

MSUKALIGWA LOCAL MUNICIPALITY



TRAINING AND DEVELOPMENT / BURSARY POLICY

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Amendments to the Policy

Naming of the Policy: Training, Development and Bursary Policy .

7.2 On Internal /External bursary

New

- a) For the external bursary there will be funding the top 5 achieved students residing at Msukaligwa Local Municipality the funding will include the full tuition fees, laptop, accommodation, prescribed textbooks and the stipend.
- b) Studies to be conducted on part time bases / self-study in the employee's own time.**
- c) For external students bursaries may be allocated to needy students who are top achievers within the area of Msukaligwa Local Municipality.**
- d) The external bursary is subjected to the available of funds, which will be funded through the LED which will be the local mines, and the local business.**
- e) The Municipality is not funding the external bursaries, the responsibility of the Municipality is to monitor and facilitate**

12 FINANCING OF STUDY PROGRAMMES

New

- f) The maximum of amount for financial assistance shall be limited to R40 000.00 per applicant per academic year, employees who wish to apply for a course that cost more than the maximum amount will have to pay the difference out of their pockets.
- g) Employees who wish to study towards a post graduate qualification or higher will be considered based in the availability of the budget.
- h) For the external bursary there will be funding the top 5 achieved students residing at Msukaligwa Local Municipality the funding will include the full tuition fees, laptop, accommodation, prescribed textbooks and

the stipend.

13 DURATION OF STUDY

- i) Base qualification refers to a minimum period of tertiary study necessary for the attainment of the qualification

14. CONDITIONS FOR FINANCIAL ASSISTANCE

- An employee shall not leave the employment of Council for a period of one year, commencing on the first day of the month in which he/she obtains the qualification.
- Financial assistance for study fees will include registration fees, book allowance only, when attending graduation ceremony or attending block classes the applicant will pay from their own pockets.

New: for external bursary students

- j) The Municipality can terminate the contract of funding for the external bursary should the students be not performing accordingly, receiving funding through any other national students financial aid scheme.
- k) The Municipality can terminate the external bursary contract if the funds are no more available to assist or to fund the the external bursaries.
- l) The cost associated with supplementary exams will not be paid by the Municipality cost to be borne by the student.
- m) Accepting the external bursary funding will not require the student to pay back the funds in monetary terms, however it does require that the beneficiary meets and maintains certain academic conditions for the duration of the study period.
- n) The external bursary are not awarded for correspondence course, the bursary holder must be registered as a full time student during the tenure of the bursary.
- o) The external bursary holder may not change the course for which the bursary was awarded without the prior permission of the municipality.
- p) For the external bursary funding, after completion of their qualification, the local mine or local business might employ the student for permanent employment should the student achieved with top academic results, and also depending if there is a vacant position available.

1. PREAMBLE

The municipality is committed to the structured and systematic training and development of its employees on an on-going basis to enable them to perform their duties effectively and efficiently. Training and skills development will also be provided to enable employees to acquire the skills, knowledge and other attributes and develop their potential to meet the municipality's human resources needs.

The policy sets guidelines for the Council in terms of providing opportunities to job seeker and students to gain experience at different levels within a municipal environment.

Through this policy, Msukaligwa Local Municipality is committed to providing Interns with a quality experience that involves meaningful activities and the opportunity to learn and gain practical work experience in their chosen field of study and work. Interns will be provided with a clearly defined framework of participation and learning, and will be supervised by a suitable division staff member, who will monitor progress to ensure effective contribution and resolve any concerns of the Interns.

The pursuit of further education and training is important as it exposes employees to new developments in their professional careers, help them grow and perform their work better. Basically it broadens their knowledge base and helps them derive new ways of doing things. This ensures continued supply of learned well capacitated human resources that will enhance and sustain service delivery by Msukaligwa Local Municipality. In the interest of improving the skills of the employees, it is of utmost importance that resources are allocated to support and encourage this initiative that is geared at developing the human resources to sustain present and future survival of the Municipality.

The training and development of an employee will commence with his/ her appointment and continue as long as he/ she is employed by the municipality. Current employees will be drawn into the training process in accordance with the priorities established by way of structure analysis of training needs as well as in accordance with the organizational objectives.

2. PURPOSE

The purpose of the policy is to provide guidelines that will regulate the training and development of employees and councilors as well as awarding of financial assistance to employees intending to further their studies. The policy further sets procedures for managing internships within the municipality and to create opportunities for professional development for students and recent graduates of the district and to empower young people to gain experience and prepare themselves for the labour market.

3. TITLE AND APPLICATION

- a) The name of the policy shall be Msukaligwa Local Municipality Training and Development Policy.
- b) The policy shall apply to all councilors and employees of MLM who have completed their skills gap for that financial year and intend pursuing their academic studies through the financial assistance provided by the municipality.
- c) It will not apply to interns who needs further training with formal academic programmes.
- d) According to Municipal Financial Management Act 56 of 2003, "any remuneration paid political office bearer or as a member of a political structure of a municipality otherwise than in accordance with subsection (1) including, bursary, loan or other benefits is an irregular expenditure.

4. COMMENCEMENT AND VALIDITY

- a) This policy shall come into effect upon the acceptance hereof by the full council of the Msukaligwa Local Municipality by resolution.

- b) Management shall ensure that councilors and employees are informed about this policy and are trained to implement this policy effectively.

