

## Update: Departmental Bargaining Chamber Meeting – 1 September 2021

### Determination of vote weights

The GPSSBC Annual General Meeting was convened on 29 June 2021 where vote weights were adopted. The PSA is standing at 62.86% with 51 members, having an outright majority on the side of labour.

### OHS compliance and COVID-19 regulations

The employer presented a report which indicated that they are complying with OHS and COVID-19 regulations. It was also reported that their OHS committee is combined with the National Treasury Committee as they share a building. To date there were no fatalities, and the committee has not met since end of July 2021. The PSA noted with concern that the OHS committee representing GTAC, do not have a labour representative. It was agreed that PSA will be allowed to nominate a representative to serve on the committee on behalf of labour.

### Organisational Structure

The employer reported that the structure has not yet been approved by the DPSA. It was also reported that it has already started with a process of drafting the Terms of Reference to procure a service provider to assist with the placement of employees on the new structure. The benchmarking process was also finalised, and they have benchmarked their posts with other Departments as the DPSA has discontinued the Job Evaluation System.

The PSA however raised concerns with the benchmarking process as labour was not involved in the process. Noting that the formal process is no longer available, it might have been determined based on mere speculation. A special Chamber meeting will be convened to ensure a proper consultation process will be embarked upon.

### GPSSBC Resolution 5/2014

The proposed a list of qualifications which should be recognised in terms of GPSSBC Resolution 5/2014 was submitted to the DPSA for concurrence. The employer reported that such concurrence was received. It was agreed that the item will remain in the agenda pending a close-up report from the employer upon conclusion of the process.

### **Monitoring compliance with OHS**

The employer tabled a report indicating that it has thus far trained 10 OHS Committee members with only 4 members still to be trained. These 4 members will be trained during September 2021. GTAC Labour representatives will also be added to undergo the training as they were omitted.

### **Draft bursary policy**

A draft policy was presented by the employer for input, as the Department has been using National Treasury policies. GTAC is starting to develop its own internal policies. The purpose of the policy is to assist employees who intend to study externally to improve their qualifications. Members are requested to submit their inputs to Ms Gracia Rikhotso on [gracia.rikhotso@psa.co.za](mailto:gracia.rikhotso@psa.co.za) or Ms Velucia Maluleke at [Velucia.maluleke@psa.co.za](mailto:Velucia.maluleke@psa.co.za) on or before the **19 September 2021** for further discussions at the next Task Team meeting.

Labour noted the presentation and requested time to engage with their members and will report back with their inputs at the next DBC.

GENERAL MANAGER

<b>Policy Title</b>	Bursary Policy		
<b>Policy No</b>	BurPol2021	<b>1<sup>st</sup> Issue Date</b>	13 August 2021
<b>Policy Version</b>	Version 01	<b>Effective Date</b>	Date of Approval
		<b>Review Date</b>	Annually

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## A. LEGISLATIVE FRAMEWORK

National Qualification Framework Act, 2008
Constitution of the Republic of South Africa (Act No. 108 of 1996)
Public Service Act, 1994 (Act No.103 of 1994)
Public Service Regulations, 2016
Public Finance Management Act, 1999 (Act No. 1 of 1999)
Skills Development Act, 1998 (Act No. 97 of 1998)
Skills Development Levies Act, 1999 (Act No. 9 of 1999)
The Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)
The Employment Equity Act, 1998 (Act No. 55 of 1998)
Labour Relations Act, 1995 (Act No. 66 of 1995)
National Development Plan 2030

## B. GLOSSARY OF TERMINOLOGY AND ACRONYMS

PHRASE	MEANING
Black persons	Refers to a generic term which means Africans, Coloureds, Indians and Chinese persons who are South African citizens as defined in the Employment Equity Act.
GTAC	Government Technical Advisory Centre
Bursary Holder	Refers to a student who has been awarded a bursary in terms of the GTAC Bursary Scheme.
Designated Employees	Refers to Black persons (Africans, Coloured and Indian), persons with disabilities and females who are South African citizen as defined in the Employment Equity Act.
D: HCM	Director: Human Capital Management
Donor	Institution that provides sponsorship for the scholarship
Equity	All applicants shall be measured against the same objective criteria with due regard to the need for diversity and representativeness.
Fairness	Refers to none discrimination on the basis of race, gender, sex,

PHRASE	MEANING
	pregnancy, marital status, ethnic or social origin, colour, age, disability, belief, culture, language or birth. <b>N.B.</b> Discrimination on the basis of race and gender is not unfair if aimed at enhancing Employment Equity targets.
HEQF	Refers to Higher Education Qualifications Framework
Higher education	Refers to all learning programmes leading to qualifications higher than grade 12 or its equivalent, and includes qualifications offered by the higher education institutions comprising Universities and Universities of Technology, but excludes schools and further education training colleges.
Higher Education Institution	Refers to any institution that provides higher education on a full-time, part-time or distance basis and which is established or deemed to be established as public or private higher education institution in terms of the Higher Education Act 101 of 1997.
HRD	Refers to Human Resources Development Sub-unit
Human Resources	Refers to any employee who has subordinates reporting to him/her.
Line Manager	Refers to a senior manager who has subordinates reporting to him/her.
Mentor	Refers to a person who is sufficiently skilled and experienced who can guide and support a less experienced and skilled person (the protégé) to achieve personal growth in his/her career.
PFMA	Public Finance Management Act
Probation	Refers to persons or employees who are appointed to the public service for a period exceeding one year shall serve a probationary period of 12 calendar months.
Qualification	Refers to the formal recognition of the achievement of the required number and range of credits and other requirements at specific levels of the NQF determined by the relevant bodies registered.
SAQA	South African Qualification Authority
Senior Management Services (SMS)	Refers to employees on salary Levels 13-16 (other than the HOD)
Training & Employment Equity Committee (TEEC)	Refers to representatives from each unit and trade unions who will be responsible for the recommendation of selection and monitoring of the bursary scheme
Student (Applicants)	Refers to applicants who are either in Grade 12 or have commenced their studies (undergraduate or post-graduate degrees) at a Higher Education Institution who apply for the GTAC External Bursary Scheme.
Study Blocks	Refers to a temporary time in which the bursary holder is unable to perform his/her duties because he/she needs to attend classes during working hours.
Supervisor	Refers to an employee (Deputy Director and lower) who has junior employees reporting to him/her and who manages their

PHRASE	MEANING
	performance and probation.
Work back obligation	Refers to a period related to the number of years the bursary holder needs to serve the GTAC in exchange for being awarded a bursary.

### C. LIBRARY OF DOCUMENTS RELATING TO THIS POLICY

DESCRIPTION	CONTEXT AND RELEVANCE
Employment Equity Policy	The employment equity policy and plans identifies numerical workforce goals and targets for the GTAC and requires that affirmative action and reasonable accommodation measures be implemented to accommodate designated persons
GTAC Strategic Plan	The strategic plan determines the strategic requirements for GTAC and business units and informs all human resource planning initiatives
Performance Management Policy	This Policy establishes a framework for managing employee performance through structured annual performance management processes
Learning and Development Policy	The purpose of this policy is to provide a foundation and focus for all training activities (internal and external) for the GTAC in order to maximise the potential of employees to become more competent in attaining the organisation's strategic goals and objectives
Leave Policy	The purpose of this policy is to provide a regulatory framework for the efficient management of leave in the Government Technical Advisory Centre
Recruitment and Selection Policy	To provide comprehensive recruitment guidelines to ensure consistently fair and transparent recruitment selection, placement, appointment and promotion practices within GTAC.

### ANNEXURES (ALL ANNEXURES ATTACHED FORMS PART OF THIS POLICY)

ANNEXURE	DESCRIPTION
Annexure A	Roles and Responsibilities (Internal Bursary)
Annexure B	Roles and Responsibilities (External Bursary)
Annexure C	Internal Bursary application form
Annexure D	External Bursary application form
Annexure E	Bursary contract (Internal)
Annexure F	Bursary Contract (External)

## **1. POLICY OVERVIEW**

- 1.1. Section 29(1)(b) of the Constitution of the Republic of South Africa, 1996, provides that the State must, through reasonable measures, make further education progressively available and accessible.
- 1.2. Regulation 77(3)(a) of the Public Service Regulations, 2016, expressly provide for the granting of bursaries to employees of a government department or other persons in terms of a human resource development plan. The Government Technical Advisory Centre itself is engaged in various initiatives in human capital development to address on-going skills requirements for the Government Technical Advisory Centre.
- 1.3. The provision of bursaries to employees and prospective applicants to further their studies in one or more of the fields of study at undergraduate or postgraduate level approved by the Government Technical Advisory Centre represents a core component of its human capital initiatives.
- 1.4. The fields of study sponsored as well as the number of bursaries awarded are determined annually with due consideration of changing circumstances, availability of funds and the human capital requirements of the Government Technical Advisory Centre.
- 1.5. The Bursary Scheme therefore focuses on the financing of deserving applicants to obtain qualifications essential for the functioning of the Government Technical Advisory Centre.

## **2. PURPOSE**

- 2.1 The Bursary Scheme Policy sets out the mandatory framework and guidelines that governs the implementation and management of the Government Technical Advisory Centre Bursary Scheme.
- 2.2 The policy clarifies the criteria upon which bursaries are awarded to employees and students, essential requirements which need to be met whilst the employee or student is completing a qualification funded by Government Technical Advisory Centre, and administrative arrangements and responsibilities of various persons charged with the implementation and management of the Bursary Scheme.

