

# EPHRAIM MOGALE

## LOCAL MUNICIPALITY

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EXTRACTS FROM THE MINUTES OF THE 2<sup>ND</sup> ORDINARY COUNCIL MEETING OF EPHRAIM MOGALE LOCAL MUNICIPALITY HELD ON TUESDAY THE 17<sup>TH</sup> DECEMBER 2013.

FILE/S: 4/4/P

OC2/08/2013 AMENDMENT OF TRAINING AND DEVELOPMENT POLICY FOR MUNICIPAL EMPLOYEES 4/4/P

### RESOLVED

1. That the Council notes the report,
2. That the Council approves the attached amended training policy; and that the provisions of it be adhered to by all the municipal officials;
3. That the amended training policy be publicized to all the municipal officials;
4. That the labour unions SAMWU and IMATU assist in publicizing the policy amongst their members;
5. That the Acting Municipal Manager implements the decision accordingly.

K.N. KEKANA  
SPEAKER

17 DECEMBER 2013

### FINALISATION BY:

Referred to District Corporate Services by Municipal Manager

P.J. Phahlamohlaka  
Acting Municipal Manager

19/12/2013  
Date Received

## **PURPOSE**

The purpose of this item is for Council to approve the amended training policy for municipal employees

## **BACKGROUND INFORMATION**

The attached amended Training policy for municipal employees, if approved, would enable Ephraim Mogale local municipality to regulate the processes and activities relating to the training of staff members and councilors equitably; efficiently and effectively.

The bursary policy was developed in 2005 and the amendments are necessary for proper application and functioning of the policy.

## **ATTACHMENTS**

- New and Old policies;
- LLF Minutes and
- LLF Attendance Register

## **RECOMMENDATIONS OF THE EXECUTIVE COMMITTEE**

1. That the Executive Committee note of the report,
2. That the Executive Committee approves the attached amended training policy; and that the provisions of it be adhered to by all the municipal officials;
3. That the amended training policy be publicized to all the municipal officials;
4. That the labour unions SAMWU and IMATU assist in publicizing the policy amongst their members;
5. That the Acting Municipal Manager, in consultation with the Director for Corporate Services department implements the decision accordingly.

## **RECOMMEND TO RESOLVE**

1. That the Council note of the report,
2. That the Council approves the attached amended training policy; and that the provisions of it be adhered to by all the municipal officials;
3. That the amended training policy be publicized to all the municipal officials;
4. That the labour unions SAMWU and IMATU assist in publicizing the policy amongst their members;
5. That the Acting Municipal Manager implements the decision accordingly.

EPHRAIM MOGALE LOCAL MUNICIPALITY



# TRAINING AND DEVELOPMENT POLICY

DOCUMENT APPROVAL

Responsible	Name	Signature	Date
Person:			

Date of Last Review: \_\_\_\_\_

# TRAINING AND DEVELOPMENT POLICY

## 1. INTRODUCTION

- 1.1 The human resources are our most important assets and guarantee for effective and efficient organization.
- 1.2 Ephraim Mogale Local Municipality recognizes the important contribution that training and development makes for both effective and efficient service delivery and career development of individuals in the Council.
- 1.3 The Ephraim Mogale Local Municipality further want to make a contribution to the community by providing exposure through experiential training of prospective entrants to the labour market such as tertiary institutions students and young people who have completed their tertiary studies.

## 2. PURPOSE

- 2.1 To train and develop municipal officials to equip them with the knowledge, skills, attitudes and confidence for optimum job performance and appropriate future jobs.
- 2.2 To develop professionalism and address diversity in the organization.
- 2.3 To assist tertiary students and unemployed young persons in gaining work experience.

## 3. TRAINING AND DEVELOPMENT PHILOSOPHY

The training and development philosophy of Ephraim Mogale Local Municipality is based on the following principles:

- ❖ Equality of access by all employees at all levels to meaningful training and development opportunities.
- ❖ Empowerment of the previously disadvantaged and marginalized groups in line with Council's Employment Equity Policy.
- ❖ Effective career pathing and professional service ethos.

