



the dr&pw

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Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

# DEPARTMENTAL BURSARIES-STUDY AID POLICY

Version 3  
FEBRUARY 2019

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## 1. DEFINITIONS

"NCDRPW"	Northern Cape Department of Roads and Public Works
"Department"	Northern Cape Department of Roads and Public Works
"Bursary holder/bursar"	a person, studying, who have been awarded a bursary by the NCDRPW
"HCM"	Human Capital Management
"HRD"	Human Resources Development
"Agreement/Contract"	a prescribed agreement between the bursary holder and the Department with conditions to adhere to
"Disabled person"	a person with a physical disability. The Employment Equity Act, Act No. 55 of 1998 defines people with disabilities as follows: <i>"People who have a long term or recurring physical or mental impairment, which substantially limits their prospects of entry into, or advancement in employment."</i>
"Institution"	a recognised accredited higher education institution by the Higher Education Act, Act No. 101 of 1997 and the Higher Education Amendment Act, Act No. 30 of 2008 (university; university of technology, college)
"Breach of Contract"	when a bursary holder fails to adhere to the contractual stipulations and has to refund all monies paid
"Satisfactory progress"	a bursary holder will be expected to pass half of the registered subjects.
"Distance education"	studying through a correspondence institution
"Academic year"	a year defined in relation to an academic course; not a calendar year
"Contact classes"	approved absences from the work place as required by the relevant Higher Education institution to attend such classes
"Senior Management"	from salary level thirteen (13) and higher
"Uninterrupted period of service"	period of service with no other leave than normal (vacation, maternity, sick, and family leave)
"SAQA"	South African Qualifications Authority
"WPPSTE"	White Paper on Public Service Training and Education, 1998
"HOD"	Head of Department

## 2. INTRODUCTION

The Government's commitment to promoting active labour market policies and guaranteeing the quality of training and education provided is well demonstrated in the Skills Development Act, Act No. 97 of 1998; the Skills Development Amendment Act, No. 31 of 2003; the Skills Development Levies Act, No. 9 of 1999 and the SAQA Act, Act No. 58 of 1995. In order for the Public Service to succeed in its mandate of providing effective and efficient service delivery for the citizens of the country, it needs to invest in public service training and development. The government has committed itself to training and development in its WPPSTE of 1998. The WPPSTE acknowledges that training and education are not the solution to all organisational problems, but recognises that education and training contribute to the strategy for human resources development.

The Public Service is faced with the challenge of training and transforming its employees in a manner that will not only benefit government in its quest for excellent service delivery, but will empower the individual employee as well.

## 3. REGULATORY FRAMEWORK

- ❖ The Constitution of the Republic Of South Africa Act, Act No. 108 of 1996.
- ❖ The Employment Equity Act, Act No. 55 of 1998.
- ❖ The Employment Equity Regulations of 2009.
- ❖ National Skills Development Strategy 1, 2 & 3.
- ❖ Adult Basic Education and Training Act, Act No. 52 of 2000 (ABET Act).
- ❖ The Northern Cape Human Resources Development Strategy.
- ❖ The Northern Cape Provincial Growth and Development Strategy.
- ❖ The Public Service Coordinating Bargaining Council (PSCBC) Resolutions
- ❖ The Promotion of Equality and Prevention of Unfair Discrimination Act, Act No. 4 of 2000.
- ❖ The Labour Relations Act (LRA), Act, Act No. 66 of 1995, as amended.
- ❖ The Public Finance Management Act, Act No.1 of 1999.
- ❖ The Public Service Regulations of 2001.
- ❖ The Skills Development Act, Act No. 97 of 1998.
- ❖ The Skills Development Amendment Act, Act No. 31 of 2003.
- ❖ The Skills Development Levies Act, Act No. 9 of 1999.
- ❖ The Human Resources Development Strategy 2001.
- ❖ The National Skills Development Strategy for 2005 – 2010.
- ❖ The South African Qualifications Act, Act No. 58 of 1995.
- ❖ The Higher Education Act, Act No. 101 of 1997.
- ❖ The Higher Education Amendment Act, Act No. 30 of 2008.

## 4. PURPOSE AND SCOPE

### 4.1 Focus and Application

- ❖ To create opportunities for both the residents of the Northern Cape and the NCDRPW employees by the provision of financial assistance for part-time or full-time study at a registered local academic or training institution.
- ❖ To ensure that the Northern Cape community receives the necessary education so that they are employable in future.
- ❖ To improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through education and training.
- ❖ To promote educational and skills development growth in line with the Departmental needs.

