MASAKH’ISIZWE BURSARY POLICY

MASAKH’ISIZWE PROGRAMME
Chandre.September@westerncape.gov.za
tel: +27 21 483 9841: +27 800 9269
5th floor, Rm 5.16, 9 Dorp Str., CAPE TOWN,
8001P/Bag x9185, CAPE TOWN, 8000
www.capegateway.gov.za
1. INTRODUCTION

The Department of Transport & Public Works launched Masakh’iSizwe (Let’s Build the Nation) bursary programme in February 2006 where bursaries were awarded for fields of study related to a degree or higher diploma in transport, engineering or the built environment at Higher Education Institutions (HEIs) in the Western Cape.

The system of providing bursaries for Higher Education is instituted in line with the principles of the Public Service Regulations, 2001, Skills Development Act, 1998 (Act No. 97 of 1998) and the Constitution of the Republic of South Africa, which require the State to make further education available and accessible to potential recruits through the development and improvement of bursary schemes.

The vision of the programme goes beyond awarding bursaries. It involves collaboration with the HEIs, parastatals, private sector and other government spheres. The aim of the collaboration is to address skills shortages in the country by pulling together resources to maximise and ensure sustainability and continuous development in order to create a pool of young registered professionals. In addition, an Advisory Board have been established to give strategic guidance and direction to the programme.

An essential element of the programme is to develop a cadre of “nation builders”. Special attention has been given to the provision of support and development programmes, which include leadership skills. The aim is to provide support that goes beyond financial assistance in order to unlock the potential of the Masakh’iSizwe bursars.

Bursaries may be granted for higher education to both serving and prospective employees as a specific recruiting measure, in terms of Chapter 1, Part IX, section E3 of the Public Service Regulations (PSR), 2001. It can be used where it is difficult to recruit and retain suitably qualified applicants.
2. PURPOSE

The policy aims to:-

(a) Address skill shortages in disciplines that are identified as scarce and/or critical.

(b) Provide the framework within which the Head of Department or his/her delegated authority shall select candidates to whom bursaries shall be awarded, based on budget availability.

(c) Empower youth that are financially disadvantaged by providing them an opportunity to gain access to tertiary education and obtain qualifications through full-time study in Higher Education Institutions in the Western Cape.

3. TERMINOLOGY AND DEFINITIONS

In this Policy, unless the context indicates a contrary intention, the following words and expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings:-

(a) “Advisory Board” refers to the Board (i.e. consists of Deans of Built and Engineering Faculty of Higher Education Institutions in Western Cape and Chief Executive Officers of participating professional bodies and BCV partners) that gives strategic advice on matters pertaining to built and engineering field by sharing expertise and ideas;

(b) “BCV partners” refers to bursary collaboration venture with private sector or other spheres of government and/or parastatals;

(c) “Bursar” refers to a student who is currently a recipient of a Masakh'isoziwe bursary from the Department of Transport and Public Works;

(d) “Bursary Contract” refers to a legal agreement governing the bursary, outlining terms and conditions of the bursary;

(e) “Bursary contractual obligations” refer to the contractual obligations which require the bursar to enter into an employment contract with
the Department or private sector or any sphere of government, identified and deemed appropriate by the delegated authority, for a period equal to the study period of the bursary;

(f) "Deferment" refers to a period for which a bursar is exempted from his/her contractual obligations;

(g) "Department" refers to the Department of Transport and Public Works;

(h) "DPSA" refers to the Department of Public Service and Administration;

(i) "Exemption from the bursary" refers to free and release a bursar from bursary contractual obligations;

(j) "Extension of a bursary" refers to an increase in the length of time specified in the bursary contract;

(k) "Higher Education Institution" (HEI) refers to any institution that provides higher education on a full-time, part-time or distance basis;

(l) "Lodging/boarding expenses and meals allowance" refers to private accommodation, including HEIs self catering residences and meals allowance;

(m) "Masakh'Isizwe (MiS) Bursary" refers to a monetary award and/or support services granted by Masakh'Isizwe Bursary Programme to successful applicants to assist with their educational needs at HEIs in Western Cape in order to unravel and maximize their potential to enable them to complete their tertiary qualification successfully;

