



## PRINCIPLES OF THE REVIEWED BURSARY POLICY

### PURPOSE OF THE PRINCIPLES

The purpose of this policy is to provide the SITAzens with an opportunity in acquiring the necessary skills and qualifications through the bursary scheme. The scheme aims to serve as a tool in capacity building by ensuring lifelong learning.

#### Principles:

- ❖ The bursaries awarded should be in line with SITAs approved business model; and SITAs strategic objectives;
- ❖ Preference will be given to employees identified through the succession management process as per the succession management policy (as a succession candidate/successor);
- ❖ The bursary scheme is for programmes/qualifications that run from 12 months upwards for part-time classes aimed at acquiring a formal qualification;
- ❖ Prioritisation should primarily be for applicants applying for minimum qualifications required for the job the employee is occupying; National Diploma/Diploma/Junior Degree,
- ❖ The bursary may be awarded on the basis that the employment contract is equivalent to the bursary workback contract or less than the duration of the qualification as per the workback contract. Should this condition not be met in the application process then the application should be declined/disqualified at screening stage.
- ❖ The following will be considered and will be included in the adjudication process of the application/s:
  - i. To part-bursary award (year on year): full programme award and part programme award;
  - ii. The semester-based qualifications will be considered by (i) above as well as the progressive (pass) academic results;
  - iii. A written motivation from the line of business confirming the extension of the employment contract based on the approved SLA.
  - iv. Line managers must write a motivation to support an FTC bursary application;
  - v. The bursary period must align with the employee's contract of employment and the SLA;
  - vi. Employees must be able to work-back the bursary obligation period;

vii. Career Management, Attraction and Retention strategies to be incorporated

- ❖ Successful applicants must enter into a bursary contract with the responsible line of business (Bursaries);
- ❖ Only one bursary per employee must be awarded at a time (a current bursary holder shall not be provided financial assistance towards another progressive/equivalent qualification until they successfully complete the current qualification, and the bursar shall take a gap year after completion of their studies before they can apply for another bursary);
- ❖ Bursary must be allocated and aligned to the individual's personal development plan;
- ❖ It is the responsibility of the bursary holder to register themselves at institutions and to submit the required documentation to the responsible line of business (Bursaries) for payment purposes at least a month before the closing date for registration, and also provide progress reports /periodic results;
- ❖ Only recognised and accredited institution of higher learning will be considered;
- ❖ Preference shall be given to public recognised and accredited institutions for economic reasons;
- ❖ Bursaries will only be granted subject to the availability of funds as SITA reserve the right not to grant the full amount requested; and the committee reserve the right to grant employees a partial bursary to ensure that as many employees as possible are assisted;
- ❖ All Sitazens are eligible to apply however should the applicant's employment contract not be renewed/termination/resignation, SITA reserves the right to discontinue funding the remainder of the studies;
- ❖ Approval for existing bursary holders to further their studies shall be based on progressive (pass) academic results;
- ❖ SITA shall not award bursaries retrospectively; the bursary will therefore only be granted for the remainder of the study period;
- ❖ The bursary adjudication committee shall determine the annual maximum payment limits for tuition fees and study material/textbooks;
- ❖ The bursary scheme will only cover tuition fees (registration; exam fees and study material/textbooks). SITA shall not reimburse bursary holders for Subsistence & Travel allowance claims;
- ❖ Unsuccessful bursary applicants shall be given an opportunity to appeal in writing, and the request will be submitted to the Bursary Adjudication Committee to review and provide feedback.

#### **STAKEHOLDERS:**

The responsible line of business (Bursaries)

Bursary Adjudication Committee

Employee

Head of Department: HCM Centre of Excellence

Executive: Human Capital Management