



INTERNAL BURSARY POLICY

2024/2025

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1. DEFINITIONS

The following definitions and principles will apply to the Council's Bursary Policy:

1.1 **Career Path** is the plan mutually agreed upon between the employee and relevant Departmental Manager, or the Manager's nominated representative, in terms of which the employee's skills, knowledge and/or academic qualifications will be improved within a specified period of time in order for the employee to function effectively and efficiently in the working environment. The employee's progress will be evaluated in terms of mutually agreed upon levels of productivity, proficiency and performance within the specified time periods. Academic studies must be dealt with in terms of the Bursary Policy.

1.2 **Employee Development Courses** are voluntary programmes that develop the employee's general skills and knowledge, through: e.g.

1.2.1 Seminars

1.2.2 Workshops

1.2.3 Courses included on the Bursary scheme

1.2.4 Conferences

1.2.5 Presentations

1.3 **Learnership Contracts** are contracts entered into between (a) a learner, (b) the Mandeni Municipality and (c) a training provider accredited by SAQA, where the training provider provides academic and skills training and the Mandeni Municipality provides practical experience that can lead towards a qualification registered by SAQA.

1.4 **SAQA Act:** the South African Qualifications Authority Act, 1995 (No. 8 of 1995) – as amended

1.5 **LGSETA:** the Local Government Sector Education and Training Authority

1.6 **Skills Development Act:** the Skills Development Act, 1998 (No. 97 of 1998) - as amended

1.7 **Skills Development Levies Act:** the Skills Development Levies Act, 1999 (No. 9 of 1999) - as amended

2. OBJECTIVES:

The objective of the Bursary Policy is to encourage employees to engage in or to continue their studies in order to:

2.1 To develop the skills and level of academic achievement of the Mandeni Municipality workforce

2.2 To improve the quality of life of workers, their career prospects and labour, mobility, and to improve productivity in the Mandeni Municipality.

2.3 To Increase the levels of investment in education and training in the Mandeni Municipality, and that the return on that investment be improved.

2.4 To Encourage Departmental Managers:-

2.4.1 To facilitate active learning in the workplace.

2.4.2 To provide employees with opportunities to acquire new skills and Knowledge.

2.4.3 Encourage employees to participate in training programmes

2.4.4 Improve the advancement of previously disadvantaged employees

2.4.5 Meet the objectives determined by career paths

2.4.6 Establish a pool of suitable candidates in order to support, inter alia, the Succession Planning Policy

3. ELIGIBILITY FOR BURSARY

3.1 All employees (permanent & contract) shall be eligible to apply for a bursary subject to the provisions of this policy

3.2 Priority shall be given to employees from designated groups in order to enhance skills development in terms of employment equity measures provided for in the Mandeni Municipality's Employment Equity Policy.

4. BURSARY FOR CAREER PATHING/PROGRESSION

Bursary will be provided, for the mutual benefit of the Mandeni Municipality and the employee, based on qualifications accredited by SAQA:

4.1 Staff members that fall in the following Occupational Categories can be allowed to apply for bursary or a skills programme that is not in line with their scope of work: -

4.1.1 Clerical support workers: PA's and Clerks

4.1.2 Machinery operators and Drivers.

4.1.3 Elementary occupations: General assistants

4.2 The following conditions shall apply: -

4.1.4 The fields they are interested in is in line with local government.

4.1.5 Directly related to the employee's approved and mutually agreed upon career path.

Necessary for the furtherance of the employee's career within his/her present unit/department, i.e. where there is a clear and logical academic path to a relevant higher post on the approved staff structure of the employee's present Business Unit. Bursary shall include provision for post-graduate qualifications up to an Honours level.

