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Strategic People Management Minute: 0010/2024

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

Subject: Bursary scheme for public service employees for part-time studies during the 2025 academic year

1. The Western Cape Education Department (WCED) invites all public service employees who wish to undertake part-time studies in 2025 to apply for bursaries.
2. In line with the National Qualifications Framework (NQF) 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) and post graduate degree (NQF 8).
3. There is a capped amount of R 60 000,00 per bursary holder for NQF 8 qualifications. Therefore, should the study fees exceed this amount, the bursary holder will be liable to pay for the difference.
4. Bursaries will only be granted to applicants if they:
 - (a) are South African citizens;
 - (b) are on probation/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 2025 academic year;
 - (e) are committed to undertake part-time studies during 2025;
 - (f) are studying towards an undergraduate or postgraduate qualification; and
 - (g) are not recipients of another state bursary or any other bursary.

5. 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; and
 - (h) the supervisor's recommendation, which must be attached to the application.

6. No late, incomplete, faxed, or illegible applications will be considered. All applications must be submitted on or before **Friday, 06 September 2024 at 16:00**.

7. **Please note, it is not advisable for WCED officials to study at Technical Vocational Education Training colleges as their qualifications do not lead to NQF 7.**

8. 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)	Supply Chain Management
(c)	Degree (NQF 7)/ Diploma NQF 6 (leading to NQF 7)	Human Resource Management or Development
(d)	Degree (NQF 7)/ Diploma NQF 6 (leading to NQF 7)	Public Administration
(e)	Degree (NQF 7)/ Diploma NQF 6 (leading to NQF 7)	Information System/Information Technology
(f)	Degree (NQF 7)/ Diploma NQF 6 (leading to NQF 7)	Law/ Industrial Relations
(g)	Degree (NQF 7)/ Diploma NQF 6 (leading to NQF 7)	Archives and Records Management

9. Applicants must use the following link to apply: <https://cscbursaries.westerncape.gov.za/>
10. Applicants must upload the following documents electronically:
 - (a) an estimate of the study costs (registration and tuition) from the HEI for the 2025 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 Performance Management Information System; and
 - (d) proof of application or a copy of the cash receipt from the HEI.
11. 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.
12. 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.
13. For any enquiries related to the bursary applications for public service employees for 2025, kindly contact Masivelane Jita on tel. 021 467 2224 or send an email to; Masivelane.Jita@westerncape.gov.za Alternatively, contact Yolani Mbali on tel. 021 828 3387, email: Yolani.Mbali@westerncape.gov.za
14. 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: 2024-08-05