(n) "Masakh'Isizwe (MiS) Graduate" refers to a Bursar who has graduated from the relevant HEI;

(o) "OSD" refers to Occupation Specific Dispensation;

(p) "Partner students and/or learners" refers to students linked to BCV partners;

(q) "Rural area" refers to any part of the Western Cape outside the City of Cape Town municipal boundaries;

(r) "Scarce skills/critical skills" refers to disciplines identified by the DPSA as scarce/critical skills in line with OSD and/or identified by the Head of Department from time to time as scarce/critical skills to support service delivery in order to ensure that the Department achieve its objectives.
4. **REGULATORY FRAMEWORK**

The Policy incorporates the principles as set out in the legislation below:

(a) Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996);
(b) Labour Relations Act, 1995 (Act No. 66 of 1995);
(c) Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) as amended;
(d) Skills Development Act, 1998 (Act No. 97 of 1998);
(e) South African Qualifications Authority Act, 1995 (Act No. 58 of 1995);
(f) National Qualifications Framework Act, 2008 (Act No. 67 of 2008);
(g) Public Finance Management Act, 1999 (Act No. 1 of 1999);
(h) National Treasury Regulations;
(i) Provincial Treasury Instructions;
(j) Public Service Act, 1994 (Act No. 103 of 1994) as amended;
(k) Public Service Regulations, 2001, as amended;
(l) Promotion of Access to Information Act, 2000 (Act No. 2 of 2000);
(m) National Archives Act, 1996 (Act No. 43 of 1996);
(n) Employment Equity Act, 1998 (Act No. 55 of 1998);
(p) White Paper on Human Resource Management in the Public Service, December 1997; and

The regulatory framework includes any amendments to existing legislation and any subsequent relevant legislation that may be promulgated.

5. **SCOPE OF APPLICATION**

This policy is applicable to:

(a) Individuals applying for the Masakh' iSizwe bursary;
(b) Masakh' iSizwe bursars; and
(c) Management of the bursary by employees of the Department.
6. **POLICY PRINCIPLES**

6.1 The bursaries are:

(a) needs based and within budget limitations;
(b) from but not limited to the first year of study;
(c) provided for disciplines relating to transport, engineering or the built environment, including any other professional disciplines identified as scarce and/or critical; and
(d) awarded to persons who intend studying for diplomas or degrees at the government’s Higher Education Institutions (HEIs) in Western Cape.

6.2 A bursary contract will be entered into between the successful applicant and the Head of Department or his/her delegated authority.

6.3 The bursar is not required to have surety for the bursary. The Department will carry the risk of bad debt in the case of breach of contract.

6.4 The bursar will be required to serve the bursary contractual obligation on completion of his/her studies.

6.5 Where bursars receive other financial assistance, with or without contractual obligations, such financial assistance and/or rewards shall be declared and taken into account when awarding bursaries.

6.6 A penalty system will be instituted for poor performance and/or conduct/behavior.

6.7 The Masakh'Isizwe Bursary programme administrators shall, where clarity is required on any information provided in the application process, follow-up with the applicant.
7  RECRUITMENT AND SELECTION

7.1 Bursary opportunities shall be advertised annually to close at the end of the third quarter of the year prior to the academic year for which the bursary is required.

7.2 The selection criteria is based on a point system. The different elements of selection criteria are not enjoying equal points, it depends on the relative importance of the element. Bursary applications shall be assessed and prioritised in terms of a point system. The following criteria shall be applied in the selection process:

(a) South African citizenship;
(b) Intend and/or studying at the publicly funded HEIs in Western Cape (WC);
(c) Field of study aligned to disciplines identified as scarce and/or critical;
(d) Place of residence;
(e) Gender;
(f) Disability;
(g) Financial disadvantaged applicant(s)/parent(s)/legal guardian(s); and/or
(h) Financial need of the applicant determined by the extent of financial support i.e. other funders available to the applicant.

The certified proof of the financial status of applicant/parent(s)/legal guardian(s) shall accompany the application form.

