

NGAKA MODIRI MOLEMA DISTRICT MUNICIPALITY



EXPERIENTIAL AND TRAINING POLICY

DATE APPROAVED BY COUNCIL : 02/08/2008

COUNCIL RESOLUTION NUMBER : 32/2008

POLICY ON EXPERIENTIAL & INTERNSHIP TRAINING

1. Policy Preamble

In line with the national objectives outlined on the National Skills Development Framework as well as the Skills Development Act, and having noted and acknowledged the importance and the need for skills development in and within the jurisdiction of the District, the Municipality deemed it fit to develop a this policy in an attempt to reduce and improve the skills shortage/gap and to further respond to the challenges facing our developmental community.

2. Purpose

To give students and graduates workplace experience and opportunity to practice and acquire work skills in the programme that they have studied and intend practicing in future. This is relevant in the sense that student interns whom are also unemployed need workplace exposure to enhance chances of future employment.

This is also intended to assist students and graduates interns who are enrolled at tertiary institutions to obtain the required practical experience as part of their study programme.

3. Legal Framework

- 3.1 Constitution
- 3.2 Skills Development Act
- 3.3 Skills Development levies Act
- 3.4 Labour Relations Act
- 3.5 Employment Equity Act
- 3.6 Basic Conditions of Employment Act

4. Scope of Application

The policy shall be applicable to the following categories:

- 4.1 Applicants for interns
- 4.2 Graduates interns
- 4.3 Students interns

5. Policy Provisions

- 4.1 The Municipality may consider applications from students and graduates interns to undergo experiential training, subject to the following conditions:
 - 4.1.1 Only applications from students residing within the jurisdiction of the Municipality may be considered.
 - 4.1.2 An honorarium of R150, 00 per day, to assist students with traveling costs etc., will be paid to students and graduates undergoing experiential/internship training. **This allowance shall be subjected to an annual increment.**
 - 4.1.3 Experiential/ internship training may be a requirement in terms of the syllabus of the tertiary institution and written proof to this effect must accompany the request.
 - 4.1.4 The tertiary institution must submit the particulars, including the period, of the required training in writing.
 - 4.1.5 A maximum of two students per Department may be accommodated per year.
 - 4.1.6 Acceptance of a student to undergo experiential/internship training will not constitute employment and no expectation is created that the student will be further appointed by the Municipality after completion of the experiential training, **however such students should be given preference taking into consideration the extent of training they've undergone.**
 - 4.1.7 The relevant Departmental Manager together with the Human Resource Departments will submit a report signed by the Municipal Manager regarding the experiential training that was provided, to the tertiary institution.
 - 4.1.7 Each student who is accepted to undergo experiential training will be required to sign an agreement containing the terms and conditions of the training, including an indemnity, absolving

Council from any liability that may arise during, or as a result of, the experiential training.

- 4.1.8 All applications for experiential training must be in line with Personnel and Recruitment policy of the municipality coordinated and facilitated through the Human Resource Division.
- 4.1.9 This policy shall be subjected to the employment equity plan of the municipality
- 4.1.10 Interns must comply with code of conduct of the municipality and failure to comply may result in programme being terminated.

5. Types of Internships

5.1. Internships differs from one type to the other, therefore in this regard we shall have the following:

- i. Municipality Internships***
- ii. Grants Internships***

5.2 Municipality Internships

The Municipality Internships shall be regulated by this policy and shall be remunerated in terms of the allowance scale determined by Council from time to time.

5.3 Grants Internships

These types of grants are subject to the grant allocation from any granting government department. The remuneration in terms of this type of internship as well as the number of recruits shall be informed by the terms and regulations from the department proving the grant. Example: IT, Finance etc

6 Period of Internship

The experiential and internship program shall not exceed a period of more than **two (2) years**.

7 Selection and Placements

The Municipality must develop a database of interns to submit their Curriculum Vitae.

The data base submissions shall be done open throughout the year.

This policy must be read in conjunction with the Municipality's Personnel and Recruitment policy.

8 Role of the Accounting Officer

The Accounting Officer together with the Chief Financial Officer must ensure implementation of this policy by making provisions for the expenses **and allowances** in respect of experiential training on the Annual Operational Budget.

9 Role of Departmental Managers

- 10.1 All departmental managers must budget for at least two interns and/or graduates annually.
- 10.2 The relevant Departmental Manager, in consultation with the HR Manager and the Skills Development Facilitator, will consider and approve requests to undergo experiential training as outlined in our Personnel and Recruitment policy.
- 10.3 The relevant Departmental Manager will submit a report regarding the experiential training that was provided, to the tertiary institution.
- 10.4 Avail resources and working instruments to be utilized by interns.
- 10.5 Entrust interns to mentors in the area of specialization.
- 10.6 Ensure that they are rotated in all areas and/or scope addressed in their programme.

10 Dispute Resolution

In case of any grievance and/or dispute relating to this policy, the municipality's grievance procedure shall be take precedence.

11 Amendments

This policy shall be subjected to an annual review.

