



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

Department of  
**Public Works, Roads and  
Infrastructure**

<b>Policy Name</b>	<b>Bursary Policy</b>
<b>The revision/ version of the Policy</b>	<b>03</b>
<b>Domain</b>	<b>HRD and PMDS</b>

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## ACRONYMS AND ABBREVIATIONS

"HoD"	Head of Department
"HRD"	Human Resource Development
"IHL"	Institutions of Higher Learning
"PSR"	Public Service Regulations
"LRA"	Labour Relation Act
"PFMA"	Public Financial Management Act
"PSA"	Public Service Act
"LDPWRI"	Limpopo Department of Public Works Roads and Infrastructure
"OSD"	Occupation Specific Dispensation
"MEC"	Member of the Executive Council

## 1. INTRODUCTION

In terms of the Public Service Regulations, 2016 Part 6. **Training assistance.**-(1) For purposes of enhancing the performance of the work of the department, a head of department may grant financial or other assistance for any study, training or research where (a) an employee undertakes the study, training or research on the initiative of the department; or

(b) The employee has requested any such assistance and the study, training or research is related to the employer's skills requirements.

## 2. PURPOSE AND OBJECTIVES

The purpose of the bursary scheme is to develop and enhance the capacity of the Human Resources of the Department in the areas of specialized critical and scarce skills and qualifications through full-time\part-time studies for Higher Education and of which their services will be at the disposal of the Department upon completion of their studies, thereby fulfilling the Department's human resource needs. The objectives of this policy are to:

- 2.1 To enhance capacity and performance of the Department through the attainment of qualifications that will equip employees with necessary skills to carry out their duties more effectively therefore enhancing service delivery.
- 2.2 To grant financial assistance to serving employees and prospective employees who wish to improve their qualifications for tertiary studies,
- 2.3 To develop skills in disadvantaged communities with particular emphasis on rural communities and enable them to compete favorably in the labour market therefore contribute to the growth and development of the Limpopo Province
- 2.4 To redress past imbalances with regard to specialized fields of study within the Limpopo Province, disadvantaged communities, rural populace, women and persons with disabilities, and
- 2.5 To address the challenges and fulfill the requirements under the Employment Equity Act, therefore promoting employment equity and representativeness within the Department.

## 3 AUTHORITY OF THE POLICY

This policy is authorized and issued by the Member of Executive Council (MEC) for Limpopo Provincial Department of Public Works, Roads and Infrastructure.

## 4 LEGAL FRAMEWORK

- 4.1 Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)
- 4.2 National Skills Development Strategy III
- 4.3 White Paper on the Transformation of the Public Service
- 4.4 White Paper on Public Service Training and Education, 1997
- 4.5 White Paper on Human Resources Management
- 4.6 Skills Development Act, 1998 ( Act No. 97 of 1998)
- 4.7 Skills Development Levies Act, 1999 (Act No.9 of 1999)
- 4.8 Public Service Act, 1994 as amended (Act No.30 of 2007)
- 4.9 Public Service Regulations, 2016
- 4.10 Public Finance Management Act, 1999 (Act No.1 of 1999)
- 4.11 Employment Equity Act, 1998 (Act No.55 of 1998)
- 4.12 South African Qualifications Authority Act, 1995 (Act No 58 of 1995)

The legal framework includes any other collective agreements and amendments to existing legislation and any subsequent relevant legislation that may be promulgated.

## 5 SCOPE OF APPLICATION

The bursary policy is applicable to the employees of the LDPWRI and prospective citizens from designated groups residing in the Limpopo province, granted financial assistance by the department to further their studies at Institutions of Higher Learning within or outside the province.

## 6 DEFINITIONS

- 6.1 **Bursary** means the financial assistance provided with condition of service obligations offered to students in order to pursue field of study being sponsored by the department
- 6.2 **Breach of the bursary contract** means when a bursary holder fails to fulfill the conditions of the bursary contract.
- 6.3 **Bursary holder** means the student that is financially supported by the department in the form of a bursary to pursue a particular study field at an institution of higher education and training in South Africa.
- 6.4 **Extension** refers to a period in addition to the initial agreed upon duration of studies to be undertaken by the bursar, for which the bursar requests in order to realize his\her contractual obligations i.e. in order to repeat an unsuccessful year at own expense and medical reasons
- 6.5 **Higher Education** refers to the education provided by an Institution of Higher Learning (College or University)
- 6.6 **Institutions of Higher Learning (IHL)** refers to any recognized and registered institution that provides higher education on a full-time, part-time or distance basis.
- 6.7 **The Department** refers to the Limpopo Department of Public Works, Roads and Infrastructure.