7.3 The grid below is to be used for the selection process. The applicants who fail to meet any of the minimum requirements are disqualified and not considered further.
<table>
<thead>
<tr>
<th>SA Citizenship</th>
<th>Intend and/or studying at HEBs in WC</th>
<th>Field of study aligned to disciplines identified as scarce and/or critical</th>
<th>Place of resident</th>
<th>Gender</th>
<th>Disability</th>
<th>Financial disadvantage applicant(s)/parent(s)/legal guardian(s)</th>
<th>Financial need of the applicant, determined by the extent of financial support i.e. other funders) available to the applicant</th>
<th>*Academic Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>R250,000.00 - R300,000.00</td>
<td>Points</td>
</tr>
<tr>
<td>Disqualified</td>
<td>1</td>
<td>Disqualified</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>1 2 3 1 2 3 1 2 3 8</td>
</tr>
</tbody>
</table>

*Academic performance shall be utilised as a deciding factor in instances where applicants have equal points.

7.4 A selection committee, consisting of BCV partners and departmental representatives nominated by the Head of Department or his/her delegated authority, shall convene towards the end of the fourth quarter of the academic year, to select and recommend potential bursars for approval.

7.5 The number of bursaries recommended to be awarded shall be needs based and within budget limitations.

7.6 The approval for the awarding of bursaries will be granted by the Head of Department or his/her delegated authority.
8 EXPENSES COVERED BY THE BURSARY

8.1 The payments from the Department to the respective HEIs shall be effected upon receipt of proof of registration, and in accordance with the actual cost as determined by the relevant HEIs.

8.2 The bursary will cover the following costs, where applicable:-

(a) Academic fees, i.e. tuition and registration fees;
(b) Prescribed study material(s), relevant to the programme of study;
(c) Examination fees;
(d) HEIs’ catered residence fees;
(e) Lodging/boarding expenses and meals allowance, up to maximum amounts, as approved by the Head of Department or his/her delegated authority;
(f) Transport allowance, as determined by the Head of Department or his/her delegated authority, in instances where the Department is not paying for the lodging/boarding expenses and meals allowance; and
(g) Compulsory practical work integrated learning training and/or vacation training.

8.3 In addition to these costs, the bursary will also cover support programmes, identified by the Head of Department or his/her delegated authority. Such support programmes include, but are not limited to, leadership courses, mentoring, developing employment skills as well as events that bursars are required to attend, as determined by the delegated authority.

9 DURATION OF BURSARY

9.1 The bursary is awarded for the minimum duration of study, as determined by the relevant HEI. However, it is reviewed and/or renewed at the end of each academic year, based on the academic performance, conduct/behaviour of the bursar. The review will determine whether the bursary should be continued or terminated.
10. MANAGEMENT OF REPEAT MODULE(S)/COURSE(S)

10.1 In instances, where a bursar is required to repeat a module(s)/course(s), for the first time, the bursar shall be required to submit a written request to the Head of Department or his/her delegated authority to obtain approval for the payment of repeat module(s)/course(s). The written request must be duly motivated, providing reason(s) for the failed module(s)/course(s). The expenses for the module(s)/course(s) which are repeated for the second time or more, shall not be covered by the Department.

10.2 The criteria to be utilised to consider, assess, evaluate and approve written requests for payment of repeat module(s) and/or course(s), shall be recommended by the BCV committee and approved by the Head of Department or his/her delegated authority. Financial assistance may be provided to a bursar to repeat a module(s)/course(s), in instances, where approval has been granted.

10.3 The Head of Department or his/her delegated authority will consider, assess, evaluate and make a decision on whether the bursar or the Department should incur the expenses pertaining to the repeat module(s/course(s)).

10.4 In an instance where the bursar is required to repeat a module(s)/course(s), it may result in extension of the study period:-

(a) a maximum of one (1) additional year of the stipulated duration for the completion of a diploma; or

(b) maximum two (2) additional years of the stipulated duration for the completion of the degree.

10.5 The costs of lodging/boarding expenses and/or meals allowance may not be covered, should the bursar be required to complete a maximum of two repeat modules (per semester/year) in order to complete the diploma/degree for which he/she is registered. Each case will be treated on its own merit.
11. MANAGEMENT OF THE BURSARY CONTRACT

11.1 The bursary contract shall be signed by both the successful applicant and the Head of Department or his/her delegated authority, before any funds are released.

