



ADDENDUM

Notice is hereby given in terms of Section 29 of the Local Government: Municipal Structures Act, Act 117 of 1998, that a **SPECIAL COUNCIL MEETING** of the 2016/2021 term of the Eden District Municipality will be held in the **CA Robertson Council Chambers, 54 York Street, George, on WEDNESDAY, 20 SEPTEMBER 2017 at 11:00** to consider the item as set out in the agenda.

*Kennis geskied hiermee dat ingevolge Artikel 29 van die Wet op Plaaslike Regering: Munisipale Strukturewet, Wet 117 van 1998, 'n **SPESIALE RAADSVERGADERING** van die 2016/2021 termyn van die Eden Distriksmunisipaliteit gehou sal word in die **CA Robertson Raadsaal, Yorkstraat 54, George op WOENSDAG, 20 SEPTEMBER 2017 om 11:00** ten einde sake soos uiteengesit in die aangehegte agenda te oorweeg.*

Kukhutshwe isaziso ngokoMhlathi 29 woRhulumente Basekhaya: Umgaqo Wesimo soMasipala, uMgaqo 117 wango 1998, sokub intlanganiso Yamashumi Amabini yeBhunga ka 2016/2021 yoMasipala Wesithili se Eden izakubanjwa kwiGumbi leBhunga I CA Robertson, 54 York Street, e George ngoLwesithathu, 20 KWEYEMSINTSI 2017 ngo 11:00 ukuqwalasela imiba ekuluhlu lwengxoxo.

CLLR MS WILLEMSE

The Speaker
Die Speaker
Usomlomo

MR MG STRATU

Municipal Manager
Munisipale Bestuurder
uManejala kaMasipala

Date: 18 September 2017

SECTION E

ITEMS FROM THE CORPORATE/STRATEGIC SERVICES DEPARTMENT / ITEMS VANAF DIE KORPORATIEWE/STRATEGIESE DIENSTE DEPARTEMENT / IMIBA YESEBE LENKONZO ZOLAWULO/UBUCHULE

E.3	<p>REPORT ON THE TERMS OF REFERENCE FOR THE EDUCATION TRAINING AND DEVELOPMENT COMMITTEE / VERSLAG RAKENDE DIE VERWYSSINGSRAAMWERK VAN DIE ONDERWYS, OPLEIDING EN ONTWIKKELING KOMMITEE / INGXELO NGEMITHETHO NEMIGQALISELO YEBUTHO LEZEMFUNDO UQEQESHO KUNYE NOPHULISO</p> <p><i>Refer: Report (9/4/4/1) dated 31 July 2017 from the Executive Manager: Corporate /Strategic Services (B Holtzhausen)</i></p>	63 - 71
E.4	<p>REPORT ON THE AMENDED INTERNAL BURSARY POLICY / VERSLAG RAKENDE DIE GEWYSIGDE INTERNE BEURSBELEID / INGXELO NGEZIBNELELO ZEMALINXASE YEZEMFUNDO ZANGAPHAKATHI</p> <p><i>Refer: Report (9/4/4/1) dated 07 August 2017 from the Executive Manager: Corporate /Strategic Services (B Holtzhausen) Training Officer (A Naidoo)</i></p>	72 - 82
E.5	<p>REPORT ON THE AMENDED EXTERNAL BURSARY FUND POLICY / VERSLAG RAKENDE DIE GEWYSIGDE EKSTERNE BEURS BEFONDSINGSBELEID / INGXELO NGOMGAQO WESIBONELELO SEMALINXASO NGEZEMFUNDO WANGAPHANDLE</p> <p><i>Refer: Report (9/4/4/1) dated 07 August 2017 from the Executive Manager: Corporate /Strategic Services (B Holtzhausen) Training Officer (A Naidoo)</i></p>	83 - 90

