

Dr J.S Moroka Local Municipality



External Bursary Policy

TABLE OF CONTENT

	<u>PAGE</u>
1. PREAMBLE	3
2. Terms of Reference	3
3. Scope of Application	3
4. Statutory and Regulatory Framework	4
5. Definitions	4
6. Objectives	5
7. Bursary Policy Principles	5
8. Requirements	6
9. Criteria for the awarding of Bursary	6
9.1. Academic merit	6
9.2. Field of Study	7
9.3. Financial needs	7
10. Selection	7
11. Mentorship	8
12. Financing of the Bursary	8
13. Review	8

1. PREAMBLE

- 1.1. The Dr J.S Moroka Municipality is committed to increasing the levels of investment in education and training in the labour market within the Municipal area of its jurisdiction.
- 1.2. The Municipality also seeks to improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through the creation of education opportunities for its residents.
- 1.3. The Municipality is committed to develop specifically identified external bursars in scarce skills categories in terms of the Local Government Sector Scarce and Critical Skills classification and the Local Municipality's needs.
- 1.4. This policy addresses national set Employment Equity targets in terms of the applicable legislations and regulations.
- 1.5. The studies to be funded, the number of beneficiaries and the cost of bursaries will be determined annually by giving due consideration of changing circumstances, availability of funds and the needs of the Municipality.
- 1.6. The bursary will be awarded to selected beneficiaries from disadvantaged families, who wish to pursue a career in any field of study which shall be determined by the Municipality according to its operational needs and sector scarce and critical skills demands to be undertaken with a recognized South African tertiary institution.

2. TERMS OF REFERENCE

- 2.1. The Municipality commits itself to the development of its external bursars to meet current and future challenges in addressing the skills needs in its various Departments, especially in the scarce and critical skills categories.
- 2.2. The Bursary policy provides guidelines for the effective management of the awarding of the bursary and the learning process accessed through the Municipal Bursary.
- 2.3. The Municipality also commits itself to providing learning opportunities to deserving disadvantaged community member to address the Employment Equity objectives of the Municipality in skills development.

3. SCOPE OF APPLICATION

- 3.1. The Bursary policy shall apply to all bursars selected to undertake studies funded by the Municipality through its Bursary Scheme.

4. STATUTORY AND REGULATORY FRAMEWORK

- 4.1. The Bursary policy is influenced by the following pieces of legislations:-

- (i) Constitution of the Republic of South Africa
- (ii) Skills Development Act
- (iii) Skills Development Levies Act
- (iv) South African Qualifications Authority Act
- (v) National Qualifications Framework Act
- (vi) Employment Equity Act
- (vii) Municipal Systems Act
- (viii) Municipal Finance Management Act
- (ix) National Skills Strategy
- (x) JIPSA and ASGI-SA

5. DEFINITIONS

- 5.1. “*academic year*” shall mean the applicable current year during which a particular year of study towards obtaining the course registered is undertaken;
- 5.2. “*agreement*” shall mean the bursary agreement;
- 5.3. “*the bursary*” shall mean the financial assistance provided by the Municipality to enable the Bursar to study at an approved institution with a view to the Bursar obtaining a particular Degree or Diploma;
- 5.4. “*bursary administrator*” shall mean the person responsible for the administration of the training and bursary agreements (HR sectional head).
- 5.5. “*course / qualification*” shall mean the University / College Degree in respect of which the bursary is granted to the Bursar at an approved institution, the prescribed duration whereof is not to exceed the period specified below;
- 5.6. “*institution*” shall mean the tertiary education institution approved by the Municipality where the Bursar will receive tuition during any period of full-time study or part-time study;
- 5.7. “*mentor*” shall means an officially appointed official who manages the learner throughout the study period.

- 5.8. "practical training agreement" shall mean the practical training agreement entered into between the parties hereto;
- 5.9. "service obligation" shall mean the obligation of the Bursar to accept employment with the Municipality should such employment be required and to remain in the Municipal employment for the duration of the specified period.

6. OBJECTIVES

The bursary policy aims:-

- 6.1. To offer external bursaries as a means of acquiring relevant scarce and critical skills in anticipation of the current and future Municipal needs.
- 6.2. To provide for clear principles and guidelines for the management of the Bursary Scheme of the Municipality.
- 6.3. To provide financial assistance to community members pursuing qualifications selected to be funded by the Municipality.
- 6.4. To improve the employment prospects of persons previously disadvantaged by unfair discrimination.
- 6.5. To increase the levels of investment in education and training in the labour market within the Municipal area of its jurisdiction.

