

UMZIMVUBU LOCAL MUNICIPALITY



UMZIMVUBU
— LOCAL MUNICIPALITY —

POLICY FOR STUDENT TRAINEES IN RARE SKILLS

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POLICY FOR STUDENT TRAINEES IN RARE SKILLS

Table of Contents

UMZIMVUBU LOCAL MUNICIPALITY	1
.....	1
1. PREAMBLE	3
2. OBJECTIVES.....	3
3. REQUIREMENTS	4
4. SELECTION CRITERIA IN RESPECT OF STUDENT TRAINEES.....	4
5. CONDITIONS	5
6. FINANCIAL ASSISTANCE	7
7 SELECTION PANEL.....	7
8 TERMINATION OF BURSARY	7
9 SUBMISSION OF APPLICATIONS.....	8
10. COMMENCEMENT OF THIS POLICY	8
11. INTERPRETATION OF THE POLICY	8
12 PERMANENT/TEMPORARY WAIVER OF THE POLICY	8
13 AMENDMENT AND OR REPEAL OF THE POLICY	9
14 VIOLATION OF NON-COMPLIANCE WITH THE POLICY	9

1. PREAMBLE

- 1.1 Umzimvubu Local Municipality offers bursary opportunity for students trainees from the designated groups, who wish to further their learning and qualify in rare skills, mainly in technical and Finance fields.
- 1.2 The municipality has identified a need to make funds available in a form of a bursary on annual basis, for potential grade 12 students. However, the number of bursary holders that would be awarded each year is determined or subject to the number of applicants and availability of funds.
- 1.3 This policy shall serve as a guide to regulate sponsorship of funds for such students or learners.

2. OBJECTIVES

- 2.1 Umzimvubu Local Municipality is fully committed to the upliftment of the standard and quality of life the community in its area of jurisdiction, and to further fulfil the requirements of both the Employment Equity and Skills Development Acts. It is the Council's social responsibility in a long term to invest in the community of Umzimvubu by providing funds for training and education in various occupational directions such as technical, professional and administrative occupations.
- 2.2 In order to fulfil these commitments, it is the objective of the municipality to embark on a sponsorship programme which will afford historically disadvantaged individuals who are domiciled within Umzimvubu area of jurisdiction, an opportunity to pursue their education at tertiary level and advance themselves in areas identified as priority by the municipality with the following objectives:-
 - 2.2.1 To afford selected individuals the opportunity to equip themselves in a formally structured way on the basis of identified requirements in the interest of the municipality with the knowledge and skills to cope satisfactorily with present and future allocated duties.
 - 2.2.2 To give opportunity to candidates who have the potential but because of their financial status cannot afford to pay for their tertiary education.
 - 2.2.3 To develop skills in disadvantaged communities, with particular emphasis on building capacity and economic empowerment and to enable them to compete favourably in the labour market.
 - 2.2.4 To specifically address the shortage of skills that are considered to be scarce and yet in demand.
 - 2.2.5 To build capacity of the municipality in line with Employment Equity and Skills Development Act.

3. REQUIREMENTS

3.1 A person who wishes to be considered for the granting of the bursary must apply in writing as per the advertisement of the Municipality, **placed between 31 October and 20 January every year.**

3.2 Applications must come from disadvantaged families; proof thereafter must **be attached to the application.**

3.3 Applications must show a proof of exceptional academic excellence.

4. SELECTION CRITERIA IN RESPECT OF STUDENT TRAINEES

4.1 The municipality shall sponsor a minimum of three and a maximum of five outstanding students with the highest pass rate from two/three different institutions whose place of residence is in the area of its jurisdiction.

4.2 To qualify for such assistance, each student must :-

4.2.1 have passed Grade 12/Senior Certificate or equivalent,

4.2.2 meet the admission requirements of the tertiary academic institution concerned within the borders of South Africa,

4.2.3 be from designated groups,

4.2.4 between the ages of 18 and 25 years,

4.2.5 have no financial means to pursue his/her studies. In this regard, parents or guardian/s of applicants must furnish the municipality with full information pertaining to their financial circumstances together with documentary proof thereof.

4.2.6 be from a disadvantaged family whose parents/guardian/s are earning less than R10 000.00 per annum jointly for him/her to receive first preference.

4.2.7 be able to prove the income of the parents /guardian by submitting proof of salary payslip/in case of a business income a certified business certificate/ three months bank statement must be submitted/in the case of grant dependant a certified copy of receipt of grant must be submitted.

4.2.8 furnish the municipality with satisfactory proof of enrolment or acceptance for enrolment for the course at a recognized institution.

4.3 The municipality may not sponsor for advanced diplomas or postgraduate courses unless there is a reason to do so.

4.4 **Notwithstanding clause 4.2.4 above, under certain and specific circumstances, the Municipality may consider a potential student older than 25 years.**

5. CONDITIONS

5.1 The successful student shall enter into a contract of agreement with Umzimvubu Local Municipality.

5.2 The student shall undertake:-

5.2.1 to undergo practical training as may be prescribed by the institution as part of the course at Umzimvubu Municipality or in the organization that has been approved by the municipality. The duration of such training will be in accordance with the prescribed requirements of the institution.

5.2.2 to furnish the municipality with official proof of examination results within two (2) weeks after the results of any semester/annual examinations/supplementary examinations have been made known by the examination authority.

5.2.3 not to change studies specified in the contract of agreement without prior arrangement and approval by the municipality. In the event of such change taking place without necessary arrangements and approval of the municipality; the student will be liable for or a portion of expenses the municipality incurred in respect of his/her studies in the institution.

