



# **IN-SERVICE TRAINING & INTERNSHIP PROGRAMME POLICY**

**2022/23**

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## **1. OBJECTIVES**

The objective of this policy is to create a framework for the establishment of an in-service training & internship programme within the Municipality, in order to:

- 1.1 Regulate the appointment of in-service training & internship programme within the Municipality.
- 1.2 Provide an experiential training and skills opportunity to persons completing and have completed their academic training
- 1.3 Fulfill social responsibility obligations of the Municipality to its inhabitants by providing learning opportunities;
- 1.4 Mitigate the risks of staff shortage and financial constraints within the Municipality through utilization of experiential trainees and interns.

## **2. APPLICATION OF THIS POLICY and ELIGIBILITY**

- 2.1 The policy is applicable to members of the Community of the Mandeni Municipality who are eligible in terms of section 2.2 for appointment as experiential trainees & interns.
- 2.2 Persons who comply with the following criteria are eligible for appointment as experiential trainees & interns, namely that:
  - 2.2.1 They are ordinarily resident in the area of jurisdiction of the municipality and are appearing on the Municipal voter's role;
  - 2.2.2 They are within the age group designated as youth, as per the Constitution of the Republic of South Africa;
  - 2.2.3 For experiential learning, students that are studying towards tertiary qualification(s) from a recognized institution and They have attained at least a minimum requirement deemed by such institution as warranting experiential training,
  - 2.2.4 For interns, students that have completed their tertiary qualification(s) from a recognized institution
- 2.3 Compliance with the above criteria shall not in itself, however, give rise to any expectation on the part of any person to any appointment as an experiential trainee.

## **3. RECRUITMENT PROCEDURE AND CRITERIA FOR SELECTION OF EXPERIENTIAL TRAINEES**

- 3.1 The process of recruitment of experiential trainees & interns shall be managed by the Director of Corporate Services or a person designated for this purpose by the Director of Corporate Services.
- 3.2 The Director of Corporate Services shall, after consultation with the respective Heads of Department of the Municipality, determine from time to time:
  - 3.2.1 whether the Municipality requires the services of any experiential trainees & interns;

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- 3.2.2 whether the Municipality can provide meaningful training to such trainees & interns;
- 3.2.3 the positions to which such trainees & interns should be appointed;
- 3.2.4 the criteria for selection of trainees & interns for appointment to any position; provided that the maximum number of trainees & interns who may be appointed in any semester shall not exceed budget allocation per Department, and or training capacity by the supervisor as identified as per 5.2 below.
- 3.3 Such number of experiential trainees & interns as the Director of Corporate Services determines shall be recruited through placement of a notice on the local newspaper. Such notice shall state the criteria for each appointment.
- 3.4 All prospective experiential trainees & interns who wish to apply for appointment in response to a particular notice, shall submit to the Corporate Services Department the following documents:
  - 3.4.1 A detailed curriculum vitae;
  - 3.4.2 Certified copies of academic certificates and Identification documents;
  - 3.4.3 A letter of recommendation for undergoing an experiential training programme, issued by the academic institution attended by the applicant.
- 3.5 A shortlisting panel constituted as per Recruitment Policy shall conduct shortlisting of candidates for the experiential training.
- 3.6 The shortlisted candidates shall be invited for interview on a date to be determined by the Shortlisting Committee.
- 3.7 The members of the Shortlisting Committee shall also constitute an Interviewing Committee for selection of experiential trainees.
- 3.8 Appropriate questions to be asked in the interviews shall be jointly formulated in advance by the Corporate Services Department and the line department concerned when necessary.
- 3.9 The Interviewing Committee shall assess the suitability of each candidate against the criteria contained in the notice.
- 3.10 The Interviewing Committee shall, on the basis of the overall suitability of each candidate, make a recommendation for the placement of the preferred candidate.
- 3.11 The Director of Corporate Services shall, upon receipt of the recommendation of the Interviewing Committee, prepare a memorandum on recommendation for appointment of a particular candidate as an experiential trainee, and the duration of such appointment, to the Municipal Manager for consideration.
- 3.12 Upon approval of the recommendation by the Municipal Manager, a letter of appointment of the candidate as an experiential trainee or interns, shall be issued.

