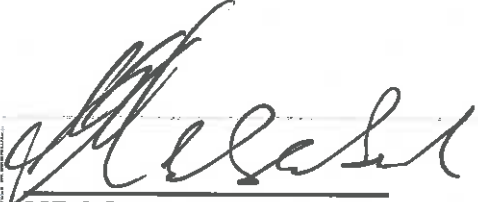




## KWAZULU NATAL PROVINCIAL TREASURY

# POLICY ON IN-SERVICE TRAINING

<b>Signed:</b>	 <b>MR LS MAGAGULA</b>
<b>Designation:</b>	<b>HEAD OF DEPARTMENT</b>
<b>Date:</b>	<b>12/12/2016</b>

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Attachment: Indemnity Form  
Time Sheet

## **1. INTRODUCTION**

Students enrolled in various Universities of Technology/ Private Colleges/ Further Education and Training Institutions are, as part of their learning programme required to undergo compulsory experiential/ in-service training in order to obtain their formal qualification. The objective of such training is not for students to obtain only the practical knowledge but also to develop interpersonal skills.

The department offers this programme with the aim of assisting students fulfill their qualification requirements as well as their personal development in the work environment. It is therefore considered necessary to expose these students to a structured programme which will enable effective evaluation when the programme is concluded.

## **2. OBJECTIVES**

The objectives of the policy are:

- a) To provide a framework to manage workplace training to learners for achievement of their formal qualifications;
- b) To promote equity by building an inclusive Public Service and widening opportunities whilst encouraging effective collaboration amongst people from diverse backgrounds;
- c) To produce skilled, competent, dedicated, productive students and potential employees;

- d) To promote needs driven skills development interventions informed by the Workplace Skills Plan;
- e) To give students practical exposure with a view of enhancing their employability without creating any expectations of employment within the Department;
- f) Addressing low level of practical work experience, discipline needs and realities of the Public Service workplace among youth;
- g) Addressing awareness among students of the job and career opportunities in the Public Service;
- h) To promote National Youth Development Programmes;
- i) To build capacity in areas of scarce and critical skills.

### **3. AUTHORITY**

- 3.1 Human Resources Development Strategy for the Public Service.
- 3.2 Skills Development Act No.97 of 1998.
- 3.3 National Skills Development Strategy for South Africa.
- 3.4 Public Service Act No. 103 of 1994 as amended.
- 3.5 **Public Service Regulations, 2016.**
- 3.6 Employment Equity Act 55 of 1998

### **4. SCOPE OF APPLICATION**

The provision of this policy shall apply to students from recognized academic institutions in KwaZulu Natal who, as part of their curriculum,

are required to undergo experiential training in order to obtain a formal qualification.

## **5. DEFINITION OF TERMS**

- (a) "Department" in terms of this policy refers to KwaZulu-Natal Provincial Treasury.
- (b) "Workplace Experiential Training" means an educational model that incorporates productive work into curriculum as a regular and integral element of higher education course.
- (c) "Qualification" means the formal recognition of the achievements of the required number and range of credits and such other requirements that are specific to the National Qualifications framework.
- (d) "Experiential Learner" means in-service Trainee

## **6. CRITERIA FOR SELECTION**

- a) In applying for in-service training, the following criteria shall be considered:**
  - i) Students must submit written applications to the Human Resource Development office.
  - ii) Applications must have a formal letter from the institution indicating a need for the learner to undergo experiential training.
  - iii) Curriculum vitae attached.

- iv) An academic transcript with academic merit.
- v) A copy of the learner logbook should be attached to the application; this will provide the mentor with learning areas the learner will need to be exposed to.

**b) In selecting in-service trainees the HRD Unit must consider the following:**

- i) Only compulsory in-service training will be catered for and not voluntary experience needs.
- ii) Whether Business Units will be able to accommodate the in-service trainee and/or trainees.
- iii) Equitable opportunities for workplace training in terms of gender, race and disability.

On commencement of the in-service training the learner must be taken through an induction and orientation programme to ensure that he/she fully understands all work related information to prevent any risk of injury, inefficiency or breach of confidentiality.

**c) The selection process of the in-service trainee will be conducted by the business unit that requires the trainee.**

## **7. REMUNERATION**

- i) There is no remuneration for in-service trainees, however the department may provide a stipend for traveling expenses from home to work or institution to work.

- ii) The Head of Department will determine the amount of the stipend to be paid to in-service trainees.
- iii) All in-service trainees must receive an equal amount of stipend across Business Units.
- iv) The stipend budget for trainees will be borne from the Business Unit where the in-service trainee is placed.
- v) The in-service trainees will be paid a stipend according to the number of days worked and will not be paid for days not worked, irrespective of the nature of absence.
- vi) Payments will be processed upon submitting at least two weekly timesheets to the Human Resources Unit.
- vii) No claim shall be processed for overtime, public holidays and weekends.
- viii) Misrepresentation of the number of days worked will be construed as fraud and which may result in immediate termination of the contract.