5. BURSARY FOR EMPLOYEE DEVELOPMENT

In instances where the employee's proposed field of study, will enable him/her to change his/her career in the service of the Mandeni Municipality, the following procedure will be followed:

- 5.1 The employee submits a written application for study as per the procedure detailed in paragraph 11. The Departmental Manager must identify whether the proposed study would be of benefit to the Mandeni Municipality
- 5.2 In order to determine the eligibility of the proposed course of study, a panel consisting of the Human Resource Development Committee must be responsible for assessing the applications.
- 5.3 The panel mentioned in 5.2 above will submit its recommendations in the form of a report to the Municipal Manager for a decision on the eligibility of the proposed course.
- 5.4 Once the report has been approved, the SDF will then craft the bursary award letters to all successful applicants, and submit the copies to Finance for processing.
- 5.5 The completion of courses obtained through the Bursary Policy is not linked to salary adjustment/s awards, or any other monetary compensation other than that refund where necessary to which the employee may be entitled to on successful completion of the course.

6. TRAINING PROVIDERS

- 6.1 Bursary will be granted only in respect of studies at institutions accredited by a body contemplated in Section 5(1)(a)(f) (bb) of the South African Qualification Authority Act.

7. FINANCIAL ASSISTANCE

- 7.1 The Mandeni Municipality shall assist employees with the payment of registration and tuition fees upon receipt of written proof that the employee has successfully passed his/her studies for a particular academic year.
- 7.2 Should an employee fail some of the modules in any given year, he/she will be responsible for the payment of modules failed. The employee shall re-register failed module(s) at own cost within one year; failure to do so the employee will have to pay the Municipality within that financial year for all failed modules. The Municipality will only pay for the subject passed.
- 7.3 The bursary funding will be determined by the availability of funds.

8. STUDY AND EXAMINATION LEAVE

- 8.1 The Municipality shall grant the employee the study leave in accordance to the South Local Government Bargaining Council's Collective Agreement on Conditions of Service.

9. CONTRACTUAL LIABILITY IN TERMS OF FINANCIAL ASSISTANCE

- 9.1 The employee will be required to enter into an agreement (**Annexure B**) with the Mandeni Municipality for admission to the Bursary Policy,
- 9.2 The employee will be required to serve the Municipality after completion of his or her studies equal to the number of years the employee has studied as a work back period e.g if an employee participated in the bursary scheme for a period of 3 years, an employee will be required to serve for a period of 1 year after completion of his studies.; this means that after a successful completed study year the beginning of the following study year shall be seen as the first year of the work-back period.
- 9.3 On termination of service prior to having satisfied the requirements in 9.2, the employee shall refund the Mandeni Municipality for all the outstanding financial commitments incurred in respect of his/her contract, on a pro-rata basis.
- 9.3 Clause 9.3 is not applicable in instances of death, ill-health, incapacity or council retrenchment.

10. STUDIES THAT ARE UNDERTAKEN DURING WORKING HOURS FOR PART OF THE DAY OR THE FULL WORKING DAY

- 10.1 The employee must submit written proof, that will be sufficient and acceptable to his/her Departmental Head that the application to study in the specific field will not negatively impact service delivery and is not available on a part-time basis or after working hours through a recognised distance institution in South Africa subject to approval by the Municipal Manager.

11. PROCEDURE FOR BURSARY

- 11.1 Bursary shall be considered for employees who wish to undertake a programme on the approved schedule of study programmes. Applications for prior Bursary shall be handled in terms of the following procedure (see **Annexure A: Bursary Application form**)
- 11.2 The employee must submit a written request for Bursary during the period when Corporate Services have published a call for bursary applications. An application on the prescribed form detailing the following must be submitted to the Departmental Manager & Head of Department for approval before the application is submitted to Corporate Services Department:
- 11.2.1 The specific subjects and study programme that the employee wishes to study;
- 11.2.2 The registration, tuition and examination fees in respect of each subject;
- 11.2.3 Written proof of (a) must accompany the application;
- 11.2.4 The name and address of the educational provider;
- 11.2.5 Whether the studies will be undertaken part-time, after hours or whether the student will be required to attend lectures, etc. during working hours. In the latter instance, the actual times and duration of lectures for training hours/sessions must be stated, i.e. a study roster should be lodged and approved.
- 11.3 The panel as contemplated in clause 5.2 will assess the application.
- 11.4 The Corporate Services Department will inform the employee in writing of the decision reached.

