

EPHRAIM MOGALE MUNICIPALITY
INSTRUCTIONS TO MANAGERS

EXTRACTS FROM THE MINUTES OF THE 1ST COUNCIL MEETING OF EPHRAIM
MOGALE LOCAL MUNICIPALITY HELD ON THURSDAY THE 22ND SEPTEMBER 2011.

FILES: ~~5/P X 5/2/3 [04/01/01/P]~~ 4/3/P
Original of this document on file: 5/P X 5/2/3 [04/01/01/P]


FINALISATION BY:

Municipal Manager *Caporase Services Manager*
Referred toby Municipal Manager

C1//05/2011 INTERNSHIP/LEARNERSHIP DRAFT POLICY
5/P X 5/2/3 [04/01/01/P] 4/3/P

RESOLVED

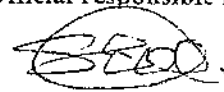
1. That the Council takes note of the draft policy.
2. That Council approves the draft internship/learnership policy.
3. That Council instructs the Municipal Manager to implement the decision accordingly.


S. R. MONAKEDI
MUNICIPAL MANAGER

22 September 2011

REGISTRATION OFFICE

Official responsible for the circulation of this document (Please print): Oupa Aphané


Signature

27/09/2011
Date received

REPORT OF THE MUNICIPAL MANAGER**PURPOSE**

The purpose of the item is for Council to approve the draft Learnership/Internship Policy.

BACKGROUND

The challenge of critical and scarce skills in South Africa led to the research which resulted in human resources development strategies. The South African government has committed itself to promote valuable and active labour market through enactment of various legislation and development of various policies. The new system of learning is to alleviate skills shortages and to facilitate for the closing of the gap of the official and scarce skills.

Therefore as the municipality, there is a need to provide an opportunity for a practical working environment to inexperienced graduates and school leavers, through the experiential training and learnership policy

ATTACHMENTS

Internship/Learnership Draft Policy

PROPOSED RECOMMENDATIONS

1. That the Council takes note of the draft policy.
2. That Council approves the draft internship/learnership policy.
3. That Council instructs the Municipal Manager to implement the decision accordingly.

For Decision

EXPERIENTIAL AND LEARNERSHIP TRAINING DRAFT POLICY OF EPHRAIM MOGALE LOCAL MUNICIPALITY



1. PREAMBLE

The challenge of critical and scarce skills in South Africa led to research which resulted in Human Resource Development strategies and the promulgation of the Skills Development legislation.

The South African Government has committed itself to promote valuable and active labour market through enactment of the above legislation and development of related policies. The new system of learning is meant to alleviate skills shortages and to facilitate for the closing of the gap of the critical and scarce skills.

Ephraim Mogale Local Municipality, through its experiential training and learnership policy, will provide an opportunity for a practical working environment to inexperienced graduates and school-leavers.

In this regard, Experiential Training and Learnership through accredited institutions is encouraged and made available to students to improve their current skills and work-experience, and to empower them with formal learning. Acceptance of students into this programme shall depend on the availability of resources and related space.

2. PURPOSE OF THE POLICY

The purpose of this policy is to enable the municipality to afford an opportunity of experiential and learnership training to inexperienced students and learners, and to regulate their activities after their acceptance by Ephraim Mogale Local municipality into the programme.

This programme is underpinned by the following 5 key objectives:

- To promote workplace skills development and exposure to employment opportunities;
- To develop a culture of high quality lifelong learning within Ephraim Mogale Local Municipality;
- To foster skills transfer; and
- To assist experiential training and Learnership candidates in obtaining work-experience and formal learning.

3. SCOPE

The policy is applicable to:

- Students who are currently enrolled or registered with accredited institutions of learning, and
- Students who completed their studies, and who are in need of exposure to practical experience.

4. DURATION OF THE PROGRAMME

The duration of the programme shall be determined by the relevant institution of learning, and in the case of the institution not determining the period; the student shall be accepted to the programme for a maximum period of twelve (12) months.

5. TERMS AND CONDITIONS

Ephraim Mogale Local Municipality will consider applications from students to undergo experiential training, subject to the following conditions:

- Only applications from students who are citizens of the Republic of South Africa will be considered,
- No remuneration or financial benefit of any nature shall be provided, unless it is a learnership which is properly budgeted and provided for,
- Experiential training shall be a requirement in terms of the syllabus of the tertiary institution, and written proof to this effect must accompany the application, or
- It should be relevant to the studies that the student completed (in a case of students who completed their studies),
- A maximum of two students per Department will be accommodated per year, depending on availability of resources and space,
- Acceptance of student to undergo experiential training will not constitute employment, and no expectation is created for the extension of the original period agreed upon or for future appointment of the student by Ephraim Mogale Local Municipality after completion of the experiential training or the learnership,
- The relevant Department shall provide a mentor to the student/s, who would keep the attendance register of the student/s and other related documents,

- The relevant Departmental Manager shall submit a report to the tertiary institution, if so required, via the Human Resource division, regarding the experiential training that was provided,
- Each student who is accepted to undergo experiential training shall be required to sign an agreement containing the terms and conditions of the training, including indemnifying Ephraim Mogale Local Municipality from any liability that may arise during, or as a result of the experiential or learnership training,
- The acceptance of students into this programme shall be subject to the availability of office space, and
 - Students shall be the citizens of the Republic of South Africa, and
 - Students shall abide by the rules and regulations of Ephraim Mogale Local Municipality.

6. HANDLING OF APPLICATIONS

All applications for experiential training shall be addressed to the office of the Municipal Manager, who would redirect that to the relevant Department for comments, and for comments by the Human Resource Division and the Corporate Services Department. In the case of a learnership for which budget is provided, the comment of the Financial Services department would also be required.

The Municipal Manager shall then finally consider the application, and then inform the relevant Department accordingly about the outcome thereof.

7. REPEAL OF PREVIOUS POLICIES

All previous policy documents which were approved by the Ephraim Mogale Local municipality, or any of its predecessors, with regard to experiential training and learnership matters within the municipal jurisdictional area shall from the effective date of this policy be repealed.

8. EFFECTIVE DATE

This policy shall come into effect on the working day following the date of approval thereof by the Ephraim Mogale local municipality Council.