



EXTERNAL FINANCIAL ASSISTANCE POLICY

Date
Approved:

22 06 2021

Council Resolution

DC: E9

CONTENTS

1. Legal Framework	3
2. Scope of the Policy	3
3. Policy Objectives	3
4. Guiding Principles	3
5. Qualifying Requirements	4
6. Recruitment and Selection	5
7. Financial Assistance Award	5
8. Withdrawal of Assistance	5
9. Continued Funding	6
10. General Provisions	6
11. Budget	6
12. Effective Date of Policy	6
13. Policy Review	6

1. LEGAL FRAMEWORK

- National Development Plan
- Skills Development Act, Act 97 of 1998
- The National Human Resource Development Strategy
- Garden Route District Municipality's IDP 2017 – 2021

2. SCOPE OF THE POLICY

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

3. POLICY OBJECTIVES

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

4. GUIDING PRINCIPLES

- 1.4. Financial Assistance will be awarded to financially needy and academically deserving students.
- 1.5. Indigent statistics, household income, and any other, relevant information shall be used to determine deserving students.
- 1.6. Only one application per household (add definition from STATS SA) will be considered.
- 1.7. Qualifying applicant(s) shall be awarded a fix amount as referred to in clause 5(1). Provided that the student does not receive a full scholarship from another institution.
- 1.8. Financial Assistance will be awarded annually and subject to budgetary provisions.
- 1.9. *People with disabilities will be encouraged to apply for financial assistance by deliberate programs. At least 10% will be allocated).*
- 1.10. Gender equity will be adhered to

5. QUALIFYING REQUIREMENTS

- 1.11. 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.
- 1.12. Only applications for a first tertiary qualification, preparatory courses for a first qualification or other first qualifications of a technical nature.
- 1.13. Applications for bursaries must be submitted on the prescribed application form and must reach the Garden Route District Municipality Offices before the closing date.
- 1.14. Applications for bursaries must be accompanied by certified statements or results of the previous academic year or semester.
- 1.15. *Applications for bursaries must be accompanied by certified statements of household income or affidavit of unemployment and indigence.*
- 1.16. *(missing joint income of parents and guardians R600 000.00)*
- 1.17. CRITERIA FOR CONSIDERATION

During the previous financial year the ETDC consider the following criteria as benchmark:

The criteria used for the selection process was as follows:

- Gender Equity
- Represents the demographics of the district
- A fairly geographic spread across all municipalities.
- Scarce skill priorities

It is imperative that the ETDC is made of aware of the current skills needs or gaps identified by the LGSETA in order to make an inform decision in allocating the bursaries to the unemployed youth.

- Priority no 1: Electrical, Mechanical and Civil Engineering;
- Priority No 2: Building Inspectors / Construction Management;
- Priority No 3: Water related studies;
- Priority No 4: Finance, Audit and IT;
- Priority No 5: Tourism & Film Industry;
- Priority No 6: Town Planning;
- Priority No 7: Public Administration;
- Priority No 8: Human Resource Management;
- Priority No 9: Project Management;
- Priority No 10: Law;
- Priority No 11: Social Services;
- Priority No 12: Primary Health Care;

- Priority No 13: Administration and Secretarial Services;
- Priority No 14: Other

6. RECRUITMENT AND SELECTION

- 1.18. Invitation for applications will be advertise in newspapers and community radio stations within the Garden Route District, Website of Garden Route DM and notice boards of Garden Route DM and local municipalities.
- 1.19. Application forms will be available at offices of Garden Route DM, website and local municipalities.
- 1.20. The administration (human resource section: training and development unit) will develop a longlist according to qualifying criteria and submit report to Education Training and Development Committee. The Education Training and Development Committee will make final selection for recommendation to the Executive Mayor for his/her approval.

7. FINANCIAL ASSISTANCE AWARD

- 1.21. Financial Assistance award is only applicable for the one academic year
- 1.22. This Financial Assistance award is subject to written acceptance by student, after receipt of Financial Assistance letter from Garden Route DM, submission of acceptance letter of institution,
- 1.23. submission of proof of letter of acceptance from institution, or proof of registration.
- 1.24. Students must provide Eden DM with account or invoice from institution before any payment is made.
- 1.25. The Financial Assistance award may cover registration, Tuition, accommodation, travel and book fees.
- 1.26. Payments will be made to institution and may only be made to student after submission of receipt for payments made by student.

8. WITHDRAWAL OF ASSISTANCE

- 1.27. Students who do not perform satisfactorily may lose the opportunity of continued financial support after interventions by the Training and Development Unit if unsuccessful.
- 1.28. Students who do not manage to attain a minimum number of credits will also loose financial support

- 1.29. Students that provide incorrect information applications will be disqualified.
- 1.30. In case of withdrawal of Financial Assistance award, students shall be informed of the termination of the award in writing and the reasons thereof.

9. CONTINUED FUNDING

All Financial Assistance holders shall reapply for funding annually by completing the necessary application forms. Students who have been awarded continued funding will be advised in writing.

10. GENERAL PROVISIONS

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

11. BUDGET

The Municipal Council must make budgetary provision for External Financial Assistance Fund

12. EFFECTIVE DATE OF POLICY

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

13. POLICY REVIEW

On the minutes of the Council meeting that took place on 22 June 2021 (E.8) this Policy was approved.

This document was signed on the _____ of _____ 20____.

Municipal Manager

Union Representative (SAMWU)

Union Representative (IMATU)