INTERNSHIP AND EXPERIENTIAL LEARNING POLICY FOR THE JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

Council Resolution Number: 6.7.21/06/2017	**Approved Date: 21 June 2017**
Effective Date: 1 July 2017	**Review Date: Annually and/or as and when required.**

Mr. M.W Molusi
AMM .....

Ms. P. Mogatle
Speaker .....

RE-AFFIRMED

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 persons in the employ of the organization under the Internship /Experiential Learning program.

4. AUTHORIZATION

Employment Equity Act, 56 of 1998 as amended
National Skills Development Strategy for South Africa
South African Qualifications Authority Act
Determination of Conditions of Service of Interns and Learners in the Public Service – DPSA

5. DEFININTION OF CONCEPTS

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

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 / 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.

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

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

8. ROLES AND RESPONSIBILITIES

RESPONSIBLE PERSON	ROLE/RESPONSIBILITY
Senior Management	➢ 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 ➢ 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 allowed to 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	➢ Provide interns with professional guidance to ensure a 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	➢ Ensure that the policy is in place and that annual review of the policy takes place.
Human Resource Practitioners-Training and Development	➢ 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.

	➢ Ensure compliance to the policy and provide assistance to Directorates in the implementation of the policy.
Interns	➢ 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 John Taolo Gaetsewe District Municipality

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.

ANNEXURE 1

Contract of Employment entered into between below mentioned parties

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

herein represented by

.....
and

.....

ID NO.....

herein referred to as the Employee

1. PERIOD OF APPOINTMENT

I. Twenty-four (24) months contract appointment as Intern in the Directorate ..... effective from the .....until.....
II. Please note that this contract raises no legitimate expectations of continuation of employment beyond the expiry of the internship period.
III. You will be expected to submit original copies of academic certificates and any documentation required including proof of South African citizenship.
IV. You will be stationed at.....as your place of work.

2. REMUNERATION

I. An amount of **R.....per month** in terms of current determination on remuneration of Interns/Learners would be paid for services rendered.
II. You will not be entitled to any other allowance or payments normally due to a permanent employee.
III. Your salary will be paid from the date of assumption of duty.

3. HOURS OF WORK

I. Official working hours are between 07h30 and 16h30. You will be entitled to a lunch break from 13h00 to 14h00.

II. John Taolo Gaetsewe District Municipality may expect you to work overtime should such a need arise. The said overtime shall not exceed three hours a day or ten hours a week.

4. CODE OF CONDUCT

I. You will be required to abide by the Code of conduct of the employer- (See Code of Conduct).
II. Confidentiality must be observed where necessary and it is important that you take note of the following:

i. No intern shall disclose, verbally or in writing to any unauthorised person, any information of whatever nature that, or may come to his or her knowledge as a result of his or her duties.

ii. Furthermore no official shall directly or indirectly divulge, or be party to divulging or disclosure of any matter or knowledge relating to affairs of the organization or any other information which has been in any way acquired by him or her while carrying out his or her duties.

iii. You will be expected to adhere to these conditions above, not only during your term of employment but also after completion or termination of the internship contract.

iv. Failure to adhere to these terms and conditions shall constitute misconduct and may lead to summary termination of the contract and/or criminal prosecution.

5. DUTIES

I. You will be responsible for the responsibilities and key performance areas set out in the structured work work-plan and the internship learning or learning project agreement.

II. Your tasks and responsibilities shall be prescribed by the supervisor allocated to you by the Head of the Directorate.

III. It shall be required of you to assist with any other work related to John Taolo Gaetsewe District Municipality as well as any other task, which may be assigned to you.

6. LEAVE PROVISION

You will be entitled to the following

6.1 Vacation Leave

I. Two days every month. Leave should not be taken in advance, it will be accumulative.
II. Leave days not taken before the end of contract will be forfeited.
III. No leave days will be encashed.

6.2 Sick Leave

I. One day every 26 days worked.
II. A medical certificate will be required if you are absent for more than three consecutive days.
III. Medical certificate will be required if you are absent for a period of one day in instances when you have been absent more than two occasions.

6.3 Public Holidays

I. John Taolo Gaetsewe District Municipality may not require an intern to work on a public holiday except in accordance with the agreement.
II. You will be entitled to pay if a public holiday falls on a day on which you would ordinarily work.

6.4 Maternity Leave

I. An intern is entitled to at least three consecutive months leave maternity leave (where applicable). In the case of an experiential learning student who require a specified period of internship to graduate, that student will be allowed to come back to complete the experiential training after maternity leave.
II. An intern is entitled to receive remuneration during any period of maternity leave.

III. An intern must notify John Taolo Gaetsewe District Municipality in writing , unless the interns is unable to do so, of the date on which she intends to:

(a) Commence maternity leave

7. TERMINATION

The contract may only be terminated in the following ways:

I. The period or duration specified in 1.1 above has expired.

II. John Taolo Gaetsewe District Municipality and the intern have agreed in writing to terminate the agreement.

III. The intern has been dismissed for a reason related to intern's misconduct or incapacity.

IV. Either party has the right to terminate the agreement before expiry of an original term by giving the other party at least two weeks notice of termination, which shall be given in writing.

V. John Taolo Gaetsewe District Municipality reserves the right to pay the intern for the notice period and terminate the contract immediately should the circumstances be compelling to do so.

VI. Death

VII. In case of incapacity that goes beyond the sick leave entitlement, or contract period, John Taolo Gaetsewe District Municipality may terminate the contract.

Yours sincerely

DIRECTOR CORPORATE SERVICES

DATE.....

SECTION TO BE COMPLETED BY THE APPOINTEE

ACCEPTANCE/NON-ACCEPTANCE OF OFFER

TO: DIRECTOR CORPORATE SERVICES

I accept /do not accept the appointment as an intern on the conditions set out in the above contract.

FULL NAMES:

.....

SIGNATURE: .....

DATE: .....