



drdar

Department:  
Rural Development & Agrarian Reform  
**PROVINCE OF THE EASTERN CAPE**

# **BURSARY POLICY**

**2024**

The purpose of this policy is to give guidelines to the departmental employees and unemployed youth on how bursary funding for tuition in registered Higher Education Institutions will be administered.

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**LIST OF ACRONYMS**

<b>DRDAR</b>	Department of Rural Development & Agrarian Reform
<b>AG</b>	Auditor General means Auditor General assigned with the task of Auditing all public institutions.
<b>AM</b>	Asset Management means a unit assigned with the task of managing all Departmental assets.
<b>CFO</b>	Chief Financial Officer means an employee who is a Head of Finance in the Department.
<b>AO</b>	Accounting Officer means an Accounting Officer of the Department.
<b>ER</b>	Employee Relations means a unit that is dealing with employee and Employer relations.
<b>LO</b>	Legal Officer means an employee providing advice on legal related issues.
<b>LR</b>	Labour Relations means a unit that is dealing with employee and Employer relations.
<b>MEC</b>	Member of Executive Committee means political Head of Department who is assigned with the political oversight role of Department.
<b>PFMA</b>	Public Finance Management Act of 1999 as amended.
<b>SAPS</b>	South African Police Service means a national Police force of the Republic of South Africa.
<b>SCM</b>	Supply Chain Management
<b>ECPT</b>	Eastern Cape Provincial Treasury
<b>LCO</b>	Loss Control Officer, employee appointed by the Accounting Officer who deals with asset losses of the Department.
<b>LCR</b>	Loss Control Register



**TERMS AND DEFINITION**

<b>WORD/TERM</b>	<b>DEFINITIONS</b>
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 represents 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, are 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, and People with Disabilities (PWDs) as per the Equity ACT OF 1998 (Amended)
Development	Those processes relating to individuals, teams, and the organization as a whole, 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 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 the state and who receives or is entitled to receive any remuneration.
Skill	An ability that 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



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People with disabilities (PWD's)	Means people who have a long-term or recurring physical or mental impairment that substantially limits their prospects of entry into or advancement in employment
Learner	A person who is enrolled in a learning programme or who is using a formal or an informal opportunity to learn.
<b>WORD/TERM</b>	<b>DEFINITION (WITH EXAMPLES IF REQUIRED)</b>
HRD	Human Resource Development
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## 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 a 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 unemployed 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 departmental mandate.

## 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. Human Resource Development Strategy for South Africa
- 3.7. Human Resource Development Strategic Framework for Public Service
- 3.8. National Skills Development Strategy 3
- 3.9. All strategic planning and policy documents for the ECDRDAR
- 3.10. Public Service Act no 103 of 1994
- 3.11. Public Service Regulations 2019, as amended
- 3.12. Employment Equity Act no 55 of 1998
- 3.13. Labour Relations Act no 66 of 1995
- 3.14. 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 adhered to as well as to create opportunities for employees in the department to further their development through part-time studies to improve both individual and organizational performance.

#### **5. APPLICATION AND SCOPE**

- 5.1. The policy will apply to all the employees of the Department of Rural Development and Agrarian Reform and external applicants from the previously disadvantaged unemployed youth.

#### **6. IMPLEMENTATION GUIDELINES**

##### **6.1. TIME FRAME FOR AWARDING OF BURSARIES**

- 6.1.1. All Directorates must submit their priority occupational areas needs by the end of July of the previous financial year as identified in the Workplace 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 Human Resource Plan and 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 the closing date of the bursary advert.
- 6.1.5. Upon approval of bursary funding to successful applicants, confirmation letters shall be given to applicants by the end of December.

### **7. CONDITIONS OF THE BURSARY SCHEME**

#### **7.1. EXTERNAL/INTERNAL APPLICANTS**

- 7.1.1 Awarding of the bursary shall be aligned to the Strategic needs of the Department as well as strategic staffing needs that are relevant to the DRDAR mandate.
- 7.1.2 The Department commits to funding 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, a bursary is awarded only for studies in accredited national higher education institutions as per SAQA standards (Universities and University of Technologies, Technical and Vocational Education and Training Colleges (TVETs) and DHET registered Private Colleges).
- 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 The consideration of bursary allocation must consider the targets set by the Employment Equity Plan of the Department.
- 7.1.8 On condition that the student confirms the receipt of the 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. However, 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, only.
- 7.1.11 In an event where a student is awarded a merit/excellent performance bursary by the Institution or any funder while a DRDAR bursary recipient, any resultant



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financial credits due to the learner must be disclosed to the Department by the learner and/ or the institution of learning.

- 7.1.12 Upon receipt of proof of own payment, which is due to payment delays by the department, DRDAR will refund all monies paid by a student or parent concerning only registration fees, tuition fees, accommodation (where applicable), meals (where applicable), and prescribed books.
- 7.1.13 During recess or as part of the structured learning programme (completion requirement), a learner may undergo experiential training at the nearest DRDAR office, however, the 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 for the equivalent number of years funded upon completing his/her studies unless he/she is transferring within the public service. Should he/she resign before the end of this stipulated period the department must determine an amount to be refunded for recovery from the exiting employee.
- 7.1.16 On completion of a funded qualification, bursary holders would be encouraged to submit their applications for an open competition during the departmental recruitment and selection processes on vacant funded posts.

### **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 policy read in conjunction with the Determination for leave of Absence.
- 8.2. The number of courses an employee can register for per academic year must not exceed six courses but not less than three courses. This is to ensure that the operational requirements and service delivery expectations of the departmental employed employee are 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 AWARDED BURSARIES**

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



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- 9.1.1. Issuing of the 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 in which a bursary will be awarded to an internal applicant/bursary holder must be aligned with the Department's strategic objectives 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 and academic performance of the applicant 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 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 the bursary offer and/ or recovery of any undue costs 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 and the Career Pathing Policy of the department.

### **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 academic 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 applies to study on a full-time basis will be considered by the Head of Department or the MEC (Depending on occupational level).

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

12.1. A take-over of a 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 the agreement.
- c) Disclose all required information

#### **13.2. Head of Department:**

The Head of the Department is accountable for all bursaries awarded in the Department. This is part of his responsibility to achieve 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:**

All managers at all levels are responsible for the 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, and 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 Service 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: Corporate Advisory Services,

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Deputy Director: HRD, and the Skills Development Committee at various districts/ institutions 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. COMMENCEMENT**

This policy takes effect on its approval date.

**17. POLICY REVIEW**

- 17.1. This policy shall be assessed in 5 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.

**18. RECOMMENDATIONS AND APPROVAL**

The Bursary Policy is recommended and approved by the management of the department.

*Approved / Not Approved*

Comments:

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**MR. B DAYIMANI**  
**ACTING HEAD OF THE DEPARTMENT: DRDAR**

Date: 28/03/2024

