

DISTRICT-WIDE BURSARY POLICY

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Date of Effect: 24 January 2012	Date of Approval: Annually

Notwithstanding the review date as shown, this policy shall remain effective until approved otherwise by Council and may be reviewed on an earlier date as deemed necessary.

DISTRICT-WIDE BURSARY POLICY

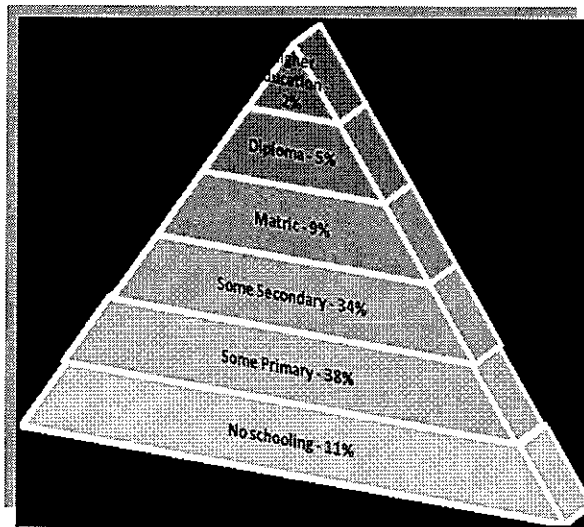
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1. BACKGROUND

South Africa like many developing countries of the world is faced with knowledge and skills challenges at different levels and depths. Capricorn District Municipality commits to contribute in the development of knowledge and skills within its jurisdiction. It is through this effort that the municipality seeks to create a district wide bursary scheme. The bursary scheme is purposed to assist young people in the district who would like pursue undergraduate studies at institutions of higher learning.

According to the StatsSA's Community Survey 2007, about 11% of the district's population of 20 years of age and above had no schooling. The survey also reflects that 38% of this age group was the largest to have received primary education. Furthermore, only about 7% of the district's population within this age cohort of 20 years and above had higher education. This implies that the majorities of the population in particular young people has a low skill level and seek employment or are unemployable. This age group also seeks to improve their education levels and employability status. The

The education levels within the district levels are reflected in the figure below:



Source: Community Survey 2007, StatsSA

As indicated in the adopted IDP (2011/12) the above figure is indicative of the limitations of the district in as far as skills gap regarding formal education. The figure above emphasizes the fact that 11% population in the district has no formal education and only 34% has limited education below Grade 12. This requires the municipality to invest in skills that would ensure employability and addresses skills that would propel service delivery as well as capacity of our technical skills and largely the skills gaps in the district.

This policy document seeks to ensure the empowerment of people from disadvantaged backgrounds who would like to pursue academic studies at institutions of higher learning. The disadvantaged person must be a full resident within CDM and willing to pursue studies that will build knowledge and skills applicable to the functions and activities of a local authority and/or capacity within the scarce skills framework as espoused by government.

2. PURPOSE

The explicit purpose of CDM in this regard is:

- a) Contribute to the National pool skills to be expressed at local authority level for the benefit of South Africa's society

- b) Bridging the skills gap within the district
- c) To provide financial assistance to the needy in line with the skills needs within the district
- d) To give impetus to the National Skills Development Strategy

3. OBJECTIVES

The objectives of the district-wide bursary policy are primarily to:

- i) Promote a culture of learning through the provision of bursaries to disadvantaged qualifying people who intend furthering their studies
- ii) Improve the employability / promotional prospects of the previously disadvantaged
- iii) To redress those disadvantages through training and development
- iv) Increase the level of investment in education and training and improve the return on investment on the labour market
- v) Build a competent pool of potential employees and/or entrepreneur who will be able to render professional services to council and communities

4. PRINCIPLES

CDM will grant financial support, where applicable, to qualifying persons who need to study at recognized and accredited institutions of higher learning. Studies to prospective applicants as follows:

- 4.1. All study fields to be supported must be in line with CDM's needs

4.2. All study fields are supportive of CDM's strategic goals and objectives

4.3. Awards will be transparent and equitable guided by the following legislative imperatives:

4.3.1. Skills Development Act, Act 97 of 1998

4.3.2. South African Qualifications Authority Act, Act 58 of 1995

4.3.3. Higher Education and Training Act, Act 98 of 1998

5. DEFINITIONS

Accreditation	refers to the procedure by which an authority's body gives formal recognition that an institute, body or persons is competent for/to offer a specific purpose/course/subject/qualification
Bursary	refers to the financial assistance provided to study either part-time or full-time in-line with the Municipality' needs and approval.
Bursary Holder	refers to a person whom the Municipality has provided financial assistance and signed an agreement and adheres to the contents thereof.
Institution	refers to any higher education or further education institution, deemed to be established or declared as such registered as a public Higher Education or Further Education Institution by the Director-General of the National Department of Education.

National Qualification Framework
Framework

means the National Qualifications
approved by the Minister for the registration
of national standards and qualifications.

6. APPLICABLE LEGISLATIVE FRAMEWORK

Legislative imperatives in 4.3 above shall apply coupled to government's strategic orientation encapsulated in the Accelerated shared growth initiative of South Africa programme and other related National, Provincial and Local initiatives.

The following pieces of legislation form key conceptualizations of the policy:

- 6.1. **The Constitution: Republic of South Africa Act, 1996** (Act 108, 1996)
- 6.2. Skills Development Act, Act 97 of 1998
- 6.3. South African Qualifications Authority Act, Act 58 of 1995
- 6.4. The Higher Education and Training Act, Act 98 of 1998
- 6.5. The Municipal Finance Management Act, Act 56 of 2003

7. RECRUITMENT GUIDELINES

- i) CDM as the equal opportunity organization and affirmative action employer will adhere to the Employment Equity Policy and Affirmative Action Policy in the recruitment of disadvantaged persons in need of financial assistance.

