

**MPUMALANGA PROVINCIAL GOVERNMENT**



**DEPARTMENT OF EDUCATION**

**BURSARY POLICY**

## **1. SCOPE OF APPLICATION**

This bursary policy is designed to afford an opportunity to permanent employees of the Mpumalanga Department of Education and unemployed student educators who are currently pursuing fields of study which are critical to the department, but are financially challenged, to advance their knowledge and studies in special and priority fields necessary to perform those functions that are critical and add value to the Department. It caters for only those employees who are planning to study or have already been admitted or registered with Higher Education Institutions based in South Africa. (Proof of admission / registration is essential).

## **2. REGULATORY FRAMEWORK**

Constitution of the Republic of South Africa, 1996;  
Public Service Act, (Proclamation R175) 1994, as amended;  
Public Service Regulations, 2001;  
White Paper on Public Service Training and Education, Notice 1428 of 1998;  
White Paper on Transformation of the Public Service May 1997;  
Skills Development Act, 1998;  
South African Qualifications Authority Act, 58, 1995 (including National Qualifications Framework);  
Employment Equity Act No 55 of 1998;  
Basic Conditions of Employment Act, 1997;  
Labour Relations Act 1995;  
National Skills Development Strategy  
Provincial Growth & Development Strategy (PGDS).

## **3. RATIONALE FOR THE BURSARY FUND**

3.1 The Department acknowledges the right of each person to have access to education and training irrespective of race, religion, sex, or creed as enshrined in Section 29 of the Constitution of the Republic of South Africa.

- 3.2 The Department recognizes the need for highly skilled and knowledgeable personnel to meet the challenges of a democratic South Africa in striving for effective and efficient delivery of services to the poor, vulnerable and the needy.
- 3.3 The Department recognizes the need to administer and manage the bursary fund in an equitable, fair and transparent manner to fulfill the needs of the Department and also redress the effects of the imbalances of the past specifically in education. The intention is to balance the individual applicant's career aspirations with the service delivery imperatives of the Department.

#### **4. OBJECTIVES OF THE BURSARY FUND**

- 4.2. To address the shortage of skills required for effective service delivery particularly in the performance of functions that are critical and are a priority in the department.
- 4.3. To assist those employees who have the potential but lack financial resources to further their studies with Institutions of Higher Learning in the fields and priority areas that would add value to the department.
- 4.4 To explore the possibility of assisting unemployed youth who have a potential to pursue fields of study which the department regards as critical for its purposes.
- 4.5 To assist needy students who are currently pursuing fields of study which are critical to the department, but are financially challenged.
- 4.6 To encourage and promote needs based education as against education for the sake of education.

#### **5. INSTITUTIONAL ARRANGEMENTS**

The Bursary Committee is chaired by a Coordinator, preferably the HRD Senior Manager. Other members include the Bursary Manager, Bursary official from HRD who acts as a secretariat, and at least eight members from various Directorates. After nomination the members should be appointed officially by Head of Department.

## **6.1. FUNCTIONS OF THE BURSARY COMMITTEE**

- 6.1.2 To establish a developmental relationship with Institutions of Higher Learning particularly in Mpumalanga with a view to determine effective utilization of the Bursary fund in the Department.
- 6.1.3 To adjudicate on all bursary applications of permanent employees of the department inclusive of external bursary applications.
- 6.1.4 To determine the alignment of the intended field of study with the bursary policy, Human Resource Development needs of the Department, HR Plan and workplace skills plan. This will assist in establishing a clear balance between the individual applicant's aspirations and the service delivery imperatives of the Department.
- 6.1.5 To review the awarding of bursaries to applicants annually and recommend renewal based on previous academic year performance.
- 6.1.6 To conduct the awarding of bursaries with the necessary confidentiality (sign confidentiality declaration) and to ensure that the process is followed in a fair and equitable manner.
- 6.1.7 To submit a report on its activities to the Head of Department.
- 6.1.8 To assess value for money and conduct a cost – benefit analysis exercise and report accordingly.
- 6.1.9 To report any abnormalities and non-functionality of the Bursary Committee to the Head of Department

## **6.2 FUNCTIONS / ROLES OF THE HUMAN RESOURCE RELATING TO THE BURSARIES**

- 6.2.1 Ensure the updating and maintenance of files.
- 6.2.2 Answer queries and compile financial reports for internal and external auditing.
- 6.2.3 Coordinate, manage and administer programmes across the department
- 6.2.4 Facilitate and coordinate meetings of the Bursary Committee
- 6.2.5 Conduct advocacy campaign on matters relating to bursaries
- 6.2.5 Advise bursary holders on matters pertaining to the bursary

## **7. QUALIFICATION FOR AWARD OF BURSARY FOR DEPARTMENTAL EMPLOYEE**

This fund caters for all permanent employees of the Department, irrespective of occupational class, rank, gender, race or color,

- 7.1. Who want to study and register with any Higher Learning Institution in a field that is relevant for the functions of the Mpumalanga Department of Education.
- 7.2. Who are expected to perform certain functions that require a specific educational qualification level within the Department.
- 7.3 Who are not receiving a bursary from Skills Development during the same period

## **8. QUALIFICATION FOR AWARD OF BURSARY FOR UNEMPLOYED STUDENT EDUCATOR**

This fund caters for:

Unemployed youth residing in Mpumalanga who have a potential to pursue fields of study which the department regards as scarce and critical for its purposes.