SPECIAL DISTRICT COUNCIL

20 SEPTEMBER 2017

**REPORT ON THE TERMS OF REFERENCE FOR THE EDUCATION,
TRAINING AND DEVELOPMENT COMMITTEE / *VERSLAG RAKENDE
DIE VERWYSINGSRAAMWERK VIR DIE ONDERWYS, OPLEIDING-
EN ONTWIKKELINGSKOMITEE* / INGXELO NGEMITHETHO
NEMIGQALISELO YEBUTHO LEZEMFUNDO UQEQESHO KUNYE
NOPHURLISO**

(9/4/4/1)

31 July 2017

**REPORT FROM THE EXECUTIVE MANAGER CORPORATE/STRATEGIC
SERVICES (B HOLTZHAUSEN) / ASSISTANT HUMAN RESOURCE
MANAGER (C SCHEEPERS)**

PURPOSE OF THE REPORT

The purpose of the report is to present the Terms of Reference for the Education, Training and Development Committee to Council for approval.

BACKGROUND

In terms of the Skills Development Act of 1998, Eden District Municipality has to establish a Training and Development Committee, which shall serve as a consultative structure that will make decisions based on consultation on all training and development matters.

The Terms of Reference (TOR) was approved during the meeting on 12 May 2017. It was subsequently approved by Council. After discussions with the Manager Legal Services and the Executive Manager Corporate and Strategic Services, concerns aroused whether the Committee has the power to appoint the Chairperson and to approve funding for training projects.

It was decided to refer this item back to the Committee for further deliberations and refer the amended Policy back to Council for approval. The Committee made the necessary changes and the amended Policy was also workshop with full Council on 18 September 2017.

FINANCIAL IMPLICATIONS

None

RELEVANT LEGISLATIONS

- Skills Development act 97 of 1998
- Skills Development Levies act 9 of 1999
- Section 79 of the Local Government: Municipal Structures Act, Act 117 of 1998 and Regulations

COMMENTS MANAGER LEGAL SERVICES

Section 79(2)(c) of the Structures Act states that Council must appoint the Chairperson.

COMMENTS EXECUTIVE MANAGER CORPORATE/STRATEGIC SERVICES

Supported.

UITVOERENDE OPSOMMING

In terme van die Wet op Vaardigheidsontwikkeling moet Eden Distrikmunisipaliteit 'n Onderwys, Opleiding- en Ontwikkelingskomitee daar stel en bedryf vir konsultasie en besluitneming ten opsigte van alle opleiding en ontwikkeling aangeleenthede.

RECOMMENDATION

1. That the Terms of Reference (TOR) for the Education, Training and Development Committee be approved.
2. That the respective parties involved in the Education, Training and Development Committee sign the new Terms of Reference (TOR).

AANBEVELING

1. *Dat die Verwysingsraamwerk vir die Onderwys, Opleiding- en Ontwikkelingskomitee goedgekeur word.*
2. *Dat onderskeie partye betrokke, die Terme van Verwysingsraamwerk (TVV) onderteken.*

ISINDULULO

1. Sesokuba Imiththeo Nemigqaliselo yeKomiti Yezemfundo, uQeqesho kunye Nophuhliso iphunyezwe.
2. Sesokuba amahlakani abandakanyekayo kwiKomiti Yezemfundo, uQeqesho kunye Nophuhliso atyikitye Imigqaliselo Yomthetho omtsha.



EDEN

DISTRICT MUNICIPALITY
UMASIPALA WESITHILI
DISTRICKSMUNISIPALITEIT

**TERMS OF REFERENCE OF THE EDUCATION,
TRAINING AND DEVELOPMENT COMMITTEE**

**TERMS OF REFERENCE
OF THE
EDEN DISTRICT EDUCATION TRAINING AND DEVELOPMENT
COMMITTEE**

PREAMBLE:

Education and Training underpins the success of the Eden District Municipality to provide efficient and effective service delivery to its community through a competent workforce. A formal structure is hereby established **in terms of the Skills Development Act 97 of 1998 read with section 79 of the Local Government Municipal Structures Act 117 of 1998** to accomplish the municipality's vision and mission and encourage a culture of life-long learning within the organisation.