## **7 POLICY PRONOUNCEMENTS**

### **7.1 GRANTING OF BURSARIES**

#### **7.1.1 Identification of the Departmental Bursary Needs**

In conjunction with the Departmental Strategy, Human Resource Plans and Policies, bursary needs will be identified by respective Directorates at both Districts and Head office, for submission and further analysis by Human Resource Development (Training Committee). Bursary awarding will be at 80 %( Core) and 20 %( Support) ratio. These needs are to be submitted by the end October each year.

#### **7.1.2 Advertisements of Bursaries**

The fields of study for which the bursaries are available must be advertised annually, as widely as possible in line with departmental communication strategy in order to give potential candidates a reasonable opportunity to submit their applications. These must be completed and returned to HRD office, via registry, not later than 31 October of each year.

#### **7.1.3 The field of study**

- 7.1.3.1 For Internal Bursars, Preference will be given to Pre-Matric Nated Studies that form a base and lead up to a Diploma (N3- N6), Post Matric undergraduate (first Qualifications) and postgraduate studies in line with Departmental needs analysis and in line with the applicant's function within the Department.
- 7.1.3.2 The above undergraduate qualifications must be for full qualifications(360 credits), therefore running for more than one year, and or a post graduate qualification(B-tech, Honors degree, Masters, Doctorate)
- 7.1.3.3 Priorities will be given to field of study within the core functions of the Department as opposed to the support functions. This may be changed at the discretion of the Head of Department to meet service delivery needs and priorities.
- 7.1.3.4 Identification of the fields of study for which bursaries are considered should be based on the Human Resources Plan of the Department.

### **7.2 PART-TIME BURSARY (SERVING OFFICIALS)**

- 7.2.1 A bursary may be allocated to part time students who are working in the department and are studying at their own time or are corresponding with a recognized institution or have arranged such as block release, distance education and On-line studies in line with the Departmental E-Learning policy.

7.2.2 An employee can only be considered for a part-time bursary if:-

- ❖ The intended field of study is relevant to the achievement of service delivery objectives of the department
- ❖ The budget is available and the committee has recommended the bursary award,
- ❖ The field of study is relevant to the employee's current occupation and application be recommended by the sectional head.
- ❖ The employee must submit proof of acceptance into the preferred Qualification.
- ❖ Must be willing to enter into and be subject to a Bursary Agreement (contract).

7.2.3 The total bursary award for serving employees shall be **R40, 000.00** (all-inclusive) and such award can **ONLY** be used for Registration, Tuition and Prescribed books as administered by the Bursary Section.

7.2.4 The above award may be reviewed in line with inflation and spending trends, from time to time.

7.2.5 Should the study cost for the official has chosen qualification be more than the stipulated bursary award, the employee will cover such shortfall at own cost.

7.2.6 Should the study costs for the officials chosen qualification be less that the stipulated bursary award for employees, after registration, tuition and prescribed books, such balance will remain in the Department's coffers.

7.2.7 All Study materials procured as part of the bursary award, shall remain property of the Department, and must be submitted to HRD with every study level transition, to resource the Departmental Library.

7.2.8 Failure to submit the study materials/prescribed book shall translate to a debt equal to the cost of the book being created against the official.

7.2.9 The official's Directorates will budget for subsistence and traveling costs related to the Bursary award.

7.2.10 Travelling as per above 7.2.9 will be subject to Departmental Transport Policy as amended.

7.2.11 Accommodation costs for serving officials will be treated as private and as such, each bursary holder shall be responsible for such expenses.

7.2.12 A serving official shall redeem the bursary by serving the department for a period equal to the number of funded years, without receiving any further and or subsequent studying financial assistance.

7.2.13 Where an official from another department is a bursary holder and transfers to the LDPWR&I from another department, the department shall take over the bursary only if the field of study is relevant to the department.

7.2.14 Such transferred bursary shall automatically be subjected to the LDPWR&I bursary policy with the file history.

7.2.15 Transfers to government and or government entities shall not have financial implications

7.2.16 Transfers outside government prior to serving the funded years as per clause 7.2.12 shall have financial implications.