## 4. GENERAL POLICY PROVISIONS

The training and development of employees at all levels forms an integral part of the professional and working life. The following shall apply:

- ❖ The training and development of senior, middle management and Councillors positions must be linked to the processes of strategic management and policy making.

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- ❖ The training of all other employees must be linked to emphasis on customer care and service delivery, development of career-paths and adult basic education and training.
- ❖ Training and development of employees shall be based on needs and shall ensure the employees display a spirit of commitment and dedication in the performance of their duties.
- ❖ Training and development efforts shall take into account of the need for equity as it relates to access.

## 5. TRAINING AND DEVELOPMENT RESPONSIBILITIES

The Municipal Manager shall be responsible for the implementation of the training and development programme of the Council. The Director of Corporate Services will be responsible for co-ordination and promotion of training and development within Council in consultation with affected role players.

### 5.1 HEADS OF DEPARTMENTS

The Heads of Departments shall be accountable for training and development of all employees in their departments which shall include:

- ❖ Making the policies known to the employees
- ❖ Creating a conducive climate for training and development of employees
- ❖ Evaluating the effectiveness and efficiency of training and development interventions in the department.

### 5.2 SUPERVISORS.

The Supervisors shall see to the training and development of their subordinates by:

- ❖ Identifying the training and development needs
- ❖ Ensuring that knowledge and skills gained at courses, conferences, seminars, etc. are applied in the working situation.
- ❖ Motivating subordinates with regard to their self-development
- ❖ Acting as mentors and coaches for employees

### 5.3 EMPLOYEES

Every employee must ensure that they are trained and utilize the training and development opportunities offered by the Council in consultation with:

- ❖ Heads of Departments
- ❖ Supervisors
- ❖ Training and development component in the Department of Corporate Services.

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## **6. CERTIFICATION OF TRAINING**

- 6.1 The Department of Corporate Services shall ensure that training and development interventions are certificated either for attendance or competencies acquired.
- 6.2 The Department of Corporate Services shall issue certificates for employees who successfully complete internal training programmes.
- 6.3 The Department of Corporate Services shall ensure that training is conducted by service providers accredited by the **Local Government Sector Education and Training Authority** and other related SETAs

## **7. NOMINATION OF EMPLOYEES TO ATTEND COURSES**

- 7.1 The nomination of employees to attend courses shall be based on an identified need.
- 7.2 The most suitably qualified employees shall be nominated for training courses.
- 7.3 An employee who fails to attend a course for which they are nominated shall advance reasons in good time for such failure, so that substitute or alternative arrangements can be made, where necessary.
- 7.4 An employee who fails to attend a course and does not advance reasons in good time for the failure, shall be required to pay for the losses incurred, if any negligence is established.

## **8. TRAINING RECORDS**

- 8.1 The training component shall keep full and accurate information on the following:
- ❖ Training and development policy document.
  - ❖ Course statistics
  - ❖ Copies of certificates
  - ❖ Bursary statistics
  - ❖ Keeping comprehensive data/records of training
- 8.2 The training and development component shall compile an annual report of all training activities after the 30 June of each year, but not later than two months after that date.
- 8.3 The training component shall also closely liaise with and annually report to the **Local Government and Sector Education Training Authority**.

## **9. TRAINING INTERVENTIONS**

The Council shall select training and development interventions with regard to suitability, applicability, and cost effectiveness. The interventions are amongst others:

### **9.1 FORMAL TRAINING/EDUCATION**

The academic training at recognized educational institutions shall be done by granting official bursaries. The granting of the bursaries shall be linked to career development and succession planning. The success rate in the field of study should be monitored and deviations managed timeously.

