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# LIMPOPO

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**PROVINCIAL GOVERNMENT**

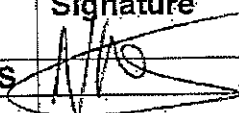
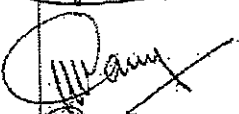
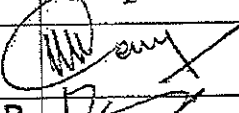

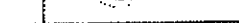
REPUBLIC OF SOUTH AFRICA

**OFFICE OF THE PREMIER**

**BURSARY POLICY**

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## (i) PREFACE

HRD refers to formal and explicit activities that will enhance the ability of all individuals to reach their full potential. By enhancing the skills, knowledge and abilities of individuals, HRD serves to improve the productivity of people in their areas of work – whether these are in formal or informal settings.

Increased productivity and improvements to the skills base in a country supports economic development, as well as social development. Our central national concern is to accelerate development so that there is a match between supply and demand for human resources.

HRD is about taking purposeful action to increase the aggregate levels of skills in the workforce so that we can maximise opportunities for individuals, thereby benefiting society as a whole.

The OTP bursary scheme is intended to contribute to the attainment of the above national goals by, urgently and substantively reduce the scourges of poverty and unemployment in the Limpopo Province by also empowering the youth of Limpopo from the indigent families in granting them financial assistance so that they too should be competitive in the South African economy.

## (ii) ACRONYMS AND ABBREVIATIONS

**HRD:** Human Resource Development

**SRC:** Student Representative Council

**OTP:** Office of the Premier

### 1. PURPOSE

The purpose of the policy is to:-

- 1.1 Regulate the development of the professional capacity of employees' thus promoting service delivery.
- 1.2 Promote an integrated strategic approach in addressing education, training and skills development,
- 1.3 Fulfil the Department's social responsibility through funding tertiary studies of indigent students within the Limpopo Province, and
- 1.4 Create a life-long learning culture in pursuit of the principle of the "learning organisation".

### 2. DEFINITIONS

In this policy, unless the context indicates otherwise –

**2.1 Accounting Officer** means the Head of Department;

**2.2 "Agreement/contract"** means a prescribed agreement between the bursary holder and the Office of the Premier

**2.3 "Bursary holder"** means a person studying with the financial assistance of the Office of the Premier

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2.4 "**Bursary**" means money paid on behalf of the employee or external student to an academic institution for tuition fees

2.5 "**Course duration**" means the number of years (period) allowed for completion of the course as provided for in the rules and regulations of the institution

2.6 "**department**" means the Office of the Premier

2.7 "**Disabled**" student means students with physical impairments/deficiencies

2.8 "**Deferment**" means to suspend the serving a contract obligation of studies until further notice

2.9 "**Employee**" means a person who —

(a) has been appointed permanently, notwithstanding that such appointment may be on probation, to a post contemplated in section 8 (1) (a) of the Public Service Act, and includes a person contemplated in section 8 (1) (b) or 8 (3) (c) of that Act; or

(b) has been appointed on contract in terms of section 8 (1) (c) (ii) of the Public Service Act

2.10 "**defaulter**" means a bursary holder who withdraws from studies for which the bursary was awarded before the completing the course duration or a bursary holder who does not adhere to the terms and conditions of the bursary contract

2.11 "**Selection committee**" means the committee appointed by the Accounting Officer to conduct selection of prospective bursary holders

2.12 "**service obligation**" means: minimum duration of the prescribed courses

2.13 "**non- employees**" refers to a person who is not an employee as defined by the Public Service Act.

2.14 "**Institution**" refers to any higher education or further education institution established and registered as a higher or further education by the Minister of Education

### 3. LEGAL FRAMEWORK

3.1 The South African Constitution Act No.108 of 1996, as amended

3.2 Public Service Act No 3 of 1994, as amended;

3.3 Public Service Regulations, 2016;

3.4 Skills Development Act No.97 of 1998;

3.5 South African Qualifications Authority Act No.58 of 1995 (including National Qualifications Framework);

3.6 Employment Equity Act No.55 of 1998;

3.7 Basic Conditions of Employment Act No 75 of 1997;

3.8 Labour Relations Act No 66 1995, as amended

3.9 National Skills Development Strategy III

3.10 Public Finance Management Act No.1 of 1999

## **4. SCOPE OF APPLICATION**

The policy applies to:

4.1 All current employees of the department; and Part time and full time students (non-employees) who signed a bursary contract with the Department.

