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Department Public Safety  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



# ***STAFF BURSARY POLICY***

**“Harnessing the Potential of all Employees”**



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## 1. PREAMBLE

The Government's commitment to promoting active labour market policies and guaranteeing the quality of training and education is well demonstrated in the Skills Development Act, 1998, the Skills Development Levies Act, 1999 and the SAQA Act, 1995. This legislation introduces new institutions, programmes and funding policies designed to increase investment in skills development. To highlight the importance of skills development as a critical contributor to economic development the North West Provincial Administration has developed the North West Skills Development HRD plan. This document seeks to address the ever-present reality of the global economy and the imperative to increase skills within the province to improve productivity and services.

**Secondly** it seeks to address the challenges of an unequal society, to make it more inclusive and to encourage greater cohesion. For the Department of Public Safety to succeed in its mandate of providing an efficient, safe, affordable, sustainable and accessible transportation system it needs to invest in development and education. The bursary policy is developed to support a holistic approach to HRD in the Department, it opens an opportunity for us to enhance and develop skills for economic development in the transport sector particularly focusing on the needs of the province through a better co-coordinated and aligned initiative with other partners in the Safety sector.

## 2. INTRODUCTION

In terms of Part IX, Section E of the Public Service Regulations 1999, as amended the Head of Department may grant bursaries for higher education to both serving and prospective employees, but may allocate bursaries for general education, further education and training only to serving employees at all grades.

The awarding of bursaries will enhance the transformation of the Department of Public Safety, North West Provincial Administration into a dynamic, needs based and pro-active work force.

## 3. DELEGATION OF AUTHORITY

The Head of Department may delegate all normal bursary functions, excluding the allocation of bursaries and the waiving of bursary obligations, as well as the ceding of rights and liabilities of bursary holders in the case of privatization or alienation of functions.

#### 4. DEFINITION OF TERMS.

In this protocol, unless the context indicates otherwise the following words mean:

**Bursary holder** – a person, studying with financial assistance from the Department;

**Department**-The Department of Public Safety, North West Province

**Agreement/contract** – a prescribed agreement between the bursary holder and the Department of Public Safety with conditions to adhere to;

**Rights/liabilities** – bursary holders' and departmental obligations and responsibilities;

**Differently able** – a person with a disability;

**Institution** – a recognized technikon or university;

**Breach of Contract** – when a bursary holder fails to adhere to the contractual stipulations and has to refund all moneys paid;

**Satisfactory progress** – a 50% pass rate of subjects paid for or a satisfactory progress report from institution indicating that you are progressing to a next level

**Distance education** – studying through a correspondence institution;

**Academic level** – course academic year not calendar year;

**Senior management** – from Director level and higher;

**Uninterrupted period of service** – period of service with no other leave than normal vacation and sick leave;

**Ceding of rights** – to give up your rights;

**Qualification** – A planned combination of learning outcomes.

**Undergraduate studies**---studies needed to obtain a Bachelors degree

**NQF** – A single co-ordinate education and training system based on national standards and qualifications to foster lifelong learning;

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Bursary policy 01/2010: Human Capital Development. Developed by: DD HCD MJM  
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**SAQA** - A body that oversees the development of a National Qualifications Framework.

## **5. DESCRIPTION OF ABBREVIATIONS**

**PALAMA** – Public Administration Leadership and Management Academy.

**NSFAS** – National Student Financial Aid Scheme

**SETA** – Sector for Education and Training Authority

**HRD** – Human Resource Development

**RPL** – Recognition of Prior Learning

**NQF** - National Qualifications Framework

**SAQA** - South African Qualifications Authority

**DTC** - Departmental Training Committee

**HOD**- Head of Department

## **6. PURPOSE**

**The protocol framework is to:**

- ❖ Provide guidelines for identification and awarding of bursary opportunities within the Department of Public Safety.
- ❖ Promote educational growth and development in line with the departmental needs
- ❖ Improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through training and education, as stipulated in The Skills Development Act, 1998.
- ❖ Provide guidelines on internal staff capacity development

## **7. OBJECTIVES**

- ❖ To promote a culture of life long learning within the department.
- ❖ To promote transport as a career and field of study
- ❖ To build a learning organization.
- ❖ To develop a cadre of competent and qualified specialists within the organization.



