

This bursary policy is designed to afford an opportunity to permanent employees and/ or officials of the Department of Social Development and needy students who are currently pursuing fields of study which are critically appealing to the department, but are financially challenged in the Eastern Cape, to advance their knowledge and studies in special and priority fields necessary to perform those functions that are critical and add value to the Department. It caters for only those employees and /officials who are planning to study or have already been admitted or registered with Institutions of Higher Learning based in South Africa. (Proof of admission / registration is essential).

This policy is based on the following legal framework:

- i. Constitution of the Republic of South Africa
- ii. Public Service Regulations
- iii. HRD Framework for South Africa
- iv. The Skills Development Act (Act 97 of 1998)
- v. White Paper on Transformation
- vi. Employment Equity Act
- vii. The National Plan for Higher Education
- viii. Departmental Human Resource Development Strategy
- ix. Eastern Cape Provincial Bursary Policy

2. VISION

An accessible bursary fund designed to promote life long learning and competency levels of employees and /or officials of the Department of Social Development.

3. MISSION

To provide a framework that guides the Department in granting financial assistance to deserving and qualifying employees and /or officials and thereby develop an effective, efficient and competent workforce to fulfill the mandate reflected in the vision and mission of the Department.

4. RATIONALE FOR THE BURSARY FUND

4.1 The Department acknowledges the right of each person to have access to education and training irrespective of race, religion, sex, or creed as enshrined in Section 29 of the Constitution of the Republic of South Africa.

4.2 The Department recognizes the need for highly skilled and knowledgeable personnel to meet the challenges of a democratic South Africa in striving for effective and efficient delivery of services to the poor, vulnerable and the needy.

4.3 The Department recognizes the need to administer and manage the bursary fund in an equitable, fair and transparent manner to fulfill the needs of the Department and also redress the effects of the Apartheid System specifically in education. The intention is to balance the individual applicant's career aspirations with the service delivery imperatives of the Department.

5. OBJECTIVES OF THE BURSARY FUND

5.1. To afford employees and/ or officials with an opportunity to equip themselves with knowledge and skills necessary to improve their performance in the department.

5.2. To address the shortage of skills required for effective service delivery particularly in the performance of functions that are critical and are a priority in the department.

5.3. To assist those employees and/ or officials who have the potential but lack financial resources to further their studies with Institutions of Higher Learning in the fields and priority areas that would add value to the department.

5.4 To explore the possibility of assisting unemployed youth who have a potential to pursue fields of study which the department regards as critical for its purposes.

5.5 To assist needy students who are currently pursuing fields of study which are critically appealing to the department, but are financially challenged.

5.6 To encourage and promote needs based education as against education for the sake of education.

6. INSTITUTIONAL ARRANGEMENTS

The Bursary Committee should comprise of members from SDC who act as a sub structure to the Skills Development Committee (SDC). The Bursary Committee is chaired by a Coordinator, preferable HR Senior Manager, Skills Development Facilitator/ HRD Manager, Bursary official from HRD who acts as a secretariat, and at least four members nominated by SDC. After nomination the members should be appointed officially by Head of Department.

6.1. FUNCTIONS OF THE BURSARY COMMITTEE

6.1.1 To formulate and review policy proposals and assessment of bursary needs in the Department based on current demands.

6.1.2 To establish a developmental relationship with Institutions of Higher Learning particularly in the Eastern Cape with a view to determine effective utilization of the Bursary fund in the Department.

6.1.3 To adjudicate on all bursary applications of permanent employees and /or officials of the department inclusive of external bursary applications.

6.1.4 To determine the alignment of the intended field of study with the bursary policy, Human Resource Development needs of the Department, HR Plan and workplace skills plan. This will assist in establishing a clear balance between the individual applicant's aspirations and the service delivery imperatives of the Department.

6.1.5 To review the awarding of bursaries to applicants annually and recommend renewal based on previous academic year performance.

6.1.6 To conduct the awarding of bursaries with the necessary confidentiality (sign confidentiality declaration) and to ensure that the process is followed in a fair and equitable manner.