7.2.17 There shall be no full time awards for serving officials unless the HoD grants such approval after consideration of a motivation to that effect

7.2.18 *Acceptable expenses are:*

- ❖ Registrations
- ❖ Tuition
- ❖ Travelling as per Departmental Transport Policy
- ❖ Prescribed Books

7.2.19 *Granting of study Leave*

- 7.2.19.1 Granting of study leave for serving officials shall be considered in line with the Provincial study leave policy as amended
- 7.2.19.2 Officials must also declare their intended studies for a particular year with HRD.

**7.3 FULL TIME BURSARY (EXTERNAL /UNEMPLOYED YOUTH)**

- 7.3.1 A bursary is offered for non- employees/prospective employees studying and or intending to study at a registered SAQA registered Institution of Higher Learning (IHL) towards obtaining a qualification relevant to the core, scarce and critical functions of the department.
- 7.3.2 This benefit will not be awarded to applicants who have already obtained a B degree or equivalent or higher qualification except in those professions where a higher degree is required and will be awarded on the basis of identified need in the Department.
- 7.3.3 All bursary holders shall enter into a Bursary Agreement (contract), which includes service obligations as follows:
- 7.3.3.1 The service obligations of the bursary contract and or placement will depend on the discretion of the Department determined from time to time in line with especially budgets and service delivery imperatives. To that effect, completed bursary holders will redeem their bursaries in any capacity deemed fit by the Department.
- 7.3.3.2 Bursars **May, depending on the circumstances at the time,** be required to redeem the bursary after the completion of the study period, firstly by serving in the Department as a graduate Intern for a period of 24(twenty four) months as per DPISA's Determination and Directive on Employment of Persons on Developmental Programmes in the Public Service **OR**
- 7.3.3.3 Bursars **May** be required to redeem the bursary after completion of the study period, by serving in the Department on a full-time basis of a period equal to the sponsored years or any part thereof in respect of which bursary moneys was paid, and or as part of a structured programme, and or in any capacity deemed fit by the Department.
- 7.3.3.4 In the event that 7.3.3.3 above, take effect, appointments of completed Support function bursary holders for purposes redeeming of the bursary shall be Contract appointments at current salary **level 6** of the Public Service.
- 7.3.3.5 Further, should clause 7.3.3.2 takes effect, core function Bursars Internship contracts will be terminated on receipt of their Candidacy registration status and be appointed on contract for the duration of the structured Candidacy Programme to ensure their registration as professionals.
- 7.3.3.6 Remunerations as per 7.3.3.5 shall be as per OSD determination for the respective discipline.



- 7.3.3.7 Where the Department is unable to place the individual for service purposes as per either clauses 7.3.3.2 and clause 7.3.3.3, for a minimum period of 12 months consecutive months, without any form of communication the student becomes automatically released from their bursary obligations
- 7.3.3.8 Failure to serve bursary obligations will be considered breach of bursary contract.
- 7.3.3.9 The period of service will commence after completion of all the requirements of the course including any student/ experiential internship period.
- 7.3.3.10 LDPWRI bursary holders may be granted an opportunity to do experiential training with the Department within the prescripts applicable to the programme at the time.
- 7.3.3.11 A full time student who registers for his or her studies with own money before the department processes bursary payment, is entitled to a refund from the department on submission of satisfactory proof of payment

#### 7.3.4 *Acceptable expenses for this bursary scheme are*

- 7.3.4.1 Study material and prescribed books,
- 7.3.4.2 Registration fees
- 7.3.4.3 Tuition fees
- 7.3.4.4 Meals
- 7.3.4.5 and student accommodation on campus or off campus(Student Accommodation)

### **7.4 BURSARY SCHEME EXCLUSIONS FOR BOTH FULL-TIME AND PART-TIME BURSARY HOLDERS**

- 7.4.1 Supplementary or re-examination costs
- 7.4.2 Failed courses
- 7.4.3 Stationary
- 7.4.4 Equipment i.e. computers, software's and other equipment
- 7.4.5 Academic regalia
- 7.4.6 Extra mural activities of any kind which involves expenses
- 7.4.7 Membership of social clubs or Student Representative Council
- 7.4.8 Excursions

