



arts, culture,
sports & recreation

Department:
Arts, Culture, Sports and Recreation
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

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HUMAN CAPITAL MANAGEMENT

POLICY TITLE : ACSR BURSARY POLICY

POLICY NUMBER : 02/2012 (3rd VERSION)

DATE APPROVED :

POLICY REVIEW : ANNUALLY

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1. ACRONYMNS

ACSR: Department of Arts, Culture, Sports and Recreation

PFMA: Public Finance Management Act, 1999 (Act No 01 of 1999)

HoD: Head of Department

2. DEFINITIONS OF CONCEPTS

Academic level: Is also known as academic standing or academic year which is based on the total number of units (credits) or years completed. For this purpose, completed academic years are defined as academic levels.

Agreement/contract: A written agreement entered into between the bursary holder and ACSR.

Block release: A system that allows employees to spend periods of time away from their job in order to study for a qualification at a college or university

Breach of Contract: Is a violation of any of the agreed-upon terms and conditions of a binding contract.

Bursar/bursary holder: refers to an employee who is currently a recipient of a bursary from the Department of Arts, Culture, Sports and Recreation.

Bursary: Is the amount of money that is paid by the Employer (financial assistance offered to employees to study towards a qualification that is relevant to the functions and or mandate of the Department offered by an accredited institution).

Ceding of rights: to give up your rights.

Department: means the Department of Arts, Culture, Sports and Recreation.

Differently able: a person with a disability.

Distance (learning) education: studying through correspondence or part time.

Academic Institution : An educational institution dedicated to education and research, which grants academic degrees. Herein specifically referring to Higher Institutions of Learning such as Universities, Colleges, etc.

Rights and responsibilities: a right is something that you are legally entitled to and a responsibility is a duty or something you are accountable for.

Satisfactory progress: academic performance as required by the Tertiary Institution.

Uninterrupted period of service: period of service with no other leave than University of technology or university).

3. PREAMBLE

- 3.1 The Department of Arts, Culture, Sports and Recreation as a Public Service employer under the guidance of the Ministry of the Department of Public Service and Administration recognizes capacity building legislative imperatives enshrined within the Public Service Act and regulations.
- 3.2 The Department, through this policy, commits to the intentions of all policy directives intended to address competency gaps that will be identified on a continuous basis and advancing the culture of excellence in skills development and lifelong learning.

4. SCOPE OF APPLICATION

- 4.1 This policy shall apply to all permanent employees and on long term contract three (3) years at the Department wishing to increase their capacity by studying with recognized tertiary educational institutions in order to obtain Tertiary Qualifications.

5. POLICY STATEMENT

- 5.1 To provide rules and regulations governing the granting of bursaries by the Department to all permanent employees of the Department.

6. POLICY OBJECTIVES

- 6.1 The objectives of this policy are as follows:-
- a) to invest in Human Capital as a measure to develop employees' full potential.
 - b) To enable employees within the Department to acquire formal tertiary qualification.
 - c) To develop the skills base for the effective implementation of the affirmative action and employment equity programmes in the Public Service.
 - d) To assist employees with their career development initiative and ensure that career-pathing and multi-skilling is realized.

e) To create a workplace as an active learning environment and inculcate a culture of lifelong learning.

f) To address the shortage of skills required in the Public Service for effective service delivery in performing critical functions within the department.

g) Ensure that relevant competencies within the Public Service are established as outlined by the Human Resources Development strategy for the Public Service.

7. POLICY FRAMEWORK

7.1 This policy is therefore grounded on the following legislation guiding the training and development of officials within the Public Service:-

- a) Constitution of the Republic of South Africa, 1996 (Act 108 of 1996),
- b) Human Resources Development Strategy in the Public Service,
- c) White paper on Training and Development in South Africa,
- d) Promotion of Equality and Protection of unfair discrimination, 2000 (Act 4 of 2000),
- e) Convention on the elimination of all forms of Discrimination against Women,
- f) Convention on the Rights of Persons with Disability,
- g) Beijing platform for Action,
- h) Skills Development Levies Act, 1998 (Act 97 of 1998),
- i) National Skills Development Strategy 2005 – 2009,
- j) The Public Service Act, 1994 (Act 103 of 1994 as amended),
- k) The Public Service Regulations, 2016,
- l) The Employment Equity Act, 1998 (Act 55 of 1998),
- m) The Skills Development Act, 1998 (Act 97 of 1998),
- n) National Development Plan 2030,
- o) Public Finance Management Act, 1999 (Act 01 of 1999),
- p) Protection of Personal Information Act, 2013 (Act 4 of 2013),
- q) The South African Qualifications Authority Act, 1995 (Act 58 of 1995),
- r) The Provincial Bursary Policy-02.