- ii) CDM will use the District Communication Strategy and other channels/methods of communication to reach all communities within its area of jurisdiction and attract suitable candidates from designated groups
- iii) Advertisement/s for financial assistance will be opened for a period of 2 months from 01 of November to 31 of December.
- iv) Advertisement/s for financial assistance to disadvantaged /designated groups will be advertised in every three years after the intake of 20 candidates

7.1. Procedures and Processes

- 7.1.1. Corporate Services through the HR division shall before the end of August each year conduct career exhibitions and publicise the district bursary scheme at schools and /or institutions of higher learning
- 7.1.2. All career exhibitions shall focus on all identified study fields or research to be funded by CDM the district wide bursary scheme
- 7.1.3. Linked to exhibitions and notwithstanding possible constraints, all other applicable media will be used at strategic points to promote the Bursary scheme e.g. posters at libraries, civic centres and tertiary institutions; print and/or electronic media
- 7.1.4. The Department of Corporate Services through the HR Division, will after every 3 years publicise study fields to be funded by CDM the following year. The publication shall target the previously disadvantaged people

7.2. Selection Criteria

All applications shall be subjected to a selection criteria and the award will be processed for full-time studies only.

- a) Candidates will only be selected to pursue study fields linked to the human resources needs of the municipality
- b) CDM will consider candidates who passed Grade 12 and meet the requirements of university or technical college entrance/admission.
- c) Proof of income / financial position of the applicant's parent(s) and/or guardian(s)
- d) Priority points are to be awarded to designated groups as defined i.e. blacks, youth, females, the disabled and resident within CDM.
- e) Bursary allocations will be informed by principles embodied in Employment Equity imperatives and related legislation(s) and/or practices
- f) Consideration for grants will further be informed by a document "Proof of Admission" issued without erasure by an institution the applicant has lodged an application with
- g) Applications received after 31 December each year will be considered late and will subsequently be disqualified
- h) Successful candidates will be informed at the beginning of the academic year once all other relevant results have been processed

- i) Information to successful candidates will assume an appropriate letter outlining further requirements, if any, and the letter will further inform candidates of CDM's expectations
- j) Once approved, all bursary grants will be paid directly to the relevant academic institution on terms agreed to between CDM and such an institution

7.3. Expenses Covered

The allocated bursary i.e. the award will cover the following expenses:

- a) Full tuition, registration and examination fees will be covered to a maximum amount to be determined by the Municipal Manager
- b) Accommodation fees on campus (capped within budget constraints). If campus accommodation is not allocated, private accommodation will be paid for subject to such accommodation costs not exceeding campus fees and documentation that CDM may require as adequate proof for private accommodation.
- c) An amount to a maximum of R2 000.00 (two thousand) per annum per learner will be paid in lieu of required books and learning materials

7.4 Contractual Agreement(s)

7.4.1 Bursary holders shall enter into a reciprocal contract with CDM

7.4.2 The contract will include inter alia:

- a) Bursary holders will upon completion of their studies be placed on the internship programme for a period of a year;
- b) In case where the bursary holders are not available for internships, will be required to reimburse CDM the amount equivalent to the final year of study;
- c) One year of funding for each year of study or any part thereof
- d) Interest accrued for the entire period to be reimbursed
- e) The declaration to reimburse will be waived in the event the bursary holder opts to work for CDM for an equivalent period of funding. In the latter case, the funding will be processed as a full bursary for every year worked until an equivalent of the study period is reached

7.5 Termination and/or Extension of the Bursary Contract

- a) All candidates who fail to progress to the next level of their study programme must show cause reasons; failure of which funding shall henceforth be stopped.
- b) The Accounting Officer will make a determination on the reasons advanced by the Bursary holder as to whether, such candidate/s still qualify for funding or not.
- c) Bursary holders who failed to advance reasons shall repeat their studies at own expenses
- d) The bursary holder/s to qualify for funding once progress to the next level is confirmed must re-apply as funding will not be automatically processed.
- e) Dual bursary holders will be summarily terminated from CDM's bursary scheme and all monies already paid will be immediately

payable unless the candidate enters into an acceptable contract to CDM for the recovery of the debt

- f) Students who, after failing a year of study, are unable to repeat at their own expense irrespective of reasons advanced, will be required to reimburse CDM the full amount already incurred towards their studies
- g) The Accounting Officer or his/her delegate may extend the bursary contract for students who were unable to complete their year of study due to circumstances beyond their control

7.6. Change of Study Programme

Bursary holders who wish to change their study programme / field may only do so with the expressed recorded approval of the Accounting Officer or his/her delegate. Consideration will however be given to those students who passed all subjects in the study field they wish to change from.

The preferred study field after the change should fall within CDM's priorities as identified and confirmed through relevant processes. The Bursary holder will be required to enter into a new extended contract with CDM

8. IMPLEMENTATION AND MONITORING

The Human Resource and Corporate Services Divisions will be responsible for the implementation of this policy. CDM has the authority through the office of the Municipal Manager to change this policy as it may deem necessary from time to time

9. APPROVAL

This policy was approved by council on the 24th day of January 2012
Signed by Manshata H.M. in his/hr capacity as Acting Municipal Manager On
behalf of council, on the 27th of February 2012

This policy will be reviewed as and when authorities feel necessity.