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- 3.13 A candidate, to whom an experiential training opportunity has been offered, shall be required to accept the training opportunity within three days of the date of the letter of appointment, failing which the offer shall lapse.
- 3.14 As a contingency measure, the interviewing committee shall make a second and third choice candidate for consideration in the event of unavailability of the preferred candidate.
- 3.15 Applicants or candidates for positions of experiential trainees & interns shall not be reimbursed for travelling costs to and from places of interview.

#### **4. DURATION OF EXPERIENTIAL TRAINING AND STATUS OF EXPERIENTIAL TRAINEES**

- 4.1 Experiential training & Internship programme shall be limited to a maximum period of 12 months per experiential trainee.
- 4.2 Notwithstanding an appointment of an experiential trainee for a particular period, the Municipality shall reserve the right to terminate the training programme for a particular trainee on notice period of one week.
- 4.3 Experiential trainees shall be classified as contract employees and may not under any circumstances be allowed to act in any permanent position.
- 4.4 Experiential trainees shall be paid a minimum of R3000 per month or determined by the contract signed under if it's an external funding monthly stipend allowance determined from time to time by the Municipal Manager in consultation with the Director of Corporate Services.
- 4.5 Interns shall be paid a minimum of R5000 per month or determined by the funder if it's an external funding monthly stipendiary allowance determined from time to time by the Municipal Manager in consultation with the Director of Corporate Services.
- 4.6 Trainees & Interns shall not be entitled to any remuneration or other benefits other than the allowance referred to in 4.4 or such benefits as may be mandatory under statute
- 4.7 Experiential trainees & interns shall be required to work the same working hours applicable to employees of a unit in which they are attached.
- 4.8 Experiential trainees & interns shall abide by the Code of Conduct of the Municipality.

#### **5. TRAINING**

- 5.1. The Director of each Department shall determine the standards and contents for the Training programme applicable to experiential trainees, which programme shall be carried out according to such standards and contents.
- 5.2. Experiential Trainees and Interns may be eligible for training by any external body or institution at no cost to Council.

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**6. TRAINEES IN OTHER EMPLOYMENT**

- 6.1 Experiential trainees & interns may be offered unadvertised casual jobs as temporary employees in the Municipality.
- 6.2 Experiential trainees & interns shall be eligible to apply for internally advertised posts.

**7. BUDGET**

- 7.1 Each department shall budget for the intake of experiential trainees & interns
- 7.2 The department concerned may use savings from its salaries and benefits votes to finance allowances of experiential trainees.
- 7.3 Experiential trainees & interns shall be entitled to annual general increase only applicable to all staff and not pay progression.

**8. LEAVE**

- 8.1 The In-service Trainees and Interns are entitled to 2 (two) days a month annual leave without any encashment and should the leave be not utilized at the end of the annual leave cycle it will be forfeited.
- 8.2 The In-service Trainees and Interns are entitled to 1(one) day sick leave for every 17 (seventeen) days worked and shall be required to submit a medical certificate from a registered medical practitioner or any other person who is certified to diagnose and treat patients and who is registered with a professions council established by an Act of Parliament, if more than two (2) consecutive days are taken as sick leave, provided that the employer may request a sick leave certificate for every day of sick leave where there is evidence of abuse of sick leave.

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## 9. SPECIAL CONDITION

- 9.1 All trainees will fall under leave policy complying to experiential trainee & interns.
- 9.2 The Department of Corporate Services may from time to time consider requests for placements from students from Higher Education institutions and Provincial sector departments requiring practical experience in order to get their qualifications.

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**PREPARED BY: NW MAKHOPA**

**DATE OF ADOPTION BY COUNCIL: 30/06/2022**

**COUNCIL RESOLUTION NO: C119**

  
**MUNICIPAL MANAGER**  
**SG KHUZWAYO**

30/06/2022  
**DATE:**



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**COUNCIL MEETING HELD ON THURSDAY, 30 JUNE 2022 AT 09H24  
AT SIBUSISIWE COMMUNITY HALL, THOKOZA RD, MANDENI**

**DELEGATED MATTER  
FOR CONSIDERATION**

**C 119**

**COUNCIL: 30/06/2022**

**THE REVIEW OF 2022/2023 CORPORATE SERVICES POLICIES**

On a proposal by Cllr S Mabhida, seconded by Cllr NO Dladla, it was

**RESOLVED**

THAT the review of the 2022/23 Corporate Services Policies be approved.

**CERTIFIED TRUE EXTRACT OF THE MINUTES OF THE MEETING**

**SIGNED BY:**   
**MUNICIPAL MANAGER**

**30/06/2022**  
**DATE**