

# **POLICY OF EXPERIENTIAL TRAINING / INTERNSHIPS**

## **CONTENTS.**

### **1. PREAMBLE**

The problem of critical and scarce skills in South Africa has reached alarming proportions, hence the development of skills development legislation and HRD strategies.

The South Africa government has committed itself to promote an active labour market through enacting the above policies and legislation. This new system of learning is meant to alleviate skills shortages and facilitate portability of skills.

Thembisile Local Municipality, through its experiential training / learnership policy, will provide a to learnership seeks to expose employees school leavers and graduates to a practical working environment that puts the structures learning into practice and equips them with new kinds of competence.

In this regard learnership through accredited institutions are encouraged and made available to employees to upgrade current skills alternatively to empower employees with formal learning. A limited number of employees can be accepted into this program.

### **2. SCOPE**

The policy is applicable to-

2.1 The employment of a learner-

2.1.1 Who has concluded a learnership agreement in terms of section 17 of Sectoral Determination 5.

2.1.2 Who was not in the employment of the employer party to the learnership agreement when the agreement was concluded.

2.1.3 To every employer who employs a learner contemplated in 2.1.1 and 2.1.2

### **3. LEGAL FRAMEWORK.**

The Legal framework that covers this policy is the:

- Basic Conditions of Employment Act 75 of 1997.
- The Sectoral determination No. 5: Learnership

### **POLICY OBJECTIVE**

Thembisile Local Municipality's experiential Learnership program 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 Thembisile Municipality;
- To foster skills transfer;
- To stimulate and support Thembisile Municipality 's Employment Equity Programme; and
- To assist Learnership candidates obtain formal education.

### **DURATION OF THE PROGRAMME**

The duration of the internship programme shall be for a minimum period of 6 months and a maximum of 12 months, non renewable.

### **CONDITIONS**

Thembisile Local Municipality will consider applications from students to undergo experiential training/internship, subject to the following conditions:

Only applications from students residing within the area of jurisdiction of Thembisile Municipality will be considered.

No remuneration will be paid to students undergoing experiential training.

No benefits will be provided (e.g. Medical aid, pension, etc).

No statutory deductions benefits should the student claim after completion (e.g. Unemployment Insurance Fund)

Experiential training/internship must be a requirement in terms of the syllabus of the tertiary institution and written proof to this effect must accompany the request, or

It should be relevant to the studies that the student completed ( in a case of students who completed their studies)

People who completed matric / school leavers should also be considered.

A maximum of two students per Department will be accommodated per year.

Acceptance of a student to undergo experiential training/internship, will not constitute employment and no expectations is created that the student will be further appointed by Thembisile Municipality after completion of the experiential training/internship

The relevant Departmental Manager will submit a report regarding the experiential training/internship that was provided, to the tertiary institution, if required.

Each student who is accepted to undergo experiential training/internship will be required to sign an agreement containing the terms and conditions of the training, including indemnity, absolving Thembisile Municipality from any liability that may arise during, or as a result of, the experiential training/internship.

This policy will be subject to availability of office space.

#### **DIRECTORATE: ADMINISTRATION**

All applications for experiential training must be submitted to the Manager: Administration.

The relevant Departmental Manager, in consultation with the Manager: Administration, will consider and approve requests to undergo experiential training/internship (subject to the needs of Thembisile Municipality)

### **CERTIFICATE OF ENDORSEMENT.**

Agreement between the Municipality and Employee organization/ Labour Forum.

We, the signatories to this agreement, duly authorized thereto, hereby commit ourselves to the content of this policy on:

The agreement to this policy shall come into effect on the date of endorsement by all parties and shall cease only in the event where such changes / variations has been reduced to writing and been signed by all parties concerned. Unless in the event where any changes in any applicable Act, Legislation or Bargaining Council Main Agreement has jurisdiction to supercede.

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**For and on behalf of Municipality.**

\_\_\_\_\_  
**As witness for Municipality.**

\_\_\_\_\_  
**Date.**

\_\_\_\_\_  
**Date.**

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**For and on behalf of Union.**

\_\_\_\_\_  
**As witness for Union.**

\_\_\_\_\_  
**Date.**

\_\_\_\_\_  
**Date.**