

ELIAS MOTSOLEDI LOCAL MUNICIPALITY-MASEPALA WA SELEGAE



EXPERIANCIALS POLICY

MUNICIPAL COUNCIL RESOLUTION NUMBER

C24/25-75

APROVED AT THE COUNCIL MEETING OF DATE **26/06/2025**

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1. ACRONYMS AND ABBREVIATION

- I. HRD – Human Resource Development
- II. TVET- Technical and Vocational Education and Training
- III. PPE -Personal Protective Equipment

2. CLARIFICATION OF TERMS

- 2.1 Experiential training - Experiential training is an educational approach that emphasizes active, hands-on learning through practical, real-world experiences to enhance understanding and skill development.

3. PREAMBLE

- 3.1 Elias Motsoaledi Local Municipality, through its experiential training policy, will provide experiential training to expose school leavers and graduates to a practical working environment that puts the structures of learning into practice and equips them with new kinds of competence.
- 3.2 In this regard experiential training through accredited institutions are encouraged and made available to students/graduates to upgrade current skills to empower students/graduates with formal learning. A limited number of students/graduates can be accepted into this program.

4. PURPOSE & OBJECTIVE OF THE POLICY

- 4.1 Elias Motsoaledi, a Local Municipality's experiential training program is underpinned by the following 5 key objectives:
 - I. To promote workplace skills development and exposure to employment opportunities.
 - II. To develop a culture of high-quality lifelong learning within Elias Motsoaledi a Municipality.
 - III. To foster skills transfer.
 - IV. To stimulate and support Elias Motsoaledi Municipality 's Employment Equity Programme;

5. SCOPE AND APPLICATION

The policy is applicable to:

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- I. The employment of a learner who has completed their theoretical studies from TVET Colleges and in need of practical experience to obtain a diploma.
- II. Students who have completed their Diplomas and degrees from university to gain practical experience

6. LEGAL FRAMEWORK.

The Legal framework that covers this policy is the:

- a) Basic Conditions of Employment Act 75 of 1997.
- b) Sectoral determination No. 5: Learnership
- c) National Skills Development Strategy
- d) National qualification Framework
- e) Skills Development Act no 97 of 1998
- f) Labour Relation Act 66 Of 1995
- g) Skills Development Levies Act.
- h) National Development Plan and NSDP 2030
- i) SETA Grant Regulations GG No 35940, 3 Dec 2012
- j) SETA Grant Regulations GG No. 36655, 15 July 2013
- k) Municipal Systems Act
- l) Municipal Staff Regulation

7. DIRECTORATE: ADMINISTRATION

- 7.1 All applications for experiential training must be submitted to the HRD office.
- 7.2 The relevant departmental manager, in consultation with the HRD office, will consider and approve requests to undergo experiential training (subject to the needs of Elias Motsoaledi a Municipality)
- 7.3 The number of experientials will be determined by the availability of space
 - 7.3.1 The role of Skills Development Officer

- i. Acquire the resources to accredit and evaluate learnership and skills programmes in the organization
- ii. Oversee the implementation of training
- iii. Keep appropriate training records
- iv. Ensure participation in LGSETA learnerships and skills programme
- v. Conduct an analysis of to determine training outcomes

- vi. Train staff employed to claim the skills and development levies from the SETA
- vii. Formalize the qualification of employees through recognition of prior learning
- viii. Register learnership programme by training both employed and unemployed people
- ix. Report to LGSETA on training conducted in the municipality
- x. Continually evaluate the implementation of the identified skills development needs
- xi. Lead the process of organizational skills development and employee development

8. DURATION OF THE PROGRAMME

8.1 The duration of the experiential training shall be for a minimum period of 1 month and a maximum of 24 months, however it will depend on the nature of the training provided.

