

# ANNEXURE A

# DEPARTMENT OF PUBLIC WORKS

Review OCTOBER 2021



# INTERNAL BURSARY POLICY

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## 1. DEFINITIONS

### 1.1 **Bursary**

This is where the Department provides financial assistance to internal applicants (employees) who are either studying part-time or full-time, towards a qualification offered by accredited institutions which are relevant to the functions performed by the Department.

### 1.2 **Base qualification**

Means a qualification of a minimum of three (3) years or as prescribed by the recognised educational institution for the attainment of a national diploma or a degree.

### 1.3 **Breach of Contract**

Means that the bursary holder or the Department failed to perform his/her/its obligations as set out in the bursary contract.

### 1.4 **Scarce Skills**

Means those skills which are difficult to recruit and expensive to replace.

### 1.5 **Critical Skills**

Means skills identified as crucial to the Department in order to ensure efficient service delivery and are essential in meeting the strategic objectives of the Department.

### 1.6 **Employee**

Means a person contemplated in terms of the Public Service Act, 1994, as amended. Refers to a permanent employee of the Department of Public Works whose studies are financed by the Department, and who meets the requirements to undertake studies at tertiary institutions.

### 1.7 **Human Resource Development Committees (HRDC)**

Means a representative body of all directorates/line functions within the Department that addresses bursary related matters, as well as training issues.

### 1.8 **General Education Training Certificate (GETC)**

Means the compulsory school attendance phase leading to a qualification equivalent to NQF level 1, which ranges between grades 0 to 9.

### 1.9 **Technical Vocational Education & Training (TVET)**

Means all learning and training programmes leading to qualifications from level 2 to 4 (grade 10 to grade 12) of the National Qualifications Framework as contemplated in South African Qualifications Authority Act of 1995, which levels are above General Education but below Higher Education.

### 1.10 **Qualification**

Means the formal recognition of the achievement of the required number and range of credits and other such requirements at specific levels of the National Qualifications Framework as determined by the relevant bodies registered for such purpose by the South African Qualifications Authority (SAQA).

### 1.11 **Recognised Academic Institutions (RAI)**

These are academic institutions that are accredited with the Council for Higher Education (CHE)

## 2. **INTRODUCTION**

This policy will give employees on-going and equitable access to training geared towards achieving an efficient and representative public service. Training is driven by both individual and departmental needs and link strategically to broader human resource management practices and programmes aimed at enhancing employment equity, representativeness and service delivery. The Department has identified Financial Management, Internal Audit, and Supply Chain Management as critical skills.

## 3. **PURPOSE**

The purpose of this policy is to assist employees with an opportunity to equip them in order to improve their capacity in a formal training and development structure based on identified training needs or requirements of the Department of Public Works.

## 4. **OBJECTIVES**

The objectives of this policy are to:

- 1) Grant financial assistance to employees who have applied to undertake studies in specifically identified areas where there is a critical shortage of employees with suitable qualifications within the Department, and where it is difficult to attract suitably qualified persons.
- 2) Give effect to affirmative action initiatives in the Department and support and promote the principles of employment equity in terms of the Department's employment equity policies and plans.
- 3) Assist employees who have the potential but lack the financial resources to further their studies in the fields and priority areas that would add value to the Department.

## 5. **REGULATORY FRAMEWORK**

- Public Service Act, 1994
- Public Service Regulations, 2016
- Constitution of the Republic of South Africa, 1996

- Skills Development Act 97 of 1998
- Skills Development Levies Act, 1999
- National Qualification Framework Act 67 of 2008
- Public Financial Management Act 1 of 1999
- White Paper on Public Service Training and Education, July 1997
- Employment Equity Act 47 of 2013
- Treasury Practice Note FM-18 of 2006 (Amendment 1 of 2008)
- Treasury Practice Note FM-02 of 2006 (Amendment 2 of 2008)
- Labour Relations Act, 2014

## 6. APPLICABILITY

This policy shall apply to all permanent employees within the Department of Public Works.

## 7. POLICY PROVISIONS

The bursary scheme shall be announced annually provided there is available budget, indicating the timeframes within which the Departmental Human Resource Development Committee shall consider the bursary applications for the following academic year.