### **9.2 IN-SERVICE TRAINING (INFORMAL TRAINING)**

**9.2.1** In-service training include activities which employees receive directly or indirectly from Council in order to equip them with knowledge, skills and attitudes to enable them to function effectively and efficiently. This will be done by:

- ❖ Internally by the training component
- ❖ Sectoral education and training authority
- ❖ Externally by accredited service providers.
- ❖ Hands on training (functional)

**9.2.2** Training and development courses should be outcome based and may include:

- ❖ Strategic management
- ❖ Management skills
- ❖ Supervisory skills
- ❖ Employee relations
- ❖ Secretarial training
- ❖ Personal and interpersonal skills
- ❖ Communication skills
- ❖ Computer skills
- ❖ Specialized courses, workshops and seminars.

### **9.3 SUCCESSION PLANNING**

**9.3.1** Succession Planning will be introduced to identify and develop candidates to fill vacancies should the position become vacant

**9.3.2** Shortage of skills in the organisation would be timeously acknowledged and contingency plans put in place.

#### **9.4 MENTORING PROGRAMMES**

9.4.1 The Council shall make use of mentorship and coaching programme specific to conditions of employees should the need arise.

#### **9.5 LEARNERSHIP**

9.5.1 The Council will encourage employees and unemployed community members to participate in learnership which will be occupationally based.

9.5.2 The learnership programmes should be advertised internally and externally to stakeholders in the municipality.

9.5.3 Learnership programmes are voluntary and no employee is guaranteed promotion on completion of the learnership.

9.5.4 The taking of learners in learnership of the Council is based on the premise that the SETA will contribute to the skills development of those employees.

9.5.5 The contracts of learners employed on the basis of learnership contract shall terminate, once the learnership is completed.

#### **10. EXPERIENTIAL TRAINING**

10.1 The Council may enlist the services of tertiary learners or young learners who completed their tertiary studies for the purpose of exposure in the desired career path.

10.2 The learners shall submit the following documents to Council:

- ❖ Curriculum Vitae
- ❖ Copy of Identity Document
- ❖ Proof of Registration or Completion of Studies
- ❖ Proof that the Curriculum requires the specific practical exposure
- ❖ Proof of specific skills needed for work to be performed.

10.3 The learner appointed may be given a stipend of R1500.

10.4 The expenditure for the allowance of learners should be in the personnel budget and no overspending is permissible.



10.5 The learners enlisted for experiential training is subjected to the condition of services of the Council mainly:

- ❖ Allowance payment
- ❖ Working days and hours
- ❖ Disciplinary procedures
- ❖ Protective clothing
- ❖ Subsistence and traveling

10.6 The experiential training for tertiary students shall not exceed eighteen months and is not renewable.

10.7 The authority to appoint students for exposure in the desired career path is the responsibility of the departmental manager.

## 11. INDUCTION

11.1 All newly appointed employees shall be subjected to an induction programme.

11.2 The Departmental Heads are expected to complement the induction programme through structured on the job coaching.

## 12. CONTRACTUAL LIABILITIES

12.1 All employees, whose training was financed by the Council, shall be required to work back the time for the investment made by the Council.

12.2 The employee will be required to work back the equal duration of the training offered by the Council.

12.3 An employee who resigns on completion of the training before completing the contractual work back time will refund the municipality the expenses relating to the training.

## 13. TRAINING COMMITTEE

13.1 The Council shall establish a training committee which comprised of representatives from Administration, Councilors and labour unions.

13.2 The Labour union will be consulted on all matters regarding training and development.

13.3 The committee shall consider and report on all training related matters and meet on a regular basis.

13.4 The training committee will also participate in the compilation of the Work Skills Plan of the Council.

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14. TRAINING BUDGET

14.1 The Council shall consider a training budget on an annual basis to address the training needs identified.

14.2 The training budget must be centralized in the HR Division.

15. POLICY AMENDMENT

15.1 The policy may be amended when the need arises.

15.2 Proposals for amendments may be submitted to the HR Division in Corporate Services.

**ANNEXURE A.  
TRAINING AND DEVELOPMENT REQUEST FORM  
TO: DIRECTOR CORPORATE SERVICES**

**FROM:** \_\_\_\_\_ (HOD DIRECTORATE)

**DATE:** \_\_\_\_\_

Authority is sought for \_\_\_\_\_ delegates from \_\_\_\_\_ to  
(Number) (Department/Directorate)

attend \_\_\_\_\_ which will be presented by  
(Number of courses/workshops)

\_\_\_\_\_  
Organization/company

The details of the delegate(s) is/are:

	<b>Name</b>	<b>designation</b>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

The course/workshop is oriented towards (provide motivation of need and benefit to the Directorate)

\_\_\_\_\_  
\_\_\_\_\_

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The total estimate is R \_\_\_\_\_ . Provision exists in vote \_\_\_\_\_ for this expenditure.