- ❖ To afford previously disadvantaged individuals an opportunity to gain technical and professional qualifications.
- ❖ To provide current employees with financial assistance and opportunities for further development.
- ❖ To improve the learning and skills levels of the North West Province public officials in line with the labour market skills demands for the promotion of economic growth development of the Province.

## 8. PRINCIPLES AND VALUES

- ❖ Act in accordance with the spirit of the law and prescripts
- ❖ Deal equitably, honestly and responsively with staff and the public students.
- ❖ Avoid real or apparent conflict of interests
- ❖ Uphold individual rights to privacy
- ❖ Ensure fair decision-making
- ❖ Close focus on results
- ❖ Pursuing efficiency and effectiveness at all levels
- ❖ Delivering services to clients conscientiously and courteously

## 9. SCOPE OF APPLICATION

The bursary policy is applicable to all staff members of the Department of Public Safety who want pursue studies relevant to core functions of the Department.

The bursary will cover the following critical skills in the department.

### Core-Function

<b>Transport management</b>	<b>Economics and Finance</b>
<b>Transportation Management</b>	<b>Human Resource Management/ Development</b>
<b>Traffic Management</b>	<b>Accounting</b>
<b>Risk Management</b>	<b>Internal Auditing</b>
<b>Public Management</b>	<b>Legal Fields including Labour Relations Management</b>

## 10. REGULATORY FRAMEWORK

The directives contained in this protocol are issued in accordance with the following provisions:

The Constitution of the Republic of South Africa Act, No. 2 of 1994;

The Skills Development Act, No. 97 of 1998;

Skills Development Levies Act

The Public Service Act, 1994 (Proclamation No. 103 of 1994);

The Financial Management Act, No. 1 of 1999 (Amendment Act No. 29 of 1999);

The Public Service Regulations, 2001 as amended  
White Paper on Transformation

The Employment Equity Act, No. 55 of 1999; and

Treasury Instructions

## 11. GENERAL DIRECTIVES

Allocation of bursaries is restricted to the inhabitants of the North West Province.

- ❖ Part time bursaries are allocated for studying at Technikons and Universities and any other accredited Institution of Higher Learning within the Republic of South Africa with special preference to those within the Province.
- ❖ Part time bursaries are allocated in accordance with the Departmental and sectoral needs, in line with the departmental strategic objectives, Employment Equity Plan and Human Resource Plan
- ❖ Part-time bursaries are allocated to permanent staff on the relevancy of the employee's post, PDP, Departmental line-specific needs, and availability of funds and the final recommendation of the Departmental Training Committee and subjected to the approval of the Head of Department.
- ❖ All bursary holders are required to enter into an agreement to serve the government for one year for every year a bursary was received. They will be contractually bound to work in the Public Service or to refund the department as stipulated in the contract.
- ❖ Specific bursary matters that are not addressed in the prescribed Agreements contract will be regarded as regulated by The Public Service Act, 1994, the Public Service Regulations, 1999 as amended and where applicable other legislation and directives.
- ❖ Rights and liabilities of both parties to the agreement should be discussed with the bursary holders before entering into the Agreement / contract.
- ❖ Part time bursaries are allocated for the minimum prescribed

