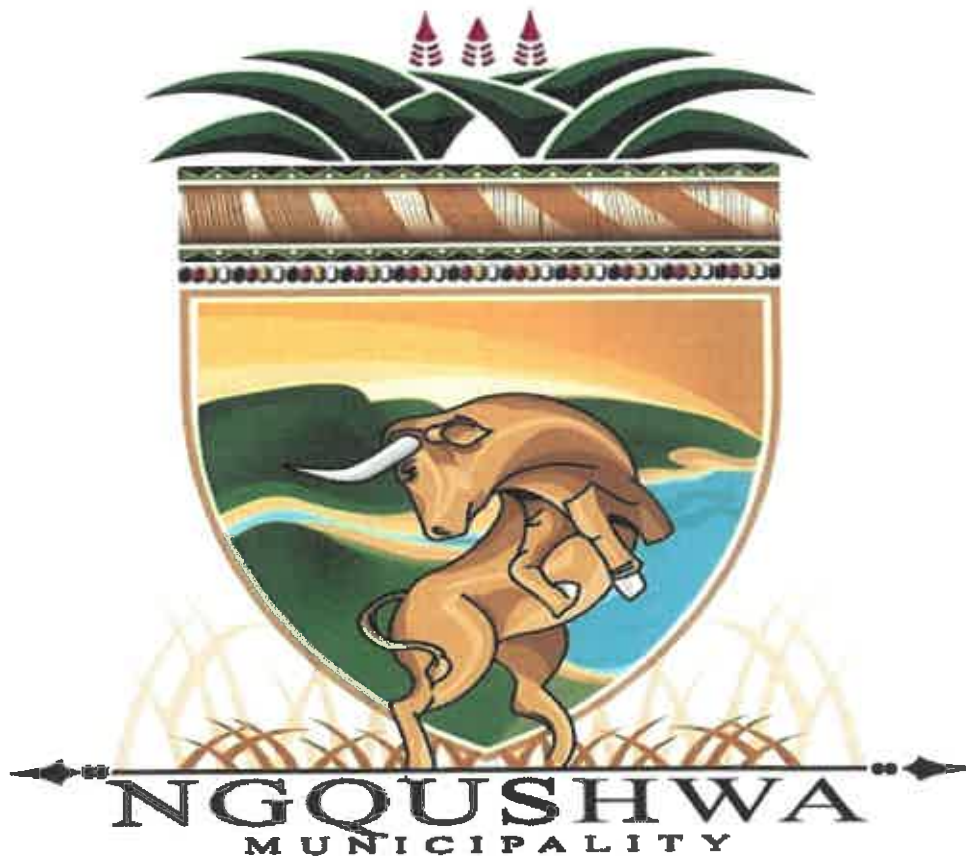


NGQUSHWA LOCAL
MUNICIPALITY



INTERNSHIP POLICY
2022/2023

Summary

Publication Date	11 July 2022
Review Date	19 March 2022
Related Legislation/Applicable Section of Legislation	Municipal Offices Bearers Handbook
Related Policies, Procedures, Guidelines, Standards, Frameworks	Basic Condition of Employment Act, Collective Agreement, Municipal System Act, Employment Equity Act, Municipal Staff Regulations
Replaces/ Repeals (whichever is relevant, if any)	None
Policy Officer (Position)	Director Corporate Services
Policy Officer (Phone)	040 6732 081
Policy Sponsor (Position)	Mkhuseli Mxekezo
Department Responsible	Corporate Services
Unit responsible	Human Resources
Applies to	All staff and External candidates
Key Words	Internship Policy
Status	Reviewed/ Amended
Council approval date	8 July 2022
Version	1

REVISION RECORD

Date	Version	Revision Description
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PREAMBLE

The Ngqushwa Local Municipality is committed to skills development and skills upliftment within the municipal sector, thereby creating opportunities for graduates and intern students to get practical work experience which will complement their studies or/and improve their competence and employability.

1. NAME OF POLICY

This is the Internship Policy of the Ngqushwa Local Municipality

2. PURPOSE

The purpose of the Internship Policy is to:

- (a) Provide a framework of guidelines, norms and standards, which will allow the Municipality to create opportunities for unemployed South African graduates to receive in-service training and gain practical work experience;
- (b) To provide unemployed graduates valuable work experience and skills to improve their chances of employability;
- (c) To provide student interns with opportunities to gain practical experience required to earn credits towards a qualification;
- (d) To expose students to job and career opportunities within the Municipality;
- (e) To address the skills gaps within municipal sector, and
- (f) To build a talent pipeline of heritage professionals

3. SCOPE

The policy applies to:

- a) Unemployed South African graduates and post graduates looking for work experience.
- b) Student interns in their final year of completing their academic studies or in the internship year, from higher education institutions
- c) Recent graduates or young professionals who have not been exposed to work experience related to the area of study that they have completed.
- d) Students, graduates and professionals in the heritage sector or broader heritage related sector only.