Recommend/not recommend

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
HR DIVISIONAL MANAGER

Recommend/not recommend

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DIRECTOR CORPORATE SERVICES

Approved/not approved

\_\_\_\_\_  
MUNICIPAL MANAGER

**ANNEXURE B.  
NOMINEE DECLARATION FORM**

**1. Declaration by nominee**

I \_\_\_\_\_ hereby accept my nomination for the \_\_\_\_\_ course/workshop starting \_\_\_\_\_ and ending \_\_\_\_\_.

I undertake to attend the course as stipulated. I further undertake to resume my responsibility after training and work back the equivalent number of days to those I spend at training.

I take the responsibility and agree that I will be liable for payment of the cost if:

- 1.1 I fail to attend the course; and
- 1.2 My supervisor is not notified in writing, person of my withdrawal six working days before the start of the course/workshop.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**2. Declaration by Supervisor**

I \_\_\_\_\_ take note of the above acceptance as well as the fact that I will be liable for payment of the above cost if:

- 2.1 I did not notify my departmental contact person in writing, personal of the withdrawal of the above mentioned person five working days before the start of the course/workshop.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**ANNEXURE C  
TRAINING AND DEVELOPMENT REPORT FORM**

NO.	NAME OF EMPLOYEE	DESIGNATION	COURSE	DATE	COST

**DEPARTMENT:** \_\_\_\_\_  
**QUARTER:** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_

**ANNEXURE D  
AGREEMENT FOR EXPERIENTIAL TRAINING**

**Name:** \_\_\_\_\_  
**Identity No:** \_\_\_\_\_ **Date:** \_\_\_\_\_

We are pleased to inform you that you are appointed for experiential training with the signing of this agreement:

**Department:** \_\_\_\_\_  
**Allowance:** R\_\_\_\_\_

Your appointment is subject to the relevant legislation (Labour Relations Act, Act No. 66 of 1995) Council's Condition of Employment Agreement and Basic Conditions of Employment Act, Act no. 75 of 1997, and must be read with the under mentioned provisions:

1. You are appointed from \_\_\_\_\_ to \_\_\_\_\_

2. The last working day of the contract will automatically form notice of termination unless there is agreed extension of their period mentioned in paragraph 1.
3. You are entitled to vacation leave benefits which is one day per seventeen day worked.
4. Sick leave at a rate of one day for every five weeks worked (in case of a five days work week) and one day for every month worked (in case of a six day work week).
5. You are paid in cheque/cash monthly (delete if not applicable).
6. You are entitled to fair procedures regarding disciplinary action, grievance and health & safety during the period of employment.
7. Protective clothing and relevant tools (should it be required) will be issued according to Council Policy of Protective Clothing and will remain the property of this local authority.

I declare herewith that by signing or by giving my thumb print that I understand the contents of this agreement and that a valid and legal agreement is now reached between myself and Council.

THIS DONE AND SIGNED AT MARBLE HALL ON THE \_\_\_\_\_ DAY OF  
\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
HEAD: HUMAN RESOURCE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HOD OF DEPARTMENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MUNICIPAL MANAGER

\_\_\_\_\_  
DATE

**MINUTES OF THE LOCAL LABOUR FORUM MEETING HELD ON THE 24 JUNE 2013 AT THE CAUCUS ROOM OF EPHRAIM MOGALE  
LOCAL MUNICIPALITY AT 10H00**


