



NQUTHU MUNICIPALITY

UMASIPALA WASE NQUTHU

Private Bag X5521, NQUTHU, 3135

Tel: +27(0) 34 271 6100, Fax: +27(0) 34 271 6111

EXPERIENTIAL TRAINING POLICY


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1 DEFINITIONS

- **Competency** refers to an ability to perform according to set standards.
- **Experiential learning** refers to the process of learning through experience, learning by doing.
- **Experiential training** refers to training and development programmes aimed at building industry skills through practical training in order to obtain qualifications.
- **In-service training** refers to practical work experience during studies usually a year or two after successfully completing the theory part of a qualification. In-service training is essential work experience that is part of the qualification and required to achieve a qualification.
- **Internship** refers to work experience after a qualification has been completed which varies in duration not filling a core position.
- **Learnership** refers to an occupational qualification consisting of both theory and work-based experience with a formal assessment and qualification at completion. Learners in a learnership receive a stipend determined by the Learnerships Sectoral determinations which is paid from SETA funds.

2 LEGISLATIVE FRAMEWORK

This policy is established within the framework of the following legislation and regulations:

- Municipal Systems Act, 32 of 2000
- Human Resource Development Strategy of South Africa (HRDSA) 2010 – 2030
- National Skills Development Plan 2030
- Skills Development Act, 97 of 1998
- Skills Development Levies Act, 9 of 1999

3 OBJECTIVES

- 3.1 To contribute to skills development through providing assistance to persons who need practical training to acquire a qualification and or professional registration.
- 3.2 To regulate the appointment of experiential trainees within the municipality.
- 3.3 To mitigate the risks of staff shortage and financial constraints within the municipality through utilisation of experiential trainees.

4 APPLICABILITY

- 4.1. The policy is applicable to persons who comply with the following criteria as experiential trainees:
- a) Ordinary residents within the jurisdiction of the Nquthu municipality, Umzinyathi District and KwaZulu-Natal province. In instances of scarce skills and inability to find required skills within the KZN province, the recruitment of trainees may be extended to other provinces.
 - b) Age group designated as youth
 - c) Studying towards tertiary qualification(s) and have attained a minimum requirement warranting experiential training.
 - d) Unemployed graduates.
- 4.2. Compliance with the above criteria shall not in itself give rise to any expectation for appointment as an experiential trainee.

5 STRUCTURED IN-SERVICE TRAINING

5.1 Duration and status

- 5.1.1. The municipality shall implement the in-service training in a structured and formalized manner to ensure that the full content of the job / skill is mastered according to set standards.
- 5.1.2. Funding for experiential training shall be determined by the Municipal Manager and the Corporate Services Director.
- 5.1.3. The experiential training will be limited to a maximum period 12 months per trainee. The municipality shall reserve the right to terminate and / or extend at its discretion the experiential training programme for a particular trainee on one week's notice period.
- 5.1.4. Experiential trainees shall be classified as contract employees.
- 5.1.5. Experiential trainees shall be paid a stipend determined by the Municipal Manager and the Corporate Services Director. Trainees shall not be entitled to any remuneration and / or benefits other than the stipend.
- 5.1.6. Experiential trainees shall be paid a stipend of R 3000.00 a month.
- 5.1.7. Experiential trainees shall be required to work the same working hours applicable to employees of a unit they are assigned.

5.1.8. Experiential trainees shall abide to the rules, regulations and protocols of the Municipality.

5.2 *Recruitment and selection*

- 5.2.1. The Director of Corporate Services in consultation with the Municipal Manager shall determine from time to time whether the municipality requires / needs the services of experiential trainees and identify the departments to which they should be appointed.
- 5.2.2. The Human Resources department shall manage the recruitment and selection of experiential trainees for the municipality.
- 5.2.3. A recruitment notice for experiential trainees / in-service trainees shall be placed in the local newspaper, adverts in the strategic points in the wards, like shops, schools, community halls and municipality's notice board. The notice shall state the number of recruits required and the selection criteria.
- 5.2.4. Applicants for the experiential training programme must submit:
- a) A detailed Curriculum Vitae (CV)
 - b) Certified copies of academic certificates
 - c) Identification documents
- 5.2.5. The Human Resources department shall formulate a Selection Panel co-opting relevant managers where trainees will be placed which will be responsible for conducting interviews and selecting recommended candidates.
- 5.2.6. The recruitment and selection process will be implemented on a first come first served basis.
- 5.2.7. Human Resources will submit recommendations to the Corporate Services Director for approval. The approval to be made in consultation with the Municipal Manager.
- 5.2.8. Applicants for positions of experiential trainees shall not be reimbursed by the municipality for travelling and other costs incurred during the application and interviews process.