## **3. POLICY SCOPE**

- 3.1 This policy applies to:
  - 3.1.1 All employees of the Government Technical Advisory Centre who anticipate furthering their studies with recognised and accredited Higher Education Institutions in the Republic of South Africa;
  - 3.1.2 Employees who have been transferred from another Government Department with existing bursary obligations awarded in terms of the Public Service Regulations of 2016;
  - 3.1.3 Employees who are employed from the private sector with bursary obligations that were approved during the appointment process;
  - 3.1.4 Employees who are on a fixed-term contract, provided that the fixed-term employment contract duration covers the course duration and the employee's work-back obligation;
  - 3.1.5 Interns and political office bearers do not qualify for the Government Technical Advisory Centre bursary scheme;

- 3.1.6 The policy applies to students who are or intend studying full-time or part-time at either undergraduate or post-graduate level degree at a specified recognised and accredited Public Higher Education Institution in the Republic of South Africa. (Those whom their bursaries are funded by Government Technical Advisory Centre); and
- 3.1.7 The bursary will not sponsor additional conferences, seminars, workshops, etc. that are not compulsory for the attainment of a qualification.

#### **4. PRINCIPLES**

- 4.1 In implementing this policy, the following principles shall be adhered to:
  - 4.1.1 The awarding of bursaries will be handled fairly, equitably, consistently and transparently;
  - 4.1.2 When awarding bursaries preference shall be given to scarce and critical skills determined in the Human Resource Planning of the Government Technical Advisory Centre;
  - 4.1.3 The awarding of bursaries must facilitate the attainment of the employment equity targets of the Government Technical Advisory Centre;
  - 4.1.4 The Internal Bursary Scheme shall be reserved for employees studying towards: -
    - 4.1.4.1 A qualification aligned with the Higher Education Qualifications Framework (HEQF) at public or private Higher Education Institutions and Technical Vocation Education and Training (TVET) colleges accredited by the Council on Higher Education for South Africa (CHE) and South African Qualification Authority (SAQA) which has a minimum National Qualifications Framework (NQF) level five (5) or higher with a duration of twelve (12) months and more;
    - 4.1.4.2 A higher education qualification from an internationally recognised institution approved by SAQA. (Foreign must be aligned to SAQA requirements). The qualification must have a minimum of NQF level 5 or higher with duration of twelve (12) months and more;
    - 4.1.4.3 Preference shall be given to scarce and critical studies relevant to the Government Technical Advisory Centre determined by the Government Technical Advisory Centre; and
- 4.2 All other short learning programmes should be managed through the Learning and Development Policy.

#### **5. POLICY OUTCOMES**

- 5.1 This policy seeks to achieve the following outcomes:
  - 5.1.1 To develop the Government Technical Advisory Centre's skills base by investing in employees wishing to develop themselves either in terms of an agreed Individual Development Plan through study at a Higher Education Institution towards the achievement of formal qualifications relevant to the skills requirements of the Government Technical Advisory Centre;
  - 5.1.2 To create a future skills base by investing in students wishing to obtain qualifications relevant to the critical and scarce skills requirements of the Government Technical Advisory Centre;
  - 5.1.3 To ensure compliance with skills development initiatives as prescribed by the legislative framework of the country;
  - 5.1.4 To identify and accelerate the training and development of employees, preferably from designated groups, in order to equip such employees with the skills and qualification



- requirements determined by the Government Technical Advisory Centre in line with its strategic outcomes and the annual performance plan; and
- 5.1.5 To contribute towards the financing of education opportunities in the country, especially for designated employees.

## **6. INTERNAL BURSARIES**

### **6.1 POLICY IMPLEMENTATION:**

#### 6.1.1 Application process

6.1.1.1 The Human Resources Development (HRD) sub-unit shall invite bursary applications twice a year:

6.1.1.1.1 For studies commencing in the first academic semester, applications will be open from 1 October to 31 October preceding the first academic semester of intended studies;

6.1.1.1.2 For studies commencing in the second academic semester, applications will be open from 1 March to 31 March preceding the first academic semester of intended studies with extension not later than 30 April;

6.1.1.1.3 The Director: Human Capital Management or delegated HRD official will announce the commencement of the cycle by e-mail notification for the advertisement of bursaries. Indicate on the notification the application process which needs to be followed and the closing date for the submission of bursary applications;

6.1.1.1.4 Applications for an internal bursary shall be made on the prescribed application form (Annexure C) and be completed by all parties. Please note that changes in the application form will be effected when required and approved by the Director: Human Capital Management;

6.1.1.1.5 A full completed and signed bursary application form should be submitted to the HRD sub-unit before or on the closing date. No late application will be considered; and

6.1.1.1.6 A motivation from the applicant should be submitted to confirm the relevance of the intended field of study to the GTAC's mandate and the extent to which such studies will add value to the GTAC and the employee's career development.

6.1.2 Applications must be accompanied by the following supporting documents:

6.1.2.1 Completed and signed bursary application form;

6.1.2.2 Original certified copies of qualifications not older than 6 months;

6.1.2.3 Course curriculum from the educational institution through which he/she wishes to enrol for the field of study, which will include amongst others, course outline, latest date for registration, duration period for such study and the total estimated costs of the course projected over recommended minimum and maximum duration period, including envisaged annual cost increases;

6.1.2.4 Original quotation/invoice on a letter head from the higher education institution; and

6.1.2.5 Proof that he/she qualifies for and is acceptable for the course.

6.1.3 Additional conditions for overseas studies:

6.1.3.1 Memorandum for overseas studies to be compiled by the bursary applicant.

- 6.1.4 Employees must submit their completed application forms with all the supporting documents to the HRD sub-unit. The line manager must support the bursary application in accordance with the criteria outlined in clause 6.2.1 of the policy.
- 6.1.5 The HRD sub-unit must verify the bursary applications in accordance with the criteria outlined in clause 6.3.1 of the policy and then submit to the Training and Employment Equity Committee for adjudication (see Annexure A).
- 6.1.6 Overseas programme studies arranged by the Government Technical Advisory Centre for employees shall be dealt with in line with Training and Development policy, as the bursary is only provided for formal qualifications that have duration of one year or longer.

## **6.2 SELECTION CRITERIA**

### **6.2.1 RECOMMENDATIONS BY THE LINE MANAGER**

- 6.2.1.1 The line manager must recommend an employee's application in line with the following criteria (see Annexure A);
  - 6.2.1.1.1 Relevance of the qualification to the area of work within the Government Technical Advisory Centre;
  - 6.2.1.1.2 The field of study must be in line with or supportive to the core functions and strategic priorities of the Government Technical Advisory Centre;
  - 6.2.1.1.3 Relevance to the employee's Individual Development Plan; and
  - 6.2.1.1.4 Past performance of the applicant i.e. prospective bursars whose performance is fully effective (100%) and above will be eligible for application.
  - 6.2.1.1.5 Time required to complete field of study i.e. weekend classes, blocks and work load.

### **6.2.2 RECOMMENDATIONS BY THE BUDGET MANAGER**

- 6.2.2.1 Determination of award. 50% of the budget will be allocated for first intake and the remaining 50% will be allocated for the second intake. The calculation of the 50% will exclude the commitment of the current bursary obligation.
- 6.2.2.2 The budget manager could recommend a proportional or full bursary award based on available budget and motivation provided in the application form.

## **6.3 VERIFICATION BY THE HRD SUB-UNIT**

- 6.3.1 The HRD sub-unit must verify the employee's application for an internal bursary in line with the following criteria;
  - 6.3.1.1 Confirmation whether the prospective bursar is granted acceptance at the Institution of Higher Learning she/he intends to study in.
  - 6.3.1.2 Confirmation of the registration and accreditation of the qualification and institution;
  - 6.3.1.3 Confirmation that the international qualification is not available locally; and
  - 6.3.1.4 Confirmation that there are no internal outstanding bursary obligations/commitments.

## **6.4 RECOMMENDATIONS BY THE TRAINING AND EMPLOYMENT EQUITY COMMITTEE**

- 6.4.1 All bursary applications will be adjudicated by the Training and Employment Equity Committee (see Annexure A) in line with the following criteria;
- 6.4.1.1 The study fields in line with the Government Technical Advisory Centre list as approved and concurrence given by the Department of Public Service and Administration;
- 6.4.1.2 The targets set out in the Government Technical Advisory Centre's Employment Equity Plan;
- 6.4.1.3 Succession planning and channelled development;
- 6.4.1.4 Re-orientation of functions; and
- 6.4.1.5 Preference will be given to under-graduate qualifications.
- 6.4.2 All international applications will be approved by the Head of GTAC on recommendation by the TEEC.

## **6.5 APPROVAL OF THE BURSARY**

- 6.5.1 The HRD sub-unit will consolidate recommendations by TEEC and prepare the submission and thereafter route it for approval.
- 6.5.2 Upon approval by the Head of GTAC:
- 6.5.1.1 The HRD sub-unit will inform the employee in writing as to whether his/her application for the bursary has been approved or declined.
- 6.5.1.2 The HRD sub-unit will provide an approval letter to the applicant who has been awarded a bursary to submit to the institution. N.B. It is important to note that the bursary application process will be concluded within two months from bursary advert with bursary outcomes communicated to prospective bursars.
- 6.5.1.3 The bursary holder will be required to sign a bursary contract (Annexure E).
- 6.5.1.4 If a bursary has been granted and the bursary holder does not make use of the privilege, the HRD sub-unit must be informed in writing with motivation. This means that the bursary will be cancelled and the bursary holder will need to re-apply for a new bursary for the next academic year (if he/she wishes to study again). HRD will present the motivation made by the bursary holder to the TEEC. However, the TEEC will look at the merit of each case. HRD will communicate the outcome to the bursary holder line manager and the budget manager.

