

INTERNSHIP POLICY 2021/22

Summary

Publication Date	
Review Date	September 2021
Related Legislation/Applicable Section of Legislation	<ul style="list-style-type: none"> • White Paper on Public Service Training and Education, Notice 1428 of 1998 • National Skills Development Strategy, 2001-2005 • Skills Development Act, No 97 of 1998 • Public Service Act, No of 1994 • Public Service Regulation, 2001 • South African Qualifications Authority Act, No 58 of 1995 • Internship Framework for the Public Service, 2002 • Employment Equity Act, No 55 of 1998
Related Policies, Procedures, Guidelines, Standards, Frameworks	
Replaces/ Repeals (whichever is relevant, if any)	
Policy Officer (Name/Position)	MW MXEKEZO
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Policy Sponsor (Name/Position)	
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All Ngqushwa Local Municipality employees
Key Words	
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REVISION RECORD

Date	Version	Revision Description

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1. TITLE

Internship policy

2. PURPOSE

The purpose of this policy is to establish a clear framework that will guide and give direction to the management of all internship training within Ngqushwa Local Municipality.

3. SCOPE

The policy is applicable to all members of community of Ngqushwa Local Municipality.

4. OBJECTIVES

The objectives of the Internship Programme are:-

- To provide an opportunity for interns to use the workplace as an active learning environment.
- To provide opportunities for new entrants with a view to acquire skills that would make them employable.
- To improve employment prospects of persons previously disadvantaged by unfair discrimination.
- To assist students to obtain required practical experience and to complete their qualifications.
- To provide the Municipality with an opportunity to compile a database of prospective employees for future recruitment purposes.

4. PROCEDURE DETAIL

4.1 PRINCIPLES OF INTERNSHIP

This policy document is guided by the following principles:-

- Managers are supposed to identify strategic areas upon which the Internship should be implemented.
- All interns should upon appointment be made aware of their rights and obligations.

- All Executive managers and managers will be expected to mentor interns throughout their learning period and to ensure that internship agreements are being signed.

4.2 ENTRY REQUIREMENTS

The potential candidates must:-

4.2.1 Submit an application at any given period to undergo internship training. All such applications have to be submitted to the HR division

4.2.2 Submit a training programme from the training provider/ tertiary institution indicating:

- The specific field for which the training is required,
- The duration of the programme,
- The number of credits for the practical's,
- The fact that they are in the process of acquiring their qualifications.
- Interns who have a qualification will be given opportunity to:
 - Gain hands on experience in the work place
 - Provided with a job profile
 - Submit monthly reports to responsible mentor

4.3. SELECTION CRITERIA

- Each Department will accommodate intern(s) per year depending on the need of the section and must submit request to HR six months before the end of financial year.
- Interns shall be recruited through adverts into municipal notice boards, local press and notices to ward councilors.
- Section Interviewing and recommendation for appointment shall be coordinated by HR in consultation with the sections where the interns are to be placed and portfolio heads

4.4. REMUNERATION & FUNDING OF INTERNS

The amount of remuneration per month will be determined by the Council annually, taking into consideration the national/ provincial trends and also affordability.

4.5. SOURCES OF FUNDING

Sources of funding will be:-

- Municipality;
- Funds from projects;
- Funds from National and provincial government;

4.6. ATTENDANCE OF TRAINING PROGRAMMES

The Municipality will afford interns an opportunity to attend programmes as determined by the section in consultation with HR.

4.7. ROLES AND RESPONSIBILITIES

The internship programme will be managed as follows:

4.7.1 Practitioner Training and Development & HR Manager

The responsibility of the Practitioner Training and Development & HR Manager is to:

- Facilitate and coordinating the Internship programmes across the municipality.
- Develop internship agreements between the Municipality and the Intern.
- Develop learning arrangement between the Municipality and the feeder organization.
- Develop internship programmes in conjunction with relevant stakeholders.
- Develop capacity for mentoring in relevant divisions with special attention on the job training.
- Develop capacity for the implementation of the internship programme
- Provide orientation programmes for Interns
- Put in place monitoring, assessment and evaluation methods for the assessment of the performance of interns and of internship programme.
- Align the internship programme with HRD plan
- Compile written report to the Executive manager on the progress and challenges of the internship programme

- Gather data regularly on intake of interns, their needs, priorities and perceptions about internship programmes in the organization in order to evaluate its effectiveness and to recommend improvements.
- Budget for the internship for each financial year.

