



DRAKENSTEIN

MUNISIPALITEIT • MUNICIPALITY • UMASIPALA

Paarl | Wellington | Gouda | Saron | Simondium

External Bursary Policy

Date of approval/Review by Council

27 June 2018

Implementation date

27 June 2018

Signed by the City Manager

Signature Date

27 June 2018

A city of excellence

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DRAKENSTEIN MUNICIPALITY MAYORAL BURSARY POLICY

1. DEFINITIONS

- 1.1 **"Career path"** is the plan mutually agreed upon between the employee and relevant Head of department, 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 his/her working environment.
- 1.2 **"Progression Policies"** are the policies as approved by the Municipality in terms of which an employee may progress to a higher post level when he/she attains the required level of competence and or experience in terms of such policy.
- 1.3 **"LGSETA"**: Local Government Sector Education and Training Authority
- 1.4 **"DM"**: Drakenstein Municipality
- 1.5 **"institution of learning"**: A recognized South African University, Further Education and Training College, Private Recognized Colleges or Training Providers that offer a tertiary qualification recognized and accredited by the South African Qualifications Authority
- 1.6 **"Recognized and Accredited Qualification"**: A degree, diploma, certificate course in the field of study determined by Council and accredited in terms of the South African Qualification Authority, No 58 of 1995
- 1.7 **"Bursary"**: Financial assistance granted to learner for the purpose of acquiring an accredited tertiary qualification
- 1.8 **"Resident"**: A citizen who is a ratepayer of the Council and / or a dependant of the ratepayer residing within the borders of Drakenstein Municipality.
- 1.9 **"Experiential Learning"**: Compulsory practical experience required by a SAQA accredited institution and serves as a prerequisite for formal certification and acquiring of the qualification.
- 1.10 **"Bursary Holder"**: A learner that receives financial assistance from Drakenstein Municipality in order to pursue studies and obtain an accredited qualification.



2. LEGISLATIVE FRAMEWORK:

- 2.1 Municipal Systems Act, 32 of 2000**
- 2.2 Skills Development Act, No. 97 of 1998**
- 2.3 Skills Development Levy Act, No. 9 of 1999**
- 2.4 Municipal Finance Management Act, No 56 of 1995**
- 2.5 Employment Equity Act, No 55 of 1998**
- 2.6 Further Education and Training Act 1998**
- 2.7 South African Qualifications Authority, No. 58 of 1995**
- 2.8 Applicable Collective Agreements of SALGBC**
- 2.9 Higher Education and Training Act, No 56 of 2003**

3. PURPOSE

The objective of the policy is to:

- 3.1 Provide for financial assistance to DM unemployed youth in order to acquire some formal qualifications, on a fulltime basis.**
- 3.2 Encourage unemployed youth to engage in or to continue studies in order to develop the skills and level of academic achievements in line with the labour market demands.**
- 3.3 Increase the levels of investment in education and training in DM,**
- 3.4 Improve the advancement of previously disadvantaged communities;**
- 3.5 Provide for a programme to assist external students to obtain formal academic qualifications on a full time basis in a field of study which align with the services and functioning of the Municipality with the view to attract such students as candidates for formal employment at DM and/or to promote the development of skills of members of all local communities.**

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4. ELIGIBILITY FOR STUDY ASSISTANCE

- 4.1 Every resident of Drakenstein who intends to register as a full time student shall be eligible for study assistance subject to the provisions of this policy within the criteria as determined herein
- 4.2 In order to determine the eligibility for study assistance, a panel consisting of the Executive Mayor, City Manager, Executive Director Corporate Services, Human Resources Manager, Head Training and Development, or their nominees that are provided in writing, shall consider the applications. As far as delegation is concerned at least fifty percent of the principals should be available. In their determination this panel should look at scarce skills, fields of study applicable to DM functions, equity targets, and other special needs/circumstances that may apply. The City Manager or his/her nominee has the final authority to approve of a bursary application.
- 4.3 No part time studies will be accommodated.

5. CRITERIA FOR CONSIDERATION OF APPLICATIONS

All applications must be assessed, subject to availability of funds, to comply with all of the criteria set out below: -

- 5.1 Applicants who show deserving past study performance in terms of good results/ previous study record relevant subjects and meeting the minimum entry requirements to the field applied for.
- 5.2 That the field of study have relationship or applicable to the functions and activities of DM;
- 5.3 That the studies are taken on a full time basis only;
- 5.4 No honours degrees, masters or doctoral degrees will be considered.
- 5.5 Applicant must submit his/her senior certificate and where applicable, the results of the past study year.