5. DEFINITIONS

For the purpose of this policy the following terms shall be defined as follows:

TERM	DEFINITIONS
Accounting Officer	The accounting officer prepares the departmental budget (specified in terms of measurable objectives). The accounting officer is then responsible for implementing and managing the budget.
Employee	An employee is someone who works for another person or an organization who controls what is to be done and how the job is performed.
MLM	Msukaligwa Local Municipality
Accreditation	The action or process of officially recognizing someone as having a particular status or being qualified to perform a particular activity.
Assessment	Assessment is the systematic collection, review, and use of information about educational programs undertaken for the purpose of improving student learning and development.
Career pathing	Career pathing is the process of aligning opportunities for employee career growth with organizational talent priorities. This process may include mapping their career direction based on vertical, lateral and cross-functional roles. Career pathing is driven by the individual's skills, interests, and career objectives.
Designated groups	A designated group means black people, women, or people with disabilities. (The South African National Defense Force, National Intelligence Agency, and South African Secret Services are excluded from this Act.)
In-house	Is a type of corporate training that involves the use of a company's own expertise and resources. The activity of training employees is carried out by internal staff and employees
Learnership	A learnership is a work-based learning programme that leads to a qualification that is registered in the National Qualifications Framework. Learnerships are directly related to an occupation or field of work.
NQF	The National Qualifications Framework (NQF) is the system that records the credits assigned to each level of learning achievement in a formal way to ensure that the skills and knowledge that have been learnt are recognized throughout the country.
SAQA	South African Qualification Authority is the body that is responsible for the development and implementation of qualifications.
Unit Standard	A unit standard is a useful document clearly defining the specific knowledge, skills, and competencies required for a particular task or job role. It outlines the learning outcomes and performance criteria that are expected to be met in order to reach a specific unit of competency.
RPL	Recognition of prior learning is a process through which formal, non-formal and informal learning are measured, mediated for recognition across different contexts and certified against the requirements for credit, access, inclusion, or advancement in the formal education and training system or workplace.

Bursary	A grant, especially one awarded to someone to enable them to study at university or college.
Experiential Training	is the process of learning through experience, and is more narrowly defined as "learning through reflection on doing".
Trainee	a person who is learning and practicing the skills of a particular job.
Volunteerism	is the practice of providing time and skills for the benefit of other people and causes rather than for financial benefit.

Internship programme	Means a practical structured training Programme meant for students to enable them to acquire practical experience relevant to their professional field of studies.
SALGBC	South African Local Government Bargaining Council.
Mentor	Means a professional person who is registered in the same professional category and qualified in the specific field of study who oversees the career and development of another person, usually a Junior through teaching, counselling and providing psychological support.
Professional Qualification	Means a first or second degree (NQF bands 5 -10) obtained from a recognize institution of learning.

6. LEGAL FRAMEWORK

The Msukaligwa Local Municipality training and development policy is influence by the following pieces of legislation:

- a) Constitution of the Republic of South Africa Act 108 of 1996
- b) Skills Development Act
- c) Skills Development Levies Act
- d) South African Qualification Authority Act
- e) Basic Conditions of Employment Act
- f) Labour Relations Act
- g) Municipal System Act
- h) Municipal Finance Management Act
- i) National Qualification Framework
- j) National Skills Strategy
- k) Employment Equity Act

7. OBJECTIVES OF THE POLICY

The objectives of the policy are tabled below as follows:

7.1. ON TRAINING AND DEVELOPMENT

The municipality is committed in educating, training and developing all its employees and councilors within the financial muscle and resources available. And this will be done by:

- a) Development of the training and development plan that is in line with the stipulation of the Skills Development Act and other relevant legislations;
- b) Introducing a fair and reasonable objective principle for education, training and development of employees in the employ of the council.
- c) Providing guidelines for training and development of employees and councilors;
- d) Conduct thorough skill gap analysis and devise strategies in terms of the broader vision of council;
- e) Allocate significant training and development resources, within the means of council;
- f) Putting up comprehensive education, training and development programmes that focuses on literacy, numeracy, technical competencies, management and developmental programmes.

7.2. ON INTERNAL AND EXTERNAL BURSARY

The objectives of this policy are:

- q) To create a learning organization where further learning is encouraged;
- r) To encourage and support employees who intend pursuing formal learning at accredited tertiary institutions in order to obtain qualifications in areas which are in line with Msukaligwa Local Municipality's core functions;
- s) To support and address the Employment Equity (EE) and Affirmative Action (AA) initiatives of the Municipality as spelled out in the Employment Equity Plan.
- t) According to Municipal Financial Management Act 56 of 2003, "any remuneration paid political office bearer or as a member of a political structure of a municipality otherwise than in accordance with subsection (1) including, bursary, loan or other benefits is an irregular expenditure.
- u) The studies are predominantly conducted or required self study in the employee's own time.
- v) Studies to be conducted on part time bases / self study in the employee's own time.

7.3. ON INTERNSHIP

The policy seeks to:

- a) Professionals and personnel, particularly those qualified in technical/ specialist fields like engineering and other related fields.
- b) To provide participants with experiential training that is dynamically linked to the broader institutions issues of the management of local government, including policy formulation and transformation.
- c) To establish the culture of mentorship and provide certificates programmes in mentorship for Council personnel as well as mentors to monitor the progress of the trainees and ensure that the work experience is at a satisfactory level.
- d) To create an opportunity for enrolled student of a recognized tertiary institution that need experiential training to obtain the diploma/ degree and to offer experience to the student to be more competitive in the job market.
- e) To promote youth education and training through practical learning.
- f) To empower all undergraduates, graduates and post graduates, especially from designated groups, to familiarize themselves with practical on the job experience in their respective career choices.
- g) To assist in the process of narrowing the gap for the previously disadvantaged employees in all levels of employment within the Msukaligwa Local Municipality.

