



agriculture, environmental affairs,
rural development and land reform

Department:
agriculture, environmental affairs,
rural development and land reform
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

BURSARY POLICY



TABLE OF CONTENTS**PAGE**

1. PREAMBLE.....	3
2. PURPOSE.....	3
3. SCOPE OF APPLICATIONS.....	4
4. LEGISLATIVE MANDATE.....	5
5. ACRONYMS AND GLOSSARY	6/7
6. ESTABLISHMENT OF A DEPARTMENTAL TRAINING COMMITTEE.....	8
7. FUNCTIONS OF A DEPARTMENTAL TRAINING COMMITTEE COMMITTEE.....	8
8. TYPES OF A BURSARIES THAT MAY BE GRANTED BY THE DEPARTMENT.....	9
9. INSTITUTIONAL FRAMEWORK/ROLES AND RESPONSIBILITIES.....	9/10
10. APPLICATION REQUIREMENTS.....	10/11
11. CONDITIONS AND LIMITATIONS.....	11/12
12. CRITERIA.....	13
13. IMPLEMENTATION AND ADMINISTRATION.....	13/14
14. GENERAL CONDITIONS FOR GRANTING BURSARIES.....	14
15. MONITORING AND EVALUATION.....	15
16. REVIEW OF THE POLICY.....	15
17. APPROVAL OF THE POLICY.....	16



1. PREAMBLE

This policy sets out the parameters in which the Department may grant financial assistance to employees who wish to acquire the necessary qualifications, to perform specific occupational tasks, general administrative tasks and technical tasks to ensure effective service delivery.

The Human Resources Department involves a dynamic partnership between management and staff, which in addition to management's commitment to staff development, also requires that it is impressed upon employees to improve work performance, for those whom time and financial resources have been invested.

It should be pointed out that each application for Bursary Assistance shall be judged on its own merit and due consideration shall be given to those applicants who wish to study in their core function. Therefore, persons who wish to study shall consider the field of study, their capabilities, aptitude and talents when deciding on a course of study.

2. PURPOSE

The purpose of this policy is to provide guidelines and systems for the effective, efficient and equitable management of bursaries in the department. It also forms part of the Department's strategy to develop human resources. Furthermore, the policy aims to deliver on the following:

- (i) Providing bursary opportunities based on the strategic and employee's development plans;
- (ii) Enhance morale among employees and improved performance;
- (iii) Properly skilled staff compliment



- (iv) Rethinking the notion of competence and recognition of vocational learning on the NQF level.
- (v) The overall purpose of the bursary policy is to provide advice, opportunities, facilities and financial support to enable all permanent employees to further their studies.
- (vi) The policy will also accommodate employees who wish to study ABET levels to Grade 12

3. SCOPE OF APPLICATION

- (i) This policy applies to all permanent employees of the Department
- (ii) The bursary may be granted for part-time studies at any recognized South African education institution
- (iii) Bursary beneficiaries from transferring Departments will continue with their studies subject to approval of the request by the accepting Department.
- (iv) Study leave will be granted as prescribed in the special leave policy.
- (v) A bursary when rewarded will cover the actual costs of registration, tuition fees, examination and prescribed study material.
- (vi) Prescribed study material may be paid as follows: -
 - (a) A recipient of a bursary
 - (b) **100 %** subsidy will be granted to employees on salary levels **3 - 8** only for prescribed study material for the registered course, subject or module. Additional or recommended study material will not be covered.
 - (c) **50 %** subsidy will be granted to employees on salary levels **9 – 14** only for prescribed study material for the registered course, subject or module. Additional or recommended study material will not be covered.



(d) Officials shall be reimbursed upon submission of proof of purchase and providing a valid proof of the prescribed study material e.g. tutorial letter

4. LEGISLATIVE MANDATE

- The South Africa Constitution Act No. 108 of 1996, as amended,
- Public Service Act, 1994 as amended
- Public Service Regulation, 2001 as amended
- DPSA Directives
- Public Finance Management Act.
- Employment Equity Act, (Act 55 of 1998)
- National Human Resource Development Strategy
- National Qualifications Framework
- PSCBC Resolutions & MPSA Determinations
- Skills Development Act, 1998 (Act 97 of 1998)
- Skills Development Levies Act, 1999 (Act 9 of 1999)
- South African Qualifications Act (SAQA), 1995 (Act 58 of 1995)
- National Development Plan, Vision 2030.