1. NAME OF COMMITTEE

Education, Training and Development Committee.

2. PARTIES

The parties to the Committee will be representatives from organised labour (SAMWU and IMATU) and the Employer.

3. PURPOSE

This Committee is constituted in terms of Skills Development Act no 97 of 1998.

- a. To realize the objectives of the Skills Development Act (Act 97 of 1998) and ensure consultation between the parties in developing and implementing the Workplace Skills Plan.
- b. That the Workplace Skills Plan will be developed in line with the Integrated Development Plan (IDP) and the approved budget.
- c. To develop the skills of the Eden DM workforce:
 - i. to improve the quality of life of workers, their prospects of work and labour mobility;
 - ii. to improve productivity in the workplace and the competitiveness of employers;
 - iii. to promote self-employment; and

- iv. to improve the skills of employees to enhance the delivery of municipal services;
- d. To increase the levels of investment in education and training in the Eden District Municipality and to improve the return on that investment;
- e. To encourage the Eden DM employers -
 - i. to use the workplace as an active learning environment;
 - ii. to provide employees with the opportunities to acquire new skills;
 - iii. to provide opportunities for new entrants to the labour market to gain work experience; and
 - iv. to employ persons who find it difficult to be employed;
- f. To encourage workers to participate in learning programmes;
- g. To improve the employment prospects of persons historically disadvantaged and to redress those disadvantages through training and education; e.g. EPWP; CDWP Programmes, Learnerships etc.
- h. To ensure the quality of learning in the workplace;
- i. To make provision for employee participation in the development and implementation of the workplace skills plan.
- j. To ensure that the interests of all employees are accounted for irrespective of their affiliations/non-affiliations to organizations/unions.
- k. To ensure that the feedback received from the LGSETA and any audit findings are considered and implemented.

4. **LEGISLATIVE FRAMEWORK**

The following pieces of legislation will govern the Terms of Reference:

- Skills Development Act 81 of 1998;
- Skills Development Levy Act 28 of 1999;
- SAQA Act 58 of 1995;
- SAQA proposed Principles of Articulation;
- NQF Act 67 of 2008;
- The White Paper for Post-School Education and Training (WP): Building an expanded effective and integrated post-school system;
- The Draft Research report on Workplace-based learning;
- The National Development Plan (NDP);
- The Integrated Development Plan (IDP) for Eden District Municipality;

5. **FUNCTIONS AND POWERS**

- The Committee has a right to receive all training related reports, provide inputs and make recommendations to other committees/ forums and Council on its scope of work.
- To ensure compliance by promoting the objectives of the National Qualification Framework (NQF Framework).
- Evaluate and monitor the progress of the Workplace Skills Plan (WSP) and ensuring that all training initiatives comply with the signed Workplace Skills Plan (WSP) and departmental training plans.
- Prioritize the training needs of the municipality in line with the strategic objectives of the municipality, the Sector Skills plan, the Integrated Development Plan, the Employment Equity Plan and the National Skills Development Strategy.
- Ensure implementation of action plans of the findings of the LGSETA Audits or any other audits in relation to training & development.
- The committee ensures the implementation of action plans of the findings of the audit done by the LGSETA.
- To approve the process plans for the development of the Workplace Skills Plan.
- To approve the Workplace Skills Plan (WSP).
- To ensure compliance from all role players with the approved Workplace Skills Plan.
- The Committee will evaluate, consider and monitor all skills development / training initiatives.
- To make recommendations on internal bursary applications for approval to the Municipal Manager
- To make recommendation on external bursary application for approval to the Executive Mayor
- This Committee will submit reports, and make recommendations to Council on issues not within the scope of the Committee.

7. Composition

7.1 Representatives

7.1.1 Employer

Three (3) councilors appointed by Council
The Executive Manager Corporate & Strategic Services,

7.1.2 SAMWU

Two (2) representatives

7.1.3 IMATU

Two (2) representatives

7.1.4 Ex officio members

Training & Development Section
Executive Managers may attend meetings of the Committee if and when requested.