8. PRINCIPLES

A number of principles shall govern the policy as follows:

8.1. ON TRAINING AND DEVELOPMENT

- a) MLM is committed to Learnership, training and development and programmes which:
 - are diverse (i.e. cover a lot of different fields);
 - are provided on the basis of organizational needs;
 - involve partnerships and co-operation between various workplace contexts to provide learners with the necessary work experience;
 - Integrate education and skills training and will provide a work-based route to a qualification – or build credits towards a qualification.
- b) Where the municipality provides training to individuals, it shall ensure that all or part of training expenses are recoverable through and in terms of the framework provided in terms of the Skills Levies Act.
- c) For courses that will produce qualification certificates in terms of the National Qualifications Framework all training courses should be based on unit standards approved by a Sector Education and Training Authority. This is to ensure that the quality of training and education provided is good enough, and that all learners are properly assessed to an agreed standard.

- d) Where the municipality provides qualifications related training, it shall ensure that the courses are accredited by the relevant SETA governing the Local Government sector in order for employees to obtain credits for training courses attended.
- e) The municipality will advance its own benefit and productivity by ensuring that each person in the organization can perform effectively in their assigned responsibilities.
- f) The municipality will assist in determining training needs (i.e. knowledge, skills and attitude needed for optimal functioning and in guiding employees as to where and how training needs can be satisfied).
- g) In this regard, the municipality will support staff financially in pursuit of special development (where such training is considered in the best interest of the municipality and the employee where necessary).
- h) Programmes provided by the municipality shall guide individuals on a variety of developmental routes, depending on the academic qualifications and/ or experience and/ or former disadvantaged circumstances of individuals, in order to facilitate accelerated employee advancement.
- i) The education, training and development efforts of the municipality will comply with the relevant requirements requiring compliance from time to time.

8.2 ON INTERNAL BURSARY FOR EMPLOYEES

The following principles shall govern the policy:

- a) Value for money
- b) Access
- c) Transparency
- d) Fairness
- e) Honesty and integrity
- f) Equality
- g) Competitiveness
- h) Responsiveness

8.3. ON INTERNSHIP

The following principles shall regulate the policy:

- a) The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom.
- b) The skills or knowledge learned must be transferable to other employment settings.
- c) The experience has a defined beginning and end, and a job description with desired qualifications.
- d) There are clearly defined learning objectives/ goals related to the professional goals of the student's academic coursework.
- e) There is supervision by a professional with expertise and educational and/ or professional background in the field of the experience.
- f) There is routine feedback by the experienced supervisor.
- g) There are resources, equipment, and facilities provided by the municipality that support learning objectives/ goals.

9. ROLES AND RESPONSIBILITIES ON TRAINING AND DEVELOPMENT

9.1. COUNCIL

- a) The Council's role is to encourage and facilitate the education, training and development of all employees and councilors in recognition of the strategic importance thereof. The council is responsible for:
 - b) Ensuring compliance with the relevant legislations and national strategies as well as consultation with the labour representatives with regards to the implementation thereof.
 - c) Approving (after consultation) the training and development policy, the workplace

skills plan and the annual training report;

- d) Ensuring that the training and development plan is implemented in a consistent manner and evaluate progress and results thereafter;
- e) Provide the required resources and well as infrastructure for the delivery of the training and development programmes in order to meet the strategic objectives.

9.2. THE MUNICIPAL MANAGER

As the accounting officer, he/ she shall ensure that the education, training and development efforts of the municipality comply with the relevant requirements requiring compliance from time to time by being a custodian of the Training and Development Policies.

Implement council resolutions in relation to training and development in the municipality.

9.3. DIRECTORS

- a) The education, training and development of staff is a key performance area for the general managers. Their role is proactive, developmental and monitoring.
- b) General Managers are primary responsible and accountable for:
- c) Ensuring that the skills needs within the departments are aligned to the municipal strategic objectives.
- d) Ensuring that individuals have competences necessary to perform in their job or occupation effectively.
- e) Familiarizing themselves with the relevant legislation in order to ensure compliance.
- f) Ensuring that employees are educated, developed and trained to do their work.
- g) Competently by continually monitoring performance and identifying developmental needs.
- h) Ensuring that individuals have the opportunity to meet their realistic short, medium and long term career expectations through the provision of personal growth opportunities and strategies, and that these opportunities are reflected in the personal development plan.
- i) Ensuring that employees are given enough time to complete their required training and development.
- j) Ensuring that there is return on investment on training by facilitating and actively supporting the transfer of skills to the workplace (i.e. the implementation of the newly acquired or enhanced skills and knowledge).
- k) Participating in the development of the WSP.
- l) Coaching, counselling and mentoring staff on an on-going basis.

9.4. THE DIRECTOR CORPORATE SERVICES

- a) He/ she plays a supportive and integrative role with regards to education, training and development.
- b) In collaboration with The HRD unit he/ she is primarily responsible for:
- c) Training and development in the municipality through the implementation of the WSP;
- d) Providing the infrastructure, systems, procedures and policies to ensure compliance with legislative requirements and corporate education, training and development initiatives;
- e) Ensuring that all education, training and development activities and initiatives are aligned with the overall integrated human resource management strategy for the organization;
- f) Shall appoint a person who is employed by the municipality to perform the functions of a Skills Development Facilitator in terms of Skills Development and Skills Levies Acts;
- g) Shall monitor the implementation of the budget for training and development in the institution; and,
- h) Shall provide quarterly reports to council on training and development programmes of

the municipality.

9.5. ORGANISED LABOUR

- a) The recognized collective employees' organizations are acknowledged as stakeholders in the processes of skills development.
- b) They should play an active role in consultative forums in order to represent the interests of their members both collectively and individually with regards to education, training and development.
- c) Their responsibility includes:
- d) Informing, encouraging and motivating their members to participate in appropriate education, training and development interventions;
- e) Actively engaging in the consultative forums and processes regarding skills development;
- f) Familiarizing themselves with the relevant legislation in order to ensure compliance;
- g) Be members of the training and development committee of the municipality; and,
- h) Ensure consistent application of the policy.

