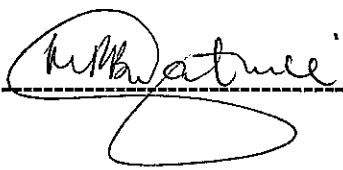




# Training and Development Policy for the John Taolo Gaetsewe District Municipality

Council Resolution Number: 6.11.29.05.2015	Approved Date: 25/05/2015
Effective Date: 1 July 2015	Review Date: As and When Required

1. Speaker:  .....

2. Municipal Manager:  .....



**TRAINING AND DEVELOPMENT POLICY FOR THE JOHN  
TAOLO GAETSEWE DISTRICT MUNICIPALITY**

<b>Council Resolution Number:</b> 6.11.29/05/2015	<b>Approved Date:</b> 25/05/2015
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1. Molemoeng Bokgwathile  
Municipal Manager: *M Bokgwathile*

2. Seweditse Gaobusiwe  
Speaker: *S Gaobusiwe*

# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



## TRAINING AND DEVELOPMENT POLICY

Reviewed 2014/2015





# TRAINING AND DEVELOPMENT POLICY FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

<b>Policy Number:</b>	<b>Approved Date:</b>
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## 1. Introduction

The John Taolo Gaetsewe District Municipality is committed to a structured training and development of all its employees on an ongoing basis to enable them to perform their duties effectively and efficiently. The Municipality will provide training in order to enable employees to acquire the skills, knowledge and other attributes and develop their potential to meet the Municipality's future human resources needs. The JTGDM will also endeavor to provide training that is in line with the requirements of national initiatives such as National Qualifications Framework, (NQF), and South African Qualifications Authority, and it will do so within the financial resources available to them.

## 2. Purpose of the policy

- This policy seeks to give the management team with guidelines.
- It seeks to provide a framework for consistency.

## 3. Definitions of terms

**Education, Training and Development** - Practices which indirectly or directly supports learning.

## 4. Legal Framework

- Constitution of the RSA
- South African Qualification Authority Act, 58 of 1995
- Labour Relations Act 66 of 1995
- Basic Conditions of Employment Act, 75 of 1997
- Employment Equity Act 55 of 1998
- Skills Development Act 97 1998
- Skills Development Levies Act 9 of 1999
- Municipal Systems Act 32 of 2000




## **5. Scope**

The policy is applicable to all staff members of the John Taolo Gaetsewe District Municipal. Temporary employees are also regarded as members of staff.

## **6. Objectives of the policy**

The John Taolo Gaetsewe District Municipality is fully committed to the education, training and development of all employees within the financial muscle and resources available, and this will be done by:

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- Putting together an education, training development programmes that focus on literacy, numeracy, technical competencies and management and development programmes for staff members.
  - Allocating training resources within the means of council.

## **7. Policy content**

### **7.1 Training and Development**

- The JTGDM recognizes that its human assets are its most vital resource and is therefore committed to ensuring that all employees receive appropriate education and training.

- Employees and managers should develop and maintain their education, training and development on an ongoing basis through proper professional training.
- The JTGDM HR unit will determine the type of training that will be undergone by staff members. Their decision will be guided by the information received from employees through their **Personal Development plan**.
- Employees are encouraged to become involved in their personal development, to manage their own careers by indication of their training needs to their supervisors.
- For courses that will produce qualification certificates in terms of the National Qualification Framework all training courses should be based in unit Standards approved by a Sector Education and Training Authority. This is to ensure that the training quality and education provided is good enough, and that all learners are properly assessed to an agreed standard.

## 7.2 IDENTIFICATION OF TRAINING NEEDS

- Together with an immediate supervisor, an employee must develop his or her own personal development plan or PDP; which must be reviewed and updated at least once per annum.
- Training needs will be determined during the completion of the personal development plan, and the signing of the performance contracts.
- Training needs should be in line with the current job of the employee.
- The supervisor will submit the PDP to the HR manager.
- The supervisor or HR and subordinate will decide on the training to be attended, as per their PDP.
- Once the PDP has been submitted, a training plan will then be developed and submitted to managers and supervisors ( the **intention is to make**

them aware so that proper arrangements can be made for them to attend training)

- Once training has been completed, the records should be kept in order to monitor the advancement of employees and to determine additional training.
- The records will also assist the HR unit to have a database or the correct statistics in order to comply with the WSP as per the requirement of LGSETA.