5. ACRONYMS AND GLOSARY

5.1. ACRONYMS

Acronym	Definition
HOD	Head of Department
DPSA	Department of Public Service and Administration
HEI	Higher Education Institution
HRD	Human Resource Development
DTC	Departmental Training Committee
NQF	National Qualification Framework
RPL	Recognition of Prior Learning
SDF	Skills Development Facilitator
WSP	Workplace Skills Plan
ABET	Adult Based Education and Training

5.2. GLOSSARY

Term	Definition
Academic	Refers to a theoretical studies and the obtaining of an accredited qualification (degree/diploma/certificate) obtained from recognised Higher Education Institutions (HEIs) (university/college/academy) in line with the National Qualifications Framework (NQF)
Accreditation	The periodical certification of a person, a body or an institution as having the capacity to fulfil a particular function in the quality assurance



	system set up by the South African Qualifications Authority Act, of 1995 and in terms of the Education and Training Quality Assurance body.
Applicant	Any employee who has applied for a bursary in terms of policy.
Breach of contract	Failure to carry out the obligations of the Bursary Contract in terms of this policy.
Bursar	An employee who has been granted a bursary`
Bursary	It refers to the amount of money that the Department will pay towards the studies of the bursar.
Contract	An agreement entered into between the bursar and the Department describing the conditions, obligations and benefits thereof.
Designated groups	Refers to Blacks (African, coloured and Indians); women and people with disabilities as defined by the Employment Equity Act, 1998.
Permanent Employee	An employee appointed in terms of section 8 (1) (c) of the Public Service Act of 1994 and whose probation has been confirmed.
Employer	It refers to Department of Agriculture, Environmental Affairs, Rural Development and Land Reform.
Pre – tertiary qualifications	Study at school levels of Grade10, 11 and 12
New entrants to the Public Service	An employee newly appointed in terms of section 8 (1) (c) of the Public Service Act of 1994 whose



	<p>appointment requires a mandatory probation period and an employee appointed in terms of section 8 (1) (c) of the Public Service Act of 1994 after a break in service and whose appointment requires a mandatory probation period.</p>
--	--

6. DEPARTMENTAL TRAINING COMMITTEE (DTC)

The Accounting Officer shall appoint a DTC to make the recommendations on the bursary allocation. Refer to Training and Development Policy section...

7. FUNCTIONS OF THE DEPARTMENTAL TRAINING COMMITTEE

The DTC members shall,

- i) Make recommendations for allocating bursaries after considering the following;
 - Personnel Development Plan
 - Employment Equity Plan
 - The Departmental Strategic Plan
 - The Departmental Budget Allocation and;
 - The Human Resource Plan
- ii) Consider applications on an annual basis, considering the availability of the resources
- iii) Not unfairly discriminate against any applicant on account of race, gender, ethnic or social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language;
- iv) Not abuse her/his position as Committee member to promote



- or Prejudice the interest of any applicant;
- v) Not abuse her/his authority or influence another Committee member, nor influenced to abuse her/his authority;
 - vi) Deal fairly, professionally and equitably with applications and be punctual in the execution of her/his duty as Committee member;
 - vii) Execute her/his duty as Committee member in a professional and competent manner;
 - viii) Report to the appropriate authorities any fraud, corruption, nepotism, maladministration or any other act which constitutes an offence, or which is prejudicial to the interests of applicants;
 - ix) Behave in a manner that enhances the reputation of the Committee;
 - x) Not use her/his position as Committee member to obtain private gifts or benefits for her/himself;
 - xi) Not accept any gifts or benefits when offered these, as these may be construed as bribes; and/or
 - xii) Not use or disclose any official information for personal gain or the gain of others.
 - xiii) The committee shall be accountable to the Head of the Department.

8. TYPES OF BURSARIES THAT MAY BE GRANTED BY THE DEPARTMENT

- (i) **Part-Time Bursaries:** are awarded to serving employee from ABET levels to Grade 12 to equip themselves with knowledge and skills in a formally structured manner aligned with identified needs and requirements of the Department.



- (ii) **Part-Time under post-graduate bursaries:** are awarded to all permanent employees. This serves the purpose of furthering studies in line with career planning and development

9. INSTITUTIONAL FRAMEWORK / ROLES AND RESPONSIBILITY

- (i) **Head of Department:**

The Head of Department will approve/disapprove all applications.

- (ii) **Chief Directors and Directors**

Shall make recommendations to the DTC on the awarding of bursaries after considering operational requirements and motivation by the official's supervisor.

- (iii) **Heads of Units / Supervisors**

Shall recommend the relevance of the study field in relation to the strategic business goals as well as the employees Personal Development Plan.

- (iv) **Employees**

All Bursars shall submit the relevant requests for payment of registration / administration fees, examination fees and tuition fees fourteen (14) days before the registration / payment due date in order to allow sufficient time for the administration processes to be completed before the payment can be made.

If payment is delayed as a result of the bursar not submitting the relevant documentation timeously, bursars shall be requested to make the necessary payment to the institution concerned and then reimbursed from the Department. In the latter instance, proof of payment (original receipt) shall have to be submitted. Bursars are also required to submit proof of registration, Department shall not be



held responsible for the payment of interest on overdue accounts / penalties / cancellation fees or any debt incurred as a result of the discontinuation of studies.

Statement of results shall also be forwarded to the Human Resources Department at the end of each year / semester before payment can be made for the ensuing year.

10. APPLICATION REQUIREMENTS

Applications must be made by completing the official bursary application form. A written confirmation of acceptance and quotation (if applicable), from the prospective educational institution.

The application form should include the following.

