

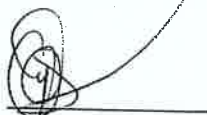


INTERNSHIP & EXPERIENTIAL LEARNING POLICY
JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council Resolution: 6.4.29/05/2019	Approved Date: 29 May 2019
Effective Date: 01 July 2019	Review Date: Annually



MUNICIPAL MANAGER



SPEAKER

Ms P Q Mogatle

Speaker,

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY



INTERNSHIP & EXPERIENTIAL LEARNING POLICY

2019/2020

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1. PREAMBLE

John Taolo Gaetsewe District Municipality is committed to addressing the Government's objective of structural unemployment. The organization has amongst others embarked on an Internship /Experiential Learning program intended to raise and enhance the theoretical and technical skills of the unemployed youth and graduates as well as afford them an opportunity to gain valuable work experience.

Opportunities to participate in the Internship/ Experiential Learning program are open for all people of the country whose fields of study are catered for in the organization.

It is the belief of the organization that offering the Internship/ Experiential Learning program will assist in attracting skilled future Public Servants.

2. PURPOSE

The purpose of the policy is to give a uniform directive towards the selection and training of interns in the organization.

3. SCOPE OF APPLICATION

The policy applies to all unemployed youth under the Internship /Experiential Learning program.

4. LEGAL FRAMEWORK

Employment Equity Act 56 of 1998 as amended

National Skills Development Strategy for South Africa

South African Qualifications Authority Act 58 of 1995

Determination of Conditions of Service of Interns and Learners in the Public Service

5. DEFINITION OF CONCEPTS

5.1. Internship- A program in the Organization intended to afford youth and graduates an opportunity of work experience.

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5.2. Experiential Training- A program of training intended to assist studying students with the type of work experience required towards fulfilment of tertiary qualifications.

6. RECRUITMENT OF INTERNS

6.1. John Taolo Gaetsewe District Municipality recruitment policy will be followed when recruiting Interns.

6.2. All available opportunities for Internship I experiential learning will be advertised either in local newspapers.

6.3. The contract period of selected students shall be equal to the period required by the Tertiary Institution for experiential learning or two years for Interns and funded by FMG.

6.4. No payment will be made to experiential learning students.

7. POLICY PRINCIPLES

7.1. Ordinary Internship

7.1.1 Engagement or implementation of internships should be cost effective and lead to positive outcomes for both the interns and the organization.

7.1.2 Selection of interns should be transparent and as many unemployed youth and /or graduates should be given an opportunity for work experience.

7.1.3 Engagement of interns should be after interviews meant to match the intern skills & interests with the needs of the Organization at the time.

7.1.4 Careful screening of interns should be done where the nature of the work is confidential.

7.1.5 Conditions of service for interns will be as per attached draft letter of appointment — Annexure 1.

7.1.6 Interns shall not be engaged for a period exceeding twenty-four months.

7.1.7 Remuneration of interns will be in line with the decision of the FMG.

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7.1.8 Grievances and disciplinary matters shall follow the same procedures as in the case of full time employee.

7.1.9 All interns will observe the same working hours and Code of Conduct as full time staff of the organization — Interns who fail to comply with the Code of Conduct may have their contracts terminated.

7.1.10 Working after hours without supervision at any work station and travelling should be discouraged.

7.1.11 John Taolo Gaetsewe District Municipality will not be liable to provide accommodation and every effort should be made to appoint interns from local areas to alleviate accommodation problems.

7.1.12 Interns shall be bound by the requirements/provisions of the Occupational Health & Safety Act, to maintain safe work environments.

7.1.13 Interns will be covered by the same provisions of the Occupational Injuries & Diseases Act, applicable to full time employees in cases of injury at work.

7.2. CONTINUED EMPLOYMENT

Appointment in an Internship Programme should not be construed as a promise for continued employment beyond the internship period but as providing experiential training.

RESPONSIBLE PERSON	ROLE/RESPONSIBILITY
Senior Management Ms P Q Mogatle	<ul style="list-style-type: none">➤ Ensure that the Department should have an Intern/Experiential Program and that Implementation thereof takes place.➤ To develop a full training programme which has rotational plans.➤ To ensure that each intern has a Mentor.

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	<ul style="list-style-type: none"> ➤ To ensure that interns has the necessary tools or trade. ➤ Determine the resources necessary to support the Internship /Experiential Learning Program. ➤ Interns with two years driving experience and more will be allowedto drive Municipal vehicles. ➤ The necessary indemnity forms will be completed by interns before travelling. ➤ Interns will have access to claim ➤ Road Accident Fund in cases of accidents ➤ Allocate appropriate mentors to supervise the interns. ➤ Ensure that appointments follow Employment Equity Guidelines.
Mentors	<ul style="list-style-type: none"> ➤ Provide interns with professional guidance to ensure successful and rewarding internship experience. ➤ Develop a program plan for interns to enhance the internship experience and work with the interns to establish weekly projects and long-time assignments. ➤ Provide feedback on performance and schedule periodic supervisory consultation appropriate to the program plan (in instances of Experiential Training).
Director Corporate Services	<ul style="list-style-type: none"> ➤ Ensure that the policy is in place and that annual review of the policy takes place.
Human Resource Manager	<ul style="list-style-type: none"> ➤ Ensure that the policy is explained to all new appointees during the induction programme. ➤ Keep records of all interns engaged in John Taolo Gaetsewe District Municipality and provide reports to relevant stakeholders as and when requested.

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	<ul style="list-style-type: none"> ➤ Ensure compliance to the policy and provide assistance to Directorates in the implementation of the policy.
Interns	<ul style="list-style-type: none"> ➤ Commitment to work at all times and punctuality. ➤ Eagerness to learn. ➤ Execute all tasks/duties allocated. ➤ Maintain professional demeanour and submit reports as may be required by the Tertiary Institution and JTGDM

8. DISPUTE RESOLUTION

In case of dispute involving interns the matter shall be dealt with in accordance with John Taolo Gaetsewe District Municipality grievance procedure before referral to SALGBC for resolution.

9. MONITORING AND EVALUATION

The Training and Development division is charged with continuously monitoring whether the policy adheres to the required Legislation.

10. POLICY REVIEW

This policy will be reviewed annually.

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