## **7. BURSARY COSTS**

- 7.1 The Government Technical Advisory Centre may subject to availability of budget pay for the following costs associated with a qualification for the Internal Bursaries;
- 7.1.1 For undergraduate qualifications the bursary award shall cover the following:
- 7.1.1.1 Tuition;
- 7.1.1.2 Registration fees;
- 7.1.1.3 Exam fees; and
- 7.1.1.4 Prescribed study material
- 7.1.2 For postgraduate qualifications with a research component the bursary award may subject to the availability of budget cover the following:
- 7.1.2.1 Tuition;
- 7.1.2.2 Registration fees;

- 7.1.2.3 Exam fees;
- 7.1.2.4 Prescribed study material; and
- 7.1.2.5 Funding for editing and binding of thesis/dissertation of honours, Masters and PhD study only, will be done based on the following:
- a) Submission of official quotation(s) from registered provider(s) of editing and/or binding services of theses/dissertation i.e. service offered by a registered company or business.
  - b) Submission of an original proof of payment to registered provider(s) of editing and/or binding services of thesis/dissertation which will be refunded to the bursary holder i.e. service that was provided by a registered company or business.
- 7.2 Copyright fees, additional study material, library card, meals, accommodation or transport costs will not be covered under the internal bursary scheme.
- 7.3 Payments for registration, tuition and examination fees will be made directly to the institution, and the proof of payment will be submitted to the relevant budget manager.
- 7.4 The reimbursement will only be limited to initial registration as well as prescribed study material. Proof of payment and statement of account must be submitted by the employee to the HR Specialist before any payment are processed.
- 7.5 All bursary payments must be made subject to the following conditions:
- 7.5.1 The bursary has been awarded on the basis that all required criteria have been met;
  - 7.5.2 The bursary holder has submitted proof of registration and the original quotation/invoice for the course fee from the institution;
  - 7.5.3 The bursary holder has submitted an official letter from the institution of the prescribed study material or textbooks; and
  - 7.5.4 The bursary holder has signed and submitted the internal bursary contract to HR.
- 7.6 If the employee fails any subject(s), the employee shall re-register the failed subject at his/her own cost.

## **8. DURATION OF BURSARY PERIOD**

- 8.1 The maximum period for part-time studies towards a qualification will be five (5) years for a three (3) year full-time course and two (2) years for a one (1) year full-time course.
- 8.2 Should the bursary holder wish to defer the studies or extend it beyond the maximum period, such requests must be made in writing to the Director: Human Capital Management. The deferment of the bursary contract should be based on valid reasons i.e. continuous ill health, personal trauma or exceptional work pressure. All requests will be considered on merit and where relevant, approved by the Training and Employment Equity Committee.
- 8.2.1 In the event that a bursary holder fails to continue with his/her studies the year following the deferment, it is the bursary holder's responsibility to inform HRD of his/her intentions. Should the Bursary holder fail to provide the information to HRD within the stipulated timeframes without valid reasons, the bursary will be automatically cancelled and he/she will have to repay all monies paid for his/her studies by the GTAC with interest as determined by the Minister of Finance through the National Treasury.
- 8.3 The bursary holder may at any time during his/her studies apply in writing to the Training and Employment Equity Committee for an extension of study period and the extension will be granted under the condition that, if the bursary holder fails to complete his/her studies in the prescribed period but has, however, made satisfactory progress. An extension of the study duration for a maximum period stated in paragraph 8.1 above.

- 8.3.1 The extension of bursary period will be considered by the Training and Employment Equity Committee based on the motivation and support evidence provided by the bursary holder. The extension is limited to time period not funding.
- 8.3.2 No payment will be processed until such time that approval for the extension has been granted, however, a bursary holder whose request for extension of the bursary period is approved may claim back applicable expenditure made during the period waiting for approval by the Training and Employment Equity Committee. Proof of payment should be submitted for all such claims and payment.
- 8.3.3 The extension of bursary is limited to the period of time only not funding.

## **9. CONTRACTUAL OBLIGATIONS**

- 9.1 The terms and conditions associated with awarding an internal bursary to an employee, as well as any associated rights, duties and liabilities imposed on the employee and the Government Technical Advisory Centre are contained in the internal bursary contract (Annexure E).
- 9.2 The duration of the bursary contract shall be determined by the mutual agreement between the employee and the Government Technical Advisory Centre subject to the limitation in paragraph 8.
- 9.3 No deviation, amendment, variation or addition to the bursary agreement shall be permitted without the written consent of both parties.
- 9.4 Failure to submit proof of registration to HRD sub-unit before the closing date for registration for a qualification will result in the employee being held liable for the costs of any late registration fees.
- 9.5 The bursary holder shall serve the GTAC or any other Public Service Department for a minimum period of one year after attaining the qualification.
- 9.6 The service obligation shall become effective immediately after the qualification has been obtained.
- 9.7 Should the employee who has been awarded a bursary abandon his/her studies or fail to complete the qualification within the agreed period or fail to serve one year after attaining the qualification, any monies funded by the Government Technical Advisory Centre plus interest accrued from date of abandonment shall be recovered from the employee over an agreed period, subject to approval by the Head of GTAC. This shall be applied in accordance with the PFMA.
- 9.8 If the employee ceases to be employed in the Public Service, arrangements shall be made to recover bursary amount from the employee over an agreed period.
- 9.9 The bursary holder shall notify the GTAC of any changes of address while he/she is still indebted in terms of the bursary contract.
- 9.10 Should probation not be confirmed; the bursary holder will be held liable to pay all the monies paid towards their studies.
- 9.11 All approved thesis should be submitted to the HRD sub-unit for reference and future usage.
- 9.12 If the bursary obligation cannot be fulfilled due to unavoidable circumstances, for example death of the bursary holder or continued ill health as certified by a medical practitioner, any liability resulting from such a bursary shall lapse.

9.13 The continuation of bursary funding in cases of slow progression will be considered by the Training and Employment Equity Committee based on the merit of each case.

9.14 It is the responsibility of a bursary holder to submit the examination results after each semester.

## **10. CHANGE OF STUDY DIRECTION**

10.1 The TEEC may grant approval to bursary holders to change their direction of study on condition that:

10.1.1 The new field of study is in line with GTAC priorities and career development in the Public Service.

10.1.2 The bursary holder, whether existing or new, did not pay any fees prior to the approval by the Training and Employment Equity Committee. In case the bursary holder paid, the Training and Employment Equity Committee will not reimburse the bursary holder. The only time fees will be paid is after the Committee has approved and a new contract has been signed.

10.1.3 The bursary holder must first repay all outstanding monies from the previous bursary owed to the GTAC. A new contract will be signed subsequent to receipt of proof of payment of debt from Finance and the contract and payment of studies will commence immediately. The bursary holder is supposed not to wait for the next intake or invitation for bursary applications for the new financial year.

10.1.4 Should a curriculum be phased out by a tertiary institution the bursary holder should obtain approval from the Training and Employment Equity Committee for changing to a different qualification or curriculum.

## **11. STUDY LEAVE**

10.1 Study leave will be approved in line with the guidelines and prescripts for leave used by the Government Technical Advisory Centre.

## **12. CONDITIONS FOR FURTHER STUDIES**

12.1 Applications for further studies will be considered once previous studies have been successfully completed. Work back obligation and new studies will run concurrently.

12.2 The employee should have no debt in respect of prior study obligations in the event that a full bursary was previously awarded.

12.3 Approval for further studies is subject to availability of funds and other employees in the unit being awarded equal opportunity to study as well.

## **13. STRUCTURE OF THE TRAINING AND EMPLOYMENT EQUITY COMMITTEE**

13.1 The Training and Employment Equity Committee structure is as follows:

13.1.1 Each programme will have a representative;

13.1.2 One employee representing gender/race;

13.1.3 One employee representing Employment Equity;

13.1.4 Union representatives;

- 13.1.5 Director: Human Capital Management; and
- 13.1.6 HR Representative: Skills Development Facilitator.
- 13.2 A quorum will consist of 5 Committee members excluding officials from HR.

## **14. TRANSFERS, APPOINTMENTS AND TERMINATIONS**

- 14.1 Transfers and appointments into the GTAC
  - 14.1.1 Bursary obligations from a previous employer will be taken over at the discretion of the Government Technical Advisory Centre, provided that:
    - 14.1.1.1 The bursary obligation was communicated by the prospective employee to the selection panel during the interview and selection process, and the terms and conditions of the bursary was recommended and approved in the appointment memorandum;
    - 14.1.1.2 No bursary will be retroactively approved and implemented;
    - 14.1.1.3 Funds are available; and
    - 14.1.1.4 The new employee signs a bursary contract with the GTAC for the agreed period that he/she was funded by the previous employer.
    - 14.1.1.5 No reimbursement to the previous employer will be considered.
  - 14.2 Transfer out of the Government Technical Advisory Centre but within the Public Service (National and Provincial Departments)
    - 14.2.1 The Government Technical Advisory Centre shall request the new employer to take over the full bursary obligations.
  - 14.3 Termination of service from the Government Technical Advisory Centre.
    - 14.3.1 The onus is on the employee to request the new employer (except national or provincial government departments) to reimburse the Government Technical Advisory Centre for any payments already made in terms of bursary contract prior to the termination of the employee's service. In the event that the external government department does not take over the bursary of an employee that will raise a debt internally. HR should disclose that debt to finance.
    - 14.3.2 Should the new employer fail to reimburse the employee's contractual bursary obligations; the Government Technical Advisory Centre shall recover from the employee any payments already made in terms of the bursary contract.

## **15. ACADEMIC WORK DURING OFFICIAL WORKING HOURS**

- 15.1 Employees must ensure that activities related to studies do not disrupt service delivery. Disciplinary measures may be taken against an employee found studying during official working hours.
- 15.2 Permission for academic work done during official working hours should be granted by the direct managers for study related projects that will be done using GTAC information.