6.1.7 To submit a report on its activities to the SDC (Skills Development Committee).

6.1.8 To assess value for money and conduct a cost – benefit analysis exercise and report accordingly.

6.1.9 To report any anomalies and non-functionality of the Bursary Committee to the SDC.

6.2 FUNCTIONS / ROLES OF THE HUMAN RESOURCE DEVELOPMENT UNIT

- 6.2.1 Ensure the updating and maintenance of files.
- 6.2.2 Answer queries and compile financial reports for the internal and external auditing.
- 6.2.3 Manage, facilitate and coordinate bursary programmes across the department
- 6.2.4 Facilitate and coordinate the meetings of the Bursary Committee
- 6.2.5 Advise bursars pertaining the bursary

7. QUALIFICATION FOR AWARD OF BURSARY FOR DEPARTMENTAL EMPLOYEE AND/OR OFFICIAL

7.1. This fund caters for all permanent employees and/ or officials of the Department who want to study and register with any Institution of Higher Learning irrespective of occupational class, rank, gender, race or color in a field that is relevant for the functions of the Department of Social Development.

7.2. Employees and/ or officials who are expected to perform certain functions that require a specific educational qualification level within the Department.

7.3 Employees and/ officials who have been declared redundant shall be awarded bursaries in line with the requirements of the WSP and HR Plan.

7.4 Refer 5.4 and 5.5

8. ADVERTISEMENT AND APPLICATION PROCESS

- The applicants are expected to complete a bursary application form accompanied by a motivation and recommendation from the immediate Supervisor and Programme Manager on the selected field of study and its relevance to the Department.
- The bursary application forms and bursary policy document shall be made accessible to all offices of the Department of Social Development in the Eastern Cape.
- The Bursary Committee shall advertise annually all critical fields.

9. SELECTION OF CANDIDATES

- A candidate should submit his/her application to the Skills Development Facilitator who will present the application to the Bursary Committee.
- The selection of candidates will be conducted by the Bursary Committee and forwarded to the SDC for scrutiny and recommendation to the Head of the Department for approval.
- Successful candidates will be informed directly and copies of approval will be sent to their respective offices for filing.
- Candidates will be selected on an annual basis subject to verification of academic performance.
- Application forms for bursaries should be distributed during August in each year and the process of approval be completed by December of each year.

10. CRITERIA FOR SELECTION

In order to qualify for a bursary, candidates should:

- submit a fully completed application form in the prescribed format.
- submit proof of admission and fees required from an Institution of Higher Learning.
- be a permanent employee and/ or official of the Department
- pursue a field of study that has been identified as critical and a priority need and adds value to service delivery in the Department.
- submit a copy of the current performance agreement/contract and copy of the last annual and quarterly performance assessment report.
- submit evidence and proof of financial difficulty accompanied by an academic performance for the category stated in 5.5

11. PAYMENT OF FEES

11.1 The award takes the form of financial assistance paid to the academic institution to cover for study expenses viz. application fees, registration fees and course fees that have been levied by institution in respect of the studies.

11.2 The awardees shall be required to pay an amount totaling not less than 20% of the fees required and the department shall be responsible for a total amount not exceeding 80% of the study expenses as explained in paragraph above.

11.2.1 In case of needy students the department will pay 100% for accommodation, tuition, meals and prescribed boo

11.3 If an awardee attains a pass mark in all the registered courses in a particular academic year the 20% contribution shall be refunded directly to the individual awardee. However to receive this amount a person will have to provide proof of results of the examinations.

11.4 In the case of failure to attain a pass mark in all the registered courses or if the awardee withdraws or cancels studies with the academic institution, the bursary shall be withdrawn and the awardee shall be required to pay back to the Department all the expenses paid on his or her behalf in the particular year.

11.5 The Department shall not pay fees or related expenses in respect of courses that are being repeated for whatever reason.

11.6 Payment shall be effected on receipt of statement of account from the academic institution to which the awardee is registered and that the awardee must have entered into a formal written agreement with the Department regarding the bursary. It is the responsibility of the individual awardee to ensure that the said statement of account is received and the department has honoured its obligation.

11.7 The department reserves the right to determine the maximum funding it can award to any applicant.

11.8 Any surplus funds should be paid back to the department.

12. TERMINATION /WITHDRAWAL OF BURSARY

The bursary may be withdrawn on the condition that the employee who has been awarded a bursary:

12.1 is found to have breached the provision(s) of the contract entered into with the department regarding the terms and the conditions of the bursary.

12.2 leave the province and his/her contract of employment has been terminated.

12.3 is expelled by the academic institution concerned.

12.4 has failed to perform at the expected academic standard as determined by the institution concerned.

12.5 has failed to perform his duties and responsibilities as an employee and /or official of the department.

12.6 in case of a transferred employee to another department, the said contract will be terminated.

N.B. The person whose bursary award has been withdrawn may be compelled to refund the department all the expenses incurred regarding his/her study programme.

