



LGSETA

CREATING GREATER IMPACT

**INDIVIDUAL BURSARIES
USER GUIDE**

Advert: BURSARY FUNDING WINDOW 2022/23 & 2023/24**Opening Date of Funding Window: 09 October 2022****Closing Date of Funding Window: 01 November 2022**

The Local Government Sector Education and Training Authority (LGSETA) invites individual / students interested in the local government to apply for the Discretionary Grants Bursary 1st Funding Window in support of the LGSETA Strategic Plan and Annual Performance Plan targets.

Who can apply?

1. South African students and those with permanent residence status.
2. University, University of Technology and TVET Colleges (NATED programmes) students or Grade 12 learners who have been accepted in institutions of higher learning.
3. Students who are registered for a course/qualification that is in line with local government sector.
4. Priority will be given to studies that relate to the sector priority occupations and interventions (SPOI) List. Please refer to the list of qualifications on the LGSETA website.
5. Only students that are studying full time will be funded.

| Stakeholders | Learning Programmes | SETA Target 2022/23 | SETA Target 2023/24 |
|--|---------------------|---------------------|---------------------|
| Grade 12 Learners/TVET College and University Learners | Bursaries | 520 | 350 |

How to apply?

1. Go to the LGSETA website (www.lgseta.org.za) select Discretionary Grants Window banner on the homepage.
2. Download the Individual Bursary Application User Manual to guide you through the application process online.

Submissions:

1. Individual bursary application must be submitted by each student/learner through LGSETA website as outlined in the bursary application user manual (**No applications should be sent via email addresses or hand delivered**).
2. The application window opens on **09 October 2022 at 8:00 am** and closes on the **01 November at 23:59** (midnight). The deadline will not be extended. **Late or incomplete applications will not be considered.**
3. The List of qualifications that will be funded is accessible from the LGSETA website www.lgseta.org.za.

Please Note:

1. All Bursary applications are subject to approval by the LGSETA Accounting Authority.
2. The allocation of these Bursaries will be dependent on the availability of funds and on applicants meeting all requirements as per the programmes funding criteria, policies, and procedures.
3. LGSETA reserves the right to cancel the discretionary grant funding window in whole or in part at its discretion.
4. If you have not heard from us within three (3) months of submitting your application, please consider your application unsuccessful.

All enquiries must be directed to email DG Secretariat at dgenquiries@lgseta.org.za

The **Bursaries Module** is one of six LGSETA online system Modules designed to manage individual bursary applications, from commencement to completion.

The User is to use the following link to log into the LGSETA Portal: <https://www.lgsetaonline.org.za/>

The screenshot shows a web page titled "Login Portal". At the top is an orange header bar with the text "Login Portal". Below the header is a grey circular profile icon. Underneath the icon are two input fields: "Username" and "Password". To the right of the "Password" field is a dark grey "Login" button. Below the "Login" button are two links: "I forgot my login details" and "Register". Red arrows point from the text below to the "Login" button, "I forgot my login details" link, and "Register" link.

Above the User can view the main Login screen.

The User will have to fill in the following to be able to continue (if already registered):

- **Username**
- **Password**

If the User has not registered yet, they should proceed by clicking on the **REGISTER** tab, and complete the registration process to proceed further.

▶ A forgotten password function has also been included, for the Users convenience, in the event that the User has lost his login credentials.

If the User has his credentials, then to proceed further, type in your Username and Password, and click on **LOGIN**.

STEP 1: Registration**PROJECTS – USER ACCOUNT REGISTRATION:**

To commence with the registration process the User will have to complete the User Registration Form. The User should take careful note of the mandatory fields marked with a red *.

The screenshot displays a registration form with two main sections: **Personal Details** and **Account Details**. The **Personal Details** section contains numerous fields, many of which are marked with a red asterisk (*) to indicate they are mandatory. These include Identity Type, Identity Number, Date of Birth, Title, First Name, Middle Name, Last Name, Population Group, Gender, Home language, Nationality, Citizenship, Immigrant Status, Socio Economic Status, Disability, e-mail Address, Cell Number, Phone Number, Fax Number, Postal Address (Line 1, Line 2, Suburb/Town, Postal Code), Physical Address (Copy Postal Address) (Line 1, Line 2, Suburb/Town, Postal Code), Province, Municipality, Residential Area, and Last School Year. There is also a section for 'Last Primary/Secondary School Attended' with a search function and radio buttons for selection. A checkbox asks for POPI Act consent. The **Account Details** section includes Username, Password, Confirm Password, Security Question, and Security Answer. A red arrow points from the 'Register' button in the bottom right corner of the form to the text below.

