

MPUMALANGA PROVINCIAL GOVERNMENT



DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

Learnership and Internship Policy

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Responsible Section..... HRU&CD
Approval Date.....



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1. ABBREVIATIONS AND DEFINITIONS

1.1. ABBREVIATIONS

| | | |
|----------|---|--|
| CHE | : | Council for Higher Education |
| CORE | : | Codes of Remuneration |
| DPSA | : | Department for Public Service and Administration |
| HR | : | Human Resources |
| HRU & CB | : | Human Resources Utilization and Capacity Building |
| WSDC | : | Workplace Skills Development Committee |
| KPA | : | Key Performance Area |
| NQF | : | National Qualifications Framework |
| PSBC | : | Public Service Bargaining Council |
| PSETA | : | Public Service Sector Education and Training Authority |
| REQV | : | Relative Education Qualification Value |
| SAQA | : | South African Qualifications Authority |
| SDA | : | Skills Development Act |
| SMT | : | Strategic Management Team |
| WSP | : | Workplace Skills Plan |

1.2. DEFINITIONS

Posts identified for Learnership and Internship programmes must contribute to strategic staffing needs of the Department.

| | |
|---------------------|---|
| Code of conduct : | Learners and Interns must abide by the Code of Conduct |
| Contract A : | legitimate agreement between the Department and the Learners and Intern, describing the conditions of Employment. |
| Cost effectiveness: | Learnership and Internships must be established on the principle of cost effectiveness. |
| Designated groups: | These groups are Black males / females (African, Coloured and Indian), women and persons with disabilities as defined by the Employment Equity Act, 1998. |
| Graduate intern : | This is a person who has completed a qualification But |



was unemployed prior to being appointed, and needs workplace exposure to enhance her or his chances of future employment

- Intern : An intern is a person who is contracted with a Department to engage in an internship programme. To qualify as an intern the person must be either (a) studying towards, or (b) have completed a diploma or degree, or participated in a recognized formal training programme at an institution of higher learning which is registered in terms of the Council for Higher Education (CHE) and SAQA
- Student intern : This is a student who is currently studying towards a higher education qualification and must undertake a period of work experience in order to fulfill the requirements of the qualification.
- Internship : Is a structured workplace experience program that is agreed to between the intern and the supervisor/line-manager who is delegated this responsibility by a Department. This work experience provides exposure in a field relevant to the qualification(s) of the intern and relevant to the skills needs of the department over a specified period.
- Learner : Is a person who is contracted to engage in a Learnership programme.
- Mentor : A person who is trained and appointed to offer advice and her or his knowledge, wisdom, insight that is useful to the protégé's professional and personal development.

2. INTRODUCTION

The department intends to empower the unemployed graduates, undergraduates and students from tertiary institutions by providing work experiences for a specific period varying from one (1) to twelve (12) months.



3. OBJECTIVES

The purpose of this policy is to:

- 3.1. Establish a clear framework that will guide and give direction to management of all Learnership and Internship training within the department in order to gain practical work experience, prior to entry into the labour market.

4. REGULATORY FRAMEWORK

- 4.1. Skills Development Act, 1998 (Act 97 of 1998)
- 4.2. The Public Service Regulations, 2001 as amended
- 4.3. The National Skills Development Strategy for South Africa
- 4.4. Employment Equity Act, 1998 (Act 55 of 1998)
- 4.5. Skills Development levies Act, 1999 (Act 7 of 1999)
- 4.6. Basic conditions of employment Act (Act 75 of 1997)
- 4.7. Labour Relations Act (Act 66 of 1995 as amended)

5. SCOPE OF APPLICATION

This policy applies to:

- 5.1. Unemployed South African graduates from higher education institutions who have completed their degrees or diplomas.
- 5.2. Undergraduate South Africans who have at-least completed matric
- 5.3. Student Interns who have not been exposed to work experience related to the area of study that they are pursuing.