13. BREACH OF A CONTRACT

N.B. Breach of contract implies that when a bursary holder fails to comply with the terms and conditions laid down in the contract agreement entered into between himself/herself and the Department. The bursary holder has breached the contract if he/she:

13.1. Deviates from the field of study agreed upon without prior arrangement and/ or approval with the Department.

13.2 Do not report to the bursary office of the department after completion of the course.

13.3. Cancels or withdraws his/her studies before completion without prior notice to the Department.

13.4 fails to produce the examination results as required.

14. STUDY LEAVE FOR PART-TIME BURSARY HOLDERS

Leave options are available under the normal leave provisions. Leave applications must be submitted to the Human Resources Component, as it will be handled separately from the bursary applications.

19. Review of Policy

The policy will be reviewed on a three (3) year circle.

20. CONCLUSION

The policy shall be regarded as the Department of Social Development Bursary Policy and shall be amended from time to time based on the changing needs and priorities of the Department.

RECOMMENDATIONS AND APPROVAL

Comments of the Head of department

Policy recommended for approval.

Demetrius
.....
HEAD OF DEPARTMENT
DEPARTMENT OF SOCIAL DEVELOPMENT
EASTERN CAPE

Date *30.1.31.2008*

~~APPROVED/NOT APPROVED~~
Comments

[Signature]
.....
MEMBER OF THE EXECUTIVE COUNCIL
DEPARTMENT OF SOCIAL DEVELOPMENT
EASTERN CAPE

Date *30.1.03.08*



Province of the

EASTERN CAPE

DEPARTMENT OF SOCIAL DEVELOPMENT

4th Floor – Tyamzashe Building – Independence Avenue – Private Bag X0039 – Bhisho – 5605 –
REPUBLIC OF SOUTH AFRICA Tel: +27 (0)40 609 5313 · Fax: +27 (0)40 609 5342 · Email address Lungile.mdlela@
socdev.ecprov.gov.za: Website: www.socdev.ecprov.gov.za

APPLICATION FORM FOR ACCESSING BURSARY FUND FOR TRAINING AND EDUCATION



**DEPARTMENT
OF
SOCIAL DEVELOPMENT**

**BURSARY APPLICATION FORM FOR PERMANENT
EMPLOYEES AND/OR OFFICIALS OF THE
DEPARTMENT OF SOCIAL DEVELOPMENT WISHING
TO STUDY ON A PART TIME BASIS**

1. PERSONAL DATA

1.1 Surname : _____

1.2 First Name : _____

1.3 Persal Number : _____

1.4 ID Number : _____

1.5 Date of Birth : _____

1.6 Gender : _____

1.7 Marital Status : _____

1.8 Nationality : _____

1.9 Disability Yes/No : _____

1.10 Population Group : _____

2. EDUCATIONAL DATA

SECONDARY EDUCATION

2.1 Highest standard Passed : _____

2.2. Name of school : _____

TERTIARY EDUCATION

2.3 Degree/Diploma (Highest qualification): _____

2.4. Duration : _____

2.5 Majors : _____

3. WORK DATA

3.1 Branch/Programme : _____

3.2 Directorate/ Unit : _____

3.3 Designation : _____

3.4 Key Performance Areas : _____

4. PROPOSED FIELD OF STUDY

4.1. Proposed Degree or Diploma : _____

4.2 Indicate how this selected course of study will improve your work performance and its relevance to your current work environment and the Department:

4.3 Indicate the name of the Institution you intend to study :

4.4 Duration of the course : _____

4.5 If the selected course of study is not relevant indicate why you intend pursuing this field of study? : _____

Signature of Applicant
Date:_____

6. COMMENTS FROM IMMEDIATE SUPERVISOR

6.1. Performance of duties: _____

6.2. Conduct and Office manners: _____

6.3 Does applicant show aptitude for studies applied for : _____

6.4. Additional remarks: _____

6.5. Recommend /Not Recommend

Signature of Supervisor

Designation

Date: _____

7. RECOMMENDATIONS FROM PROGRAMME MANAGER

Signature

Date: _____

8. RECOMMENDATIONS FROM THE CHAIRPERSON OF BURSARY COMMITTEE

Signature

Date : _____

9. Recommended / Not Recommended

Director : Human Resources

Date : _____

9. Recommended / Not Recommended

Programme Manager: Corporate Services

Date : _____

10. Approved / Not Approved

Date : _____

Head of Department