



PRACTICAL EXPERIENTIAL TRAINING POLICY

INDEX

1. Objectives
2. Definition
3. Legal Framework
4. Entry Policy
5. In-job training duties
6. Evaluation
7. Code of conduct
8. Compensation
9. Access
10. Conclusion
11. Commencement of this policy
12. Dispute Resolution
13. Compliance and enforcement
14. Annexure A: Practical Experiential Training: Undertaking Form
Annexure B: Code of Conduct

1. OBJECTIVES

Overstrand Municipality is tasked with service delivery and also with the provision and maintenance of physical infrastructure to people under its jurisdiction. Critical to the aforementioned objective is the enhancement of human development and capabilities as a consequential imperative to ensure adequate capacity.

Practical Experiential Training is established to address the need for development and to upgrade the standard of verified enrolled internal and external students at a tertiary institution that apply for experiential training and learning.

Preference will be given to verified local enrolled students who provide proof of residence. Overstrand Municipality afford equal opportunity to all prospective applicants.

The final decision lies with the relevant Manager and he/she must use their discretion which students to accommodate and the timeframe applicable to the practical experience.

2. LEGAL FRAMEWORK

The policy and undertaking to train and develop internal and external students is derived from legal requirements and in specific the following Act:

- The Skills Development Act 97 of 1998. – The full act will be implemented.

3. DEFINITION

Practical Experience – *period of work that is designed to encourage reflection on the experience and to identify the learning that comes from working.*

Manager/Supervisor – *a person who directs or oversees the work of a student.*

Tertiary Institution – *education at an accredited university or college level.*

Anticipated outcome – *required learning that a learner must achieve*

Internal student – *a permanent employee of the Municipality*

External student – *a student studying fulltime at an accredited university or college*

Local resident – *South African citizen residing within the jurisdiction of this municipality*

4. ENTRY POLICY

The student who desires to be part of the programme shall bring his/her resume/ curriculum vitae addressed to Human Resource Department Overstrand Municipality, accompanied by a letter from the institution stating the duration of practical experience and the relevant documents required that must be completed by the Manger and or Supervisor.

Interview will be based on the anticipated outcome by the student. The Manager and or Supervisor will determine during the course of interview if programme to be offered to the student is in line with anticipated outcome.

5. IN JOB TRAINING DUTIES

List of all functions/tasks/activities provided by the institution expected from the student participating in the programme must be listed by the Manager and or Supervisor. These must be read in conjunction with the undertaking and also be made available to the student as a hard copy to ensure that he/she clearly understands the programme and what is expected of him/her.

The student will be expected to perform routine functions of the respective component department which are aligned to the anticipated outcome under the supervision of Manager or Supervisor where the student is based. The municipality will take full responsibility of the supervision of the student.

6. EVALUATION

Evaluation will be conducted in area applicable to that particular component. The planned schedule and learning outcome list has to be used as a guideline for expected outcome.

7. CODE OF CONDUCT

It will be compulsory for the student to undergo Induction. The participant in this programme will be required to:

- Loyally execute lawful policies of the municipality, with which policies the student will familiarise himself/herself. The policies may, upon request, be obtained from the student's supervisor, in the alternative, be directed as to where said policies may be obtained;
- Perform the function of office in good faith, diligently, honestly and in a transparency manner;
- Act in a way that the spirits, purpose of Section 50 of the Local Government: Municipal Systems Act are promoted;
- Act in the best interest of municipality and in such way that the credibility and integrity of municipality are not compromised and;
- Act impartially and treat all people, including other staff members equally without favour or prejudice; and

- Promote and endeavour to implement the basic values and principles of public administration as described in Section 195 (1) of the Constitution.

The student must also adhere to the Code of Conduct provided by the Tertiary Institution.

8. COMPENSATION

The municipality has no obligation position to fulfil all requirements that come with a normal practical training, especially in the private sector and in the well-resourced public sectors but the municipality will focus more on the practical experience which will be more beneficial to the student.