### 7.1 CRITERIA FOR THE AWARDING OF BURSARIES TO EMPLOYEES

- 1) Employees must be permanently employed in the Department of Public Works.
- 2) Bursaries shall not be granted to part-time or contract employees.
- 3) Applications for bursaries must be submitted on the prescribed application form indicating line of study and academic institution as per Annexure "A", together with required documents indicated on the advertisement to the Training and Capacity Building Component.
- 4) Line managers must support the granting of financial assistance on the prescribed application form, and provide a motivation in terms of benefit to the Department as well as the applicant as far as his/her career progression is concerned. Non-support must be substantiated with valid reasons.
- 5) Bursaries may be granted to employees to study full time or part-time for the prescribed duration of their studies.
- 6) The Department shall not assist employees with any bridging courses or related courses required to meet the qualification criteria requirements of the academic institution.
- 7) Bursaries may not be granted to employees who want to obtain a qualification equal in value to the one they already have. The exception to this rule will only apply when it is in the best interest of the Department and such

interest will be determined by the Departmental HRD Committee based on the scarce and critical needs of the Department at the time.

- 8) Where employees have been appointed in a post where the requirement is a Grade 12 they may be awarded a bursary in a case where they are in possession of a post school qualification that is not related to the nature of work and /or the duties they are required to perform in that post. This will be subject to the availability of funding.
- 9) A current bursary holder shall not be granted financial assistance to study towards another progressive qualification up until he/she complies satisfactorily with the current qualification that is being funded by the Department.
- 10) An employee must study at a tertiary institution which is the most economical and least disruptive to the official hours of work of the Department. This could include changing from part time study attendance to distance or correspondence learning.
- 11) The granting and taking over of bursaries must have direct relevance to the functions being performed within the Department.
- 12) Bursaries may not be awarded to employees who do not meet the admission requirements of the respective academic institutions.
- 13) Bursaries may be awarded to employees who wish to study in fields that will assist the Department in realising its strategic objectives and service delivery needs with due regard to the scarce and critical skills.
- 14) Bursaries may be awarded to employees who wish to study towards postgraduate qualifications depending on the relevance of the course and the availability of funds.
- 15) Preference must be given to employees pursuing first degrees or diplomas or a base qualification. The order of priority is National Senior Certificate, N Stream, First Diploma or Degree, Postgraduate or B-Tech or Honours, Masters and Doctoral degrees, and MBA's.
- 16) Employees who apply for a bursary should not be penalised if their probation period has been completed but not confirmed by the Department, for reasons beyond their control.
- 17) Qualifications shall be South African Qualifications Authority aligned and academic institutions shall be recognized by the Council of Higher Education (CHE).
- 18) Employees who were previously granted bursaries and breached such bursaries may be granted new bursaries if all outstanding debt from the previous bursary has been recovered.
- 19) Awarding of a bursary is subject to the availability of funds.
- 20) Late bursary applications shall not be considered.

## 7.2 CONTRACTUAL OBLIGATIONS OF THE BURSARY HOLDERS

The following contractual obligations apply to bursary holders:

- 1) Employees who have been granted bursaries must enter into a contract with the Department as per **Annexure 'B'**.
- 2) Each page of the contract must be initialled by the employee and employers' representative.
- 3) No deviation from the contractual terms and conditions shall be allowed unless agreed to in writing by both parties. Signing of the contract on behalf of the Department shall rest with the Deputy Director-General: Corporate Services.
- 4) Should a bursary holder fail subject/subjects in any year of study, he/she must repeat the subject/s or year failed at his/her own expense, within the next semester/academic year unless the failed subject is not offered by the institution in that academic year. Failure to do so may result in a breach of contract.
- 5) Bursary holders to submit results within fourteen (14) days after release thereof by academic institutions at the end of each semester/academic year.
- 6) The Department shall continue with granting of bursary for new subjects enrolled, if the failed subject/subjects are being repeated as specified in (4) above.
- 7) The Department shall not be responsible for providing official transport to bursary holders including people with disabilities in respect of registration, seminars, attendance of classes and/or examinations.
- 8) Bursary holders must make their own arrangements for admission to a recognized institution within close proximity to their workstation.
- 9) The total period of study towards a qualification for employees must not exceed the minimum duration as prescribed in both the contract and curriculum, unless the student has submitted a request for an extension of the contract to the Department. The employee is expected to complete his/her studies within a maximum of seven (7) years and five (5) years for those at TVET colleges, including any extensions and/or deferments.
- 10) A bursary holder who undertakes full time or part-time study must redeem the bursary by serving the Public Service for at least one (1) year after attaining the relevant qualification. If the contractual obligations cannot be fulfilled owing to death or incapacity due to any mental or physical disability, any liability for the refund of any moneys that may be due in terms of the undertaking shall lapse, providing a medical practitioner confirms the above in writing.
- 11) Where an employee receives the assistance towards the attainment of a General / Further Education Certificate, contractual service in recompense is not required. In the case where the employee fails to complete the certificate successfully he/she is liable to repay the amount paid, with interest at a rate determined by the Minister of Finance in terms of section 80 (1) 21 of the Public Finance Management Act, the amount paid, within a period of 12 months.