## **9. ADVERTISEMENT AND APPLICATION PROCESS**

- 9.2 The bursary application forms and bursary policy document shall be made accessible to all Regional and Circuit offices of the Mpumalanga Department of Education.
- 9.3 Application forms for bursaries should be distributed from 1 March to 31 August in each year
- 9.4 The Bursary Committee shall advertise annually on all critical fields.

## **10. SELECTION OF CANDIDATES**

- 10.1 A candidate should submit his/her application to the Provincial or Regional Coordinators who will then present the application to the Bursary Committee.
- 10.3 Successful candidates will be informed directly and copies of approval will be sent to their respective offices for filing.
- 10.4 Candidates will be selected on an annual basis subject to verification of academic performance and available funds.
- 10.5 The process of approval should be completed by February of each year.

## **11. CRITERIA FOR SELECTION**

In order to qualify for a bursary, candidates should:

- 11.1 submit a fully completed application form in the prescribed format.
- 11.2 submit proof of admission and fees required from an Institution of Higher Learning.
- 11.3 be a permanent employee of the Department or an unemployed student studying towards an educator qualification in the scarce subjects referred to in 8.1. No bursary shall be awarded to an official, whose probationary appointment is not confirmed in line with the Public Service Act of 1994 or Employment of Educators Act.
- 11.4 pursue a field of study that has been identified as critical and a priority need and adds value to service delivery in the Department.
- 11.5 In the case of permanent employees, submit a copy of the current performance agreement/contract and copy of the last annual and quarterly performance assessment report.

## **12. PAYMENT OF FEES**

- 12.1. In the case of permanent employees, the award takes the form of financial assistance paid to the academic institution to cover for study expenses viz.

application fees, registration fees and course fees that have been levied by the institution in respect of the studies. The bursary recipient shall be required to pay an amount totaling not less than 25% of the fees required and the department shall be responsible for a total amount not exceeding 75% of the study expenses. The Department will not pay for expenses of travelling , accommodation and Transport for employees.

- 12.2 In the case of unemployed student educators, the department will pay 100% for accommodation, tuition, meals and prescribed books
- 12.3 The Department shall not pay fees or related expenses in respect of courses that are being repeated for whatever reason. The Department shall discontinue payment of the bursary for that academic year. However, should the student repeat the year at his own expense and subsequently proceed to the next year of study, he/she may re-apply for his/her bursary to be re-instated.
- 12.4 Payment shall be effected on receipt of statement of account from the academic institution to which the bursary recipient is registered and that the bursary recipient must have entered into a formal written agreement with the Department regarding the bursary. It is the responsibility of the individual bursary recipient to ensure that the said statement of account is received and the department has honoured its obligation.
- 12.5 The department reserves the right to determine the maximum funding it can award to any applicant.
- 12.6 Any surplus funds should be paid back to the department.

NB: Payment due to the institution will be paid directly to the educational institution and under no circumstances to the bursary holder.

### **13. TERMINATION/ WITHDRAWAL OF BURSARY**

The bursary may be withdrawn on the grounds that the employee or student educator who has been awarded a bursary:

- 13.1 In the case of failure to attain a pass mark in all the registered courses or if the

bursary recipient withdraws or cancels studies with the academic institution, the bursary shall be withdrawn and the bursary recipient shall be required to pay back to the Department all the expenses paid on his or her behalf in the particular year.

- 13.2 Is found to have breached the provision(s) of the contract entered into with the department regarding the terms and the conditions of the bursary.
- 13.3 Leaves the province and his/ her contract of employment has been terminated.
- 13.4 Is expelled by the academic institution concerned.
- 13.5 Has failed to perform at the expected academic standard as determined by the institution concerned.
- 13.6 Has failed to perform his duties and responsibilities as an employee and /or official of the department.
- 13.7 in case of a transferred employee to another department, the said contract will be terminated.

N.B. The person whose bursary award has been withdrawn may be compelled to refund the department all the expenses incurred regarding his/her study programme.

#### **14. BREACH OF A CONTRACT**

N.B. Breach of contract implies that a bursary recipient fails to comply with the terms and conditions laid down in the contract agreement entered into between himself/ herself and the Department. The bursary recipient has breached the contract if he/she:

- 14.1. Deviates from the field of study agreed upon without prior arrangement and/ or approval with the Department.
- 14.2 Does not report to the bursary office of the department after completion of the course.
- 14.3. Cancels or withdraws his/ her studies before completion without prior notice to the Department.
- 14.4 Fails to produce the examination results as required.



## 15. COMPULSORY SERVICE TO THE DEPARTMENT

A bursary holder shall after completion of his /her studies, serve the Department for a period not less than the number of years which the Department offered the said bursary. This will be done as a way of plugging back to the Province.

## 16. STUDY LEAVE FOR PERMANENT EMPLOYEES WHO ARE BURSARY RECIPIENTS

Leave options are available under the normal leave provisions. Leave applications must be submitted to the Human Resources Component, as it will be handled separately from the bursary applications.

## 17. REVIEW OF POLICY

The policy will be reviewed when deemed necessary according to the changing needs and priorities of the Mpumalanga Department of Education.

## 18. APPROVAL OF POLICY

This Policy was approved by the Head of Department of Mpumalanga Provincial Department of Education. On 18 (day) of February (month) 2010 (year), at Nelspruit (place), and comes into operation on 01 (day) March (month) 2010 (year).



**MRS MOC MHLABANE**

**HEAD OF DEPARTMENT**

**DATE: 18, 02, 2010 .**