



**UMZIMVUBU**

— LOCAL MUNICIPALITY —

# **EXPERIENTIAL TRAINING POLICY**

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## 1. DEFINITIONS

- 1.1 Local People” - Local people shall refer to the bona fide citizens and residents of the Umzimvubu Local Municipal area that are registered as voters within the area of jurisdiction of the Umzimvubu Local Municipal area.
- 1.2 Experiential Trainees – All that have obtained their qualification from any recognised learning institution
- a) Intern - a graduate who has been appointed with the intention to gain a minimum experience in a specific field of study. One normally appointed for a period of 01 to 02 years.
- b) In- service trainee - one who has not qualified yet, but have to gain a practical experience towards his/her qualification. The period required is from a minimum of 01 to a maximum of 24 months.
- c) Learnership - studying towards a trade qualification while working, i.e. concentrating on more practical and less theory. It normally takes 12 months to be completed.

## 2. OBJECTIVES

- 2.1 To create a framework for establishment of an experiential training programme within the Municipality.
- 2.2 To regulate intake and discharge of experiential trainees/interns within the Municipality.
- 2.3 To provide an experiential training and skills opportunity to school leavers who are in destitute circumstances.
- 2.4 To fulfil social responsibility obligations of the Municipality.
- 2.5 To mitigate the risks of staff shortage and financial constraints within the Municipality through utilisation of experiential trainees for menial duties.
- 2.6 To embrace ideals and objectives of the Accelerated Shared Growth Initiative of South Africa (ASGISA)

## 3. LEGAL FRAMEWORK AND REQUIREMENTS

- 3.1 This policy is premised from the relevant provisions of the Skills Development Act (97 of 1998) and Labour Relations Act (66 of 1995);
- 3.2 It also derives its legitimacy from the Municipal Structures Act (117 of 1998), Municipal Systems Act (32 of 2000), and Employment Equity Act (55 of 1998);
- 3.3 This policy shall be implemented in terms of the objects of other relevant sister policies within the Municipality.
- 3.4 This policy is implemented in furtherance of the spirit of the Basic Conditions of Employment Act (75 of 1997).

## 4. RECRUITMENT PROCEDURE AND CRITERIA FOR SELECTION OF INTERNS

- 4.1 Interns shall be recruited through placement of a notice in the local newspaper as and when necessary

- 4.2 All prospective experiential trainees or interns shall be required to be in possession of National Qualification Framework (NQF) level 3 to 4.
- 4.3 All prospective interns shall, in response to a particular notice, submit to the Corporate Services Department the following documents:
- (i) A detailed curriculum vitae
  - (ii) Certified copies of academic certificates and ID
  - (iii) A letter of recommendation for undergoing an experiential training programme, issued by the academic institution where applicable.
- 4.4 A shortlisting panel duly constituted in terms of the Recruitment & Selection or Employment Policy and Regulations, shall conduct shortlisting of candidates for the experiential training/internship programme, in terms of the specifications mentioned in the notice.
- 4.5 The shortlisted candidates shall be invited for interview on a date to be determined by the Shortlisting Committee.
- 4.6 The members of the Shortlisting Committee shall also constitute an interviewing panel for selection of suitable interns.
- 4.7 Reducing the spread of infectious diseases, shortlisting and interviews may be held virtually to minimise the risk of spreading the infection and adhering to declared regulations of the country
- 4.8 Appropriate questions to be asked in the interviews shall be jointly formulated in advance by the Corporate Services Department and the line department concerned when necessary.
- 4.9 The Interviewing Committee shall assess the performance of each candidate against the specifications contained in the notice.
- 4.10 The Interviewing Committee shall, on the basis of the overall performance of each candidate, make a recommendation for the placement of the preferred candidate.
- 4.11 The Corporate Services Department shall, upon receipt of the recommendation of the Interviewing Committee, prepare a memorandum on recommendation for appointment of a particular candidate as an intern to the Municipal Manager for consideration.
- 4.12 Upon approval of the recommendation by the Municipal Manager, a letter of appointment of the candidate, as an experiential trainee, shall be issued by the Corporate Services Department.
- 4.13 The candidate, to whom an internship opportunity has been offered, shall be required to sign an acceptance of the training opportunity within 72 hours after receipt of the written offer of the training opportunity by the Municipality.
- 4.14 Failure to sign an acceptance may lead to nullification of the offer by the Municipality.
- 4.15 Candidates who decline offers shall be required to do so in writing.
- 4.16 As a contingency measure, the interviewing committee shall be expected to make a second and third choice candidate for consideration in the event of unavailability of the first candidate.

- 4.17 Applicants or candidates for positions of internship shall not be reimbursed for travelling costs to and from places of interview, and testing when necessary.

## **5. RECRUITMENT PROCEDURE AND CRITERIA FOR SELECTION OF IN-SERVICE TRAINEES AND FOR LEARNERSHIPS**

- 5.1 In-service training shall be recruited through placement of a notice in the local news paper in each semester of the financial year and shall be valid for a period of twelve months and depending on the skills identified by the Umzimvubu Local Municipality as scarce and critical.
- 5.2 Recruitment for learnerships shall be done through a notice in the local news paper immediately after the Local Government Sector Education and Training Authority (LGSETA) has submitted a letter of approval to the Umzimvubu Local Municipality as per LGSETA requirements.
- 5.3 Learnerships shall be recognised and may be funded by the SETA.
- 5.5 In response to a particular notice, all trainees must submit to the Corporate Services Department the following documents:
- (i) A detailed curriculum vitae
  - (ii) Certified copies of academic certificates and ID
  - (iii) A letter of recommendation for undergoing an experiential training programme, issued by the academic institution where applicable.
  - (iv) Proof of residence
- 5.6 A shortlisting panel duly constituted in terms of the Employment Policy and Regulations, shall conduct shortlisting of candidates for the experiential training programme, in terms of the specifications mentioned in the notice.