### 7.3 DEPARTMENT'S PAYMENT OBLIGATIONS

- 1) No payment shall be made until the bursary contract is completed and signed by both the bursary holder and the Deputy Director-General: Corporate Services, and submitted to the Training and Capacity Building Component.
- 2) The Department will not pay for studies that have been undertaken before a bursary was awarded to an applicant.
- 3) The Department shall cover the costs of registration, tuition, examination fees and prescribed books.
- 4) The department will not pay for supplementary examinations, which must be re-written, and miscellaneous items e.g. travelling allowance, as well as any failed subjects.
- 5) The Department shall refund a bursary holder to a maximum of R3 000.00 per year in respect of prescribed books for newly registered subjects, subject to the provision of the original receipt from accredited\ recognized book-sellers. The receipt should be submitted to the Training and Capacity Building Component for payment within **fourteen (14) working days** from the purchase date. Payments for prescribed study material must be substantiated with documentary proof from the educational institution before payment can be made.
- 6) Registration fees shall not be paid in the new academic year/semester until results for the previous academic year and proof of payment for failed subject/s have been submitted to the Training and Capacity Building Component at the Head Office. All monies paid by the Department to any academic institution in terms of bursary related payments shall be for current accounts only.
- 7) The bursary holder must submit the relevant requests for the payment of registration, examination fees, and tuition fees, at least 2 weeks after registration, in order to allow for sufficient time for the administration processes to be completed and payment to be made timeously.
- 8) Should it be found that delays are experienced due to students not submitting the relevant documentation timeously, such students will be responsible for payments of interest that has accrued on their accounts.
- 9) If an applicant applies for a qualification that he/she is currently undertaking, a bursary shall be granted for the remaining duration of the qualification only. No reimbursement will be paid for the already passed subjects/modules.

### 8. BREACH OF BURSARY CONTRACT

- 1) The Head of Department may declare a bursary holder in breach of his/her in the event that the content of the bursary contract or bursary policy is contravened.
- 2) A bursary holder should also be declared in breach of his/her contract in the following instances:
  - a. Fails to complete the relevant qualification within the prescribed time frames;

- b. Leaves the service of the Department before completing his/her studies and where the receiving Department is not able/willing to take-over the existing bursary obligation;
  - c. Leaves the public service before serving the one (1) year contractual obligation;
  - d. Does not make satisfactory progress towards obtaining the qualification;
  - e. Fails to submit proof of registration/results within the prescribed timeframes;
  - f. Fails to register failed subjects at own cost in the following semester/academic year;
  - g. Is excluded by the academic institution because of poor academic performance;
  - h. Elects not to continue with his/her studies;
  - i. If the receiving department fails to take over the bursary.
- 3) Any bursary holder shall redeem any obligation in terms of the contract through repayment of the bursary amount, plus interest at a rate determined by the Minister of Finance in terms of section 80 (1) (b) of the Public Finance Management Act, within a period of 12 months unless there is an approval from the Chief Financial Officer to deviate from the prescribed period.

#### **9. RELEASE OF EMPLOYEES TO STUDY FULL- TIME**

It must be clearly noted that this type of state assistance is not recommended, but should it be necessary, substantial motivation must be submitted to the Accounting Officer for approval for studying full time to be granted, once the Departmental HRD Committee has forwarded a recommendation to the Accounting Officer.