9.6. THE SKILLS DEVELOPMENT FACILITATOR

The role of the Skills Development Facilitator is to ensure compliance as per legislative requirements and to act as a link to the LGSETA. The responsibilities include the following:

- a) Facilitate communication between Council and the LGSETA.
- b) Facilitating, implementing, monitoring, evaluating and assessing all learning interventions as set out in the policy.
- c) Be the convener of the training and development committee.
- d) Ensuring that the training and development committee sits on a quarterly basis.
- e) Monitoring and reporting on budgets and expenditure relating to education, training and development.
- f) To conduct the skills audit.
- g) To coordinate and assist line managers in the development of training plans.
- h) To ensure the effective designed and delivery of training programmes. Programmes should be aligned to the National Qualification Framework to ensure that their design as well as quality control.
- i) To organize training facilities and infrastructure for training activities within the municipality.
- j) To develop the Workplace Skills Plan in consultation with stakeholders in the municipality.
- k) Ensuring the implementation of the Workplace Skills Plan.
- l) Reporting on the implementation of the Workplace Skills Plan on a quarterly basis to council and to the LLF.
- m) To provide an advisory and resource function to all the staff members and councilors.
- n) To conduct research and provide information on the latest trend on training and development of staff.
- o) To keep the skills audit database updated at all times.
- p) Establishing consultative structures and participate in Skills development forums, provincially, national and at district level.
- q) Coordinate institutional training and development programmes.
- r) Ensuring the effective management and co-ordination of the arrangements related the skills development levy and levy grants;
- s) Establishing and maintaining a data base with all relevant information of the education, training and development of any particular staff member.

9.7. THE EMPLOYEE

It is the responsibility of the employee to:

- a) Play an active role in the identification of their own developmental needs and should commit themselves to participation in and ownership of education, training and development programmes in order to ensure the success of learning interventions.
- b) Accept responsibility and take initiative for his/ her training and development.
- c) Develop, with the assistance of the Supervisor, the Personal Development Plan;
- d) Participate in the evaluation of his/ her training and implementation of his/ her Personal Development Plan;
- e) Liaising with Line Management regarding their competency and performance in order to identify developmental needs.
- f) Identify and make use of opportunities for his/ her training and development;
- g) Make every effort to transfer the learning to the workplace and share the knowledge and skills gained from the training thus improving performance.
- h) Making use of education, training and developmental opportunities in a responsible manner.
- i) Submit results to the SDF on a regular basis for monitoring and reporting purposes.

10. THE TRAINING AND DEVELOPMENT COMMITTEE

- a) The training committee is intended to be a consultative forum in which all matters relating to skills development are addressed. In terms of good practice, the training committee responsibilities are combined with those of the Employment Equity Forum i.e. the only forum convened to deal with both the employment equity and skills development matters.
- b) Members of the committee should constitute both management and employees who have some knowledge of, and are committed to skills development.
- c) Ideally, the committee should consist of the following people:
 - Skills Development Facilitator;
 - General Manager/ Director Corporate Services or his/ her representative;
 - HR Manager
 - Chairperson of IMATU in the municipality;
 - Chairperson of SAMWU in the municipality;
 - Councilors responsible for HR matters in the municipality.

The committee to be chaired by the MMC: Corporate Services.

10.1. RESPONSIBILITIES OF THE TRAINING AND DEVELOPMENT COMMITTEE

The committee shall report to council and to the LLF on a quarterly basis.

The role of the Training Committee is that of a consultative forum for the organization, primarily responsible for skills development.

The committee shall:

- a) Ensure that the organization has a policy and that is in line with the regulation as laid down by the Skills Development Act.
- b) Ensure the development and implementation of the workplace skills plan is aligned to the strategic mission and vision of the municipality.
- c) Keep the envisage training and development of employees in the organization abreast with the long term transformation objectives of the organizations.

- d) Ensure that the workplace skills plan is aligned to the Employment Equity Plan and business plan of the municipality.
- e) Establish training priorities for the municipality based on its short and long term needs.
- f) Monitor that implementation of the of the Workplace Skills Plan.
- g) Ensure that all employees are classified according to the Organizing Framework for Occupations (OFO Codes).
- h) Act as a channel of communication for all staff on skills development.
- i) Interpreting and translating national and local education, training and development issues with a view to informing strategy and policy in the municipality.
- j) Determining the strategic direction of education, training and development in alignment with the corporate vision, mission and values of the municipality.
- k) Monitoring and evaluating the implementation of the WSP of the municipality.

10.2. TERM OF OFFICE

The term of office for the committee shall be one year.

11. TYPES OF DEVELOPMENTS

- a) The development needs (i.e. the difference between the skills the person possess and what is required) can be filled through:
 - **Knowledge** - what the person needs to know;
 - **Skills** - what the person needs to be able to do;
 - **Attitude** - what the person needs to have.
- b) These development needs (to fill the gap) are listed in the individual's Personal Development Programme (PDP) in order of priority (needs having the largest impact on successful performance).
- c) A decision is made on which method is best to address each need. The methods are as follows:
 - **Functional/ Task Training Course**
 - This is aimed at improving a specific task/ work performance by an employee. These may be classified as on-the-job training.
 - **Managerial Training**
 - Training that aims to improve the managerial skills of employees in supervisory and managerial positions.
 - **Adult Education and Training**
 - To improve the basic skills to adults who were deprived of such opportunities.