7.2 Chairperson

7.2.1 The election of the Chairperson will be done by Council for the term.

7.2.2 In the absence of the Chairperson, one committee member elected by the committee members present, shall act as Chairperson.

7.2.3 If parties of the committee are dissatisfied with the Chairperson, the committee will be allowed to request, in writing, that the Chairperson be replaced by Council.

7.3 Quorums

7.3.1 A quorum for the Education, Training and Development Committee meetings will be 50% plus 1 (one), when at least one of each of the following representatives are present: Councilors, SAMWU and IMATU

7.3.1 If no quorum, a second meeting shall be convened, and any number of members present at the second meeting shall constitute a quorum.

7.4 Frequencies of meetings

Meet at least bi-monthly (every second month).

Ordinary meetings shall be convened within a period of five (5) working days and special meetings may be convened, where necessary within a period of 48 hours.

7.5 Agenda's

Agenda's will be delivered at least five (5) working days before meeting. Items from the representatives must reach the Chairperson or Executive Manager of Corporate Services at least ten (10) prior the meeting.

8. NON AGREEMENT SETTLEMENT PROCEDURE

- Where the parties do not agree a consultative process will be followed within seven (7) days.
- Where non-agreement arises, item(s) will be referred to next meeting.
- If not resolved, the Speaker will be requested to facilitate discussion between parties
- If item(s) remains unresolved after facilitation by Speaker, it will be referred to Council for decision.

9. REVIEW

- 9.1** Any amendment to this agreement must be in writing and signed and approved by all parties.
- 9.2** This Terms of Reference are subject to the approval of Council.

We hereby accept this agreement and commit to adhere to the stipulations as set out in the document. This document will be subject to annual review.

Signed on this the _____ day of _____ at _____

Chairperson: _____

Committee Members:

Employer

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Unions

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

SPECIAL DISTRICT COUNCIL

20 SEPTEMBER 2017

**REPORT ON THE AMENDED INTERNAL BURSARY POLICY / *VERSLAG*
RAKENDE DIE GEWYSIGDE INTERNE BEURSBELEID / INGXELO
 NGOMGAQO WEMALINXASO YEZEMFUNDO YANGAPHAKATHI**

(9/1/4)

18 September 2017

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICES: (B. HOLTSHAUSEN) / ASSISTANT HUMAN RESOURCE MANAGER (C SCHEEPERS)

PURPOSE OF THE REPORT

The purpose of the report is to submit the amended Internal Bursary Policy to Council for approval.

BACKGROUND

According to the Skills Development Act No 97 of 1998, The Education, Training and Development Committee requested that the Internal Bursary Policy must be reviewed and amended as per legislation requirement.

The Education, Training and Development Committee met on 12 May 2017 and 18 August 2017 respectively to discuss the proposed changes to the Internal Bursary Policy. The policy was also workshop with full Council on 18 September 2017.

FINANCIAL IMPLICATIONS

As per the approved budget for training and development section.

RELEVANT LEGISLATION/REGULATIONS/POLICIES

The Local Government Municipal System Act, Act 32 of 1998
 White Paper on Local Government, March 1998
 Skills Development Act, Act 97 of 1998
 Skills Development Levy Act, Act 9 of 1999
 Employment Equity Act, Act 55 of 1998
 National Development Plan
 The National Human Resource Development Strategy
 Eden District Municipality's IDP 2017 - 2021

UITVOERENDE OPSOMMING

Op 'n jaarlikse basis is die norm dat alle beleide hersien word, en gevolglik het die Opleidings seksie in samewerking met die Departementshoof sekere veranderings aan beleide gemaak vir oorweging deur die Opvoedkundige, Opleiding- en Ontwikkelingskomitee en Raad. Die beleid was gewerkswinkel met die volle Raad op 18 September 2017.

RECOMMENDATION

That the amended Internal Bursary Policy be approved.

AANBEVELING

Dat die gewysigde Interne Beursbeleid goedgekeur word.

