

Internal Bursary policy

DID YOU KNOW:

DRDAR is committed to fair practices in an accountable and transparent manner when awarding bursaries to all its employees and commits to fund selected applicants for the duration of their study.



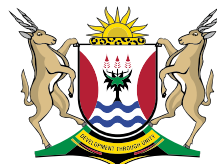
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Department:
Rural Development & Agrarian Reform
PROVINCE OF THE EASTERN CAPE

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DID YOU KNOW:

All Directorates must submit their priority occupational needs by the end of July of the previous financial year as identified in the Work Place Skills Plan for the incoming financial year.



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DID YOU KNOW:

A bursary is awarded only for studies in accredited national higher education institutions as per SAQA standards and preference is given to qualifying students from designated groups in the province.



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DID YOU KNOW:

Awarding of bursaries shall be aligned with the strategic need of DRDAR and the strategic needs that are relevant to the department and when awarding bursaries the Skills Development Committee must take into account the targets set by DRDAR's Employment Equity Plan.



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DID YOU KNOW:

The qualification to be pursued must be relevant to the field of work as envisaged in the career path plan of the department and bursaries will be awarded to employees who have served the Department for at least two years.



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DID YOU KNOW:

Attendance of block sessions and related study leave must be implemented in line with the departmental leave policy and an employee must not exceed six courses to ensure the work done by the employee is not negatively affected whilst employees should also ensure there is no disruption to the official hours of work.



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DID YOU KNOW:

Potential and determination to study should be displayed by the employee and the field of study to be awarded must be aligned to the Department and the individual's Personal Development Plan.



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DID YOU KNOW:

Where there are no substantial reason for termination of studies, the bursary holder shall repay the department 100% of the bursary awarded.



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DID YOU KNOW:

The bursary contract will be terminated if the employee is found guilty of misconduct or is dismissed by DRDAR, abandons studies, does not make satisfactory progress and exceeds the accepted years of study, is expelled or excluded by the institution where she or he is studying or deviates from the studies agreed upon without approval from the HoD.



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DID YOU KNOW:

An employee who apply to study on a full-time basis will be considered by the HoD or the MEC.



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DID YOU KNOW:

Managers at all levels are responsible for education, training and development of staff in their areas of operations, should identify training and development needs and formulate strategies to improve performance.



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DID YOU KNOW:

Managers must take a collective role in the training and development of staff and monitor their progress whilst they should also do coaching and mentoring through the on-the-job training and keep records of all training and development activities.



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DID YOU KNOW:

The Human Resource Development section should monitor the on-the-job training and progress of bursary recipients, coordinate training activities in the department, consult and advise managers in their responsibilities for training and development and keep skills profile of trained employees.



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DID YOU KNOW:

An advert inviting prospective recipients to applying is issued in September of each year whilst the Skills Development Committee shall process all application within one month of the closing date and give successful applicants confirmation letter applicants, after HoD's approval, in December.



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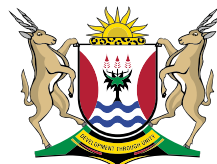
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