9. ACCESS

Access to all relevant facilities and equipment to the job will be determined by the relevant manager/supervisor.

10. CONCLUSION

Attached find a copy of the practical training undertaking form, as well as the municipal code of conduct.

11. COMMENCEMENT OF THIS POLICY

This policy will come into effect on the date of adoption by Council.

12. DISPUTE RESOLUTION

The Office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

13. COMPLIANCE AND ENFORCEMENT

Any matters regarding discipline to be dealt with by the applicable Tertiary Institution.

ADOPTION AND APPROVAL OF POLICY BY MUNICIPALITY

Policy Section	Human Resources
Current update	N/A
Previous review	N/A
Approval by Council	31 May 2017

Practical Experiential Training: Undertaking Form

I _____
(Name & Surname)
Of

Residential _____

Postal Address _____

Town _____ Code _____

Cell No _____

Tel No _____

Hereby undertake to:

Perform all the functions/duties/tasks as outlined in the schedule of duties commencing on the

to _____

I agree to perform these functions diligently and to the best of my abilities under the mentorship of,

(Manager/Supervisor)

until the in-service training period has ceased to exist.

I understand that I will not be compensated at all during the in-service programme.

I acknowledge that I will have no claim whatsoever to continued engagement with the municipality, nor shall I demand any preferential rights to employment arising within the Municipality.

I acknowledge and fully understand the terms and conditions as stipulated in the policy.

Student Signature _____ at _____ this

day _____ of _____ 20__

1. Witness _____

2. Witness _____

On behalf of the employer:

Signed: Manager/Supervisor _____ at _____

this day _____ of _____ 20__

1. Witness _____

2. Witness _____

Whereas the student has agreed to serve the Municipality as an intern for a period of _____ months on the terms and subject to the conditions set out hereunder.

1. Commencement and duration

This agreement will commence on _____ and continue until _____ whereupon it will automatically terminate. The expiry of this agreement will not constitute a dismissal and the student further agrees that nothing in this agreement will be construed as creating any legitimate expectation of further service after the termination of this agreement.

2. Limitation

Each directorate will annually take in a maximum of two (2) students, unless the requirements of a department deems otherwise.

3. Premature termination

Notwithstanding the provisions of clause 1 above, the Municipality will be entitled to terminate this agreement prior to the expiry date mentioned in clause 1 above for any reason recognizable in law, including but not limited to instances where the intern or student misconduct him or herself, and does not perform in accordance with the standards set by the Municipality, alternatively for reasons based on operational requirements.

4. Transport

It will be the students responsibility to arrange transport to and from the workplace and also bear any cost in this regard.

5. Supervision

During the currency of the agreement the student will work under the direction of qualified and suitably experienced technical staff employed by the Municipality.

The student will also be supervised during the duration of this agreement and will be required to submit monthly progress reports to his direct supervisor.

6. Working hours

The students normal hours of work will be _____.

7. Confidentiality

During the period of this agreement and after its termination, the student agrees and undertakes that he or she will not use to the detriment or prejudice of the Municipality, except in the course of his or her duties, divulge to any person, any confidential information concerning the business or affairs of the Municipality which will form part of the course and scope of his employment.

8. Reporting

The student will be required to submit monthly reports in the format as required by the learning institution for qualification as experiential training. The student will be obligated to liaise with and communicate any difficulties encountered with regard to any aspect of his or her service with the municipality under this agreement to his direct supervisor in order to ensure that effective assistance is rendered as and when required.

9. Value code

Whilst in the service of the Municipality under this agreement the student will comply with the values set by section 195 of the Constitution, including the health and safety procedures and policies in force at the Municipality.

10. Domicilium

The parties choose the respective addresses set forth hereunder as their respective domicilium citandi et executandi ("domicilium") for purposes arising from this agreement and as the respective addresses for the service of any notice required to be served upon them.