



Reference : 20170502-384
3/3/3/3/1

Enquiries : L Ndzongo

Strategic People Management Minute: 0005/2017

To: Chief Directors, Directors (Head Office and district offices), Deputy Directors, Circuit Managers and Heads of all educational institutions

Subject: Part-time study bursary scheme for public service employees (2018 academic year)

1. The Western Cape Education Department (WCED) invites all public service employees who wish to undertake part-time studies in 2018 to apply for the part-time bursary.
2. In line with the National Qualifications Framework Act, 2008 (Act 67 of 2008), as amended, and entry requirements for posts in middle management and senior management, the WCED will give preference to public service employees who wish to improve their qualifications to degree-level (NQF 7) or who wish to undertake studies towards an undergraduate degree (NQF 7).
3. Bursaries will only be granted to applicants if they:
 - 3.1 are South African citizens;
 - 3.2 are permanent employees appointed in terms of the Public Service Act, 1994 (Act 103 of 1994);
 - 3.3 meet the admission requirements of the Higher Education Institution (HEI) concerned;
 - 3.4 have proof of application or a copy of the cash receipt from the HEI for the 2018 academic year;
 - 3.5 are committed to undertaking part-time studies during 2018;
 - 3.6 are studying towards an undergraduate or postgraduate qualification; and
 - 3.7 are not in receipt of another state bursary or any other bursary.
4. All applications will be evaluated according to the following criteria:
 - 4.1 appropriateness of the intended field of study in relation to the WCED's current and future strategic needs;
 - 4.2 the relevant components' need for specific or scarce skills;
 - 4.3 employment equity (race, gender, disabilities);
 - 4.4 whether applicants are from rural or urban areas;
 - 4.5 relevance to the specific job description;
 - 4.6 salary levels and the availability of funds;
 - 4.7 first qualification vs second qualification; and
 - 4.8 the supervisor's recommendation, which must be attached to the application.

5. The following documents must accompany the application:
 - 5.1 completed bursary application form (attached to this Minute);
 - 5.2 an estimate of the study costs (registration and tuition) from the HEI for the 2018 academic year (this information is obtainable from the HEI);
 - 5.3 the supervisor's recommendation and motivation of the application; and
 - 5.4 proof of application or a copy of the cash receipt from the HEI.
6. No late, incomplete, faxed or illegible applications will be considered.
7. Applications for the following study fields, in which there is a scarcity of qualified staff and/or a constant need in the WCED, will receive preference:

QUALIFICATION TYPE	STUDY FIELD/DISCIPLINE
Degree NQF Level 7/ National Diploma (leading to a NQF level 7)	Financial Management Systems, Financial Management, Accounting and Auditing
Degree (NQF Level 7)/ National Diploma (leading to a NQF Level 7)	Human Resource Management/ Development
Degree NQF Level 7/ National Diploma (leading to a NQF Level 7)	Public Management

8. All applications must be submitted to the Directorate: Strategic People Management by **Friday, 29 September 2017**, for the attention of Mr L Ndzongo at Room 9, 8th Floor, Golden Acre Building, Cape Town 8001, or posted to Private Bag X9114, Cape Town 8000.
9. The Bursary Committee will consider all applications and make recommendations for the awarding of bursaries. Bursary allocations will not exceed, but will also not necessarily cover, the full registration and tuition fees. The number of applications received and the funds available will determine the number of bursaries awarded.
10. Each successful applicant will be expected to enter into a formal agreement (bursary contract) with the WCED to render a year of service for each year the bursary was awarded and to comply with all other stipulations contained in the bursary contract.
11. The attention of employees appointed in terms of the Public Service Act, 1994 (Act 103 of 1994) is also drawn to the provisions of the Recognition of Improved Qualifications as communicated in Strategic People Management Minute 0004/2017.
12. For any enquiries relating to the 2018 public service bursary application, kindly contact Mr Lusapho Ndzongo per email at Lusapho.Ndzongo@westerncape.gov.za or on tel. no. 021 467 2190.
13. Kindly ensure that all public service employees in your component are made aware of the contents of this minute.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2017- 08 -24