11.1. LEARNERSHIP AND SKILLS PROGRAMME

- a) Learnership contribute by combining structured learning with structure work experience to obtain an NQF registered qualification.
- b) Skills Programme are smaller units of learning which are credit bearing and may build credits towards a full qualification.
- c) The municipality is committed to Learnership and skills programmes that are:
 - Diverse (cover a lot of different fields).
 - Are provided on the basis of organizational needs.
 - Involve partnerships and cooperation between various workplace contexts to provide learners the necessary work experience.
 - May be undertaken in any occupational field, not only traditionally technical trades.
 - Provide a basis for lifelong learning.

11.2. CAREER STREAMING

Career streams are vocational pathways along which an employee can move, to promote their own development and the organization's capacity. Streams must be developed within the strategic priorities of local government and within its responsibilities for service delivery. Career streams do not necessarily provide promotion but rather a number of different ways of moving within the organization.

The municipality will:

- i. Ensure that education, training and development provision is within identified career streams.
- ii. Assist employees to decide on the career paths they could follow through the Learner Support Programme.
- iii. Provide study assistance to permanent employees according to organizational needs, capacity and priorities.
- iv. Provide study assistance to members of the community within its financial capacity as part of the social responsibility and with the view to making provision for future needs of the organization.

11.3. COUNCILLOR TRAINING

- a) Training that aims to prepare and assist Councilors in their duties as community leaders and ward committees.

11.4. RECOGNITION OF PRIOR LEARNING (RPL)

- a) The revised National Policy for the Implementation of Recognition of Prior Learning (RPL) provides for the implementation of RPL within the context of the National Qualifications Framework (NQF) Act 67 of 2008 and MLM is no exception in this regard. The municipality has a responsibility to assist employees and award funding for RPL.
- b) Recognition of Prior Learning (RPL) is the identification, assessment and acknowledgement of the full range of an individual's skills, competencies, knowledge and work ethos obtained through informal training, certificated learning, non-accredited courses, workshops, on-the-job experience and life experience.
- c) Learners may be awarded credits for learning which they have already obtained through work experience or some form of prior learning. During this assessment, they have to show that they meet the learning outcomes in the learning standard for a particular standard through demonstrating what they know and are able to do. It is possible to obtain the full qualification or part of a qualification through this process.
- d) RPL assessment are subject to:
 - The operational requirements
 - Organizational needs
 - The availability of financial and human resources
 - Operational constraints.
- e) RPL remains a key approach to redressing past injustices and recognizing competence gained through practical workplace learning and experience.
- f) The employer shall make provision for sufficient budget for registration towards RPL.

11.5. ACCESS TO RPL

RPL for access applies to learning programmes offered by an accredited education institution, Skills Development provider or workplace based training provider and accredited service providers.

11.6. UNDERLYING PRINCIPLES FOR THE IMPLEMENTATION OF RPL

RPL processes must:

- a) be fair, reliable, valid, ethical and transparent;
- b) be consistent across time, place, role players and respond to a sectorial demand;
- c) use methodologies that are fit-for-purpose and reflect a consistent level of higher cognitive challenge;
- d) avoid unfair exclusion;
- e) empower potential learners by correctly placing them in formal and non-formal training programmes at level which will be to their maximum advantage;
- f) recognize the diversity of knowledge, skills and learning styles and provide holistic and flexible assessment;
- g) provide educational opportunities for life-long learning;
- h) meet the quality standards of a particular qualification or part qualification;
- i) impress upon candidates that there is no RPL without learning);
- j) Ensure that evidence assessment practices include on the job observation.

11.7. LANGUAGE OF ASSESSMENT

- a) In order to address issues of social justice, RPL may target candidates who may not be fluent in the mainstream language.
- b) There are occupations that do not necessarily need one to be fluent in the mainstream language. This would necessitate support of the employee in a familiar language.
- c) The aim is to ensure that candidates:
 - are not disadvantaged from enrolling for RPL because they are unable to express their knowledge and skills in the mainstream language;
 - are assisted by translators and interpreters where necessary;
 - Portfolios are translated, transcribed and professionally presented as possible.

11.8. RESPONSIBILITIES OF THE SDF

- a) Assist employees to register with accredited institutions/ service providers for RPL.
- b) Ensure that municipality has sufficient budget for RPL programmes for employees.
- c) monitor and evaluate the implementation of RPL policy directives within MLM including the development and implementation of standardized approaches where appropriate;
- d) foster close working relationship with professional bodies, accredited institution where appropriate;
- e) support and monitor the training of RPL advisers, facilitators, assessors, moderators and administrators;
- f) ensure consistency in the application of the MLM policy by service providers and institutions of higher learning;
- g) provide advice, counselling and support services to assist RPL candidates prior to during and after RPL processes;

11.9. ROLES AND RESPONSIBILITIES OF RPL CANDIDATES

The candidates must:

- a) Take full responsibility for his/ her RPL;
- b) accept co-responsibility as an equal partner in the RPL process;
- c) expect to be treated without unfair discrimination;
- d) respect the process and procedures of institutions and service providers;

11.10. RPL STEPS

Step 1: Decide What to Study:

Employee to decide what he/ she would like to study and which qualification he/ she interested in studying. Ideally, that should be in line with the employee's current work:

Step 2: Determine The Institution/ Service Provider:

The SDF will assist in the choice of learning institutions/ service providers;

11.11. THE RPL PROCESS

- a) Upon receiving the RPL application, the relevant academic institution/ service provider will determine, based on the information that the employee submitted, whether the RPL application is feasible.
- b) Feasibility depends on the nature of the employee's work, experience and knowledge developed throughout your life, in relation to the qualification the employee is applying for;
- c) If the institution/ service provider has determined that this is not the case, the employee's will be notified, and the academic institution/ service provider will suggest alternatives.
- d) If the institution/ service provider is of the opinion that employee's RPL application is feasible, the employee' will be invited to participate in the rest of the RPL process. The process is qualification specific, and the academic department and/ or the RPL will inform the employee

12. FINANCING OF STUDY PROGRAMMES

- a) All programmes to be financed must be identified during the training needs analysis/ skills audit process and must be part of the institutional plan.
- b) All payments in respect of the study Programme shall, on receipt of an original account, be paid by the municipality directly to the educational institution.
- c) If the official does not pass all the study units for which he/ she has enrolled, during a study year, the official will be allowed to:
- d) Re-enroll for such unit at his/ her own costs;
- e) Drop –out/ not completed/ none attendance and resignation before the end of the course or qualification, each individual will be responsible to repay all fees
- f) The maximum of amount for financial assistance shall be limited to R40 000.00 per applicant per academic year, employees who wish to apply for a course that cost more than the maximum amount will have to pay the difference out of their pockets.
- g) Employees who wish to study towards a post graduate qualification or higher will be considered based in the availability of the budget.

