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Enquiries: M Mpiti

Strategic People Management Minute: 0005/2020

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 (2021 academic year)

1. The Western Cape Education Department (WCED) invites all public service employees who wish to undertake part-time studies in 2021 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 2021 academic year;
 - e) are committed to undertaking part-time studies during 2021;
 - 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 versus second qualification; and
 - The supervisor's recommendation, which must be attached to the application.
5. No late, incomplete, faxed or illegible applications will be considered. All applications must be submitted by **Friday, 16 October 2020**.
6. 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
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; Industrial Psychology
3.	Degree (NQF Level 7)/Diploma (Leading to NQF level 7)	Public Management
4.	Degree (NQF Level 7)/Diploma (Leading to NQF level 7)	Information System/Information Management
5.	Degree (NQF Level 7)/Diploma (Leading to NQF level 7)	Industrial Relations/ Labour Relations
6.	Degree (NQF Level 7)/Diploma (Leading to NQF level 7)	Project Management
7.	Degree (NQF Level 7)/Diploma (Leading to NQF level 7)	Safety Management / Security Management
8.	Degree (NQF Level 7)/Diploma (Leading to NQF level 7)	Archives and Records Management
9.	Degree (NQF Level 8)	Industrial Psychology, Management Accounting; Labour Relations; Project Management; Auditing

7. Instructions to applicants: Use the following link to apply online for the public service bursaries or scan the Quick Response code to access the link on your cell phone/tablet.

https://forms.office.com/Pages/ResponsePage.aspx?id=f790rsPPYEeh_gcxr6pVAhJlmtb5hz5FiPdS4qjWtfdUMFhZWE5aODdHRzNDWU4wRFFBRVhNRzhFWC4u



8. Candidates must submit the following completed documents electronically:
 - Completed bursary application form (attached to this minute);
 - An estimate of the study costs (registration and tuition) from the HEI for the 2021 academic year (this information is obtainable from the HEI);
 - The supervisor's recommendation and motivation of the application; and
 - Proof of application or a copy of the cash receipt from the HEI.
9. **Documents have to be electronically submitted to:** Malorato.Mpiti@wced.info.
10. 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.
11. 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.
12. For any enquiries relating to the 2021 public service bursary application process, kindly contact Ms Malorato Mpiti per email at Malorato.Mpiti@westerncape.gov.za or on tel. no. 021 467 2155.
13. Kindly ensure that all public service employees in your component are made aware of the contents of this minute.

SIGNED: LJ ELY

DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES

DATE: 2020-09-01