### **7.5 EXTENSION OF BURSARY PERIOD**

- 7.5.1 Extensions of bursary contract may be applied for in writing and shall be granted at the discretion of the HoD or delegated official.
- 7.5.2 Extensions will be granted once, for maximum period of two years in addition to the contract period. Consideration may be given for periods that exceed two years only in exceptional cases and such exception shall be determined by the Training Committee.
- 7.5.3 Requests for extension of bursary contracts must be done within and or prior to the expiry of the active/existing contract
- 7.5.4 Extension of bursary contract and obligations may be considered for the following reasons:

- 7.5.4.1 Candidates that failed their examination and need to repeat a year of study (at own costs).
- 7.5.4.2 Continued ill Health, which prevents the bursary holder from completing his/her studies and or fulfilling his/her obligations. Such cases will be assessed in accordance with the departmental policy on termination of services in respect of ill health as amended. Overseas study and research purposes as well as further study in the Republic of South Africa, and which, in the opinion of the Head of the Department will be in the interest of the Department. Candidates who apply for extension in order to go overseas for study and or work purposes must submit, together with their application, a formal Letter of Guarantee of payment to the Department from a recognized South African commercial bank for the full bursary Debt settlement following failure to return and serve.
- 7.5.4.3 To gaining relevant, experience locally and abroad in a specific field which, in the opinion of the Head of Department will be in the interests of promoting effective service delivery within the Department.

## **7.6 TRANSFER OF PAYMENT**

- 7.6.1 Payment will not be effected for repeat subjects.
- 7.6.2 For external learners, payments for accommodation and meals will not be effected whilst the learner has registered for 80% of the previous level (which is failed subjects) and 20% of the advanced level.
- 7.6.3 The respective accredited IHL will be responsible for disbursement of credit balances to the full-time bursary holder.
- 7.6.4 Candidates must not be in receipt of any other sponsorship whilst applying for and after receiving the LDPWR&I bursary, that will contravene the terms and conditions of this Bursary Policy and contract thereto.
- 7.6.5 Candidates in receipt of a state bursary should submit proof of successful completion of the previous academic year of study to the department before the transfer of payments for the following year can be made according to the requirements of the PFMA, National and Provincial Treasury Regulations, and or any other related prevailing prescripts.

## **7.7 BREACH OF THE BURSARY CONTRACT**

- 7.7.1 Breach of contract will occur when a bursary holder fails to fulfill the conditions of the bursary contract.
- 7.7.2 A breach of contract is constituted by the following:
  - 7.7.2.1 Discontinuation of studies for which the bursary was granted.
  - 7.7.2.2 Part completion of a qualification other than what the bursary was awarded for e.g. Diploma instead of a Master's Degree
  - 7.7.2.3 Changing the field of study to other than specify in the contract, without authorization from the Department.
  - 7.7.2.4 Resignation from the Public Service employment prior to fulfillment of service obligations.

- 7.7.2.5 early retirement for reasons other than ill health, in accordance with the departmental policy on termination of services in respect of ill health. (Section 17 (2) (a) of the PSA; Chapter 1, Part VII, section G3 of the PSR, 2001; Item 10 of Schedule 8 to the LRA, 1995) constitute a breach of contract.
- 7.7.2.6 Failing to enter into service in this Department or elsewhere in the Public Service
- 7.7.2.7 Refusal to accept a reasonable offer of work in this Department or elsewhere in the Public Service
- 7.7.2.8 Relinquishing the bursary at own resolve without due notice to the Department.

## **7.8 TERMINATION OF BURSARY CONTRACT**

- 7.8.1 A bursary will be terminated should the bursary holder suspend or terminate his\her studies without prior arrangement with the Department.
- 7.8.2 Termination of bursary will be effected on two consecutive unsuccessful years of study and the Bursary holder will be held liable for all costs incurred by the Department, including money erroneously paid out, for the period prior termination.
- 7.8.3 In the event that the bursary holder leaves or is discharged from the department prior to satisfying their bursary service obligation, the bursary holder must repay the full bursary amount granted, including interest calculated at the applicable rate as determined from time to time by the Minister of Finance, calculated from the date on which the obligation to pay arose up to the date of payment unless if such service termination is beyond his or her control( interests are only applicable to external bursars).