12. PROCEDURE REGARDING APPLICATION FOR RETROSPECTIVE BURSARY

- 12.1 The employee must submit a written request for Bursary, detailing:
- 12.1.1 The specific subjects and study programme that the employee wishes to undertake.
 - 12.1.2 The registration, tuition and examination fees in respect of each subject.
 - 12.1.3 The name and address of the educational provider.
 - 12.1.4 Whether the studies will be undertaken part-time, after hours or whether the student will be required to attend lectures etc. during working hours. In the latter instance, the actual times and duration of lecture/training hours/sessions must be stated, i.e. a study roster should be lodged and approved. (clause 5.2) but may not exceed one week per month.
- 12.2 The Departmental Manager will assess the application and determine whether the studies qualify for Bursary, as detailed under clause 4, or whether the conditions detailed in clause 5 apply.
- 12.3 The Departmental Manager will consult with the Departmental Manager: Human Resources in respect of these applications.
- 12.4 The Departmental Manager will inform the employee in writing of the decision reached in terms of the application.
- 12.5 Where the Departmental Manager does not approve the application, the conditions detailed in clause 5 will apply.

13. APPEAL MECHANISM

In the event of the employee being dissatisfied with the decision, the normal grievance procedure may be followed.

14. CONDITIONS

- 14.1 If a bursary holder fails a specific study year, he/she will be allowed to repeat the specific study year in the following calendar year on his/her own cost. After successful completion of the mentioned study year, the bursary holder may re-apply for the remaining period of study.
- 14.2 A bursary holder must submit to the Municipality his/her semester and year-end results, change of status e.g. cancellations, discontinued studies and transfer as soon as possible for control and filling purpose in the Council's records.
- 14.3 Should the holder intend to change the study direction or learning institution he/she must communicate his/ her intentions to the Municipality.

- 14.4 The bursary will be paid directly to the Institute of Higher Learning concerned on receipt of the official statement of the following academic year the maximum amount agreed upon by the panel.

15. TERMINATION OF BURSARY

The bursary shall be terminated in the following circumstances:

- 15.1 The bursary holder does not successfully complete the course within the prescribed period.
- 15.2 The bursary holder discontinues his/her studies for whatever reason before the completion of his/her course, (except in the case of death and illness) accompanied by a medical doctor's certificate.
- 15.3 The bursary holder fails a study year.

16. CONCURRENT BURSARIES

- 16.1 The Council withhold the right to bring into calculation any bursaries that are awarded to the bursary holder (except unspecified awards) into the granting of funds for each academic year. Bursary holders must therefore annually submit a sworn statement in regards of awards and the value that will be received from any other source before any payment is done.
- 16.2 It is not the intention of council to grant a bursary to a student who receives a 100% bursary grant or loan from another institution.
- 16.3 Council shall cover only shortfall where the bursary granted by another institution is not enough

17. BURSARY CONTRACT

- 17.1 Successful Bursars shall be required to enter into a bursary contract with the municipality.

PREPARED BY: MANAGER HR AND ADMINISTRATION
DATE OF ADOPTION BY COUNCIL:
COUNCIL RESOLUTION NO:



ANNEXURE "A"

APPLICATION FORM FOR A BURSARY

All applications must be submitted to the Director Corporate Services.

PERSONAL PARTICULARS

Name & Surname : _____

Gender : _____

Highest Qualification : _____

Physical Address : _____

2. APPLICATION

I hereby apply for a bursary in the amount set out below for purposes of undertaking studies:

I submit the following information in support of my application:

1. _____
2. _____
3. _____
4. _____

3. PROPOSED STUDY (Pls tick appropriate box)

Certificate	Diploma	Degree	Honours	Masters
-------------	---------	--------	---------	---------

Institution : _____

Total subjects : _____

Academic year : _____

Subjects : 1. _____

: 2. _____

: 3. _____

: 4. _____

: 5. _____

: 6. _____

: 7. _____

: 8. _____

: 9. _____

: 10. _____

When do you anticipate to complete abovementioned subjects?

