



DEPARTMENT OF SOCIAL DEVELOPMENT

BURSARY POLICY

POLICY REGISTRATION NO: 01/2023

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DEFINITION AND TERMS

| TERMS | DEFINITION |
|------------------------------|--|
| CONTRACTUAL BINDING | Agreement between the employer and employee clarifying the provisions of the bursary scheme. |
| BURSARY | A grant, especially one awarded to someone to enable them to study at an accredited Institution of Higher Learning. |
| BURSARY HOLDER | Refers to an employee/learner who has entered into binding contract with the DSD. |
| DEBT ADVICE | Form captured the amounts/ monies owed by the employer, and be recovered from her pension benefits |
| FIXED CONTRACT | Contract employment for a period of three to five years |
| SCARCE SKILLS | Refers to those in which there is a scarcity of qualified and experienced people current or anticipated |
| BREACH OF CONTRACT | An act of breaking the terms set out in a contract |
| BURSARY SUSPENSION | Shall mean the breaking off of a bursary with the intention of resuming it later provided certain set conditions are met. |
| BURSARY REINSTATEMENT | Bursary reinstatement shall refer to the restoration of the bursary award to the bursary awardee. |
| BURSARY TAKE-OVER | When an official who has been awarded a bursary by his/her previous department and has been appointed in the Department of Social Development. |
| BURSARY TERMINATION | Bursary termination shall refer to the action of bursary discontinuation or cessation. |
| ACRONYMS | |
| HRD | Human Resource Development |
| HOD | Head of Department |
| IHL | Institution of Higher Learning |
| MEC | Member of the Executive Authority |
| NQF | National Qualification Framework |
| PDP'S | Personal Development Plans |
| SDC | Skills Development Committee |

LEGISLATIVE FRAMEWORK

- i. Constitution of South Africa.
- ii. Public Service Act No 103 of 1994.
- iii. The Skills Development Act No. 97 of 1998.
- iv. Skills Development Levy Act No. 97 of 1999.
- v. South African Qualification Authority Act No. 58 of 1995.
- vi. Employment Equity Act No. 55 of 1998).
- vii. The National Skills Development Strategy Vision 2030.
- viii. Basic Conditions of Employment Act 75 of 1997 as amended.
- ix. Labour Relation Act No 66 of 1995.
- x. National Development Plan Vision 2030.
- xi. Human Resource Development Strategy for the Public Service Vision 2020
- xii. Public Service Regulations, 2001.
- xiii. Treasury Regulations, 2001
- xiv. White Paper on Public Service Training and Education, 1997
- xv. White Paper on Transforming Public Service Delivery, 1997
- xvi. White Paper on Affirmative Action in the Public Service, 1998.
- xvii. White Paper on Human Resource Development in the Public Service, 1998
- xviii. Higher Education Qualifications Framework, 2007.
- xix. White Paper on the Transformation of the Public Service, 1995.
- xx. White Paper for Post-School Education and Training, 2013
- xxi. Departmental Special Leave Policy, 2017
- xxii. Departmental Attraction and Retention Policy, 2018
- xxiii. Circular No.: HRD 1 of 2013

1. PREAMBLE

The Eastern Cape- Department of Social Development is committed to the realization of the objectives of the National Skills Development Legislative Framework and other mandates which include, amongst others, the South African Qualification Act 58 of 1995, the Skills Development Act No 97 of 1998, National Skills Development Strategy, Public Service Human Resource Development Strategy, Public Service Regulations and other relevant policy framework. The department is conscious of the need to rigorously align employees' competency development plans and their personal goals and incentives with the department's strategic objectives. This will further ensure that the departmental training plans promote and respond to the economic structure and developmental initiatives of the government.

This policy is premised on the new approach in the Public Service of having effective government, responsive government. The policy seeks to provide education, training and development opportunities to departmental employees for purposes of enhancing service delivery, developing and maintaining a dynamic and learning organization, and give practical meaning to the new approach of Public Service Human Resource Development.

This policy also seeks to give effect to the strategic priorities of the Eastern Cape Provincial Department of Social Development Strategic Plan **2020-2025**, Provincial Growth and Development Plan (PGDP), President's State of the Nation Address, Premier's State of the Province Address, and other national mandates and imperatives.

