



**LGSETA**

CREATING GREATER IMPACT

INDIVIDUAL BURSARIES  
**USER GUIDE**

**Advert: BURSARY FUNDING WINDOW 2023/24****Opening Date of Funding Window: 08 October 2023****Closing Date of Funding Window: 08 November 2023**

The Local Government Sector Education and Training Authority (LGSETA) invites individual / students interested in the local government to apply for the Discretionary Grants Bursary 1<sup>st</sup> 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 Target2023/24
Grade 12 Learners/TVET College and University Learners	Bursaries	350

**How to apply?**

1. Go to the LGSETA website ([www.lgseta.org.za](http://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 **08 October 2023 at 09:00 am** and closes on **08 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](http://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](mailto: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/>

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 RegistrationForm. 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, Fax Number, Phone Number, Postal Address (Line 1, Line 2, Suburb/Town, Postal Code), Physical Address (Line 1, Line 2, Suburb/Town, Postal Code), Province, Municipality, Residential Area, Last Primary/Secondary School Attended, and Last School Year. There is also a 'Search School' button and three radio button options for school selection. The **Account Details** section includes fields for Username, Password, Confirm Password, Security Question, and Security Answer. A 'Register' button is located at the bottom right of the form, with a red arrow pointing to it from the text below. A 'Cancel' link is also visible at the bottom right.

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 [9002210180067] *	Date of Birth [21 February 1990] *	
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@remotenet.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.

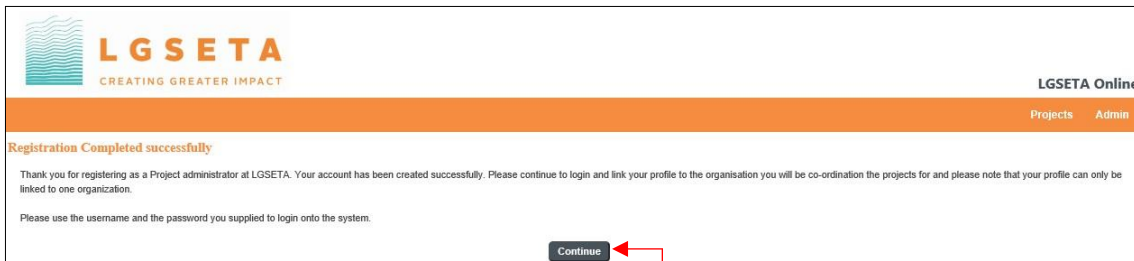
**Account Details**

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, they 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 LGSETA onlineportal (refer to page 1) using their **username & password** that have been registered.

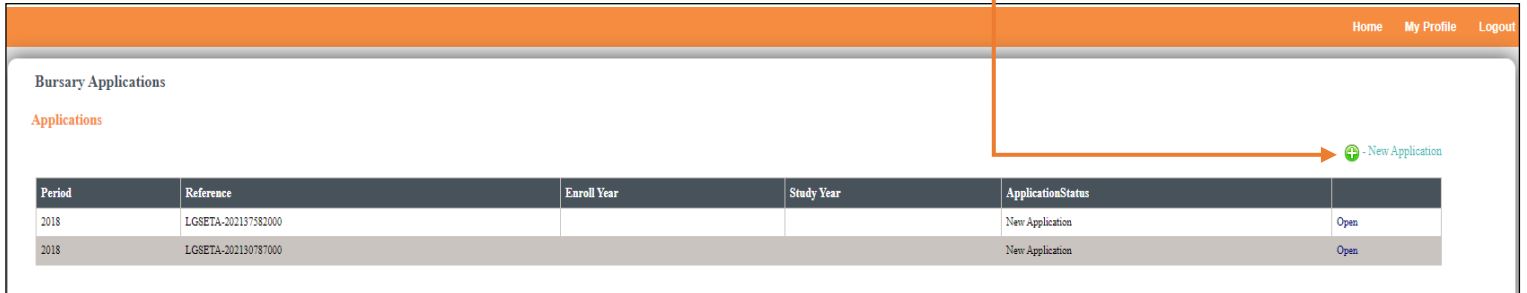
Once successfully logged on, the user will be presented with the dashboard comprising of six LGSETA modules. **HOWEVER ONLY THE BURARIES MODULE IS APPLICABLE IN THIS CASE.**



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 three buttons: 'Close Form', 'Print Learner Registration Form', and 'Submit Application'. Below the header, there is a section 'Application Properties' with the following fields:

Application Status	New Application
Application Status Date	02 December 2021 09:15
Application Status Reason	

Below this is the 'Personal Details' section with the following fields:

- Identity Type: South African Identity \*
- ID Number: \*
- Date of Birth: \*

At the bottom right of the form, there is an 'Update Profile' button. 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 three sections:

- Relationship:** Relationship (dropdown), ID Number \*
- Title:** Title (dropdown)
- First Name:** First Name \*
- Last Name:** Last Name \*
- Contact Details:**
  - Home Address \*
  - Cell Number \*
  - Phone Number
  - Physical Address: Line 1, Line 2, Suburb/Town, Postal Code
  - Postal Address: Line 1, Line 2, Suburb/Town, Postal Code
  - Province \*

At the bottom right of the form, there is a 'Save' button. 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)

Arrows indicate the following connections:

- Orange arrows point from the 'SAVE' button to the 'Name of Qualification', 'Name of Institution', 'Qualification ID', 'NQF Level', 'Campus', and 'Provider Type' fields.
- Blue arrows point from the 'SAVE' button to the 'Study Year' and 'Enroll Year' dropdown menus.
- A blue arrow points from the 'Bursary Amount' field to the corresponding instruction in the list below.

