
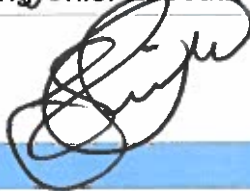
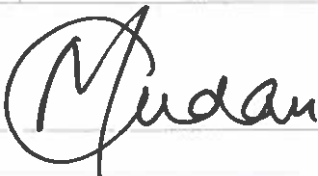




BURSARY POLICY

2020/21

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Authored By	
Name	Juwayria Amod
Position	Executive Manager: Learning Programmes
Signature	 Date 25 September 2020
Recommended By	
Name	Vukani Memela
Position	Acting Chief Executive Officer
Signature	 Date 25 September 2020
Approved By	
Name	Mr. Christopher Mudau
Position	Chairperson of the SASSETA Board
Signature	 Date 25 September 2020

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## TERMS AND DEFINITIONS

Term/Acronym	Definition
Accounting Authority	The Board constituted in terms of section 49(2) (a) of the PFMA as appointed by the DHET; as identified as the Accounting Authority and shall be accountable for the purposes of that Act
Accounting Officer	The Chief Executive Officer, designated to act as accounting officer within the framework of formal delegations by the Accounting Authority, in terms of section 56 of the PFMA
APP	Annual Performance Plan as contemplated in the Public Finance Management Act
ATR	Annual Training Report as contemplated in section 10(1)(b)(ii) of the Skills Development Act read with regulation 4(1)
Board	Board constituted by the Minister from the organisational structures of the trade unions, employer organisations and government in terms of section 9(2)(d) of the Act. Also known as the Accounting Authority
Bursary	Discretionary grant provided to students in line with the discretionary grant policy (excluding internal staff bursary) to assist students/learner with the costs associated to his/her studies at college or university.
DG	Discretionary Grants
DHET	Department of Higher Education and Training
Discretionary Grant	Money allocated within the SETA by the EXCO to be spent on discretionary grants and projects contemplated in regulation 3(2)(c) to (9) as read with regulation 6
EXCO	Executive Committee of the Accounting Authority as appointed by the Minister of Higher Education and Training
Foundational Learning	Refers to the low level or basic training programme aimed at providing the learner with primary skills to allow for further training
HET	Higher Education and Training Institution
Learning programme	Any structured educational program, formed from a set of unit standards or modules from any other registered qualification; based on learning activities intended to give a learner particular knowledge and skills.
LPERC	Learning Programmes: Evaluation and Recommendation Committee that will evaluate and make recommendations to the Accounting Officer with regard to Bursaries
NSDP	National Skills Development Plan

NQF	National Qualifications Framework
Pivotal	Professional, vocational, technical, and academic learning programmes that result in qualifications or part qualifications on the National Qualifications Framework as contemplated in regulation 3 (6) and (7) as read with regulation 6 (11) to (15)
Public Institution	Public University as defined in the Act or a Government Department or Municipality or State-Owned Entity or a Public Entity as defined in the Act
SDA	Skills Development Act No.97 of 1998
SETA	Sector Education and Training Authority
Skills Levies Act	Skills Development Levies Act No.9 of 1999
SLA	Service Level Agreement entered into with DHET
SSP	Sector Skills Plan as contemplated in section 10 (1) (a) and (b) of the Act



## 1. BACKGROUND

This policy aims to provide guidelines for the management and administration of the Safety and Security Sector Education and Training Authority (SASSETA) Bursary Scheme aimed at increasing the availability of skilled human capital directly related to the safety and security sector activities. Bursaries are classified as pivotal programmes in terms of the skills development act.

The policy aims to ensure effective implementation of the SASSETA strategic objectives to:

Support Academic Programmes addressing high level skills and research needs in the Safety and Security Sector by implementing bursary programmes that will enable learners to further their studies at Higher and Further Education Institutions in South Africa.

These objectives address NSDP Outcomes:

- ❖ **Outcome 1:** Identify and increase production of occupations in high demand.
- ❖ **Outcome 3:** Improving the level of skills in the South African workforce; and
- ❖ **Outcome 4:** Increase access to occupationally directed programmes

## 2. PURPOSE

The purpose of this policy is to provide guidelines and principles for the management and administration of SASSETA Bursaries.

## 3. SCOPE

This Policy applies to:

SASSETA Bursary recipients, SASSETA employees or any persons involved with the management and implementation of bursaries processes.