11.2 The bursary shall be managed and governed in line with the terms and conditions of the bursary contract and this policy.

11.3 Should the bursar fail to comply with the terms and conditions stipulated by the bursary contract, breach of contract will occur and the bursary shall be terminated. The bursar shall be liable for the repayment of the bursary and the outstanding bursary debt shall be recovered in terms of the mechanisms provided for in the Public Finance Management Act, 1999 (Act No. 1 of 1999 as amended).

11.4 In instances where the bursar has good reasons to change the field of study and/or HEI, prior approval must be obtained from the Head of Department or his/her delegated authority. Such approval must take account of the disciplines identified as scarce and/or critical.

11.5 On completion of studies, the bursar shall be required to serve the bursary obligation, by entering into an employment contract, as contemplated in the bursary contract and Policy for the appointment of Masakh’iSizwe graduates and professional development of employees of the Department of Transport and Public Works.

11.6 The employment placement of Masakh’iSizwe (MiS) graduates in fulfilment of their bursary obligations shall be at the discretion of the Head of Department or his/her delegated authority, and guided by service delivery needs as well as the Human Resource Plan.

11.7 Where the Head of Department or his/her delegated authority is unable to appoint a Masakh’iSizwe Graduate in line with their field of study or discipline, the Masakh’iSizwe Graduate will be released from the bursary contractual obligations to allow him or her to seek employment opportunities elsewhere.
The Wil Co-ordinator will try as far as possible to assist the released Masakh’iSizwe Graduates in securing employment opportunities in other spheres of government or private sector.

11.8 The criteria to be utilised to consider, assess, evaluate and approve written requests by bursars, for extension of bursary, exemption from bursary obligations, payment of repeat module(s)/course(s), deferment of bursary shall be recommended by the BCV committee and approved by the Head of Department or his/her delegated authority.

11.9 Deferment may be granted for a period of one year, unless a longer period is approved by the Head of Department or his/her delegated authority.

11.10 Notwithstanding, clause 11.1 to 11.9, deviations from this policy shall be approved by Head of Department.

12. TRANSFERS

12.1 MiS graduates employed by the Department may be transferred through mutual agreement to and from other Government Departments /Statutory Bodies whilst still under contractual obligation.

12.2 The recipient Government Department / Statutory Bodies must re-imburse the Department the value of the outstanding balance of the bursary.

13. BUDGETARY PROVISION

13.1 Budget provisions shall be made for the duration of the bursary commitment and within the Medium Term Expenditure Framework (MTEF) period.

13.2 Budget provisions must be used for maintaining existing bursaries and where budget allows, provide new bursaries.

13.3 The Head of Department or his/her delegated authority may enter into bursary collaboration agreements with private sector companies, State Owned Enterprises (SOEs), municipalities or other government departments to enhance the functionality and purpose of the bursary programme.
14. **MONITORING THE IMPLEMENTATION OF THE POLICY**

14.1 The Head of Masakh'isiSizwe Bursary Programme as assigned by the Head of the Department, shall monitor the implementation and compliance of this policy and file reports to the:-

(a) Head of Department in the first quarter of the academic year in respect of the previous academic year.
(b) Provincial Minister of Transport and Public Works in the first quarter of the academic year in respect of the previous academic year.
(c) Masakh'isiSizwe Advisory Board quarterly in the month following each quarter.
(d) Departmental Bursary and Training Committee in the first quarter of the academic year in respect of the previous academic year.

15. **REVIEW OF THE POLICY**

This Policy shall be reviewed as and when necessary, but at least every two years, to ensure alignment with the operational requirements and strategic goals of the Department.

16. **DATE OF ADOPTION AND IMPLEMENTATION**

This Policy shall be adopted on the first day of the month following the date on which the Policy is approved and shall not be applicable in a retrospective manner to the contracts signed prior to the approval.

17. **SIGNATURE TO THIS POLICY**

This Policy was signed at Cape Town, on the 27 day of March, 2013, by Mr CJ Fourie, Head of Department.