



**Western Cape
Government**

Transport and Public Works

MASAKH'ISIZWE BURSARY POLICY

“Let’s Build the Nation”

2021

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1 Acronyms

BCV	Bursary Collaboration Venture
CPUT	Cape Peninsula University of Technology
DPSA	Department of Public Service and Administration
HEI	Higher Education Institution
JMC	Joint Management Committee
MIS	Masakh'iSizwe Bursary Programme
NGO	Non-Governmental Organisation
NPO	Non-Profit Organisation
SU	Stellenbosch University
UCT	University of Cape Town
WCG TPW	Western Cape Government Transport and Public Works
WIL	Work Integrated Learning

2 Definitions

- 2.1 For the purpose of this policy, unless the context indicates a contrary intention, the following words and expressions bear the meaning assigned to them:
- 2.1.1 **“Accommodation and/or meal allowance”** refers to accommodation and/or meal allowances for bursars residing in a private accommodation facility or Higher Education Institutions’ (HEIs’) self-catering residence.
- 2.1.2 **“Bursar”** refers to a full-time student who is a recipient of a Masakh’iSizwe (MiS) bursary sponsored by the Western Cape Government Transport and Public Works (WCG TPW).
- 2.1.3 **“Bursary Collaboration Venture (BCV) agreement”** refers to a Bursary Collaboration Venture (BCV) agreement between the Western Cape Government Transport and Public Works (WCG TPW) and the private sector, spheres of government, state-owned enterprises, foundations, Non-Profit Organisations (NPOs) or Non-Governmental Organisations (NGOs).
- 2.1.4 **“Bursary Collaboration Venture (BCV) bursar”** refers to a full-time student who is a recipient of a Masakh’iSizwe bursary sponsored through the bursary collaboration venture between BCV partners and the Western Cape Government Transport and Public Works (WCG TPW).
- 2.1.5 **“Bursary Collaboration Venture (BCV) partner”** refers to a private sector company, sphere of government, state-owned enterprise, foundation, Non-Profit Organisation (NPO) or Non-Governmental Organisation (NGO) that has a signed agreement with Western Cape Government Transport and Public Works (WCG TPW) to sponsor student bursaries through the Bursary Collaboration Venture, and has a primary responsibility for, and accountability to, bursars in receipt of a bursary.
- 2.1.6 **“Bursary contract”** refers to the legal agreement between a bursar and Western Cape Government Transport and Public Works (WCG TPW) in respect of a Masakh’iSizwe bursary.
- 2.1.7 **“Bursar with a disability”** refers to a bursar with an impairment who experiences restricted access to or barriers to progression due to this impairment and/or contextual barriers. The impairment may be visible or invisible and a medical certificate in respect of the disability may be required.

- 2.1.8 **“Deferment”** refers to the postponement of the contractual obligation of a Masakh’iSizwe bursar.
- 2.1.9 **“Department”** refers to the Western Cape Government Transport and Public Works (WCG TPW).
- 2.1.10 **“Employers”** refers to a private sector company, spheres of government, state-owned enterprises, government parastatals, foundations, Non-Profit Organisations (NPOs) or Non-Governmental Organisations (NGOs) that fall within the scope of the Department and deemed suitable for the employment placement of interns and graduates who studies or completed a technical qualification regarded as critical and scarce, especially in the transport, built and engineering disciplines.
- 2.1.11 **“Exemption”** refers to the release of a bursar from his/her contractual obligation.
- 2.1.12 **“Extension”** refers to an extension of the duration of a bursary contract.
- 2.1.13 **“Graduate”** refers to a person who has graduated from a Higher Education Institution (HEI) in a discipline deemed by the Department and/or relevant National Departments, as critical and scarce, especially in the transport, built and engineering disciplines;
- 2.1.14 **“Higher Education Institution (HEI)”** refers to a state institution in South Africa that provides full-time or part-time tertiary education towards diplomas or degrees.
- 2.1.15 **“Joint Management Committee (JMC)”** refers to a committee which provides a platform for communication, engagement, consultation and co-operation between Bursary Collaboration Partners (BCV) and Western Cape Government Transport and Public Works (WCG TPW) to coordinate the activities of the Bursary Collaboration Venture (BCV).
- 2.1.16 **“Masakh’iSizwe bursary”** refers to financial assistance and/or support services granted by the Masakh’iSizwe Bursary Programme to successful applicants.
- 2.1.17 **“Candidacy Development Support Programme” (Professional Development Programme)** refers to the Western Cape Government Transport and Public Works’ (WCG TPWs’) structured professional development training programme that enables candidates to acquire the necessary exposure, experience and training that meets the requirements of relevant professional bodies in order to obtain and/or retain professional registration.