On the above page, once the User has completed all his information he should proceed by clicking on **REGISTER**.

The above page includes the following information:

- Identity Type
- Identity Number
- Date of Birth
- Title
- First Name
- Middle Name
- Last Name
- Population Group
- Gender
- Home Language
- Nationality

- Citizenship
- Immigrant Status
- Socio Economic Status
- Disability
- E-mail Address
- Cell Number
- Phone Number
- Fax Number
- Postal Address
- Physical Address
- Province
- Municipality
- Residential Area
- Last School Details and
- Account Details

User Registration Form

Mandatory Fields *

Personal Details

| | | | |
|--|--|---------------------------------------|---------------------------------------|
| Identity Type [South African Identity] * | Identity Number [9002210180087] * | Date of Birth [21 February 1980] * | |
| Title [Mrs] * | First Name [Anusha] * | Middle Name [] | Last Name [Bainath] * |
| Population Group [Indian] * | Gender [Female] * | Home language [English] * | |
| Nationality [South African] * | Citizenship [South Africa] * | Immigrant Status [SA Citizen] * | Socio Economic Status [Employed] * |
| Disability [None] * | | | |
| e-mail Address [anusha@remolonet.net] * | Cell Number [0729281832] * | | |
| Phone Number [0679804701] | Fax Number [] | | |
| Postal Address [P O Box 2888 The Reeds Centurion 0158] | Physical Address (Copy Postal Address) [P O Box 2888 The Reeds Centurion 0158] | Province [Gauteng] * | |
| | | Municipality [OR Tambo District] * | |
| | | Residential Area [Urban] * | |
| Last Primary/Secondary School Attended [Umkomaas S] * | | Last School Year [1998] * | |

[Search School](#)

I have selected my last school attended.
 Unable to find the last school attended, last school attended was in South Africa.
 Unable to find the last school attended, last school attended was not in South Africa.

Do you allow us to use your details in request with the POPI Act (Act. No 4 of 2013). *

Yes
 No

STEP 2: User Account Details

Once all the above details are complete, the User should move on to the **ACCOUNT DETAILS** section below.

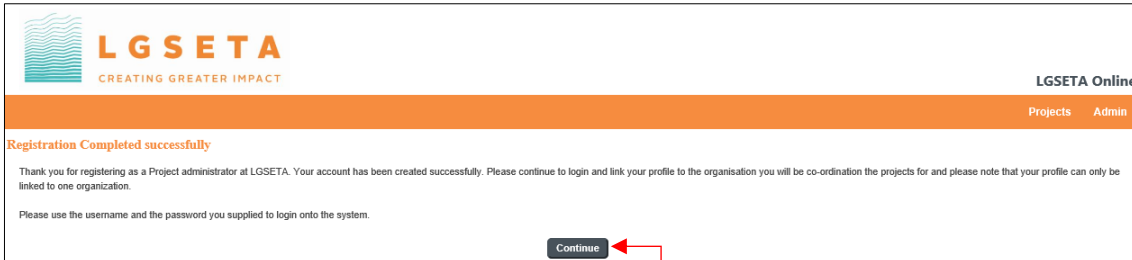
Account Details

| | |
|---|---------------------------------|
| Username [AnushaB1] * | |
| Password [*****] * | Confirm Password [*****] * |
| Security Question [In what town was your first job?] * | Security Answer [Pinetown] * |

Register

Once the User has completed the above information he may proceed by clicking on **REGISTER**. On the completion of the registration process, the User should receive a notification confirming his registration with LG SETA.

Once the Registration process is completed and successful, the system notification will appear as below notifying the User that his registration process has been completed successfully.



Proceed from here by clicking on **CONTINUE**.

STEP 3: Logging In

The user will receive a confirmation email whereby, they are requested to log into the LGSTA online portal (refer to page 1) using their **username & password** that have been registered.