7. BURSARY POLICY PRINCIPLES

- 7.1. The effective and efficient management of the bursary scheme of the Municipality shall be anchored on the following principles:-
 - 7.1.1. The Municipality's bursary scheme / award will be focused on the needs of the Municipality in terms of scarce and critical skills identified in the Local Government Sector.
 - 7.1.2. All bursary interventions arising from the partnership will be handled fairly and transparently in accordance with the contract.
 - 7.1.3. A partnership is formed when the Municipality grants a bursary to the learner and the learner enters into a contract to that effect with the Municipality. Each party must keep to the terms and conditions of the contract.

- 7.1.4. It is intended that the awarding of bursaries will address the government's transformation processes.
- 7.1.5. Learners will not be permitted to change from one service provider to another without prior recommendation by the relevant mentor and written approval from the Municipal Manager.
- 7.1.6. Learners will be granted a bursary to study in a specific study direction as agreed upon in the contract and no changes will be permitted. The contract will be terminated where this condition has not been complied with.
- 7.1.7. Where study fields provide a choice of subjects, learners must choose / change subjects in consultation with the relevant mentor. Choices / change of subject (s) within a specific study direction will only be considered with prior approval by the relevant mentor. Should this provision not be complied with, the costs of irrelevant and/or unauthorized studies will be at the expense of the learner.
- 7.1.8. Continuation of the bursary is determined by the progress of the bursar towards obtaining his/her qualification.
- 7.1.9. Study progress of the bursar shall be closely monitored through quarterly visits by the Mentor and progress reports from the bursar.

8. REQUIREMENTS

- 8.1. Admission to the Bursary scheme will only be considered in accordance with the bursary allocation criteria provided in this policy.
- 8.2. Learners will be recruited by means of advertisements in local schools and circuit offices.
- 8.3. Entry into the Bursary Scheme will only be considered if the minimum relevant service provider requirements are met.
- 8.4. Interested learners will be expected to apply through the relevant Municipal application form (**Annexure A**).
- 8.5. Selected bursary candidates will be expected to enter into a legitimate written contract (**Annexure B**) with the Municipality.

9. CRITERIA FOR THE AWARDING OF BURSARY

9.1. ACADEMIC MERIT

9.1.1. Academic merit will be the primary consideration for the awarding of the bursaries and will be based on the Grade 12 results of the applicant.

9.1.2. A specific numerical weighting should be attached to the final symbol gained in the grade 12 examination. The following system will be used in the determination of points gained:

NSC scale of achievement	NSC %	Wits' Admission point system (APS)	Wits' APS %	Wits' APS for Maths & English	Wits' APS for Life orientation	Wits' APS for other subjects
		8	90 – 100	8 + 2 = 10	4	8
7	80 – 99	7	80 – 89	7 + 2 = 9	3	7
6	70 – 79	6	70 – 79	6 + 2 = 8	2	6
5	60 – 69	5	60 – 69	5 + 2 = 7	1	5
4	50 – 59	4	50 – 59	4	0	4
3	40 – 49	3	40 – 49	3	0	3
2	30 – 39	0	30 – 39	0	0	0
1	0 – 29	0	0 – 29	0	0	0

9.1.3. Applicants must gain an overall rating of points which shall be determined by the selection committee in line with the rating system applicable in relevant tertiary institutions for admission in order to qualify for a bursary.

9.2. FIELD OF STUDY

9.2.1. The field of study chosen for funding shall be determined by the Municipality in terms of its skills needs and the scarce and critical skills of the Local Government Sector.

9.3. FINANCIAL NEEDS

9.3.1. The financial needs of the applicant shall also be taken into account when awarding bursaries.

- 9.3.2. An indication of the financial needs of the applicant must be accompanied by a proof of job held by the parents or guardian of the applicant their income.
- 9.3.3. Learners / applicants who are beneficiaries of other bursary schemes from other providers / organisations shall not be considered for the Municipal bursary scheme.

10. SELECTION

- 10.1. Completed applications will be considered by the Selection Committee as constituted by the Municipal Manager.
- 10.2. The Bursary Selection Committee shall consider all applications received in line with the relevant requirements of the field of study to be pursued and the guidelines which shall be provided by the Municipality.
- 10.3. The selection of bursary candidates shall be representative of the geographical spread of the Municipality and the equity issues.
- 10.4. Recommendations of the selection committee shall be submitted to the Municipal Manager for approval.
- 10.5. A list of all successful candidates shall be circulated to all the secondary schools within the Municipal area and the circuit offices.