The department's commitment to the above legislative framework and mandates is guided by a need to realize the objective of accelerating the redress of the past unfair discrimination in education, training and employment opportunities, and thereby contribute to the full personal development of each employee/learner and the social and economic development of the nation at large.

Therefore, the Bursary policy is guided by the need to provide a sufficiently large pool of skilled personnel who can take up and reinforce professional and technical positions in the department. This will ensure that education, training and development of employees yield meaningful results in performance and service delivery. In addition, this policy is being reviewed in order to align it to the National and Provincial governments' legislative

and policy mandates that are applicable in the Public Service. The policy will also serve as a guideline for the Skills Development Committee in advising the Head of Department on all matters relating to the provisions of the policy.

2.PURPOSE

The purpose of the policy is to provide guidance on the processes and procedures for the awarding of bursaries to qualifying and deserving employees within the Department.

3.OBJECTIVES

- a) To provide guidelines on financial assistance to qualifying employees, as well as ensuring training that supports performance and career development.
- b) To provide guidelines for employees who wish to undertake either locally or internationally, any study or training with a recognized educational institution within the framework of the scope and activities of the Department.
- c) To outline the procedure and requirements regarding the awarding of bursaries to applicants
- d) To ensure that training is geared towards achieving efficiency in service delivery, assisting development of targeted scarce skill areas to complement shortages within the department.
- e) To ensure that the department develops and retains scarce skills, meets equity targets and effectively implements succession plans.

4.SCOPE OF APPLICABILITY

- a) This policy is applicable to all employees including employees employed in a long-term (3 - 5 years) fixed term contract and excluding those employees who are on probation.
- b) Where probation is not confirmed after the stipulated period of 24 months due to circumstances not created by the employee, whereas the employee has fulfilled his/her necessary obligation(s), such an employee will be considered for a bursary.
- c) The pursuance of studies must be in line with the list of sector relevant qualifications as reflected in the attached as Annexure D

6. POLICY PRINCIPLES AND VALUES

In implementing this policy, the Department shall consider the following principles:

- a) **Objectivity:** the implementation of this policy shall be objective and in line with the strategic objectives of the Department.
- b) **Accessibility:** the policy shall be made accessible to all employees of the department.
- c) **Transparency:** the application or its implementation shall be done in a very transparent manner.
- d) **Trust and Honesty:** all relevant stakeholders shall exercise honesty and trustworthiness at all times.
- e) **Value for money:** the department shall ensure that it is investing through education and development; in return, employees should plough back their skills and expertise to the departmental effectiveness.
- f) **Consistency:** the policy shall be implemented consistently across to all deserving applicants.

7. POLICY PROVISIONS

7.1 POLICY STATEMENT

The Department of Social Development is committed to fair practices of awarding bursaries to all its employees. This policy seeks to ensure that the principles embodied in the South African Skills Development legislative framework and policy mandates are adhered to. It also seeks to create opportunities for employees in the department to further their education, training and development through part time studies and full-time studies (in exceptional cases approved by HOD and MEC) in order to improve both the individual and organizational performance.

7.2. CONDITIONS OF THE BURSARY SCHEME

- a) Bursary shall be granted to serving employees for the duration of their studies, based on the cost of tuition.

- b) Bursary must also include cost for the prescribed textbooks for the maximum number of courses recommended by tertiary institution, may include costs for accommodation, transport and meals for employees who may attend classes or block sessions to the tertiary institution (please refer to paragraph 6.13 (d)).
- c) The department through awareness session by Human Resource Development unit shall encourage all employees with senior certificates to register for tertiary qualifications in order to acquire the necessary NQF level 6/7 qualifications.
- d) Bursary holder who fails any courses, must repeat the courses failed for the entire year of study, which is applicable, at his/her own expenses.
- e) If an applicant discontinues her/his studies or does not repeat the relevant courses or year of study; he/she shall be liable for repayment of fees, which have already been paid to him/her with interests.
- f) If, however, an employee repeats the relevant subjects or year of study successfully, a bursary granted to him/her shall continue for the remainder of the course.
- g) 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.
- h) It is essential that applicants be in possession of grade 12 certificate and/ or equivalent qualification as well as a valid statement of results (except where vocational training is the purpose for which the bursary is required).
- i) No employee shall be granted a bursary if he /she is in possession of another bursary.
- j) Bursary shall be suspended if a bursary holder fails to pass at least 50% of the subjects or does not progress satisfactory. Failed course(s) must be repeated at own cost. However, new subjects enrolled for whilst repeating failed subjects shall be refunded after the successful completion thereof. Each case shall be treated on its merit. For research-based studies, the bursary award shall be guided by the stipulated part-time study duration/period as determined by the relevant Institution of Higher Learning.
- k) If a bursary holder wishes to settle her/his bursary obligations in one payment before breach of contract is effective, she/he does not have to pay any interest, a copy of the receipt must be submitted with approval of breach of contract. If the

settlement is not in one payment, the normal breach of contract procedures must be followed and the Debt to be transferred to the Debt Management Component by means of a Debt Form.