The conditions should be as follows:

- 1) The field of study is directly relevant to the core functions of the Department i.e. Professional (Engineering, Quantity Surveying, Geographic Information Systems, Architecture, and Construction Project Management, Technical and Property Management fields of study only).
- 2) An employee shall be released from duty to study full time only in cases where there are **no other means** whereby the employee can obtain the qualification.
- 3) The line manager of the employee who wishes to study on a full time basis shall indicate the impact of such a decision on the relevant component, which will assist the Departmental HRD Committee in its decision-making.
- 4) Employees opting for this scheme will not qualify for a notch increment or performance bonus in terms of the Employee Performance Management and Development System, until they are back at work on a full time basis.
- 5) An employee who fails to complete the relevant qualification within the prescribed time frames, as prescribed in both the contract and curriculum, shall redeem any obligation in terms of the contract, and ensure that the salary paid to him/her is reimbursed to the Department of Public Works plus interest at a rate determined by the Minister of Finance in terms of section 80 (1) (b) of the Public Finance Management Act, within a period of 12 months.

- 6) The Department of Public Works is under no obligation to increase the salary level of the employee who studies on a full time basis, upon completing the qualification, and the employee shall compete with other applicants for advertised posts in the field of study in which the qualification was obtained.

#### **10. CHANGES IN LINE OF STUDY OR ACADEMIC INSTITUTION AND DEFERMENTS**

- 1) The Deputy Director-General: Corporate Services shall grant authority to bursary holders to change their line of study or academic institution provided that:
  - a) The new field of study complies with the criteria laid down in clause 7.1 above.
  - b) The new field of study addresses the skills shortage experienced in the Department.
  - c) The new institution is a recognized and accredited institution.
- 2) Should an academic institution discontinue a qualification, a change to an alternative field of study may be allowed provided that:
  - a) Field of study is related to the functions/career path of the employee;
  - b) Maximum credits can be obtained for the initial qualification; and
  - c) The employee has yielded satisfactory progress in the initial qualification.

Based on the merits, the Department will decide to what extent it will pay in lieu of the losses due to the change.

- 3) In terms of extensions, change of line of study, and change of institution the bursary holder shall sign an addendum, which will form part of the bursary contract.
- 4) Should a bursary holder change institutions or study directions without the approval of the delegated authorities, the Department shall not continue to fund the bursary, and the bursary holder shall be considered to be in breach of contract.
- 5) The bursary holder shall refund the Department in respect of any subject/s, which have not been credited for in the new field of study, in the event that the new line of study/academic institution is approved by the Deputy Director-General: Corporate Services.
- 6) In the event of an employee wishing to temporarily suspend or discontinue his/her studies, it will be incumbent upon him/her to **immediately** request the Department for a deferment of contractual obligation and present the Department with a proposal to enable him/her to complete the relevant course/qualification to avoid immediate steps being taken to institute a recovery of monies. This deferment however, shall not exceed two years and must be approved by the Deputy Director-General: Corporate Services.

#### **11. TAKE-OVER OF BURSARIES FROM OTHER DEPARTMENTS**

- 1) An employee requesting that his/her bursary is taken over by the Department of Public Works when transferred from another Department, shall be considered by the Departmental HRD Committee.

- 2) The renewal of the bursary contract for an employee, who transfers from another Department to the Department of Public Works, would depend on the relevance of the field of study to the Department of Public Works in terms of the job description and critical skills of the Department. The qualifying criteria will include the availability of funds within the Department.
- 3) The Department of Public Works will not be liable for refunding the previous department for monies paid towards the bursary holders' studies when taking over the bursary obligation.
- 4) An employee transferring from another department shall inform the Department of Public Works in writing of his/her intention to continue studying towards the qualification, upon assumption of duty.
- 5) The employee shall determine from the Training and Capacity Building Component whether the Bursary has been transferred before continuing with his/her studies.
- 6) An employee transferring from another department cannot take for granted that the existing bursary with another department will automatically be funded by the Department of Public Works.
- 7) The Training and Capacity Building Component shall inform the employee in writing in terms of whether the bursary takeover was approved, and whether the bursary contract will be renewed or not.
- 8) Any costs incurred in terms of the bursary before the necessary approval has been obtained to accept the bursary from another department, shall be borne by the employee, in the event that the employee, upon assumption of duty, did not inform the Department of Public Works in writing of the existing bursary from another department.
- 9) The employee shall settle any costs in terms of failed subjects and arrears in payments before such bursary will be considered for take-over by the Department of Public Works. Proof of this shall be submitted to the Training and Capacity Building Component, for consideration by the Human Resource Development Committees.
- 10) The employee shall submit a study plan and indicate the number of years that will be taken to complete his/her studies, as well as the funding required before the request to continue funding the bursary is considered by the Department.
- 11) The employee shall complete a Bursary Contract before studies can commence, and payment for new subjects shall be paid to the relevant academic institution, by the Department of Public Works.
- 12) The take-over of a bursary contract does not include the receiving department financially reimbursing the department that granted the bursary, for any year of study, which has not yet been redeemed by service obligation.