9. INTAKE PROCESS

- 9.1. Individuals residing within Elias Motsoaledi Local Municipality jurisdictions are allowed to submit applications for experiential learning at the Municipality, with the relevant certified documents.
- 9.2. Applications are reviewed and selection is based off on the needs of the Municipality pertaining to the qualifications the applicants possess and potential contribution to the learner's needs.
- 9.3. The selected learners should go under an orientation and induction process to familiarize them with the Municipality staff and necessary tools of trade.
- 9.4. Placement and assignment are based on the qualifications of the learners and the needs of the Municipality, such that the learner is placed in a working environment relevant to their qualification.
- 9.5. In case the number of placements is full, the human resource will continue to receive the application and create database for future available placement.

10. MONITORING AND EVALUATION OF THE LEARNERS

- a. This involves ongoing observation and tracking of learners' progress and performance.

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- b. The regular checks on learners' ability to apply the theoretical knowledge they have learned in practical settings will liaise with the manager within the area of placement.
- c. Providing constructive feedback to learners based on their work may be formal or informal, from supervisors, mentors, or trainers.
- d. Learners may be required to maintain records of their daily activities, present themselves to work as per municipal punctual policy.

11. TERMINATION

- 11.1 The Municipality or the learner has the right to terminate the contract upon breach of contract by either of the two parties through written communication.
- 11.2 The learner has the right to terminate the contract for other compelling reasons such as finding employment, which has to be served for at least one week's notice.
- 11.3 The termination shall be confirmed by the director of directorate.
- 11.4 No learner will be allowed to stay within Elias Motsoaledi Municipality while the contract is terminated.

12. STIPEND

The stipend will be in accordance with the contracting SETA policy.

13. PERSONAL PROTECTIVE EQUIPMENT

- 13.1 The municipality will not take responsibility in the provision of the learner with Protective clothing, however, The contracting SETA will be responsible for PPE where necessary.

14. LAPSING OF CONTRACT

- 14.1 The learner shall receive a completion letter/certificate of service upon completion of the contract.
- 14.2 Should the learner be unable to continue with their role, under circumstances like sickness or pregnancy, the contract shall be paused and continued when they are fully able to resume their duty.

15. CONDITIONS

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

- a) Only applications from students residing within the area of jurisdiction of Elias Motsoaledi, a Municipality will be considered.

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- b) No remuneration by the municipality will be paid to students undergoing experiential training,
- c) A remuneration stipend will be given to learners, however, be funded by the LGSETA.
- d) No benefits will be provided (e.g. medical aid, pension, etc).
- e) No statutory deductions benefits should the student claim after completion (E.g. Unemployment Insurance Fund)
- f) Experiential training 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)
- g) A maximum of two students per unit and per department will be determined by the available space. Acceptance of a student to undergo experiential training will not constitute employment and no expectations are created that the student will be further appointed by Elias Motsoaledi Municipality after completion of the experiential training.
- h) The HRD manager, in consultation with the host Departmental Manager, will submit a report regarding the experiential training that was provided to the tertiary institution, if required.
- i) Each student who is accepted to undergo experiential training will be required to sign an agreement containing the terms and conditions of the training, including indemnity, absolving Elias Motsoaledi Municipality from any liability that may arise during, or because of, the experiential training, oath of secrecy and code of conduct
- j) This policy will be subject to the availability of office space.
- k) Students undergoing experiential training will be required to sign oaths of secrecy, code of conduct and non-disclosure of municipal information without authorization

16. EFFECTIVE DATE

This policy comes into effect on the date of approval by the council.

17. IMPLEMENTATION OF THE POLICY

The implementation of this policy to all qualifying learners is subject to the approval of Municipal Manager/Delegated assignee and availability of funds funded by LGSETA

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18. DEFAULT

Non-compliance of any of the stipulations contained in this Policy will be viewed as misconduct and will be dealt with in terms of the Municipality's disciplinary Code

19. ADOPTION OF THE POLICY

This policy will be adopted by the Municipal Council

20. REVIEWS OF THE POLICY

This policy will be reviewed in three years or as and when necessary.

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