6. GUIDELINES FOR CONSIDERATION OF APPLICATIONS:

All applications must be prioritized, as set out below:

Priority

- a) Residents whose study fields are within the scarce and critical skills category as determined by the City Manager
- b) Residents whose study fields are within the general fields of study applicable to local government.
- c) Resident students in fields of study not directly linked to local government but who are regarded as deserved cases based on above average study results and or personal circumstances in the discretion of the City Manager.
- d) Study fields applicable to the wider public services.

7. APPLICATION PROCEDURE

- 7.1 All applications for a bursary must be submitted on the prescribed application form and be accompanied by all required information and documentation.
- 7.2 The Human Resources Manager must verify the information in the application in order to make a recommendation to the Panel.
- 7.3 Applications must be submitted prior to or on the due date as stipulated from time to time.
- 7.4 Late applications may be considered in the discretion of the City Manager subject to availability of funding

8. FINANCIAL SUPPORT

- 8.1 An equal amount will be made available to all successful applicants however the City Manager may increase the amount in deserved cases.

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8.2 The bursary amount may be used for registration fees, class/tuition fees, and examination fees

8.3 No travelling and subsistence expenses and general expenses will be funded.

9. CALLING FOR APPLICATIONS

9.1 Notice will be published in the local press during September of each calendar year so as to afford applicants the opportunity to make application for a study bursary. The notice should indicate the study fields in which there is a shortage.

10. GENERAL CONDITIONS

10.1 When a student exceeds the prescribed number of years for the period of the course, he/she must submit a written application for the extension of the duration at Human Resources, with the proviso that no study assistance will be granted. Approval of an application for the extension, rest with the City Manager

10.2 Awarding of a bursary does not give a bursar automatic preference in terms of appointment to a vacancy.

10.3 The external student will be required to enter into an agreement with DM for admission to the study assistance scheme and be available to take up service at DM for a period equal to which study assistance was granted, subject to the procedures set out in the staffing policy. The service requirement shall run after acquiring the qualification. The above liability is not applicable in instances of death, ill health or other personal circumstances as approved by the City Manager justifying exemption from the service requirement.

10.4 In the case of changes in study course, or registered subjects, an application must be directed to Human Resources accompanied by full reasons and motivation. Such application will be considered by the Executive Director.

10.5 The duration of studies may not be longer than what is recommended or determined by the rules, regulations or requirements of the relevant institution.



- 10.6 Bursars who fail a study year will forfeit any further study assistance.
- 10.7 No payment will be made for failed subjects or modules.
- 10.8 A learner who fails more than two modules or learning areas in one summative assessment will forfeit the bursary.

11. EXTERNAL BURSARY "SPECIAL ACADEMIC AWARD/S"

The City Manager in consultation with the Executive Mayor of Drakenstein may through the "External Bursary Special Academic Awards", recognise the below listed criteria:

- 11.1 Locally based matriculant "top achievers".
- 11.2 Local High Schools who have achieved significantly improved matric results.

The special awards and the value thereof will be determined annually by the Executive Mayor in consultation with the City Manager

12. RESPONSIBILITIES

The following role-players have the responsibilities set out below; -

12.1 Applicant must:

- a) Familiarize him/her of the content of the scheme;
- b) Make sure that the study field is relevant to the scheme;
- c) Make sure that all documents are complete and correctly furnished; and
- d) Make sure that all documents are submitted on time.

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12.2 Human Resources- Training Section

- a) Administers the scheme and enforce policy and bursary agreement;
- b) Ensures submission of program budget;
- c) Co-ordinate the meeting of the selection panel;
- d) Submits the recommendations as to eligibility to the panel;
- e) Keeps complete records of all applications, agreements, payments and other relevant documentation;
- f) Communicate with applicants and bursars; and
- g) Ensures that observatory status of unions is maintained

12.3 City Manager

Approves or disapprove applications for bursary.

12.4 Executive Director Corporate Services

Signs the agreements.

12.5 Finance Department

- a) Pays the bursary.
- b) Keep the records of expenditures incurred.

13. TRAINING PROVIDERS

Study assistance will be granted only in respect of studies undertaken at institutions accredited by a body contemplated by the South African Qualification Authority.

14. APPLICABLE FORMS

The following form (Annexure B) is attached:

- i. Study Agreement signed by the student and Municipality Accounting Officer/delegated official.



DRAKENSTEIN MUNICIPALITY

AGREEMENT BY AND BETWEEN

**THE DRAKENSTEIN MUNICIPALITY
(HEREIN/AFTER CALLED THE MUNICIPALITY)**

AND

SUCCESSFUL EXTERNAL BURSARY HOLDER

.....
(HEREIN/AFTER CALLED THE STUDENT)



.....

DATE OF BIRTH

.....

ID NUMBER

.....

CONTACT NUMBER

.....

COURSE NAME

.....