## **12. ROLES AND RESPONSIBILITIES**

### **12.1 ACCOUNTING OFFICER**

**The Accounting Officer shall:**

- Approve/decline bursary applications for employees;
- Approve/decline cancellation of bursary contract for bursary holders;
- Approve/decline recommendations made by the Departmental HRD Committee for approval;
- Make provision for funding of bursaries for employees;
- Grant approval/disapproval to appoint committee members onto the Departmental Human Resource Development Committee;
- Report on the Bursary Programme annually.

## **12.2 DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES**

### **The Deputy Director-General: Corporate Services shall:**

- Ensure that a Departmental Human Resource Development Committee is established within the Department;
- Ensure that the Departmental Human Resource Development Committee meets at least bi-annually;
- Ensure that the Departmental Human Resource Development Committee is representative of the various directorates within the Department;
- Chair the Departmental Human Resource Development Committee meetings;
- Ensure that funding for bursaries is provided for;
- Report on the Bursary Programme to oversight structures;
- Sign bursary contracts on behalf of the employer, upon approval to grant the bursary;
- Approve recommendation made by the DHRDC in terms of declaring bursars in breach of their contract.

## **12.3 DIRECTOR: HUMAN RESOURCE MANAGEMENT**

### **The Director: Human Resource Management shall:**

- Ensure that the content of the bursary policy is communicated to all Directors, line managers and employees in the Department,
- Ensure that new areas of review are included in the bursary policy as required;
- Ensure that the Regional Offices apply the provisions of this policy consistently;
- Ensure that a Regional Human Resource Development Committee is established within the Region;
- Ensure that the Head Office Human Resource Development Committee is established and meets at least bi-annually;
- Ensure that the Head Office Human Resource Development Committee is representative of the various directorates within the Head Office;
- Chair the Head Office Human Resource Development Committee;

- Report on the Bursary Programme to management and oversight structures;
- Ensure that organised labour is consulted in order to obtain their inputs and feedback on the implementation of the Bursary policy;
- Provide on-going support and advice regarding the Bursary Programme.

#### **12.4 REGIONAL DIRECTOR**

##### **The Regional Director shall:**

- Ensure that the content of this policy is communicated to all line managers and employees in the region;
- Ensure that a Regional Human Resource Development Committee is established within the Region, and meets at least bi-annually;
- Ensure that the Regional Human Resource Development Committee is representative of the various line functions within the region;
- Chair the Regional Human Resource Development Committee;
- Sign bursary contracts on behalf of the employer, upon approval to grant the bursary.

#### **12.5 LINE MANAGER**

##### **The line manager shall:**

- Assist in monitoring the employee's progress by ensuring that the employee attends examinations as required by the academic institution.
- Request that employees reporting to him/her provide all information regarding their studies at the beginning of each year regardless of whether the Department is funding the studies or not;
- Grant the bursary holder leave in accordance with the special leave policy to attend to examinations and compulsory lectures.

#### **12.6 BURSARY HOLDER**

##### **The bursary holder shall:**

- Ensure that all requirements of the academic institution are met upon registration for studies;
- Submit all relevant documentation timeously to the Training and Capacity Building Component;
- Apply for leave in accordance with the special leave policy, where applicable;
- Adhere to the conditions of contract, in line with this Policy.

## 12.7 HUMAN RESOURCE DEVELOPMENT COMMITTEES

The Human Resource Development Committees shall:

- Be representative of all directorates/line functions within the department/region;
- Convene at least bi-annually;
- Prescribe the format of reports for monitoring the progress of bursary holders;
- Make recommendations on the review of the Bursary Policy;
- Consider the bursary applications submitted by employees;
- Provide advice and support on the awarding of bursaries;
- Facilitate the determination of scarce and critical skills in the Department to inform the awarding of bursaries.