## **5. POLICY PRONOUNCEMENTS**

- 5.1 Bursaries shall be awarded for formal training or study purposes within the province.
- 5.2 Applicants shall have completed matriculation (Grade 12) and willing to follow any field of study at a recognized tertiary institution which will contribute towards provincial service delivery and economic growth of the province, in line with the Provincial Limpopo Employment, Growth and Development Plan, the Human Resource Development Strategy and other demanding priorities of the province.
- 5.3 Applicants shall comply with the minimum admission and academic requirements for that field of study.
- 5.4 Socio-economic conditions of the applicants and excellent academic and matriculation results of the applicants shall be taken into consideration in awarding of bursaries.
- 5.5 Applicants shall be South African citizens and permanent residents in the province.
- 5.6 Applicants shall only be considered upon compliance with the administrative requirements for application for bursaries, which requirements will be determined from time to time by the Office

### **5.7 PART A: SERVING EMPLOYEES**

#### **5.7.1 PART TIME BURSARIES FOR SERVING EMPLOYEES**

5.7.1.1 Part-time bursaries are awarded to current employees of the Office in line with the departmental training plan.

5.7.1.2 Employees should have on-going and equitable access to training geared towards achieving an efficient, non-partisan and representative public service. Training should support work performance and career development. It should become increasingly driven by needs, and link strategically to broader human resource management practices and programmes aimed at enhancing employment equity and representativeness.

5.7.1.3 Applicants must complete the relevant application forms for part-time bursary.

#### **5.7.2. CRITERIA FOR AWARDING PART TIME BURSARIES**

5.7.2.1 The field of study must be relevant to the official's duties and in line with their personal development plans.

5.7.2.2 No bursary shall be awarded to an official, whose probationary appointment is not as yet confirmed in line with the Public Service Act 1994, however their training and education shall be covered by the Skill Development policy.

5.7.2.3 The Department shall not pay for re-registration of failed subjects. The employee will be responsible for the cost incurred in terms of failed subjects.

### **5.7.3 PAYMENT OF PART- TIME BURSARIES**

5.7.3.1 Payments of part-time bursaries should only cover the following:

I. Tuition-fees - 100%

5.7.3.2 No textbooks/additional study material allowance will be provided for part-time bursary holders.

5.7.3.3 Subsistence and Travelling for the attendance of compulsory sessions or classes in terms of the bursary awarded will be the responsibility of bursary holder.

5.7.3.4 The Department will under no circumstance pay for subjects/modules that are repeated.

5.7.3.5 A serving employee shall retain her or his salary, which shall count as part of the financial assistance from her or his department during any study, research or training

### **5.8 PART B: NON EMPLOYEES**

#### **5.8.1. FULLTIME AND PART-TIME BURSARIES FOR NON EMPLOYEES**

5.8.1.1 Applicants must be from poverty stricken or disadvantaged families.

5.8.1.2. Consideration will be given to applicants whose academic performance is excellent or satisfactory in the previous year's final examination results.

5.8.1.3 Applicant's latest end of the year results should have been submitted for selection purpose.

#### **5.8.2 CRITERIA FOR AWARDING FULLTIME BURSARIES**

5.8.2.1 Students will be awarded a full time bursary based on the following criteria:-

(ii) The nationality of the applicant (Limpopo only)

(iii) Financial background of the applicant.

(iv) Academic performance of the individual.

(v) Applications from indigent families will be given first preferences.

(vi) The bursary holder will, upon completion of the study, serve the department for a minimum of 3-years subject to the availability of funded vacant posts.

5.8.2.2 Completed application forms should be accompanied by certified copies of:

(ii) Statement of results/Grade 12 certificate

(iii) Academic record for students at tertiary institutions

(iv) Admission letter/proof of registration

(v) Identity Document/birth certificate

(vi) Proof of residence.