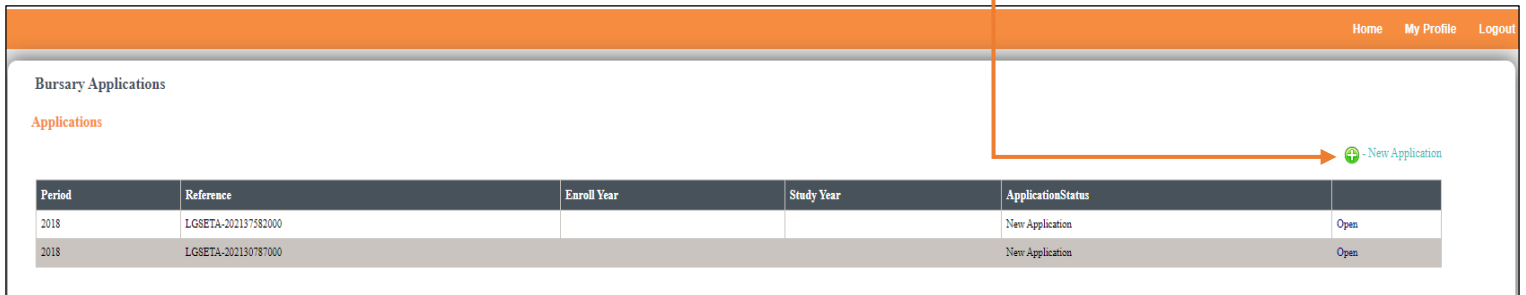
Once successfully logged on, the user will be presented with the dashboard comprising of six LGSETA modules. **HOWEVER ONLY THE BURARIES MODULE IS APPLICABLE IN THIS CASE.**



Click on the **BURASRIES MODULE ONLY**

STEP 4: Bursary Module New Application

Once the Bursary Module is open, click on the **NEW APPLICATION button** (situated on the right hand side above the table)



STEP 5: Learner Information & Supporting documents

Under the Application form, there are **four compulsory sections**. Please note that the LGSETA will not process incomplete applications.

Section 1:

The first section comprises of the applicant's **PERSONAL DETAILS**. Please complete all the information required, and then click on **UPDATE PROFILE** at the bottom of this section to save the information.

The screenshot shows the 'New Application' form. At the top right, there are links for '- Close Form', '- Print Learner Registration Form', and '- Submit Application'. Below the header, there is a section 'Application Properties' with fields for 'Application Status' (New Application), 'Application Status Date' (02 December 2021 09:15), and 'Application Status Reason'. Below this is the 'Personal Details' section with fields for 'Identity Type' (South African Identity), 'ID Number', and 'Date of Birth'. An 'Update Profile' button is located at the bottom right of this section. An orange arrow points from the text above to this button.

Section 2:

The second section requires the details of the **PARENT/GUARDIAN**. Please complete all the information required and then click on **SAVE**.

The screenshot shows the 'Parent/Guardian Details' form. It is divided into two main sections: 'Parent/Guardian Details' and 'Contact Details'. The 'Parent/Guardian Details' section includes fields for 'Relationship', 'Title', 'First Name', 'Last Name', and 'ID Number'. The 'Contact Details' section includes fields for 'e-mail Address', 'Call Number', 'Phone Number', 'Physical Address' (Line 1, Line 2, Suburb/Town, Postal Code), and 'Postal Address' (Line 1, Line 2, Suburb/Town, Postal Code). A 'Save' button is located at the bottom right of the form. An orange arrow points from the text above to this button.

Section 3:

The third section requires the particulars of study. Please complete all the information required and then click on **SAVE**.

The screenshot shows an 'Application Form' with the following fields:

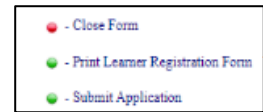
- Reference N O: LGSETA-202135702000
- Name of Qualification (text input)
- Qualification ID (text input)
- NQF Level (dropdown menu)
- Name of Institution (text input)
- Campus (text input)
- Provider Type (dropdown menu)
- Student Number (text input)
- Study Year (dropdown menu)
- Enroll Year (dropdown menu)
- Start Date (text input)
- End Date (text input)
- Bursary Amount (text input)
- Highest Qualification level (dropdown menu)
- Save button (bottom right)

Orange arrows point to the Name of Qualification, Name of Institution, and the Save button. A blue arrow points to the Study Year dropdown menu.