- 2.1.18 **“Scarce and critical skill”** refers to a skill identified as scarce and critical by the Western Cape Government Transport and Public Works (WCG TPW) and relevant National Departments.
- 2.1.19 **“Staff establishment”** refers to posts which have been approved in the organisational structure by the relevant delegated authority to execute the functions of the Department.
- 2.1.20 **“Support services”** refers to the provision of services that maximise bursars’ academic performance and employment opportunities.
- 2.1.21 **“Pre-service training” (Student Internship or “Work Integrated Learning “WIL”)** refers to a programme offered to a person (referred to as an Intern) who is currently studying towards a higher education qualification and must undertake a period of work experience in order to fulfil the requirements of the qualification.
- 2.1.22 **“Work Integrated Learning Co-ordinator”** refers to an employee of the Western Cape Government Transport and Public Works (WCG TPW) who coordinates and facilitates pre-service training and the appointment of graduates.

3 Preamble

- 3.1 The Western Cape Government Transport and Public Works (WCG TPW) hereinafter referred to as the Department, launched the Masakh'iSizwe ("Let's Build the Nation") Bursary Programme to address skills shortage by awarding bursaries to youth to undertake full time studies at HEIs in the Western Cape towards qualifications in the transport, engineering and built environment and/or any other discipline identified as scarce and critical by the Department.
- 3.2 The provision of higher education bursaries is mandated by the legislative framework which requires the State to make further education available and accessible to potential recruits through the development and improvement of bursary programmes.
- 3.3 The vision of the programme goes beyond awarding bursaries. It involves collaboration with HEIs, private sector, spheres of government, state-owned enterprises, foundations, Non-Profit Organisations (NPO's) or Non-Governmental Organisations (NGO's). The aim of the collaboration is to address skills shortages by bringing resources together to facilitate collective responsibility to provide appropriate education, support and professional development in order to create a pool of young registered professionals. In addition, committees such as the Masakh'iSizwe (MiS) Advisory Committee and Joint Management Committee (JMC) has been established to provide strategic guidance and direction to the programme.

4 Legislative framework

4.1 This policy is aligned to legislative (and other) prescripts such as the below mentioned, but not limited to:

- a) Basic Conditions of Employment Act, 1997;
- b) Compensation for Occupational Injuries and Diseases Act, 1993;
- c) Constitution of the Republic of South Africa, 1996;
- d) Department of Public Service and Administration (DPSA) policy guidelines on the management of internships;
- e) Employment Equity Act, 1998;
- f) Labour Relations Act, 1995;
- g) National Development Plan 2030, 2012 ;
- h) National Human Resource Development Strategy;
- i) National Qualifications Framework Act, 2008;
- j) National Skills Development Plan 2030, 2019;
- k) National Treasury Regulations;
- l) National Youth Act, 1996;
- m) Occupational Health and Safety Act, 1993, and guidelines;
- n) Promotion of Access to Information Act, 2000;
- o) Public Finance Management Act, 1999;
- p) Public Service Act, 1994;
- q) Public Service Regulations, 2016;
- r) Skills Development Act, 1998;
- s) South African Qualifications Authority Act, 1995;
- t) Western Cape Government (WCG) Guidelines on Leave Management;
- u) Western Cape Government Transport and Public Works (WCG TPW) Employment Equity Plan;
- v) Western Cape Government Transport and Public Works (WCG TPW) Human Resource Plan; and
- w) Western Cape Government Youth Development Strategy.