## **16. EXTERNAL BURSARIES**

### **16.1 RECRUITMENT AND SELECTION PROCESS**

- 16.1.1 The needs identified will be in line with the critical skills and strategic requirements of the Government Technical Advisory Centre which will be determined annually by the line managers;
- 16.1.2 All the needs and the number of bursaries will be recommended by the TEEC;
- 16.1.3 Once the needs are endorsed by line managers the advert will be published on the Government Technical Advisory Centre website;
- 16.1.4 Invitations to apply will be distributed electronically to the following groups during July or August of each year. This timing is aligned to competitive processes within the private and public sector.
- 16.1.4.1 Administrators and Heads of Departments – emailed to current honours students at all identified South African universities for forward distribution to current and past honours students on the university database.
- 16.1.4.2 GTAC’s Winter School Database – this is the most updated database as the Winter School also recruits high performing honours economics and other field of studies applicable to the mandate of GTAC.
- 16.1.4.3 GTAC’s WhatsApp database – this is a cumulative database which includes all students who have previously attended the Winter School.
- 16.1.4.4 GTAC staff.
- 16.1.4.5 An on-line portal designed and created through the GTAC website to monitor the applicants to ensure that applications are received from all universities to ensure the transparency and fairness in the process.
- 16.1.4.6 A dedicated email address created to answer any applicant queries.
- 16.1.4.7 Applications are open for a maximum period of 21 days.
- 16.1.4.8 following the official closing date, the following assessment process is adopted:
- a) A desktop screening process identifies all candidates who qualify with the minimum requirements as indicated in paragraph 16.2.
  - b) An on-line writing assignment to assess the applicant’s ability to understand theory and apply this to practical issues. The writing assignment is designed to test the candidates writing, interpretation, and critical thinking skills under time constraints
  - c) A short list is then created for all students based on merit; university representation; race and gender. A maximum of 20 students will then qualify for the first round of panel interviews.
- 16.1.4.9 The panellist comprises senior GTAC officials, always including Human Capital representative.
- 16.1.4.10 A maximum of 12 students are shortlisted for the second round of interviews with a similar panellist profile.
- 16.1.4.11 The final scoring of the second round is vetted by Human Capital representatives and Strategy Management and Communications representatives to test for representation from all universities. Gender and racial transformation are influencing factors in making the final selection.
- 16.1.4.12 The final selection will be submitted to the Training and Employment Equity Committee for recommendation. The Committee will check if the process was correctly followed and thereafter submit via HRD the recommended list of students



to the Head of GTAC for approval. Final approval will be granted by the Head of GTAC (see Annexure B).

- 16.1.4.13 By end October, successful students receive an award and confirm their acceptance of the bursary within three (3) days of receipt subject to the acceptance to study towards their master's degrees at their chosen universities. Unsuccessful students will also be notified at this time.
- 16.1.4.14 This process is followed by the issue of a legally binding contract of agreement for the 18-24-month period depending on the university curriculum design). All acceptance contracts are monitored by the Human Capital Management & Corporate Service unit.
- 16.1.4.15 Students are contacted again in the following year to confirm their acceptance at their chosen universities.

## 16.2 SELECTION CRITERIA – EXTERNAL BURSARIES

The following criteria will be used for the selection of applicants:

- 16.2.1 Must be South African citizens;
  - 16.2.2 Must have Grade 12 Certificate with exemption or an aggregate of 65% or higher as reflected by the applicant's latest statement of results;
  - 16.2.3 Must be studying or intending to study an Undergraduate degree or Post graduate (Honours, Masters or PHD);
  - 16.2.4 Must have obtained an average of 65% or higher for the previous year of study at a Higher Education Institution as reflected on the applicant's latest academic transcripts;
  - 16.2.5 Must be in financial need as demonstrated by the combined proof of income of the applicant's guardian or parent(s) – earning not more than salary level 7, notch 9 as per the Public Sector remuneration structures; and
  - 16.2.6 Preference should be given to designated groups.
- 16.3** The criteria for the selection of prospective applicants will be in accordance with the above and be weighted as follows:

CRITERIA	WEIGHT
Academic Performance	40
Financial Need	30
Interview	30
<b>TOTAL</b>	<b>100</b>

## 16.3 BURSARY COSTS

- 16.3.1 A central budget will be located in the Human Capital Management and Corporate Service unit of the Government Technical Advisory Centre to finance the External Bursary Scheme. These funds are not guaranteed and external bursaries may only be funded subject to confirmation of funds by the Chief Financial Officer.

16.3.2 The Government Technical Advisory Centre may allocate funds for external bursaries to reasonably support students towards attaining their qualifications. These amounts will be determined by the Head of Department after consultation with the Training and Employment Equity Committee and the Head of Finance.

#### **16.4 ADMINISTRATION OF PAYMENTS**

16.4.1 The following procedures shall be complied with when processing payments for and on behalf of bursary holder as provided for in this policy;

16.4.1.1 Payments for registration will be processed upon submission of proof of registration or provisional registration by a bursary holder. Payments will be made directly to the relevant Higher Education Institution.

16.4.1.2 Fees relating to tuition will only be processed upon receipt of a valid original invoice and will be paid directly to the said Higher Education Institution.

16.4.1.3 When submitting proof of registration, bursary holder (see Annexure B) must also submit a learner guide with a list of prescribed text books and at least two quotations from bookshops to the HRD sub-unit.

#### **16.5 AWARDING OF EXTERNAL BURSARIES**

16.5.1 An award letter shall be sent to successful applicants, who will be required to confirm their acceptance of the bursary within seven (7) working days of confirmation of receiving the award letter.

16.5.2 Upon acceptance of the bursary, the relevant Higher Education Institution shall be notified by the HRD sub-unit of the bursary holder's acceptance into the Government Technical Advisory Centre External Bursary Scheme.

16.5.3 All bursary holders shall provide the HRD sub-unit with the results of each academic year, and renewal of the bursary for the following year will be based on the achievement of successful academic results i.e. passed major subject.

16.5.4 Payment to re-register for a failed subject shall be for the bursary holder's own expense, provided the bursary holder is allowed to proceed to the following academic year of study.

16.5.5 Should a bursary holder not proceed to the following year due to failing a major subject, the Government Technical Advisory Centre will suspend the bursary contract. An application from the bursary holder to re-instate a bursary upon a successful repeat of the subject and/or year shall be considered at the Government Technical Advisory Centre's sole discretion.

#### **16.6 CONTRACTUAL OBLIGATIONS**

16.6.1 Bursary holders will be required to serve the Government Technical Advisory Centre, which will commence on successful completion of the qualification. The Government Technical Advisory Centre will accommodate the bursary holder to work back the study period in the Internship Programme.

16.6.2 Only in exceptional circumstances will GTAC consider releasing funded students from not honouring their bursary commitment to GTAC. Such exceptional circumstances will need to

be motivated in writing with evidence and submitted to for consideration, and approved by the Head of GTAC.

16.6.3 Students will be required to pay back bursaries if they are unable or unwilling to honour their contracts over a period not exceeding the time of their studies.

## **16.7 VACATION WORK**

16.7.1 Bursary holders will be considered for vacation work during the academic recess periods.

16.7.2 Bursary holders doing vacation work will be managed and compensated according to the stipend table below.

16.7.3 Each bursary holder will be assigned a mentor in the business unit where the mentor will manage the bursar's learning activities.

16.7.4 The mentor shall compile a report on the progress of the bursary holder. A copy of this report shall be handed to the HRD sub-unit for record purposes.

## **16.8 TERMINATION OF BURSARY CONTRACT – EXTERNAL BURSARIES**

16.8.1 The Government Technical Advisory Centre will terminate the bursary contract (see Annexure F) in the event of the bursary holder's poor academic performance or any other contravention of the terms and conditions thereof.

16.8.2 The bursary holders will be required to reimburse the Government Technical Advisory Centre on a pro-rata basis when they get employed as determined by the bursary contract, should they:

16.8.2.1 Not take up employment with the Government Technical Advisory Centre on successful completion of their qualification;

16.8.2.2 Subsequently leave the employment of the Government Technical Advisory Centre before completion of the work-back period;

16.8.2.3 Breach the terms and conditions of the bursary contract either during the study period or work-back period; or

16.8.2.4 Get dismissed by the Government Technical Advisory Centre for misconduct or incapacity due to poor work performance.

## **17. WAIVER**

17.1 The contractual obligation for formal studies may be waived in the following circumstances:

17.1.1 Suspension of studies for medical reasons. (It must have been certified in advance by the attending medical practitioner)

17.1.2 Suspension of studies initiated by the employer for operational requirements, may be considered under exceptional circumstances. Such exceptional circumstances will need to be motivated in writing with evidence and submitted to for consideration, and approved by the Head of GTAC.

17.1.3 The request to waive the study contractual obligation will be approved by the Head of GTAC.

## **18. GRIEVANCES AND/OR DISPUTE PROCEDURES**

18.1 Any grievances and/or dispute emanating from the Bursary Scheme will be dealt with in terms of the Public Service grievance procedure.

## **19. DEVIATIONS FROM THE AGREEMENTS**

19.1 Any deviation should be requested in writing and any approval may only be granted by the Head of GTAC.

## **20. MONITORING AND EVALUATION**

20.1 The training and employment equity committee shall monitor the bursary scheme in line with government technical advisory centre's demographic profile on a continuous basis.

20.2 The HRD sub-unit will submit a progress report to the Training and Employment Equity Committee twice a year.

20.3 The HRD sub-unit will submit an annual report of the bursary scheme to the Public Sector Education and Training Authority (PSETA).

## **21. IMPLEMENTATION**

21.1 This policy will be implemented throughout the Government Technical Advisory Centre with effect from the date of approval by the Head of GTAC.

21.2 This policy will be reviewed annually.

## **22. APPROVAL**

22.1 The Bursary Scheme policy is hereby approved for and on behalf of the Government Technical Advisory Centre by the Head of GTAC.

**LINDIWE NDLELA**  
**ACTING HEAD: GTAC**  
**DATE:**

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## **ANNEXURE A**

### **ROLES AND RESPONSIBILITIES (INTERNAL BURSARY)**

#### **Applicant/bursary holder**

The following are the roles and responsibilities of the applicant and bursary holder:

1. The applicant must complete the application form and submit it with all the supporting documents to the line manager and the budget manager. A memorandum to motivate for overseas studies should be included.