8. POLICY PRINCIPLES

Accountability: The policy ensures that successful bursary holders are accountable to the Department for money that has been allocated towards their studies.

Fairness: This policy is aimed at promoting fairness in terms of offering bursaries to the ACSR officials.

9. POLICY CONTENT

9.1 TERMS AND CONDITIONS OF THE BURSARY

A successful bursary holder will be obliged to adhere to the following policy conditions:-

- 9.1.1 If the bursary holder fails and or repeats study units/module(s) registered, he or she shall pay for the study units/ module(s) that are being repeated and or failed.
- 9.1.2 Academic results must be submitted to the Department by the bursar as soon as made available by the institution. The Department will request the academic results from the Institution where the student fails to deliver same to the Department or when the Department needs to verify the academic results provided by the Bursar.
- 9.1.3 The ACSR, will request the academic institution where the departmental employee is a registered student to provide academic progress report.
- 9.1.4 Bursary holders may deviate or change a field of study only if the course is still relevant to the departmental needs, on condition that the first year of the new course is completed at own cost unless if the major subjects of the initial course are accredited for the new one.
- 9.1.5 Approval to change the course must be at a discretion of the Head of the Department.
- 9.1.6 The bursary holder will be bound by the obligation of serving the Department and or government as the Employer for the equivalent period the funding has been provided i.e. the bursary holder will start serving obligation immediately after completion of the studies.
- 9.1.7 In the event the bursary holder takes a transfer to another Government Department or resigns from the Department and is employed by another

Government Department, the obligations shall be transferred to such a Department.

9.1.8 In the case of bursary holder terminating his or her services within the Public Sector prior to completing his or her studies, the bursary holder will be expected to abide by the Bursary contractual obligations. Payment of obligation will be through cash payment or deduction through the salary management system.

9.1.9 Should a bursary holder be declared medically unfit to carry out duties, after a bursary has been awarded to him or her, such employee will be absolved from the obligation to pay back the bursary.

9.1.10 Should a bursary holder be dismissed or released from his or her duties due to misconduct, such bursary holder must pay back the costs incurred for bursary purposes.

9.1.11 Bursary holders must fulfil all their obligations and responsibilities in compliance with the policy.

9.1.12 Bursary holders shall not neglect their work or duties in favour of their studies.

9.2 CONDITIONS OF AWARDING BURSARY

9.2.1 The field of study for which a bursary is awarded must be relevant to the career development of the individual and in relation to the vision, mission and objectives of the Department.

a) Applicants on post level 2-6 are at liberty to choose any field of study of their choices.

b) Applicants on post level 7-12 are restricted to choose a field of study that is relevant to their current occupational category.

c) Applicants on post level 13 – 15 shall be expected to prioritise competency assessment gaps identified before a bursary can be awarded.

9.2.3 Priority will be given to officials who do not possess any three (3) year Tertiary qualifications and skills shortages that are regarded as priority within the entire Department.

9.2.4 Application for Bursary must be aligned to the Official's Personal Development plan.

9.2.5 The Department must allocate a dedicated budget for bursary purposes.

9.2.6 The financial assistance through the Bursary programme shall cover all fields relevant to the mandates and objectives of the Department that amongst others cover the following:-

- a) Public Administration
- b) Financial Management (including Account & Auditing SCM, Risk Management)
- c) Computer Sciences
- d) Communications
- e) Graphic Design
- f) Languages
- g) SA Sign Language
- h) Heritage and Museum studies
- i) Creative industries
- j) Records Management
- k) Libraries and Archives
- l) Human Resources Management
- m) Events Management
- n) Anthropology/Sociology
- o) Ethnology
- p) Legal Studies
- q) Monitoring and Evaluation
- r) Policy Development and Management
- s) Development studies
- t) Sports Management
- u) Recreation Management
- v) Indigenous Knowledge Systems
- w) Biokinetics
- x) Human Movement Science
- y) Horticulture

