



Reference: 20190619-6000
File no.: 3/3/3/3/1
Enquiries: M Mpiti

Strategic People Management Minute: 0006/2019

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 (2020 academic year)

1. The Western Cape Education Department (WCED) invites all public service employees who wish to undertake part-time studies in 2020 to apply for part-time bursaries.
2. In line with the National Qualifications Framework Act, 2008 (Act 67 of 2008), as amended, and entry requirements for posts in middle 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 a national diploma (NQF 6) leading to NQF 7 or an undergraduate degree (NQF 7).
3. Bursaries will only be granted to applicants if they:
 - a) are South African citizens;
 - b) are permanent employees appointed in terms of the Public Service Act, 1994 (Act 103 of 1994);
 - c) meet the admission requirements of the higher education institution (HEI) concerned;
 - d) have proof of application or a copy of the cash receipt from the HEI for the 2020 academic year;
 - e) are committed to undertaking part-time studies during 2020;
 - f) are studying towards an undergraduate or postgraduate qualification; and
 - g) are not in receipt of another state bursary or any other bursary.
4. All applications will be evaluated according to the following criteria:
 - Appropriateness of the intended field of study in relation to the WCED's current and future strategic needs
 - The relevant component's need for specific or scarce skills
 - Employment equity (race, gender, disabilities)
 - Whether applicants are from rural or urban areas
 - Relevance to the specific job description

- Salary levels and the availability of funds
- First qualification vs. second qualification
- The supervisor's recommendation, which must be attached to the application.

5. The following documents must accompany the application:
- Completed bursary application form (attached to this minute)
 - An estimate of the study costs (registration and tuition) from the HEI for the 2020 academic year (this information is obtainable from the HEI)
 - The supervisor's recommendation and motivation of the application
 - 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:

NO.	QUALIFICATION TYPE	STUDY FIELD/DISCIPLINE
1.	Degree (NQF Level 7) /Diploma (Leading to NQF level 7)	Financial Management Systems, Financial Accounting , Management Accounting and Auditing
2.	Degree (NQF Level 7) /Diploma (Leading to NQF level 7)	Human resource Management/Development
3.	Degree (NQF Level 7) /Diploma (Leading to NQF level 7)	Public Management
4.	Degree (NQF Level 7) /Diploma (Leading to NQF level 7)	Office Management and Technology
5.	Degree (NQF Level 7) /Diploma (Leading to NQF level 7)	Industrial Relations
6.	Degree (NQF Level 7) /Diploma (Leading to NQF level 7)	Project Management
7.	Degree (NQF Level 8)	Industrial Psychology, Management Accounting

8. All applications must be submitted to the Directorate: Strategic People Management by **Friday, 30 August 2019**, for the attention of Ms Malorato Mpiti at Room 9, 8th Floor, Golden Acre Building, Adderley Street, 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. 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 outlined in the agreement.
11. For any enquiries relating to the 2020 public service bursary application, kindly contact Ms Malorato Mpiti per email to Malorato.Mpiti@westerncape.gov.za or on tel. no. 021 467 2155.
12. Kindly ensure that all public service employees in your component are made aware of the contents of this minute.

SIGNED: EJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2019-07-19



ANNEXURE A

SUPERVISOR'S RECOMMENDATION FOR A BURSARY FOR PART-TIME STUDY IN 2020

To be completed by the principal, director or deputy director and returned with the bursary application by 30 August 2019

Table with 2 columns and 6 rows containing fields: Directorate / EMDC/ School, First name of applicant, Surname of applicant, Is the applicant in the permanent employ of the Western Cape Education Department? Yes/No, Applicant's PERSAL number, Salary level of applicant.

N.B. This recommendation is one of the important criteria that the Bursary Committee takes into account when considering applications for bursaries.

Main duties of the applicant:
.....
.....
.....
.....
.....
.....
.....

Briefly justify why this person should be considered for a bursary:
.....
.....
.....
.....
.....
.....
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Supervisor's signature: _____ Name: _____

Date: _____

Applicant's signature: _____ Name: _____

Date: _____



Wes-Kaap Onderwysdepartement
Western Cape Education Department

AANSOEK OM PUBLIEKE DIENS BEURS 2020 / APPLICATION FOR PUBLIC SERVICE BURSARY 2020

Direktoraat: Menslikehulpbronbestuur
Directorate: Strategic People Management
Golden Acre Building/Goue Akker Gebou
Cape Town/ Kaapstad
AANDAG /
ATTENTION: MALORATO MPITI/ KHETHIWE THABETHE
TEL: 021 467 2155 / 2011

