TRAINING & DEVELOPMENT POLICY

JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

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MUNICIPAL MANAGER

SPEAKER

MR. I.E AISENG
JOHN TAOLO GAETSEWE
DISTRICT MUNICIPALITY
SPEAKER

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2024-2025

FINAL

MR. I.E AISENG
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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 endeavour 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

2.1 This policy seeks to give the management team guidelines.

2.2 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

4.1 The Constitution of the Republic of South Africa, 1996

4.2 South African Qualification Authority Act, 58 of 1995 (SAQA)

4.3 National Qualification Framework Act 67 of 2008

4.4 Labour Relations Act 66 of 1995

4.5 Basic Conditions of Employment Act, 75 of 1997

4.6 Employment Equity Act 55 of 1998

4.7 Skills Development Act 97 1998

4.8 Skills Development Levies Act 9 of 1999

4.9 Municipal Systems Act 32 of 2000 and Regulations

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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:

6.1 Putting together an education, training development programmes that focus on literacy, numeracy, technical competencies and management and development programmes for staff members.

6.2 Allocating training resources within the means of council.

7. POLICY CONTENT

7.1 Training and Development

7.1.1 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.

7.1.2 Employees and managers should develop and maintain their education, training and development on an ongoing basis through proper professional training.

7.1.3 The HR unit will determine the type of training that will be undergone by staff members, guided by signed skills audit forms and performance development plans (PDP).

7.1.4 Employees are encouraged to become involved in their personal development and manage their own careers by indicating their training needs to their supervisors.

7.1.5 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 (SETA).

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

7.2.1 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.

7.2.2 Skills audit will then be conducted during the course of the year to accommodate newly discovered skills after submission of PDP's.

7.2.3 Training needs will be determined during the completion of the PDP, and the signing of the performance contracts.

7.2.4 Training needs should be in line with the current job of the employee, and that is within the scope of local government.

7.2.5 The supervisor will submit the PDP to the HR manager.

7.2.6 The supervisor and subordinate will decide on the training to be attended, as per their PDP.

7.2.7 Once training has been completed, the records should be kept in order to monitor the advancement of employees and to determine additional training.

7.2.8 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.

7.3.1 **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 software training, a workshop on a newly developed policy and a conference or seminar.

7.3.2 The employer will use his or her **discretion for the induction of** employees.

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7.4 FINANCIAL RESOURCES

7.1.1 Each employee will receive one training at least in one financial year depending on the availability of budget.

7.4.2 Employees whose training need is not easy to access will be provided with an alternative training.

7.4.3 Council will budget for the training of its employee and it will also source funding from the relevant SETA's

7.4.4 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.

7.4.5 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. (SALGA, LGSETA, National/Provincial Treasury).

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

8.1.1 Ensuring compliance with relevant legislation and national strategies, as well as consultation with the unions with regard to the implementation thereof.

8.1.2 Approving the education, training and development policy, the Workplace Skills Plan and evaluating and assessing results thereof.

8.1.3 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 ROLES AND RESPONSIBILITIES

8.2.1 Coaching, counselling and mentoring staff on an ongoing basis.

8.2.2 Liaising with the SDF to address the identified development needs.

8.2.3 Facilitating and actively supporting the transfer of skills to the workplace, i.e. the implementation of the newly acquired or enhanced skills and knowledge.

8.2.4 Familiarizing them with the relevant legislation in order to ensure compliance.

8.3 EMPLOYEE ROLE AND RESPONSIBILITIES

8.3.1 They play an active role in the identification of their own developmental needs.

8.3.2 Making use of education, training and developmental opportunities in a responsible manner.

8.3.3 Transferring the newly acquired or enhanced skills knowledge and attitudes into the workplace, thus improving performance.

8.4 LABOUR

8.4.1 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.

8.4.2 Informing, encouraging, and motivating their members to participate inappropriate education, training and development interventions.

8.4.3 Actively engaging in consultative forums and processes regarding skills development.

8.4.4 Familiarizing their members with the relevant legislation in order to ensure compliance.

8.5 RESPONSIBILITY OF THE HR DEVELOPMENT

8.5.1 Providing the infrastructure, systems, procedures and policies to ensure compliance with legislative requirements

8.5.2 Training and development initiatives.

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8.5.3 Ensuring that all education, training and development activities are aligned with the overall integrated Human Resources Management Strategy for the organization.

8.5.4 Monitoring and reporting on budgets and expenditure relating to education, training and development.

8.5.5 It is the custodian of the training and development policies.

8.5.6 Ensuring that the development and the implementation of the workplace Skills Plan take place.

8.5.7 Ensuring that WSP/ATR is submitted to LGSETA annually.

8.5.8 Establishing and maintaining a database with all relevant information of the education of the training and development of any particular staff member.

8.5.9 Liaising and cooperating closely with all relevant parties.

8.6 THE RESPONSIBILITY OF TRAINING COMMITTEE

8.6.1 Interpreting and translating national and local education, training and development issues with a view to informing strategy and policy.

8.6.2 Determining the strategic direction of education, training and development in alignment with the corporate vision, mission, and values of the organization.

8.6.3 Developing the skills development plans in accordance with legislative, regulatory and organizational priority requirements.

8.6.4 Ensuring the uniformity of the implementation of education, training and development strategies, interventions and initiatives at a corporate level.

8.6.5 Monitoring and evaluating the implementation of the Skills Development plans.

8.6.6 Representing all employees and managers and consulting with Management and communicating with them on various training issues.

8.6.7 Ensure that an approved WSP/ATR is being submitted to the LGSETA annually, by 30 April.

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8.7 THE SKILLS DEVELOPMENT FACILITATOR (SDF)

The Municipality will appoint a Skills Development Facilitator (SDF) to perform the functions of a Skills Development Facilitator in terms of the Skills Development and Skills Levies Acts.

The role of the SDF is to ensure compliance in terms of legislative requirements and to act as a liaison officer with LGSETA. The responsibilities include the following:

8.8 ESTABLISHING CONSULTATIVE STRUCTURES.

8.8.1 Preparing and submitting WSP (online) annually to LGSETA, by 30th April.

8.8.2 Reporting the implementation of the workplace Skills Plan

8.8.3 Ensuring the effective management and coordination of the arrangement related to the skills development levy and levy grants.

8.8.4 Acting as convener of the JTGDM Training Committee.

8.8.5 Facilitate communication between council and the LGSETA.

9 IMPLEMENTATION AND MONITORING

This policy will be communicated to all staff by the HR unit.

10 POLICY REVIEW

The policy will be reviewed annually.