- ❖ Period/duration of the course or remaining period of the course
- ❖ Part-time bursaries are allocated for the minimum prescribed period.
- ❖ Bursaries cannot be allocated retrospectively.
- ❖ Bursaries cannot be transferred from one bursary holder to another or from one academic year to another. Bursary holders must register within six months after the bursary was granted, otherwise the bursary will be withdrawn
- ❖ Subject fees will be paid once only. Failed subjects/courses must be repeated at own cost.
- ❖ All payments must be made in favour of the academic institution.
- ❖ If any overpayments occur, the bursary holder must be informed accordingly and the overpayment be recovered from his/her salary. The overpayment must either be:
  - Recovered by a cash refund,
  - Monthly deductions (maximum of twelve payments) from employee's salary.
  - In the case of part-time bursary holders (debt advice to salary office) from the next bursary payment.
- ❖ A bursary will be suspended if a bursary holder fails to pass at least 50% of the subjects paid or does not progress satisfactorily. It must be repeated at on own cost. However, new subjects enrolled for whilst repeating failed subjects will be refunded after the successful completion thereof.
- ❖ The maximum period of postponement of bursary obligations is two years.
- ❖ All relevant documents, such as proof of registration, accounts, progress reports, semester/year-end results, certificates and appointment letters for Part time students, must be submitted by the bursary holders within the first three months of the semester/academic year. However, Administrative Officers must take action if the mentioned documents have not been submitted by 1 April (and 1 September for semester students) of every year.
- ❖ If a bursary holder wishes to settle her/his bursary obligations in one payment before breach of contract is affected she/he does not have to pay any interest, a copy of the receipt must be submitted with approval of breach of contract. If the settlement is not in one payment, the normal breach of contract procedures must be followed and the debt to be transferred to the Debt Recovering Component by means of a Debt Advice.
- ❖ Breach of contract **must** be affected immediately after September of each year, if none of the above-required documents has been submitted and no response to the request for submission has been received.



- ❖ A PERSAL audit must be conducted twice annually (April and September) by the Administrative Officer to verify the status of appointment of bursary holders to ascertain all transfers and terminations of service.
- ❖ The Administrative Officer for Bursaries or employee with an equivalent rank must also check all recording of payments made **prior** to the approval of every payment. The said employee will also be responsible for checking the correctness of recordings and entering them on PERSAL on a monthly basis.
- ❖ In order to handle a huge load of payments and avoid financial risks, all payments shall be made by means of electronic payments and bursary holders' details should be entered on a centralized database with the HRD UNIT at Head Office.
- ❖ A bursary holder may not utilize more than one bursary simultaneously.

## 12. BREACH OF CONTRACT

A breach of contract is constituted if a bursary holder is found guilty of one of the following:

### 12.1. FAILURE TO SUBMIT ANY RESULTS/ PROOF OF REGISTRATION

Results should be submitted as soon as possible after having been made available by the institution, as well as proof of registration (account), stating all subjects registered for on commencement of each semester/year of study. This also applies to submission of a degree/diploma/certificate as proof of completion of the course. This is the responsibility of the bursary holder as agreed to by entering into the contract.

### 12.2. TERMINATION OF STUDIES

**The bursary contract will be terminated based on the following conditions:**

- If a bursary holder informs the HRD Unit of the termination of her/his studies
- If a bursary does not contact the HRD Unit within the maximum period of **six months** for the written approval of postponement of his/her bursary or not continue with his/her studies
- If a bursary holder resigns
- If a bursary holder is released on a voluntary severance package
- If the bursary holder fails to sit for examination on a specific semester or de-register without providing the HRD with the necessary information or such intention.



### **12.3. ASSUMPTION OF DUTY**

Bursary holders should assume duty as soon as possible after the completion of their studies. If not, such will constitute Breach of Contract. A period of three to six months is allowed before Breach of Contract is affected. What should be mentioned is that the contract clearly stipulates that the Department of Public Safety is not obliged to employ all Part time bursary holders.

### **12.4. NOT PROGRESSING AS REQUIRED**

A bursary holder has to maintain a passing rate of at least 50% unless the specific course/subject requires a 100% pass rate and the academic Institution shall indicate that he/she is progressing to the next level. If a bursary holder fails to maintain the above for two consecutive years, the bursary holder shall be deemed not to have progressed as required. The maximum period for the postponement of bursary obligations is two years.

### **13. EXTENSION OF BURSARIES**

- The maximum period for extension is two years
- The bursary holder must apply for extension of period through their supervisors to the HRD Unit.
- Work will not be used as an excuse for not fulfilling bursary obligations unless supported by the supervisor. The HOD will have the authority to either approve or disapprove the application.

### **14. RESIGNATION**

If a bursary holder resigns before the fulfillment of her/his bursary obligations regardless of the years of service, it constitutes breach of contract.