## **6. ADMINISTRATIVE REGULATIONS ON APPOINTMENT OF EXPERIENTIAL TRAINEES AND DURATION OF EXPERIENTIAL TRAINING AND STATUS OF EXPERIENTIAL TRAINEES**

- 6.1 All Departments including the Office of the Municipal Manager shall be allocated a maximum number of five experiential trainees per Department in each financial year including both internally and externally funded, provided funding in the municipal budget is available.
- 6.2 Training programme shall be limited to a maximum period of two (2) years per experiential trainee/intern.
- 6.3 Experiential training requests for shorter duration shall be considered.
- 6.4 Notwithstanding contents of clause No 3.1, the Municipality shall reserve the right to have an experiential training programme shorter than a two-year period.
- 6.5 Notwithstanding an appointment of experiential trainees for a period of two years in terms of clause No 3.1, the Municipality shall reserve the right to terminate an experiential training programme for a particular training programme with a notice period of one week up to a maximum of one month.

- 6.6 Experiential trainees shall not be classified as employees, nor shall their status be equivalent to that of employees in many respects.
- 6.7 Experiential trainees shall be remunerated for services rendered during the course of their experiential training.
- 6.8 Experiential trainees shall be paid a monthly stipendiary allowance determined in terms of payable minimum wage within the Eastern Cape Province.
- 6.9 The maximum stipend for interns funded through municipal program shall be 100% of the monthly minimum wage payable within the local government sector, as determined by the Bargaining Council from one financial year to another but subject to the availability of funds.
- 6.10 The experiential training programme shall be carried out according to established standards as per the provided manual.
- 6.11 Training in respect of coaching and mentoring of experiential trainees shall be provided to the Supervisors.
- 6.12 Experiential trainees shall be required to work the same working hours applicable to employees of a unit in which they are deployed.
- 6.13 Experiential trainees shall be deployed to the organisational units according to experience required and chosen career path for furtherance of their career objectives.
- 6.14 Municipal officials shall provide on-the-job training to experiential trainees attached to their workstations for the duration of their stay on each station.
- 6.15 Experiential trainees shall abide by the Code of Discipline of the Municipality.
- 6.16 In cases of alleged misconduct, a summary dismissal of the experiential trainee shall be executed, upon hearing the side of the story of the experiential trainee.
- 6.17 There shall be no formal disciplinary hearing for an experiential trainee.
- 6.18 Experiential trainees shall be classified as employees for the purpose of Workmen's Compensation.
- 6.19 Experiential trainees requested to work overtime shall be compensated according to the prescriptions contained in the overtime regulations of the Municipality.
- 6.20 Experiential trainees shall be given trainings oriented towards, learning and adding value through a tangible contribution to the operations of municipalities
- 6.21 Experiential trainees may be offered unadvertised casual jobs as temporary employees in the Municipality based on their competency.
- 6.22 Experiential trainees shall be eligible to apply for internally advertised posts.
- 6.23 However, an experiential trainee shall be eligible to be employed as a temporary employee.
- 6.25 Each Department shall be eligible to take not more than two in-service trainees per financial year.

- 6.26 The budget for the intake of in-service trainees shall be at the Corporate Services Department and the stipend shall be  $\frac{2}{3}$  of the monthly minimum wage payable within local government sector, as determined by the Bargaining Council from one financial year
- 6.27 The recruitment of in-service trainees shall be centralised to Corporate Services and the payable stipend shall be budgeted for under Corporate Services Department.
- 6.28 Experiential Training shall be exclusively reserved for local people.

## **7. INTERPRETATION OF THE POLICY**

- 7.1 All words contained in this policy shall have a direct grammatic meaning unless the definition or context indicates otherwise.
- 7.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 7.3 The office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 7.4 If the party concerned is not satisfied with the interpretation of the policy, a dispute may then be referred to the South African Local Government Bargaining Council.

## **8. PERMANENT / TEMPORARY WAIVER OF THIS POLICY**

- 8.1 This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.
- 8.2 Notwithstanding clause 8.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Council.

## **9. AMENDMENT AND OR REPEAL OF THIS POLICY**

- 9.1 This policy may be partly or wholly amended by the Council
- 9.2 This policy may be partly or wholly repealed by the Council.

## **10. VIOLATION OR NON – COMPLIANCE WITH THIS POLICY**

- 10.1 Violation of or non –compliance of this policy shall give a just cause for disciplinary steps to be taken.
- 10.2 It shall be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

APPROVAL OF THE POLICY

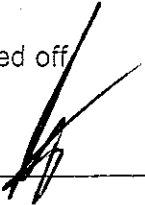
The Municipal Council has approved this policy and amendments thereof.

AUTHENTICATION

The amendments of the policy and or the new policy was adopted by the Council on the  
29-01-2021

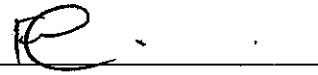
As per Council Resolution number ULMC:359/2020/2021

Signed off



Mr. G.P.T. Nota

Municipal Manager



Cllr. N.F Ngonyolo

Speaker of the Council