- l) There shall be a two-year cooling off period after the bursary holder has successfully completed the qualification at NQF 7 and above that he/she was granted the bursary for. This is to enable other aspirant or would-be applicants the opportunity to apply and be granted the bursary and expand the pool of qualified officials.
- m) On completion of studies, bursary holders will be required to submit copies certificates / academic transcript as proof of completion of studies.

7.3. PART-TIME STUDIES / ATTENDING CLASSES DURING WORKING HOURS

- a) In case of a bursary allocated to an employee who undertakes part-time studies and is required to attend classes during working hours or attend block sessions, supervisor's recommendation must be sought and provisions of Departmental Special Leave Policy with regard to attendance of classes during working hours shall be applicable.

7.4. FULL –TIME STUDIES

In case of a bursary awarded to an employee who shall study full time, required time for an employee to be away from work must be treated in terms of the Departmental Special Leave Policy section on (full-time attendance), refer to paragraph 6.8 hereunder.

7.5. CRITERIA FOR AWARDING BURSARY

The following departmental criteria must be considered when awarding a bursary to an applicant:

- a) The field of study for which a bursary shall be awarded to an applicant/bursary holder must be aligned to the Strategic Objectives of the Department and the individual's Personal Development Plan.
- b) The granting and taking over of bursary must have direct relevance to the functions performed within the department.

- c) The bursary award must be linked to the applicant's direct scope of work and must be a relevant field of study.
- d) Applicant who displays potential and determination to study but has limited financial resources.
- e) Bursary shall be awarded to employees that are permanently employed and those appointed on a fixed contract (long-term).
- f) Employment equity imperatives will have to be considered when awarding the bursary (e.g. previously disadvantaged individuals, youth and women and persons living with Disabilities).
- g) Be a National Qualification registered on the National Qualifications Framework (NQF) and South African Qualifications Authority (SAQA).
- h) Be a qualification provided by an institution registered by SAQA to present the specific Qualification.
- i) The duration of the study should not be less than one year with at least a minimum of 120 credits.

7.6. PAYMENT OF BURSARIES

- a) Payments on behalf of the successful candidates must be made by the Department directly to the institution concerned. The payment of bursaries shall take place by the end of April of each year of a new Financial Year executed by the component responsible for payment.
- b) These payments shall be dependent upon the employee submitting a proof of registration and statement of account / invoice timeously.
- c) Relevant documents must be handed to the Provincial and District Human Resources Development Unit as soon as the employee has registered or received such statements / invoice, as the Department shall not accept liability for any delays or interest owing to overdue accounts.

7.7. GRANTING OF EXTENSION OF BURSARY

- a) The extension of bursary period shall be recommended by the Bursary Committee for approval by the Head of the Department.
- b) Circumstances that might lead to an extension may include the following, but is not limited to: Unforeseen illnesses; disciplinary processes that turns out positive

to the bursary holder (re-instatement), maternity leave, hospitalization of bursary holder over a long period etc.

- c) 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 30 January of the following year of study. Failure to adhere to the requirements shall result in the cancellation of a bursary.
- d) An application must be accompanied by a motivation from a bursary holder supported by the recommendation of the Line Manager.
- e) Work pressure shall 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 Development.
- f) The Director: Human Resource Development shall submit the motivation to the Head of Department for approval.
- g) Regarding the period for which the extension may be granted, each case must be considered based on merit with a maximum period of two years as a guideline for extension purposes.

7.8. RELEASE FROM DUTY TO STUDY FULL-TIME: SERVING EMPLOYEES

- a) An employee who has been awarded a bursary by the department to further studies may be granted leave to study full time only for the final year of study, and this must be dealt with in terms of the provisions of Departmental Special Leave Policy.
- b) The release from duty to study full-time studies shall only be granted by the Head of Department.
- c) The release from duty to pursue overseas studies shall only be granted by the Head of Department.
- d) Any deviation in respect of the provisions of this policy will have to be approved by the Head of Department.