### 7.3 LEARNING INTERVENTIONS

Learning interventions are necessary in order to enable employees to meet the requirements of their present job and to enable them to make the most of their performance.

- **On the job training** as a form of a learning intervention will be provided for staff members who require it. This can be in the form of new soft ware training, a workshop on a newly developed policy and a conference or seminar.
- **Induction** as another form of intervention will be done during the initial stages of an employment.

**A full induction programme** will be developed by HR and the relevant department.

### 7.4 FINANCIAL RESOURCES

- Each employee will receive one training at least in one financial year.
- Employees whose training need is not easy to access will be provided with an alternative training.
- Council will budget for the training of its employee and it will also source funding from the relevant SETA's

- Where a municipality provides training to individuals, it shall ensure that all or part of the training expenses is recoverable through and in terms of the framework provided in terms of the Skills Levies Act.
- Council will continue to request training opportunities from relevant stakeholders in order to meet the training demands as indicated in the workplace skills plan from employees. E.g. ( **DBSA and LGSETA** )

## **7.5 STUDY ASSISTANCE**

The municipality has a separate policy on study assistance, in which it explains the financial assistance it offers to its employees, the requirements to access the financial assistance and the process for applications. This policy should be read in conjunction with the study assistance policy, the staff retention policy and the leave policy.

## **8. ROLES AND RESPONSIBILITIES**

### **8.1 COUNCIL'S ROLES AND RESPONSIBILITIES**

- Ensuring compliance with relevant legislation and national strategies, as well as consultation with the unions with regard to the implementation thereof.
- Approving the education, training and development policy, the workplace Skills Plan and evaluating and assessing results thereof.
- Providing the required resources as well as the infrastructure for delivery in order to meet strategic objectives, implementation plans and priorities for education, training and development.



## **8.2 MANAGEMENT'S ROLE AND RESPONSIBILITIES**

- Coaching, counseling and mentoring staff on an ongoing basis.
- Liaising with the SDF to address the identified development needs.
- Facilitating and actively supporting the transfer of skills to the workplace, i.e. the implementation of the newly acquired or enhanced skills and knowledge.
- Familiarizing them with the relevant legislation in order to ensure compliance.

## **8.3 Employee role and responsibilities**

- They play an active role in the identification of their own developmental needs.
- Making use of education, training and developmental opportunities in a responsible manner.
- Transferring the newly acquired or enhanced skills knowledge and attitudes into the workplace, thus improving performance.

## **8.4 Labour**

- They play an active role in consultative forums in order to represent the interest of their members both collectively and individually with regard to education, training and development.
- Informing, encouraging, and motivating their members to participate in appropriate education, training and development interventions.
- Actively engaging in consultative forums and processes regarding skills development.
- Familiarizing their members with the relevant legislation in order to ensure compliance.

## **8.5 Responsibility of the HRD**

- Providing the infrastructure, systems, procedures and policies to ensure compliance with legislative requirements
- Training and development initiatives.
- Ensuring that all education, training and development activities are aligned with the overall integrated Human Resources Management Strategy for the organization.
- Monitoring and reporting on budgets and expenditure relating to education, training and development.
- It is the custodian of the training and development policies.
- Ensuring that the development and the implementation of the workplace Skills Plan take place.
- Establishing and maintaining a database with all relevant information of the education of the training and development of any particular staff member.
- Liaising and cooperating closely with all relevant parties.

## **8.6 The responsibility of Training committee**

- Interpreting and translating national and local education, training and development issues with a view to informing strategy and policy.
- Determining the strategic direction of education, training and development in alignment with the corporate vision, mission, and values of the organization.
- Developing the skills development plans in accordance with legislative, regulatory and organizational priority requirements.
- Ensuring the uniformity of the implementation of education, training and development strategies, interventions and initiatives at a corporate level.
- Monitoring and evaluating the implementation of the Skills Development plans.