1. Refer to the list of LGSETA **QUALIFICATIONS** located on “Annexure A” (refer to the last 3 pages of this user manual). Any other qualifications not appearing on “Annexure A” will not be considered.
2. Insert the correct **NAME OF THE INSTITUTION**. Please note that the LGSETA will only fund applicants from DHET recognised institutions. Any institutions out of this scope will not be considered.
3. The **ENROLMENT YEAR** should be selected based on the year the learner is studying/ intended to studying for example:
 - For learners already studying (currently in 1st to final year of study), the current enrolment year would apply.
 - For learners yet to study (e.g. Grade 12 learners or learners to study in the following academic year), the next year should be selected.
4. In line with the LGSETA Discretionary Grants policy (Approved July 2022), the **BURASRY AMOUNT** should be capped at a maximum of **R70 000.00** per year for University/University of Technology students or **R50 000.00** per year for TVET College Students. Please note only to insert the amount for 1 year.
 - *If the LGSETA approved the bursary application for one year the contract, will then renewable yearly on condition that the learner progresses to next year and upon approval of the LGSETA.*

Section 4:

The final section requires the applicant to load and submit the compulsory documentation listed below.



| Application Documents | | | |
|--|--|-----------------------------------|--|
| Document Name | Document Description | Document Link | Upload File |
| <i>Please upload the previous results of the current qualification, if not enrolling for first year.</i> | | | |
| ID Document | Original certified copy of learner's Identity document | File not uploaded | <input type="button" value="Choose file"/> No file chosen <input type="button" value="Submit File"/> |
| Compliant Enrolment form | Learner Registration form signed by the learner | File not uploaded | <input type="button" value="Choose file"/> No file chosen <input type="button" value="Submit File"/> |
| Proof of Unemployment | An affidavit stating that you are unemployed | File not uploaded | <input type="button" value="Choose file"/> No file chosen <input type="button" value="Submit File"/> |
| Highest Qualification | Highest Qualification learner has completed | File not uploaded | <input type="button" value="Choose file"/> No file chosen <input type="button" value="Submit File"/> |
| Academic history (results) | Previous Results of last tertiary year completed | File not uploaded | <input type="button" value="Choose file"/> No file chosen <input type="button" value="Submit File"/> |
| Registration letter | Proof of Registration Or Acceptance letter | File not uploaded | <input type="button" value="Choose file"/> No file chosen <input type="button" value="Submit File"/> |
| Fee Structure | Quotation or invoice for registration and tuition | File not uploaded | <input type="button" value="Choose file"/> No file chosen <input type="button" value="Submit File"/> |
| Books Invoice | Quotation or invoice for books | File not uploaded | <input type="button" value="Choose file"/> No file chosen <input type="button" value="Submit File"/> |
| Accommodation Invoice | Invoice and lease agreement for accommodation (where applicable) | File not uploaded | <input type="button" value="Choose file"/> No file chosen <input type="button" value="Submit File"/> |

- **ID document (compulsory)**
 - The document must be certified, and date stamped not older than 6 months from the date of submission to the LGSETA.
 - In the instance of a smart ID card, the card must be scanned on both sides.
 - The ID copy should be clear and visible (all information should be readable).
- **Enrolment form (compulsory)**
 - The applicant should download and print the learner registration form (located at the top right corner of the application page). This can only be printed after all sections (sections 1 to 3) has been completed.
 - Ensure that the form is fully completed; initialled; on all pages as well as signed and dated on page 2 by the applicant.
- **Proof of Unemployment (compulsory)**
 - An affidavit stating that you are currently unemployed.
- **Highest Qualification (compulsory)**
 - For learners currently in Grade 12: Term 1 to 3 of Grade 12 report (School Stamp/certified)
 - For learners already completed Grade 12 as well as 1st year students: Matric Results (certified, not older than 6 months)
 - For 2nd year students and above: the previous academic year results (stamped by the institution)
- **Registration letter (compulsory)**
 - For new learners entering, signed proof of acceptance from the institution is required **NOT** proof of application.
 - For learners already registered at the institution, proof of registration is required.
- Documents such as Academic history, Fee Structure, Books Invoice and Accommodation Invoice are not mandatory for first time LGSETA applicants, as this will only be requested from the applicant once their bursary has been approved.



- Once all the four sections are completed successfully and the compulsory documents uploaded, the applicant may then proceed in clicking on the “submit application” button.
- However, if the information is still incomplete, the applicant may save and click on close form, before logging out. The applicant can return at any time to finalise their application and once completed, submit.