## 12.8 HUMAN RESOURCE UTILISATION AND CAPACITY DEVELOPMENT

The Human Resource Utilisation and Capacity Development Sub-Directorate/Component shall:

- Act as Secretariat for Head Office Human Resource Development Committee meetings, the Departmental Human Resource Development Committee meeting;
- Co-ordinate the implementation of the Bursary policy and procedures;
- Co-ordinate training of staff and line managers on the implementation of the Bursary policy and procedure;
- Coordinate committee meetings bi-annually;
- Verify bursary applications and update progress reports presented to the Departmental Human Resource Development committee.

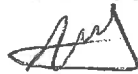
## 13. MONITORING, EVALUATION AND REVIEW

Monitoring and evaluation are crucial elements of this policy and shall be on going. The Departmental Human Resource Development Committee will monitor and evaluate this policy. The Directorate: Human Resource Management will review and amend this policy as and when necessary in line with the recommendations of the Departmental Human Resource Development Committee.

## 14. IMPLEMENTATION DATE

This policy will come onto effect from the date of approval by the MEC: Human Settlements and Public Works.

APPROVED BY MEC: HUMAN SETTLEMENTS AND PUBLIC WORKS



MR N.M. SIBIYA

4/2/2022.  
DATE

# ANNEXURE B



**KWAZULU-NATAL PROVINCE**  
PUBLIC WORKS AND INFRASTRUCTURE  
REPUBLIC OF SOUTH AFRICA

### INTERNAL BURSARY APPLICATIONS FOR THE 2026 ACADEMIC YEAR

The Department of Public Works and Infrastructure has seen the importance of giving employees an opportunity to acquire more skills to improve their performance and to upgrade their educational level by providing bursaries.

#### REQUIREMENTS

- Fully completed bursary application form
- The field of study must have direct relevance to the functions being performed within the Department
- Acceptance letter from the Institution intended to study with
- A written motivation from Line Manager approving/declining application
- Signed and dated Job Description
- Certified copy of identity document (ID) not older than 3 months
- Study plan indicating how the course will be completed over the stipulated contract period
- A quotation reflecting tuition fees, registration and prescribed textbooks that need to be paid.
- A certified copy of matric certificate or matriculation exemption if it is a requirement for the intended course
- If you are studying at the present moment, forward a certified copy of the statement of results showing marks, symbols, percentage obtained in all exams, as well as the half year results in respect of the present year.
- The Department will not refund/reimburse employees who are currently studying at own cost, should they be awarded a bursary.
- Applications are open to all levels of employees; however,
- Preference will be given to employees pursuing first degrees or diplomas or a base qualification. The order of priority is National Senior Certificate, N Stream, First Diploma or Degree.
- People with disabilities are encouraged to apply
- **Failure to comply with the above requirements will lead to elimination.**  
**NB: Strictly no late applications will be considered.**

Applicants are requested to forward their applications to:

**The Human Resource Utilisation and Capacity Building Component – Room 822 or Open Plan on the 8<sup>th</sup> floor  
Oliver Tambo House (Head Office Staff)**

**The HRD Practitioners in the Regional Office (Regional Staff)**

**NB. Application forms are available on the website [www.kznworks.gov.za](http://www.kznworks.gov.za). Kindly familiarize yourself with the attached bursary policy before applying. This will assist you in making an informed decision.**

**Closing date: 30 June 2026 (3 July 2026)**

  
\_\_\_\_\_

**Ms A Khan**  
**Chief Director: Corporate Services**

**Date:** 11/06/26 \_\_\_\_\_

# ANNEXURE C

# **INTERNAL BURSARY APPLICATION FORM**



**KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS AND INFRASTRUCTURE  
REPUBLIC OF SOUTH AFRICA**

**EMPLOYEES  
PART-TIME/FULL TIME STUDIES**

<p><b>Please Print when completing this form. Mark appropriate blocks with an "X" Failure to complete this application form fully and correctly may prejudice the applicant's chances of obtaining a bursary</b></p>	<p><b>Submit the completed application form to the Regional/Head Office Human Resource Development Component</b></p>
<p><b>PERSONAL PARTICULARS</b></p>	
<p>FULL NAMES:</p>	
<p>SURNAME:</p>	
<p>IDENTITY NUMBER:</p>	<p>DATE OF BIRTH:</p>
	<p>PHYSICAL ADDRESS:</p>
<p>TELEPHONE NUMBER:</p>	<p>FAX NUMBER : (_____) _____</p>
<p>CELL PHONE NUMBER:</p>	<p>Alternate contact number:</p>
<p>NATIONALITY:</p>	<p>Marital status:</p>
<p>GENDER:</p>	<p>DISABILITY:</p>
<p>RACE:</p>	<p>PERSAL NUMBER:</p>
<p>Have you ever been convicted of a criminal offence, dismissed from employment or requested to resign? <b>YES/NO</b> <b>If the answer is yes please furnish full details on a separate sheet of paper.</b></p>	<p>Did you consult a vocational counsellor regarding your choice of study? <b>YES/NO</b></p>