4.7.2. Executive Managers and Managers

Executive Managers and Managers shall:-

- Provide job profiles and competencies of the relevant occupation in consultation with line managers.
- Collaborate with the WSDC to align the internships with job profiles and competency needs.
- Align Internship programmes with HR Plan
- Identify strategic occupations in the division in which Internship programmes could be run.
- Define what the student should accomplish, or use the generic plan provided by the academic institution, combined with a description of a specific assignment.
- Select mentor(s) within divisions according to the criteria and mechanisms set by the HRD
- Integrate Internship programmes into the performance and assessment of mentors
- Submit reports to HRD quarterly for assessment and basis of renewal or extension of contract.
- Provide job profiles and competencies of the relevant occupation to HRD & PM
- Develop schedule so that Interns rotate in different sections of the department

4.7.3 Intern/Student

The intern shall:-

- Integrate theory and practice in order to re-enforce the alignment of the two
- Enter into an Internship agreement with the department
- Supply mentor with feedback on the effectiveness of the internship programme and mentoring arrangements
- Abide by the rules and regulations of the department

- Demonstrate pro-activeness towards self-development
- Participate in the general activities of the division in which Internship activities take place
- Interns should not participate on strike

4.7.4 Feeder Institutions

The Feeder Institutions should enter into an agreement with the Department in the following areas.

- Ensuring that the Internship is in accordance with the line of study that the students are following
- Undertake to participate in the final assessment of the performance and achievement of the students and subsequently award credits

4.8. COMMUNICATION

Circulars, messages and notices on notice boards will be utilized in order to inform all employees of the availability of the policy. Copies of the policy will also be distributed to the parties that took part in the consultation process

4.9. REVIEWAL OF THE POLICY

It will be the responsibility of the Corporate Services Department to consider the provisions of this policy on an annual basis. The Corporate Services Department shall request all Departments to submit their proposed changes for submission to Council for approval.

5. ROLES AND RESPONSIBILITIES

Role	Authority
Create, review and adopt the policy	Council
Ensure implementation and monitoring of the policy	Municipal manager
Implement, review the policy	Director Corporate services

Identify strategic occupations in the division in which internship programme could be run and align with HR Plan.	Directors
Facilitate and coordinating the internship programme across the municipality.	HR Section
Integrate theory and practice in order to re-enforce the alignment of the two	Intern

6. MONITORING, EVALUATION AND REVIEW

A report detailing the progress with the implementation of Internship Policy with specific reference to achievement of this policy has to be compiled every year by the person with the responsibility for implementation and monitoring. The policy must be made available to all consulting parties for perusal and comment and must be circulated to all staff members by means of circulars, notices and notice boards.

7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Internship Contract	An agreement entered into for a specified period between the learner, an employer or group of employers and a training provider group of training providers
Mentor	Someone who provides guidance and/ or counseling to the learners.
SETA	A Sector Education and Training Authority established in terms of the Skills Development Act.
SAQA	South African Qualifications Authority
Training programme	A programme which is followed in the course of training by a Learner.
Feeder Institution	Accredited Tertiary institutions that send interns to the Institutions/organizations.
SITA	State Information Technology Agency.
DPSA	Department of Public Service and Administration
HRD	Human Resource Division

8. SUPPORTING DOCUMENTS

None

9. REFERENCES

None

10. APPENDIX


None

11. ADOPTION AND APPROVAL OF THE POLICY BY COUNCIL


This policy is adopted and approved by the full Ngqushwa Local Municipality Council for Implementation



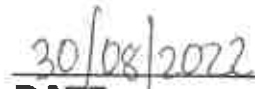
MUNICIPAL MANAGER



DATE



MAYOR



DATE