



# **INGQUZA HILL LOCAL MUNICIPALITY**

## **POLICY FOR EXTERNAL BURSARY SCHEME FOR STUDENTS IN RARE SKILLS**

**REVIEWED: 2025**

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## 1. DEFINITIONS

### **SAQA: South African Qualifications Authority**

An authority established in terms of the South African Qualifications Authority Act (No. 58 of 1995) with the express purpose of establishing, implementing and monitoring the National Qualifications Framework.

### **NQF: National Qualifications Framework**

An integrated national framework for learning achievements that sets out to recognize all qualifications, learning programs and informal learning on standardized levels, as per the framework following this table. New qualifications and unit standards are accredited according to these levels through ETQA bodies.

### **SDL: Skills Development Levies**

Fund the operations of SETAs through a levy payable by every employer with a payroll exceeding R500. 000 per year. Contributions are currently calculated as 1% of taxable income of all employees and are collected by the South African Revenue Services. An employer is registered as a member of one of twenty-five economic sectors (or sub-fields of the fields for which NSBs have been established) identified by the Skills Development Levies Act.

### **SETA: Sector Education and Training Authority**

SETAs main functions are to oversee learning activities in their specific sector, to promote learnerships, to promote the development and accreditation of learning programs and to perform quality assurance and certification functions.

Part of the 80% skills development levies that an employer pays to his SETA can be claimed back from the SETA if a workplace skills plan is developed and implemented

### **SCARCE SKILLS**

18.1 Focuses on Municipal employees and councilor's training.

18.2 Focuses on Community and Ward committees training.

## **2. PURPOSE OF THE POLICY**

Ingquza Hill Local Municipality offers bursary opportunity for students trainees from the designated groups, who wish to further their learning and qualify in rare skills, mainly in technical and Finance fields.

The municipality has identified a need to make funds available in a form of a bursary on annual basis, for potential Grade 12 students. However, the number of bursary holders that would be awarded each year is determined or subject to the number of applicants and availability of funds. This policy shall serve as a guide to regulate sponsorship of funds for such students or learners.

## **3. POLICY STATEMENT**

This policy shall apply to all Employees / Councillors of Ingquza Hill Local Municipality

This policy shall apply to surrounding communities and Interns.

## **4 Legal Frameworks/Skills Development Legislations**

The National Qualifications Framework Act 67 of 2008

The Skills Development Act 97 of 1998

The Employment Equity Act 55 of 1998

The Skills Development Levies Act 09 of 1999

## **5.POLICY CONTENT**

Ingquza Hill Local Municipality is fully committed to the upliftment of the standard and quality of life the community in its area of jurisdiction, and to further fulfil the requirements of both the Employment Equity and Skills Development Acts. It is the Council's social responsibility in a long term to invest in the community of Ingquza Hill by providing funds for training and education in various occupational directions such as technical, professional and administrative occupations.

In order to fulfil these commitments, it is the objective of the municipality to embark on a sponsorship programme which will afford financially deserving individuals who are domiciled

within Ingquza Hill area of jurisdiction, an opportunity to pursue their education at tertiary level and advance themselves in areas identified as priority by the municipality with the following objectives:-

- (a) To afford selected individuals the opportunity to equip themselves in a formally structured way on the basis of identified requirements in the interest of the municipality with the knowledge and skills to cope satisfactorily with present and future allocated duties.
- (b) To give opportunity to candidates who have the potential but because of their financial status cannot afford to pay for their tertiary education.
- (c) To develop skills in disadvantaged communities, with particular emphasis on building capacity and economic empowerment and to enable them to compete favourably in the labour market.
- (d) To specifically address the shortage of skills that are considered to be scarce and yet in demand.
- (e) To build capacity of the municipality in line with Employment Equity and Skills Development Act.

## **5.1. Requirements**

- 5.1.1. The advertisement shall be issued eight (8) months before the registration period.
- 5.1.2. Applications must come from financially deserving families; proof thereafter must be attached to the application.
- 5.1.3. Applications must show a proof of exceptional academic excellence.

