



**SOUTH WEST GAUTENG TECHNICAL AND VOCATIONAL  
EDUCATION AND TRAINING COLLEGE**  
EDUCATION OF DISTINCTION

# **Quality Management System**

## **Bursary Sub Committee Charter**

**This Bursary Sub Committee Charter has been  
issued on the authority of the Principal of  
South West Gauteng TVET College**

	<b>TABLE OF CONTENTS</b>	<b>PAGE</b>
<b>1.</b>	<b>Legislative framework and best practices</b>	<b>4</b>

<b>2.</b>	<b>Purpose</b>	<b>4</b>
<b>3.</b>	<b>Definitions, acronyms and abbreviations</b>	<b>5</b>
<b>4.</b>	<b>Reporting lines</b>	<b>5</b>
<b>5.</b>	<b>Composition</b>	<b>6</b>
<b>6.</b>	<b>Secretary of the bursary sub Committee</b>	<b>6</b>
<b>7.</b>	<b>Meeting procedures</b>	<b>7</b>
<b>8.</b>	<b>Functions</b>	<b>8</b>
<b>9.</b>	<b>Resources</b>	<b>8</b>
<b>10.</b>	<b>Change of mandate</b>	<b>8</b>
<b>11.</b>	<b>Remuneration</b>	<b>8</b>
<b>12.</b>	<b>Adoption of Charter</b>	<b>8</b>
<b>13.</b>	<b>Availability of Charter</b>	<b>8</b>
<b>14.</b>	<b>Annual review of Charter</b>	<b>8</b>

**Name of TVETC: South West Gauteng College**

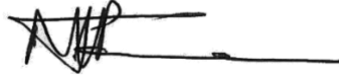
**Bursary sub Committee Charter**

**Department: Student Support Services**



Prepared and submitted by  
the Accounting Officer to  
Council

Date: \_\_\_\_\_



Adopted by Council  
(Signed by Chairperson of  
Council)

Date: \_\_\_\_\_

**Implementation Date:**

## **1. Legislative framework and best practices**

Key principles contained in the following legislation were applied to develop this Charter:

- a) The Constitution of the Republic of South Africa Act, 1996 (Act 108 of 1996);
- b) Continuing Education and Training Colleges Act, (Act 16 of 2006), as amended;
- c) Public Finance Management Act, 1999 (Act 1 of 1999), as amended;
- d) National Treasury Regulations of March 2005;
- e) King IV Report on Corporate Governance for South Africa 2016;
- f) The Basic Conditions of Employment Act, 1997 (Act 75 of 1997);
- g) The Employment Equity Act, 1998 (Act 55 of 1998);
- h) The General and Further Education and Training Quality Assurance Act, 2001 (Act 58 of 2001);
- i) The Labour Relations Act, 1995 (Act 66 of 1995);
- j) Employment of Educators Act, 1998 (Act 76 of 1998);
- k) The Skills Development Act, 1998 (Act 97 of 1998);
- l) Occupational Health and Safety Act, 1993 (Act 85 of 1993);
- m) Compensation for Occupational Injuries and Diseases Act, 1993 (Act 130 of 1993);
- n) Unemployment Insurance Act, 2001 (Act 63 of 2001);
- o) Unemployment Insurance Contribution Act, 2002 (Act 4 of 2002);
- p) Employment Equity Act, 1998 (Act 55 of 1998);
- q) Skills Development Act, 1998 (Act 97 of 1998);
- r) Skills Development Levies Act, 1999 (Act 9 of 1999); and
- s) International Labour Organisation Conventions and Recommendations.

## **2. Purpose**

2.1 The standard College statute requires Council to establish a bursary sub Committee of Council.

2.2 The purpose of this Charter is to:

- a) establish the terms of reference of Bursary Sub-Committee
- b) ensure the effective and efficient bursary management and performance in the college
- c) ensure that all activities are within the delegations as approved by Council.
- d) Oversee and report to Council on the functions of the Financial Aid Committee of the College.