11. MENTORSHIP

- 11.1. All Municipal bursars will be allocated a mentor(s) after the finalization of the Bursary agreement between the Bursar and the Municipality.
- 11.2. One annual contact meeting shall be held with all Bursars in order to conduct interviews for the compilation of reports to assess progress and coping capabilities.
- 11.3. The allocated mentor(s) shall compile academic and learner coping reports on a quarterly basis and recommend necessary interventions to Council.

12. FINANCING OF THE BURSARY

- 12.1. The Municipal Council shall make budgetary provisions on an annual basis for the Bursary Scheme in line with its quest to address scarce

and critical skills within the Sector and according to the Municipality's needs.

13. REVIEW

- 13.1. This policy shall be subjected to a review process every year by the presentation of the changes thereto to Council for Council approval.
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ANNEXURE "A"



**Dr JS MOROKA MUNICIPALITY
BURSARY SCHEME APPLICATION FORM FOR FULL TIME STUDY
AT ANY UNIVERSITY IN SOUTH AFRICA**

PLEASE NOTE:

- The information required must be furnished in full. Failure to do so may jeopardize the applicant's chances of obtaining the Bursary.
- A certified copy of grade 12 (or June) results or any end-year results from Tertiary Institution should be attached.
- The closing date for applications is end of _____
- Fill in clear block letters

1. PERSONAL DETAILS

1.1 Surname _____

1.2 First Names _____

1.3 Residential/Physical Address _____

1.4 Municipality _____

1.5 Postal Address _____

1.6 Contact Telephone Number _____

1.7 Date of Birth _____

1.8 Identity Number _____ (If applicable)

1.9 If employed state name and address of employer _____

2. FAMILY BACKGROUND

2.1 Full name of both parent(s) or guardian

2.2 Address of parent(s) or guardian

2.3 Contact Number

2.4 Number of dependents

2.5 Occupation of both parent(s) or guardian

2.6 Name and address of employer (of parent/s or guardian)

2.7 Total income of both parent(s)/guardian

(attach proof of income)

3. DESIRED FIELD OF STUDY

3.1 Desired qualification (e.g. Degree or Diploma)

a) FIELD OF STUDY (Civil Engineering, Town Planning/Property valuation)

b) INSTITUTION

4. FINANCIAL SUPPORT

- 4.1 Are you currently receiving another bursary? If so, specify the name and the amount _____
- 4.2 Have you previously received a Bursary Loan from the Government or are you currently receiving any Bursary Loan from Government? If so, furnish particulars _____
- 4.3 Give details of the above _____

5. EDUCATIONAL QUALIFICATIONS

5.1 Grade 12 Certificate

- a. Name of school _____
 - b. Municipality _____
 - c. Village _____
 - d. Year obtained _____
 - e. Subjects and symbols _____
- _____
- _____
- _____
- _____

5.2 If you are already studying at a tertiary institution furnish the information regarding the following: -

- (i) Present field of study _____
- (ii) Year of study (e.g. I/II/III) _____
- (iii) Institution: _____
- (iv) Student No: _____

6. EXTRA MURAL ACTIVITIES

6.1 Furnish particulars concerning your interests, hobbies, sporting and extra curricular activities _____

6.2 Indicate positions of leadership held e.g. chairperson, captain, etc.

7. REFERENCES

Give name and addresses of two persons (**preferably your school principal or professor, a Minister of religion, a Magistrate or other respected members of your community**) from whom inquiries concerning you could be made.

7.1. Name _____

Address _____

Telephone Number _____

7.2. Name _____

Address _____

Telephone Number _____

8. DECLARATION

I certify that the information given above is true and correct and that I have read and understood the conditions governing the granting of Bursary scheme. In the event of a Bursary being awarded to me, I am prepared to enter into the required contractual agreement with the Dr JS Moroka Municipality.

**Signature of Applicant
Guardian**

Signature of Parent or

In the case of a minor

DATE

DATE

Attach:

- i) Salary advice of parent(s)\guardian
- ii) End Year Statement of results
- iii) Proof of residence

Return to:

Dr JS Moroka Municipality
Private Bag X4012
Siyabuswa
0472

Or

Hand deliver to:

2601/3 Bongimfundo Street, Siyabuswa A, 0472 or at

Mbibane Unit Office – Libangeni or at

Mathanjana Unit Office – Mmamethlake

Contact persons

Deputy Manager: Administration & Corporate – Mr Zulu Lucky
Or

Head of Section: Youth Development – Mr Ntshane Lawrence

Tel: (013) 973 1101 / 973 1390