### **15. TAKING OVER OF BURSARY OBLIGATIONS**

- The Department is not obliged to take over any study debt. The bursary holder should inform HRD of his/her studies as soon as they have accepted the Department's offer.
- Granting and taking over of bursaries must have direct relevance to the functions performed within the Department.



- An official who is a Public Service bursary holder from another Department will be considered for a bursary take over subject to of the Department of Public Safety bursary contract.

## 16. SELECTION PROCEDURE

- The applicant must satisfy the entry requirements of the Institution of Higher Learning
- The applicant enters into an agreement with the Department
- The field of study is in line with the Department's strategic priorities.
- The applicant will study at an accredited institution.
- The applicant shall complete her/his study within the normal expected period for the part- time study for the particular course.
- The results of the individual employee will be handed to HRD unit for record keeping
- The applicant will only be supported for the identified field of study and may not change fields of study, unless prescribed by the academic institution.
- A Bursary holder shall serve the Department on the basis of one year for each year of study or any part thereof, on acquisition of the qualification for which the bursary was granted.
- Payment of bursary funds shall be made **only to the Institution** on receipt of proof of registration obtained from the relevant institution of Higher Learning and once the applicant has signed the bursary contract with the Department.
- An employee who fails to complete the relevant qualification shall redeem any obligation in terms of the contract either through service, or repayment of the bursary amount, plus interest at a rate determined by the Minister of Finance in terms of section 80(1)(b) of the Public Finance Management Act.
- The Department will be responsible to incur travelling costs for Bursary Holders who have to attend classes during or within the duration of their studies. **Each bursary holder will be responsible for the accommodation thereof.**

## 17. FINANCE AND BUDGET

The cost of bursaries or formal learning activities should be budgeted for, managed and monitored effectively in line with the Public Finance Management Act 1999 and Skills Development Levies Act 1999.

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## **The bursary funding will cover the following:**

1. Tuition, Registration and Examination fees
2. Purchase of Prescribed books.
3. Research and dissertation.
4. If applicable pay transport costs to attend Lectures and to write examination. However, normal approval methods will apply, coupled by proof for attendance and examination dates. However, Bursars bears the responsibility of paying for their own accommodation for attendance of Classes or writing of examinations.

## **18. ROLES AND RESPONSIBILITY**

### **18.1 HEAD OF DEPARTMENT**

- The Head of Department is responsible for training and development in terms of Public Service Regulations A4.1, 1999 as amended.
- The Head of Department or her/his delegate shall deal with approval of the following matters in terms of the applicable legislation:
  - ✓ Allocation of bursaries, to be handled in terms of the relevant sections of the applicable legislation and other directives.
  - ✓ Waiving of bursary obligations due to death or terminal ill health.
  - ✓ Extension of study period on bursary agreements.
  - ✓ Postponement of bursary obligations for a maximum period of two years.
  - ✓ Suspension of bursary payments.
  - ✓ Cancellation/withdrawal of bursaries due to poor progress and/or non-compliance of the agreements.
  - ✓ Appointment and placement of bursary holders to/in posts.
  - ✓ Take-over of bursary obligations/loan take-over.
  - ✓ Ceding of rights and liabilities of bursars in the case of privatization or transfer/abolishment of functions rests with heads of department only, not their delegates.

### **18.2 DEPARTMENTAL TRAINING COMMITTEE.**

- Training Committee advises the HOD about training policies.
- Determine the need for allocation of all types of bursaries in line with the Departmental Human Resources Plan before the end of May each year



### 18.3 HRD UNIT

- Advertise part-time bursaries internally, e.g. circulars, for employees before end of June each year.
- Advertise Part time bursaries externally, e.g. newspapers, before end of June each year.
- Short-list candidates and award bursaries to staff members according to departmental budgetary constraints.
- Adhere to closing dates set by the Departmental Training Committee.
- Appoint the departmental representative: Head of Bursary Component or her/his delegate.
- Ensure the updating and maintenance of files.
- Provide the Office of the Premier/TETA with annual report on bursaries, before the end of April each year.
- Answer queries and compile financial reports for the internal and external auditing.
- Determine the availability of funds for maintaining and allocating new bursaries.
- Ensure that the prescribed percentage of the total annual remuneration budget of a department is allocated to human resources development initiatives, including bursaries.
- Ensure that bursary holders enter into a contract with the Department
- Inform applicants on the outcome of their bursary applications
- Inform external bursary holders of the status of their bursary obligations in the department.
- Facilitate bursary payments
- Keep an update bursary holders' files regularly
- Hold regular meeting with bursars including HEI's.