## 4. LEGISLATIVE FRAMEWORK, PLANNING AND POLICY FRAMEWORK

This policy must be read in conjunction with the following documents

### 4.1. Legislative Framework

- Skills Development Act (as amended)
- NSDP
- Skills Development Levies Act No. 9 of 1999
- Higher Education Act No. 101 of 1997
- Further Education and Training Act No.98 of 1998



- Public Finance Management Act, 1999

#### 4.3 SASSETA's Planning and Policy documents

- Discretionary Grants (DG) Policy,
- Sector Skills Plan (SSP),
- Strategic Plan (SP), and
- Annual Performance Plan APP

#### 4.4. Policy Framework Documents

- NSDP: National Skills Development Plan

## 5. POLICY STATEMENT

5.1 The programmes sponsored through the SASSETA Bursaries unit as well as the number of bursaries to be awarded per year, are determined annually based on the following:

- 5.1.1 Availability of funds.
- 5.1.2 Identified need for bursaries as per SASSETA's approved Strategic Plan, Service Level Agreement (SLA) targets for Bursaries and the Annual Performance Plan.
- 5.1.3 Sectoral Priority Occupations (PIVOTAL) list and Skills Gaps (Top-up Skills) as determined by SASSETA's Sector Skills Plan.
- 5.1.4 Qualifications directly contributing to skills development in the Safety and Security Sector.
- 5.1.5 Qualifications responding to Sectoral Priority Occupations list and Skills gaps referred to in 5.3 and 5.4 above.

5.2 The SASSETA manages and awards bursaries for both employed and unemployed learners.

5.3 Descriptions of these two types of bursaries is outlined below:

- 5.3.1 Bursaries for unemployed learners: This type of bursary is awarded to qualifying unemployed learners studying at Public Higher and Further Education institutions for both undergraduate and postgraduate studies.
- 5.3.2 The Bursaries for employed learners: this type of bursary is awarded to qualifying employed learners studying at Public Higher and Further Education institutions for both undergraduate and postgraduate studies.

5.4 Bursary Scheme's objectives are:



- **New Entrants:** To encourage youth in tertiary educational institutions and those exiting formal secondary education to choose careers in the safety and security sector.
- **Access:** To increase the number of adequately skilled personnel from designated groups in the Sector.
- **Redress:** To support and contribute towards the government's transformation processes in the Sector.
- **Needs Driven:** To focus on the needs of the sector.
- **Competitiveness:** To contribute to making the safety and security Sector more competitive and more representative of the South African demographics by providing opportunities to the previously marginalised.

The sections below therefore outline the process established to ensure effective and efficient rollout of SASSETA bursaries for unemployed beneficiaries to address the objectives outlined above.

## 6. WHO CAN APPLY

- 6.1 Students who are in grade 12, accepted to study towards fields of study that are listed as per the SASSETA SSP and National list of occupations in high demand.
- 6.2 Students already registered at public universities and TVET Colleges.
- 6.3 Learners from an employer organization are entitled to apply, via their employers provided the study direction is as per 6.1 above, the needs identified in the government departments Workplace Skills Plan, the NSDP priorities or qualifications that lead to the top priorities that were identified in the national list of occupations. This should be applied for under the banner of the employer, and the employer must have met all the eligibility criteria stated herein.

## 7. ELIGIBILITY CRITERIA

### 7.1 Unemployed Bursaries

These bursaries can be awarded directly to Public Universities, TVET Colleges, National Student Financial Aid Scheme, Government Department or Universities of South Africa Forum subject to the institution having a memorandum of agreement with SASSETA.

Applicants must satisfy the following minimum criteria before applying (applicants not meeting the below criteria will not be considered):

- Must be a South African citizen
- Between the ages of 18 and 35 years old
- Studying full time/ Distance learning at a public institution (University/ University of Technology/ TVET College) in South Africa





## 7.2 Employed Bursaries

- Must be an employer/ union within our sector, a Public TVET College, a Community based education and training college or a Public University
- The learner must be employed by an employer as mentioned above.
- The learners must be South African Citizens or have a valid work permit.
- Registered or accepted to study at a public institution (University/ University of Technology/ TVET College) in South Africa.

## 8. ALLOCATION PROCESS

- 8.1 This is a discretionary grant provided to students in line with the discretionary grant policy (excluding internal staff bursary) to assist students/learner with the costs associated to his/her studies at college or university. It is awarded for study with a view to creating a pool of youth graduates to view Safety and Security as a career of choice.
- 8.2 At least 80% of the APP target will be for applicants studying in terms of the SASSETA scarce and critical skills or the National list of occupations in high demand, while up to 20% of the target will be for any applications falling outside these priority areas.
- 8.3 Entities that have an active memorandum of agreement with SASSETA can submit a letter of request for funding for learners.
- 8.4 Learners will be funded to pursue studies on programmes from NQF Level 4 – 10.
- 8.5 Only programmes with a minimum duration of 12 months will be considered for unemployed bursaries, except for management development programmes or specialisation post graduate certificates which may be shorter specifically for the employed bursaries.