(vii) Death certificate/s of deceased parent/s of orphaned bursary applicants

(viii) Proof of income (parents/guardian)

(ix) Affidavit signed before the commissioner of oath indicating means of survival for students whose parents are unemployed

(x) Affidavit signed before the commissioner of oath for students with single parents

5.8.2.3 Candidates should have interest, commitment and willingness to serve and work in the Limpopo province on completion of studies.

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5.8.2.4 Candidates should be willing to enter into an agreement with the Office of the Premier. In determining the award of bursaries, a point system approach will be adopted and based on the means test, academic profile and individual circumstances.

**5.8.3 GUIDELINES ADDITIONAL TO MEANS TEST**

In addition to the family income (means test) status indicated above, the following guidelines should be taken into consideration.

**(i) Individual circumstances**

Poor orphaned student	5
Poor single parented student	4
Student with both parents but no means of family income	3
Female student	2
Disabled student	5

**(ii) Achievement level**

- a) For Grade 12 Learners, the first six subjects should be considered in order of admission requirements of that particular field of study and relevance of the subjects in which study is taken.
- b) For applicants who are already at tertiary institutions, all latest courses written during the final year examinations should be added together and divided by the number of courses written to obtain an average percentage.
- c) All these points should be added together to obtain a total number of points. Applicants should then be arranged in terms of number of scores and that will ultimately guide the awarding of bursaries.

**5.8.4. PAYMENT OF FULLTIME BURSARIES**

Payment of full-time bursaries should only cover the following:

- (ii) Tuition fees -100%; the tuition fees will be paid directly to the tertiary institution and under no circumstances to the bursary holder.
- (iii) Accommodation and meals -100% for students staying in university/college residences. Students not residing in university/college residences shall be paid a **fixed amount of R1000.00 allowance per month.**
- (iv) Book fees- a maximum of R5000.00 will be paid per annum. The payment will be processed upon receipt of letter from the higher learning institution confirming prescribed books and a quotation from credible bookshop.
- (v) Where bursary holders paid money to the institution, they will be refunded on receipt of an authorised invoice provided the invoice falls under the contract period and is in line with the bursary criteria and provisions.



## 5.9 PART C. BURSARY ADMINISTRATION

### 5.9.1 HANDLING OF BURSARIES AND STUDY FEES

- (a) The administration and handling of bursary applications will be carried out by secretariat services provided by the HRD Sub-Division in the Office. The granting of bursaries will follow the administrative processes as set out. All applications will go through the Bursary Selection committee and approved by the Accounting Officer.
- (b) Successful applicants will be advised telephonically and in writing. They must indicate in writing if they accept the bursary.
- (c) Letters and bursary contracts must be forwarded to successful applicants.
- (d) Bursaries are awarded on condition that the applicant submits proof of registration and successful passing of matriculation or any recognized tertiary institution examination.
- (e) Payment of the bursary fees is done directly to the tertiary institution and not to the Bursary holder. Payment is however subject to satisfactory academic progress.
- (f) The number of new bursaries to be awarded will be determined every year at the sole and absolute discretion of the Office and will be based on the availability of funds.
- (g) The bursary fund will pay for tuition, registration, an amount to be determined from time to time in respect of book allowance, accommodation and meals. Student's ID cards as well as the SRC levy will also be paid for. Travelling costs are excluded. Bursaries for serving employees will include tuition, registration and course material (excluding text books and additional study materials) only.
- (h) Application forms must be duly completed with all necessary documents attached.

### 5.10. CONTRACTUAL OBLIGATION

- 5.10.1 The period for which the bursary is awarded is determined by the minimum prescribed duration of a course / or minimum remaining prescribed duration where part of the course has already been completed.
- 5.10.2 The award of bursary is subject to the signing of a bursary agreement with the Office of the Premier, and the bursary holder will be contractually bound in terms thereof to a service obligation.
- 5.10.3 The minimum duration of the prescribed courses shall serve as a measure for service obligation in terms of the bursary agreement e.g. If the minimum prescribed duration of the course is 3 years, the person will be bound to a service obligation for a corresponding period.
- 5.10.4 An employee who fails to complete the relevant qualification shall redeem any obligation in terms of the contract either through service, or repayment of the bursary amount, plus interest at a rate determined by the Minister of Finance in terms of section 80(1) (b) of the Public Finance Management Act.