2. The bursary holder shall sign a bursary contract and submit the original to the Human Resource Development sub-unit before or on the closing date of the bursary application period. Late applications will not be accepted.
3. The bursary holder shall submit the original invoice/quotation to the Human Resource Development for payment purposes
4. Bursary holders are required to submit official examination results/academic records on upon receipt from the training institution to the Human Resource Development sub-unit.

### **Line Manager**

The following are the roles and responsibilities of the line manager:

1. Assist employees with the Individual Development Plans.
2. Assist employees to effectively make use of the development opportunities.
3. Recommend bursary applications, taking into consideration the availability of funds and operational requirements of the unit and the Government Technical Advisory Centre. Such recommendation must be endorsed by the designated budget manager
4. The line manager shall conduct regular feedback sessions with the employee for the duration of the employee's study period and shall incorporate progress made by the employee in Individual Development Plan discussion sessions.
5. The line manager shall have a detailed conversation with the employee should he/she need to study a course that is not in line with his/her current function but in line with his/her career change. Thereafter a career plan will be drawn up by the line manager to support the employee.

### **Human Resource Development sub-unit**

The following are the roles and responsibilities of the HRD sub-unit:

1. Facilitate the issuing and receipt of bursary applications in terms of this policy.
2. Update employees records with study course attended and qualifications attained.
3. Send out award letters to employees who have applied for an internal bursary and where such applications have been approved by the Head of GTAC.
4. Collate information on progress of employee's studies and the honouring of obligations in terms of bursary contract entered into.
5. Request proof of registration upon commencement of the academic year.
6. Monitor progress on subjects registered for every semester or academic year for each employee who has been awarded a bursary.
7. Write the caution letters to the bursary holders who are not progressing satisfactorily in their studies.
8. Update bursary records and refund employees where applicable.
9. Progress payments for bursary costs.
10. Record final qualification obtained on PERSAL.

### **The Head of Government Technical Advisory Centre**

The following are the roles and responsibilities of the Head of GTAC:

1. Provide leadership and demonstrate personal commitment and support for the internal bursary scheme
2. Provide resources for the Workplace Skills Plan and training programmes.
3. Ensure that the purpose and rationale for the internal bursary scheme is understood and accepted through the GTAC.
4. Ensure that the internal bursary scheme is integrated into the unit strategic and operational plans and management practices.
5. Ensure that unit objectives and targets are set for delivering on the Government's internal bursary scheme outcomes taking into consideration the strategic responsibility of the GTAC.

### **Training Employment Equity Committee**

The TEEC will be chaired by Director: Human Capital Management

The following are the responsibilities of the Committee:

1. Monitor the adequacy of the bursary scheme and the implementation thereof.
2. Makes recommendations of all submitted bursary applications by the Human Resource Development sub-unit.
3. To report on a bi-annual basis to Management Committee (MANCO) through Director: Human Capital Management on progress regarding the implementation of the bursary scheme.
4. To determine and evaluate trends by assessing the collective outcome of the bursary scheme and studies and make recommendations accordingly.
5. To ensure that all employees have equal access to the bursary scheme and opportunities.
6. To ensure that the bursary scheme is regularly evaluated for impact and effectiveness as well as its benefits.
7. To ensure that the bursary scheme accelerate the development of managers and lower level officials with potential as well as designated groups (woman, blacks and people with disabilities).

### **Financial Management unit**

The following is the role and responsibilities of the Financial Management unit:

1. Register service providers for data analysis and editing purpose
2. Process payment to the relevant service providers.

## **ANNEXURE B**

### **ROLES AND RESPONSIBILITIES (EXTERNAL BURSARY)**

#### **The Head of Government Technical Advisory Centre**

The following are the roles and responsibilities of the line manager:

1. Provide leadership and demonstrate personal commitment and support for the external bursary scheme and Workplace Skills Plan.
2. Delegate responsibility and assign both material and human resources for the efficient and effective implementation of external bursary scheme.
3. Ensure that the external bursary scheme is integrated into the GTAC's strategic, operational and service delivery plans and its management practices.

### **The Human Resource Development sub-unit**

The following are roles and responsibilities of the HRD sub-unit:

1. Manage the recruitment process of the external bursary scheme.
2. Facilitate the issuing and receipt of bursary applications in accordance with the provisions of the external bursary scheme.
3. Update student records with study course attended and qualifications attained.
4. Send out approval letters to new bursary holders.
5. Collate information on progress of bursary holders during their studies.
6. Ensure that the bursary obligations are met by all parties.
7. Request proof of registration upon progress of bursary holders during their studies.
8. Request the results of a bursar's studies at the end of each academic year.
9. Not exceed the budget allocated for the external bursary scheme.
10. Maintain an on-going professional relationship between bursary and the GTAC.
11. Maintain progress to monitor the progress in implementing the external bursary scheme.
12. Ensure the support needs of bursary holders are identified and all reasonable measures taken to meet these.
13. Liaise with relevant parties in the GTAC and co-ordinate all activities relating to vacation placement.
14. Appoint mentors.

### **Line Managers shall**

The following are the roles and responsibilities of the line manager:

1. Implement the unit objectives and taking into consideration the strategic responsibilities of the GTAC.
2. Identify the critical and scarce skills need.
3. Facilitate communication between those responsible for driving the external bursary scheme.
4. Create a conducive environment to address the needs of bursary holder.

### **Director: Human Capital Management**

The following are the roles and responsibilities of the Director: Human Capital Management:



1. Ensure that the purpose and rationale for the external bursary scheme is understood and accepted throughout the GTAC.
2. Integrate external bursary scheme principles and objectives into human resources management and development practices of units.
3. Provide guidance, support and training to managers to enable them to manage their external bursary scheme responsibilities.
4. Incorporate specific targets for achieving the outcomes set by units into human resource planning, recruitment and promotion practices.
5. Ensure that recruitment advertisements reach prospective applicants.
6. Ensure that selection panels are representative and appropriately trained in selection and interviewing techniques, especially for identifying potential amongst prospective applicants from designated groups.
7. Ensure that appropriate facilities are made available for people with disabilities.
8. Convene and chair the Training and Employment Equity Committee
9. Ensure consistent implementation of the external bursary scheme policy.

### **The bursary holder shall**

The following are the roles and responsibilities of the bursary holder:

1. Communicate their priorities and concerns clearly to the GTAC.
2. Bursary holders are required to submit official examination results/academic records upon receipt from the institution to the GTAC.
3. Provide necessary documentation when requested by the GTAC.

### **Training and Employment Equity Committee**

The TEEC will be chaired by Director: Human Capital Management

The following are the roles and responsibilities of the Committee:

1. Monitor the adequacy of the scheme and the implementation thereof.
2. Makes recommendations on all submitted bursary applications by the Human Resource Development sub-unit.
3. To report on a bi-annual basis to MANCO through Director: Human Capital Management on progress regarding the implementation of the bursary scheme.
4. To determine and evaluate trends by assessing the collective outcome of the bursary scheme and studies and make recommendations accordingly.
5. To ensure that the bursary scheme is regularly evaluated for impact and effectiveness as well as its benefits.

### **Financial Management unit**

The following are roles and responsibilities of the Financial Management unit:

1. Process payment to the relevant Higher Education Institutions.
2. Facilitate payback obligation when bursary converted into a loan due to breach of bursary contract.





**ANNEXURE C**

**INTERNAL BURSARY  
APPLICATION FORM**

(This form must be completed in full for bursary consideration)

**PART ONE**  
(To be completed by the applicant)

**A. PERSONAL DETAILS:**

<b>Surname</b>		<b>Initials</b>	
<b>PERSAL No</b>		<b>Tel No</b>	
<b>ID Number</b>		<b>Position</b>	
<b>Programme</b>		<b>Unit</b>	
<b>Type of Employment: (Fixed term contract or Permanent)</b>		<b>Fixed term contract end date</b>	

<b>Highest Qualification Completed</b>	
--	--

**B PROPOSED STUDY DETAILS** (Please provide details of the qualification you intend to study)

<b>Educational Institution</b>	
<b>Proposed Qualification</b>	
<b>Minimum duration in years</b>	

**STUDY LEVEL** (Please tick the correct block)

Undergraduate	<input type="checkbox"/>		
Postgraduate	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Please specify	

**STUDY FIELD**

.....

**STUDY BLOCKS**

<b>Are study blocks a requirement for this qualification?</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
---	------------	--------------------------	-----------	--------------------------

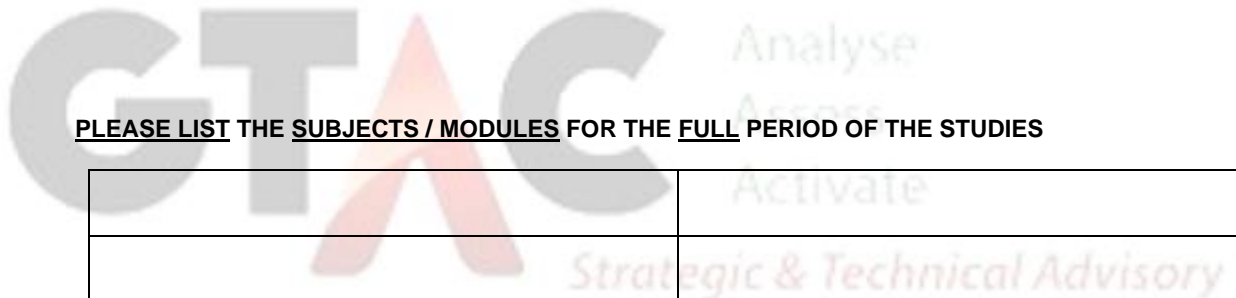
If ticked yes, please attached information from the Educational Institution and indicate the number of days/weeks required for study away from the office: .....

**LIST THE AIM AND OBJECTIVES OF THE PROGRAMME:**

.....  
 .....  
 .....

**LOOKING AT THE AIM AND OBJECTIVES, HOW DO YOU EXPECT TO BENEFIT FROM THIS COURSE?**

.....  
 .....  
 .....