ITEM	ITEM	DISCUSSION	RESOLUTION
Item 1.	<p><b>Opening</b> The meeting was officially opened at 14:43 by the Chairperson of the forum Ms MM Kekana and welcome everyone present.</p> <p>In the beginning of the meeting the chairperson indicated that we cannot discuss items which are still under the Labour Court to a ruling.</p>		
Item 2.	<p><b>Attendance register</b></p> <p>In attendance:</p> <p>M.T Mothogwane(SAMWU) S.C Mamogobo (councillor) C.D Badenhorst( IMATU) M.Lekola ( Director Corporate ) M.P Maseke( HR Manager) L.M Mahlakwana( LRO) M.M Kekana( SAMWU) B.G Mashego ( councillor)</p>		
Item 3	<p><b>Leave of absence</b></p> <p>None</p>		
Item 4	<p><b>Minutes of the previous meeting</b></p>	<p>The minutes of the previous meeting held</p>	



	<p>on the 22 April 2013 were adopted as true reflection of what transpired in the previous meeting.</p>	
<p>Item 5</p>	<p><b>Matters arising from the minutes</b>  <b>5.1 Linking of clocking and Payroll Systems.</b></p>	<p>✓ That it was agreed in the Senior Management meeting that the Acting Municipal Manager will write a memo to heads of Departments informing the employees about this matter.</p>
	<p>There was proposal that a telephone policy be Drafted.</p>	<p>✓ That the Current Policy on Telephone Allowance be circulated for comments.</p>
	<p>There was a proposal that SALGBC's Grievance Procedure be customised to be Ephraim Mogale Local Municipality's Grievance Policy and Procedures.</p>	<p>✓ That the Labour unions during consultation with their members discuss this issue again more specifically because they have received training on this issue they know understand it better.</p>
<p>Item 6</p>	<p><b>6.1 Amendment of Bursary Policy For</b></p>	<p>✓ It was agreed that</p>

	<p><b>Municipal Employees.</b></p> <p><b>6.2 Amendment of Training Policy</b></p> <p><b>6.3 Amendment of Bursary Policy For Community Members</b></p> <p><b>6.4 Approval for Tompi Seleka Agricultural College to give Training</b></p> <p><b>6.5 Proposal for Changing some of Departmental and Divisional names.</b></p>	<p>Municipal employees' policy be amended.</p> <p>There was a proposal that the Training policy be Amended.</p> <p>There was a proposal that Bursary Policy for community Members be amended.</p> <p>There was a proposal that approval given to Tompi Seleka Agricultural College by the Department of Higher Education and Training to provide training be note and Supported by Emphraim Mogale Local Municipality.</p> <p>There was a proposal that some of the Ephraim Mogale Local Municipality's</p>	<p>we must check with other municipalities as to what duration do their officials required to work for their Municipality after have been awarded with Bursary.</p> <p>✓ That the clause which provide for Accommodation be removed.</p> <p>✓ That the policy be noted.</p> <p>✓ That the Policy be noted.</p> <p>✓ That the Policy be noted.</p> <p>✓ That the item be noted.</p> <p>✓ That the item be noted.</p>
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	<p>6.6 Draft Transport Allowance Policy</p>	<p>Departmental and Divisional Names be changed.</p> <p>There was a proposal that the drafted transport Allowance policy be adopted as the policy of the Municipality</p>	<p>✓ That there research need to be done on the Community Services Department to be changed to be Social Services Department.</p> <p>✓ That the names of the changed Departments be forwarded to the Members of the Local Labour Forum.</p> <p>✓ That the meeting be arranged a week after next to discuss this policy.</p> <p>✓ That the item be deferred.</p>
<p>Item 7</p>	<p>CLOSING</p>	<p>Closure was proposed</p>	<p>✓ Meeting officially closed at 16:32.</p>

  
Chairperson **M. M. Khetana**

13 Dec 2013  
Date

# EPHRAIM MOGALE

## LOCAL MUNICIPALITY

111  
 MARBLE HALL  
 0450  
 013-261 8400  
 013-261 2985



Leeufontein Office (013) 266 7025  
 Elandskraal Office (013) 268 0006  
 Zamenkomst Office (013) 974 7290

