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Enquiries: M Mpiti

Strategic People Management Minute: 0007/2021

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 (2022 academic year)**

1. The Western Cape Education Department (WCED) invites all public service employees who wish to undertake part-time studies in 2022 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 middle and senior management posts, 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 (Proclamation 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 2022 academic year;
  - e) are committed to undertaking part-time studies during 2022;
  - f) are studying towards an undergraduate or postgraduate qualification; and
  - g) are not recipients 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, disability)
  - 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. No late, incomplete, faxed or illegible applications will be considered. All applications must be submitted by **Tuesday, 02 November 2021**.
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:

	<b>QUALIFICATION TYPE</b>	<b>STUDY FIELD/DISCIPLINE</b>
a)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Financial Management Systems, Financial Accounting, Management Accounting, Auditing
b)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Human Resource Management/Development, Industrial Psychology
c)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Public Management
d)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Information System/Information Management
e)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Industrial Relations
f)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Project Management
g)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Safety/Security Management
h)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Archives and Records Management
i)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Office Management and Technology
j)	Degree (NQF 7) / Diploma NQF 6 (leading to NQF 7)	Property Management/Town Planning

7. Applicants must use the following link to apply online or scan the QR code to access the link on their cellphones/tablets:

[https://forms.office.com/Pages/ResponsePage.aspx?id=f790rsPPYEeh\\_gcxr6pVAhJlmtb5hz5FiPdS4qjWfdUQjI4UUEzSDI2RTcxSVNQSjVRR1pXUVIHTC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=f790rsPPYEeh_gcxr6pVAhJlmtb5hz5FiPdS4qjWfdUQjI4UUEzSDI2RTcxSVNQSjVRR1pXUVIHTC4u)



8. Applicants must submit the following completed documents electronically:
  - a) Completed bursary application form (attached to this minute)
  - b) An estimate of the study costs (registration and tuition) from the HEI for the 2022 academic year (this information is obtainable from the HEI)
  - c) Their supervisor's recommendation and motivation of the application
  - d) Proof of application or a copy of the cash receipt from the HEI.
9. **Documents must be electronically submitted to [Malorato.Mpiti@wced.info](mailto: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 2022 public service bursary applications, kindly contact Malorato Mpiti per email to [Malorato.Mpiti@westerncape.gov.za](mailto:Malorato.Mpiti@westerncape.gov.za) or on tel. no. 021 467 2155 or Masivelane Jita per email to [Masivelane.Jita@westerncape.gov.za](mailto:Masivelane.Jita@westerncape.gov.za) or on tel. no. 021 467 2224.
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:** 2021-10-01