



File no.: 3/3/3/3/1
Reference: 20230613-5454

Strategic People Management Minute: 0011/2023

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

Subject: Bursary scheme for public service employees for part-time studies during the 2024 academic year

1. The Western Cape Education Department (WCED) invites all public service employees who wish to undertake part-time studies in 2024 to apply for 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 (not on probation) 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 2024 academic year.
 - e) are committed to undertake part-time studies during 2024.
 - f) are studying towards an undergraduate or postgraduate qualification.
 - g) are not recipients of another state bursary or any other bursary.
4. All applications will be evaluated according to the following criteria:
 - a) appropriateness of the intended field of study in relation to the WCED's current and future strategic needs
 - b) the relevant component's need for specific or scarce skills
 - c) employment equity (race, gender, disability)
 - d) whether applicants are from rural or urban areas
 - e) relevance to the specific job description
 - f) salary levels and the availability of funds

- g) first qualification versus second qualification
- h) 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 on or before **Friday, 21 July 2023 at 16:00**.

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
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
c)	Degree (NQF 7)/ Diploma NQF 6 (leading to NQF 7)	Public Management/ Administration
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)	Property Management/Town Planning
g)	Degree (NQF 7)/ Diploma NQF 6 (leading to NQF 7)	Project 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

7. Applicants must use the following link to apply online or scan the QR code to access the link on their cell phones or tablets: <https://forms.gle/3DLMjdJwkS6nAMkw5>



8. Applicants must upload the following documents electronically:
- a) an estimate of the study costs (registration and tuition) from the HEI for the 2024 academic year (this information is obtainable from the HEI)
 - b) the supervisor's recommendation and motivation of the application
 - c) performance agreement extracted/downloaded from PERMIS
 - d) proof of application or a copy of the cash receipt from the HEI.

9. The bursary committee will consider all applications and make recommendations for awarding 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 every year the bursary was awarded and to comply with all other stipulations outlined in the agreement.
11. For any enquiries related to the bursary applications for public service employees for 2024, kindly contact Patience Funani on tel. 021 467 2243 or send an e-mail to Patience.Funani@westerncape.gov.za. Alternatively, contact Masivelane Jita on tel. 021 467 2224 or send an e-mail to Masivelane.Jita@westerncape.gov.za.
12. 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: 2023-06-22