24 June 2013

### ATTENDANCE REGISTER LOCAL LABOUR FORUM MEETING

NO	NAME	DESIGNATION	SIGNATURE
1.	MOTHOZWANE MATHLOBOZWANE	Samuru	
2.	MAMOGORO S.C.	Clk	SEMamagbo
3.	C Badenhorst	Ikath	
4.	MATHEO LOKO	DIRECTOR COLLECTIVE	
5.	MASHIGO B.G.	CLK	
6.	Ketane M.M.	Samuru	
7.	MAHLAKWANA L.M	Labour Relations officer	
8.	Molefe P. Matsike	H.R. Manager	
9.			
10.			

# TRAINING AND DEVELOPMENT POLICY

## 1. INTRODUCTION

- 1.1 The human resources are our most important assets and guarantee for effective and efficient organisation.
- 1.2 The Greater Marble Hall Municipality recognizes the important contribution that training and development makes for both effective and efficient service delivery and career development of individuals in the Council.
- 1.3 The Greater Marble Hall Municipality further want to make a contribution to the community by providing exposure through experiential training of prospective entrants to the labour market such as tertiary institutions students and young people who have completed their tertiary studies.

## 2. PURPOSE

- 2.1 To train and develop employees to equip them with the knowledge, skills, attitudes and confidence for optimum job performance and appropriate future jobs.
- 2.2 To develop professionalism and address diversity in the organisation.
- 2.3 To assist tertiary students and unemployed young persons in gaining work experience.

## 3. TRAINING AND DEVELOPMENT PHILOSOPHY

The training and development philosophy of Greater Marble Hall Municipality is based on the following principles:

- ❖ Equality of access by all employees at all levels to meaningful training and development opportunities.
- ❖ Empowerment of the previously disadvantaged and marginalized groups in line with Council's Employment Equity Policy.
- ❖ Effective career pathing and professional service ethos.

## 4. GENERAL POLICY PROVISIONS

The training and development of employees at all levels forms an integral part of the professional and working life. The following shall apply:

- ❖ The training and development of senior, middle management and Councillors positions must be linked to the processes of strategic management and policy making.
- ❖ The training of all other employees must be linked to emphasis on customer care and service delivery, development of career-paths and adult basic education and training.

- ❖ Training and development of employees shall be based on needs and shall ensure the employees display a spirit of commitment and dedication in the performance of their duties.
- ❖ Training and development efforts shall take account of the need for equity as it relates to access.

## 5. TRAINING AND DEVELOPMENT RESPONSIBILITIES

The Municipal Manager shall be responsible for the implementation of the training and development programme of the Council. The Unit Manager Corporate Services will be responsible for co-ordination and promotion of training and development within Council in consultation with affected role players.

### 5.1 Heads of Departments

The Heads of Departments shall be accountable for training and development of all employees in their departments which shall include:

- ❖ Making the policies known to the employees
- ❖ Creating a conducive climate for training and development of employees
- ❖ Evaluating the effectiveness and efficiency of training and development interventions in the department.

### 5.2 Supervisors.

The Supervisors shall see to the training and development of their subordinates by:

- ❖ Identifying the training and development needs
- ❖ Ensuring that knowledge and skills gained at courses, conferences, seminars, etc are applied in the working situation.
- ❖ Motivating subordinates with regard to their self-development
- ❖ Acting as mentors and coaches for employees

### 5.3 Employees

Every employee must ensure that they are trained and utilise the training and development opportunities offered by the Council in consultation with:

- ❖ Heads of Departments
- ❖ Supervisors
- ❖ Training and development component in the Department of Corporate Services.

## 6. CERTIFICATION OF TRAINING

- 6.1 The Department of Corporate Services shall ensure that training and development interventions are certificated either for attendance or competencies acquired.

