



UMJINDI MUNICIPALITY
EXPERIENTIAL TRAINING
POLICY

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EXPERIENTIAL TRAINING POLICY

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Operational Area	All Directorates

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POLICY ON EXPERIENTIAL TRAINING IN UMJINDI MUNICIPALITY

1. PREAMBLE

The development of an experiential training policy is a sign of the Government's commitment to the transformation process as stipulated in the Skills Development Act.

2. PURPOSE

The main purpose of this policy is to:

- Ensure a uniform approach in the admission of students, i.e. technikon and university students into the municipality;
- Provide opportunity to gain applied field experience prior to entry to labour markets
- To expose students to a meaningful real life work experience which complement their classroom experience and enable them to gain confidence.

3. SCOPE OF OPERATION

This policy will be applicable to all Departments within Umjindi municipality.

4. DEFINITION

- Student (intern) – a person enrolled at a higher institution of learning who would like to work in the municipality for a limited duration in order to gain work related experience regarding a course that the person is registered for at the institution.
- Experiential Knowledge – knowledge acquired through interaction with real life experiences.

5. REQUIREMENTS: RECRUITMENT OF STUDENTS FOR ADMISSION

The student should be required to present the following documents to the municipality, which will then be filed accordingly.

- Short curriculum vitae and certified copy of ID Document.
- Academic records
- The field of study
- Period of experiential training needed
- Format evaluation to be submitted to the tertiary institution (LOG BOOK)
- Proof of residence
- Letter of request from the institution.

6. SELECTION CRITERIA

The Director of a department shall have a sole decision to appoint intern in his/her department. The HR Section will submit request to a Directorate for the Director's consideration.

7. PAYMENT: STIPENDS

A stipend of R800 per month will be paid to all learners taken by the Municipality for experiential training.

The determination of the stipend to be in line with guidelines provided by the Department of Labour.

The Municipal Manager to approve such stipend as per submission by the Director in writing with a vote number to be utilized for payment.

It is the prerogative of the Municipal Manager to approve or disapprove such a stipend.

8. OFFICE SPACE

Office space and equipment like a computer may be provided to the student when available.

9. PLACEMENT OF STUDENTS

It is recommended that each directorate be allowed to recruit or take in a maximum of two students per term or a determined period, i.e. six months or twelve months.

The municipality is under no obligation to employ students after the completion of the experiential training, but the main purpose being to increase their chances for their employment and completion of their studies.

10. ROLES AND RESPONSIBILITIES

10.1 Municipal Manager

- Provide support and commitment to the internship program as part of the Municipality's Skills Development Plan.
- Ensure that managers include experiential training in their Business Plans/Strategic Plans
- Ensure that the implementation of policies is included in each manager's performance management system.

10.2 Heads of Departments

- Accountable for ensuring that there is mentoring programs in all departments.
- Nominate one officer to serve as a mentor/coach
- Ensure that mentoring contract exists between the mentor and protégé.

10.3 Human Resource Development Management

- Ensure that students are placed with the right person for mentoring.
- Ensure that mentoring program is well coordinated
- Ensure that n indemnification forms are signed
- Monitor the experiential training program

10.4 Students

- Must sign an agreement with the Department (Deed of Indemnification).
- Apply themselves diligently to their tasks and projects.
- Manage their own learning process by raising problems that may arise.
- Combine practical experience from the experiential training with their classroom learning.
- Behave in a professional manner at all times.

- Write reports on their experiences prior to completing their learning programme according to a set pro-forma.
- Abide by the rules, regulations and protocol of the Department.

11. MENTORING

11.1 RATIONALE FOR MENTORING

- Mentoring enhances the ability of both the mentor and the protégé to directly increase organizational efficiency and directly improve morale.
- It is a channel of the delegation and growth for both mentor and protégé.
- It is a mean of improving skills for new graduates.
- Marketing the Municipality and creating recruitment opportunities.

11.2 BENEFITS OF MENTORING TO THE INTERN

- The student becomes competent and efficient.
- Gain confidence through experience.
- It exposes interns to the working environment.

11.3 PROGRAMME ACTIVITIES

Umjindi Municipality shall consider the following aspects:

- Orientation and induction of the student/learner
- Allow students/learner to attend relevant in-house training
- Students shall be assigned to a mentor
- Continuous evaluation shall be conducted
- A report of competence will be sent to the institution

12. AMENDMENTS TO THIS POLICY

This policy is subject to annual review to ensure compliance with the latest developments, however it shall be amended when need arises and shall follow the initial process of policy development.

