

**APPLICATION FORM FOR RECOGNITION OF IMPROVED QUALIFICATIONS FOR PUBLIC SERVICE ACT APPOINTEES**

**KINDLY NOTE APPLICATIONS FOR RIQ ARE OPEN FROM 09 OCTOBER 2023 - 15 DECEMBER 2023.  
 APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

<b>SECTION A: (To be completed by Applicant)</b>			
<b>SURNAME &amp; INITIAL:</b>		<b>CONTACT NUMBER:</b>	
<b>CURRENT RANK:</b>		<b>PERSAL NO:</b>	
<b>CURRENT SALARY NOTCH:</b>		<b>CURRENT SALARY LEVEL:</b>	
<b>DIRECTORATE/DISTRICT/SCHOOL:</b>			
<b>NAME OF QUALIFICATION (DEGREE/DIPLOMA):</b>			
<b>NQF LEVEL OF INTENDED IMPROVED QUALIFICATION:</b>			
<b>FIELD OF STUDY IS RELATED TO MY CURRENT POST:</b>		YES/NO	
<b>JOB DESCRIPTION &amp; PERFORMANCE AGREEMENT ATTACHED OF CURRENT POST</b>	YES/ NO	<b>IN RECEIPT OF A STATE BURSARY</b>	YES/ NO
<b>COST OF COURSE ATTACHED</b>	YES/ NO	<b>YEAR OF FIRST REGISTRATION</b>	20__
<b>OUTLINE OF COURSE ATTACHED</b>	YES/ NO	<b>CURRENT YEAR OF STUDY (1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup> )</b>	
<b>NAME OF UNIVERSITY/TECHNIKON/INSTITUTION REGISTERED WITH/INTEND TO STUDY WITH:</b>			
<p>I hereby grant permission for the assessment of my RIQ application, based on the criteria contained in GPSSBC 5/2014 and PSCBC 1/2012 collective agreements, DPSA Circular HRD 3/2015 and the WCED's current RIQ Circular, that I've read and understand to be considered for the cash bonus.</p>			
_____ <b>EMPLOYEE SURNAME &amp; INITIAL</b>		_____ <b>SIGNATURE</b>	_____ <b>DATE</b>
<b>SECTION B: (To be completed by the immediate Supervisor/Line Manager)</b>			
<b>NAME OF DIRECTORATE/DISTRICT/SCHOOL:</b>			
I confirm, the intended improved qualification is related to the employee's current scope of work and it will enhance the employee's performance and service delivery.			<b>Yes/No</b>
I confirm, the intended improved qualification, is a higher-level qualification than the minimum qualification requirement of the current post occupied by the employee, aligned to the provisions of the RIQ criteria.			<b>Yes/No</b>
I confirm, the application was discussed with the employee and is supported.			<b>Yes/No</b>
I confirm, the application was discussed with the employee and is not supported, find attached motivation.			<b>Yes/No</b>
I fully understand the application is assessed based on the criteria of the collective agreements, GPSSBC 5/2014 & PSCBC 1/2012, the DPSA HRD Circular 3/2015 and the current RIQ Circular.			<b>Yes/No</b>
_____ <b>SURNAME &amp; INITIAL</b>		_____ <b>SIGNATURE &amp; DATE</b>	