

MOPANI DISTRICT MUNICIPALITY



DIRECTORATE CORPORATE SERVICE
HUMAN CAPITAL MANAGEMENT
INTERNSHIP AND EXPERIENTIAL LEARNING
POLICY 2022/2023

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1. PREAMBLE

From time to time, Mopani District Municipality has found it difficult to deal with issues relating to Internships and experiential learning due to the interrelatedness and cumbersome nature of these programs. It is therefore very important to have policy guidelines that will be used strategically to deal with these issues. Internships and experiential learning programs play a pivotal role in the learning environment.

2. PURPOSE

- 2.1 To provide a framework of guidelines, norms and standards, which will allow Mopani district municipality to create opportunities for unemployed South African graduates to receive in-service training and gain practical work experience.
- 2.2 To provide unemployed graduates valuable work experience and skills to improve their chances of employability.
- 2.3 To provide student interns with opportunities to gain practical experience required to earn credits towards a qualification.
- 2.4 To expose students to job and career opportunities within the Local government sector.
- 2.5 To address the skills gaps within Mopani district municipality and the Local government sector.
- 2.5 To develop a pool of talented professionals
- 2.6 To increase the employability of unemployed young people by providing them with valuable work experience.
- 2.7 to enable Mopani district municipality to place experiential learners for to gain practical work experience

3. LEGISLATIVE MANDATE

- 3.1 The Constitution of the Republic of South Africa, Act 108 of 1996
- 3.2 Municipality System Act 32 of 2000
- 3.3 Municipal Finance Management Act 56 of 2003
- 3.4 The National Skills Development Strategy for South Africa
- 3.5 The Skills Development Act, Act 97 of 1998
- 3.6 Skills Development Levies Act 9 of 1999
- 3.7 Employment equity Act 55 of 1998
- 3.8 Limpopo Growth and Development Strategy
- 3.9 HRD Strategy Framework Vision 2015
- 3.10 National treasury regulations (circular 60 on minimum competency)

- 3.11 Guidelines on implementing a determination on interns in Public service.
- 3.12 Basic Conditions of Employment Act 75 of 1997

4. DEFINITION

Internship is defined as 'a planned, structured, and managed work experience learning that is occupationally based and incorporates a skills programme designed to produce meaningful competencies which may earn an intern an education and training credit

Experiential learning refers to practical work experience provided to students that have completed their studies or those who require work experience to complete their studies

Learnership is a structured learning that has both theory and practice and leads to a qualification

5. ELIGIBILITY / SCOPE OF APPLICABILITY

The policy applies to:

- 5.1 Unemployed South African graduates and post graduates looking for work experience particularly those that are from the Technical and Vocational Education and Training Colleges within Mopani District Municipality.
- 5.2 Student interns in their final year of completing their academic studies or in the internship year, from higher education institutions.
- 5.3 Recent graduates or young professionals who have not been exposed to work experience related to the area of study that they have completed.
- 5.4 Students, graduates and professionals in the Local government sector or broader Local government related sector only.
- 5.5 Unemployment South Africa graduates from higher education institutions that have completed their degrees or diplomas.
- 5.6 Unemployment South Africa graduates who have not been exposed to work experience related to the area of study that they have completed.
- 5.7 Students whose interventions requires experiential training to enable them to complete their qualifications.

6. RECRUITMENT FOR INTERNSHIP

6.1 ADVERTISING

- 6.1.1 The advert must specify criteria for eligibility
- 6.1.2 Vacancies for Interns may be advertised in National, provincial and local Newspapers or circulated to relevant Tertiary institutions as well as advertised on the website of Mopani district municipality.
- 6.1.2 Recruitment may be done in partnership with Tertiary institutions or any other relevant institution that has the core competence of skills development, as identified by HRD Unit.
- 6.1.3 Non-South African citizens may, in exceptional circumstances, after considering available local graduates and with the approval of Council be accepted into the Mopani district municipal Internship Programme.
- 6.1.4 MDM Recruitment Policy shall be adhered to when recruiting interns, learners and experiential learners. The total number of Interns shall not exceed 5% of the total institutional workforce of Mopani District Municipality

6.2 SELECTION OF INTERNS

- 6.2.1 Willingness to follow a career within the Mopani district Municipality.
- 6.2.2 The degree of alignment between the needs of the intern and the needs of the Mopani district Municipality.
- 6.2.3 The potential intern will be a tertiary level student or a recent graduate.
- 6.2.4 The potential intern would display initiative, commitment and a sense of responsibility.
- 6.2.5 Interns would need to compete to participate in an internship programme.
- 6.2.6 Applications will be evaluated and applicants short-listed and interviewed.

6.3 INTERVIEWING PANEL

6.3.1 Municipal Manager or his/her delegate shall constitute an Selection Panel which should include union representatives.

7. APPOINTMENT LETTERS

- 7.1 Interns shall be given access to all work related needs, viz. Office space, computer, printing facilities and other requirements essential to the successful completion of the internship.
- 7.2 All internship, In-Service and or experiential training appointment letters shall be signed by the Senior Manager Corporate Services.
- 7.3 Interns shall not be members of a trade union

8. PERIOD OF INTERNSHIP

- 8.1 Time frames, minimum and maximum duration per occupation shall be determined by the relevant directorate together with Human Capital Management and shall not exceed the period of 24 months.
- 8.2 The Intern will work full-time for the duration of the Internship.
- 8.3 An Intern shall not be appointed to act in a permanent position.

9. STIPEND

- 9.1 All interns shall receive a monthly stipend for the duration of the Internship
- 9.2 Council shall determine the cost of the internship
- 9.2 Stipend shall be paid on the 25th of each month.

10. LEAVE CONDITIONS

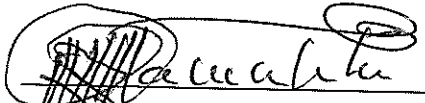
10.1 ANNUAL VACATION

- 10.1.1 Interns shall be eligible for one (1) day annual vacation leave for every seventeen (17) days worked. Such leave may be accessed only after the Intern has such leave to his/her credit.

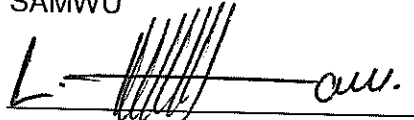
10.2 SICK LEAVE

- 9.2.1 Interns shall receive one (1) day sick leave per month worked.

18. STAKEHOLDER CONSULTATIONS


SAMWU

31/05/2022
DATE

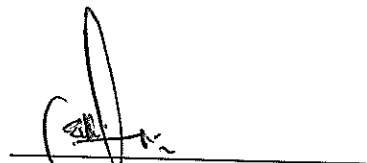

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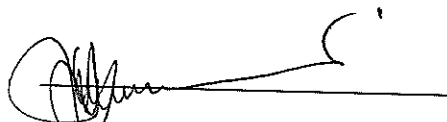
19. AUTHORITY

ADOPTION BY COUNCIL:

Policy Number:	Approved Date:31 MAY 2022
Effective Date:31 MAY 2022	Council Resolution no:SCD/25/2022


MUNICIPAL MANAGER

31/05/22
DATE


COUNCIL SPEAKER

31/05/22
DATE