



BURSARY POLICY

2021 -2023

Version Control and Approval			
Document Name		Bursary Policy	
Document Number/Version		Version 2	
Status/Revision History			
Rev #	Revision Update	Revised By	Date
1	Policy	Executive Manager: Learning Programmes	26.10.2021
Approval			
Date Approved		27 October 2021	
Date of Next Review		30 September 2023	
Related Policies		DG Policy	
Authored By			
Name		Juwayria Amod	
Position		Executive Manager: Learning Programmes	
Signature		Date 27/10/21	
Recommended By			
Name		Thamsanqa Mdontswa	
Position		Chief Executive Officer	
Signature		Date 27/10/21	
Approved By			
Name		Mr. Chris Mudau	
Position		Chairperson of the SASSETA Board	
Signature		Date 27/10/21	

Contents

A.	TERMS AND DEFINITIONS.....	4
1.	BACKGROUND.....	6
2.	PURPOSE.....	6
3.	SCOPE.....	6
4.	LEGISLATIVE FRAMEWORK, PLANNING AND POLICY FRAMEWORK.....	6
5.	POLICY STATEMENT.....	7
6.	WHO CAN APPLY.....	8
7.	ELIGIBILITY CRITERIA.....	8
8.	ALLOCATION PROCESS.....	9
9.	LEARNER SELECTION.....	9
10.	APPROVAL OF APPLICATIONS, AND CONDITIONS OF APPROVAL.....	10
11.	BURSARY VALUE.....	10
12.	REPORTING OF BURSARIES IN TERMS OF THE APP.....	11
13.	APPEALS.....	11
14.	POLICY IMPLEMENTATION.....	11
15.	POLICY VALIDITY.....	12

TERMS AND DEFINITIONS

<u>Term/Acronym</u>	<u>Definition</u>
Accounting Authority	The Accounting Authority appointed in terms of section 11 of the Skills Development Act 97 of 1998, and which by virtue of section 49(2) (a) of the Public Finance Management Act 1 of 1999 is the Accounting Authority of SASSETA.
APP	Annual Performance Plan as contemplated in the National Treasury Regulations.
ATR	Annual Training Report as contemplated in regulation 4(1) of the SETA Grant Regulations.
Board	Board means the Accounting Authority. Board and Accounting Authority are used interchangeably in this policy.
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.
Chief Executive Officer	The Chief Executive Officer of SASSETA, appointed in terms of section 13B of the Skills Development act 97 of 1998, and to whom various powers have been delegated by the Accounting Authority.
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 of the SETA Grant Regulations.
EXCO	Executive Committee of the Accounting Authority as appointed by the Minister.
LPERC	Learning Programmes: Evaluation and Recommendation Committee appointed by the Chief Executive Officer in terms of the Discretionary Grant Policy to evaluate and make recommendations to the Accounting Officer regarding Bursaries (amongst other things).
Minister	The member of Cabinet to whom the Skills Development Act 97 of 1998 has been assigned in terms of section 91 (2) of the Constitution of the Republic of South Africa, 1996.

NSDP	National Skills Development Plan, 2030.
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) of the SETA Grant Regulations.
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.
QCTO	Quality Council for Trades and Occupations.
RPL	Recognition of Prior Learning.
SDA	Skills Development Act 97 of 1998 as amended.
SETA	Sector Education and Training Authority.
SETA Grant Regulations	The Sector Education and Training Authorities Grant Regulations promulgated by the Minister in terms of section 36 of the Skills Development Act 97 of 1998, published in Government Notice No 990 in Government Gazette No 35940, dated 3 December 2012 as amended.
Skills Levies Act	Skills Development Levies Act 9 of 1999 as amended.
SLA	Service Level Agreement entered with DHET.
SSP	Sector Skills Plan as contemplated in section 10 (1) (a) and (b) of the Skills Development Act 97 of 1998.

1. BACKGROUND

- 1.1 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.
- 1.2 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.
- 1.3 The objectives of the policy are to address the following 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, SASSETA agents, or any persons or institutions involved with the management and implementation of the SASSETA Bursaries processes.

4. LEGISLATIVE FRAMEWORK, PLANNING AND POLICY FRAMEWORK

This policy must be read in conjunction with the following:

4.1. Legislation

- Skills Development Act 97 of 1998 (as amended)
- 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

4.2 SASSETA's Planning and Policy documents

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

- Annual Performance Plan (APP)

4.3. Policy Framework Documents

- National Skills Development Plan, 2030

5. POLICY STATEMENT

- 5.1 The programmes sponsored through the SASSETA Bursaries 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 (APP).
 - 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 5.1.3 and 5.1.4 above.
- 5.2 SASSETA manages and awards Bursaries for both employed and unemployed learners.
- 5.3 The descriptions of the two types of Bursaries are outlined below:
- 5.3.1 **Bursaries for unemployed learners:** This type of Bursary is awarded to qualifying unemployed learners studying at 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 Higher and Further Education institutions for both undergraduate and postgraduate studies.
- 5.4 The 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.

- 5.5 The sections below 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 in the SASSETA SSP, and national list of occupations in high demand.
- 6.2 Students already registered at universities and TVET Colleges.
- 6.3 Learners from an employer 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.
- 6.4 SASSETA will consider DHET bursary requests, subject to availability of funds.