### 3. Definitions, acronyms and abbreviations

For the purpose of this charter, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- a. **“Accounting Officer”** – is the College Principal.
- b. **“Act”** – is the CET Colleges Act No. 16 of 2006, as amended.
- c. **“College”** – is a Public TVET College (formerly known as an FET College).
- d. **“Council”**- is the Council of the College established in terms of the Act.
- e. **“Department”; “DHET”** – is the Department of Higher Education and Training.
- f. **“Management”** – are collectively the College Principal and all deputy Principals.
- g. **“Exco”** – is the Executive Committee of the College.
- h. **“Bursary”** – a grant especially one that is awarded to someone to enable them to acquire skills and expertise from studying at the college or education institution
- i. **“Bursary sub-committee”** – is the bursary sub Committee of the College.
- j. **“TVET”** – is Technical, Vocational, Education and Training.
- k. **“VCET”** is Vocational and Continuing Education and Training.
- l. **“SSSM”** is Student Support Services Manager
- m. **“SRC”** is Student Representative Council

### 4. Reporting lines

- 4.1 Where the College has an Exco, the bursary sub-committee will report to Exco.
- 4.2 Where an Exco does not exist, the bursary sub-committee will report to College Council.

## **5. Composition**

- 5.1 Committee members should be 50% plus members who are non-college employees.
- 5.2 Bursary Sub-Committee will consist of the Deputy Principal: Academic, the SSS Manager, the SRC President, the SRC College treasurer and a campus manager.
- 5.3 The chairperson of bursary sub-committee should be the external member of Council.
- 5.4 The term of office of Bursary Sub-Committee shall coincide with the Council term for external members elected by Council.
- 5.5 Members of Bursary Sub-Committee shall be notified in writing of their appointment by the Chairperson of the Bursary Sub-Committee, and their terms of reference shall be included in their letters of appointment.

## **6. Secretary of the bursary sub Committee**

- 6.1 Bursary Sub-Committee shall appoint an internal member of staff to serve as the Secretary of the Committee.
- 6.2 The Secretary of Bursary Sub-Committee should be subjected to adequate secretarial training to enable him/her to discharge his/her duties effectively and efficiently

## **7. Meeting Procedures**

- 7.1. There shall be at least four ordinary meetings per annum. They should be scheduled to precede scheduled ordinary meetings of Council by such a period that reports from the Bursary Sub-Committee meetings may be included in the information packs prepared for ordinary Council meetings.
- 7.2. Bursary Sub-Committee shall have one meeting per quarter approved by chairperson of the committee.
- 7.3. In the absence of the Chairperson of the Committee, the Committee may appoint any external member of the Council as Chairperson for the duration of the meeting.
- 7.4. A quorum of 50%+1 members is compulsory for Bursary Sub-Committee meeting to be constituted and proceed, provided that two external members of the College Council are present.
- 7.5. Any member who is absent from three (3) consecutive meetings without a written apology shall be deemed to have resigned from the committee.
- 7.6. Members shall be notified of the meeting date 15 calendar days prior to the meeting by the office of the secretary with consultation with the chairperson of the committee
- 7.7. Agenda for the meeting must be circulated to all members seven (7) working days before the meeting.
- 7.8. All recommendations made by the committee shall be presented to the Financial Aid Committee.

## **8. Functions**

Bursary Sub-Committee is assigned the following functions:

- 8.1. To oversee the NSFAS allocation and allowances of the entire SWG College;
- 8.2. To provide advice and recommendations to the College Council on issues pertaining NSFAS, bursaries, scholarships and fellowships;
- 8.3. To facilitate attraction of additional bursaries and scholarships to the College; and
- 8.4. To oversee the work undertaken by the Student Affairs Office in relation to bursaries and financial support for students.

## **9. Resources**

The College should make available resources, as necessary, for Bursary Sub-Committee to fulfill its mandate without prejudice and within the confines of the College statute.

## **10. Change of mandate**

Bursary Sub-Committee may not change the terms of this Charter without the prior approval of the College Council.

## **11. Remuneration**

Bursary Sub-Committee members not holding executive office in the College or not employed in the public service shall be remunerated for their services on the Bursary Sub-Committee, based on DHET guidelines.

## **12. Adoption of Charter**

This Charter is effective from the date on which it is adopted by the College Council.

## **13. Availability of Charter**

A copy of this Charter should be made available on the College website.

## **14. Annual review of Charter**

This Charter will be subject to an annual review by College management to ensure its relevance.

Any recommended changes agreed by the VCET Branch of DHET to the Bursary Sub-Committee Charter should be presented to the College Council for approval.