



BURSARY POLICY

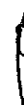
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Authored By	
Name	Ms. Juwayria Amod
Position	Executive Manager: Learning Programmes
Signature	Date 14-2-24
Recommended By	
Name	Mr. Thamsanqa Mdontswa
Position	Chief Executive Officer
Signature	Date 14/02/2024
Approved By the Board on 14 February 2024	
Name	Mr. Chris Mudau
Position	Chairperson of the SASSETA Board
Signature	Date 14/02/2024

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
10. EVALUATION, APPROVAL OF APPLICATIONS AND CONDITIONS	10
11. BURSARY VALUE	12
12. REPORTING OF BURSARIES IN TERMS OF THE APP	13
13. POPI ACT	13
14. APPEALS.....	14
15. POLICY IMPLEMENTATION.....	14
16. POLICY VALIDITY	14



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.
Bursary holder	means the person who is a beneficiary of the Bursary awarded in terms of this Policy. Bursary holder shall have a similar meaning.
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 into 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 a framework to identify suitable qualifying recipients of Bursaries and subsequently provide financial assistance to such individuals for the purpose of pursuing a tertiary qualification at a public institution.

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
- And Regulations issued under the above legislation.

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 and employed 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/or national list of occupations in high demand.
- 6.2 Students already registered at universities and TVET Colleges.
- 6.3 Students with Grade 11 who have applied and been provisionally accepted to study a programme that is listed in the SASSETA SSP and/or national List of Occupations in High Demand at a TVET College.
- 6.4 Duly registered public schools may apply. Preference will be given to "No-fee" schools as well as schools that have been determined by the Minister of Basic Education as Quantile 1, 2 or 3 and gazetted as such.
- 6.5 Learners from an employer are entitled to apply, via their employers provided the study direction is as per 5.1 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.
- 6.6 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 unemployed learners or to Universities, TVET Colleges, National Student Financial Aid Scheme (NSFAS) or Universities South Africa (USAF) or public entities 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 up to 35 years old at the time of Bursary approval;

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 May be studying full time / distance learning at a private institution, provided that the course pursued is not offered in any Public Institution.

7.2 Employed Bursaries

7.2.1 The applicant must be an employer/ trade union / union federation/ NGO / CBO / Co-operative operating within the safety and security sector, a Public TVET College, a Community 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; or in relation to learning programs targeting areas relevant to the Fourth Industrial Revolution not available in a public institution; or institutions that are providing flexible study times that can accommodate employed learners.

8. ALLOCATION PROCESS

8.1 This is a Bursary provided to students in line with the Discretionary Grant Policy (excluding internal SASSETA staff) to assist a student/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 may be for any applications falling outside these priority areas.

8.3 Entities that have a valid memorandum of agreement with SASSETA can submit a letter of request for funding for learners if the MOU provides for it.

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. Management Development Programmes, including but not limited to Junior Management Development, Management Advancement Programmes, Executive 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 Applicants must be accepted by a recognised tertiary academic institution in South Africa.

9.3 Applicants must be pursuing a study towards a tertiary qualification which SASSETA has determined as a critical skill as indicated in 5.1.

9.4 Foreign nationals will only be considered for employed Bursaries if they have the necessary work or study permits.

9.5 Preference will be given to beneficiaries who reflect the national transformation targets as set out in the APP.

9.6 Preference will be given to youth up to the age of 35 years for unemployed beneficiaries as set out in the APP. Exceptions can be made with the express approval of the Chief Executive Officer to cater for Military Veterans and other categories that are targeted by the SSP and APP.

9.7 Preference will be given to persons from the missing middle (combined household income of from R350 000.01 up to R600 000 per annum) and poor (household up to R350 000 per annum) as well as marginalised communities.

9.8 The learner must not be funded by SASSETA for any other programme in the current financial year.

9.9 Previous conduct with SASSETA funded programmes will be considered prior to awarding Bursaries.

10. EVALUATION, APPROVAL OF APPLICATIONS AND CONDITIONS OF APPROVAL

10.1 A Learning Programmes Evaluation and Recommendations Committee (LPERC), whose main functions are the evaluation and adjudication of applications for Discretionary Grants (including Bursaries) and the making of recommendations to the Chief Executive Officer / Board has been established by the Board.

- 10.2 The composition and functioning of the LPERC and its sub-committee is set out in the Discretionary Grants Policy.
- 10.3 The LPERC sub-committee that shall be responsible to assess the advert for bursaries; and the initial compliance of applications for Bursaries with the applicable prescripts, evaluate the proposals and make recommendations to the LPERC.
- 10.4 The LPERC shall adjudicate over the recommendations made by the Sub-Committee and make recommendations to the Chief Executive Officer or Board.
- 10.5 All Bursary recipients will be required to enter into a Bursary Agreement with SASSETA to give effect to the grant award. The Bursary agreements may be linked to the full duration of the qualification / programme, but funding shall be allocated on an annual basis, subject to the performance of the learner, and subject to funding availability in SASSETA.
- 10.6 SASSETA will require that at least 60% of all courses / modules undertaken must be passed for continuation of the Bursary. The number of subjects per academic year will be a determining factor in this regard.
- 10.7 SASSETA will require that learners must pass their major subjects for continuation of the Bursary.
- 10.8 SASSETA will not pay for any subjects that a learner is repeating regardless of the reasons they are repeating the subject.
- 10.9 SASSETA will require that a learner that is studying through correspondence take the maximum number of modules permitted per academic year, this is to ensure that the qualification is completed in the minimum prescribed period.
- 10.10 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.
- 10.11 No payouts or refunds will be made to the Bursary holder should there be a balance left on the Bursary account at the end of the academic year / duration of the Bursary. All excesses will revert to SASSETA.
- 10.12 In the event of the Bursary holder being required to write any supplementary examination(s) or attend to any matter outside of the ordinary academic calendar, the costs thereof shall be borne by the Bursary holder, and he/she shall have no recourse against SASSETA for any cost(s) made by him/her in this regard.
- 10.13 In the event that it is necessary for the Bursary holder to have a laptop/tablet and mouse, same shall be acquired from a University approved bookstore at an additional amount not exceeding R10 000. Only one (1) laptop/tablet and mouse may be acquired by the Bursary holder from the Bursary for the duration of the Bursary.
- 10.14 The Bursary shall not be applicable to historical debt, i.e., study and other debt of the

