

# MPUMALANGA PROVINCIAL GOVERNMENT



## DEPARTMENT OF PUBLIC WORKS, ROADS AND TRANSPORT

### TRAINING POLICY

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## 1. ABBREVIATIONS AND DEFINITIONS

ETD	:	Education, Training and Development
PWR&T	:	Department of Public works, Roads and Transport
TETA	:	Transport Education training authority
CETA	:	Construction Education Training Authority
PSETA	:	Public Service Education Training Authority
WSP	:	Workplace Skills plan
CORE	:	Code of Rémunération
HRU&CD	:	Human Resource Utilization and Capacity Development
PMDS	:	Performance Management Development System
WSDC	:	Work place Skills Development Committee
GM	:	General Manager
SM	:	Senior Manager
CSS	:	Corporate Support Services
MOU	:	Memorandum of Understanding
HOD	:	Head of Department
SDF	:	Skills Development Facilitator
SETA	:	Sector Education Training Authority
SAQA	:	South African Qualification Authority
OFO	:	Organizational Framework Occupation

## 2. INTRODUCTION

The Department is committed to the training and development of its human capital, as a result and based on OFO and individual needs, the Department would embark on training and skills development programme.

In terms of this policy, staff training and development refer to all activities designed to assist employees to gain knowledge, skills, attitudes or behaviour patterns that would enhance performance and career-pathing so that Departmental objectives can be achieved to ensure improved service delivery.



### 3. OBJECTIVES

The purpose of this policy is to:

- 3.1. Ensure that employees of the Department are trained in line with workplace skills plan.
- 3.2. Provide training that is need-driven and aligned to the strategic plan of the Department
- 3.3. Ensure that training interventions are linked to the department's transformation processes;
- 3.4. Align the HRD strategy with the integrated Human Resource Planning and WSP for the department;
- 3.5. Establish the training climate where all role players accept a shared responsibility for training and development interventions that add value to employees and the Department
- 3.6. Strive towards enabling an employee to reach and perform at his/her optimal level to enhance service delivery and to ensure departmental improved performance and professionalism.
- 3.7. Provide training direction within the Department in order to comply with national regulations pertaining to public service training and development;
- 3.8. Ensure that ETD is aligned to the PMDS of the Department.

### 4. REGULATORY FRAMEWORK

- 4.1. Skills Development Act, No. 97 1998
- 4.2. Public Service Act, (Proclamation R175) 1994
- 4.3. Skills Development Levies Act, No 9 of 1999
- 4.4. Employment Equity Act No 55 of 1998
- 4.5. South African Qualification Authority Act, No 58, 1995
- 4.6. National skills Development Strategy
- 4.7. National Qualifications Framework
- 4.8. White Paper on Transformation of the Public Service, 1997
- 4.9. White Paper on Public Service Training and Education, Notice 1428 of 1998
- 4.10. White Paper on Human Resource Management: 1997
- 4.11. Macro Economic Strategy for Growth, Employment and Redistribution
- 4.12. Mpumalanga Human Resource Development Strategy
- 4.13. Organizational framework of Occupation
- 4.14. Basic condition of Employment Act

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## 5. SCOPE OF APPLICATION

This policy is applies to:

- 5.1. All staff members of the Department of Public works, Roads and Transport.

## 6. POLICY STATEMENT

The Department shall create a favourable learning environment in which all employees shall develop their full potential through continuous access to education and training opportunities, consistent with their work-related and personal development needs.

### 6.1. PRINCIPLES

A detailed assessment of the needs of both the department and its employees shall be conducted in order to secure an optimal fit between the two sets of needs and furthermore, to ensure that relevant and cost effective training programmes become timeously provided.

- 6.1.1. To establish a culture of lifelong learning in the Department
- 6.1.2. All employees shall on recruitment and throughout their careers be entitled to ongoing and meaningful opportunities for education, training and development in line with the Departmental WSP.
- 6.1.3. All employees shall be retrained and re-orientated on new developments/initiatives.
- 6.1.4. Multi-skilling, which includes mentoring, coaching, skill programme, fast tracking and accelerated learning, shall be implemented especially where performance gaps have been identified.
- 6.1.5. Accelerated and intensive skills programmes shall be provided to all employees who have previously been disadvantaged.
- 6.1.6. All education, training and development initiatives shall be in accordance with the national qualifications framework and shall furthermore comply with SAQA requirements.
- 6.1.7. The Department shall utilize service providers that are accredited by SAQA.



## **6.2. INTERNAL TRAINING COURSES**

The department will provide in-house training courses and/or develop or purchase new training courses on the following principles:

- 6.2.1. Employees should have ongoing and equitable access to training to be equipped with the necessary and relevant skills and knowledge.
- 6.2.2. Training should support/enhance performance.
- 6.2.3. Training should be needs driven.
- 6.2.4. Some workshops will be facilitated by supervisors and Training officers
- 6.2.5. The developing or purchasing of new training courses shall depend on the needs identified in the WSP.

## **6.3. EXTERNAL TRAINING COURSES**

The department may grant financial assistance to employees to attend external training courses in line with their personal development plans and the workplace skills plan. External training courses include congress, symposia, seminars, conferences, workshops, lectures, short interventions and study tours.

## **6.4. ACCREDITATION OF SERVICE PROVIDERS**

To qualify for funding for formal training, courses must be offered by institutions whose courses are accredited to SAQA and must be cleared and verified by the Skills Development Facilitator.

## **6.5. PERMANENT/CONTRACT EMPLOYEES**

When an employee becomes aware of a specific training need, she/he should bring it to the attention of her/his manager to be addressed.