CLOSING DATE FOR APPLICATIONS: 30 AUGUST 2019

BAIE BELANGRIK

- (i) Onvolledige aansoeke sal verwerp word.
- (ii) Gebruik DRUKSKRIF.
- (iii) Merk toepaslike blokkies met 'n "X".
- (iv) Aansoeke moet vergesels word met
 - 'n kwotasie van studie koste
 - 'n geskrewe aanbeveling van toesighouer.
 - 'n afskrif van ID dokument
 - 'n afskrif van hoogste kwalifikasie
 - bewys van aansoek gedoen by die HOI

VERY IMPORTANT

- (i) Incomplete applications will be rejected.
- (ii) Please PRINT.
- (iii) Mark appropriate boxes with an "X".
- (iv) Applications must be accompanied by
 - a quotation of study costs.
 - a written recommendation from your supervisor.
 - a copy of ID document
 - a copy of highest qualification
 - proof of application form

1. Identiteitsnommer Identity no.		2. Geboortedatum Date of birth		3. Persalnr. Persal no.	
4. Van Surname		5. Ras/Race (For Employment Equity/Skills Development) (Vir Diensbillikheid/Vaardig- hedeontwikkeling)	Swart Black	Kleurling Coloured	Indiër Indian
6. Voomame First names		7. Titel: mnr /mev/me Title: Mr/Mrs/Ms		8. Taal Lang.	Afr. Eng
9. Posadres/Postal address		10. Is/was u in ontvangs van 'n ander beurs of lening? Are/were you in receipt of another bursary or loan?		Nee No	Ja Yes
.Postal Code		(a) Naam van instansie wat beurs/lening toestaan Name of institution granting bursary/loan			
10. Physical address if different from the above :					
Postal Code :					
11. Tel.no.(Tuis) Tel. No.(Home)		Skakelkode Dialing code		(b) Aard van verpligtinge Nature of obligations	
Tel.no.(Werk) Tel. No.(Work)		Skakelkode Dialing code		(b) Is verpligtinge nagekom? Have obligations been fulfilled?	
Cell (phone)					

Alternative number		Other Contact details:
Email		

12. UNIVERSITEITS- EN ANDER NASKOOLSE OPLEIDING/ UNIVERSITY AND OTHER POST-SCHOOL QUALIFICATIONS		
(i)	Grade/diplomas reeds behaal Qualification/s already obtained Highest Qualification	
(ii)	(a) Naam van graad/diploma waarvoor beurs verlang word Name of degree for which a bursary is required	
	(b) Naam van universiteit/teknikon/kollege waar studies gevolg sal word Name of university/teknikon/college where studies will be undertaken	
	(c) Datum wanneer met studies 'n aanvang gemaak is / gemaak sal word Date on which studies commenced / will commence	<input type="text"/>
	(d) Meld slegs hoofvakke State major subjects only	<input type="text"/>
(iii) Indien reeds besig met studies, verklaar die volgende/If currently busy with studies, provide the following information:		
(a)	Hoeveelste studiejaar tans Present year of study	<input type="text"/>
	(b) Minimum oorblywende duur van kursus Minimum remaining period of course	<input type="text"/>
(c)	Registrasienuommer Student registration number	<input type="text"/>
(d) (i)	Het u enige studiejaar gedruip? Have you failed any year of study?	<input type="text"/> Ja/Yes <input type="text"/> Nee/No
	(ii) Indien wel, watter studiejaar en wanneer? If "Yes", which year of study and when?	<input type="text"/>
(f) Vakke tot dusver geslaag indien enige/Subjects passed to date, if any		
	JAAR/YEAR	VAKKE/SUBJECTS

13. VOLLE LYS VAN VAKKE WAARUIT GRAAD/DIPLOMA BESTAAN VANAF EERSTE JAAR TOT VOLTOOIING DAARVAN COMPLETE LIST OF SUBJECTS THAT DEGREE / DIPLOMA WILL CONSIST OF FROM FIRST YEAR OF STUDY TO COMPLETION THEREOF	
EERSTE JAARGANG/FIRST YEAR CURRICULUM 2019	TWEDE JAARGANG/SECOND YEAR CURRICULUM 20____
DERDE JAARGANG/THIRD YEAR CURRICULUM 20____	VIERDE JAARGANG/FOURTH YEAR CURRICULUM 20____

14. Departement waar u werksaam is Department where you are employed	Western Cape Education Department	
15. Afdeling of Seksie Division or Section		
	District:	

16. Huidige rang Present Rank and Salary Level		17. Aanstellingsdatum Date of appointment	
18. Aanstellingstatus/Appointment status	Permanent	Op proef On probation	Tydelik Temporary
19. Adres van werkgewer/Employer's address			

20. AANDUIDING VAN LIGGAAMLIKE GESTREMDHEID / INDICATION OF PHYSICAL DISABILITY

Ly u aan 'n liggaamsgestremdheid?
Do you suffer from a physical disability?

JA / YES

NEE / NO

Indien ja, meld aard van gebrek / If "YES", state nature of disability:

HANDTEKENING VAN AANSOEKER
SIGNATURE OF APPLICANT

DATUM
DATE