**PLEASE LIST THE SUBJECTS / MODULES FOR THE FULL PERIOD OF THE STUDIES**


**C ESTIMATED EXPENSES FOR THE CURRENT ACADEMIC YEAR** (Please attached the quote/invoice from the Institution)

**Breakdown of cost analysis**

Registration fees		Subject/ Module Fees		Examination Fees		Current Academic Year cost		Total estimated cost for the full program/ course
	+		+		=			

YES		NO	
-----	--	----	--

**DO THE PROGRAMME /COURSE HAVE AN INTERNATIONAL/GLOBAL/EXCURSION MODULE?**

If "Yes" what is the estimated cost of the International module and/or the excursion fee? .....

**D DECLARATION**

I..... hereby certify that the above information is true and correct to the best of my knowledge. I furthermore understand that, should a bursary granted to me, only registration, class, examination fees and textbooks will be met from State funds by the GTAC. I furthermore understand that no supplementary fees will be paid by GTAC, for any subjects/modules courses failed.

.....

Signature of Applicant

Date



Analyse  
Assess  
Activate

Strategic & Technical Advisory

**PART TWO**

(To be completed by the applicant's Line Manager {at least Director level} and Budget Manager)

Yes		No	
-----	--	----	--

1. Is the course/ studies relevant to the function of the GTAC/ working area

If no, please motivate

.....  
.....

Yes		No	
-----	--	----	--

Yes		No	
-----	--	----	--

2. Does this learning intervention form part of the applicant's development needs as reflected on the Individual Developmental

Plan (Please attached IDP)

3. Is the course/studies appropriate to the employee's present and future job function

Yes		No	
-----	--	----	--

4. Will the employee be released to attend the study blocks / exams where applicable?

(Please consider operational requirements)

Yes		No	
-----	--	----	--

5. In your view, does the applicant have the ability to complete the course/studies on time?

Please motivate your answer and consider operational requirements

.....  
.....

Yes		No	
-----	--	----	--

**FUNDS (BUDGET MANAGER)**

Are there sufficient funds available for the current's years and future year's studies?

Recommended / Recommended with Amendments

.....  
 Name..... Signature..... Date.....  
 Analyse  
 Assess  
 Activate

**RECOMMENDATION (LINE MANAGER)**

This application is Recommended/ Recommended with Amendments

.....  
 National Treasury  
 REPUBLIC OF SOUTH AFRICA  
 Name..... Signature..... Date.....

**PART THREE**  
 (To be completed by HRD)

1. Is the Educational Institution registered with the applicable authority? 

Yes		No	
-----	--	----	--

2. Does the applicant have any outstanding bursary commitments with GTAC  
 or any other institution? If "Yes" give the name of the Institution.....  

Yes		No	
-----	--	----	--

Satisfactory		Not Satisfactory	
--------------	--	------------------	--

3. What was the applicant's progress on previous studies, if applicable?

Yes		No	
-----	--	----	--

4. Overseas studies: Is this course available at Local Educational Institutions

**RECOMMENDATION TO THE TRAINING EMPLOYMENT EQUITY COMMITTEE**

This application is Recommended/ Recommended with Amendments/ Not Recommended

Name..... Signature..... Date:.....



Analyse  
Assess  
Activate

**TRAINING EMPLOYMENT EQUITY COMMITTEE**

The application is Approved / Approved with Amendments/ Not Approved

Minutes dated .....attached

Name.....Signature.....Date.....



**ANNEXURE D**

**ON-LINE**

**EXTERNAL BURSARY APPLICATION FORM**

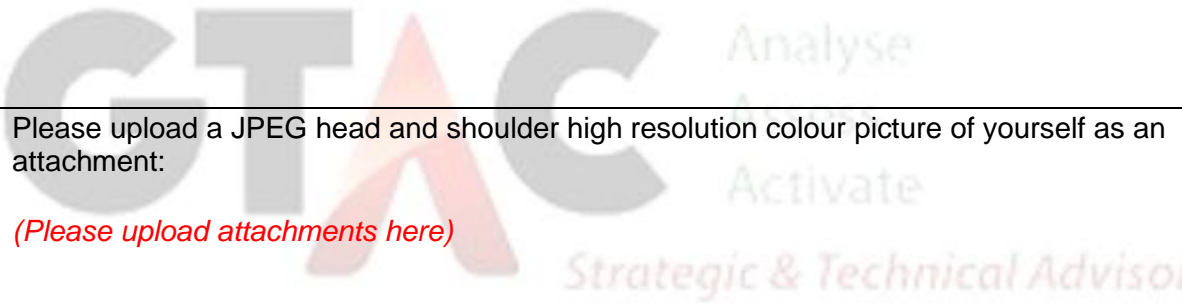
**Personal Information:**

Name: <i>Click here to enter text</i>	Surname: <i>Click here to enter text</i>
Identity Number:	Are you a South African citizen? <i>Drop down list Yes or No</i>
Are you interested in starting your career in the public sector: <i>Drop down list Yes or No</i>	
Identify Document: <i>Upload a copy of your ID here</i>	Gender: <i>Use a selection tool</i> Male: Female:
Race: <i>Click here to enter text</i>	
Mobile Number: <i>Click here to enter text</i>	Email address: <i>Click here to enter text</i>
Do you have a disability? <i>Drop down list Yes or No</i> <i>Specify...Click here to enter text</i>	Have you been convicted of a criminal offence? <i>Drop down list Yes or No</i>

**Student Information:**

In 300 words, motivate why you should be awarded a bursary: <i>Click here to enter text.</i>
---




<p>Please upload a JPEG head and shoulder high resolution colour picture of yourself as an attachment:</p> <p><i>(Please upload attachments here)</i></p>

**Academic Background:**

<p><i>Choose an item. Drop down list</i></p> <p>University of Cape Town          University of Fort Hare          University of Free State          University of Johannesburg          University of KwaZulu Natal          University of Limpopo          Nelson Mandela Metropolitan          North West University          University of Pretoria          University of Rhodes          University of South Africa          University of Stellenbosch          University of Witwatersrand          University of Zululand          Other</p>
<p><b>Currently enrolled for:</b></p> <p><i>(Attach proof of current year registration here)</i></p>
<p>Please provide evidence of any post graduate coursework completed:</p> <p><i>(Upload attachments here) – Minimum requirements is a 65% pass rate</i></p>
<p>Please upload your previous degrees and other qualifications:</p> <p><i>(Upload attachments here)</i></p>
<p>Other relevant academic information (awards, honours and professional accomplishments, courses or programmes that you have participated in):</p> <p><i>(Upload attachments here)</i></p>
<p>Please provide two written academic reference:</p> <p><i>(Upload attachment here)</i></p>
<p>Please provide one written personal reference:</p> <p><i>(Upload attachment here)</i></p>
<p>Upload your latest CV here</p>



**ANNEXURE E**

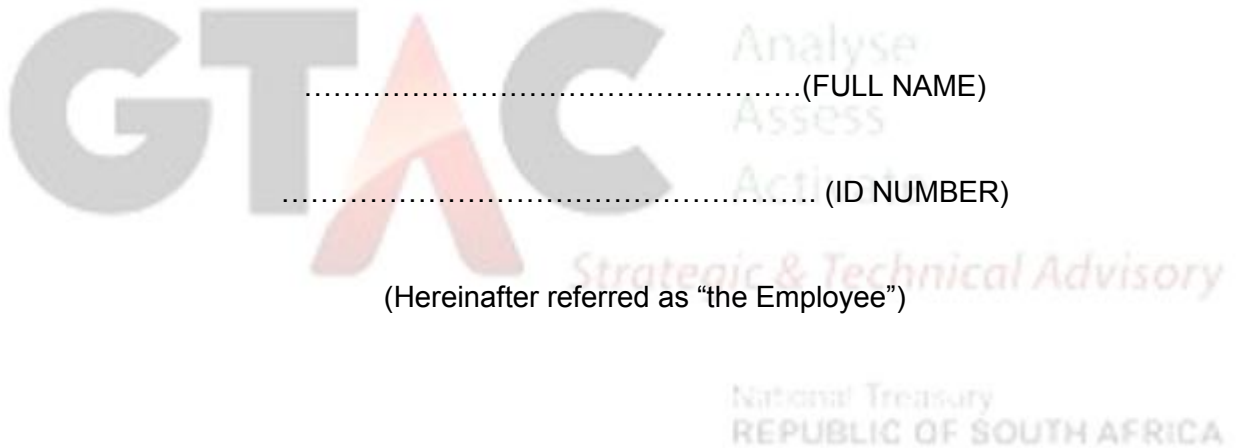
**BURSARY CONTRACT (INTERNAL)**

**AGREEMENT ENTERED INTO BETWEEN:**

**THE GOVERNMENT TECHNICAL ADVISORY CENTRE**

(Herein represented by .....in her capacity as  
Acting Director: Human Capital Management and Corporate Services, duly authorised and  
hereinafter referred to as “GTAC”)

AND



**1. INTERPRETATION**

The heading of the clauses in this agreement are for the purposes of convenience and reference only and shall not be used in the interpretation of or modify nor amplify the terms of this agreement nor any clause thereof, unless a contrary intension clearly appears.

