BURSARY for NON EMPLOYEES POLICY

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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MUNICIPAL MANAGER

SPEAKER

MR. I.E AISENG
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DISTRICT MUNICIPALITY
SPEAKER

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2023-2024

MR. I.E AISENG
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Bursary Application Form: **Annexure A**

Bursary Agreement: **Annexure B**

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1. PREAMBLE

1.1 The JTG District Municipality is committed to increasing the levels of investment in education and training in the labour market within the Municipal area of its jurisdiction.

1.2 The Municipality also seeks to improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through the creation of education opportunities for its community.

1.3 The Municipality is committed to develop specifically identified external bursars in scarce skills categories in terms of the Local Government Sector Scarce and Critical Skills classification and the Local Municipality's needs.

1.4 This policy addresses national set Employment Equity targets in terms of the applicable legislations and regulations.

1.5 The studies to be funded, the number of beneficiaries and the cost of bursaries will be determined annually by giving due consideration of changing circumstances, availability of funds and the needs of the Municipality.

1.6 The bursary will be awarded to selected beneficiaries from disadvantaged families, who wish to pursue a career in any field of study which shall be determined by the Municipality according to its operational needs and sector scarce and critical skills demands to be undertaken with a recognized South African tertiary institution.

2. TERMS OF REFERENCE

2.1 The Municipality commits itself to the development of its external bursars to meet current and future challenges in addressing the skills needs in its various Departments, especially in the scarce and critical skills categories.

2.2 The Bursary policy provides guidelines for the effective management of the awarding of the bursary and the learning process accessed through the Municipal Bursary.

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2.3 The Municipality also commits itself to providing learning opportunities to deserving disadvantaged community member to address the Employment Equity objectives of the Municipality in skills development.

3. SCOPE OF APPLICATION

3.1 The Bursary policy shall apply to all unemployed youth (learners) selected to undertake studies funded by the Municipality through its Bursary Scheme.

4. STATUTORY AND REGULATORY FRAMEWORK

4.1 The Bursary policy is influenced by the following pieces of legislations:-

(i) Constitution of the Republic of South Africa
(ii) Skills Development Act
(iii) Skills Development Levies Act
(iv) South African Qualifications Authority Act
(v) National Qualifications Framework Act
(vi) Employment Equity Act
(vii) Municipal Systems Act
(viii) Municipal Finance Management Act
(ix) National Skills Strategy

5. DEFINITIONS

5.1 "*academic year*" shall mean the applicable current year during which a particular year of study towards obtaining the course registered is undertaken;

5.2 "*agreement*" shall mean the bursary agreement;

5.3 "*the bursary*" shall mean the financial assistance provided by the Municipality to enable the Bursar to study at an approved institution with a view to the Bursar obtaining a particular Degree or Diploma;

5.4 "*bursary administrator*" shall mean the person responsible for the administration of the bursary agreements (Political Office unit).

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5.5 "*course / qualification*" shall mean the University / College Degree in respect of which the bursary is granted to the Bursar at an approved institution, the prescribed duration whereof is not to exceed the period specified below;

5.6 "*institution*" shall mean the tertiary education institution approved by the Municipality where the Bursar will receive tuition during any period of full-time study.

5.7 "mentor" shall means an officially appointed official who manages the learner throughout the study period (HR: Skills Development Facilitator).

5.8 "practical training agreement" shall mean the practical training agreement entered into between the parties hereto;

5.9 "service obligation" shall mean the obligation of the Bursar to accept employment with the Municipality should such employment be required and to remain in the Municipal employment for the duration of the specified period.

6. OBJECTIVES

The bursary policy aims:-

6.1 To offer external bursaries as a means of acquiring relevant scarce and critical skills in anticipation of the current and future Municipal needs.

6.2 To provide for clear principles and guidelines for the management of the Bursary Scheme of the Municipality.

6.3 To provide financial assistance to community members pursuing qualifications selected to be funded by the Municipality.

6.4 To improve the employment prospects of persons previously disadvantaged by unfair discrimination.

6.5 To increase the levels of investment in education and training in the labour market within the Municipal area of its jurisdiction.

7. BURSARY POLICY PRINCIPLES

7.1 The effective and efficient management of the bursary scheme of the Municipality shall be anchored on the following principles:-

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7.1.1 The Municipality's bursary scheme / award will be focused on the needs of the Municipality in terms of scarce and critical skills identified in the Local Government Sector.

7.1.2 All bursary interventions arising from the partnership will be handled fairly and transparently in accordance with the contract.