## **4.2 Scope of Applicability**

This policy is applicable to all permanently employed employees of the NCDRPW, as well as qualifying residents of the Northern Cape Province.

## **5. PRINCIPLES AND VALUES**

The awarding of both full-time and part-time bursaries will be done according to the principles of Batho Pele and through the Departmental values and mission statements. The process of awarding bursaries will be transparent and will address human resources development.

## **6. PROCEDURE FOR AWARDING BURSARY**

There are two types of bursary awards, namely:-

- ❖ Full-time bursary.
- ❖ Part-time bursary.

### **6.1 Full-time Bursary**

Full-time bursaries are allocated to employees of the NCDRPW who apply to study full-time at a university, a university of technology, and/or college. It will not be awarded to persons in possession of a Bachelors Degree or equivalent higher qualification, except in those professions where a higher degree is required. These bursaries are offered as a recruitment tool for occupational classes that the Department finds it difficult to attract and retain specifically in terms of qualified historically disadvantaged individuals. Departmental employees may be released for full-time studies in pursuance of scarce skills training not offered on a part-time basis. Employees may still enjoy the benefits in terms of their conditions of employment. Full-time bursaries are also awarded to deserving community members/residents of the Northern Cape to further their full-time studies at a recognised higher learning institution.

#### **6.1.1 Criteria for awarding Full-time Bursaries**

- a) Applicants must be residents of the Northern Cape (must produce proof of residence).
  - b) Preference will be given to historically disadvantaged individuals, including women, youth and disabled persons.
  - c) Applicants must submit either their parents' or a guardian's salary advices and an expenditure report.
  - d) Applicants must choose a study terrain which is in line with identified Departmental scarce skills; for example Engineering, Architecture, Quantity Surveying, or Building Construction).
  - e) Applicants must be permanent employees of NCDRPW.
  - f) Employees must have signed a performance agreement with her/his supervisor.
  - g) Applicants must be compliant with the minimum requirements for admission prescribed by the relevant academic institution.
-

### 6.1.2 Obligations of the Full-time Bursary holder

- a) Enter into a written agreement with the NCDRPW.
- b) Register for the field of study as applied for, if not, the bursary will be deemed cancelled.
- c) Submit proof of registration within seven (7) days of registering.
- d) No change of course without prior approval of the HOD or his delegate.
- e) Pass at least half of the registered subjects in terms of academic levels except for courses which require all subjects to be passed; if not, the bursary will not be renewed and she/he will repeat all courses at own cost; and still submit academic records to the Department.
- f) Notify the bursary office at all times of change of address, within seven (7) days.
- g) The bursary does not guarantee a post in the NCDRPW. If not employed by the Department, a bursary holder will be released and the bursary will be deemed to have been a study loan.
- h) Refund the Department in full with interest after cancellation or termination of studies.
- i) Serve the Department one year for every year a bursary was granted, if there are available vacant posts.
- j) Apply for a post outside the Department/Province only after submitting proof of failure of placement in the Department.
- k) Should a bursary holder terminate her/his services before fulfilling her/his obligations, she/he will be expected to pay all monies in full.
- l) Bursary holders may not have more than one bursary at a time.

### 6.1.3 Full-time Bursary Acceptable Expenses

- a) Registration fees.
- b) Tuition fees.
- c) Hundred percent (100%) books.
- d) An additional payment may be considered for special requirements for bursary holders with disabilities.
- e) R 1500.00 for meals for full-time students.
- f) No travelling expenses will be paid.
- g) In case of residing at alternative accommodation than the facilities of the relevant educational institution, the Department will pay only 60% of the total cost to the tenant where applicable.
- h) Those bursary holders, who opt to join the private sector after completing their studies, must pay back a hundred percent (100%) of the bursary fees awarded.
- i) The Department will not take over any debt incurred prior to the award of the bursary.

## 6.2 Part-time Bursary

Part-time bursaries are allocated to employees of the NCDRPW who are studying at a university, a university of technology, and/or college by either attending classes in their own time or who have made arrangements such as contact classes or distance learning. A part-time bursary holder should utilise newly acquired knowledge, skills and competencies to benefit the Department. All part-time studies by employees will be through part-time bursaries only.