## **5.2. Selection Criteria in Respect of Bursary Students**

- 5.2.1. The municipality will sponsor a minimum of three and a maximum of five outstanding students with the highest pass rate from two/three different institutions in an academic year, whose place of residence is in the area of its jurisdiction.
- 5.2.2. To qualify for such assistance, each student must :-
- 5.2.3. have passed Grade 12/Senior Certificate or equivalent,

5.2.4. meet the admission requirements of the tertiary academic institution concerned within the borders of South Africa,

5.2.5. learners must be from designated groups,

5.2.6. between the ages of 18 and 35 years.

5.2.7. have no financial means to pursue his/her studies. In this regard, parents or guardian/s of applicants must furnish the municipality with full information pertaining to their financial circumstances together with documentary proof thereof.

5.2.8. be from a financially deserving family whose parents/guardian/s are earning less than R350 000.00 per annum jointly for him/her to receive first preference.

5.2.9. be able to prove the income of the parents /guardian by submitting proof of salary payslip/in case of a business income a certified business certificate/ three months bank statement must be submitted/in the case of grant dependant a certified copy of receipt of grant must be submitted.

5.2.10. furnish the municipality with satisfactory proof of enrolment or acceptance for enrolment for the course at a recognized institution.

5.2.11. The municipality may not sponsor for postgraduate courses.

5.2.12. Notwithstanding clause 6.2.5 above, under certain and specific circumstances, the Municipality may consider a potential student not older than 35 years.

(a) Learners that are coming from the indigent groups/family should be considered even if their qualifications does not falls under the faculties/scope that the Municipality assist on. The successful student shall enter into a contract of agreement with Ingquza Hill Local Municipality.

(b) The student shall undertake:-

1. to undergo practical training as may be prescribed by the institution as part of the course at Ingquza Hill Local Municipality or in the organization that has been approved by the municipality. The duration of such training will be in accordance with the prescribed requirements of the institution.
2. to furnish the municipality with official proof of examination results within two (2) weeks after the results of any semester/annual examinations/supplementary examinations have been made known by the examination authority.
3. not to change studies specified in the contract of agreement without prior arrangement and approval by the municipality. In the event of such change taking place without necessary arrangements and approval of the municipality; the student will be liable for or a portion of expenses the municipality incurred in respect of his/her studies in the institution.
4. to complete the course within the period stipulated in the contract of agreement. In the event of having to repeat not more than three (3) modules, he/she may be given a second chance, depending on reasons furnished for failing. In the event of having to repeat more than three modules, the municipality reserves the right to terminate his/her contract.
5. not to substitute the institution in contract of agreement without the consent of the Municipality.
6. to attend all classes as prescribed by the institution during normal working hours for the duration of the course.
7. to notify the municipality about any failure to attend for more than five days in a year.
8. Learners are not allowed to change/ cancel the funded qualification without the consent of the Municipality.
9. to accept the granted leave of absence as prescribed in the contract in terms of the Ingquza Hill Local Municipality's conditions of service.

10. to be subjected to the regulations applications in Ingquza Hill Local Municipality in terms of disciplinary and grievance procedure, health and safety, smoking and telephone policies etc. while in its premises.
11. serve Ingquza Hill Local Municipality / Community for at least the period stipulated in the contract as the contract entered into will indicate.
12. to use the institution's accommodation and meals and failing which, the Ingquza Hill Local Municipality will not be liable to pay for any rental costs other than one for the institution.
13. to accept payment of an amount equivalent to 80% of the cost of any other institution's or alternate accommodation and meals, subject to a consent from or by the Municipality in the event that such institution does not provide accommodation and meals at all or for a particular period during the years of study.

#### **5.2.13. The municipality shall:-**

1. be responsible for the payment of total cost of registration fees, tuition, boarding and study material as prescribed by the learning institution, i.e. Meal allowance shall be a maximum of R1 500.00 for the duration of 10 months, book allowance shall be R5 000.00, and laptop allowance shall be R7 000.00. This will apply only to continuing students.
2. terminate the contract if the student is dismissed for any reason relating to his/her conduct or capacity as a student or experiential trainee, or if the municipality is satisfied that the student is not making satisfactory progress with the course, or did not attend lectures and/or practical classes regularly, or that it is not in the interest of the Municipality to continue to grant assistance to the learner.
3. make necessary arrangements to provide the student concerned with experiential training as prescribed by the institution as part of the course.
4. call upon any student who, in its opinion, without justification, fails to complete his/her studies/examinations set for the year in respect of which he/she received financial assistance, to repay the whole or part thereof.

