



SKILLS DEVELOPMENT POLICY 2025/2026

S.G.K

CONTENT PAGE

1. Definitions	3
A. Staff Bursaries	3-9
2. Objectives	4
3. Eligibility for Bursary	4
4. Bursary for Career-Pathing/Progression	4
5. Bursary for Employment Development	5
6. Training Providers	5
7. Financial Assistance	6
8. Study and Examination Leave	6
9. Contractual Liability in terms of Financial Assistance	6
10. Studies that are Undertaken during Work Hours	7
11. Procedure for Bursary	7
12. Procedure Regarding Application for Retrospective Bursary	7
13. Appeal Mechanism	8
14. Conditions	8
15. Termination of Bursary	9
16. Concurrent Bursaries	9
17. Bursary Contract	9
B. Municipal Staff Training & Development	9-10
18. Training Eligibility	9
19. Accredited training requirements	9
20. Non-Submission of PoE and repayment	10
21. Training failure and re-registration	10
22. Roles and responsibilities	10
23. Monitoring and compliance	10
C. Skills Development for Councillors	11-14
24. Introduction	11
25. Legal Framework and Alignment	11
26. Policy Objectives	12
27. Guiding Principles	12
28. Types of training interventions	14
29. Annexure A	16
30. Annexure B	19

1. DEFINITIONS

The following definitions and principles will apply to the Council's Bursary Policy:

1.1 **Career Path** is the plan mutually agreed upon between the employee and relevant Departmental Manager, or the Manager's nominated representative, in terms of which the employee's skills, knowledge and/or academic qualifications will be improved within a specified period of time in order for the employee to function effectively and efficiently in the working environment. The employee's progress will be evaluated in terms of mutually agreed upon levels of productivity, proficiency and performance within the specified time periods. Academic studies must be dealt with in terms of the Bursary Policy.

1.2 **Employee Development Courses** are voluntary programmes that develop the employee's general skills and knowledge, through: e.g.

1.2.1 Seminars

1.2.2 Workshops

1.2.3 Courses included on the Bursary scheme

1.2.4 Conferences

1.2.5 Presentations

1.3 **Learnership Contracts** are contracts entered into between (a) a learner, (b) the Mandeni Municipality and (c) a training provider accredited by SAQA, where the training provider provides academic and skills training and the Mandeni Municipality provides practical experience that can lead towards a qualification registered by SAQA.

1.4 **SAQA Act:** the South African Qualifications Authority Act, 1995 (No. 8 of 1995) – as amended

1.5 **LGSETA:** the Local Government Sector Education and Training Authority

1.6 **Skills Development Act:** the Skills Development Act, 1998 (No. 97 of 1998) - as amended

1.7 **Skills Development Levies Act:** the Skills Development Levies Act, 1999 (No. 9 of 1999) - as amended

A: STAFF BURSARIES

2. OBJECTIVES:

The objective of the Bursary Policy is to encourage employees to engage in or to continue their studies in order to:

- 2.1 To develop the skills and level of academic achievement of the Mandeni Municipality workforce
- 2.2 To improve the quality of life of workers, their career prospects and labour, mobility, and to improve productivity in the Mandeni Municipality.
- 2.3 To Increase the levels of investment in education and training in the Mandeni Municipality, and that the return on that investment be improved.
- 2.4 To Encourage Departmental Managers: -
 - 2.4.1 To facilitate active learning in the workplace.
 - 2.4.2 To provide employees with opportunities to acquire new skills and Knowledge.
 - 2.4.3 Encourage employees to participate in training programmes
 - 2.4.4 Improve the advancement of previously disadvantaged employees
 - 2.4.5 Meet the objectives determined by career paths
 - 2.4.6 Establish a pool of suitable candidates in order to support, inter alia, the Succession Planning Policy

3. ELIGIBILITY FOR BURSARY

- 3.1 All employees (permanent & contract) shall be eligible to apply for a bursary subject to the provisions of this policy. An employee will qualify for a bursary only after completing one year of service.
- 3.2 Priority shall be given to employees from designated groups in order to enhance skills development in terms of employment equity measures provided for in the Mandeni Municipality's Employment Equity Policy.

4. BURSARY FOR CAREER PATHING/PROGRESSION

Bursary will be provided, for the mutual benefit of the Mandeni Municipality and the employee, based on qualifications accredited by SAQA:

- 4.1 Staff members that fall in the following Occupational Categories can be allowed to apply for bursary or a skills programme that is not in line with their scope of work: -
 - 4.1.1 Clerical support workers: PA's and Clerks
 - 4.1.2 Machinery operators and Drivers.
 - 4.1.3 Elementary occupations: General assistants
- 4.2 The following conditions shall apply: -
 - 4.1.4 The fields they are interested in is in line with local government.

