

PROVINCE OF THE EASTERN CAPE



**DEPARTMENT
OF
RURAL DEVELOPMENT AND AGRARIAN REFORM**

BURSARY POLICY

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DEFINITION /TERMINOLOGY USED

WORD/TERM	DEFINITION (WITH EXAMPLES IF REQUIRED)
HRD	Human resource Development
DRDAR	Department of Rural Development and Agrarian Reform
ECDRDAR	Eastern cape Department of Rural Development and Agrarian Reform
Ability	That which is within the individual that represent potential
Affirmative Action	A programme by which previously disadvantaged groups are provided with opportunities for advancement, even it entails elements of discrimination based on fairness.
Beneficiaries	This refers to both internal and external bursary recipients
Capacity	Where some of the personal characteristics of an individual, is added to the competence required. This refers to the combination of competence acquired with for example motivation, commitment and personal characteristics and styles of communication and thinking
Career Development	The formal process within the organisation whereby relevant and representative people make decisions on the appropriate learning for individuals within career path and/or within their current roles.
Career path	Described routes for vertical and or lateral movements within and outside the organisation's occupational and work structure.
Competence Acquisition	The Process, formal and informal, through which individuals gain competence.
Designated Groups	This refers to all previously disadvantaged groups such as Africans (Black and Coloured); Women , People with Disabilities (PWD's) as per equity ACT OF 1998 (Amended)
Development	Those processes relating to individuals, teams and the organization as a whole, which allow for effective growth to take place or which enables the growth to take place or which enables the growth of understanding, of relationships and of group functioning.
Education	Any formal, structured learning programme/s that relates to the theoretical conceptual and applied skills for the personal and / or work life of the individual
Skills Development Committee	A statutory structure designed to monitor the implementation of employment skills development issues within the department whose members are formally appointed by the Superintendent General
Employee	Any person who works for another person or for the state and who receives or is entitled to receive any remuneration.
Skill	An ability which is given expression, made evident, observable and performed
Training	Any form of structured learning (whether offered off the job/on the job) in which occupational, work related competence is

	required and /or developed
People with disabilities(PWD's)	Means people who have a long term or recurring physical or mental impairment which substantially limit their prospects of entry into, or advancement in employment
Learner	A person who is enrolled for a learning programme or who is using a formal or an informal opportunity to learn.

1. INTRODUCTION

The pursuit of further education and training is important as it exposes qualifying beneficiaries to new development in their professional careers, thus applicants are encouraged to pursue training and development interventions that will equip them with competencies to be able to improve their job performance and contribute to the overall vision and mission of the ECDRDAR.

This ensures continued supply of trained human resources that will enhance and sustain productivity in the Department, it is of utmost importance that resources are allocated to support and encourage this initiative.

DRDAR may finance the employees and the youth who qualify to further their studies based on the availability of resources. This financial assistance is in the form of a bursary that is paid to institutions for academic qualifications relevant to department.

2. OBJECTIVES

- 2.1. To guide the allocation of financial assistance to applicants (employees and external candidates) who wish to acquire skills required by the department.
- 2.2. To outline the role of the Skills Development, Education & Training Committee regarding the awarding of bursaries to applicants.
- 2.3. To provide guidelines on financial assistance to deserving employees and external applicants.
- 2.4. To provide training that is geared towards achieving efficiency in service delivery, assisting development of targeted priority skills areas to complement shortages within the department.
- 2.5. To develop and retain priority occupational areas acquired through this programme depending on availability of funded vacant posts, meet equity targets and implement career path plans.

3. LEGISLATIVE FRAMEWORK

- 3.1. Constitution of South Africa Act no 108 of 1996
- 3.2. Skills Development Act no 97 of 1998

- 3.3. Skills Development Levy Act no 9 of 1999
- 3.4. South African Qualifications Authority Act no 58 of 1995
- 3.5. White Paper on Public Service Training and Education, 1997
- 3.6. Provincial Human Resource Development Policy Framework
- 3.7. National Skills Development Strategy 2011 – 2016
- 3.8. And all strategic policy documents of the ECDRDAR
- 3.9. Public Service Act no 103 of 1994
- 3.10. Public Service Regulations of 1999
- 3.11. Employment Equity Act no 55 of 1998
- 3.12. Labour Relations Act no 66 of 1995
- 3.13. Basic Conditions Of Employment Act no 75 of 1997

4. PRINCIPLES

- 4.1. DRDAR is committed to fair practices in an accountable and transparent manner when awarding bursaries to all its employees and external applicants. This seeks to ensure that the principles embodied in the skills Development Act 97 of 1998 are adhere to as well as to create opportunities for employees in the department to further their development through part time studies in order to improve both the individual and organizational performance.

5. APPLICATION AND SCOPE

- 5.1. The policy will be applicable to all the employees of the Department of Rural Development and Agrarian Reform and external applicants.