7.9. CHANGE IN STUDY DIRECTION OR INSTITUTION

- a) Authority may be granted to applicants by the Head of Department to change their direction of study or institution provided that 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.
- b) In a case where a bursary holder changes a qualification, he/she will be liable for the repayments of modules that are irrelevant to the new qualification.
- c) Risks and limitations when changing a study direction or institution may be as follows:
 - i. The Institution might not be accredited
 - ii. The content of the learning material may differ
 - iii. The costs might differ (might be more expensive)

7.10. "TAKE-OVER" OF BURSARIES AND / OR STUDENT DEBTS

- a) "A Take-over" refers specifically to when an official who has been awarded a bursary by his/her previous department and has been appointed in the Department of Social Development. The newly appointed official shall seek approval from the Head of the Department for the Department to continue with the bursary.
- b) A take-over of bursary contract may require the receiving Department to reimburse financially the Department that granted the bursary for any year of study, which has not been redeemed by service obligation.
- c) The responsibility for any future financial / service obligations resulting from the granting of the bursary shall be a borne by the receiving Department. The same procedure shall apply if the Department is making a transfer to another department.

7.11. CONTRACTUAL AGREEMENT AND BREACH OF CONTRACT

- a) The bursary money 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 bursary.

- b) If the bursary is automatically cancelled, the employee must be required to repay to the Department the full amount of the bursary money granted.
- c) 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 not to continue with his/her studies, the bursary-holder must be required to reimburse the Department the full amount of bursary money granted to him / her.
- d) In the case of an employee who leaves the Public Service through resignation, an amount owing must be re-claimed and an out of service debt must be set up, in terms of Departmental Debt Management Policy.
- e) In instances wherein an employee has been dismissed, the department will automatically terminate the bursary, however, an employee will not be liable for the repayment of the previous year(s) that the department has already paid for. The employee will be liable for the repayment of current year in which the employee is dismissed.
- f) In the event when the obligation cannot be fulfilled due to death, incapacity, mental or physical disability, any liability for the outstanding monies, which may be due in terms of the bursary undertaking, must be written off.
- g) In the event of a bursary holder wishing to temporarily suspend or discontinue his/her studies or having made unsatisfactory academic progress, it must be incumbent upon him/her to immediately request the Department for the 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.
- h) This deferment however shall not exceed a period of one year without prior approval. In exceptional cases where the deferment exceeds a period of one-year, prior approval from the Head of Department is required.
- i) The Department must maintain an accurate record of study plans and performance / achievements of bursary recipients in their respective tertiary institutions.

7.12. WITHDRAWAL OF A BURSARY

A bursary granted to an employee shall be withdrawn if:

- a) An employee fails to submit his/her progress report (results) as required by his/her contractual agreement.
- b) 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 Head of Department.
- c) An applicant fails to make reasonable / acceptable progress towards the completion of his/her qualification.
- d) Only under exceptional circumstances that an employee will be exempted from the provisions of 6.12 (c), in this case an approval will have to be sought from the Head of Department.
- e) Deviates from the study direction agreed upon without prior approval by the Head of Department.
- f) An employee is no longer employed by the Department or transferred to another department.

7.13. BUDGET REQUIREMENTS

- a) Paragraph 7 of the Department of Public Service and Administration (DPSA) Circular No.: HRD 1 of 2013 on the implementation of the Directive on utilization of training budgets in the Public Service provides that the Departments will have to allocate budgets for purposes of awarding bursaries, in addition to the 1% of total department's annual personnel budget.
- b) The number of applicants who shall be recipients of Departmental bursary shall be determined annually after the budget allocation of the Department has been finalized.
- c) The Department shall pay 100% of the academic fees. The bursary award will include costs for prescribed textbooks for the maximum number of courses prescribed by tertiary institution.
- d) Respective Districts, Directorates and Components must plan and submit budget inputs to the Finance Directorate to provide budget for accommodation, transport and meals for employees who attend classes or block sessions and for the writing of examinations at the tertiary institution, in line with the Treasury and Departmental costs containment measures and the applicable S & T policy.