### 6.2.1 Criteria for Part-time Bursaries

- a) Bursaries must be allocated in terms of the available funds.
  - b) Preference should be given to employees who have no previous tertiary qualification.
-

- c) Applicants must study courses that are relevant to their directorate's core function.
- d) Contract workers do not qualify for part-time bursary.
- e) Studies with institutions abroad must be limited, as it is extremely expensive and only if the course is not available in South Africa.
- f) The Senior Manager of the directorate must approve the application of the employee who wishes to study, before it can be forwarded for a recommendation by the Skills Development Committee.
- g) The Department will take over bursaries of employees who are transferred or promoted to our Department from other departments only if they study any qualification that is relevant to our Department (for example a National Diploma: Agriculture will not benefit the Department).
- h) The period for which a bursary/study aid is required for part-time studies must not exceed five years for a three year qualification and the bursary will only be awarded for one specific field of study at a time. An employee can only have one contract at a time.

### **6.2.2 Obligations for Part-time Bursary holders**

All part-time bursary holders are obliged to:

- a) Enter into a written agreement with the Department
- b) Register for the field of study applied for and if not the bursary will be deemed cancelled unless prior approval for non-registration was obtained.
- c) Submit proof of registration within seven (7) days of registration.
- d) Not change course without prior approval by the HOD or his delegate.
- e) Pass at least half of the enrolled subjects in terms of the academic year; failure to do that shall result in the bursar having to register failed subjects at own cost.
- f) Submit proof from the institution that she/he has completed her/his studies within two (2) weeks of receiving results; failure may constitute breach of contract.
- g) Notify the bursary office at all times of any changes of address.
- h) Successful completion of the funded course does not guarantee a promotion or a higher post.
- i) Refund the Department in full with interest after cancellation, termination of studies and resignation, while having bursary obligations with the Department.
- j) Employees may not have more than one bursary at a time.
- k) Serve the Department one year for every year a bursary was granted.

### **6.2.3 Part-time Bursary Acceptable Expenses**

- a) Registration fees.
- b) Tuition fees.
- c) No supplementary exam fees will be paid.
- d) No books will be paid.

### **6.2.4 Payment Procedure**

- ❖ To enable HRD to process payment the beneficiary must submit the documents.
- ❖ Original invoice or statement from the academic institution
- ❖ Academic results of the previous academic year/semester (for registration in the in the next academic year semester) and
- ❖ Any additional documents as requested by HRD.
- ❖ Payments will be made directly to the academic institution.



## **7. ROLE AND RESPONSIBILITY**

### **7.1 The HOD**

- a) Approves all bursaries, both full-time and part-time as recommended by the Skills Development Committee.
- b) Ensure that the workplace is converted into a learning environment.
- c) Ensure that opportunities are provided for and that the progress of bursary holders is monitored.

### **7.2 The Manager: HRD**

- a) Invite all applicants to apply for a bursary by the end of August of every year.
- b) Administer all bursary related matters.
- c) Oversee the implementation of the Departmental Bursary Policy in the Department.

### **7.3 Senior Managers**

- a) Ensure that all his/her employees are given the opportunity to learn within the Departmental bursary scheme.
- b) Ensure that there is an effective transfer of learning from training programmes to the workplace.
- c) Encourage personnel to participate in learning by applying for bursaries.
- d) Managers are responsible for motivating the need for the allocation of bursaries taking into account the nature of competencies required in the field of work as well as the career development of the employees.

### **7.4 Employees**

- a) Take the initiative of applying for the financial assistance in the form of a bursary.
- b) Complete a bursary contract in cases where a bursary has been awarded.
- c) Submit all relevant documentation (proof of registration, change of address, statements of results, and invoices from higher education institutions).
- d) Complete the course that the bursary has been awarded for.

## **8. RESOURCE IMPLICATIONS**

### **8.1 Financial Resources**

Bursaries will be funded from the skills development budget.  
Applicants must submit proof of cost of courses they have registered for.

### **8.2 Equipment**

- a) Part-time bursary holders are not allowed to utilise the Departmental resources for their own studies.
  - b) Full-time bursary holders will be expected to do experiential training at the Department during every tertiary vacation, that is, during June and December.
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**8.3 Human Capital**

- a) The HRD bursary officer will assist in the administration of the bursary.
- b) Finance employees will make sure that they pay institutions on time to avoid delays and inconveniences.

**9. MONITORING AND EVALUATION**

The Departmental Skills Development Committee, the Human Resources Development sub-directorate, as well as Strategic Planning Management will monitor and review the implementation of the bursary scheme.