5. The Municipality is not obliged to employ the student after completion of the course if there are no vacant positions, but he/she may apply for a relevant advertised post in the municipality.
6. Students who completed their Qualifications will be placed on Municipal Internship Programme for the period of two years subject to the availability of funds.

### **5.3. Financial Assistance**

- 5.3.1. The external bursary is converted to a full bursary and the number of beneficiaries will be subjected to the available budget. The Municipality has the right not to issue the advert for the following year if the number of beneficiaries for the previous year is still high.
- 5.3.2. The Municipality will increase the number of beneficiaries and pay registration fee only for 20 new deserving students.
- 5.3.3. The Municipality must make available funds for an internship programme for learners who completed their qualifications for a period of two years. Interns to be awarded a stipend of R3000 per month for the duration of two years.
- 5.3.4. The Skills Development Facilitator of the municipality within the Corporate Services Department shall be the point of reference and the contact official to the student trainee for the purpose of any assistance.

### **5.4. Selection Panel**

- 5.4.1. The Training Committee shall be responsible for the preliminary selection of qualifying students in terms of the provision of section 3 and 4 above. Such selection shall take place once per annum and recommendations made shall be submitted to the Municipal Manager or if necessary to various structures of the municipality for approval.
- 5.4.2. The Training Committee referred to above shall also be responsible for assessing progress of the student trainee and deal with any matter incidental to the academic affairs if the student trainee and make recommendations accordingly.

### **5.5. Termination of Bursary**

- 5.5.1. The bursary shall be terminated in the following circumstances:-
- 5.5.2. Bursary holder does not successfully complete the course within the prescribed period.
- 5.5.3. Bursary holder discontinues his/her studies for whatever reason before the completion of his/her course, (except in the case of death and illness accompanied by the doctor's certificate).
- 5.5.4. Bursary holder must pass at least 70% or more of the registered modules per academic year for consideration of the next academic year.
- 5.5.5. If the bursary holder cancelled the Qualification without the consent of the Municipality.

## 6. RELATED DOCUMENT

### 6.1. The Following Programmes will be Considered for Funding

- 6.1.1. Information Communication Technology
- 6.1.2. Town and Regional Planning
- 6.1.3. Civil/Building Engineering
- 6.1.4. Electrical Engineering
- 6.1.5. Maritime Studies
- 6.1.6. Financial Studies

### 6.2. Submission of Applications

- 6.2.1. The closing date for the bursary application for the following academic year shall be determined by the Municipality through advertisement (but shall not be later than 20 January of each and every year).
- 6.2.1. Should the required documents not be received by the closing date of applications, Applications with insufficient attachments/supporting documents by the closing date of applications, such applicant/s shall **be disqualified**.
- 6.2.2. A notice shall be given every year in the local newspapers, high schools and municipal notice boards inviting submission of bursary applications from interested community people. It is in the discretion of the Municipality to issue or not issue the advertisement for the upcoming academic year since it is subjected to the available budget.

### **6.3. Interpretation of the Policy**

- 6.3.1. All words contained in this direct grammatical meaning unless the definition or context indicates otherwise.
- 6.3.2. The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 6.3.3. The office of the municipal Manager shall give a final interpretation of this policy in case of a written or a written dispute.
- 6.3.4. If the party concerned is not satisfied with the interpretation of this policy, a dispute may then be referred to the South Africa Local Government Bargaining Council.

### **6.4. Permanent/Temporary Waiver of the Policy**

- 6.4.1. The policy may be partly or wholly waived by the municipal council on temporary or permanent basis.
- 6.4.2. Notwithstanding clause 10.1 the municipal manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to council.

### **6.5. Amendment and or Repeal of the Policy**

- 6.5.1. This policy may be partly or wholly amended by the council
- 6.5.2. This policy may be partly or wholly repealed by the council

### **6.6. Violation of Non-compliance with the Policy**

Violation of or non-compliance of this policy will give a just cause for disciplinary steps to be taken.

6.6.1. It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

## 7. APPENDICES

Enquiries regarding any matter relating to this to this policy shall be directed to the Human Resource Development Office.

## 8. APPROVED

The Policy will be adopted, and all clauses shall apply as such, any deviations from this policy will be non-compliance.



CLLR S. B VATSHA  
THE HONOURABLE SPEAKER



DATE