- I. Field of study/qualification (first and second option) for which the official wishes to enroll
- I. Year of registration (academic year) The minimum duration of the studies for completion of the course
- II. The estimated cost (including envisaged annual cost increases) of the course projected over the study period, specifying annual registration, tuition, examination and prescribed study material.
- III. The bursary application process shall open on the **1st of June each year** and close on the **31st of August of each year.**

11. CONDITIONS AND LIMITATIONS

- (i) Should the bursary application be approved, the official will be required to sign a bursary contract/agreement.
- (ii) The recipient of the bursary will be bound by the rules and conditions stipulated in the bursary contract/agreement.



- (iii) A bursary holder is obliged to utilize the bursary only for the approved course. Should there be a need to change the field of study and/or institution, the bursary holder shall inform the HRD unit in writing, however, change of field of study and/or institution is subjected to approval by the HOD.
- (iv) Postponement of fulfilment of bursary commitments the bursary holder shall inform the HRD Unit in writing.
- (v) 51% success in all previously registered subjects will be a pre-requisite for continuation of the bursary for the subsequent year of study. The same criterion is applicable to semester courses. The bursary holder is responsible for submitting semester and/or yearly progress reports to the HRD Unit for this purpose.
- (vi) Failed subjects, supplementary and special examinations shall be completed at the employee's expense, failure which the employer shall redeem any obligation in terms of the contract through repayment of the amount of the failed subjects plus interest rate as determined by the Minister of Finance in terms of section 80(1) (b) of the Public Finance Management Act.
- (vii) At the discretion of the department, the contract period may be extended for a period not exceeding two years, provided the official is allowed by the institution to continue with his or her studies and such continuation shall be at the expense of the official.
- (viii) The bursary holder shall remain in the employ of the Department for at least the number of years funded by the Department,
- (ix) For purpose of payment, the amounts will be paid directly to the institution upon invoicing. In cases where an official has paid for



themselves, the official shall be reimbursed upon submission of proof of payment.

12. CRITERIA

Bursaries will be awarded in the following order of preference: -

- (a) Employees studying towards attainment of a qualification, which is in line with the core function of the Directorate, may be given preference in the granting of financial assistance.
- (b) First qualification (under – graduate)
- (c) Improved qualifications (post-graduation – Honours)
- (d) Masters and PhD as recommended by the DTC

13. IMPLEMENTATION AND ADMINISTRATION

- (i) This policy will be implemented as soon as it is approved and signed by the Head of Department
- (ii) The administration and implementation of this policy will be the responsibility of the HRD Unit
- (iii) The DTC will assist in monitoring the implementation process for the purposes of revision and amendment of the policy.
- (iv) The DTC will decide on fair and equitable criterion in allocating bursaries to the employees,
- (v) Any disagreement or grievances by the applicants arising out of the implementation process of this policy will be dealt with by a special committee appointed on ad hoc basis by the Executive Authority in consultation with Labour Relations unit, guided by the department Grievance procedure in line with the Rules for



Dealing with the Grievance of Employees in the Public service published in the government gazette of July 2003.

- (vi) Employees that are not satisfied with the outcomes of the bursary process, must appeal within 14 working days, such appeal must be made in writing and be submitted to HRD Unit.

14. GENERAL CONDITIONS FOR GRANTING BURSARIES

- (i) Applicant must be a permanent employee of the Department.
- (ii) The bursary will be awarded in line with the parameters as set out in the Bursary Policy of the Department.
- (iii) The awarding of bursaries must take into account succession planning and equity within Department.
- (iv) Applicants must give priority to a course/degree/diploma, which will enable them to enhance their service delivery within the Department
- (v) Skills acquisition that enhances working environment in the Department, will be considered.
- (vi) South African Qualification Authority (SAQA) must recognize the Course/Degree/Diploma, which the applicant wishes to complete.
- (vii) Should a successful applicant fail to submit the necessary documents to effect payment to their institution the bursary can be withdrawn. The applicant will then have to re-apply the following year.
- (viii) It is the responsibility of the bursary holder to submit their progress reports to the HRD Unit.
- (ix) The Department reserves the right to not award bursaries



15. MONITORING AND EVALUATION

Each Senior Manager/Supervisor as well as the Senior Manager Human Resource Management and Development should monitor and ensure adherence to this policy.

The HRD division will be the custodians of this policy. Officials will be required to submit their academic progress and certificates as proof of completion of their studies, to the HRD division bi/annually.

16. REVIEW OF THE POLICY

- a) This policy will be reviewed every 3 years, subject to the approval of the Accounting officer of the Department.
- b) The policy may be amended at any time, when a need arises but amendments are subject to the approval of the Accounting Officer.
- c) Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action.


The policy is effective from..01...../.....FEBRUARY...../.....2022.....

17. APPROVAL OF THE POLICY

Approved by the Head of Department



HEAD OF DEPARTMENT: AGRICULTURE,
LAND REFORM, RURAL DEVELOPMENT,
ENVIRONMENT AND NATURE CONSERVATION



Date