5 Scope of application

5.1 This policy is applicable to:

- 5.1.1 youth applying for a Masakh'iSizwe bursary;
- 5.1.2 existing Masakh'iSizwe bursars;
- 5.1.3 interns and graduates;
- 5.1.4 employees who administer the Masakh'iSizwe Bursary Programme; and
- 5.1.5 Bursary Collaboration Venture partners.

6 Policy principles

6.1 The following principles underpin the policy:

- Accessibility
- Capacity building
- A citizen-centric approach
- Dedication and hard work
- Training and development
- Engagement
- Innovation and technology
- Relevance and responsiveness
- Efficiency and effectiveness
- Equity and diversity
- Fairness and transparency
- Honesty and integrity
- Partnerships
- Responsibility and accountability
- Learning and employment opportunities

7 Purpose of the policy

7.1 The purpose of this policy is to:

- 7.1.1 address skills shortages deemed by the Department and/or relevant National Departments, as critical and scarce, especially in the transport, built and engineering disciplines;
- 7.1.2 build labour capacity through the creation of a feeding pipeline of skilled professionals;
- 7.1.3 empower youth by providing them with an opportunity to obtain tertiary qualifications through full-time studies at HEIs;
- 7.1.4 establish partnerships with stakeholders (private sector organisations, state-owned enterprises, HEIs, foundations, NGOs, NPOs, spheres of government etc.) who share a similar interest to enable them to take collective responsibility in addressing skills shortages;
- 7.1.5 assist in addressing transformation in the transport, built and engineering environment and any other disciplines identified by the Department; and
- 7.1.6 reduce unemployment amongst youth by creating learning and employment opportunities for interns and graduates to improve their socio-economic conditions.

8 Policy statement

- 8.1 To provide a policy framework for the management of the Masakh'iSizwe Bursary Programme to ensure it is aligned with the strategic and service delivery imperatives of the Department.

9 Recruitment of bursars

9.1 Assessment of the staffing needs and labour market trends

9.1.1 An annual assessment will be conducted of the staff establishment of the Department in respect of transport, built and engineering disciplines and any disciplines identified by the Department and/or relevant National Departments as scarce and critical.

The aim is to determine the vacancy rate, age profile, professional registration status and mobility trends amongst professionals to facilitate succession planning.

9.1.2 BCV partners will also be requested to identify their staffing needs in relation to technical skills and emerging skills requirements.

9.1.3 Labour market trends and developments will be determined through engagement with stakeholders such as professional bodies, HEIs etc.

9.2 Recruitment and selection of bursars

9.2.1 Bursary opportunities will be marketed and/or advertised on an annual basis. The availability of bursaries will depend on the need for particular skills and available budget.

9.2.2 Below is the minimum requirements to be met in order to be considered for the Masakh'iSizwe Bursary Programme:

a) South African citizenship;

b) studies towards a qualification that falls within the scope of the MiS Bursary Programme;

c) intention to study or currently studying at an HEI in the Western Cape, which offers the studies alluded to in 2.2.2(b) above.

9.2.3 Preference will be given to academically deserving applicants, based on one or more of the following considerations: the financially disadvantaged, females, people with disabilities, applicants who promote representativity and Western Cape residents.

9.2.4 A point-based weighted scoring grid consisting of various elements will be utilised for internal usage in the assessment and prioritisation of bursary applications during the selection process.

The weight of the points will differ as it will be allocated based on their relative importance. The scoring grid will be reviewed annually and approved by the Joint Management Committee (JMC) to be aligned with the operational requirements of the Department and industry to ensure its relevance and responsiveness to current needs.

9.2.5 The Masakh'iSizwe team will support the selection process through administrative support to enable the JMC to make informed decision.