- 6.2 The Department of Corporate Services shall issue certificates for employees who successfully complete internal training programmes.
- 6.3 The Department of Corporate Services shall ensure that training is conducted by service providers accredited by the Local Government Water and Related Services SETA and other related SETAs

## 7. **NOMINATION OF EMPLOYEES TO ATTEND COURSES**

- 7.1 The nomination of employees to attend courses shall be based on an identified need.
- 7.2 The most suitably qualified employees shall be nominated for training courses.
- 7.3 An employee who fails to attend a course for which they are nominated shall advance reasons in good time for such failure, so that substitute or alternative arrangements can be made, where necessary.
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## 8. **TRAINING RECORDS**

- 8.1 The training component shall keep full and accurate information on the following:
- ❖ Training and development policy document.
  - ❖ Course statistics
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- 8.2 The training and development component shall compile an annual report of all training activities after the 30 June of each year, but not later than two months after that date.
- 8.3 The training component shall also closely liaise with and annually report to the Local Government Water and Related Services SETA.

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The Council shall select training and development interventions with regard to suitability, applicability, and cost effectiveness. The interventions are amongst others:

### 9.1 **Formal training/education**

The academic training at recognized educational institutions shall be done by granting official bursaries. The granting of the bursaries shall be linked to career development and succession planning. The success rate in the field of study should be monitored and deviations managed timeously.

## 9.2 Inservice Training (informal training)

9.2.1 Inservice training include activities which employees receive directly or indirectly from Council in order to equip them with knowledge, skills and attitudes to enable them to function effectively and efficiently. This will be done by:

- ❖ Internally by the training component
- ❖ Sectoral education and training authority
- ❖ Externally by accredited service providers.
- ❖ Hands on training (functional)

9.2.2 Training and development courses should be outcome based and may include:

- ❖ Strategic management
- ❖ Management skills
- ❖ Supervisory skills
- ❖ Employee relations
- ❖ Secretarial training
- ❖ Personal and interpersonal skills
- ❖ Communication skills
- ❖ Computer skills
- ❖ Specialized courses, workshops and seminars.

## 9.3 Succession planning

9.3.1 Succession Planning will be introduced to identify and develop candidates to fill vacancies should the position become vacant

9.3.2 Shortage of skills in the organisation would be timeously acknowledged and contingency plans put in place.

## 9.4 Mentoring Programmes

9.4.1 The Council shall make use of mentorship and coaching programme specific to conditions of employees should the need arise.

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9.5.2 The learnership programmes should be advertised internally and externally to stakeholders in the municipality.

9.5.3 Learnership programmes are voluntary and no employee is guaranteed promotion on completion of the learnership.

9.5.4 The taking of learners in learnership of the Council is based on the premise that the SETA will contribute to the skills development of those employees.

9.5.5 The contracts of learners employed on the basis of learnership contract shall terminate, once the learnership is completed.



## 10. EXPERIENTIAL TRAINING

- 10.1 The Council may enlist the services of tertiary learners or young learners who completed their tertiary studies for the purpose of exposure in the desired career path.
- 10.2 The learners shall submit the following documents to Council:
- ❖ Curriculum Vitae
  - ❖ Copy of Identity Document
  - ❖ Proof of Registration or Completion of Studies
  - ❖ Proof that the Curriculum requires the specific practical exposure
  - ❖ Proof of specific skills needed for work to be performed.
- 10.3 The learner appointed may be given an out of pocket allowance determined by the Council.
- 10.4 The expenditure for the allowance of learners should be in the personnel budget and no overspending is permissible.
- 10.5 The learners enlisted for experiential training is subjected to the condition of services of the Council mainly:
- ❖ Allowance payment
  - ❖ Working days and hours
  - ❖ Disciplinary procedures
  - ❖ Protective clothing
  - ❖ Subsistence and traveling
- 10.6 The experiential training for tertiary students shall not exceed twelve months and is not renewable.
- 10.7 The authority to appoint students for exposure in the desired career path is the responsibility of the departmental manager.

## 11. INDUCTION

- 11.1 All newly appointed employees shall be subjected to an induction programme.
- 11.2 The Departmental Heads are expected to complement the induction programme through structured on the job coaching.