- e) Bursary holders must submit the list of prescribed books from the Institution of Higher Learning together with the bookstore statement of account for prescribed books only.
- f) The cost of bursary or formal learning activities must be budgeted for, managed and monitored effectively in line with Public Finance Management Act 1999 and Skills Development Levies Act 1999.

7.14. TIME FRAME FOR AWARDING OF BURSARIES

- a) The meeting of the Provincial Committees for the adjudication of bursaries shall commence on 15th November each year, two months after the invitation of bursary applications. The is to allow administration processes in preparation for submission to the Skills Development Committee which will make the recommendations for approval by the Head of Department.
- b) The process will be expected to be finalized on the 15 December each year.
- c) Successful candidates shall be issued with commitment or promissory letters that binds the Department for the payment of fees to be submitted to the Institution of Higher Learning by 30th January.

7.15. SKILLS PROGRAMME

- a) This refers to any accredited training programmes that are twelve (12) months or less that carry credits in line with SAQA imperatives and is NQF aligned. These programmes are needs and performance based included in the Workplace Skills Plan in line with the employee's Personal Development Plan.
- b) Each component/programme shall be required to have its own Skills Development Plan as per PDP's and these must be considered in the Workplace Skills Plan. These skills programmes shall be funded through training and development budget.
- c) The Skills Development Policy has been developed to address all matters related skills development programmes, learnership, workshops, continuing professional development and subscriptions to professional bodies.

8. APPROVING AUTHORITY

Head of Department will recommend this policy for approval by the Executive Authority.

9. ADMINISTRATION OF THE POLICY

The administration of this policy shall be vested on the Head of Department who shall ensure that every employee adhere to the provisions of this policy.

10 . GRIEVANCES AND INTERNAL DISPUTES

10.1 Any grievances emanating from this policy will be dealt with in terms of the Public Service Grievance Rules issued by the Public Service Commission

10.2 Internal disputes may be resolved through utilization of the provisions of any relevant policy of the department and / or any other labour relations procedures and processes that are applicable in the Public Service and in this department.

11. ACCOUNTABILITIES AND RESPONSIBILITIES

11.1. Human Resource Development Unit shall be responsible for:

- a) Distributing application forms to all prospective applicants at Head Office, Districts and Area and Service Offices.
- b) Receiving all comprehensive completed applications and supporting documents and establish a database of officials.
- c) Convening the committee members for meeting to evaluate applications and make recommendations to the Departmental Bursary Committee.
- d) Keep records of all meetings and discussions.
- e) Informing all successful and unsuccessful candidates on the outcome of their applications.
- f) Compiling memorandum to the Skills Development Committee on all the applications recommended by the Bursary Committees.
- g) Provincial and District Human Resource Development will be responsible for opening and keeping of files for all successful applicants after approval is received from Head of Department.

- h) Issuing bursary promissory or commitment letters to successful applicants for submission to the Institution of Higher Learning.
- i) Provincial and District Human Resource Development will administer the signing of contracts between the Bursary holder and the department by the end of January of every year.
- j) Provincial and District Human Resource Development must ensure proper filing of all relevant documents per Bursary holder.
- k) Provincial and District Human Resource Development must ensure that statements of accounts / invoices by all bursary holders are submitted for the purpose of processing the payment to Institutions of Higher Learning by end March every year.
- l) Administer the payment process to the Institution of Higher Learning by the 30th April every year (start of a new financial year).
- m) Monitoring the progress of the bursary holder by evaluating the progress reports submitted half-yearly and annually.
- n) Attending to any enquiries related to bursaries.
- o) Presenting the recommendations to the Departmental Bursary Committee for adjudication.
- p) Provincial and District Human Resource Development must submit quarterly monitoring and evaluation reports to the Departmental Bursary Committee regarding the administrative process and the progress of beneficiaries.
- q) Ensuring the bursary programme is implemented according to the provided timeframes to prevent any litigation to the Department.
- r) Conduct awareness sessions to Line Managers and staff in general (Provincial and Districts) on the availability of bursaries in the department and also outline the process map of the process that leads up to the allocation of bursaries to all staff

11.2. Line Managers shall be responsible for:

- a) Assisting employees under his /her supervision to understand the contents and provisions of this policy.
- b) Encouraging employees under his/her supervision to consider training and development opportunities.
- c) Recommending the bursary applications of their employees considering the department's strategic objectives, critical and scarce skills of the department and the needs of the Directorate and or District.