10 Bursary Administration

10.1 Bursary Agreement

10.1.1 A successful applicant and the Head of Department or his/her delegated authority will undersign a bursary agreement which is aligned to this policy and outlines the terms and conditions of the bursary. A bursar who fails to comply with the terms and conditions outlined in the bursary agreement will be in breach of the agreement.

10.1.2 Should there be a breach of the bursary agreement, such as, amongst others, when a bursar discontinues or changes the study field without prior approval, the bursary agreement will be terminated. The bursar will be held liable and cost will be recovered in terms of the Public Finance Management Act, 1999 and applicable treasury regulations and instructions. Notwithstanding the above, in exceptional cases such as death, incapacity due to health issues etc., the Department may waive any monies that may be due in terms of the bursary undertaking, subject to the receipt of the relevant supporting documentation.

10.2 Bursary duration

10.2.1 A bursary is awarded for the minimum duration of study, as determined by the relevant HEI. However, bursaries are reviewed at the end of each academic year based on the bursar's academic performance, conduct and behaviour.

10.2.2 The duration of a bursary may be extended for a maximum of two (2) years, unless a longer period is approved by the Head of Department or his/her delegated authority.

10.3 Changes in field of study and HEI

A bursar's request to change the field of study and/or HEI must be approved by the Director: Professional Development. Such approval must consider disciplines identified as priority, transformation imperatives, available funds and the applicant's individual circumstances based on the merit of the request.

10.4 Bursars with disabilities

Reasonable accommodation for bursars with disabilities will be managed by the disability units of the HEIs in accordance with their internal processes. Reasonable accommodation refers to assistance which is required to enable a person with a disability to study, participate and advance in a learning environment.

10.5 Support services

Support services is implemented to improve the academic performance of bursars and their employability skills to give them an advantage in the labour market.

Support programmes include, but are not limited to, social adjustment mentoring, employability skills, academic tutoring and outreach programmes. The MiS team may require bursars to attend events and act as MiS Bursary Programme champions.

10.6 Requests to repeat module(s), course(s) and/or elective(s)

10.6.1 In an instance, where a bursar is required to repeat a module(s)/course(s)/elective(s) for the first time, the bursar shall be required to submit a written request to the MiS Team for consideration for payment of the module(s)/course(s)/elective(s). The written request must be duly motivated providing reason(s) for the failed module(s)/course(s)/elective(s).

10.6.2 The MiS team will assess a bursar's request and submit a recommendation to the Director: Professional Development for approval. The approval will be granted/denied based on the merit of the request. The module(s)/course(s)/elective(s) which are repeated for the second time or more, shall not be covered by the Department.

10.7 Placement of interns and graduates

10.7.1 In line with the principles of open competition for opportunities, the recruitment of interns and graduates forms part of the Masakh'iSizwe bursary programme's recruitment drive which is implemented early in the skills pipeline to generate interest in the identified fields of study.

10.7.2 Interns and/or graduates shall redeem the bursary by servicing the Department or other employers by way of a programme determined by the Department. The servicing of the department by interns and graduates will be at the discretion of the department within its scope and guided by service delivery imperatives, operational requirements, partnerships with employers with similar mandate, strategic document, human resource regulatory framework and applicable legal prescripts. Once an intern or graduate is elected by the Department, he/she will be servicing the Department in any capacity related to his/her studies considered suitable for a predetermined period as prescribed by the relevant legal prescripts.

10.7.3 The WIL Coordinator will secure placement for interns and graduates by engaging the Department and various employers identified and deemed appropriate by the Department. However, it should be noted that the Department will be prioritised during the placement of interns and graduates.

10.7.4 Once a placement is secured, the relevant employer will inform the successful intern or graduate of the outcome in writing and determine the date of assumption of duty. Interns or graduates who have accepted a placement offer will enter into a memorandum of agreement/employment contract which outlines the terms and conditions of employment in accordance with the applicable legal prescripts. The

intern or graduate will be remunerated for the duration of his/her employment contract.

