

FINANCIAL STUDY ASSISTANCE POLICY



APPROVED BY:

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DATE: 23/06/2021

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## 1. PURPOSE OF POLICY

1.1 The aim of awarding financial study assistance to employees and students is to assist them in upgrading their qualifications.

1.2 To empower employees and students with the knowledge, skills and abilities necessary to effectively improve the quality of service rendered by the Municipality

## 2. OBJECTIVE OF POLICY

To create a learning organisation where further learning is encouraged:

2.1 To encourage and support employees who intend pursuing formal learning at accredited tertiary institutions in order to obtain qualifications in areas which are in line with Mbhashe Local Municipality's core functions

2.2 To support and address the Employment Equity (EE) and Affirmative Action (AA) initiatives of the Municipality as spelled out in the Employment Equity Plan.

## 3. SCOPE

3.1 The field of study for which a financial study assistance is awarded must be relevant to the career development of the individual and in relation to the vision, mission and objectives of the municipality.

3.2 The financial study assistance shall be awarded per course as it appears on the application form. If the applicant wishes to change, an approval in writing will have to be sought from the Municipality via the recommendation of the study assistance Committee.

3.3 This financial study assistance policy will cover aspects relating to tuition fees from undergraduate up to a Honours, hence undergraduates will be given first preferences.

3.4 The financial study assistance will cover the following critical skills within the Municipality:

3.5 Mbhashe Local Municipality will make financial study assistance available for part-time studies within the field's that are contributing to the Municipality functions.

3.6 Financial assistance will be offered to students who have applied to enrolled with Public Institutions and to those who are accredited both institution and program

## 4. POLICY DEFINITION

"Studies" means any course or discipline offered by a registered learning institution.

"Bonded" means obligated or bound by a legal agreement.

"Development" means studies endeavoured for high expertise or knowledge.

“Financial Assistance”	means financial provision towards studies for employee to endeavour a formal education.
“Permanent Employee”	means an employee of the Council either appointed on a fixed term contract or on permanent basis.
“Council”	means Mbhashe Local Municipality.
“Employer”	means Mbhashe Local Municipality

## 5. LEGISLATIVE FRAMEWORK

Skills Development Act, 97 1998

Public Service Act, (Proclamation R175)1994

Skills Development Levies Act No 9 of 1999

Employment Equity Act No 55 of 1998

South African Qualification Authority Act, 58, 1995

Human Resource Development Strategy for the Public Service 2002- 2006

National Qualification Framework

White Paper on Transformation of the Public Service, May 1997

White Paper on Public Service Training and education, Notice 1428 of 1998

Provincial Growth & Development Strategy (PGDS)

## 6. POLICY PROCEDURE

- 6.1 The applicant shall seek for approval before he/she pays for the course intended.
- 6.2 The applicant can enter into Contractual Agreement with the Council after he/she has brought proof of registration
- 6.3 For any formal qualification of your choice, payment for approved course of study shall be limited to registration and tuition only.
- 6.4 Municipality will not be liable to pay cost of travelling, meals and accommodation
- 6.5 The bonding period shall be equal to the duration of your period of study after completion, failing which if an employee resigns from the employ and or drops out from an institution of his/her choice within the period of studies, he/she shall be responsible to pay all monies due or paid in full by the employer.
- 6.6 If an employee fails or got a supplementary, an employee shall pay his /her supplementary tuition fees
- 6.7 That the courses are formally structured, self-study based and relevant to the employee’s duties or career path and or within functions of the municipality.
- 6.8 The financial study assistance will be awarded to employees registered with TVET Colleges, Universities exclusive of non- accredited Private Colleges.


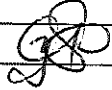

## 7. GENERAL POLICY PROVISIONS

This policy is applicable to all employees, Councillors and Interns of Mbashe Local Municipality

## 8. PROCEDURES FOR IMPLEMENTING POLICY

Procedure that outlined the implementation process is outlined in the policy

## 9. POLICY GOVERNANCE

<b>Policy Title</b>	<b>FINANCIAL STUDY ASSISTANCE POLICY</b>	
<b>Policy Version</b>		
<b><u>Role &amp; Process</u></b>	<b><u>Responsible Individual Name and/or Date</u></b>	<b><u>Responsibility Accepted Signature</u></b>
<b>Senior Manager Corporate Services</b>	<b>Ms N. Mahlati- Nkuhlu</b>	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		
Council Approval Date	26/05/2021	
Council Approval Reference		
<b>(UNIT) eg. Manager Human Resources</b>	<b>Ms N. Hanise</b>	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
<b>Comments</b>		

