

NDLAMBE MUNICIPALITY CORPORATE SERVICES



MAYOR'S EXTERNAL BURSARY POLICY

1. DEFINITIONS

The following are definitions of the terms applicable to this Policy:

"Academic year"	The year on which the bursar undertakes his/her studies.
"Bursar/Student"	Means persons to whom a study bursary/ aid is granted.
"Bursary"	Means the financial assistance provided by the Municipality to enable the bursar to study at the Universities, University Of Technology and TVET Colleges.
"Bursary Agreement"	Means this signed agreement
"Municipality"	Means Ndlambe Local Municipality
"Parties"	Means the bursar and his/her legal guardian/parent and the municipality.
"Year"	Refers to an academic year of the higher institution of learning.

2. PREAMBLE

- 2.1. This External Mayoral Bursary Policy provides guidelines for the implementation and effective management in the awarding of the bursary and learning process accessed through the Municipal External Mayoral Bursary.
- 2.2. The Ndlambe Local Municipality is committed to increase the level of investment in education and training in the labour market within the Municipal area of operation.
- 2.3. The Municipality also seeks to improve the employment prospects of persons previously disadvantaged and creation of education opportunities for its residents.
- 2.4. This Policy is external and focuses on the recruitment and financing ordinarily municipal residents to obtain qualifications to enhance literacy base within the Municipal area of jurisdiction.
- 2.5. The Municipality set out to enhance human resource development, the level of education and training, growth and development within the Ndlambe Local Municipality thereby mitigating unemployment over medium to long term.

3. OBJECTIVES

- 3.1.** To give financial assistance to the needy students of the Municipality who pursue qualifications which would ensure a supply of skills for the Municipal area of jurisdiction.
- 3.2.** To support skills development in anticipation of the current and future skills needs of the municipality and her population thereby supporting fields of studies that seek to uplift the socio-economic development of the municipal jurisdiction.
- 3.3.** To promote an integrated strategic approach in addressing education, training and skills development.
- 3.4.** To increase the levels of investment in education and training in the labour market within the Municipal area of its jurisdiction.
- 3.5.** To cultivate a culture of learning.

4. SCOPE OF APPLICATION

- 4.1.** The Policy is applicable to Ndlambe Local Municipality's residents who are the recipients of the External Mayoral Bursary. It shall apply to ordinarily residents of the Ndlambe Local Municipality.

5. LEGISLATIVE AND REGULATORY FRAMEWORK

- 5.1.** The Policy derives its mandate from the following inter alia:
 - a)** Constitution of the Republic of South Africa, 1996;
 - b)** Skills Development Act, 97 of 1998;
 - c)** Skills Development Levies Act 9 of 1999;
 - d)** South African Qualifications Authority Act (including National Qualification Framework), 58 of 1995;
 - e)** National Skills Development Strategy (2011);
 - f)** Municipal Finance Management Act 56 of 2003; and
 - g)** Local Government: Municipal Systems Act 32 of 2000.

6. BURSARY CONDITIONS

The conditions stipulated hereunder shall apply with regard to awarding and payment of bursary transactions to all bursary recipients.

- 6.1.** A contractual agreement is formed when the Municipality grants a bursary to the student and the student enters into an agreement to that effect with the Municipality. Each party must keep to the terms and conditions of the Agreement.
- 6.2.** Payment of the bursary which is due for only registration fees will be made directly to the relevant institution after receiving specific account/invoices.
- 6.3.** The Municipality's Mayoral Bursary award will focus on skills identified in this policy.
- 6.5.** The recipient or student is obliged to utilize the bursary only for the approved study direction, no changes will be permitted.
- 6.6.** The Municipality may at any time withdraw or suspend financial assistance to the recipient in its sole discretion if the bursar is not making satisfactory academic progress.
- 6.7.** Bursary allocation will happen subject to the availability of funds approved annually on the Municipality's Council.

7. REQUIREMENTS

- 7.1.** Admission to the External Mayoral Bursary will be considered in accordance with the bursary allocation criteria provided in this Policy as well as in the advertisement.
- 7.2.** Availability of bursaries will be advertised annually in the local newspaper, Municipal Notice Board and any other public platform available for the Municipality.
- 7.2.** A student must register at the University, University of Technology or TVET College.
- 7.3.** The following must be submitted as supporting documents for application:
 - > Application letter;
 - > Certified copy of ID and Matric/ Grade 12 certificate;
 - > Proof of residential address;
 - > Latest academic record if already studying;

- > Certified Proof of ID copies of Parents/Guardian and indigent status;
- > A letter of acceptance or provisional acceptance letter from the University, University Of Technology or TVET College through which applicant wishes to enrol.

8. CRITERIA FOR AWARDING OF BURSARIES

8.1. FIELD OF STUDY

8.1.1. The Committee shall determine the field of study chosen for funding considering skills needs, scarcity, critical skills of the Local Government Sector and the current economic realities of the Municipality.

8.1.2. The following are the preferred fields of study the bursary will cover:

8.1.2.1 Civil Engineering;

8.1.2.2 Tourism;

8.1.2.3 Agricultural Engineering;

8.1.2.4 Electrical Engineering;

8.1.2.5 Regional and Town Planning;

8.1.2.6 Medicine

8.1.2.7 Law; and

8.1.2.7. Any other field of study the Committee considers that it would uplift the socio-economic development of the municipal population.

8.1.3. Where applicable, consideration is to be made to the geographical representation of the municipality in terms of skills needs and scarcity when selecting the applicants.

9. COMPOSITION OF THE MAYORAL BURSARY COMMITTEE

9.1. The Mayoral Bursary Committee shall comprise of the Mayor, Municipal Manager and the Director: Corporate Services.

9.2. The Mayoral Bursary Committee shall approve applicant from the master list compiled by the Human Resources Section.

- 9.3.** The Mayoral Bursary Committee shall also identify a number of standby Bursar(s) in case a selected student does not/ cannot take up the offer of an award.

10. FINANCING OF THE BURSARY

- 10.1.** The Municipal Council shall make budgetary provisions on an annual basis for the Bursary Scheme in line with the quest to address scarce and critical skills within the Municipality's area of jurisdiction.
- 10.2.** Payment of the bursary will only cover the registration fee payable to the successful Bursar's University, University of Technology or TVET College.

11. IMPLEMENTATION AND MONITORING

- 11.1.** This Policy will be implemented once approved by the Municipal Council.
- 11.2.** The Executive Support Department takes responsibility for monitoring the implementation of this Policy.

12. COMMUNICATION

- 12.1.** This Policy will be communicated to the municipal population including young people of the Municipality using the full range of communication methods available to the municipality.
- 12.2.** Successful applicants will be informed in writing of the outcomes of the application.

13. POLICY REVIEW

- 13.1.** This Policy shall be reviewed as and when necessary.