1.1 Words importing:

- Any one gender include the other gender
- The singular include the plural and *vice versa*, and
- Natural persons include created entities (incorporated or unincorporated) and the state and *vice versa*

1.2 the following terms shall have the meanings assigned to them hereunder and cognate expressions shall have corresponding meanings, namely-

1.2.1 "**Academic Institution**" means..... (name of institution),

1.2.2 "**Act**" means the Public Service Act, 1994 (ProclamationNo.103of1994),

1.2.3 "**Agreement**" means this agreement and all annexures attached hereto,

1.2.4 "**Effective Date**" means .....(date of registration),

1.2.5 "**Employee**" means (full name).....

with identity number .....,

1.2.6 "**GTAC**" means the GTAC established in terms

- of section 5 of the Public Finance Management Act, 1999 (Act No. 1 of 1999),
- 1.2.7 **"Parties"** means the GTAC and the Employee and **"Party"** means either of them,
- 1.2.8 **"Study Fees"** means fees payable on behalf of the Employee for registration, tuition, prescribed books, examination fee (excluding re examination),
- 1.2.9 **"Study Period"** means (1st to final year),
- 1.2.10 **"Termination Date"** means (final year) unless terminated earlier in terms of this Agreement,
- 1.2.11 **"Qualification"** means..... (name of qualification),
- 1.2.12 **"Academic Institution"** refers to the Higher Education institution that provides higher education on a full time, basis which is established in terms of the Higher Education Act, 1997 (Proclamation No.101 of 1997).
- 1.3 any reference in this Agreement to **"date of signature"** shall be read as meaning a reference to the date of the last signature of this Agreement;
- 1.4 any reference to an enactment is to that enactment as at the date of signature hereof and as amended or re-enacted from time to time;
- 1.5 when any number of days is prescribed in this Agreement, same shall be reckoned exclusively of the first and inclusively of the last day unless the last day falls on a Saturday, Sunday or public holiday, in which case the last day shall be the next succeeding day which is not a Saturday, Sunday or public holiday;
- 1.6 where figures are referred to in numerals and in words, if there is any conflict between the two, the words shall prevail;
- 1.7 expressions defined in this Agreement shall bear the same meanings in schedules or annexures to this Agreement which do not themselves contain their own definitions;
- 1.8 where any term is defined within the context of any particular clause in this Agreement, the term so defined, unless it is clear from the clause in question that the term so defined has limited application to the relevant clause, shall bear the meaning ascribed to it for all purposes in terms of this Agreement, notwithstanding that term has not been defined in this interpretation clause;
- 1.9 the expiration or termination of this Agreement shall not affect such of the provisions of

this Agreement as expressly provided that they will operate after any such expiration or termination or which of necessity must continue to have effect after such expiration or termination, notwithstanding that the clauses themselves do not expressly provide for this;

- 1.10 the rule of construction that the contract shall be interpreted against the party responsible for the drafting or preparation of the Agreement, shall not apply;
- 1.11 any reference in this Agreement to a party shall, if such party is liquidated or sequestrated, be applicable also to and binding upon that party's liquidator or trustee, as the case maybe.

## **2. AWARD**

The GTAC awards a bursary to the Employee to allow him to study towards the Qualification at the Academic Institution to obtain the Qualification subject to the written proof of registration for the academic year.

## **3. DURATION**

This Agreement shall commence on the effective date and shall continue for a period of (words) and shall terminate on the termination date, unless terminated earlier as provided herein.

## **4. TERMINATION**

- 4.1 The GTAC shall be entitled to terminate this Agreement if one or more of the following occur-
  - 4.1.1 The Employee embarks on another course without the prior approval of the GTAC;
  - 4.1.2 The Employee fails to progress to the next year of his studies;
  - 4.1.3 The Employee breaches any term of this Agreement and fails to remedy such breach within a reasonable time, taking into consideration the nature of the breach and the consequences thereof.

provided that the GTAC shall have given the Employee 14 (fourteen) days written notice of its intention to terminate.

4.2 The GTAC shall be entitled to immediately terminate this Agreement if any one or more of the following occur-

- 4.2.1 The Employee is found guilty of misconduct in terms of the rules of the Academic Institution and is expelled from the Academic Institution;
- 4.2.2 The Employee discontinues his studies;
- 4.2.3 The Employee's employment within the Public Service is terminated for any reason whatsoever.

4.3 In the event of termination in terms of clause 4.1 or 4.2, the GTAC shall make no further payments to the Academic Institution on behalf of the Employee and shall have the right to recover any monies advanced in terms of this Agreement.

4.4 In the event of termination of employment as aforesaid, the GTAC shall deduct any monies due and owing in terms of this Agreement, from any monies due and owing to the Employee by the GTAC.

## **5. FEES**

- 5.1 The GTAC shall be liable for payment of study fees, registration, tuition and exam fee only. It shall be made directly to the Academic Institution;
- 5.2 Payments for prescribed books shall be made directly to the bookshop;
- 5.3 Payments in terms of clause 5.2 shall be made on receipt of quotations/ pro-forma invoices with such documents as the GTAC may require; and
- 5.4 The invoices shall be submitted to Human Resource Development.

## **6. OBLIGATIONS OF THE EMPLOYEE**

The Employee shall -

- 6.1 furnish the GTAC with official proof of registration from the Academic Institution within 5 (five) days of registration;
- 6.2 not deviate from the study course or change the Academic Institution without prior consent of the GTAC;
- 6.3 furnish the GTAC with official examination results within 7 (seven) days of the results being published by the Academic Institution;
- 6.4 complete the study course successfully within the period set out in sub clause 1.2.10 or within such extended period as may be determined by the GTAC; and
- 6.5 not without the prior written approval of the GTAC, hold any other bursary and/or study

loan while he is a party to this Agreement.

## **7. OBLIGATIONS OF THE GTAC**

The GTAC shall -

- 7.1 Co-operate and assist the Employee in performing his obligations in terms of this Agreement;
- 7.2 Give the Employee timeous approvals; and
- 7.3 Verify and confirm information or documentations submitted by the Employee.

## **8. OBLIGATION TO WORK**

- 8.1 On completion of the Qualification, the Employee shall work for the GTAC for a period equal to one (1) year;
- 8.2 Should the Employee opt not to work for the GTAC as per clause 8.1, the Study Fees paid by the GTAC in terms of this Agreement, plus interest at a prescribed rate shall become due and payable.

## **9. CERTIFICATE/ PROOF OF AMOUNT**

- 9.1 A certificate issued by a duly authorized official of the GTAC shall be *prima facie* proof of the amount due and owing by the Employee to the GTAC in terms of this Agreement.

## **10. SUSPENSION**

- 10.1 Should the Employee fail any course for which he is registered, the GTAC shall have the right to suspend the bursary awarded to the Employee. The GTAC may reinstate the bursary in the event of the Employee subsequently passing.

## **11. NO CESSION OR ASSIGNMENT**

- 11.1 The Employee shall not cede or assign any of his rights and obligations in terms of this Agreement.

**12. DISPUTE RESOLUTION**

12.1 Should a dispute, disagreement or claim arise between the Parties concerning this Agreement, either Party may institute action in any court that has jurisdiction.

**13. SEVERABILITY**

13.1 Any provision in this Agreement which is or may become illegal, invalid or unenforceable in any jurisdiction affected by this Agreement shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability and shall be treated *pro non scripto* and severed from the balance of this Agreement, without invalidating the remaining provisions of this Agreement or affecting the validity or enforceability of such provisions in any other jurisdiction.

**14. DOMICILIUM CITANDI ET EXECUTANDI**

14.1 The Parties choose as their *domicilia citandi et executandi* for all purposes under this Agreement, whether in respect of court process, notices or other documents or communications of whatsoever nature (including the exercise of any option), the following addresses–

**14.1.1 THE GTAC**

Physical: 240 Madiba Street, Pretoria, 0002

Postal: Private Bag X115, Pretoria, 0001

Tel: 012 .....

Fax:

E-mail:

**14.1.2 THE EMPLOYEE**

Physical:

Postal:

Tel:

Fax:

E-mail:

14.2 Any notice or communication required or permitted to be given in terms of this Agreement



shall be valid and effective only if in writing but it shall be competent to give notice by telefax ore-mail.

14.3 Either Party may by notice to any other Party change the physical address chosen as its *domicilium citandi et executandi vis-à-vis* that Party to another physical address provided that the change shall become effective *vis-à-vis* that addressee on the 5<sup>th</sup>(fifth) business day from the receipt of the notice by the addressee.

14.4 Any notice to a Party-

14.4.1 sent by prepaid registered post (by airmail if appropriate) in a correctly addressed envelope to it at an address chosen as its *domicilium citandi et executandi* to which post is delivered shall be deemed to have been received on the 5th (fifth) business day after posting (unless the contrary is proved);

14.4.2 delivered by hand to a responsible person during ordinary business hours at the physical address chosen as its *domicilium citandi et executandi* shall be deemed to have been received on the day of delivery;

14.4.3 sent by telefax to its chosen telefax number, shall be deemed to have been received on the date of dispatch (unless the contrary is proved);or

14.4.4 sent by e-mail to its chosen e-mail address, shall be deemed to have been received on the date of dispatch (unless the contrary is proved).

14.5 Notwithstanding anything to the contrary herein contained a written notice or communication actually received by a Party shall be an adequate written notice or communication to it notwithstanding that it was not sent to or delivered at its chosen *domicilium citandi et executandi*.

## 15. **WHOLE AGREEMENT, NO AMENDMENT**

15.1 This Agreement constitutes the whole agreement between the Parties relating to the subject matter hereof.

15.2 No amendment or consensual cancellation of this Agreement or any provision or term hereof or of any agreement, bill of exchange or other document issued or executed pursuant to or in terms of this Agreement and no settlement of any disputes arising under this Agreement and no extension of time, waiver or relaxation or suspension of any of the provisions or terms of this Agreement or of any agreement, bill of exchange or other

document issued pursuant to or in terms of this Agreement shall be binding unless recorded in a written document signed by the Parties (or in the case of an extension of time, waiver or relaxation or suspension, signed by the party granting such extension, waiver or relaxation). Any such extension, waiver or relaxation or suspension which is so given or made shall be strictly construed as relating strictly to the matter in respect whereof it was made or given.

15.3 No extension of time or waiver or relaxation of any of the provisions or terms of this Agreement or any agreement, bill of exchange or other document issued or executed pursuant to or in terms of this Agreement, shall operate as an estoppel against any Party in respect of its rights under this Agreement, nor shall it operate so as to preclude such Party thereafter from exercising its rights strictly in accordance with this Agreement.