<p>Were you previously a recipient of another bursary/s?</p> <p>If the answer is yes please indicate the name of the authority:</p> <hr/>
<p>Nature of obligations:</p>

Have all the obligations been fulfilled? <b>YES/NO Please elaborate.</b>	
<b>Name of the degree or diploma which you are applying for</b>	
What will the major subjects be for the degree or diploma? _____	
Number of years you intend studying for _____	
Name of tertiary institution you intend studying at _____	
<b>QUALIFICATIONS</b>	
Highest standard passed:	Name of school attended: Town/city: _____
Do you have any higher education qualification?	_____
<b>If yes: Name of Qualification</b>	NQF level
<b>Date of qualification</b>	

<b>UNIVERSITY AND/OR OTHER POST SCHOOL TRAINING or STUDIES</b>	
Are you presently enrolled at a tertiary institution/college? <b>YES/NO</b>	Name of institution or college:

<p>List the subjects passed thus far:</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p>	<p>Address of institution/college:</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p>
<p>Current year of study:</p> <p>_____</p> <p>—</p>	<p>Name of degree/diploma/other:</p> <p>_____</p> <p>_____</p> <p>—</p>
<p>What is the remaining duration of your current studies as prescribed by the tertiary institution/college</p> <p>_____</p> <p>—</p> <p>_____</p> <p>—</p>	<p>List the subjects that still need to be completed to obtain the relevant qualification:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Please indicate the year you started studying for the current course of studies:</p> <p>_____</p> <p>—</p>	<p>Have you ever failed any year of study? <b>YES/NO</b></p> <p>Which year? _____</p>
	<p>Student number at current institution:</p> <p>_____</p>

Have you rewritten the examination for the subjects failed? If yes please indicate the date of the examination:

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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of employer:

### DECLARATION

I understand that this application for a bursary is not a loan and declare that the above particulars are complete and correct and that I (the applicant) intend making my services available to the Public Service upon obtaining the qualification in question in terms of the bursary undertaking which is to be entered into.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CURRENT JOB TITLE**

\_\_\_\_\_  
**COMPONENT**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**

**SIGNATURE OF FATHER/LEGAL  
GUARDIAN** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**

**RECOMMENDATION BY LINE MANAGER:**

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\_\_\_\_\_  
**NAME OF LINE MANAGER**

\_\_\_\_\_  
**SIGNATURE**

**DATE:** \_\_\_\_\_

**RECOMMENDATION BY REGIONAL/HEAD OFFICE HUMAN RESOURCE DEVELOPMENT COMMITTEE**

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\_\_\_\_\_  
**NAME OF CHAIRPERSON**

\_\_\_\_\_  
**SIGNATURE**

**DATE:** \_\_\_\_\_

**RECOMMENDATION BY DEPARTMENTAL HUMAN RESOURCE DEVELOPMENT COMMITTEE**

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\_\_\_\_\_  
**NAME OF CHAIRPERSON**

\_\_\_\_\_  
**SIGNATURE**

**DATE:** \_\_\_\_\_

## APPROVAL BY HEAD OF DEPARTMENT

\_\_\_\_\_

DATE: \_\_\_\_\_

## REQUIREMENTS

**Please provide the following with the Bursary application form:**

- 1) A certified copy of an official statement of results as well as official proof of matriculation exemption if it is a requirement for the course of study you intend following. If the examination still needs to be written, attach a certified copy of the statement of symbols for the examination.
- 2) A certified copy of the official study record showing marks, symbols, percentages obtained in all examinations (including the matriculation examination) written, as well as the half year result in respect of the present year of study
- 3) Certified copy of identity document
- 4) Copy of the admission requirements from the academic institution for the intended course of study
- 5) Copy of the curriculum (indicating the number of years of study) from the academic institution for the intended course of study
- 6) Certified copy of official letter indicating probation period confirmed