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 recognized 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 study for example:
  - For learners already studying (currently in 1<sup>st</sup> 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 2023), the **BURSARY AMOUNT** should be capped at a maximum of **R100 000.00** per year for University/University of Technology students or **R70 000.00** per year for TVET College Students. Please note only to insert the amount for 1 year.
  - *If the LGSETA approves the bursary application for one year the contract will then be 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	Choose file No file chosen Submit File
Compliant Enrolment form	Learner Registration form signed by the learner	File not uploaded	Choose file No file chosen Submit File
Proof of Unemployment	An affidavit stating that you are unemployed	File not uploaded	Choose file No file chosen Submit File
Highest Qualification	Highest Qualification learner has completed	File not uploaded	Choose file No file chosen Submit File
Academic history (results)	Previous Results of last tertiary year completed	File not uploaded	Choose file No file chosen Submit File
Registration letter	Proof of Registration Or Acceptance letter	File not uploaded	Choose file No file chosen Submit File
Fee Structure	Quotation or invoice for registration and tuition	File not uploaded	Choose file No file chosen Submit File
Books Invoice	Quotation or invoice for books	File not uploaded	Choose file No file chosen Submit File
Accommodation Invoice	Invoice and lease agreement for accommodation (where applicable)	File not uploaded	Choose file No file chosen 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; initialed; 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 1<sup>st</sup> year students: Matric Results (certified, not older than 6 months)
  - For 2<sup>nd</sup> 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 by clicking on the “submit application” button.
- However, if the information is still incomplete, the applicant may save and click on the close form, before logging out. The applicant can return at any time to finalize their application and once completed, submit.

**“ANNEXTURE A”****Bursary List of Qualifications 2023/24 New Applications**

The following qualifications for bursaries are informed by the registered qualifications and IDs on the SAQA website.

Strategic Focus Area	Names of Relevant Qualifications	Qualification ID	Occupations	NQF Level
<b>Enhancing Good Governance, Leadership and Management Capabilities</b>	- Advanced Diploma in Public Accountability	110181	Management and Oversight related	7
	- Advanced Diploma/Honours/Bachelor: Public Administration/Public Administration and Management/Adaptive Leadership	105103 118269 20738 109773 111506 18934		7/8
	- N4, N5 & N6 Public Management	66875 66955 67000		N4/N5/N6
<b>Promoting Sound Financial Management and Financial Viability</b>	- Advanced Diploma/Bachelor: Supply Chain Management/Logistics and Supply Chain/Supply Chain and Operations Management/Public Procurement Management/Public Procurement Policy and Regulation	97973 91114 93857 91114 90668 90649	Supply Chain Management/ Procurement related	7/8
	- Honours/Bachelor: Accounting/Financial Accounting/Management Accounting/Accounting Science	16946 109822 101110 101112 49751 108861 116757	Finance related	7/8
	- N4, N5 & N6 in Financial Management	67040	Local government finance/Municipal Finance related	N4/N5/N6
	- Master of Engineering: Engineering Management	96899	Engineering Management related	9

<b>Enhancing Infrastructure and Service Delivery</b>	- Bachelor/Diploma Engineering: Civil Engineering	102619 111282	Engineering related	6/7/8
	Specialisations: Environmental; Construction Management; Water; Transport; and Urban Engineering			
	- Bachelor/Diploma Civil Engineering Technologist	21156 66789 9505		
	Specialisations: Environmental; Construction Management; Water; Transport; and Urban Engineering	109214 115898		
	- N4, N5 & N6 in Civil Engineering	90799	Civil engineering related	N4/N5/N6
	- Hons/Bachelor/Advanced Diploma: Electrical Engineering	117962 117677 111188	Electrical Engineering related	7/8
	- N4, N5 & N6 in Electrical Engineering	90802	Electrical Engineering related	N4/N5/N6
	- Honours/Bachelor/Advanced Diploma: Information Technology related/Information Technology in Support Services/Information Technology Management	85206 115641 71636 109873	Information Technology Manager related/ Information Technologist related	6/7/8
	- Honours/Bachelor: Computer Science/Computer Science and Information Systems/Computer Science and Information Technology	21720 116776 109882		7/8
- NCV: Information Technology	97804		4	
<b>Enhancing Infrastructure and Service Delivery</b>  /	- Advanced Diploma/Postgraduate Diploma/: Town and Regional Planning/Urban and Regional planning	15887 108895 117449 108932 19051	Town and Regional Planning related	7/8
	- Honours/Bachelor/Post Graduate Diploma: Town and Regional Planning/Urban	91872 49917		

<b>Promoting Spatial Transformation and Inclusion</b>	and Regional Planning			
	- Master: City/Regional Planning/City Planning and Urban Design/Urban and Regional Planning/Town and Regional Planning/Development Planning	108932 94845 13906 108932 9913 120503		9
	- Hons/Advanced Diploma/Bachelor: Environmental Management/Environmental Science in Disaster Risk Reduction/Environmental Planning and Development /Environmental Science/Environmental Engineering/Environmental Health	9505 101505 112111 62487 105101 113748 14035	Environment Health related	7/8
	- Masters: Disaster Management	111874 94673	Disaster Management related	9