## 12. CONTRACTUAL LIABILITIES

- 12.1 All employees, whose training was financed by the Council, shall be required to work back the time for the investment made by the Council.
- 12.2 The employee will be required to work back the equal duration of the training offered by the Council.
- 12.3 An employee who resigns on completion of the training before completing the contractual work back time will refund the municipality the expenses relating to the training.

## 13. TRAINING COMMITTEE

- 13.1 The Council shall establish a training committee which will be consulted on all matters regarding training and development
- 13.2 The committee shall consider and report on all training related matters and meet on a regular basis.
- 13.3 The training committee will also participate in the compilation of the Work Skills Plan of the Council.

**14. TRAINING BUDGET**

- 14.1 The Council shall consider a training budget on an annual basis to address the training needs identified.

**15. POLICY AMENDMENT**

- 15.1 The policy may be amended when the need arises.
- 15.2 Proposals for amendments may be submitted to the Unit Manager Corporate Services.

ANNEXURE A.  
**TRAINING AND DEVELOPMENT REQUEST FORM**  
**TO: UNIT MANAGER CORPORATE SERVICES**

FROM: \_\_\_\_\_ (HOD DIRECTORATE)

DATE: \_\_\_\_\_

Authority is sought for \_\_\_\_\_ delegates from \_\_\_\_\_ to  
 (number) (Department/Directorate)

attend \_\_\_\_\_ which will be presented by  
 (number of courses/workshops)

\_\_\_\_\_ organisation/company

The details of the delegate(s) is/are:

Name	designation
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

The course/workshop is oriented towards (provide motivation of need and benefit to the Directorate)

\_\_\_\_\_  
 \_\_\_\_\_

The total estimate is R \_\_\_\_\_ Provision exist in vote \_\_\_\_\_ for this expenditure.

Recommend/not recommend

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 UNIT MANAGER CORPORATE SERVICES

Approved/not approved

\_\_\_\_\_  
 MUNICIPAL MANAGER

ANNEXURE A.  
 TRAINING AND DEVELOPMENT REQUEST FORM  
 TO: UNIT MANAGER CORPORATE SERVICES

FROM: \_\_\_\_\_ (HOD DIRECTORATE)

DATE: \_\_\_\_\_

Authority is sought for \_\_\_\_\_ delegates from \_\_\_\_\_ to  
 (number) (Department/Directorate)

attend \_\_\_\_\_ which will be presented by  
 (number of courses/workshops)

\_\_\_\_\_ organisation/company

The details of the delegate(s) is/are:

Name	designation
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

The course/workshop is oriented towards (provide motivation of need and benefit to the Directorate)

\_\_\_\_\_  
 \_\_\_\_\_

The total estimate is R \_\_\_\_\_ Provision exist in vote \_\_\_\_\_ for this expenditure.

Recommend/not recommend

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 UNIT MANAGER CORPORATE SERVICES

Approved/not approved

\_\_\_\_\_  
 MUNICIPAL MANAGER

ANNEXURE B.  
NOMINEE DECLARATION FORM

1. Declaration by nominee

I \_\_\_\_\_ hereby accept my nomination for the \_\_\_\_\_  
course/workshop starting \_\_\_\_\_ and ending \_\_\_\_\_.

I undertake to attend the course as stipulated. I further undertake to resume my responsibility after training and work back the equivalent number of days to those I spend at training.

I take the responsibility and agree that I will be liable for payment of the cost if:

- 1.1 I fail to attend the course; and
- 1.2 My supervisor is not notified in writing, person of my withdrawal six working days before the start of the course/workshop.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

2. Declaration by Supervisor

I \_\_\_\_\_ take note of the above acceptance as well as the fact that I will be liable for payment of the above cost if:

- 2.1 I did not notify my departmental contact person in writing, personal of the withdrawal of the above mentioned person five working days before the start of the course/workshop.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

ANNEXURE C.  
TRAINING AND DEVELOPMENT REPORT FORM

NO	NAME OF EMPLOYEE	DESIGNATION	COURSE	DATE	COST

Department: \_\_\_\_\_

Quarter: \_\_\_\_\_

Signature: \_\_\_\_\_