5.3 Training

- 5.3.1. The Director of each Department with experiential trainees shall determine the standards and contents of the experiential training programme applicable to the standards and contents of a particular qualification.
- 5.3.2. The municipality will identify a suitable supervisor / mentor for the trainee.
- 5.3.3. The municipality will provide a training plan based on the relevant key job tasks.
- 5.3.4. The supervisor / mentor shall conduct practical and theoretical evaluation at agreed periodic intervals.
- 5.3.5. Trainees performance shall be evaluated and corrective measures identified to address performance gaps.
- 5.3.6. The supervisor / mentor shall submit a monthly written progress report on the trainee's progress to the Human Resource department.
- 5.3.7. Experiential trainees shall not be eligible for training by any external body or institution at the expense of the municipality.

6 INTERNSHIPS

6.1 Recruitment and selection of interns

- 6.1.1. The recruitment of interns shall be linked to the annual HR Plan and the Employment Equity Plan.
- 6.1.2. Graduates shall submit their application letters for acceptance to do internships in the Municipality, attaching their curriculum vitae, copies of qualifications, and copies of their identity documents
- 6.1.3. Selection shall be done through a committee set up by Human Resource Management, and co-opting relevant managers where interns are needed. Where appropriate, and as determined in the Local Labour Forum, representatives from the employee unions may also be co-opted into the committee
- 6.1.4. Priority shall be given to those graduates who are from designated groups
- 6.1.5. The number of graduates selected for internships shall be determined by the Municipal Manager on an annual basis.
- 6.1.6. The Municipality, through Human Resource Management, shall respond and inform graduates about the outcome of their applications within fourteen (14) working days after selection and interviews.

6.2 Placement

- 6.2.1. Human Resource Management shall be responsible for co-ordinating the placing of interns within the different departments.
- 6.2.2. Interns shall be placed according to the relevant qualifications or field of studies.
- 6.2.3. Interns shall be appointed for a period of 12 months.
- 6.2.4. All interns shall be required to sign and enter into a performance contract with the municipality, which outlines in detail functions to be performed.
- 6.2.5. Interns shall be paid a stipend and shall not be eligible for benefits or any other remuneration.
- 6.2.6. Departmental Heads shall ensure that whenever interns are placed, they are not involved in handling sensitive and / or confidential information such as handling departmental funds, investigating labour relations cases, or fraud and corruption cases.
- 6.2.7. Transfer of interns across different functional areas shall be avoided to ensure continuity and adherence to the internship contract. In cases where there is a critical need to do transfers, Human Resources Management shall be informed of such changes.
- 6.2.8. The working environment shall be made conducive for learning and development, i.e. an intern shall be engaged in both simple and complex projects.
- 6.2.9. Induction of interns is the responsibility of line managers and supervisors within relevant departments.
- 6.2.10. The interns shall abide to the rules, regulations and protocols of the Municipality.
- 6.2.11. Interns shall be required to work the same working hours applicable to employees of a unit they are assigned.

6.3 Performance evaluation and progress monitoring

- 6.3.1. Monthly progress reviews shall be conducted for all internship candidates by mentors and be submitted to Human Resource Manager.
- 6.3.2. Assessment and evaluation shall be based on performance in practical work assignments.
- 6.3.3. Assignments to assess competencies shall be carefully planned and selected so that they can demonstrate the competencies learnt.

6.3.4. Feedback between a mentor and intern shall be ongoing.

6.3.5. Upon completion of internship, individual candidates shall be given a report outlining their performance.

7 ROLES AND RESPONSIBILITIES

The Municipal Manager or his / her nominee accept overall responsibility for the implementation and monitoring of the policy.