4.1.5 Directly related to the employee's approved and mutually agreed upon career path;

Necessary for the furtherance of the employee's career within his/her present unit/department, i.e. where there is a clear and logical academic path to a relevant higher post on the approved staff structure of the employee's present Business Unit. Bursary shall include provision for post-graduate qualifications up to an Honours level

5. BURSARY FOR EMPLOYEE DEVELOPMENT

In instances where the employee's proposed field of study, will enable him/her to change his/her career in the service of the Mandeni Municipality, the following procedure will be followed:

- 5.1 The employee submits a written application for study as per the procedure detailed in paragraph 11. The Departmental Manager must identify whether the proposed study would be of benefit to the Mandeni Municipality
- 5.2 In order to determine the eligibility of the proposed course of study, a panel consisting of the Human Resource Development Committee must be responsible for assessing the applications.
- 5.3 The panel mentioned in 5.2 above will submit its recommendations in the form of a report to the Municipal Manager for a decision on the eligibility of the proposed course.
- 5.4 Once the report has been approved, the SDF will then craft the bursary award letters to all successful applicants and submit the copies to Finance for processing.
- 5.5 The completion of courses obtained through the Bursary Policy is not linked to salary adjustment/s awards, or any other monetary compensation other than that refund where necessary to which the employee may be entitled to on successful completion of the course.

6. TRAINING PROVIDERS

- 6.1 Bursary will be granted only in respect of studies at institutions accredited by a body contemplated in Section 5(1)(a)(f) (bb) of the South African Qualification Authority Act.

7. FINANCIAL ASSISTANCE

- 7.1 The Mandeni Municipality shall assist employees with the payment of registration and tuition fees upon receipt of written proof that the employee has successfully passed his/her studies for a particular academic year.
- 7.2 Should an employee fail some of the modules in any given year, he/she will be responsible for the payment of modules failed. The employee shall re-register failed module(s) at own cost within one year; failure to do so the employee will have to pay the Municipality within that financial year for all failed modules. The Municipality will only pay for the subject passed.
- 7.3 The bursary funding will be determined by the availability of funds.

8. STUDY AND EXAMINATION LEAVE

- 8.1 The Municipality shall grant the employee the study leave in accordance to the South Local Government Bargaining Council's Collective Agreement on Conditions of Service.

9. CONTRACTUAL LIABILITY IN TERMS OF FINANCIAL ASSISTANCE

- 9.1 The employee will be required to enter into an agreement (**Annexure B**) with the Mandeni Municipality for admission to the Bursary Policy,
- 9.2 The employee will be required to serve the Municipality after completion of his or her studies equal to the number of years the employee has studied as a work back period e.g if an employee participated in the bursary scheme for a period of 3 years, an employee will be required to serve for a period of 1 year after completion of his studies.; this means that after a successful completed study year the beginning of the following study year shall be seen as the first year of the work-back period.

10. STUDIES THAT ARE UNDERTAKEN DURING WORKING HOURS FOR PART OF THE DAY OR THE FULL WORKING DAY

- 10.1 The employee must submit written proof, that will be sufficient and acceptable to his/her Departmental Head that the application to study in the specific field will not negatively impact service delivery and is not available on a part-time basis or after working hours through a recognised distance institution in South Africa subject to approval by the Municipal Manager.

11. PROCEDURE FOR BURSARY

11.1 Bursary shall be considered for employees who wish to undertake a programme on the approved schedule of study programmes. Applications for prior Bursary shall be handled in terms of the following procedure (see **Annexure A: Bursary Application form**)

11.2 The employee must submit a written request for Bursary during the period when Corporate Services have published a call for bursary applications. An application on the prescribed form detailing the following must be submitted to the Departmental Manager & Head of Department for approval before the application is submitted to Corporate Services Department:

11.2.1 The specific subjects and study programme that the employee wishes to study.

11.2.2 The registration, tuition and examination fees in respect of each subject;

11.2.3 Written proof of (a) must accompany the application:

11.2.4 The name and address of the educational provider;

11.2.5 Whether the studies will be undertaken part-time, after hours or whether the student will be required to attend lectures, etc. during working hours. In the latter instance, the actual times and duration of lectures for training hours/sessions must be stated, i.e. a study roster should be lodged and approved.

11.3 The panel as contemplated in clause 5.2 will assess the application.

11.4 The Corporate Services Department will inform the employee in writing of the decision reached.

12. PROCEDURE REGARDING APPLICATION FOR RETROSPECTIVE BURSARY

12.1 The employee must submit a written request for Bursary, detailing:

12.1.1 The specific subjects and study programme that the employee wishes to undertake.

12.1.2 The registration, tuition and examination fees in respect of each subject.

12.1.3 The name and address of the educational provider.

12.1.4 Whether the studies will be undertaken part-time, after hours or whether the student will be required to attend lectures etc. during working hours. In the latter instance, the actual times and duration of lecture/training hours/sessions must be stated, i.e. a study roster should be lodged and approved. (clause 5.2) but may not exceed one week per month.