10.7.5 The graduates placed within WCG TPW will be expected to undergo professional development (where applicable) through a Candidacy Development Support Programme to attain professional registration. In such an instance, the graduate will be managed in accordance with the training requirements of the relevant professional body and regulatory prescripts. Such graduates may be seconded for a specified duration to other government departments, statutory bodies and private sector.

10.7.6 The employment status of interns and graduates will be monitored. Interns who could not be placed will be required to undertake an alternative route as approved by the relevant Higher Education Institution, whilst unemployed graduates will be released and allowed to seek their own placement opportunities. In such instances, the WIL Coordinator will continue to assist these unemployed interns or graduates in securing placement. The Department retains the right to recall the interns or graduates who are unemployed or employed outside the scope of their field of studies. The Department cannot guarantee further employment on completion of the employment contract.

10.8 **Deferment of bursary obligation**

10.8.1 In the event, but not limited to, where bursars have to delay their studies or pursue and/or complete them in Higher Education Institutions which fall outside the MiS bursary programme, bursars will apply in writing to have their bursary obligation deferred and approval may be granted at the discretion of the department based on the merit of the case.

11 Financial Management

11.1 Budgetary provision

11.1.1 The Department shall make budgetary provision for the duration of the bursary within the Medium-Term Expenditure Framework (MTEF) period. The availability of bursaries will depend on the need for particular skills and be subject to available funding.

11.1.2 Budgetary provision will be used for maintaining existing bursaries and where budget allows, provide new bursaries.

11.1.3 The Head of Department or his/her delegated authority may enter into a bursary collaboration agreement with private sector, spheres of government, state-owned enterprises, foundations, Non-Profit Organisations (NPOs) or Non-Governmental Organisations (NGOs) to enhance the functionality and purpose of the bursary programme.

11.2 Funds paid into a bursar's student account by other sponsors

Any financial assistance awarded by other bursary programmes and/or sponsors including merit awards, cash awards etc. must be disclosed to the MiS team and will be managed by the sponsor in question subject to applicable conditions.

11.3 Expenses covered by the bursary programme

11.3.1 The bursary programme covers the following expenses, where applicable, subject to specified limits:

- a) Academic fees, i.e., tuition and registration fees.
- b) HEI residence or accommodation and/or meal allowance.
- c) A transport allowance in cases where the Department is not paying for a bursar's HEI residence or accommodation and/or meal allowance.

- d) Stationery allowance (i.e., stationery and/or study materials relevant to the course as recommended by the HEI).
- e) Compulsory practical work integrated learning programme.
- f) Support services.

11.4 All claims must be submitted with the required supporting documentation (e.g. receipts, invoices, student accounts/statements) for processing. Claims will be assessed by the MiS team for consideration and approval.

12 Establishment of partnerships

- 12.1 Formal and informal partnerships may be established with stakeholders who share a similar interest to facilitate collective responsibility in addressing skills shortage and youth unemployment through engagement, collaborative work and operational alliances to improve the feeding pipeline for technical skills. The aim is to share resources, best practices and expertise to maximise and ensure sustainability.
- 12.2 Informal partnerships entail the provision of learning and employment opportunities for interns and/or graduates, while formal partnerships require entering into a Bursary Collaboration Venture agreement, monetary contribution and the provision of learning and employment opportunities for interns and/or graduates.
- 12.3 Committees e.g., Masakh'iSizwe (MiS) Advisory Committee, Joint Management Committee (JMC) etc. are established to provide strategic advice, technical guidance and expertise on a wide range of activities to be undertaken to address the skills shortage in the transport, engineering and built environment.

13 Roles and responsibilities

13.1 Various role players are responsible for fulfilling different roles related to the implementation, development and advocacy of this policy as outlined below:

13.1.1 Masakh'iSizwe (MiS) Advisory Committee

The Masakh'iSizwe (MiS) Advisory Committee provides strategic advice and technical guidance to the Provincial Minister of Transport and Public Works on a wide range of activities to be undertaken to address the skills shortage in the transport, engineering and built environment.