## 9. APPROVAL OF APPLICATIONS

- 9.1 Learning Programmes: Evaluation and Recommendation Committee (LPERC) makes recommendations to the Accounting Officer, in line with the delegated authority.
- 9.2 The Learning Programmes Manager/ presenting member must provide necessary facts in a report to assist the LPERC in making their recommendations.
- 9.3 LPERC shall be composed of duly appointed representatives from the following departments:
- Corporate Services representative
  - Finance representative
  - Learning Programmes representative
  - ETQA representative
  - Skills Planning, Research, Monitoring and Evaluation representative
  - Manager: Grants & Project Management Presenting Only (Non-Voting)
  - The Accounting Officer shall appoint the Chairperson of this Committee.
- 9.4 SASSETA will require that at least 60% of all courses undertaken must be passed for continuation of the bursary. The number of subjects per academic year will be a determining factor in this regard.
- 9.5 SASSETA will require that learners must pass their major subjects for continuation of the bursary.
- 9.6 SASSETA will not pay for any subjects that a learner is repeating; irrespective of the reasons for the repetition of the subject.



- 9.7 SASSETA will require that a learner that is studying through correspondence take the maximum amount of modules per academic year, this is to ensure that the qualification is completed in the minimum prescribed period.
- 9.8 SASSETA will not continue paying for an employed bursary holder if they resign, is retrenched or fired from the employ under which they have applied for the bursary.

## 10. BURSARY VALUE

### 10.1 Unemployed Bursaries

- 10.1.1 The bursary will cover a maximum of R70 000.00 for full time students covering, registration fees, tuition fees, books and accommodation and meals (on campus or campus approved).
- 10.1.2 The bursary will cover a maximum of R35 000.00 for Distance Learning covering, registration fees, tuition fees and books only.
- 10.1.3 Masters and research students may claim funds as regards to their printing and editing cost related to their thesis or dissertation. This will only be considered if it is accompanied by a written motivation and a quotation for the cost implication.
- 10.1.4 Refunds will only be considered if payments were done prior to the bursary being awarded, or addendum being signed if in a case for continuing students. This will only apply if SASSETA has awarded late or there was a delay in the continuation process.
- 10.1.5 Interest charges on overdue fees, transportation and breakage deposit's will not be covered under this bursary.
- 10.1.6 All payments shall be made to the institution, bookstore or the property unless the student is requesting a refund.
- 10.1.7 Amounts not claimed by the 28<sup>th</sup> of February of each year will revert to SASSETA to fund more students. Students will have no claim beyond this point.
- 10.1.8 Students that are on the SASSETA Bursary will not be allowed to have another sponsor unless the sponsor is funding learners with items that are not included under the SASSETA Bursary. Should SASSETA discover that the student has another bursary covering the same items as SASSETA then the bursary agreement will be terminated immediately. This excludes funds that are distributed to the student directly from the institution in the form of merit awards or remissions etc.

### 10.2 Employed Bursaries

- 10.2.1 The bursary will cover a maximum of R50 000.00 per student covering, registration fees, tuition fees and books only.



10.2.2 Refunds will only be considered if payments were done prior to the bursary being awarded, or addendum being signed if in a case for continuing students. This will only apply if SASSETA has awarded late or there was a delay in the continuation process.

10.2.3 All payments shall be made directly to the institution or bookstore unless the student is requesting a refund.

10.3 Continuing students need not re-apply for a bursary as this will be based on the academic performance of the student and the availability of funds. It is the student's responsibility to ensure that their results are submitted by end of January each year so that provision can be made. This will not be the case if the student will be graduating and entering another level of study.

## 11. REPORTING OF BURSARIES IN TERMS OF THE APP

11.1 Bursaries will be reported as entered on final sign-off of a bursary contract, provided that all supporting documents are in place and valid.

11.2 Bursaries will only be reported as completed once a valid certificate is received.

## 12. POLICY IMPLEMENTATION

The implementation of this policy lies in the office of the Executive Manager: Learning Programmes and will apply from the 25th of September 2020.

## 13. POLICY VALIDITY

This policy will be subject to review by the Accounting Authority annually, unless major changes occur in the regulatory / legal environment. The policy will remain in force until the reviewed policy has been signed.