### 18.4 LINE MANAGERS AND SUPERVISORS

- Career planning / development
- Identify occupational specific needs
- Monitor and Evaluate training and development.
- Supervisors and line managers should engage themselves in analyzing competency gaps of their staff members.
- Assist staff members in developing their Personal Development Plans. (PDP)
- The PDP's should include competency gaps and career aspirations of an individual

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- Line function needs will target employees within that specific function except for cases where the need addresses career development needs of which the individual and supervisor should indicate as such.

### 18.5 INDIVIDUAL / EMPLOYEE

- Applications should be submitted in time to HRD Unit and should be signed by both supervisor and the applicant. **(If supervisor refused to sign it should be submitted to bursary committee for adjudication with the reasons thereof)**
- Applicants should submit proof of acceptance by an institution of Higher Learning.
- Applicants should submit proof of total costs of fees.
- The accepted applicant would be expected to sign a contract with the department.
- Applicants should ensure that they submit the results / progress report to HRD Unit within a month on receipt.
- Inform the HRD UNIT six months in advance about the intentions to change his/her studies.
- Pay for accommodation when deemed necessary for attendance of classes.

### 18.6 INSTITUTIONS OF HIGHER LEARNING

#### The institutions shall:

- Report on the progress of students as often as required.
- Provide the Departmental HRD Unit with the statement of results as required.
- Provide the Departmental HRD Unit with statements of account as required.
- Confirm additional fees of students when required.
- Serve as a custodian of the Department of Public Safety North West Provincial Government bursary funds by identifying and controlling financial risks.
- Identify and inform the Departmental HRD Unit where savings could be affected.
- Retain and provide information pertaining to the academic calendar and specified financial statements for a minimum period of 10 years to the Departmental HRD Unit on request

### 19. MONITORING AND EVALUATION

#### 19 .1 RESEARCH

As part of the process of review the HRD unit will facilitate research on organizational and labour/ market issues needs. The findings must be utilized to determine any future trends that enable the department to adapt effectively to the demands of internal and external reality in order to maintain its viability.

## 19 .2 EVALUATION

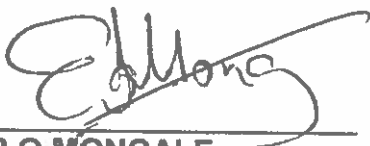
- HRD in conjunction with Training Committee will conduct annual organizational impact assessment on courses, programmes as well as performance analysis.
- Assess whether the results of bursaries contribute towards the goals set by the employer
- Conduct research on cost effective measures
- Report to higher authority on the above mentioned matters

## 20. ADVERTISING OF BURSARIES

- The HRD Unit will on commencement of each annual bursary allocation cycle announce the commencement of the cycle by way of posting advertisements to this effect within every workstation attached to this Department, in order to allow serving officials equal opportunity to apply; and indicate on such advertisement the following:
- Application process which needs to be followed where officials want to request the granting of bursaries as well as the extension of duration of study periods in respect of bursary holders
- Closing date for the submission of bursary applications




## 21. POLICY REVIEW

This policy and procedures shall be reviewed and revised at least once per year after consultations with and obtaining the necessary approvals from all the relevant stakeholders.



**MR O MONGALE**  
**DEPUTY-DIRECTOR GENERAL**  
**DEPARTMENT OF PUBLIC SAFETY**  
DATE: 28/01/2010

**STAKEHOLDERS SIGNATURES :**

UNION	REPRESENTATIVE SURNAME & INITIAL	SIGNATURE	DATE
NEHAWU	MAMOGALE R.M.M.		01/03/2010
PSA			
POPCRU	SEKOKO G.A.		26.02.2010
OTHER : SASAWU	SEBOKOLOI M		24.03.01
1.			



**CHAIRPERSON OF DTC**

DATE : 26 / 02 / 2010