12.2 The Departmental Manager will assess the application and determine whether the studies qualify for Bursary, as detailed under clause 4, or whether the conditions detailed in clause 5 apply.

12.3 The Departmental Manager will consult with the Departmental Manager: Human Resources in respect of these applications.

12.4 The Departmental Manager will inform the employee in writing of the decision reached in terms of the application.

12.5 Where the Departmental Manager does not approve the application, the conditions detailed in clause 5 will apply.

13. APPEAL MECHANISM

In the event of the employee being dissatisfied with the decision, the normal grievance procedure may be followed.

14. CONDITIONS

14.1 If a bursary holder fails a specific study year, he/she will be allowed to repeat the specific study year in the following calendar year on his/her own cost. After successful completion of the mentioned study year, the bursary holder may re-apply for the remaining period of study.

14.2 A bursary holder must submit to the Municipality his/her semester and year-end results, change of status e.g. cancellations, discontinued studies and transfer as soon as possible for control and filing purpose in the Council's records.

14.3 Should the holder intend to change the study direction or learning institution he/she must communicate his/ her intentions to the Municipality.

14.4 The bursary will be paid directly to the Institute of Higher Learning concerned on receipt of the official statement of the following academic year the maximum amount agreed upon by the panel.

15. TERMINATION OF BURSARY

15.1 Repayment Obligation

On termination of service prior to having satisfied the requirements in 9.2, the employee shall refund the Mandeni Municipality for all the outstanding financial commitments incurred in respect of his/her contract, on a pro-rata basis.

Clause 9.3 is not applicable in instances of death, ill-health, incapacity or council retrenchment.

15.1.2 Dismissal due to disciplinary action or any form of misconduct.

15.1.3 Termination of employment for any reason not related to medical incapacity or death.

16. CONCURRENT BURSARIES

- 16.1 The Council withheld the right to bring into calculation any bursaries that are awarded to the bursary holder (except unspecified awards) into the granting of funds for each academic year. Bursary holders must therefore annually submit a sworn statement in regards of awards and the value that will be received from any other source before any payment is done.
- 16.2 It is not the intention of the council to grant a bursary to a student who receives a 100% bursary grant or loan from another institution.
- 16.3 The council shall cover only shortfall where the bursary granted by another institution is not enough

18. BURSARY CONTRACT

- 17.1 Successful Bursars shall be required to enter into a bursary contract with the municipality.

B: MUNICIPAL TRAININGS FOR STAFF

18. Training Eligibility

Employees who have been awarded a bursary for the financial year will not be eligible for participation in planned training programs except the training that are considered for IPMS and training that are planned for municipal committees

19. ACCREDITED TRAINING REQUIREMENTS

- 19.1 All employees participating in accredited training must:
- 19.2 Successfully complete the required coursework.
- 19.3 Submit a complete Portfolio of Evidence (POE) to the training provider by the stipulated deadline.
- 19.4 Obtain a certificate of completion upon successful evaluation of the POE.

3. NON-SUBMISSION OF POE AND REPAYMENT

20.1 Failure to submit the POE, resulting in non-receipt of a training certificate, will require the employee to:

- Reimburse the full cost of the training to the municipality.

20.2 This reimbursement will be arranged through formal communication with Human Resources and Finance departments.

21. TRAINING FAILURE AND RE-REGISTRATION

Employees who do not successfully complete the training will:

21.1 Be given a single opportunity to re-register for the training.

21.2 Any further costs associated with re-registration or re-assessment will be communicated and be approved based on budget .

22. ROLES AND RESPONSIBILITIES

22.1 HUMAN RESOURCES:

22.1.1 Manage training schedules and bursary allocations.

22.1.2 Ensure performance assessments (IPMS) are conducted to identify training needs.

22.1.3 Track submission of POE and certificate issuance.

22.2 Employees:

22.2.1 Actively participate in allocated training programs.

22.2.2 Submit required documentation (e.g., POE) on time.

22.2.3 Inform supervisors of any issues that may impact training completion.

22.3 Supervisors/Managers:

22.3.1 Identify training needs through IPMS assessments.

22.3.2 Monitor employees' training progress and compliance with this policy.

23. MONITORING AND COMPLIANCE

Compliance with this policy will be monitored by Human Resources in conjunction with departmental managers.

Non-compliance with policy provisions may result in disciplinary action, including repayment of training costs where applicable.