9.2.7 Masters and Honours studies shall be covered by the Bursary.

9.2.8 Doctoral studies shall not be covered by the policy.

9.2.9 The Bursary policy shall only accommodate for senior managers depending on the availability of budget.

9.2.10 The Bursary Policy shall only accommodate for senior managers who pursue studies that are relevant to their line functions.

9.3 FUNDING STRUCTURE

9.3.1 The scheme will be financed from the Departmental bursary budget allocation.

9.3.2 The Departmental bursary shall pay 100% of the tuition fees and books for an employee bursary holder for each academic year.

9.3.3 Only accommodation costs will be allowed during the contact lessons except examinations due to Special leave policy 3/2014(version 2).

9.3.4 Departmental Subsistence and Travelling policy 14/2017(5th Version) must be taken into consideration.

9.4 APPLICATION PROCESS

The application process for the Departmental Bursary shall be as follows: -

9.4.1 The Department will publish the advert after approval by the HoD.

9.4.2 A Departmental employee who intends to obtain a Bursary must complete a prescribed application form that will be circulated on an annual basis.

9.4.2 The Departmental employee should submit admission letter received from the institution concerned together with the application.

9.4.3 Signed bursary contract to be submitted by the Departmental employee to the Human Resources Development unit before any payment can be made.

9.5 ESTABLISHMENT OF WORKPLACE SKILLS DEVELOPMENT AND BURSARY COMMITTEE

9.5.1 The committee shall be composed of:-

- a) Representation from Chief-Directorates and Directorates that do not fall within any Chief-Directorate.

9.5.2 Functions of the bursary committee include:-

- a) Develop selection criteria.
- b) Consider applications, conduct selection process and make recommendations to the Head of Department.
- c) Advice on the implementation of the policy
- d) Monitoring and evaluation of awarded bursaries.

9.6 TERMINATION OR WITHDRAWAL OF BURSARY

9.6.1 The bursary may be terminated or withdrawn and all costs incurred by the Department recovered on these conditions:-

- a) Non-compliance with the policy may lead to termination of the bursary and subsequent recovery of all the costs incurred by the Department.
- b) If the awarded candidate is expelled by the academic institution concerned.
- c) Has failed to perform at the expected academic standard as determined by the institution concerned.
- d) If there is any breach of contract by the bursary holder, the termination will be effected immediately in consultation with the bursary holder.
- e) If the bursary holder is dismissed due to misconduct, the bursary will be terminated and all the costs incurred by the Department recovered.

10 ROLES & RESPONSIBILITIES

Rights and responsibilities of both parties to the agreement should be discussed with the bursars before entering the agreement/contract.

10.1 Head of Department:

10.1.1 To approve bursaries.

10.1.2 Ensure that the relevant committees for managing implementation are established.

10.1.3 Ensure that compliance with the PFMA is adhered to.

10.1.4 Ensure that bursaries address the identified needs as per Departmental strategic plan.

10.1.5 Ensure that required resources for effective implementation are made available.

10.1.6 Ensure that the rights and liabilities of bursars in case of transfer of the bursary or its obligations to other Departments is effectively done through the relevant Unit(s).

10.2 Employees

10.2.1 Employees who have enrolled with tertiary institutions must ensure that they comply with all-academic requirements throughout their studies.

10.2.2 Be committed and must submit results by the end of January every year.

10.2.3 The bursary holder will be bound by the obligation of serving the employer/public service for the equivalent period the funding has been provided.

11. POLICY REVIEW

This policy will be reviewed annually.

12. APPROVAL AND COMMENCEMENT

The Department through the office of the Head of Department hereby declares that this policy is adopted, approved and will ensure that it is implemented within the Department.

Signed in Mahikeng on this 08 day of April 2024.


Mr. ITUMELENG MOGOROSI
HEAD OF DEPARTMENT

08/04/2024
DATE