



LIMPOPO

PROVINCIAL GOVERNMENT

REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SAFETY, SECURITY AND LIAISON

BURSARY POLICY

1. INTRODUCTION

The Department of Safety, Security and Liaison acknowledges that South Africa is presently experiencing political, economic and social change in which human resource capacity plays a pivotal role in the upliftment of the society. The pursuit of further education and training is important as it exposes employees to new developments in their professional careers, help them grow and perform their work better. Basically it broadens their knowledge base and helps them derive new ways of doing things. This ensures continued supply of learned human resources that will enhance and sustain service delivery by the department. Therefore, it is of utmost importance that resources are allocated to support and encourage this initiative that is geared at developing the human resources to sustain present and future survival of the Department.

The Department of Safety, Security and Liaison must develop effective mechanisms for dealing with change. One of these mechanisms is training and development, which is aimed at developing the skills, knowledge and attitudes needed by the employees to cope with the changing work environment and continuous change in the communities they come from.

2. POLICY STATEMENT

The purpose of this policy is to provide guidelines that will ensure effective administration and management of the Bursary Scheme within Department of Safety, Security and Liaison.

3. POLICY OBJECTIVES

The policy aims to:

- a) Create a learning organization where learning is encouraged
- b) to encourage and support employees at all levels who intend who intend pursuing formal learning at accredited educational institutional in order to obtain qualifications in areas which are in line with the Department's core function;
- c) to give financial assistance to external students pursuing qualifications which will ensure a supply of scarce skills for the Department
- d) Support the implementation of the Provincial skills development Strategy

4. LEGAL MANDATES

- a) The Constitution 1996: Section 195 (1) (h) & (i)
- b) Skills development Act : 1998
- c) Skills Levies Act : 1999
- d) Skills Development Strategy (Department of Labour)
- e) White Paper on Public Services Education and Training



- g) Public Service Regulations 2001 :Section IX E
- h) Public Finance Management Act

5. CONDITIONS FOR FINANCIAL ASSISTANCE

- a) All employees irrespective of gender, race, culture, tribe, age, creed, educational level, seniority, disability or status can apply for financial assistance;
- b) A bursary shall be awarded to an employee who pursues studies which are in line with the current post held or career path;
- c) An applicant must enter into contract with the Department of Safety, Security and Liaison immediately after being awarded a bursary.
- d) An external student receiving financial assistance from the Departmental shall immediately upon successful completion of his/her studies make himself/herself available for appointment as bound to the Department for a period commensurate to the period of study.
- e) The Department, in its sole mandate, may at any time, suspend the financial assistance to the employee if the employee fails to achieve satisfactory academic progress
- f) The bursar shall repeat failed course/subject(s) at own cost. Failure to repeat the course /subject(s) failed during the previous year, the bursar shall have to repay the Department the amount paid for the course/subject(s).
- g) Permission to pursue studies on a part time basis shall be granted to the departmental employees at registered educational institutions.

Applications should be recommended by Line Managers and approved by the Head of Department.

- h) A bursar shall qualify for special leave when (s) he sits for the examination as per Clause 4.1 and Clause 5 (5/1) of the Provincial Special Leave Policy. In an event where a bursar leaves the employment of the Department or public service for any reason other than retrenchment, redundancy, or retirement before the expiry of the said duration, the bursary shall become liable for immediate payment, in full or pro-rata, depending on the period remaining
- i) In a case of death, mental or physical disability of a bursar, any outstanding money that may be owed to the Department, should be brought to the attention of the Bursary Officer, who shall inform the Head of Department to obtain authority for the cancellation of debt.
- j) Employees who benefit from accommodation may have to forfeit some training opportunities.
- k) Final approval of bursaries is granted by the Head of Department.

6. COMPOSITION OF THE BURSARY COMMITTEE

The bursary committee shall be made up as follows:

- a. General Manager : Corporate Services (Chairperson)
- b. Senior Manager : Human Resource Management
- c. Senior Manager : Internal Transformation
- d. Senior Manager : Policy, Strategy and Research
- e. General Manager : Transformation and Service Delivery (or designate)

- f. General Manager : Crime Prevention and Community Relations
(or designate)
- g. Chief Financial Officer (or designate)
- h. Senior Manager : MEC Support (or designate)
- i. Representatives of NEHAWU and PSA
- j. Manager : Human Resource Development serve as Secretariat

N.B. Bursary Committee shall also serve as Skills Development Committee

7. RECRUITMENT AND SELECTION

7.1 Advertisements

- a) Advertisements for financial assistance will be done internally (for internal bursaries) and through print and electronic media for external bursaries
- b) The recruitment of bursary applicants may also be done through other structures that are competent to do so e.g. Dept. Labour, Youth commission
- c) The Executing Authority/ Head of Department may decide on the awarding of policies
- d) Applicants will qualify on the basis of satisfying the requirements set by the Bursary committee.
- e) Only application filled on the prescribed Bursary Application Form with authorized signatories will be considered and should be Human Resource Development Division
- f) The Line Management recommendations must include confirmation that the studies to be pursued by the applicant forms part of his/her Personal Development Plan (PDP) will provide the applicant with critical skills required in his current post, the studies are in line with the applicant's anticipated career path.

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- g) An employee shall follow the Grievance Procedure in case there is dissatisfaction with the application that has been turned down by Line Bursary Committee/SDC.
- h) The applications should reach the Human Resource Development Division not later than the stipulated date on the advert.
- i) The Bursary Committee/ SDC shall within a month after the closing date and not later than 15th December each year recommends applicants who qualify for financial assistance.

7.2 CRITERIA FOR AWARDING FULL-TIME BURSARY

- a) Applicants must be South African citizens
- b) Applicants must be permanent residents of Limpopo
- c) Preference will be given to historically disadvantaged individuals.

7.3 Criteria for awarding internal bursars

- k) the bursary application submitted before the closing date
- l) the study field in line with the functions of the applicant
- m) having not received bursary previously
- n) Preference to under graduate studies
- o) Financial consideration

8. COMMUNICATION

The Bursar must keep the Bursary Officer informed of his /her academic progress, examination results and of change of status, e.g. cancellation, discontinued studies, resignation, transfer, etc. In case the bursar intends to change study direction or the learning institution, he/ she must communicate his /her intentions in writing to the bursary officer. The

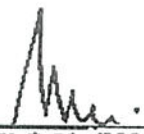
Bursary Officer can only effect such a change on approval by the Head of Department.

9. Policy Inception

The policy shall be in force from the date of approval

10. Policy Review

The policy shall be reviewed annually or when a need arises.



MAKIBELO M. (MS)
HEAD OF DEPARTMENT

12/02/2010
DATE

APPROVED / NOT APPROVED



MEC: HON. D.B. MAGADZI (MS)
EXECUTING AUTHORITY

2010/02/17
DATE