15.4 To the extent permissible by law no Party shall be bound by any express or implied term, representation, warranty, promise or the like not recorded herein, whether it induced the contract and/or whether it was negligent or not.

**16. GOVERNINGLAW**

This Agreement shall be governed by and construed in accordance with the laws of the Republic of South Africa and all disputes, actions and other matters relating thereto shall be determined in accordance with such laws.

**17. LEGALCOSTS**

Should any legal proceedings be instituted by the GTAC arising from this Agreement, the Employee agrees to pay the GTAC's costs on an attorney and client scale.

Signed by the Parties and witnessed on the following dates and at the following places respectively:

SIGNED by the **Employer** at \_\_\_\_\_ on the \_\_\_day of

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SURNAME AND INITIALS**

AS WITNESSES:

1. \_\_\_\_\_  
SURNAME AND INITIALS

2. \_\_\_\_\_  
SURNAME AND INITIALS

**EMPLOYER (EXECUTING  
AUTHORITY ON BEHALF OF  
THE GTAC OR HIS/HER DELEGATE)**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

SIGNED by the **Employee** at \_\_\_\_\_ on the \_\_\_\_ day of  
\_\_\_\_\_

\_\_\_\_\_  
**SURNAME AND INITIALS**

\_\_\_\_\_  
**EMPLOYEE**

AS WITNESSES:

1. \_\_\_\_\_  
SURNAME AND INITIALS

\_\_\_\_\_  
SIGNATURE

2. \_\_\_\_\_  
SURNAME AND INITIALS

\_\_\_\_\_  
SIGNATURE



**ANNEXURE F**

**GTAC BURSARY CONTRACT  
FOR EXTERNAL BURSARY HOLDERS**

I, \_\_\_\_\_: ID: \_\_\_\_\_ (hereinafter, the **Bursary-holder**) hereby accepts the bursary awarded to me as stipulated in the attached letter of award, which forms an integral part of this agreement.

The Government Technical Advisory Centre (GTAC) and Bursary-holder agree to the following:

#### **A. HEADINGS**

The headings of the various paragraphs contained in this Agreement have been included solely for convenience and do not serve to qualify this Agreement in any manner.

#### **B. FINANCIAL ASSISTANCE**

1. The Government Technical Advisory Centre, undertakes to provide financial assistance (hereinafter the Bursary) to the Bursary-holder in the amount of R150,000.00 (one-hundred and fifty thousand rand) per annum (inclusive of tuition fees, books and living expenses) for a period of 2 (two) consecutive academic years, subject to the registration of the bursary-holder for a master-level degree study programme agreed to by GTAC.
2. The breakdown of bursary payment will be as follows:
  - 2.1 Tuition fees and associated university charges will be paid directly by GTAC to the university.
  - 2.2 Accommodation (where applicable) and accredited by the respective university shall be paid directly to the institution. In the event that the bursary holder leases accommodation from a third party, GTAC will pay the lessor directly for the duration of the programme, GTAC will at its discretion pay an equivalent amount.
  - 2.3 Meals included in the above accommodation will also be paid directly to the respective institution. In the case of other leased accommodation, GTAC will at its discretion pay an equivalent amount for meals for the duration of the programme.
  - 2.4 Payment for prescribed books shall be made directly to the book store up to the value of R5000.00 for the duration of the course.
  - 2.5 Personal expenses allowance of R1300 will be paid monthly, directly into the account of the bursary holder from February to November of each year, and aligned to the duration of the programme.
  - 2.6 The monthly allowance will be paid directly into the Bursary holder's bank account; the banking details should be complete as follows:
    - Account Holder:
    - Bank and Branch Code:
    - Type of Account:
    - Account Number:

3. The award of the bursary for the second academic year is subject to successful completion of the first year of study, including prescribed coursework, and continued registration of the bursary holder for the agreed study programme.
4. GTAC has no financial or other obligation in respect of this bursary award beyond the award of R150,000.00 a year for two academic years. At its discretion GTAC may adjust the financial assistance amount in the second year to compensate for inflation-related higher tuition and living costs.

### **C. BURSARY-HOLDER UNDERTAKINGS**

5. The Bursary-holder undertakes to:
  - Register as a full time student, for the purpose of obtaining a Master's degree at a South African high education institution and for a course of study approved by GTAC.
  - Use the payment made in terms of this Agreement for the pursuit of the envisaged study programme, including living expenses.
  - Apply him/herself diligently to his/her studies to the best of his/her abilities.
  - Accept employment at GTAC for a period of one year (12 months) following the Bursary-holder completion of the approved course of study.
6. The Bursary-holder may not hold any bursary, awards assistantships or emoluments concurrently with this bursary which bind him/her to enter the service of any other organisation upon completion of his/her studies.
7. The Bursary described in this Agreement may not be held concurrently with any other South African Government funded bursary.
8. The Bursary-holder may not hold full-time salaried employment during the tenure of the Bursary, but may undertake a maximum of 12 (twelve) hours of teaching, tutorials, assistance or demonstration duties per week on average during the year of study, and may be remunerated on such terms and conditions as normally apply to such services.
9. The bursary-holder undertakes to attend and participate in such training events, programmes or vacation internship opportunities that GTAC makes available, subject to reasonable alignment with the bursary-holder study obligations. Furthermore, GTAC may at its discretion make an offer of a 1-year internship after the bursary-holder has met all the requirement of the bursary.
10. Should any change in circumstance arise relating to the award of this Bursary or the ability of the Bursary-holder to complete the approved course of study, he/she will without delay inform GTAC of this.

11. Should the Bursary-holder wish to make a material change to his/her study programme, such as a change of institution of registration, change of research project or supervisor, agreement must be sought with GTAC prior to such change.
12. The Bursary-holder will acknowledge the financial assistance of the GTAC on the title page of its thesis/dissertation as well as in all papers and publications that emanate from the study as follows –

***“The financial assistance of the GTAC towards this research is hereby acknowledged. Opinions expressed and conclusion arrived at are those of the author and should not be attributed to the GTAC.”***

Research papers, publications or findings emanating from the Bursary-holder’s study programme must not be presented as research done on behalf of or commissioned by the GTAC.

13. This Bursary must be used in compliance with all applicable laws and regulations, including such laws, precepts and approval requirements as may be relevant to the research methods adopted and the use of research outputs.
14. Within 3 (three) calendar months of having been conferred the degree qualification to which this Bursary relates the Bursary-holder must submit the following to the GTAC –
  - a photocopy of the title page;
  - a photocopy of the page which reflects acknowledgement of GTAC support;
  - a +/- 300-word summary of the findings (in English) for inclusion in the GTAC knowledge management database of current completed research;
  - a written statement by the relevant institution that the dissertation/thesis had been accepted for degree purpose; and
  - an electronic version of the thesis via e-mail.

#### **D. CONVERSION INTO A LOAN**

15. Any payment of Financial Assistance (as described in paragraph B) to (or on behalf of) the Bursary-holder will, at the discretion of GTAC, be converted to a loan owed by the Bursary-holder to GTAC if it is determined, following consultation with the head of the academic department in which the Bursary-holder is registered, that –
  - The Bursary was awarded on the basis of false information supplied to GTAC;
  - The Bursary-holder has failed to satisfy an undertaking (as described in paragraph C);
  - The Bursary-holder has not made satisfactory academic progress in pursuit of the approved course of study;
  - The Bursary-holder fails to complete the requirements for the degree programme for which he/she is registered within 3 (three) calendar years of the date of registering for that degree.

16. In respect of any sum owing as described in paragraph B (1) above, such sum may be subjected to interest at a rate determined by the GTAC from time to time.
17. The Bursary-holder confirms that he/she understands the risks, rights, obligations and associated costs should the Bursary convert to a loan as described in this paragraph.
18. Should GTAC be compelled to institute legal action for the recovery of any Financial Assistance in terms of this Agreement, the Bursary-holder will be liable for all costs incurred in such action.

#### **E. DOMICILIUM**

19. For purposes of this Agreement, the Parties chose as their respective domicilium citandi et executandi the following –

The Government Technical Advisory Centre  
240 Madiba Street  
PRETORIA  
Private Bag X115  
0001

The Bursary-holder  
Name & Surname:

ID:

Home Address:

Email Address:

(Note: PO Box numbers and university residence addresses are not acceptable. Only residential address is acceptable)

20. The Bursary-holder will notify GTAC timeously of any change of address.

#### **F. GENERAL**

21. This Agreement, in two signed originals, constitutes the sole record of the Bursary Agreement between the Parties. Each Party retains one of the two signed originals.
22. No Party shall be found by any representations, express or implied, warranties, promises or the like, not recorded herein or reduced to writing and signed or on behalf of the Parties.

23. This Agreement supersedes and replaces prior commitments, undertakings or representations, whether oral or written, between the Parties in respect of the subject matter hereof.
24. No addition to, variation, or agreed cancellation of this Agreement shall be of any force or effect unless in writing and signed by or on behalf of the Parties.
25. No relaxation of the terms of this Agreement and no indulgence which one Party may grant to the other will in any way operate as an estoppel against the former Party or be deemed to be a waiver of its rights, or in any other way limit, alter or prejudice those rights.

**For the Government Technical Advisory Centre (GTAC) who hereby affirms that he/she is duly authorised to sign this Agreement on its behalf.**

\_\_\_\_\_  
**Name and Surname**

**Designation:**

**Government Technical Advisory Centre (GTAC)**

Signed at Pretoria on this \_\_\_\_ day of \_\_\_\_\_

**As a Witness:**

\_\_\_\_\_  
**Name & Surname**

**Director: Human Capital Management**

For the Bursary-holder who hereby affirms that he/she is duly authorised to sign this Agreement

\_\_\_\_\_  
**Name & Surname**

Signed at \_\_\_\_\_ on this \_\_\_\_ day of \_\_\_\_\_

**As a Witness:**

\_\_\_\_\_  
**Name & Surname**