



OFFICE OF THE HEAD OF DEPARTMENT

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INTERNAL MEMORANDUM

**TO : ALL SENIOR MANAGEMENT
ALL OFFICE-BASED EMPLOYEES
ALL OFFICE-BASED EDUCATORS
ALL SCHOOL-BASED EDUCATORS
ALL SCHOOL-BASED ADMIN STAFF
ALL LABOUR UNIONS**

FROM : ACTING DIRECTOR HRD

DATE : 20 JANUARY 2022

**SUBJECT : GUIDELINES FOR THE IMPLEMENTATION OF BURSARIES FOR
2022/23 FINANCIAL YEAR**

1. This memorandum serves as a guideline on the implementation of bursaries for all permanent Departmental employees for the 2022/23 financial year.
2. The Department has taken a decision to recruit and award bursaries to new applicants for the 2022/23 financial year. This decision comes after the suspension of all bursary recruitment processes with an aim of restructuring the programme to implement programmes that will address skills needs of the Department.
3. Skills needs of the Department will be identified through the ongoing Skills Audit as well the implementation of the new organogram.
4. The implementation of the new organogram and the ongoing skills audit will inform bursaries that are to be implemented for the 2022/24 Medium Term Expenditure Framework (MTEF).
5. All employees who have applied to be awarded bursaries for 2022 are required to complete the online skills Audit questionnaire that has been made available to all employees on the Departmental website and internal communication.
6. Employees must ensure that they apply for qualifications that have been advertised and are in line with the Chief Directorate they are placed in.
7. Employees who apply for bursaries that have not been prioritised by the Department and are not relevant to where they have been placed will not be





considered, as well as employees who apply for bursaries but do not complete the Skills Audit questionnaire.

8. Management plan for the finalisation and implementation of 2022 bursary intake is as follows:

BURSARY MANAGEMENT PLAN FOR 2022 INTAKE

ACTIVITY	TIME FRAME	RESPONSIBILITY
Applications	03 December 2021- 20 January 2022	Applicants
Sorting of the Data Bases	21 – 26 January 2022	Bursary Coordinators
Bursary Selection	01 – 02 February 2022	Bursary Subcommittees
Submission of data: Minutes and application forms to Head Office	03 - 07 February 2022	District Bursary Coordinator
Issuing of award letters to successful candidates	08 – 11 February 2022	Provincial Bursary Coordinator
Payment of Bursaries	April 2022	Provincial Office

9. District Bursary Subcommittees to do the selection and adjudication of the applications and make recommendations to the Provincial Skills Development Committee
10. Districts are requested to strictly adhere to the time frames of management plan and all stipulated guidelines

Yours in education services

L. SIDIYA
ACTING DIRECTOR - HRD

01/02/2022

DATE