6. IMPLEMENTATION GUIDELINES

6.1. TIME FRAME FOR AWARDING OF BURSARIES

- 6.1.1. All Directorates must submit their priority occupational areas needs by end of July of the previous financial year as identified in the Work Place Skills Plan for the incoming financial year.
- 6.1.2. The sitting of the Skills Development Committee for the awarding of bursary shall commence in September of every year to prioritize training needs and availability

of budget. The awarding of bursaries shall be aligned to the Recruitment Plan of the department.

- 6.1.3. An advert shall be issued in September inviting prospective recipients to apply for the incoming academic year.
- 6.1.4. The Skills Development Committee shall process all received applications within one month after closing date of bursary advert.
- 6.1.5. Confirmation letter shall be given to applicants by end of December.

7. CONDITIONS OF THE BURSARY SCHEME

7.1. EXTERNAL/INTERNAL APPLICANTS

- 7.1.1 Awarding of bursary shall be aligned to the Strategic needs of the Department as well strategic staffing needs which are relevant to DRADR mandate.
- 7.1.2 The Department commits to fund selected applicants over the agreed period of study as per qualification requirements provided candidates meet the selection criteria.
- 7.1.3 For internal applicants, the qualification to be pursued must be relevant to the field of work as envisaged in the career pathing plan of the department.
- 7.1.4 For external applicants, bursary is awarded only for studies in accredited national higher education institutions as per SAQA standards (Universities and University of Technologies).
- 7.1.5 Preference is given to qualifying students from designated groups in the Eastern Cape Province.
- 7.1.6 Bursary offer will be recommended by the Skills Development Committee and approved by the Head of Department.
- 7.1.7 Must take into account the targets set by the Employment Equity Plan of the Department.
- 7.1.8 On condition that the student confirms the receipt of bursary offer, DRDAR will abide by the signed bursary (contract) agreement.
- 7.1.9 The student who was granted a bursary in a particular year and failed to register or defaulted, will be required to submit a re-application for the following year. This does not guarantee an award in the next year of application.

- 7.1.10 Bursary for full time students is used for the payment of tuition, accommodation, meals and prescribed books.
- 7.1.11 In an event where a student is awarded a merit/excellent performance bursary by the Institution or any funder while is a DRDAR bursary recipient, any credit due as a result thereof must be disclosed to the Department by the institution.
- 7.1.12 Upon receipt of proof DRDAR will refund all monies paid by a student or parent which relate to tuition, accommodation, meals, prescribed books due to payment delays by the department.
- 7.1.13 Student may undergo experiential training at the nearest DRDAR office during vacation for qualification purpose and department will not pay any stipend.
- 7.1.14 Each student or group of students must be allocated a mentor who must coach and advise the student during his/her study period and after completion.
- 7.1.15 Internal bursary recipient must stay with the Department equivalent to the years funded after completing his/her studies, unless he/she is transferring within the public service. Should he/she resign before end of this stipulated period the department must determine an amount to be refunded
- 7.1.16 On completion of qualification, the placement of bursary holders who apply for vacant funded posts will be given preferential consideration by the department.

8. ATTENDANCE OF CLASSES AND BLOCK SESSIONS FOR INTERNAL RECIPIENTS

- 8.1. Attendance of block sessions and related study leave must be implemented in line with the departmental leave determination policy.
- 8.2. The number of courses an employee can register per academic year must not exceed six courses but not less than three courses. This is to ensure that the work done by the employee is not negatively affected.
- 8.3. Serving employees studying on a part time basis at a tertiary institution must ensure that there is no disruption to the official hours of work.

9. CRITERIA FOR AWARDING BURSARIES

9.1. The following Departmental criteria must be considered when awarding a bursary to an applicant:

9.1.1. Issuing of bursary must be based on yearly, mid-term to long term recruitment and HR plans of the Department.

9.1.2. The field of study of which a bursary will be awarded to an internal applicant/bursary holders must be aligned to the Department and the individual's Personal Development Plan.

9.1.3. The granting and takeover of bursaries must have direct relevance to the functions performed within the Department.

9.1.4. For external applicants the financial situation, academic performance will be considered.

9.1.5. For internal applicants, potential and determination to study should be displayed.

9.1.6. All bursaries will be awarded to employees who have served the Department for at least two years i.e. completed probation period.(this applies only to new employees in the Department/public service)

9.1.7. Where there are no substantial reasons for termination of studies, the applicant/ bursary-holder shall repay the department 100% of the bursary awarded.

9.1.8. A prospective student must disclose all his/her sponsors on the application form and failure to disclose will lead to withdrawal of bursary offer by the department.