4. POLICY

4.1 Selection Criteria

(a) Interns should be tertiary education South African undergraduates/graduates/post graduates and preferably interns must be selected on the basis of the need for demographic representation and with reference to employment equity.

(b) Non-South African citizens may, in exceptional circumstances, after considering available local graduates and with the approval of the Municipal Manager, be accepted onto the Internship Programme.

4.2 Advertising

Vacancies for interns may be advertised nationally, in community newspapers or circulated to relevant tertiary institutions as well as advertised on the website of the Municipality and /or Recruitment may be done in partnership with NGO's, Equal Opportunities Council, Tertiary institutions, South African Graduates Development

Association or any other relevant institution that has the core competence of skills development, as identified by HR.

A combination of the above can be used in the advertising process.

4.3 Screening

(a) The recruitment, selection and placement of interns must be performed in consultation between HR and the relevant Units. Transparent recruitment and selection policy and procedure must be adhered to.

(b) The selection process, interviewing and other selection methods must be implemented in line with the Recruitment policy of the Municipality as well as other relevant selection tools appropriate for internship selection. The recruitment, selection and placement must be carried out uniformly organisation wide.

(c) The placement of interns must be based on the needs of the respective Units of the Municipality and internships should be structured, work-based programmes.

4.4 Period of Internship

The period of appointment under an Internship Programme is a minimum period of 3 months and a maximum of 12 months. This period can be increased or shortened in exceptional circumstances. All contracts must clearly spell out that there is no legitimate expectation that an intern will be appointed to a post in the organisation in which they are hosted as an intern.

4.5 Stipend

A monthly stipend will be determined by HR and approved by the Municipal Manager on an annual basis and will be differentiated based on the level of qualification. Undergraduates or equivalent NQF credits Stipend Level 1 Graduate or equivalent NQF credits: Stipend level 2 Postgraduate or equivalent NQF credits Stipend level 2

4.6 Conditions

(a) Interns should have reasonable access to an available work station computers, telephone (if required), information and work-related resources that are used by the Units to which they are assigned. The needs for these resources should be communicated to the Corporate Support Services during budget time, so that it can be provided for in the following financial year's budget.

(b) Interns should, as far as possible, be exposed to relevant activities and processes of the Municipality, and should be given an opportunity to take part in relevant and appropriate activities as part of their development and exposure.

(c) Interns must find their own residential accommodation and transport.

(d) All municipal policies, such as telephones, office hours, access keys, computer usage and codes of conduct applicable to permanent employees will apply to interns.

(e) All Units that intend using interns must plan in advance and make the necessary application within the required timelines as shall be communicated by HR.

4.7 Use of Interns

(a) All Units that intend using interns must develop a specific and detailed programme on what they will be expected to do during their Internship period. HR must sign off the program, the supervisor must manage the program and avail HR with documented progress as agreed. It must also indicate how the Municipality and the Interns will benefit from the internship.

(b) Each Intern must be attached to a specific supervisor, who will be responsible for his or her supervision, mentoring and development.

(c) The Leave Policy regulates leave of interns, as if they are fixed term contract employees.

(d) The number of interns per Unit/Department must be limited in order not to disrupt internal performance.

4.8 Evaluation and recommendation

(a) Each Unit must evaluate the contribution its interns make, and their development and exposure in the Municipality. Intern evaluations must be in line with the Performance Management Policy of the Municipality.

(b) The relevant supervisor must compile quarterly reports on the progress of individual interns, and submit these reports to the relevant section in the Human Resources Management Unit.

(c) The relevant supervisor must complete the Evaluation forms required by the tertiary institution

4.9 Completion of internship

Upon completion of the internship, the supervisor will have to provide the intern with a testimonial letter specifying that the intern has completed the internship programme and also indicating the skills and experiences that the graduate was exposed to.

He or she must return all equipment and assets that were allocated to him or her.

5. BUDGETS

Subject to an overall approved budget, HR will budget for at least 4 interns annually. Units will have to motivate their needs to HR and a process will be designed to facilitate this. The budget will be a rolling budget and as 1 intern leaves or the period for the internships changes, the budget will become available for the replacement interns, which may be in a different Unit/Department.

6. REVIEW OF POLICY

This Policy may be reviewed annually or as and when required by Council.

AS APPROVED BY COUNCIL ON 08TH JULY 2022 UNDER AGENDA ITEM NO 5.1



MUNICIPAL MANAGER



MAYOR OBO COUNCIL