## **8. WORKING CONDITIONS**

### **8.1 Working hours**

In-service trainees must adhere to the department's normal working hours unless work assignments are performed outside the department.

## **8.2 Supervision**

The in-service trainees will function under a designated supervisor and will carry out all duties as directed by the said supervisor. The supervisor will monitor the performance, behavior and progress of the in-service trainee and report thereon.

The Department/ supervisor will complete and submit an evaluation report to the in-service trainee's relevant educational authority as outlined in the log-book.

In-service trainees are to submit weekly time sheets of hours worked to the HRD unit for processing of the stipend.

## **8.3 Leave**

- i)** In-service trainees do not qualify for any type of leave.
- ii)** Prior permission must be sought from the supervisor before proceeding on absences for personal reasons.
- iii)** The in-service trainees must report to the supervisor/mentor should he/she be unable to be at work due to illness.
- iv)** In the case of long-term absences e.g maternity or illness, the in-service trainee's contract will be extended to compensate for the period of absence. However, prior approval with



supporting documentation, which HR will facilitate, must be obtained.

#### **8.4 Conduct**

- i) In-service trainees must adhere to the Public Service Code Of Conduct and sign the learner contract on the Induction day prior to commencement of the in-service training.
- ii) In-service training may be terminated due to non-compliance with departmental rules and policies and for any form of insubordination.

#### **8.5 Dress Code**

In-service trainees must adhere to the departmental Dress Code Policy.

### **9. DURATION OF TRAINING**

The duration of in-service training will be determined by the institution requirement where the in-service trainee was studying. In-service training contract will not be extended after the stipulated duration has ended.

### **10. ACKNOWLEDGEMENT, UNDERTAKING BY THE TRAINEE**

11.1 At the end of such a period of training the in-service trainee must acquire no expectation, that such a period of training may or will lead to him or her being appointed to a permanent post within the establishment of the Department;

11.2 In the event of any post being vacated, created or advertised, the

in-service trainee must apply for such post in the prescribed manner and compete for such post together with any other applicants who have applied for the post.

## **11. ROLES AND RESPONSIBILITIES**

### **11.1 Human Resource Development (HRD) is to:**

- a) Structure the training programme;
- b) Place in-service trainees in correct fields;
- c) Monitor and assess duties performed by in-service trainee;
- d) Ensure that in-service training contracts are in place and signed;
- e) Obtain necessary approvals for the programme;
- f) Ensure in-service trainees are inducted.

### **11.2 Supervisor/mentor**

- a) Ensure that all functions to be performed are clearly articulated and understood by all parties;
- b) Liaise with the In-service trainee with a view of determining his/her training and developmental needs;
- c) Plan and manage training and development of the In-service trainees in a way that is consistent with the needs of the department as well as the development plan;
- d) Demonstrate willingness to provide guidance and assistance to the In-service trainee;
- e) Provide meaningful training or developmental opportunities for the In-service trainee;
- f) Participate in the final assessment of the performance and achievement of the In-service trainee;

- g) Submit reports on the performance of the In-service trainee to the HRD office;
- h) Sign off time-sheets and submit weekly to HRD;
- i) Ensure that time sheets are accurate prior to appending signatures.

### **11.3 In-service trainees**

- a) Comply with contents of the contract/agreement, including workplace policies and practices;
- b) Participate fully in determining (with their supervisors/mentors) the training and development needs;
- c) Demonstrate the willingness to grow and learn through work experience;
- d) Take full advantage of the training and development opportunities available to him/her;
- e) Co-operate fully with the supervisors/mentors assigned to them;
- f) Accurately complete time sheets for hours/days worked, ensure it is signed and submitted timeously to HRD.

## **12. INDEMNIFICATION**

The in-service trainee agrees to indemnify the Department and its officials (see attached indemnification form) harmless against-

- a) Liability in respect of the death or injury to the in-service trainee and any consequential loss directly or indirectly flowing there from;
- b) All claims, liabilities, damages, and expenses, judgment, costs, including attorneys fees or expenses reasonably incurred in connection with claims or actions;
- c) Where the loss, injury or death arises out of or is consequent upon, whether directly or indirectly, on the in-service trainee being in or on, or traveling to or from, any premises of the Department,

carrying out any instruction or work on behalf of the Department, or the in-service trainee traveling in any vehicle of the Department other than as a fare paying passenger on a public transport vehicle.

### **13. COMMUNICATION**

The **Directorate: Human Resources** is responsible for communicating this policy to all employees within the department.

### **14. MONITORING AND EVALUATION**

The **Directorate: Human Resources** is responsible for the development of this Policy and ongoing monitoring thereof. Any inputs or amendments to this policy can be directed to the **Director: Human Resources**.