ISINDULULO

Sesokuba uMgaqo WemalinxasoYezenfundo olungisiweyo uphunyezwe.

APPENDIX

ANNEXURE A

- Internal Bursary Policy.



EDEN

DISTRICT MUNICIPALITY
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INTERNAL BURSARY POLICY

NAME OF POLICY

The name of the policy is the Internal Bursary Policy

1. PREAMBLE

Eden District Municipality is committed to embarking on a process of education, training and development for employees in its endeavor to achieve the objectives of the National Developmental Plan, the Skills Development Act, the National Human Resource Development Strategy, and the Education, Training and Development Policy of Eden District Municipality.

Eden District Municipality will therefore aim to develop and implement relevant policies and programmes to ensure fair, equitable, effective and transparent human resource management practices

2. LEGISLATIVE FRAMEWORK

2. The Local Government Municipal Systems Act, Act 32 of 2000
- 2.2 The Skills Development Act, Act 97 of 1998
- 2.3 The Skills Levy Act, Act 9 of 1999
- 2.4 The Local Government Municipal Finance Management Act, Act 56 of 2003
- 2.5 Employment Equity Act, Act 55 of 1998
- 2.6 The Further Education and Training Act 1998
- 2.7 All other collective agreements of SALGA
- 2.8 Eden District Municipality Education, Training and Development Policy

3. DEFINITIONS

The following definitions and principles will apply to the Council's

Bursary Scheme:

3.1 Career path

The plan mutually agreed upon between the employee and relevant manager, or the Manager's nominated representative, in terms of which the employee's skills, knowledge and/or academic qualifications will be improved within a specified period of time in order for the employee to function effectively and efficiently in the working environment.

3.2 Employee development courses

Are voluntary programmes that develop the employee's general skills and knowledge and may include Seminars, Workshops, Courses and Conferences.

3.3 Progression Policies

Are the policies negotiated between the Eden District Municipality and unions, and approved by the Council. An employee may progress to a higher post level when he/she attains the required level of competence in terms of the approved progression policy. The acquiring of academic qualifications in order to meet the requirements of an approved progression policy must be dealt with in terms of the study assistance policy.

Internship – Student intern is somebody who is enrolled at a tertiary education institution for a SAQA registered qualification and is required to obtain practical experience as part of their study.

Graduate Intern – is a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment.

Finance Intern – is a person who has completed a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment. Thus programme is enrolled by National Treasury for Municipalities.

Learnership – A Learnership is a work based learning programme that leads to an NQF registered qualification.

Learnerships are directly related to an occupation or field of work, for example, electrical engineering, hairdressing or project management.

4. Scope of Policy

- 4.1 All officials of Eden District Municipality, who wish to further their studies by means of correspondence courses or by attending an after hour classes, subject to the conditions contained in the scheme, qualify for partaking in the scheme.
- 4.2 Contract employees with a contract duration of less than a year will not qualify

5. OBJECTIVES OF POLICY

- 5.1 To develop and build capacity of employees to perform their tasks in an effective, economic and accountable manner.
- 5.2 To encourage employees to engage in or to continue studies
- 5.3 To improve the quality of life of employees, their career prospects and labour mobility
- 5.4 To increase the levels of investment in education and training in the Eden District Municipality, and that the return on that investment be improved
- 5.5 To develop the skills and level of academic achievement of the Eden District Municipality workforce
- 5.6 To facilitate active learning in the workplace
- 5.7 To provide employees with opportunities to acquire new skills and knowledge
- 5.8 To encourages employees to participate in training programmes
- 5.9 To improves the advancement of previously disadvantaged employees
- 5.10 To improves the advancement of previously

disadvantaged employees;

- 5.11 To meets the objectives determined by career paths, learnership contracts and progression policies
- 5.12 To establish a pool of suitable candidates in order to support, inter alia, Succession Planning Policy.

6. ELIGIBILITY FOR STUDY ASSISTANCE

- 6.1 Every employee shall be eligible for study assistance subject to the provisions of this policy
- 6.2 Priority shall be given to employees from designated groups in order to enhance skills development in terms of employment equity measures provided for in the Employment Equity Policy of Eden District Municipality.

7. QUALIFYING REQUIREMENTS

- 7.1 Only qualification standards that are recognised by the South African Qualifications Framework (or any applicable legislation) and that take place at a recognised educational or academic institutions
- 7.2 Applications for bursaries must be submitted on the prescribed application form and must reach the Human Resources Offices of Eden District Municipality Offices *before closing date*.
- 7.3 All applications will be assessed / prioritized, subject to availability of funds, in accordance with the following criteria:
 - Priority 1**
Employees who are currently in receipt of a bursary and must still complete their qualification.
 - Priority 2**
Employees who want to study towards their first qualification (ABET including) up to and including NQF level 4 (Grade 12).

Priority 3

Employees who must obtain a qualification in order to meet the requirements of the post that they currently occupy.

Priority 4

The priorities as identified in the relevant Workplace Skills Plan, Integrated Development Plan and Employment Equity Plan (including people with disabilities).

Priority 5

Employees who are studying for self-development within the context of local government.

8. APPLICATION PROCEDURE

- 8.1 An employee whose intention is to study must complete an application form.
- 8.2 An employee whose intention is to study must approach his/her line manager in to complete necessary section on application form
- 8.3 An employee whose intention is to study must approach Human Resource to complete necessary section on application form

9. DURATION

The duration of studies may not be longer than what is recommended or determined by the rules, regulations or academic period of the relevant institution.

10. FINANCIAL SUPPORT

- 10.1 ***Bursary award is only applicable for the one academic year***
- 10.2 This bursary award is subject to written acceptance by student, after receipt of bursary letter from Eden DM,
- 10.3 submission of acceptance letter of institution,

- 10.4** submission of proof of registration from institution;
and submission of signed award contract.
- 10.5** Employees must provide Eden DM with account or invoice from institution before any payment is made.
- 10.6** Payments will be made to institution and may only be made to student after submission of receipt for payments made by student.
- 10.7** The bursary amount may only utilised for the under mentioned. – registration fees, Class/tuition fee, Examination fees and, books.
- 10.8** The handling of the travelling and subsistence expenses is made in terms of the travelling and subsistence policy of the district municipality,
- 10.9** Tendering of proof for compulsory class attendance for distance tuition is required before payment can be made.

11. CONTRACTUAL LIABILITY

The employee will be required to enter into an agreement with Eden DM for admission to the study assistance scheme and to remain in the service of the Eden DM for a period equal to which study assistance was granted. The service requirement shall run after acquiring the qualification. If the employee has received study assistance for a period of 3 (three) years, the second year of study shall deem to be the fulfilment of the service requirement pertaining to the 1st year of study. The above liability is not applicable in instances of death, ill health, incapacity or retrenchment. **Short courses contract for 12 months and pro payment within 12 months.**

12. In terms of repayments:

Should the Bursar/Learner be obliged to repeat and complete successfully any outstanding course modules the Bursar/Learner will be required to do so at his/her own cost.

13. Bursar/Learner:

The Bursar/learner must:

- Work for the employer as part of the learning process;
- Be available for and participate in all learning and work experience required by the programme;
- Comply with workplace policies and procedures;
- Complete any timesheets or any written assessment tools supplied by the employer to record relevant workplace experience; and
- Attend all study periods and theoretical learning sessions with the training provider and
- Undertake all learning conscientiously.

14.Changing of study field

In the case of changes in study course, or registered subjects, an application must be directed via the department's Head to Human Resources.

Valid reasons and comments must be provided thereto.

15 General

Should the Bursar resign/be discharged from the service of the Municipality before the expiry of the Agreement and the Municipality has cancelled the contract, any moneys due to the Bursar by the Municipality, including any moneys, may be withheld and set off against any outstanding moneys due to the Municipality by the Bursar in terms of the agreement.