6. POLICY STATEMENT

6.1. PRINCIPLES OF THE LEARNERSHIP & INTERNSHIP PROGRAMME

The following principles shall apply in the selection of Learners and Interns;

- 6.1.1. Managers are supposed to identify strategic areas upon which the Learnership and Internship should be implemented.
- 6.1.2. Learnership and Internship training opportunities will be afforded to candidates in line with the Public Service prescribed quota (at least 5% of the overall employment establishment)
- 6.1.3. All Learners and Interns shall enter into an agreement with the Department.
- 6.1.4. All line managers/supervisors shall be expected to mentor Learners and Interns throughout their learning period and to ensure that Learnership and Internship agreements are entered into and enforced.
- 6.1.5. Each Division/Sub-division shall accommodate a minimum of three Learners and Interns per year where a student-learning period is less than six months and a minimum of two where students' learning period is 12 months.
- 6.1.6. Students accommodated as Learners and Interns will be remunerated on a salary level determined by the DPSA.
- 6.1.7. The Department will afford Learners and Interns an opportunity to attend two skills development programmes as agreed upon by the mentor and the Learner.
- 6.1.8. In order to afford mentors/supervisors an opportunity to attend other work related activities, programmes and projects, Learners and Interns will be trained at least at the minimum of sixteen hours per week. The manager in consultation with the learner and Intern may increase the hours of training.
- 6.1.9. All parties aggrieved in the process of the implementation for this policy would be required to follow the Grievance Procedures in the Public Service (Resolution 14 of 2002).
- 6.1.10. Participation in the Learnership and Internship programme does not guarantee any appointment in any vacant post during and after the programme.

6.2. SELECTION CRITERIA

- 6.2.1. The potential candidates shall submit an application to the HRU & CD Sub-division, at any given period to undergo Learnership and internship training.
- 6.2.2. Such application must contain a training programme from the training provider/tertiary institution indicating:
 - 6.2.2. The specific field for which the training is required
 - 6.2.3. The duration of the programme;
 - 6.2.4. The number of credits for the practical;
 - 6.2.5. Indicate the fact that they are in the process of acquiring their qualifications.
- 6.2.3. The selection of Learners and Interns shall be in line with the department's core needs and influenced by DPSA and SETA requirements.
- 6.2.4. Students who wish to be accommodated as interns in the Department should be pursuing a career relevant to the core functions of the Department.
- 6.2.5. Volunteers may be accommodated anytime of the year, depending on the availability of office space and capacity to train

6.3. CONDITIONS OF SERVICE

- 6.3.1. A Learner or Intern is entitled to the same conditions of service as a contract worker, as completed in paragraph 27 of the Determination of Leave of Absence in the Public Service.
- 6.3.2. The remuneration of Learners and Interns will be guided by the "Determination on interns and learners made by the Minister of Public Service and Administration. The department will remunerate Learners and Interns at the end of each month provided they work 40 hours per week.
- 6.3.3. Learners and Interns must meet the qualifying criteria to be eligible for the following provisions in the department:
 - 6.3.3.1. Leave;
 - 6.3.3.2. Payment for performing overtime duty;
 - 6.3.3.3. Travel and subsistence;
 - 6.3.3.4. Night shift allowance;
 - 6.3.3.5. Injury on duty allowance;
 - 6.3.3.6. Standby allowance;
 - 6.3.3.7. Clothing for work.



7. ROLES AND RESPONSIBILITIES

7.1. HUMAN RESOURCE UTILIZATION AND CAPACITY DEVELOPMENT

- 7.1.1. Appoint learners and interns
- 7.1.2. Monitor and evaluate the management of learners and interns.
- 7.1.3. Develop the monitoring system.
- 7.1.4. Train mentors and supervisors to manage the environment of workplace learning to the benefit of learners and interns.

7.2. MENTORS

- 7.2.1. Manage the environment of workplace learning of learners and interns.
- 7.2.2. Provide monthly reports to HRU and CD managers in their respective offices districts, which are districts or Head Office.

7.3. LEARNERS AND INTERNS

- 7.3.1. As a Student - needs to absorb the mentor's knowledge and have the ambition to know what to do with this knowledge.
- 7.3.2. As a Trainee- should blend mentoring with other training approaches.

8. MONITORING, EVALUATION

The HRU&CD section shall monitor the implementation of the policy and shall report any deviations to the Head of the Department in writing.



9. POLICY REVIEW

The policy shall be reviewed to factor in changes in legal frameworks, organisational development, political and economic trends, and envisaged outputs by the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

10. APPROVAL

APPROVED



KM MOHLASEDI
HEAD OF DEPARTMENT

DATE : 2010/11/12