



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

LIMPOPO PROVINCIAL TREASURY

BURSARY POLICY

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1. **PREAMBLE**

The purpose of this policy is to provide support to permanent employees and potential employees of the Limpopo Provincial Treasury (LPT), so that they may further their relevant education and training in order to obtain and develop skills which are relevant to the strategic objectives of LPT. In so doing, LPT aims to further support the National Skills Development Strategy of South Africa.

2. **APPLICABLE LEGAL FRAMEWORK**

This policy has been developed within the following applicable legal framework:

- Constitution of the Republic of South Africa Act, 1996 (Act no.108 of 1996)
- Skills Development Act, 1998 (Act no. 97 of 1998)
- Public Service Act, 1994 (Act no.103 of 1994)
- Employment Equity Act, 1998 (Act no 55 of 1998)
- Public Service Regulations, 2001
- Employment Equity Plan of LPT
- Human Resources Plan of LPT
- Workplace Skills Plan of LPT
- Provincial Growth and Development Strategy

3. **SCOPE OF POLICY APPLICATION**

The policy is applicable to:-

- all permanent employees of LPT;
- potential employees of LPT intending to study in a field which is considered to be strategic importance to LPT.

4. BURSARY PROVISIONS

4.1 Basic Conditions for Awarding of Bursaries:

- All employees irrespective of gender, race, culture, age, creed, educational level, seniority, length of service, disability or status can apply for financial assistance.
- Study plans must be contained within the employees Performance Development Plan to ensure its alignment with the division and LPT's strategic objectives.
- Consideration may also be given to fields of study which are considered important or scarce to another Directorate or Branch of LPT where succession planning has been conducted and/or the employee may be transferred into another unit within LPT.
- Performance Development Plans must be authorized by the employee's manager.
- Bursary applications are to be authorized by the General Manager of the work stream within which the employee is employed.
- Annexure A of this policy lists the Individual's Qualifying Criteria for a bursary and Bursary Conditions pertaining to Employee Terminations.
- Annexure B of this policy lists the Financial Conditions pertaining to bursaries.
- Bursaries will be awarded for part-time and full-time studies under the following conditions:

Part-time studies

- conducted after hours;

- for applicants who are employees of LPT;
- the employee will therefore continue fulfilling his/her normal working hours in LPT;
- if it falls within the scope of priorities defined by LPT, and where the link between successful completion of study, improved job performance and future mobility is clear.
- the part-time study bursary is approved by the Skills Development Committee;
- service commitment for the equivalent number of years of study is signed with LPT. Bursary Contract to be managed by Human Resource Development (HRD).

Full-time studies

- applicants may be employees or potential employees whom LPT wishes to attract into the organisation;
- will only be considered if there is no other economical means through which the study can be undertaken;
- the intended field of study is of strategic importance to LPT; the link between successful completion of study, improved job performance and future career mobility should be clear.
- the full-time study bursary is approved by the Skills Development Committee and the Executing Authority.
- service commitment for the equivalent number of years of study is signed with LPT. Please refer to Annexure D for LPT Bursary Contract.

4.2 Strategic Management of Bursaries within LPT

- The overall management of bursaries within LPT is to be done on a quarterly basis. This function rests with the Skills Development Committee. The Skills Development Committee will ensure that:-

- the monetary value of bursaries allocated within LPT is aligned with the budgeted allocations
- the nature of skills developed with the assistance of bursaries remains aligned to the strategic objectives of LPT.
- Details of the role and composition of the Skills Development Committee is contained in the Constitution of the Skills Development Committee, which is guided by the Human Resource Development Policy.
- The Skills Development Committee will report quarterly to the Head of Department on the status of bursaries in LPT.

4.3 Administration of Bursaries

The administration of bursaries will rest with the Directorate: Human Resources Development (HRD). The process to be followed by the Directorate: Human Resource Development is outlined in Annexure C of this document.

4.4 Grievance Procedure

The procedure for lodging a grievance regarding the bursary process remains the same as lodging any grievance within LPT.

5. POLICY CONTROL

5.1 Policy Audit

Annual audits will be conducted by the Directorate: Human Resource Development to ensure appropriate application and compliance with the Policy.

5.2 Policy Review

This policy is subject to annual review or when deemed necessary by LPT, to ensure that it is aligned to prevailing legislation and market conditions.

5.3 Policy Amendments

No amendment(s) may be made to any section of this policy without such amendment(s) first being-

- consulted with recognised Employee Organisations; and
- duly approved and signed by the recognised parties to the Provincial Bargaining Council.

6. EFFECTIVE DATE

This policy will be applicable as soon as it is signed from 22/06/07 (date).

7. RATIFICATION

This policy was signed on the 22 (day of) June (month)
at ROLIKWANE (place).

