



PROCEDURE: Application for Study Benefits

| | | | |
|-------------------------------|------------------------|-------------|---------------------------------------|
| Document Number | OPP0401 | | |
| Inception Date | 25 July 2018 | | |
| Procedure Owner | Human Resource Manager | | |
| Review Register | | Date | Signature |
| Approved by QMS Sub-committee | QMS Chairperson | 25/07/2018 | Name: Louise Fuller Signature: |
| Approved by MANCO | MANCO Chairperson | 25/07/2018 | Name: Benjamin Anderson Signature: |
| Revision Frequency | Annually | | |
| Review Date | June 2019 | | |
| Review History | | | |

Related documents

| | |
|---|--|
| <p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Human Resource • Policy: Student Benefits • Employment Contract | <p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • Labour Relations Act (Act 66 of 1995) as amended • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017 • Basic Conditions of Employment Act. No 75 of 1997 • Labour Relations Act. No 66 of 1995 • Employment Equity Act. No 55 of 1998 • Skills Development Act. No 97 of 1998 |
|---|--|

| | |
|--|---|
| | <ul style="list-style-type: none"> • Skill Development Levies Act & Regulations. No 9 of 1999 • Higher Education Act 101 of 1997 • Department of Education regulations • Companies Act No 71 of 2008 • Protection of Personal information Act, 2013 • Occupational Health And Safety Act 85 of 1993 • Electronic Communications And Transaction Act 25 of 2002 • Unemployment Contributions Act 9 of 1999 • Promotion of Access to Information Act 2 of 2000 • Academy of Science Of South Africa Act 67 of 2001 • Adult Education And Training Act 52 of 2000 • National Advisory Council On Innovation Act 55 of 1997 • National Education Policy Act 27 of 1996 • National Qualifications Framework Act 67 of 2008 • Technology Innovation Act 26 of 2008 • Academy Of Science Act 67 of 2001 • National Advisory Council On Innovation Act 55 of 1997 • Protected Disclosures Act 26 of 2000 • National Qualifications Framework Act 67 of 2008 • Tobacco Products Control Act 83 of 1993 |
| Website address of this document: | www.davinci.ac.za |

Procedure Description

The

| Step | Description | Notes |
|------|---|-------|
| 1 | Applicant to send a motivational e-mail or letter to Human Resource Manager | |
| 2 | Human Resource Manager to schedule a meeting with the Chief Executive Officer(CEO) | |
| 3 | Human Resource Manager to take motivational e-mail/letter and any additional documentation deemed relevant to the meeting | |
| 4 | The Outcome of the meeting is then shared in writing with the applicant within 2 weeks of receipt | |
| 5 | Human Resource Manager to notify Registry of the study benefit and the repective student will then start the admissions process | |
| 6 | Human Resource Manager will follow up quarterly with Registry on the progress of the student | |

Stakeholders

| # | Stakeholder |
|---|-------------------------|
| 1 | Human Resource Manager |
| 2 | Chief Executive Officer |
| 3 | Employee |
| 4 | Registry |

Version Control

| Procedure Owner | Version # | Date | Reason |
|------------------------|------------------|--------------|---------------|
| Human Resource Manager | 001 | 25 July 2018 | |
| | | | |