If any of the Bursar's obligations in terms of agreement cannot be fulfilled due to his/her death or if such obligations cannot be fulfilled due to the Bursar's incapacity due to any mental/physical disability for the refund of any moneys which may be due in terms of agreement shall lapse.

16. BUDGET

The submission of the budget for the scheme is a responsibility of Human Resources in collaboration with the Education, Training and Development Committee.

17. RECRUITMENT AND SELECTION

17.1 Invitation for applications will be advertise notice boards of Eden DM and circulars.

17.2 Application forms will be available at human resource and all departments of Eden DM

17.3 The administration (human resource) will develop a shortlist according to qualifying criteria and submit report to Education Training and Development Committee

17.4 The Education Training and Development Committee will make final selection for recommendation to the Municipal Manager for his/her approval.

18 GENERAL

18.1 In the case of an official whose services are terminated with District Municipality through restructuring such official is exempted from any contractual obligations.

19 EFFECTIVE DATE OF POLICY

This policy shall take effect on the date of approval thereof by resolution of the council.

SPECIAL DISTRICT COUNCIL

20 SEPTEMBER 2017

**REPORT ON THE AMENDED EXTERNAL BURSARY FUND POLICY
/ *VERSLAG RAKENDE DIE GEWYSIGDE EKSTERNE BEURS
BEFONDSINGSBELEID* / INGXELO NGOMGAQO OLUNGISIWEYO
WEZEMALINXASO WANGAPHANDLE**

(9/1/4)

18 September 2017

REPORT FROM THE EXECUTIVE MANAGER: CORPORATE SERVICE/STRATEGIC SERVICES (B HOLTZHAUSEN) / ASSISTANT HUMAN RESOURCE MANAGER (C SCHEEPERS)

PURPOSE OF THE REPORT

The purpose of the report is to submit the amended External Bursary Fund Policy to Council for approval.

BACKGROUND

According to the Skills Development Act No 97 of 1998, The Education, Training and Development Committee requested that the External bursary policy must be reviewed and amended as per the legislation requirement.

The Education, Training and Development Committee met on 12 May 2017 and 18 August 2017 respectively to discuss the proposed changes to the External Bursary Fund Policy. The amended Policy was workshop with full Council on 18 September 2017.

FINANCIAL IMPLICATIONS

As per the approved budget for training and development section.

RELEVANT LEGISLATION/REGULATIONS/POLICIES

The Local Government Municipal System Act, Act 32 of 1998
White Paper on Local Government, March 1998
Skills Development Act, Act 97 of 1998
Skills Development Levy Act, Act 9 of 1999
Employment Equity Act, Act 55 of 1998
National Development Plan
The National Human Resource Development Strategy
Eden District Municipality's IDP 2017 - 2021

UITVOERENDE OPSOMMING

Op 'n jaarlikse basis is die norm dat alle beleide hersien word, en gevolglik het die Opleidings seksie in samewerking met die Departementshoof sekere veranderings aan beleide gemaak vir oorweging deur die Opvoedkundige, Opleiding- en Ontwikkeling=komitee en Raad.

RECOMMENDATION

That the amended External Bursary Fund Policy be approved.

AANBEVELING

Dat die gewysigde Eksterne Beurs Befondsingsbeleid goedgekeur word.

ISINDULULO

Sesokuba umgaqo olungisoweyo Wezemalinxaso Wangaphandle uphunyezwe.

APPENDIX

ANNEXURE A

- External Bursary Fund Policy.



EDEN

DISTRICT MUNICIPALITY
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EXTERNAL BURSARY FUND POLICY

Name of Policy

The name of the policy is the External Bursary Fund Policy

1. Preamble

1. One of the government priorities in line with the Medium Term Strategic Framework and National Youth Development Strategy is to strengthen the skills and human resource base for all people who live in South Africa.
- 1.2 This will require that there is a coordinated and holistic response by all stakeholders involved in youth development programmes and activities. To this effect the IDP 2017-2021 of Eden District Municipality has identify youth development and the development of human resource as a priority for the district.
- 1.3 The External Bursary Fund Policy seeks to encourage youth residing in the Eden district area to access and enrol for academic programmes that will see them realising their goals.