Annexure “A”**List of LGSETA Bursary Qualifications**

| Qualification Title | NQF Level | LGSETA Strategic Focus Area | Related Municipal Service Delivery and Cross Cutting Areas |
|---|------------------|---|---|
| Bachelor of Engineering in Civil Engineering | NQF Level 7 | Enhancing Infrastructure and Service Delivery | Energy and Electrical; Spatial and Urban Planning; Water and Sanitation; Transport Roads and Storm Water; |
| Diploma in Environmental Health | NQF level 6 | Enhancing Infrastructure and Service Delivery | Community Services |
| Bachelor of Environmental Health | NQF Level 8 | Enhancing Infrastructure and Service Delivery | Community Services |
| Bachelor of Town and Regional Planning Hons | NQF Level 8 | Enhancing Infrastructure and Service Delivery | Spatial and Urban Planning |
| Bachelor of Technology: Urban/Town and Regional Planning | NQF Level 7 | Enhancing Infrastructure and Service Delivery | Spatial and Urban Planning |
| National Diploma in Electrical Engineering | NQF Level 6 | Enhancing Infrastructure and Service Delivery | Energy and Electrical |
| National Diploma in Building | NQF Level 6 | Enhancing Infrastructure and Service Delivery | Settlements and Housing; Town and Regional Planning |
| National Diploma: Engineering: Civil specialising in Urban Engineering; Environmental Engineering, Water, Transport, Construction Engineering | NQF Level 6 | Enhancing Infrastructure and Service Delivery | Energy and Electrical; Spatial and Urban Planning; Water and Sanitation; Transport Roads and Storm Water. |
| National Diploma: Engineering: Mechanical | NQF Level 6 | Enhancing Infrastructure and Service Delivery | Transport, Roads and Storm Water |
| Advanced Certificate in Local Governance and Management | NQF Level 6 | Enhancing Good Governance, Leadership and Management Capabilities | Municipal Management |

| | | | |
|--|-------------|---|--|
| Bachelor of Accounting | NQF Level 7 | Enhancing Good Governance, Leadership and Management Capabilities | Finance, SCM and Audit |
| Bachelor of Accounting Hons | NQF Level 8 | Enhancing Good Governance, Leadership and Management Capabilities | Finance, SCM and Audit |
| Bachelor of Internal Auditing Hons | NQF Level 8 | Enhancing Good Governance, Leadership and Management Capabilities | Finance, SCM and Audit |
| Bachelor of Technology: Internal Auditing | NQF Level 7 | Enhancing Good Governance, Leadership and Management Capabilities | Finance, SCM and Audit |
| National Diploma in Internal Auditing | NQF Level 6 | Enhancing Good Governance, Leadership and Management Capabilities | Finance, SCM and Audit |
| National Diploma in Public Accountability | NQF Level 6 | Enhancing Good Governance, Leadership and Management Capabilities | Municipal Management |
| Diploma in Local Government Law and Administration | NQF Level 6 | Enhancing Good Governance, Leadership and Management Capabilities | Councilor Development and Municipal Management |
| Diploma in Public Management and Administration | NQF Level 6 | Enhancing Good Governance, Leadership and Management Capabilities | Councilor Development and Municipal Management |
| Post Graduate Diploma in Public Management | NQF Level 8 | Enhancing Good Governance, Leadership and Management Capabilities | Municipal Management |
| Bachelor of Technology: Cost and Management Accounting | NQF Level 7 | Promote Sound Financial Management & Financial Viability | Finance, SCM and Audit |
| Bachelor of Technology: Local Government Finance | NQF Level 7 | Promote Sound Financial Management & Financial Viability | Finance, SCM and Audit |

| | | | |
|--|-------------|--|----------------------------|
| Diploma in Accounting | NQF Level 6 | Promote Sound Financial Management & Financial Viability | Finance, SCM and Audit |
| Diploma in Local Government Finance | NQF Level 6 | Promote Sound Financial Management & Financial Viability | Finance, SCM and Audit |
| Bachelor of Science in Environmental Sciences | NQF Level 7 | Promoting Spatial Transformation and Inclusion | Spatial and Urban Planning |
| Bachelor of Science in Environmental Sciences Hons | NQF Level 8 | Promoting Spatial Transformation and Inclusion | Spatial and Urban Planning |