13. DURATION OF STUDY, EXAMINATION AND SPECIAL LEAVE

The approved study period shall not be longer than twice the minimum duration of the course or the maximum time allowed by the educational institution, whichever is the shortest.

Special leave on full salary shall be granted to an employee when he/ she sits for examination as follows:

- a) An employee shall be granted one day of special leave on the day, for every examination he/ she is required to write, which is prescribed by the course which he/ she is registered for and which is approved by the employer.
- b) Two working days' special leave on a full pay shall be granted to an employee in order to prepare for examination prescribed or approved by the employer. Provided that if not the official results of the examination are not submitted to the Manager Human Resources or Human Resources Department within six months of the examination, the special leave will be converted to annual leave or leave without pay.
- c) The above may be applied once only in respect of a re-examination as a result of the employee failing the examination, and which has to be repeated.

- d) Additional leave for Post Graduate Studies: Special leave for a treatise or thesis will be granted with full pay to a maximum of five (5) working days leave per qualification.
- e) Base qualification refers to a minimum period of tertiary study necessary for the attainment of the qualification

14. CONDITIONS FOR FINANCIAL ASSISTANCE

- a) The bursar must be an employee of the municipality;
- b) The conditions stipulated hereunder shall apply with regard to awarding of bursaries to applicants depending on the availability of funds;
- c) All employees irrespective of gender, race, culture, tribe, age, creed, educational level, seniority, disability or status can apply for financial assistance;
- d) The Municipality may at any time suspend the financial assistance to the employee in its sole discretion if the employee is not making satisfactory academic progress. An employee shall be deemed to be making satisfactory academic progress if he/ she has passed more than 50% of the course(s)/ subject(s) registered for in an academic year;
- e) The bursar shall repeat failed course(s)/ subject(s) at own cost, failure to repeat the course(s)/ subject(s) failed during the previous year, the bursar shall have to repay the Municipality the amount paid for the course(s)/ subject(s).
- f) The employee shall within two (2) months after an examination or one (1) month after such examination results are available, whichever is the shortest, furnish the Council with such results.
- g) If the employee fails to comply with the provision of this policy, the Council will have the right to withdraw the bursary and demand repayment of the already incurred costs by the municipality.
- h) A bursary shall be awarded to a employee who pursue studies which are in line with the scope of the department or the municipality on a part-time basis or distance education;
- i) A municipality which award a bursary as per the training and development policy must require the employee to work for the municipality for a reasonable period, after the completion of the years of study, failing which the employee must pay back the full cost to the municipality.
- j) An employee shall not leave the employment of Council for a period of one year, commencing on the first day of the month in which he/she obtains the qualification.
- k) Financial assistant for study fees will include registration fees, book allowance only, when attending graduation ceremony or attending block classes the applicant will pay from their own pockets.
- l) In case of the bursar being incapacitated by any mental or physical disability, any liability for the refund of any moneys that may be owed to the Municipality the SDF shall communicate this to the Municipal Manager to obtain authority to write off the debt.
- m) In case of death, the bursary outstanding amount should be written off.

15. REGISTRATION WITH ACADEMIC INSTITUTIONS

- a) When applying for registration in an institution for the 1st year, the employee shall be required to submit proof of registration (acceptance letter), and a quotation from the institution of his/ her choice.
- b) When applying for registration in an institution for the 2nd or 3rd year the employee shall submit results of the previous year and a quotation for that academic year.
- c) The employee shall be reimbursed in the event that upfront registration is required from the tertiary institution by submitting proof of payment.

16. APPLICATION PROCEDURE

- a) Employees shall apply on the prescribed form for a bursary and on application furnish full particulars of the intended course and the educational institution at which he/ she intends to enroll.
- b) The application form shall be signed by the applicant and the HOD has to recommend the suitability of the course.
- c) The application form to be submitted to the SDF for capturing the applications.
- d) Approval shall be finalized by the Accounting Officer upon being satisfied that the Bursary Committee recommends that the course intended is relevant to the service of the municipality.
- e) An agreement shall be entered between the official and the municipality and shall be approved finally by the Accounting Officer.
- f) An official will be granted only one active bursary in a financial year.

17. ADMINISTRATIVE PROCESS

The SDF shall ensure that:

- a) All applicants are informed of the outcomes of their applications a month after the closing date of applications.
- b) All successful applicants must sign the Contractual Binding Forms for Training Assistance: Serving Employees.
- c) Payments of registration and tuition fees are done directly to the relevant educational institutions upon receipt of proof of registration and invoice.