13.1.2 Masakh'iSizwe (MiS) Joint Management Committee (JMC)

The Masakh'iSizwe (MiS) Joint Management Committee (JMC) provides a platform for communication, engagement, consultation and co-operation between Bursary Collaboration Partners (BCV) and Western Cape Government Transport and Public Works (WCG TPW) to coordinate the activities of the Bursary Collaboration Venture (BCV). JMC meetings are chaired by a delegated, independent, senior official from the Department appointed by the Head of Department. The Chairperson of the JMC must also preside over the selection proceedings.

To ensure a fair and transparent selection process, the Chairperson in consultation with the committee shall be responsible for the following, but not limited to:

- a) Assessing MiS bursary applications in terms of the scoring grid and make recommendations to the Head of Department.
- b) Providing input on industry developments, needs, trends and sharing best practices.
- c) Requesting meetings and workshops where the need arises.
- d) Participating in the development and review of the legislative framework governing the MiS Bursary Programme.
- e) Managing the MiS bursary obligations in accordance with the BCV agreement.

13.1.3 Masakh'iSizwe (MiS) Team

To ensure the efficiency and effectiveness of the bursary programme, the MiS team will be responsible for the following, but not limited to:

- a) Developing, reviewing, implementing and adhering to any relevant regulatory framework that governs skills development programmes.
- b) Marketing and promoting the MiS bursary programme through various platforms to create awareness and attract eligible applicants.
- c) Facilitating the selection and recommendation of bursars by the JMC for approval by the Head of Department.
- d) Establishing and maintaining partnerships with relevant stakeholders to facilitate collective responsibility in addressing skills shortage and staying abreast of new developments.
- e) Providing support services to bursars to maximise their academic performance and employability.
- f) Managing the administrative processes of the MiS Bursary Programme in an efficient and effective manner.
- g) Providing secretariat and administrative support to skills development committees such as the Joint Management Committee (JMC), Masakh'iSizwe (MiS) Advisory Committee etc.
- h) Prioritising staffing needs in relation to transport, engineering and built environment disciplines and any other disciplines deemed as scarce and critical by the Department.
- i) Facilitating the experiential learning and employment placement of interns and graduates.

13.1.4 Masakh'iSizwe (MiS) bursars

All successful bursars are obligated to sign the bursary agreement and adhere to the terms and conditions as stipulated in the agreement.

14 Monitoring and evaluation

The Directorate: Professional Development is facilitating the implementation, management, budgeting and monitoring of the Masakh'iSizwe Bursary Programme and its Bursary Collaboration Venture. It assumes the responsibility for the implementation, monitoring and evaluation of the MiS Bursary Policy. Any deviation from this policy should be motivated by the Director: Professional Development and approved by the delegated authority.

15 Review

This policy will be reviewed as the need arise to ensure alignment with the operational requirements, strategic goals of the Department, legislative changes and/or a change of scope within the Masakh'iSizwe Bursary Programme.

16 Date of implementation

This Policy will be adopted on the first day of the month following the date on which it is approved.

17 Policy sign-off



Ms J Gooch

Head of Department

Date: 29.11.2021



**Western Cape
Government**

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Corporate Services Centre

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File reference: 10/1/1/LO 172 of 2021-22

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

Per email: chandre.september@westerncape.gov.za

(Attention: Ms September)

BURSARY POLICY: MASAKH'ISIZWE

1. Please find attached the above-mentioned policy, as prepared by our Ms. Nazley Aleker.
2. Please do not hesitate to contact us should you have any queries.

Yours faithfully

ADV. GODFREY REED

DIRECTOR: LEGAL ADVISORY SERVICES

(GOVERNANCE & ECONOMIC CLUSTER)

DATE: 25 OCTOBER 2021

