



QUALIFICATION RECOGNITION POLICY

Date Approved	Version	Resolution No

DRAFT

*Municipal Manager
Senqu Local Municipality
19 Murray Street
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Resolution No:	Date approved:
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1 PURPOSE

It is recognised that improving one's qualification can, in most cases be of great benefit to the organisation, as well as the individual concerned. Currently, employees may qualify in terms of Senqu Municipality's Bursary Policy, to receive bursaries for certain areas of study, which are approved as having specific immediate value to Senqu Municipality and are in line with prioritised needs as identified through the Workplace Skills Plan. It may happen that certain employees may qualify for bursaries in this manner, however, it may also happen that employees do not qualify currently, but pursue nonetheless high qualifications which ultimately still benefit Senqu Municipality in both the short and long terms. These they then finance themselves.

For studies that are financed independently, the employee may receive some form of 'qualification recognition' and in this manner, serve to motivate and reward the individual, at the point at which they qualify.

2 POLICY IMPLEMENTATION

- 2.1 This policy is applicable to full time employees.
- 2.2 An employee who completes a course that is equivalent to a **three (3) year degree or three (3) year national diploma and higher**, will be considered within the policy scope. This policy does not apply to certificate courses.
- 2.3 **This policy will only be applied within circumstances where an employee furthers his/her studies over and above the minimum requirements for the position that he/ she currently occupies. In order to qualify, employees must enroll for qualifications that are in line with the municipal core functions and these qualifications must be completed within an area related to the incumbent's key performance areas.**
- 2.4 An employee who successfully completes such a qualification will be entitled to a once-off lump sum payment of 50% of one's one month salary calculation, at the date on which he/she completes the qualification.
- 2.5 The recognition award will be paid once during the employee's tenure at Senqu irrespective of how many qualifications are obtained by the employee.
- 2.6 Only qualifications completed whilst in the employ of Senqu Municipality will be considered.
- 2.7 This recognition payment will be made only after the production of documentary proof that the qualification has successfully been completed and awarded.

2.8 Should the employee leaves Senqu Municipality’s service within one (1) year of having received a qualification recognition award, such an employee will be required to refund the pro-rata amount to Council.

2.9 Employees who wish to benefit from this policy must seek pre-approval from the Corporate Services Directorate.

3 AUTHORISATION

All documents and motivations regarding the award of this Recognition Policy must pass through the Corporate Services Director who will make recommendations for approval by the Municipal Manager.

4 APPROVAL OF THE POLICY

Date of Approval by Council:

Resolution Number:

M M YAWA
MUNICIPAL MANAGER

DATE

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