Bursary holder that was incurred in prior academic years.

- 10.15 Where the SETA has surplus funds available having funded all the priority areas and performance targets for the financial year; the SETA may approve additional funding over and above the Bursary amount to clear the debt of a Bursary holder who has completed their studies under the Bursary, and who has obtained an average of 70% in their studies, provided that the debt was incurred after being awarded a Bursary by SASSETA.
- 10.16 In the event the Bursary holder is a person that is less than 21 years old, they shall obtain approval from their parent/s or legal guardian/s to enter into a Bursary Agreement with SASSETA and they shall be required to warrant that such permission has been provided.

11. BURSARY VALUE

11.1 Unemployed Bursaries

- 11.1.1 The Bursary will cover a maximum of R80 000.00 per academic year for full time students covering registration fees, tuition fees, books and accommodation and meals (on campus or campus approved establishments or bookstores), in that order.
- 11.1.2 Additionally, SASSETA will provide electronic devices (tablet / laptop) and mouse to unemployed students to a maximum of R10 000 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 per academic year for distance learning covering, registration fees, tuition fees and books only.
- 11.1.4 The Bursary will cover a maximum of R50 000.00 per academic year for TVET students covering, registration fees, tuition fees, books and accommodation and meals (on campus or campus approved establishments or bookstores), in that order.
- 11.1.5 Masters and research students may claim funds as regards to their research related costs, 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.
- 11.1.6 SASSETA shall provide funding for a period not exceeding the minimum duration of the qualification plus 1 year. This means that for three year qualifications, for example, SASSETA shall provide funding for a maximum of four years.
- 11.1.7 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.

11.1.8 Interest will not be paid.

11.1.9 All payments shall be made to the institution, University approved bookstore or the accommodation establishment unless the student is requesting a refund for payments they made prior to the Bursary being awarded.

11.1.10 Amounts not claimed by the 28th of February of each year will revert to SASSETA to fund more students and the student shall have no claim to that.

11.2 Employed Bursaries

11.2.1 The Bursary will cover a maximum of R55 000.00 per academic year, per student covering, registration fees, tuition fees and books only.

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.

11.2.3 All payments shall be made directly to the institution or university approved bookstore unless the student is requesting a refund for payments they made prior to the Bursary being awarded.

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. POPI ACT

13.1 SASSETA complies with the provisions of the POPIA Act. Information collected will be solemnly utilized for the purpose of the engagement. Consent will be obtained from the information owner to ensure that the user is aware of the information collection purposes and the intent of use. This will further be inclusive of any further processing that will be dictated by the processes that will be initiated as part of the engagement.

13.2 SASSETA will put in place controls to secure the information collected including the preservation of quality of the information and mechanisms to ensure ease of access and accountability for information collected.

13.3 The information collection process will be communicated to the information owner including the duration of use, disposal post utilization and any records that will be retained for the purposes of the engagement. This will further extend to any information replication as a result of backup or research study files that will be created.

14. APPEALS

- 14.1 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 Chairperson: Appeals Committee within seven days (7) of receipt of a letter declining the application.
- 14.2 The Chief Executive Officer will consider whether the appeal has prospects of success:
- 14.2.1 If the appeal has prospects of success the Chief Executive Officer shall refer such appeal to the Executive Committee of the Board (the Appeals Committee) who will preside over the appeal.
- 14.2.2 If the appeal has no prospect of success, the Chief Executive Officer shall inform the appellant of such and provide them with reasons. The appellant may, within seven (7) days of receiving the reasons from the Chief Executive Officer petition the Executive Committee of the Board.
- 14.3 The Executive Committee of the Board, as the Appeals Committee, will review the application in line with the relevant discretionary grant policy, published DG advert, due diligence results and evaluation outcome, where applicable, consider the financial implications, and make a decision. The decision of the Appeal Committee is final.
- 14.4 LPERC shall be notified of any appeals submitted and the decision of the Appeals Committee.

15. POLICY IMPLEMENTATION

The implementation of this Policy lies in the office of the Executive Manager: Learning Programmes and will apply from the date indicated above. On matters the Policy does not give guidance on the Chief Executive Officer shall provide same.

16. POLICY VALIDITY

This Policy will be subject to review by the Accounting Authority annually together with the Discretionary Grant Policy. The Policy will remain in force until the reviewed Policy has been signed off.