7.1.3 A partnership is formed when the Municipality grants a bursary to the learner and the learner enters into a contract to that effect with the Municipality. Each party must keep to the terms and conditions of the contract.

7.1.4 It is intended that the awarding of bursaries will address the government's transformation processes.

7.1.5 Learners will not be permitted to change from one service provider to another without prior recommendation by the relevant mentor and written approval from the Municipal Manager.

7.1.6 Learners will be granted a bursary to study in a specific study direction as agreed upon in the contract and no changes will be permitted. The contract will be terminated where this condition has not been complied with.

7.1.7 Where study fields provide a choice of subjects, learners must choose / change subjects in consultation with the relevant mentor. Choices / change of subject (s) within a specific study direction will only be considered with prior approval by the relevant mentor. Should this provision not be complied with, the costs of irrelevant and/or unauthorized studies will be at the expense of the learner.

7.1.8 Continuation of the bursary is determined by the progress of the bursar towards obtaining his/her qualification.

7.1.9 Study progress of the bursar shall be closely monitored through quarterly visits by the Mentor and progress reports from the bursar.

7.1.10 The Municipality will not carry costs for failed/repeating modules of the bursar.

7.1.12 The Municipality covers tuition fees, student accommodation, meal allowance worth **R10 000** p.a **R2 000** pm and book allowance worth **R8 000** p.a only, for the period of the registered qualification.

7.1.13 The Municipality will not extend bursary contract.

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8. REQUIREMENTS

8.1 Admission to the Bursary scheme will only be considered in accordance with the bursary allocation criteria provided in this policy.

8.2 Learners will be recruited by means of advertisements in local schools and offices.

8.3 Entry into the Bursary Scheme will only be considered if the minimum relevant service provider (institution) requirements are met.

8.4 Interested learners will be expected to apply through the relevant Municipal application form **(Annexure A).**

8.5 Selected bursary candidates will be expected to enter into a legitimate written contract **(Annexure B)** with the Municipality.

9. CRITERIA FOR THE AWARDING OF BURSARY

9.1 ACADEMIC MERIT

9.1.1 Academic merit will be the primary consideration for the awarding of the bursaries and will be based on the mid-year Grade 12 results of the applicant.

9.1.2 A specific numerical weighting should be attached to the final symbol gained in the grade 12 examination.

9.1.3 Applicants must gain an overall rating of points which shall be determined by the selection committee in line with the rating system applicable in relevant tertiary institutions for admission in order to qualify for a bursary.

9.2 FIELD OF STUDY

9.2.1 The field of study chosen for funding shall be determined by the Municipality in terms of its skills needs and the scarce and critical skills of the Local Government Sector.

9.3 FINANCIAL NEEDS

9.3.1 The financial needs of the applicant shall also be taken into account when awarding bursaries.

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9.3.2 An indication of the financial needs of the applicant must be accompanied by a proof of job held by the parents or guardian of the applicant their income.

9.3.3 Applicants who are beneficiaries of other bursary schemes from other providers / organisations shall not be considered for the Municipal bursary scheme.

10. SELECTION

10.1 Completed applications will be considered by the Selection Committee as constituted by the Municipal Manager.

10.2 The Bursary Selection Committee shall consider all applications received in line with the relevant requirements of the field of study to be pursued and the guidelines which shall be provided by the Municipality.

10.3 The selection of bursary candidates shall be representative of the geographical spread of the Municipality and the equity issues.

10.4 Recommendations of the selection committee shall be submitted to the Municipal Manager for approval.

11. MENTORSHIP

11.1 All Municipal bursars will be allocated a mentor after the finalization of the Bursary agreement between the Bursar and the Municipality.

11.2 One annual contact meeting shall be held with all Bursars in order to conduct interviews for the compilation of reports to assess progress and coping capabilities.

11.3 Study progress of the bursar shall be closely monitored through quarterly visits by the Mentor and conduct interviews for the compilation of reports to assess progress and coping capabilities.

11.4 The allocated mentor shall compile academic and learner coping reports on a quarterly basis and recommend necessary interventions to Council.

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12. FINANCING OF THE BURSARY

The Municipal Council shall make budgetary provisions on an annual basis for the Bursary Scheme in line with its quest to address scarce and critical skills within the Sector and according to the Municipality's needs.

13. FORFEITURE OF THE BURSARY

The bursar will forfeit his or her bursary on the following instances:-

13.1 Failure to sign the bursary contract

13.2 Voluntary surrender of the bursary award

13.3 Cessation of studies

14. REVIEW

This policy shall be reviewed annually.

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