



HUMAN RESOURCE DEVELOPMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: Ms L. Sidiya Tel: 040 608 4753 /4554 . Email: lukhanyo.sidiya@ecdoe.gov.za
Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

TO : ALL DISTRICT DIRECTORS
DEPUTY DIRECTOR – PSA EMPLOYEE RELATIONS &
PERFORMANCE MANAGEMENT
CES: HRD & LABOUR RELATIONS
ASSISTANT DIRECTOR: HRD
BURSARY COORDINATOR
EMPLOYEE BURSARY HOLDERS

FROM : DIRECTOR – HRD

DATE : 28 OCTOBER 2024

SUBJECT : PROVINCIAL BURSARY IMPLEMENTATION PLAN FOR ALL
BURASARY PROGRAMMES FOR EMPLOYED AND
UNEMPLOYED INDIVIULS - 2025 ACADEMIC YEAR

-
1. Human Resource Development is publishing a Bursary Advertisement, which will close in December 2024 (**2nd of December 2024**).
 2. The office subsequently disseminates the Provincial Bursary Guidelines to be applied uniformly across all 12 Districts of the ECDoE, including the Head Office. These guidelines serve as a comprehensive framework for the execution of all bursary applications.
 3. The Provincial Bursary Guidelines meticulously delineate the roles and responsibilities assigned to each stakeholder involved in the bursary application process.
 4. Presently, the office finds itself in a phase wherein all Districts are urged to adhere to the ensuing Bursary Implementation Plan. This plan has been devised to streamline and expedite the processing of all received bursary applications.:



1

MEC TOP ACHIEVERS AWARD BURSARY IMPLEMENTATION PLAN

No.	ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
1.	MEC Top Achievers Award Ceremony	14 Jan 2025	District Bursary Coordinator	Top Achievers
2.	Submission of signed Acceptance Letter	20 – 24 Jan 2025	District Bursary Coordinator	Awarded Applicants
3.	District Bursary Coordinator to facilitate a signing of the Bursary Contract and submission to Head Office	20 – 24 Jan 2025	District Bursary Coordinator	Awarded Applicants
4.	Issuing of Bursary Award Letters by the Province	27 – 31 Jan 2025	Provincial Bursary Coordinator	Awarded Applicants District Bursary Coordinator
5.	Provincial Bursary Coordinator to liaise with the Universities	29 – 31 Jan 2025	Provincial Bursary Coordinator	Higher Education Institutions
6.	Payment processes to Higher Education Institutions	April 2025	Provincial Bursary Coordinator	Higher Education Institutions
7.	Monitoring of all Bursary Holders	April 2025 – March 2026	Provincial and District Bursary Coordinator	Awarded Applicants

2

MATTHEW GONIWE, MILITARY & PROGRAMMES FOR PEOPLE WITH DISABILITY BURSARY IMPLEMENTATION PLAN

No.	ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
1.	Bursary processing – Data capturing and analysis	06 – 10 Jan 2025	Districts & Head Office	Bursary Coordinator
2.	Submission of Final Matric Results by New Bursary Applicants	13 – 14 Jan 2025	Applicants & Bursary Coordinators	Bursary Applicants
3.	Bursary Selection and Awarding (Head Office and Districts)	15 – 24 Jan 2025	Provincial Bursary Coordinator & District SDF District Bursary Coordinator	Bursary Subcommittee Members
4.	Contracting and Induction of newly awardees	27 – 31 Jan 2025	Provincial Bursary Coordinator & District SDF District Bursary Coordinator	Awarded Applicants
5.	Submission of statement of accounts and proof of registrations	03 - 07 Feb 2025	Provincial Bursary Coordinator & District Bursary Coordinator	Awarded Applicants



No.	ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
6.	Submission of bursary information to the Head Office for data consolidation	03 - 07 Feb 2025	District Bursary Coordinator	District Bursary Coordinator
7.	Issuing of Bursary Award Letters by the Province	10 – 14 Feb 2025	Provincial Bursary Coordinator	Awarded Applicants District Bursary Coordinator
8.	Provincial Bursary Coordinator to liaise with the Universities	10 – 14 Feb 2025	Provincial Bursary Coordinator	Higher Education Institutions
9.	Payment processes to Higher Education Institutions	April 2025	Provincial Bursary Coordinator	Higher Education Institutions
10.	Monitoring of all Bursary Holders	April 2025 – March 2026	Provincial and District Bursary Coordinator	Awarded Applicants

3

CONTINUING BURSARY IMPLEMENTATION PLAN

No.	ACTIVITY	TIME FRAME	RESPONSIBILITY	TARGET GROUP
1.	Submission of Results by continuing Bursary Holders and Proof of Registration	13 – 17 January 2025	Bursary Holder	Bursary Coordinator
2.	Bursary processing – Data capturing and analysis		Provincial Bursary Coordinator	Bursary Subcommittee Members
3.	Issuing of Bursary Confirmation Letters for all Continuing Students who are progressing to the next level of study.	20 – 24 January 2025	Provincial Bursary Coordinator	Awarded Applicants
4.	Provincial Bursary Coordinator to liaise with the Universities for Invoicing and processing of payment	April 2025 – Sept 2025	Provincial Bursary Coordinator	Awarded Applicants Higher Education Institutions
5.	Issuing of Proof of Payment to all Universities	April 2025 – Sept 2025	Provincial Bursary Coordinator	District Bursary Coordinator
6.	Bursary Monitoring	April 2025 – March 2026	Bursary Holder	Awarded Applicants District Bursary Coordinator

5. Districts are urged to adhere to the Selection Criteria provided by the Advert and stick to the timeframes provided in the Management Plan so that all Applications can be administered on time. Failure to adhere will result into delays in payment or non – payment at all.

6. Your co-operation will be high appreciated.

Yours in Service Delivery

N. MATIKA
ACTING DIRECTOR – HRD

PROVINCIAL BURSARY IMPLEMENTATION PLAN FOR ALL BURASARY PROGRAMMES FOR EMPLOYED AND UNEMPLOYED INDIVIULS - 2025 ACADEMIC YEAR