9.1.9. **The awarding of bursaries will be guided by the Human Resources Plan and Recruitment Plan.**

9.1.10 Awarding of bursaries to internal staff will also be part of the Retention Strategy.

10. CONTRACTUAL AGREEMENT AND BREACH OF CONTRACT

The contract will be terminated if the student:

10.1. Is found guilty of misconduct or is dismissed by the Department.

10.2. Does not make satisfactory progress and exceeds the accepted years of study.

10.3. Is expelled or is excluded by the institution where he/she is studying.

- 10.4. Abandons his/her studies (default) even if it is for 1 year before completion without prior approval from the Head of Department. The student must pay back the money the Department paid for him or her within 12 months as according to the Public Finance Management Act (PFMA).
- 10.5. Deviates from the study direction agreed upon without prior approval from HoD.
- 10.6. If the employee resigns from the Public Service.

11. RELEASE FROM DUTY TO STUDY FULL-TIME: SERVING EMPLOYEES

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

12. TAKE-OVER OF BURSARIES AND /OR STUDENT DEBTS

- 12.1. A take-over of bursary contract by the Department may, however, be negotiated between the departments, provided that the employee's study direction, when considered in the context of the functions of the receiving Department, complies with the criteria set out in this policy.

13. ROLES AND RESPONSIBILITIES

13.1. Bursary Holder:

- a) The bursary holder must sign an agreement.
- b) Is expected to comply with the terms and conditions of agreement.
- c) Disclose all required information

13.2. Head of Department:

15.2.1 The Head of the Department is accountable for all bursaries awarded in the Department. This is part of his responsibility of achieving the highest levels of efficiency and effectiveness in the Department. The head of the Department must:

- a) Ensure that sufficient funds are available for bursary holders.
- b) Approve the utilization of the funds and all donor funds.

13.3. Managers:

15.3.1 All managers at all levels are responsible for education, training and development of staff in their areas of operation. They must:

- a) Identify training and development needs through the Performance Management and Development System and formulate strategies to improve performance.
- b) Take a collective role in the training and development of staff and monitor their progress
- c) Coaching and mentoring through on-the-job training
- d) Submit annually, Workplace Development Plans for the Division or Directorate
- e) Keep records (Data Base) of all training and development activities within their division
- f) Make recommendations where needed.

13.4. Human Resource Development:

- a) Coordinate training and development programs with the relevant Sector Education and Training Authority (SETA)
- b) Monitor on the job training and progress of bursary recipients
- c) Liaise with institutions of higher learning
- d) Develop an integrated Workplace Skills Plan for the Department
- e) Coordinate training activities in the Department
- f) Consult and advise managers in their respective responsibilities for training and Development
- g) Oversee the monitoring & evaluation, quality assurance of the training and development programs that are offered by the service providers and in-house training
- h) Keep skills profile of trained employees

14. COMPOSITION OF SKILLS DEVELOPMENT COMMITTEE (Bursary Committee)

14.1. Composition of SDC at Head office

- a) Chief Director's
- b) Chairperson – Chief Director – Corporate Services
- c) Secretariat -HRD
- d) Union representative where one representative per recognised Union

14.2. Composition of SDC for Districts/Institutions

- a) All Deputy Directors including a Corporate Manager
- b) Chairperson – District Director/Institutional Head
- c) Labour Union representative where each labour representative per recognised labour union
- d) Secretariat - HR Practitioner

14.2.1. The SDC must meet quarterly or when a need arises.

15. MONITORING & EVALUATION

- 15.1. Implement mechanisms for the monitoring and evaluation of bursaries awarded by the department.
- 15.2. The monitoring and evaluation responsibility of this policy shall reside jointly with the Chief Director: Corporate Services, the Director: HRM, Deputy Director: HRD, the Skills Development Committee and the various Branches DRDAR in consultation with social partners.
- 15.3. Violation of this policy may result in corrective or disciplinary action which may lead up to and including dismissal. It is the responsibility of the receiving supervisor/manager to ensure that the employee meets all the qualifying requirements contained in this policy document before approving or submitting applications for approval.

16. POLICY REVIEW

- 16.1. This policy shall be assessed in 3 years from its effective date to determine its effectiveness and appropriateness. It can be assessed before that time as necessary to reflect substantial organizational changes in the department or any change required by law.

17. RECOMMENDATIONS & APPROVALS

Recommendations

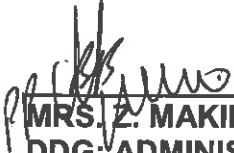
strongly recommended for approval

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MRS. E. MAKINA
DDG: ADMINISTRATION
Date: 27/03/2018

Approved / ~~Not Approved~~
Comments:

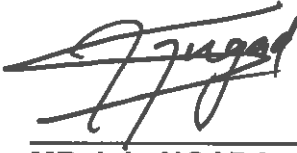
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MR. L.L. NGADA
HEAD OF THE DEPARTMENT
Date: 28/03/2018