**1.0. POLICY REVIEW**

This policy shall be assessed every five (5) years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect substantial organisational or other changes at the Department or any change required by law.

**11. POLICY AMENDMENTS**

No amendments may be made to any section of this policy without such amendments first being: Consulted on with the applicable sub-directorate (HRD), the Directorate (HCM) and the Skills Development Committee; and Approved and signed by the HOD.

**12. APPROVAL**

*This policy is Approved / Not Approved Comments:*

.....  
.....  
.....  
.....  
.....  
.....

  
**ACCOUNTING OFFICER**

5.3.19  
**DATE**

**13. ADDENDUM: FULL-TIME BURSARY APPLICATION FORM**

**IMPORTANT**

1. Please **print** when completing form.
2. If any of the required documents are not attached, your application form will not be considered for the allocation of a bursary.
3. Failure to complete this application form fully and correctly may prejudice the applicant's chances of obtaining a bursary.
4. The following **CERTIFIED** documents must be attached herewith:
  - Copies of all other qualification certificates
  - Identity document
  - Statement of academic results
  - Income statements of both parents and their salary advices
  - Proof of residential address

5. The completed application form must be submitted to:

The Head Of Department

Human Resources Development

P.O. Box 3132

Kimberley

8300

Attention: Mr. M. M Legodi

**NAME OF APPLICANT:**

Mr / Ms \_\_\_\_\_

**APPLICATION FORM FOR A FULL-TIME BUSARY**

1. SURNAME : \_\_\_\_\_

2. FIRST NAMES : \_\_\_\_\_

3. TITLE : **Mr. / Me**

4. IDENTITY NUMBER : 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5. DATE OF BIRTH : \_\_\_\_\_

6. LANGUAGE : \_\_\_\_\_

7. RACE : 

AFRICAN	COLOURED	ASIAN	WHITE
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8. SEX : 

MALE	FEMALE
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9. MARITAL STATUS : \_\_\_\_\_

10. STATUS OF APPOINTMENT : \_\_\_\_\_

11. ADDRESS : WORK : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOME : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. TELEPHONE NUMBER (W) : \_\_\_\_\_  
(H) : \_\_\_\_\_

13. NAME OF DEGREE/DIPLOMA FOR WHICH FINANCIAL ASSISTANCE IS REQUIRED:  
\_\_\_\_\_

14. NAME OF UNIVERSITY/TECHNIKON WHERE STUDIES WILL BE UNDERTAKEN:  
\_\_\_\_\_

15. WHICH YEAR OF STUDY AT PRESENT:  
\_\_\_\_\_

16. MINIMUM DURATION OF THE DEGREE/DIPLOMA AS PRESCRIBED BY THE UNIVERSITY/TECHNIKON:  
\_\_\_\_\_

17. ARE YOU IN RECEIPT OF ANOTHER BURSARY?  
\_\_\_\_\_

18. IF 'YES' FURNISH PARTICULARS IN RESPECT OF-  
\_\_\_\_\_

NAME OF AUTHORITY: \_\_\_\_\_

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FULLFILLMENT OF OBLIGATIONS: \_\_\_\_\_

**19. COMPLETE CURRICULUM OF SUBJECTS THE DEGREE/DIPLOMA OF STUDY UNTIL COMPLETION THEREOF:**

MAJOR SUBJECT
1 <sup>ST</sup> YEAR 20.....
2 <sup>ND</sup> YEAR 20.....
3 <sup>RD</sup> YEAR 20.....
4 <sup>TH</sup> YEAR 20.....

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I REALISE THAT THIS APPLICATION IS FOR A BURSARY IN RESPECT OF MY CLASS- AND REGISTRATION FEES AND DECLARE THAT THE ABOVE PARTICULARS ARE COMPLETE AND CORRECT AND INTEND MAKING MY SERVICE AVAILABLE TO THE PROVINCIAL ADMINISTRATION NORTHERN CAPE: DEPARTMENT OF TRANSPORT, ROADS AND PUBLIC WORKS UPON OBTAINING THE QUALIFICATION IN QUESTION IN TERMS OF THE BURSARY CONTRACT UNDERTAKING, WHICH IS TO BE ENTERED INTO.

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FULL- NAMES OF APPLICANT

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SURNAME

---

SIGNATURE

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DATE

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FULL-NAMES OF GURDIAN

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SURNAME

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SIGNATURE OF GURDIAN

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DATE

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