## **5.11. EXTENSION OF STUDY PERIOD**

- 5.11.1 Application to complete the prescribed / minimum duration of the course over a longer period may be considered if there are reasonable grounds for such a request.
- 5.11.2 The bursary holder must apply in writing to the Office for the extension of the study period. Reasons for the request must be stated for consideration.
- 5.11.3 Extension may be granted under the following circumstances:
- (a) If a major course is failed and bursary holder is unable to complete studies within the prescribed period.
  - (b) If the minimum prescribed duration of the course will be exceeded.
  - (c) If a bursary holder is unable to complete his/her studies as a result of illness or injury.
- 5.11.4 Bursary holder will pay the costs for the registration of the repeated courses.
- 5.11.5 The qualification must be obtained within the prescribed period, or a period not exceeding one year thereafter.

## **5.12. DEFERMENT OF SERVICE OBLIGATION**

- 5.12.1 Deferment of service obligation can be considered in exceptional cases e.g.
- (a) Further studies.
  - (b) Pregnancy
  - (c) Non availability of employment in the province
  - (d) Illness
- 5.12.2 In cases where deferment of service obligation is requested by a bursary holder, documentary proof must be submitted e.g. unsuccessful letters from prospective employers or medical certificates.
- 5.12.3 No deferment of service obligation will be considered in cases where bursary holders wish to go overseas before completing the minimum prescribed duration of course. Requests from bursary holders to study further (specialise) abroad, will only be considered after they have completed at least 75% of the minimum prescribed duration of course.
- 5.12.4 In accordance with the provisions contained in the bursary agreement, the Office can revoke/cancel a bursary in its sole discretion if satisfactory progress is not made with the course of study.

## **5.13. DISCONTINUATION OF STUDIES**

- 5.13.1 In case where a bursary holder discontinues his / her studies or the contract is terminated, such bursary holder will be required to repay all the money paid on his/her behalf to the educational institution plus the interest applicable at the time of discontinuation into the Office of the Premier.
- 5.13.2 Both parties to the bursary agreement must ensure that arrangements for repayment are made in case the student discontinues his / her studies or the contract is terminated.
- 5.13.3 If the bursary holder cannot proceed to the following year of study, the bursary will be suspended.

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5.13.4 On completion of studies, the bursary holder will repay such bursary through service obligation for a period equal to the period over which the bursary was paid.

### **5.14. TERMINATION OF SERVICE OBLIGATION BY THE BURSARY HOLDERS**

5.14.1 Written reasons for termination of bursary service obligation must be submitted to the Accounting Officer and will be considered on merit.

5.14.2 On termination of service obligation of a Bursary holder, it has to be determined if the bursary holder has any other contractual agreements.

5.14.3 In case of breach of contract, the bursary holder will be expected to repay the Office of the Premier all the monies / fees advanced with applicable interest as per the bursary agreement. The terms and conditions of repayment will be determined by the type of default.

### **5.15 CHANGE OF STUDY DIRECTION**

Applicants must carefully acquaint themselves with relevant University, University of Technology, College and other tertiary institutions' course prospectus to ensure that correct and proper choices are made on the application form. The practice of changing study direction after the bursary is awarded is not encouraged. Change of study direction will be considered on merit and upon the discretion of the Accounting Officer.

## **6. DEFAULT**

Non-adherence to this policy constitutes misconduct and may attract disciplinary measures on the part of defaulters.

## **7. INCEPTION DATE**

The inception date of this policy will be on the date of approval.

## **8. TERMINATION AND REVIEW CONDITIONS**

This policy will be reviewed annually and any review thereof is the responsibility of the accounting officer of the Department.

## **9. ENQUIRIES**

All enquiries regarding this policy should be directed to Human Resource Development.