

# **BURSARY SCHEME POLICY**

**2016/2017**



**BLOUBERG MUNICIPALITY**

## 1. BURSARY SCHEME POLICY

### 1.1. PURPOSE

To regulate the process of granting bursaries to employees and councilors, in order to enable them to acquire academic qualification from recognized and accredited learning institution.

### 1.2. SCOPE OF APPLICATION

This policy shall apply to all employees of BLM and councilors.

### 1.3. PREAMBLE

BLM (referred hereunder as council) acknowledges the fact that it is operating in an environment whereby the majority of the human resource requires training. Council also acknowledges the fact that in order to sustain economic development, its human resource must be developed to contribute significantly to the economy. Therefore, council commits itself to address the above – mentioned by encouraging and implementing human resource development interventions. This will be realized by, among other, the granting of bursaries to the qualifying employees and councilors to further their studies and acquire the skills needed to make them competent and efficient at their work.

### 1.4. OBJECTIVES

- To provide bursaries to employees and councilors who are willing to further their studies.
- To enable employees and councilors to acquire recognized academic qualification which are outcome-based.
- To promote culture of learning
- To improve the employment/promotional prospects of the previously disadvantaged and to redress those disadvantages through training and development
- To increase the level of investment in education and training and the labour market and to improve return on investment.
- To ensure a fully competent work force who will be able to render professional services to council and communities.

### 1.5. DEFINITION OF CONCEPTS:

BLM means: Council and include the EXCO or any officer employed by the council, acting by virtue of any power vested on the Council.

Institution of learning mean: A recognized South Africa Universities or Technikon or Technical college that offers a tertiary qualification recognized by South African Qualification Authority

Employee means: A person who work for the council on a permanent basis or a contract for a certain period.

Recognized and Accredited qualification means: A degree, diploma or certificate course in a field of study determined by Council and recognized in terms of South Africa Qualification Authority Act (No.58 of 1995).

Experiential training means: Compulsory practical experience required by a recognized institution and serves as a prerequisite for a learner to complete a qualification.

Bursary means: Financial assistance granted to an employee for the purpose of acquiring a recognized qualification.

Bursary holder Means: an employee or councilors that receives bursary from council to pursue his/her studies, in order to acquire a recognized qualification.

## 1.6. LEGAL FRAMEWORK

This policy document shall be read with reference to applicable legislation, which amongst others includes:

Skills Development Act, No.97 of 1998

South Africa Qualification Authority Act, No. 98 of 1998

High Education and training Act, No. 98 of 1998

## 1.7. CONTENT:

Council shall award bursaries to employees guided by the prevailing skills need of the council as informed by the skills audit and WSP.

### 1.7.1. METHOD OF SELECTION

- a) The short listing interviewing and awarding of a bursary to a successful applicant shall be facilitated for by the HR and presided over by the Training committee, which will recommend to the Municipal Manager.
- b) The bursaries shall be advertised internally. The closing date for applications will be on 31<sup>st</sup> October of every year for the following years. The short listing shall be conducted during November and successful bursary holder shall be notified on or before 31 December.
- c) The awarding of bursaries shall be guided by the following principles:

Note: this will be reviewed annually depending on the needs of BLM.

### 1.7.2. AMOUNT OF BURSARY AND MANNER OF PAYMENT

- a) The following expenses shall be paid:
  - Prescribed tuition fees
  - Prescribed book

Travelling and accommodation (including three meal)

- b) The tuition fee shall be paid to the institution of the institution of learning not to the employee.
- c) The money for the prescribed books will be paid directly to the bookshops.
- d) The travelling, accommodation and approved meals allowance will be paid.
- e) The bursary shall be awarded for part time studies only.

1.7.3. BURSARY AGREEMENT( COPY ATTACHED As annexure)

- a) An agreement shall be entered into between the bursary holder and council, which stipulate the terms and conditions thereof.
- b) The bursary holder will submit examination results every years before receiving money for the following year.
- c) The Council can cancel or withdraw the bursary agreement if the academic progress of the bursary holders is unsatisfactory. The bursary will initially be awarded for a one- year period and any renewals will be subject to the successful completion of a year end examination. In the event where the council opts for a renewal, al failed courses will be at the expense of the bursary holder.