18. AMOUNT OF THE BURSARY

Unless the council approves a higher amount:

- a) The maximum annual bursary shall be equal to the actual cost of study units, registration and other compulsory administration fees.
- b) An additional amount as approved by Council from time to time in respect of prescribed textbooks and or prescribed material shall be paid to the official on condition that proof of purchase price thereof shall be submitted.
- c) The maximum amount of prescribed textbooks and/ or material shall not exceed the amount or R5000.00 per academic year.
- d) The official will be required to hand over the textbooks/ materials that were bought through the bursary fund to the SDF. The books shall be given to the Library for future use by other employees.
- e) Failure to re submit the text books the bursar will be liable for the payment of the replacement of the books and failure to do so then the bursary will be temporarily suspended until the bursar fully pays the amount. Failure to adhere to the stipulated time frame then the bursary will be terminated.

19. STUDY LEAVE

Study leave shall be granted as per the SALGA Mpumalanga Conditions of Service regulated as follows:

20. BURSARY CANCELLATION

- a) If the bursar is excluded or expelled from the institution or discontinues his /her studies on his/ her own accord, the bursary shall be cancelled forthwith and the bursar shall have to repay the Municipality at an interest rate applicable from time to time to debts due to the state as determined by the Minister of Finance in terms of section (80)1(b) of the Public Finance Management Act.
- b) The amount owed shall be deducted from his/ her salary on an instalment basis over a period to be agreed to by the Municipal Manager or in full on termination of services.
- c) The SDF shall facilitate this process, the employee authorizing the Municipality to effect such deductions must complete an Acknowledgement of Debt Form. This shall be effected as soon as possible with the next payroll run.

21. TAKEOVER

- a) The municipality will in a case of a newly employed staff who is already holding a bursary from the previous employer be willing to take over the bursary under the conditions that the;
- b) The study is line with the skills needs of the municipality and Local Government sector.
- c) The employee shows significant satisfactory progress since they started studying (Academic Record).
- d) The employee is willing to enter into the bursary conditions of Msukaligwa Local
- e) Municipality.

22. ACADEMIC PROGRESS

- a) The Bursar must keep the SDF informed of his/ her academic progress, examination results and of change of status, e.g. cancellation, discontinued studies, resignation, transfer, etc. In case the bursar intends to change study direction or the learning institution, he/ she must communicate his/ her intentions in writing to the SDF.
- b) The SDF can only effect such a change on approval by the Head of Municipality.

23. GENERAL PROVISIONS ON INTERNSHIP

The following provisions shall apply:

- a) The period of volunteerism per volunteer shall not exceed six (6) months. Only one volunteer per department shall be allowed.
- b) The duration of the Municipal Finance Management internship contract must be minimum 24 months and maximum 36 months. During the period of the internship contract, the interns must have covered at least 80% of the areas as listed above.
- c) The Municipality may extend the interns contract only under the following circumstances:
 - a. The interns are still in the process of completing their training on the regulated Programme, e.g. MFMP.
 - b. The Municipality is of the view that interns still have gaps in their learning supported by the evaluation of their PoE.
- d) The contract period for experiential learning will be a maximum of twenty-four (24) months, unless a longer period is approved by the Municipal Manager.

- e) All MLM bursary beneficiaries will be given first preference if they meet the post requirements as the MLM bursary policy suggest that they will be required to serve the municipality as and when requested.

23.1 EVALUATION OF TRAINEE

- a) Each General Manager/ Director shall appoint a mentor for each student in his/ her department. The mentor shall evaluate the trainee according to a training schedule and Programme as prescribed by the institution (logbook).
- b) The mentor and the trainee shall update the logbook on a periodic basis. The mentor shall report on a monthly basis to the General Manager Director Corporate on the progress of the trainee.

23.2 REMUNERATION

- c) Interns are paid a stipend and NOT a salary.
- d) No remuneration shall be paid to volunteers.
- e) The experiential trainees and interns shall be remunerated as per SETA guideline.
- f) The Municipal Finance Management interns shall be remunerated on the National Treasury guidelines.
- g) The increase in the stipend of all interns shall be in line with the percentage increase of bargaining employees as determined by the Bargaining Council for that year.

23.3 RECRUITMENT AND SELECTION OF TRAINEE

Heads of Department shall determine the criteria, number and caliber of trainees to be admitted in each department.

The selection of student to be offered training will be at the sole discretion of the relevant Head of Department in consultation with the Municipal Manager and the relevant tertiary institution provided that such selection complies with the employment policies.

Intern selection will normally be in line with employment equity requirements and through the Municipalities Recruitment Policy and all other acceptable methods of recruitment in order to attract suitable candidates. This will include, but not limited to;

- h) Newspaper and other media advert where necessary;
- i) Placing notices at Tertiary institutions;
- j) Data base list submitted by sector departments; and,
- k) Notice boards of the Municipality.
- l) A selection process, where competition for openings are intense, may be embarked upon. Such a selection process shall be underpinned by the principles of fairness, equity and objectivity.
- m) Where the demand is not intense, the Municipality may engage volunteers without embarking on a selection process.
- n) The Municipality shall always reserve the right to engage or not to engage a particular volunteer, learner or an Intern, and may disclose reasons for its decision, as required in terms of the law.
- o) All applications for in-service training shall be submitted in writing to the Municipal Manager. The applicant must specify in the application letter as contemplated in the aforementioned paragraph, the nature of training applied for.

24. REQUIREMENTS/ CRITERIA OF THE INTERNSHIP/ LEARNERSHIP PROGRAMME

Internship Programmes shall be offered to the following persons:

- a) South African citizens.
- b) Domiciled within Msukaligwa Local Municipality area of jurisdiction.
- c) The candidate must be between the ages of 21 and 35.
- d) Registered with a recognized tertiary institution studying towards a professional qualification or has completed a professional qualification.
- e) Registered with the professional board/ body in respect of an internship Programme (in possession of an internship registration number) (e.g. Psychologist and Town and Regional Planners).
- f) All undergraduates, graduates and postgraduates within the District Municipality are eligible to apply as experiential trainees.
- g) Municipal Finance Management interns must be unemployed graduates and holders of a three-year Bachelor's Degree or National Diploma with major concentrations in Economics, Accounting or Finance, Internal Auditing or Risk Management. It is only under exceptional circumstances that the Municipality may appoint Further Education and Training graduates in the above fields as FMG financed interns.
- h) The Municipality may under exceptional circumstances employ graduates from FET colleges as Municipal Finance Management interns.