## **6.6. TEMPORARY EMPLOYEES**

Temporary employees can only be subjected to short courses. The nature of training should contribute to improvement of the quality of work and service delivery within particular division/ sub division.



## **6.7. INDUCTION**

Every new employee, regardless of function or department/section, shall receive systematic induction training, which will enable the newly employed to become fully oriented in their respective jobs in the shortest possible time. Every new employee will receive induction about the Department from the Human Resource Development, Sectional head or a delegated senior person, and his/her supervisor within 1 month, starting from the day he or she assumes duties.

## **6.8. FUNDING**

### **6.8.1. Financial Assistance**

Funds for generic trainings will be budgeted centrally (Programme 1) to provide for training and development of employees and in the form of bursaries and study aid. Line function needs will be budgeted per section and trainings be coordinated through HRU&CB

### **6.8.2. Training levy**

The Skills Development Act emphasizes the need for the Department to contribute minimum of 1% of its total payroll for skills development. At least 10% of the 1% budgeted for training should be contributed to CETAT/ETA for administration through the MOU.

## **7. ROLES AND RESPONSIBILITIES**

### **7.1. Head of Department (HOD)**

The HOD shall:

- 7.1.1. Promote the training and development of employees to enable achievements of the WSP.
- 7.1.2. Ensure and facilitate allocation of resources in accordance with skills Development Act.
- 7.1.3. Sign the WSP before submission to SETA'S





## **7.2. Human Resource Utilisation & Capacity Development Division**

Responsibilities of the Head of HRU & CD division include:

- 7.2.1. Conduct research and provide information on the latest trends on education, training and development of employees.
- 7.2.2. Coordinate, monitor and evaluate training and development of employees in the Department.
- 7.2.3. Facilitate orientation of new employees monthly if they are available.
- 7.2.4. Organize and facilitate selected /training interventions where appropriate.
- 7.2.5. Develop, consolidated progress and evaluation reports on the implementation of training plans as well as utilization of the training budget.
- 7.2.6. Ensure maintenance of national standards on education, training and development.
- 7.2.7. Establish and maintain training database
- 7.2.8. Liaise with all Divisions on training matters (e.g. workshops, mentoring and performance management system).
- 7.2.9. Coordinate ETD meetings Provide input to the Departmental Annual Report to conduct reorientation to existing employees to keep them up to speed with the developments in government and in the department in particular.

## **7.3. Work place skills Development Committee (WSDC)**

### **7.3.1. Composition**

- 7.3.1.1. Senior Manager (Chairperson)
- 7.3.1.2. Skills Development Facilitator (Secretary)
- 7.3.1.3. Member of staff appointed by HOD
- 7.3.1.4. Representatives of Labour organisations



### 7.3.2. Role and functions

- 7.3.2.1. Advise the Senior Manager on ETD needs, status, initiatives and other related matters.
- 7.3.2.2. Ensure that priority skills needs of the Department are reflected in WSP
- 7.3.2.3. Assist the SDF to ensure that learner ships for 18.2 are aligned to individual development.
- 7.3.2.4. Ensure that the process of developing and implementing the WSP is all inclusive and democratic.
- 7.3.2.5. Ensure that employees are assisted to develop their own development plans/career paths.
- 7.3.2.6. Oversee and monitor all education, training and development activities of the Department.
- 7.3.2.7. Determine and revise, Develop and review the ETD Policy.
- 7.3.2.8. Oversee the communication of this policy and the dissemination of information on ETD to all employees of the Department
- 7.3.2.9. Advise the Senior Manager on bursary and study aid matters.
- 7.3.2.10. To meet on a quarterly basis to discuss and become informed about ongoing skills development issues.

### 7.4. Employees

- 7.4.1. Accept responsibility and take initiative for their training and development.
- 7.4.2. Develop with the assistance of the Supervisor/ Manager Personal Development Plan.
- 7.4.3. Demonstrate a willingness to grow and learn through work experience.
- 7.4.4. Accept responsibility and taking the initiative for his/her training and Development.
- 7.4.5. Apply the knowledge and skills learnt to improve his/her work performance and job satisfaction.
- 7.4.6. Take full advantage of the training and development opportunities available to him/her.
- 7.4.7. Participate in the learner ship and skills programme.
- 7.4.8. Submit written Report on training to supervisor/ manager and copy HRU&CB division within seven working days after attending the course.
- 7.4.9. Failure to submit written report will be regarded as misconduct. (See Annexure A&B report & evaluation tools).
- 7.4.10. Ensure that all trainings attended are recommended be supervisor/Divisional head,



- 7.4.11. HRU&CB head and approved by HOD/delegated SMS member
- 7.4.12. Nominees for training will be notified by HRU & CB in writing 10 working days before attending.
- 7.4.13. Withdrawal to attend a courses, workshop, seminar, symposium and conference should be done in writing 3 weeks before commencement.
- 7.4.14. Cost incurred by the Department for non attendance will be recovered from the nominee's salary.
- 7.4.15. Attending a course, workshop, seminar, conference and symposium without the Senior Manager HRU&CB 's recommendations for approval by HOD or Delegated SMS manager will be treated as misconduct.

## 8. MONITORING AND EVALUATION

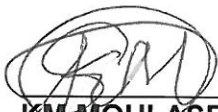
The HRU&CD section shall monitor the implementation of the policy and shall report any deviations to the Head of the Department in writing.

## 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 MOHASEDI**  
**HEAD OF DEPARTMENT**

DATE :

2010/11/12