2. Legislative Framework

- 2.1 National Development Plan
- 2.2 Skills Development Act, Act 97 of 1998
- 2.3 The National Human Resource Development Strategy
- 2.4 Eden District Municipality's IDP 2017 – 2021

3. Scope of Policy

The policy is applicable to all students within the municipal jurisdiction of Eden District Municipality.

4. Policy Objectives

- 4.1** To create a more productive workforce through Education, Training and Development.
- 4.2** Provide equitable access to Education, Training and Development institutions for students, especially those from previously disadvantage communities.
- 4.3** To improve the standard of living and quality of life for young people.

5. Guiding Principles

- 5.1** Bursary will be awarded to financially needy and academically deserving students.
- 5.2** Indigent statistics, household income, and any other relevant information shall be used to determine financially deserving students.
- 5.3** Only one application per **household** will be considered,
- 5.4** Qualifying applicant(s) shall be awarded a fix amount as referred to in clause 5(1), provided that similar award is not offered to the student by any other funding institution and this is within Eden District Municipality's financial means.
- 5.5** Bursaries will be awarded subject to **budgetary provisions**.

6. Qualifying Requirements

- 6.1 Only qualification standards that are recognised by the South African Qualifications Framework (or any applicable legislation) and that take place at statutory recognised educational or academic institutions.
- 6.2 **Only applications for a first tertiary qualification, preparatory courses for a first qualification or other first qualifications of a technical nature.**
- 6.3 Applications for bursaries must be submitted on the prescribed application form and must reach the Eden District Municipality Offices before the closing date.
- 6.4 Applications for bursaries must be accompanied by certified statements or results of the previous academic year or semester.
- 6.4 ***Applications for bursaries must be accompanied by certified statements of household income or affidavit of unemployment and indigence.***

7. Recruitment and Selection

- 7.1 Invitation for applications will be advertise in newspapers within the Eden District, Website of Eden DM and notice boards of Eden DM and local municipalities.
- 7.2 Application forms will be available at offices of Eden DM, website and local municipalities.
- 7.3 The administration (human resource section) will develop a shortlist according to qualifying criteria and submit report to Education Training and Development Committee.

- 7.4 The Education Training and Development Committee will make final selection for recommendation to the Executive Mayor for his/her approval.**

8. Bursary Award

- 8.1 Bursary award is only applicable for the one academic year
- 8.2 This bursary award is subject to written acceptance by student, after receipt of bursary letter from EdenDM, submission of acceptance letter of institution,
- 8.3 submission of proof of registration from institution, and submission of signed award contract.
- 8.4 Students must provide Eden DM with account or invoice from institution before any payment is made.
- 8.5 **The bursary award will only cover registration and tuition fees.**
- 8.6 Payments will be made to institution and may only be made to student after submission of receipt for payments made by student.

9. Withdrawal Of Assistance

- 9.1 Students who do not perform satisfactorily will lose the opportunity of continued financial support
- 9.2 Students who do not manage to attain a minimum number of credit will also lose financial support
- 9.3 In case of withdrawal of bursary award, students shall be informed of the termination of the award in writing and the reasons thereof.

10. Continued Funding

All bursary holders shall reapply for funding annually by completing the necessary application forms. Students who

have been awarded continued funding will be advised in writing.

11. General Provisions

- 11.1 The number of bursaries, fields of study as well as progress of bursars must be reported to Council annually.
- 11.2 Students may not change from the enrolled subjects/study course, ***without approval from Eden DM.***
- 11.3 The Human Resource Management Section of Eden DM shall be responsible for the administration of the bursaries.
- 11.4 The Municipal Manager may, where necessary, depending on organisational operational requirements offer bursary students an opportunity to do experiential learning (i.e. shadowing, in-service training etc) within the scope of other related policies.

12. Budget

The Municipal Council must make budgetary provision for External Bursary Fund

13. Effective date of Policy

This policy shall take effect on the date of approval thereof by resolution of the council.