25. CONDITIONS OF SERVICE

The following conditions shall apply:

- a) A Memorandum of Agreement must be entered into by and between the Municipality and the learner, before commencing the Learnership.
- b) The Memorandum of Agreement should set out issues such as starting times for work, leave entitlement, disciplinary processes etc.
- c) The Municipal Finance Management Intern will sign both an employment contract and an internship agreement.
- d) Internal trainees are to sign an agreement that any work related Programme is not subject to an overtime pay, and they continue to be paid their normal stipend whilst on the Programme.
- e) Any other working condition not specified in the terms and conditions, relevant Labour Legislation would take precedence.
- f) In view of the fact that successful Interns and learners will be rendering a service to Council, they shall therefore be treated as employees. The Labour Relations Act, (No. 66 of 1995), other relevant labour legislation, Council policies and existing collective agreements shall therefore govern their training period.
- g) Be available for and to participate in all learning and work experience required.
- h) Comply with the workplace policies and procedures adhere to the fair requests and fair instructions of the Municipality, Msukaligwa Local Municipality representative or persons delegated by the Municipal Manager.
- i) Not work under any health and safety hazards or under dangerous conditions or where possible injuries or diseases may occur.
- j) Learners are not allowed to drive any Council vehicles.
- k) Equally important is the trainee's ability to become a resource in the workplace, understand the job and develop an ability to provide ideas and express informed opinions confidently.
- l) During the process of transformation, it is important that all categories of trainees follow and understand developments in his/ her department and local government as a whole.

- m) A certificate is awarded at the end of the Programme to those trainees who have performed satisfactorily in the workplace and who participated adequately in and successfully completed the academic requirement of the Programme.
- n) A learner is entitled to at least four consecutive months' maternity leave.
- o) A learner is not entitled to receive her allowance during any period of maternity leave she takes.
- p) A learner may commence maternity leave-
 - a. at any time from four weeks before the expected date of birth, unless otherwise agreed; or

26. TRAINING AND DEVELOPMENT OF INTERNS

- a) The policy does not provide for training and development of interns except for the Finance Interns who are eligible for Finance Management programmes.
- b) The Municipal Finance Management Intern must be registered for a minimum competency levels Programme at level 6 with one of the regionally based training providers.
- c) A PDP should be prepared for interns, with inputs from the Municipal Manager (MM), Chief Financial Officer (CFO), Human Resources Manager and assistance from the advisor (if available), immediately after the initial orientation session.

27. PORTFOLIO OF EVIDENCE

Interns are required to develop a portfolio of evidence of the experience gained during the internship Programme including the Work Rotation Plan signed off by the respective supervisors.

28. WORKPLACE ROTATION PLAN

The supervisor/ mentor should assist the interns' design of a Workplace Rotation Plan that is informed by both the personal development plan of a learner and the national competency level training guideline.

29. MENTORING OF INTERNS

- a) A senior person in the specific field of study shall be considered to become a mentor for the Intern.
- b) A key aspect of the internship Programme is evaluation. The mentor shall be expected to evaluate the Intern after completion of a specific task against the agreed learning framework/ training plan.
- c) Mentors are obliged to submit monthly progress reports on the Intern to the Education, Training and Development Division.
- d) The Intern shall be kept informed of his/ her progress on the basis of monthly progress reports which must be discussed with the Intern.

30. PROSPECTS

No employment prospects will be given to an Intern, a learner or a volunteer who understands that the service rendered during this period will place no obligation to the Council to employ the volunteer.

31. DATABASE OF INTERNS

The Human Resource Management and Development Department must keep a register of all Interns who successfully completed their internships. The database shall be used for the sourcing skilled and competent potential employees for specialized vacant positions. The data base will also be used to address the organizational employment equity requirements.

32. TERMINATION

A Learnership agreement may not be terminated before the expiry of the period of duration specified in the agreement unless:

- a) The learner meets the requirements of the successful completion of the Learnership, the SETA which registered the agreement approves of such termination.
- b) The learner is fairly dismissed for a reason related to the learner's conduct or capacity as an employee.
- c) If the Intern commits a criminal offence relating to corruption, fraud and related offences.
- d) If the Intern is in breach of the internship contract.
- e) If the Intern fails to report for work even though he or she is not entitled to leave or sick leave in terms of the employment contract.

Should an Intern breach the contract in place by resigning, the Municipality may enforce the contract by asking the Intern to pay back all the training related costs.

33. ACCESS

On approval by council the policy shall be uploaded on the municipal website for ease of access by employees and stakeholders.

34. POLICY REVIEW

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

The financial and resource implication/s related to the implementation of this policy should be qualified and quantified.

36. IMPLEMENTATION

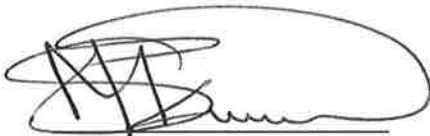
Management to take reasonable steps to ensure that the policy is implemented and adhered to.

37. PENALTIES

Non-compliance of any of the stipulations contained in the policy will be regarded as misconduct and will be dealt with in terms of the municipality's Disciplinary Code.

38. DISPUTE RESOLUTION

The dispute resolution procedures as provided for in terms of the SALGBC dispute resolution procedures, must be followed, where disputes arise in terms of this policy.



MR. M. KUNENE
MUNICIPAL MANAGER

3 July 20
DATE