HEAD OF DEPARTMENT (HOD)

: 

MEMBER OF EXECUTIVE COUNCIL (MEC)

: 

ANNEXURE A

INDIVIDUALS' QUALIFYING CRITERIA FOR A BURSARY AND BURSARY CONDITIONS PERTAINING TO EMPLOYEE TERMINATIONS

The following criteria apply to individuals wishing to qualify for a bursary:-

1. the employee must be in the full-time (permanent) employment of LPT or be a potential employee intending to study in a field considered to be of strategic importance to LPT.
2. the course for which the bursary is required must be directly aligned with the employee's Personal Development Plan, which has been authorized by his/her manager. In the case of potential employees, the course must have been identified by the Skills Development Committee as contributing to building specific scarce skills already identified by LPT.
3. study assistance will only be granted for a maximum period of one year (1yr) at a time. Employees will have to reapply for every successive period of study.
4. an individual may apply and hold one LPT bursary at a time.
5. work performance as well as academic performance will be taken into account when deciding on whether to grant study assistance to an employee. A copy of previous study results must be submitted to the Directorate: HRD after every examination block.
6. academic performance will be taken into account when deciding on whether to grant study assistance to a potential employee. A copy of previous study results must be submitted to the Directorate: HRD after every examination block.

7. applications for bursaries will only be accepted on the prescribed bursary application forms. See Annexure C for the bursary application form. Applications must be accompanied by the relevant supporting documentation as indicated on the Application form.
8. bursary holders are obligated to a service of one year (1yr) or equivalent with LPT for every year of study funded by the bursary. Should the period of study / training course be less than one year, the bursary holder will still be obligated to a service of one year with LPT. The year of service will commence on the date following the last exam of the studies, or date of completion of the course, whichever come first.
9. the service obligation detailed in point 8 above, does not guarantee the employment of a potential employee studying on LPT bursary.
10. bursaries will not be granted for subjects/courses/modules which have been failed and the employee or potential employee will have to pass the subject/course/module at their own cost. Bursary holders may continue to apply for assistance for subjects not yet registered for unless all subjects of the previous study year were failed.
11. LPT reserves the right to determine the award of a bursary or part thereof. Factors which will be considered include, but are not limited to:
 - academic success to date
 - employees current work-load within LPT
12. the maximum number of consecutive years for which an employee or potential employee may receive bursaries from LPT is five years (5 yrs).
13. LPT reserves the right to terminate the bursary granted to an employee or potential employee, if he/she fails to comply with the terms of the scheme as contained in all relevant documentation.

The following conditions apply in the case of terminations of employment:-

1. on termination of employment, LPT will have the right to recover the full amount due by the employee in respect of study assistance granted to him/her not yet worked back.
2. LPT will have the right to recover and settle the outstanding study assistance account, from any salary payments or other monies due to the employee, e.g. pension or leave payouts. LPT reserves the right to institute legal action to recover any debt associated with the study assistance scheme.
3. if an employee or potential employee discontinues his/her studies (or part thereof), the full or pro-rata amount will become payable in full over a period of 12 months to LPT.
4. if an employee or potential employee discontinues a course/subject the fees in respect of that subject will become repayable to LPT immediately.
5. if the employee or potential employee is expelled from the institution, the bursary shall be cancelled forthwith and he/she shall have to repay LPT as per point 2 above.

ANNEXURE B**FINANCIAL CONDITIONS PERTAINING TO BURSARIES**

1. LPT may at its sole discretion at any time suspend the financial assistance to the employee, if the employee is not making satisfactory academic progress. An employee shall be deemed to be making satisfactory progress if he/she has passed all the courses/subjects registered for in an academic year.
2. The bursary holder shall repeat failed courses/subjects at own cost. Failure to repeat the failed course/subject will result in the bursary holder having to repay LPT the amount paid for the course/subject excluding penalty fees incurred due to late payments made by LPT.
3. In the case of death or the bursary holder being incapacitated, any liability for the refund of any moneys that may be owed to LPT will be communicated by the Bursary Officer to the Head of the Department in order to obtain authority to write off the debt.
4. The exact amounts of available funds for bursaries within each Directorate are to be determined at the start of each financial year. These figures will determine the funds available for individuals in the directorates.
5. Bursary funds will only be allocated to cover the following:
 - registration costs
 - text books and course materials
 - tuition costs
 - examination costs
 - transport/travelling/accommodation costs. Accommodation will be paid if the contact sessions are more than 100 kilometers from the employee's or potential employee's place of residence.
6. Bursary funds will not cover:
 - supplementary/re-examination costs
 - accommodation costs if within 100 km of place of residence

- stationery
 - equipment (e.g. computers and calculators or any other equipment)
 - gowns for graduation
 - penalty payments for late payments resulting from late submission of invoices by the bursary holder.
7. LPT will add interest to outstanding bursary debts incurred by current and former employees. The interest will be calculated at an interest rate as determined by the Minister of Finance in terms of section 80 (1) (b) of the PFMA.