5.2.4 to complete the course within the period stipulated in the contract of agreement. In the event of having to repeat not more than three (3) modules, he/she may be given a second chance, depending on reasons furnished for failing. In the event of having to repeat more than three modules, the municipality reserves the right to terminate his/her contract.

5.2.5 not to substitute the institution in contract of agreement without the consent of the Municipality.

5.2.6 to attend all classes as prescribed by the institution during normal working hours for the duration of the course.

5.2.7 to notify the municipality about any failure to attend for more than five days in a year.

- 5.2.8 to accept the granted leave of absence as prescribed in the contract in terms of the Umzimvubu Municipality's conditions of service.
- 5.2.9 to be subjected to the regulations applications in Umzimvubu Local Municipality in terms of disciplinary and grievance procedure, health and safety, smoking and telephone policies etc. while in its premises.
- 5.2.10 to accept that the Municipality shall have no obligation to either absorb or appoint him/her upon completion or once obtain a qualification, but should advise the Municipality for a consent.**
- 5.2.11 to use the institution's accommodation and meals and failing which, the Umzimvubu Municipality will not be liable to pay for any rental costs other than one for the institution.
- 5.2.12 to accept payment of an amount equivalent to 80% of the cost of any other institution's or alternate accommodation and meals, subject to a consent from or by the Municipality in the event that such institution does not provide accommodation and meals at all or for a particular period during the years of study.**

5.3 The municipality shall:-

- 5.3.1 be responsible for the payment of total cost of registration fees, tuition, boarding and study material as prescribed by the learning institution.
- 5.3.2 pay a maximum amount of R40 000.00 that shall accumulate with a 10% per annum.
- 5.3.3 terminate the contract if the student is dismissed for any reason relating to his/her conduct or capacity as a student or experiential trainee, or if the municipality is satisfied that the student is not making satisfactory progress with the course, or did not attend lectures and/or practical classes regularly, or that it is not in the interest of the Municipality to continue to grant assistance to the learner.
- 5.3.4 make necessary arrangements to provide the student concerned with experiential training as prescribed by the institution as part of the course.
- 5.3.5 call upon any student who, in its opinion, without justification, fails to complete his/her studies/examinations set for the year in respect of which he/she received financial assistance, to repay the whole or part thereof.

5.3.6 Not be obliged to employ the student after completion of the course if there are no vacant positions, but he/she may apply for a relevant advertised post in the municipality.

6. FINANCIAL ASSISTANCE

6.1 The Municipality shall be responsible for the payment of registration fees, tuition, boarding and study material as prescribed by the learning institution, **to a maximum amount of R40 000.00 for a first year student, and such amount shall accumulate with a 10% per annum for a period of study.**

6.2 **Notwithstanding clause 6.1 above,** financial assistance will be annually renewable, subject to the satisfactory annual progress and behavioural reports received until the student completes the course.

6.3 **The Human Resources Development (HRD) Officer** of the municipality within the Corporate Services Department shall be the point of reference and the contact official to the student trainee for the purpose of any assistance.

7 SELECTION PANEL

7.1 The Training Committee shall be responsible for the preliminary selection of qualifying students in terms of the provision of section 3 and 4 above. Such selection shall take place once per annum and recommendations made shall be submitted to the various structures of the municipality for approval.

7.2 The Training Committee referred to above shall also be responsible for assessing progress of the student trainee and deal with any matter incidental to the academic affairs if the student trainee and make recommendations accordingly.

8 TERMINATION OF BURSARY

8.1 The bursary shall be terminated in the following circumstances:-

8.1.1 Bursary holder does not successfully complete the course within the prescribed period.

8.1.2 Bursary holder discontinues his/her studies for whatever reason before the completion of his/her course, (except in the case of death and illness accompanied by the doctor's certificate).

8.1.3 Bursary holder fails a study year.

9 SUBMISSION OF APPLICATIONS

9.1 The closing date for the bursary application for the following academic year shall **be determined by the Municipality through advertisement (but shall not be later than 20 January of each and every year).**

9.2 Should the required documents not received by the closing date of applications, Applications with insufficient attachments/supporting documents by the closing date of applications, such applicant/s shall **be disqualified.**

9.3A notice shall be given every year in the local newspapers, high schools and municipal notice boards inviting submission of bursary applications from interested community people.

10. COMMENCEMENT OF THIS POLICY

10.1 This policy shall come into effect on the date of adoption by Council **and all the previous adopted policies in this regard shall be repealed.**

11. INTERPRETATION OF THE POLICY

11.1 All words contained in this direct grammatical meaning unless the definition or context indicates otherwise.

11.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.

11.3 The office of the municipal Manager shall give a final interpretation of this policy in case of a written of a written dispute.

11.4 If the party concerned is not satisfied with the interpretation of this policy, a dispute may then be referred to the South Africa Local Government Bargaining Council.

12 PERMANENT/TEMPORARY WAIVER OF THE POLICY

12.1 The policy may be partly or wholly waived by the municipal council on temporary or permanent basis.

12.2 Notwithstanding clause 12.1 the municipal manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to council

13 AMENDMENT AND OR REPEAL OF THE POLICY

13.1 This policy may be partly or wholly amended by the council

13.2 This policy may be partly or wholly repealed by the council

14 VIOLATION OF NON-COMPLIANCE WITH THE POLICY

14.1 Violation of or non-compliance of this policy will give a just cause for disciplinary steps to be taken.

14.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

APPROVED BY

**GPT NOTA
MUNICIPAL MANAGER**