7. ELIGIBILITY CRITERIA

7.1 Unemployed Bursaries

- 7.1.1 These Bursaries may be awarded directly to Universities, TVET Colleges, National Student Financial Aid Scheme (NSFAS) or Universities South Africa (USAF) subject to the institution having a valid memorandum of agreement with SASSETA.
- 7.1.2 Applicants must satisfy the following minimum criteria before applying (applicants not meeting the below criteria will not be considered):
- 7.1.2.1 Must be a South African citizen;
 - 7.1.2.2 Must be between the ages of 18 and 35 years old;
 - 7.1.2.3 Must be studying full time/ distance learning at a Public Institution (University/ University of Technology/ TVET College) in South Africa
 - 7.1.2.4 Must be studying full time / distance learning at a private institution, provided that the course pursued is not offered at a Public Institution.

7.2 Employed Bursaries

- 7.2.1 The applicant must be an employer/ trade union / union federation operating within the safety and security sector, a Public TVET College, a Community based Education and Training College (CET) or a Public University.
- 7.2.2 The learners must be employed by the entity as mentioned above.
- 7.2.3 The learners must be South African Citizens or have a valid work permit.
- 7.2.4 The learners must be registered or accepted to study at a public institution (University/ University of Technology/ TVET College) in South Africa.

- 7.2.5 Learners registered or accepted to study at a private institution (University/ University of Technology/ TVET College) in South Africa will only be considered if the course is not offered at any public institution.

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/learners 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 or IT (inclusive of Cyber Crime and Cyber Security) Related Programs which may be shorter especially for the employed bursaries.

9. LEARNER SELECTION

- 9.1 Only South African Citizens will be considered for unemployed Bursaries.
- 9.2 Foreign nationals will only be considered for employed bursaries if they have the necessary work or study permits.
- 9.3 Preference will be given to beneficiaries who reflect the national transformation targets as set out in the APP.
- 9.4 Preference will be given to youth (ages 18 – 35) for unemployed beneficiaries as set out in the APP.
- 9.5 Preference will be given to persons from poor (household income of up to R600 000 per annum) and marginalised communities.
- 9.6 The learner must not be funded by SASSETA for any other programme in the current financial year.
- 9.7 Previous conduct with SASSETA funded programmes will be considered.

10 APPROVAL OF APPLICATIONS, AND CONDITIONS OF APPROVAL

- 10.1 The applications shall be evaluated by the Learning Programmes Evaluation and Recommendations Committee (LPERC), in terms of the processes of that committee set out in the Discretionary Grant Policy.
- 10.2 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.
- 10.3 SASSETA will require that learners must pass their major subjects for continuation of the Bursary.
- 10.4 SASSETA will not pay for any subjects that a learner is repeating regardless of the reasons they are repeating the subject.
- 10.5 SASSETA will require that a learner that is studying through correspondence take the maximum number of modules per academic year, this is to ensure that the qualification is completed in the minimum prescribed period.
- 10.6 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.

11 BURSARY VALUE

11.1 Unemployed Bursaries

- 11.1.1 The Bursary will cover a maximum of R80 000.00 for full time students covering registration fees, tuition fees, books and accommodation and meals (on campus or campus approved), in that order. This rate will only be applicable from the 2022/2023 Financial year going forward.
- 11.1.2 Additionally, SASSETA will provide electronic devices (tablet / laptop) and limited data where there is written confirmation that the learning institution does not provide same.
- 11.1.3 The Bursary will cover a maximum of R35 000.00 for distance learning covering, registration fees, tuition fees and books only.
- 11.1.4 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.
- 11.1.5 Refunds will only be considered if payments were done in the academic year of award 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.
- 11.1.6 Interest will not be paid.
- 11.1.7 All payments shall be made to the institution, bookstore or the accommodation establishment unless the student is requesting a refund.

- 11.1.8 Amounts not claimed by the 28th of February of each year will revert to SASSETA to fund more students.

11.2 Employed Bursaries

- 11.2.1 The Bursary will cover a maximum of R55 000.00 per student covering, registration fees, tuition fees and books only. This rate will only be applicable from the 2022/2023 Financial year going forward.
- 11.2.2 Refunds will only be considered if payments were done by the student in the academic year 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.
- 11.2.3 All payments shall be made directly to the institution or bookstore unless the student is requesting a refund.

12 REPORTING OF BURSARIES IN TERMS OF THE APP

- 12.1 Bursaries will be reported as entered on final sign-off of a Bursary contract, provided that all supporting documents are in place and valid.
- 12.2 Bursaries will only be reported as completed once a valid certificate and/or statement of results depicting completion of the qualification is received.

13. APPEALS

- 13.1 SASSETA subscribes to principles of transparency, equity and fairness and subscribes to the Promotion of Administrative Justice Act (PAJA). As such, applicants who feel their application was unfairly declined are invited to submit a letter of appeal stating factors they feel were overlooked in the evaluation process to the Executive Manager: Learning Programmes office within seven days (7) of receipt of a letter declining the application.
- 13.2 Appeals will be dealt with as provided for in the Discretionary Grants Policy.
- 13.3 The LPERC should be notified of any appeals submitted and the decision of the Appeals Committee.

13 POLICY IMPLEMENTATION

The implementation of this policy lies in the office of the Executive Manager: Learning Programmes and will apply from the date of approval. On matters the policy does not give guidance on, same will be provided by the Executive Manager: Learning Programmes and the Chief Executive Officer.

14 POLICY VALIDITY

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