11.3. Bursary Holder shall be responsible for:

- a) Must provide Provincial and District Human Resource Development office with semester / half yearly and or annual progress reports and results on his/her studies.
- b) Must provide Provincial and District Human Resource Development office with statements of accounts / invoices on a semester / half yearly and or annually.
- c) Fulfil his/ her contractual obligations.

11.4. Provincial Bursary Committee

- a) The Provincial Bursary Committee must comprise of officials of the Department representing the various Programmes within the Provincial Office.
- b) The Committee must be representative of the employer and organized labour with Human Resource Development acting as the Secretariat.
- c) The Provincial Bursary Committee shall be responsible for:
 - i. Evaluate all new applications for bursaries from Provincial Office and Districts according to the provisions of this policy and with the necessary confidentiality.
 - ii. To review annually the awarding of bursaries to beneficiaries based on previous academic year performance.
 - iii. Prioritize the recommendations of the committee according to the scarce skills and critical occupational categories of the Department as per the Departmental Attraction and Retention Policy.

- iv. The committee must ensure that funds are available before committing the department on any bursary awards.
- v. Shall ensure that the awarding of bursaries supports the broader departmental strategies on Human Resource Development.
- vi. Upon the finalization of selection process, the Secretariat will submit recommendations to the Head of Department for approval and implementation thereof.

11.5. Skills Development Committee

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

- a) To determine the scarce skills and occupations needed by the department to address the strategic mandate of the department.
- b) To consider bursary applications, utilising the Departmental criteria for awarding bursaries and approval thereof.
- c) To ensure that recommendations for bursaries by Line Managers are in line with the objectives and priorities and contents of this policy as well as critical and scarce skills of the department.
- d) To consider applications for take - over of study loans and ensure that the recommendations of the supervisors in this regard are in line with the content of this policy.
- e) To review bursary allocations annually.
- f) To make recommendations to the Head of Department on all applications that have met the set standards.
- g) To identify and select SDC members to participate on the Bursary Sub Committee structure.
- h) To ensure that the process is followed in a fair and equitable manner and confidentiality (signing oath of secrecy) is maintained.

- i) To monitoring the implementation of the bursary policy

11.6. Head of Department

- a) The authority to approve bursaries rests with the Head of Department unless 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.

12. EFFECTIVE DATE OF THE POLICY

The policy is effective from the date of its approval.

13. IMPLEMENTATION OF THE POLICY

13.1. Advertisement

- a) The Human Resource Development office shall advertise annually from the 1st of September and close on the 31st October of every year, stating the fields of study for consideration as widely as possible that are in line with the strategic objectives and scarce and critical skills as per Attraction and Retention Policy of the Department, in order to give potential candidates a reasonable opportunity to submit their applications.
- b) The department must utilize its communication system to bring to the attention of all its employees the bursary advertisement.
- c) The closing date for applications shall be the 31st October of each year.

13.2. Selection period.

- a) Selection committee shall meet within 15 days after closing date (end of October) of the applications to finalize its recommendations to the Head of Department. The selection process should be finalized by the 15 December of each year and all the candidates be notified of the outcome of their applications in writing.

13.3. Declaration

- a) Successful candidates are required to enter into a contract with the department in terms of which they bind themselves to meet all conditions of the bursary agreement.
- b) Candidates must serve the department for a period equivalent to their period of study.

14. MONITORING MECHANISMS

- a) The Provincial and District HRD offices through the guidance of the Departmental Skills Development Committee will vigorously monitor the implementation of this policy and prepare quarterly reports.
- b) Provincial and District Human Resource Development offices shall also monitor the progress of bursary holder(s) on an annual basis as well as the impact of the capacitation to determine improvement on individual performance.
- c) Districts Human Resource Development will provide semester or half yearly and annual academic progress reports of individual bursary holders to the Provincial Human Resource Development office for consolidation.

15. POLICY REVIEW

This policy will be reviewed every three (3) years and whenever necessary to maintain relevance.

16. POLICY APPROVAL

Recommended/ Not Recommended



Head of Department:

Dept. of Social Development



Date

Approved/ Not approved





Member of the Executive Council

Date

Dept. of Social Development

17. APPENDICES

Annexure A. Bursary Application Form

Annexure B. Bursary Contract

Annexure C. Standard Operating Procedure

Annexure D. List of Sector relevant qualifications.