

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

**KINDLY NOTE APPLICATIONS FOR RIQ ARE OPEN FROM 25 SEPTEMBER to 22 NOVEMBER 2024.
 APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

| SECTION A: (To be completed by Applicant) | | | |
|--|---------|--|----------------------|
| SURNAME & INITIAL: | | CONTACT NUMBER: | |
| CURRENT RANK: | | PERSAL NO: | |
| CURRENT SALARY NOTCH: | | CURRENT SALARY LEVEL: | |
| DIRECTORATE/DISTRICT/SCHOOL: | | | |
| NAME OF QUALIFICATION (DEGREE/DIPLOMA): | | | |
| NQF LEVEL OF INTENDED IMPROVED QUALIFICATION: | | | |
| FIELD OF STUDY IS RELATED TO MY CURRENT POST: | | YES/NO | |
| JOB DESCRIPTION & PERFORMANCE AGREEMENT ATTACHED OF CURRENT POST | YES/ NO | IN RECEIPT OF A STATE BURSARY | YES/ NO |
| COST OF COURSE ATTACHED | YES/ NO | YEAR OF FIRST REGISTRATION | 20____ |
| OUTLINE OF COURSE ATTACHED | YES/ NO | CURRENT YEAR OF STUDY (1ST, 2ND, 3RD) | |
| NAME OF UNIVERSITY/TECHNIKON/INSTITUTION REGISTERED WITH/INTEND TO STUDY WITH: | | | |
| <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> | | | |
| _____ EMPLOYEE SURNAME & INITIAL | | _____ SIGNATURE | _____ DATE |
| SECTION B: (To be completed by the immediate Supervisor/Line Manager) | | | |
| NAME OF DIRECTORATE/DISTRICT/SCHOOL: | | | |
| 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. | | | Yes/No |
| 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. | | | Yes/No |
| I confirm, the application was discussed with the employee and is supported. | | | Yes/No |
| I confirm, the application was discussed with the employee and is not supported, find attached motivation. | | | Yes/No |
| 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. | | | Yes/No |
| _____ SURNAME & INITIAL | | _____ SIGNATURE & DATE | |