## **7.9 DEFERMENT OF CONTRACT OBLIGATION**

- 7.9.1 Bursary holders seeking to be released from their obligations may render a part-time service to redeem 50% of the bursary obligation in the Public Service and other 50% to be redeemed by the submission of a bank guaranteed cheque for the full settlement on bursary debt or render no service and pay 100% of the bursary debt as per Departmental Debt Management Policy.
- 7.9.2 Exemption of a bursary holder's obligations will be granted only under circumstances of death and continued ill Health, which prevents the bursary holder from fulfilling his\her obligations. Such cases should be assessed in accordance with the departmental policy on termination of services in respect of ill health as amended.
- 7.9.3 Retirement will not constitute breach of contract

## **7.10 REPAYMENT OF BURSARY DEBT**

- 7.10.1.1 In calculating the bursary debt to be repaid by the bursary holder all periods of full-time or part-time service will be taken into account for the purpose of a pro-rata discount and debt must including interest calculated at the applicable rate as determined from time to time by the Minister of Finance.
- 7.10.1.2 The following types of leave are not taken into account for purposes of redemption of bursary obligations:
  - 7.10.1.3 Periods of leave without pay.

## **7.11 AWARDING OF BURSARY AFTER BREACH OF CONTRACT**

A person, may, after having been in breach of his\her contract, be awarded upon full repayment of bursary debt.

## **7.12 COMPOSITION AND RESPONSIBILITY OF DEPARTMENTAL TRAINING COMMITTEE**

### **7.12.1 Composition**

- 7.12.1.1 The HoD must appoint a Departmental Training Committee
- 7.12.1.2 The committee may consist of five (5) to ten (10) members and should reflect the composition of the workforce of the department.
- 7.12.1.3 The committee will consist of the following members:
  - 7.12.1.3.1 Chairperson – Chief Director: Corporate Services
  - 7.12.1.3.2 Secretariat HRD Section
  - 7.12.1.3.3 District Coordinators
  - 7.12.1.3.4 Senior Managers from the Following programmes:
    - 7.12.1.3.4.1 Expanded Public Works Programme
    - 7.12.1.3.4.2 Strategic Management
    - 7.12.1.3.4.3 Properties and Facilities Management
    - 7.12.1.3.4.4 Corporate Services (HRS)
    - 7.12.1.3.4.5 Construction Management/Design and Planning
    - 7.12.1.3.4.6 Strategic Finance
- 7.12.1.4 Two(2) representatives from Provincial Organised Labour.

### **7.12.1.5 The responsibilities**

The responsibilities of the Committee are to:

- 7.12.1.6 Identify fields of study for which bursaries are to be considered based on the Human Resource Plan of the Department and the needs of the directorates
- 7.12.1.7 Compile criteria for selection of bursars both serving and prospective employees.
- 7.12.1.8 Ensure that the allocation of bursaries takes place in accordance with the criteria.
- 7.12.1.9 propose amendments to the policy deemed appropriate for awarding bursaries
- 7.12.1.10 Serve the best interest of the Department
- 7.12.1.11 Make recommendations to the HoD with regard to the awarding of bursaries.

### **8. PENALTY**

Failure to comply with the provisions of this policy will be dealt with in terms of the Public Service Disciplinary Code and procedures as amended.

### **9. DISPUTE RESOLUTIONS**

Any dispute that may arise out of the interpretation or application of this policy will be resolved through grievance resolution procedure for the public service.

### **10. DEFAULT**

Any who contravene or fail to comply with this policy shall be subjected to progressive intervention.

### **11. INCEPTION DATE**

The inception date of this policy will be after the approval by the Executive Authority.

### **12. TERMINATION AND REVIEW CONDITION OF THE POLICY**

The policy shall be reviewed at the end of the MTSF Period and at an interval of three (3) years or amendment of relevant legislation.

### **13. TRANSITIONAL CLAUSE**

#### **13.1 Internal Bursary holders**

- 13.1.1 Where persons had received a bursary and signed a contract prior this revised policy, and such persons are affected negatively by the changes on the revised policy, such terms of former contract signed shall be retained until expiry of such contract.

### 13.2 External Bursary Holders

The new policy provisions shall apply to all bursary holders (old and new). Where persons had received a bursary and signed a contract prior this revised policy, such persons will be required to sign a new contract in line with the new policy upon approval of the new policy.

### 14. ENQUIRIES

All enquiries related to this policy must forwarded to HRD

Approved by



MR. MASEBOLA N.D  
MEMBER OF THE EXECUTIVE COUNCIL: DPRWI

31/08/2020  
DATE