ACADEMIC INSTITUTION

201- until 201-

.....

STUDY DURATION

.....

PHYSICAL ADDRESS



1/22

1. RESPONSIBILITIES OF DRAKENSTEIN MUNICIPALITY

Drakenstein Municipality undertakes to grant a bursary to the amount of R..... to the successful student for the minimum duration of the course stated herein, provided that the student successfully completes each academic year that the bursary allocated for.

2. OBLIGATIONS AND UNDERTAKINGS BY STUDENT

The student undertakes (to):

- 2.1 Commence with the course in the academic year beginning until as a fulltime student and to complete the course successfully within the minimum prescribed duration;
- 2.2 Furnish the municipality with acceptable written proof of registration for the course at the commencement of each year of study;
- 2.3 Undergo practical training prescribed by the said educational institution as part of the course, or training that is required for registration in his/her specific occupation in a department designated by the Municipality, should the Municipality require this;
- 2.4 Furnish the Municipality with a certificate detailing his/her examination results and general progress in June/July and December/January of each academic year;
- 2.5 Determine the subjects for the course for the following year in consultation with the Municipality at the end of each academic year in the event of receiving a bursary for further studies in respect of the next study year;
- 2.6 Submit a monthly progress report as supplied by the Educational Institutional/ Tertiary Institution concerned, in respect of his/her attendance and progress with regard to tests, etc. and acknowledge that the student shall not be entitled to any bursary payments should the student fail to submit such progress reports;



2.7 Upon the final completion of the course, to remain in service of the Municipality for a period equal to the number of study years funded by the Municipality by way of a bursary;

2.8 That should the student formally enters the services of another employer without consultation with the municipality, the student will be responsible for repaying the total bursary.

2.9 That in the event that the student should:

- a) Fail to honour the obligations above; or
- b) Change his/her study course without prior written permission from the Municipality; or
- c) Refuse to tender his/her services in accordance with clause 2.7 or refuse to remain in said service for the duration of the contract time; or
- d) Be dismissed from said service before the end of the contract period; or
- e) Relinquish the bursary at any time; or
- f) Terminate studies;

the student undertakes to refund to the Municipality, within a period as stipulated by the Municipality, the total amount of bursary fees paid to the student or on the student's behalf, plus interest at the prime bank rate plus 1%, with the understanding that the amount being owed shall reduce according to the formula below, when applicable: -

$$X = \frac{A \times B}{C}$$

X = Total amount due
A = Bursary Fees
B = Remaining period of the contract time
C = Total contract period



3. GENERAL CONDITIONS

It is recorded and agreed by the signatories to this agreement that: -

- 3.1 The course fees shall be paid directly to the relevant educational institution annually, upon submission of the required documentary proof;
- 3.2 Should the student's tuition fees be less than the bursary allocated, the student will not be entitled to access the balance; and
- 3.3 Drakenstein Municipality will not be responsible for paying fees for any failed subjects.

4. COURSE DETAIL

.....
Name of course, year of study and level

Major subjects:

.....

.....

.....

Other subjects:

.....

.....

.....

Course duration:

Name of Educational Institution:



STUDENT SIGNATURE

SIGNED at on this day of 20...

AS WITNESSES:

1.....

2.....

.....

Students signature
Assessed by his/her legal
guardian if required.

PARENT OR GUARDIAN SIGNATURE (where applicable)

SIGNED at on this day of20...

AS WITNESSES:

1.....

2.....

Co-signed by students legal
Guardian (only applicable to
bursars under 21 years)



MUNICIPALITY SIGNATURE

SIGNED aton this day of20..

AS WITNESSES:

1.....

2.....

.....
Executive Director Corporate Services

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DRAKENSTEIN MUNICIPALITY

**MINUTES: COUNCIL/RAAD/IBHUNGA
27 JUNE 2018**

7.9	MAYORAL BURSARY POLICY
	BURGEMEESTER BEURSBELEID
	UMGAQO NKQUBO WEXASO MALI KA SODOLOPHU

The ANC expressed concerns with regard to the decision making process of the Executive Mayor, but the Executive Mayor indicated that he always exercise powers in an unbiased manner.

The EFF requested a workshop on policies.

UNANIMOUSLY RESOLVED that

The Mayoral Bursary Policy be approved.

Meeting:	Council 27/06/2018	Submitted by Department:	Corporate Services
Ref No:	4/B x 4/B/F7	Author/s:	M Sibeko
Call No:	1808995/1810074	Referred from:	MC -20/06/2018
PAS:	ACTION:	RESPONSIBLE DEPT:	DUE DATE:
1	Implement decision	ED: Corporate Services	
2	Update policy folder and intranet	Administration	
3	Place on website	Communication	