4. PREVIOUS RECORD

COURSE COMPLETED: _____

5. TUITION FEE

AMOUNT MADE UP AS FOLLOWS:

Registration fees: _____

Course fees: _____

TOTAL: _____

AMOUNT APPLIED FOR: _____

7. SIGNATURE OF APPLICANT:

8. DEPARTMENTAL MANAGER (SUPPORTED/ NOT SUPPORTED)

Comments

SIGNATURE

9. HEAD OF DEPARTMENT (APPROVED/NOT APPROVED)

Comments:

SIGNATURE

HEAD OF DEPARTMENT



ANNEXURE "B"

MANDENI LOCAL MUNICIPALITY BURSARY MEMORANDUM OF AGREEMENT

ENTERED INTO AND BETWEEN: -

MANDENI LOCAL MUNICIPALITY

(duly represented hereinafter by **MR S G KHUZWAYO** in his capacity as **MUNICIPAL MANAGER**, authorized thereto by virtue of a Council Resolution of the **Mandeni Municipality**.)

(Hereinafter referred to as "the Municipality")

and

Identity number: _____

(hereinafter referred to as the OFFICIAL)

WHEREAS:

The OFFICIAL is desirous to complete a course known as:-

At : _____
(hereinafter referred to as ("THE EDUCATIONAL INSTITUTION")) and has applied for a study Bursary for the _____ academic year in the amount of _____ and whereas Municipality agrees to grant such study Bursary subject to certain conditions which are acceptable to the OFFICIAL and who accepts the study Bursary.

BOTH PARTIES THEREFORE AGREE AS FOLLOWS: -

1. The OFFICIAL will register as a part-time student from (date) _____ in the (field of study) _____
at (Institution) _____.
2. The municipality hereby grants a study Bursary in the aforesaid amount to the OFFICIAL in order to financially enable him/her to enroll and successfully complete the field of study as indicated in Clause 1.
3. The conditions under which the OFFICIAL applied for the study Bursary and the conditions under which Municipality grants the study Bursary is stipulated in Council's Policy, which is an integral part of this Agreement.

4. The OFFICIAL hereby accepts the study Bursary as allocated by the Municipality and agrees to accept the relevant conditions of the allocation and binds himself/herself to comply strictly with the relevant conditions.

5. The Official declares that the he/she has registered and will study the following subjects/ modules

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

6. The OFFICIAL chooses as his/her domicilium citandi et executandi, for the purposes of this Agreement, the following address:

For the Municipality

MUNICIPALITY'S ADDRESS

2 Kingfisher Road
MANDENI
4490

THUS DONE AND SIGNED at _____ on this
_____ Day of _____, 2022.

- 14.4 The bursary will be paid directly to the Institute of Higher Learning concerned on receipt of the official statement of the following academic year the maximum amount agreed upon by the panel.

15. TERMINATION OF BURSARY

The bursary shall be terminated in the following circumstances:

- 15.1 The bursary holder does not successfully complete the course within the prescribed period.
- 15.2 The bursary holder discontinues his/her studies for whatever reason before the completion of his/her course, (except in the case of death and illness) accompanied by a medical doctor's certificate.
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17. BURSARY CONTRACT

- 17.1 Successful Bursars shall be required to enter into a bursary contract with the municipality.

PREPARED BY: MANAGER HR AND ADMINISTRATION

DATE OF ADOPTION BY COUNCIL: 10 JULY 2024

COUNCIL RESOLUTION NO:C01


MUNICIPAL MANAGER
S.G. KHUZWAYO

11/07/2024
Date