C: SKILLS DEVELOPMENT FOR COUNCILORS

24. Introduction

The Municipality recognizes the critical role played by councillors in delivering effective governance, oversight, strategic leadership, and community representation. In line with this, the municipality is committed to ensuring that all councillors receive ongoing and relevant training to enhance their capacity to perform their duties in accordance with applicable legislation, municipal objectives, and national development priorities.

This policy sets out the framework for planning, funding, delivering, and monitoring councillor training and development, while ensuring prudent use of municipal resources and adherence to upper limits and budget availability.

25. Legal Framework and Alignment

This policy is developed and implemented in accordance with the following legislation and guidelines:

- 25.1 The Constitution of the Republic of South Africa, 1996
- 25.2 Local Government: Municipal Systems Act, No. 32 of 2000
- 25.3 The Local Government: Municipal Structures Act, No. 117 of 1998
- 25.4 The Municipal Finance Management Act (MFMA), No. 56 of 2003
- 25.6 The Skills Development Act, No. 97 of 1998
- 25.7 The Determination of Upper Limits of Salaries, Allowances and Benefits of Different Members of Municipal Councils, as issued annually
- 25.8 National and Provincial frameworks for training of Councillors
- 25.9 Applicable Circulars and Guidelines from the Department of Cooperative Governance and Traditional Affairs (CoGTA), South African Local Government Association (SALGA), and Local Government Sector Education and Training Authority (LGSETA)

26. Policy Objectives

26.1 The objectives of this policy are to:

- 26.1.1 Ensure that Councillors receive training aligned with their roles, responsibilities, and the term of office.
- 26.1.2 Promote informed decision-making and improved oversight through continuous development.
- 26.1.3 Align Councillor development with national Key Performance Indicators (KPIs) for local government.
- 26.1.4 Ensure training is cost-effective, within budget, and compliant with statutory limits and financial controls.
- 26.1.5 Foster a culture of lifelong learning and skills enhancement among elected representatives.

27. Guiding Principles

The following principles guide the implementation of this policy:

27.1 Budget Availability

Councillor training will be conducted strictly within the confines of the approved training and development budget as allocated in the annual municipal budget. Where the budget is exhausted, no further training initiatives shall be approved unless additional funding is made available through formal council resolution.

27.2 Term-Based Training Planning

Training and development shall be planned based on the term of Councillors. A comprehensive skills audit and training needs analysis (TNA) will be conducted at the beginning of each term (within 6 months of inauguration) to determine short-term and long-term training needs.

Training interventions will then be prioritized and phased throughout the term, with consideration for:

- 27.2.1. Role-specific responsibilities
- 27.2.2 Standing and portfolio committee assignments
- 27.2.3 Changes in legislation, policy, or service delivery models

27.3 Alignment with National KPIs

Training programs will be aligned with national key performance indicators to ensure councillors are equipped to drive strategic outcomes in areas such as:

- 27.3.1 Good governance and public accountability
- 27.3.2 Financial management and oversight
- 27.3.3 Infrastructure development and service delivery
- 27.3.4 Local economic development
- 27.3.5 Environmental sustainability
- 27.3.6 Public participation and community engagement

27.4 Compliance with Upper Limits

All expenses related to Councillor training, including fees, travel, accommodation, subsistence, —shall strictly adhere to the Determination of Upper Limits as gazetted annually.

27.5 Relevance and Impact

Only training programs that are relevant, credible, and accredited (where applicable) shall be considered. Training must directly support Councillors in their duties. Post-training evaluations shall be conducted to assess effectiveness and alignment with intended learning outcomes.

28. Classification of Training Interventions

Councillors may participate in the following types of training, subject to approval:

28.1. Induction Training: Mandatory for all new Councillors, covering the municipal governance framework, roles and responsibilities, code of conduct, and financial oversight.

28.2 Accredited Short Courses: Aligned with local government competencies

28.3 Workshops and Seminars: Targeted development on topical issues, legislative changes, or community challenges.

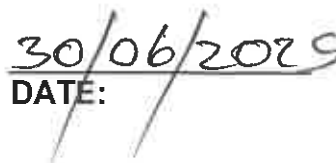
5.4 Leadership Development: Advanced programs for senior Councillors in executive or leadership roles.

5.5 Conference Attendance: Participation in SALGA, CoGTA, or relevant government forums where knowledge-sharing and benchmarking occurs.

5.6 Legislative and Policy Briefings: Updates from national or provincial departments on policy changes affecting local government.

PREPARED BY: P N NDLOVU
MANAGER HUMAN RESOURCE AND ADMINISTRATION
DATE OF ADOPTION BY COUNCIL: 25 JUNE 2025
COUNCIL RESOLUTION NO:138


MUNICIPAL MANAGER
SG KHUZWAYO


DATE: