



INTERNAL BURSARY POLICY

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1. PREAMBLE

Garden Route 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 Garden Route District Municipality.

Garden Route District Municipality will therefore aim to develop and implement relevant policies and programmes to ensure fair, equitable, effective and transparent human resource management practices that will contribute to the principle of lifelong learning.

2. LEGAL FRAMEWORK

- The Local Government Municipal Systems Act, Act 32 of 2000
- The Skills Development Act, Act 97 of 1998
- The Skills Levy Act, Act 9 of 1999
- The Local Government Municipal Finance Management Act, Act 56 of 2003
- Employment Equity Act, Act 55 of 1998
- The Further Education and Training Act 1998
- All other collective agreements of SALGA Garden Route District Municipality Education, Training and Development Policy

3. ABBREVIATIONS

- TVET-Technical and Vocational Education and Training
- SALGA-South African Local Government Association.
- WSP-The Workplace Skills Plan
- AET-Adult basic education and training
- NQF-National Qualifications Framework
- GED-General Education Development
- GRDM- Garden Route District Municipality
- ETD- Education Training and Development

4. DEFINITIONS

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

4.1 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.

4.2 Employee development courses

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

4.3 Post-school qualification Definition

Highest post-school qualification is the highest qualification gained, apart from school qualifications, and is collected for people aged 15 years and over.

4.4 Post high school education is any school or specialized training which takes place after high school graduation, and would require a high school diploma or G.E.D. for admission to start the program. Traditionally this refers to college, but could include tech, Universities and trade programs as well.

4.5 Post school Education and Training

Post School Education and Training refers to all learning and teaching that happens after school. This includes private, public, formal and informal training. Universities, TVET colleges, private institutions, apprenticeship programmes, and in-service training all form part of and contribute to the PSET sector

4.6 Defining Tertiary Education

Tertiary education, more commonly referred to as postsecondary education, refers to academic pursuit undertaken after high school. Undergraduate programs include any postsecondary education that takes up to four years to complete, including certificates, diplomas, and associates and bachelor's degrees. Graduate programs typically require prior completion of an undergraduate degree and include diploma, certificate, masters and doctoral degree programs. You can find tertiary education programs at vocational schools, community colleges, technical schools, professional schools, colleges and universities.

5. SCOPE OF THE POLICY

Insert text All officials of Garden Route District Municipality, who wish to further their studies by means of correspondence courses or by attending an after hour classes, or contact sessions, subject to the conditions contained in the scheme, qualify for partaking in the scheme. Contract employees with a contract duration of less than a year will not qualify. This policy should be read in conjunction with all other related policies of the GRDM.

6. OBJECTIVES OF POLICY

- 6.1 To develop and build capacity of employees to perform their tasks in an effective, economic and accountable manner
- 6.2 To encourage employees to engage in or to continue studies to improve the quality of life of employees, their career prospects and labour mobility.
- 6.3 To increase the levels of investment in education and training in the Garden Route District Municipality, and that the return on that investment be improved.
- 6.4 To develop the skills and level of academic achievement of the Garden Route District Municipality workforce.
- 6.6 To facilitate active learning in the workplace.
- 6.6 To provide employees with opportunities to acquire new skills and knowledge.
- 6.7 To encourages employees to participate in training programmes.
- 6.8 To improves the advancement of previously disadvantaged employees.
- 6.9 To meet the objectives determined by career paths, learnership contracts.
- 6.10 To establish a pool of suitable candidates in order to support, inter alia, Succession Planning Policy.

7. ELIGIBILITY FOR STUDY ASSISTANCE

- 7.1 Every employee shall be eligible for study assistance in terms of this policy subject to the availability of a budget.
- 7.3 Priority will be given to a qualification within a scarce skills field as identified by the GRDM and the LGSETA and National Institutions.

8. QUALIFYING REQUIREMENTS

- 8.1 Only qualification standards that are recognized by the South African Qualifications Framework (or any applicable legislation).
- 8.2 Applications for bursaries must be submitted on the prescribed application form or on Collaborator and must reach the Human Resources Offices of Garden Route District Municipality Offices before closing date.
- 8.3 All applications will be assessed / prioritized, subject to availability of funds, in accordance with the following criteria:

Priority 1

- Employees that wish to study towards a qualification in a Scare skills related field as identified by GRDM.
- Employees who must obtain a qualification in order to meet the requirements of the post that they currently occupy.
- 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 (including AET, Grade 12 and NQF level 4 qualification.)

Priority 3

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

Priority 4

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

Designated Group

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 Garden Route District Municipality.

9. APPLICATION PROCEDURES

- 9.1 An employee whose intention is to study must complete an application form online (Collaborator) or manually
- 9.2. An employee whose intention is to study must approach his/her line manager to complete necessary section on application form

- 9.3 An employee whose intention is to study must approach Human Resource to complete necessary section on application form
- 9.4 All applications will be considered by the ETD Committee.

10. 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 or as determined by the ETD Bursary Committee of the GRDM.

11. FINANCIAL SUPPORT

- 11.1 Bursary award is only applicable for the one academic year
- 11.2 This bursary award is subject to written acceptance by student, after receipt of bursary letter from Garden Route DM, and submission of results
- 11.3 Submission of acceptance letter of institution
- 11.4 Submission of proof of registration from institution
- 11.5 Submission of signed award contract
- 11.6 Employees must provide Garden Route DM with an account or invoice from institution before any payment is made
- 11.7 Payments will be made to institution and may only be made to student after submission of receipt for payments made by student
- 11.8 The bursary amount may only be utilised for the following. – Registration fees, Class/tuition fee, Examination fees and books (Data will be made available in respect of the Computer and data policy of Council)
- 11.9 Travelling and subsistence expenses will be made in terms of the travelling and subsistence policy of the district municipality
- 11.10 Tendering of proof for compulsory class attendance for distance tuition is required before payment can be made.

12. CONTRACTUAL LIABILITY

The employee will be required to enter into an agreement with Garden Route DM for admission to the study assistance scheme and to remain in the service of the Garden Route DM for a period equal to which study assistance was granted. If the employee has received study assistance for a period of 3 (three) years, the second year of study shall deem to be the fulfillment 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.

13. 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.

A bursary holder who discontinues or fails to complete his/her studies without the consent from the Municipal Manager *shall repay the municipality*. No interest may be charged in terms of the Municipal Finance Management Act 56 of 2000. Bursars, who terminate their services with the Employer before the completion of their service obligations, shall pay back the Employer the outstanding pro rata costs as stipulated below:

Period worked back	Amount Owing
0 – 3 Months	100% of academic fees paid by the municipality
4 – 6 Months	75% of academic fees paid by the municipality
7 – 9 Months	50% of academic fees paid by the municipality
10 – 11 Months	25% of academic fees paid by the municipality

14. BURSAR/ LEARNER

14.1. The Bursar/learner must:

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

14.2. 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 for approval by the MM. Valid reasons and comments must be included in the application.

14.3. 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.

15. BUDGET

The GRDM will budget for financial aid towards further studies and awards are subject to budgetary provisions. The ETD committee will recommend and discuss the budget with the Human Resources (Training section) responsible for the execution of bursaries.

16. RECRUITMENT AND SELECTION

- 16.1. Invitation for applications will be advertised on notice boards of Garden Route DM and circulars.
- 16.2. Application forms will be available at human resource and all departments of Garden Route DM.
- 16.3. The HOD's of departments will be responsible for the dissemination of the information to all employees.
- 16.4. The administration (Human Resource) will develop a longlist according to qualifying criteria and submit report to Education Training and Development Committee.

- 16.5. The Education Training and Development Committee will make final selection for recommendation to the Municipal Manager for his/her approval.
- 16.6. Should the MM deviate/ change the list of recommendations, he/she must submit a report to the ETD committee with motivation/s in line with the policy.

17. GENERAL

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

18. 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)