



KWAZULU NATAL
PROVINCIAL TREASURY
INTERNSHIP POLICY


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1. INTRODUCTION

South Africa is faced with a major problem of unemployment. This problem is exacerbated by lack of skills and formal work experience. In addition, higher education institutions do not prepare students adequately for the world of work. Thus there is a need to alleviate high levels of unemployment among young graduates and provide them with opportunities to gain practical work experience.

The Human Resources Development Strategic Framework for the Public Service, Vision 2015, provides for among other things, promotion of learnerships, internships and traineeship as means to curb unemployment and to address scarce skills shortage in the country. The framework seeks to establish an effective and efficient internship programme aimed at bridging the gap between academic study and competent performance in the workplace by offering structured internship opportunities to students and unemployed youths that will enable them to gain practical experience.

KwaZulu-Natal Provincial Treasury, through its Internship policy, seeks to expose graduates to practical working environment that puts the structured learning into practice and equip them with the required competencies and work experience.

It also endeavours to achieve the 5% of target of the establishment in terms of intake of interns as well as learners, as set by National Government. The Internship programme will be implemented in accordance with the Departmental strategic plan, [DPSA Circular No.1 of 2018 on the Implementation of the revised directive on developmental Programmes in the Public Service](#), Workplace Skills Plan and Equity Legislation, with greater focus on positions with scarce skills.

The objectives of the Internship Programme are:

- To provide an opportunity for interns to use the workplace as an active learning environment;
- To provide opportunities for graduates with a view to acquire skills that would make them more marketable and thus improving their employment opportunities;
- Bridging the scarce skills gap of the country;
- To improve employment prospects of persons previously disadvantaged by unfair discrimination; and
- To allow graduates to obtain required practical work experience.

2. PURPOSE

The purpose of this policy is to address the rate of unemployment scarce skills in the province of KwaZulu-Natal by providing KwaZulu-Natal Provincial Treasury with a guideline to effectively implement and manage Internship Programmes.

3. OBJECTIVES

The objectives of this policy are:

- 3.1 To ensure that the principles of the Skills Development Act 97 of 1998 and related legislation are upheld and maintained,
- 3.2 To ensure effective implementation of the Internship Framework as outlined in the Human Resource Development Strategy for the Public Service.
- 3.3 To provide graduates with the necessary experience and skills that would contribute positively to their marketability and employment opportunities and whilst at the same time bridging the scarce skills gap of the KwaZulu-Natal Provincial Treasury.

4. APPLICABILITY

The provision of this policy framework applies to all Interns appointed by the Department of Treasury.

5. ACRONYMS

‘DPSA’ - Department of Public Service and Administration

‘HOD’ - Head of Department

‘HR’ - Human Resources

‘HRD’ - Human Resources Development

‘MTEF’ - Medium Term Expenditure Framework

‘PFMA’ - Public Finance Management Act of 1999

‘SDC’ - Skills Development Committee

‘SDF’ - Skills Development Facilitator

6. AUTHORISATION

This policy framework is mandated by the following legislative prescripts:

National Skills Development Strategy for South Africa;

Public Service Act, 1994 as amended ;

Public Service Regulations, 2016;

Internship Framework for the Public Service, 2002;
Skills Development Act, 1998;
National Human Resource Development Strategy;
White Paper on Affirmative Action in the Public Service, 1998;
White Paper on Human Resource Development in the Public Service 1998;
Determination on Interns in the Public Service;
Public Service Internship Programme Step by Step Guide;
Constitution Act 108 of 1996;
Employment Equity Act 55 of 1998;
Higher Education Act 101 of 1997;
Labour Relations Act 66 of 1995;
Public Finance Management Act 1 of 1999;
South African Qualification Authority Act 58 of 1995;
Skills Development Levies Act 9 of 1999;
White Paper on Public Service Training and Education;
DPSA Circular No.1 of 2018 on the Implementation of the revised directive on developmental Programmes in the Public Service.

7. Definition of terms

7.1 Graduate Intern

This refers to South African unemployed youth or graduates (between the ages of 18 and 35) who are temporally appointed by the Department to do Internship for purposes of enhancing chances of future employment. The mention of Intern throughout this policy specifically refers to Graduate Intern, as defined above.

7.2 Internship

Refers to structured workplace experience programme where Interns are exposed to practical work experience in the field relevant to their qualification(s) for a specific **twenty-four (24) month** period where after, a testimonial letter indicating the work areas covered for the duration of the programme will be issued to Interns after completion of the programme.

7.3 Internship Contract

An agreement entered into for a specific period between the Intern and the department.

7.4 Immediate Family

Refers to an intern's parents, adoptive parents, parents-in-law, brother and sister-in-law, grandparents, child, adopted child, step child, grandchildren or siblings. For the purpose of this provision "child" means the employee's son or daughter, and where applicable son- or daughter-in-law, of any age.

7.5 Mentor

This refers to a person/ appointed to provide guidance and assistance to Interns for the duration of the Internship Programme.

7.6 Stipend

A payment made to an individual undergoing internship programme for the individual's living expenses during the period of training. It must be noted that a stipend is not a salary.

7.7 Department

For the purpose of this policy means Department of Treasury.

8. POLICY PRINCIPLES

The Internship programme is based on the following principles:

8.1 Life-long learning

Given the changing socio-economic environment, the development of required skills should take place on a continuous basis. Ultimately, a culture of learning will be established.

8.2 Promotion of Equity

This will be achieved through building an inclusive department and widening opportunities, whilst encouraging effective collaboration among people from diverse backgrounds.

8.3 Demand-led

Skills development will be focused on the assessment of the department's needs with emphasis on the skills and competences required to support effective and efficient performance of employees, as it is aligned to the strategic objectives of the Department.

8.4 Openness and Transparency

Recruitment and selection of Interns shall be done in an open and transparent manner.

8.5 Confidentiality

Interns shall honour and respect the classification and confidentiality of all department's information they are exposed to during their period of internship.

8.6 Action Learning

Provide Interns with opportunities and work experience to demonstrate their potential at work and expose them to the demands of work in the Public Service, which will inform their career choices.

8.7 Efficiency and effectiveness

The delivery of the skills development programmes and initiatives must be characterised by cost-efficiency and should lead to positive impact. The budget should therefore be aligned with the PFMA, MTEF, and the Skills Development Act.

8.8 Partnership and Co-operation

The internship Programme should be based on internal and external partnerships.

9. POLICY PROVISIONS

The procedure of sourcing and managing the Interns should be a transparent one. Interns must not under any circumstances be utilised as cheap labour or be regarded as lower-cost alternatives, including the misuse of Interns so as to address capacity problems wherein vacant positions remain unfilled with no attempt by Management to initiate recruitment processes.

9.1 The Internship Programme aims at addressing the following main challenges:

9.1.1 Shortage of skilled, qualified and committed professional candidates for positions in the department among graduates.

9.1.2 Low level of practical work experience, discipline and understanding of the needs and realities of the department's graduates.

9.1.3 Low awareness among students of the job and career opportunities in the Department.

9.1.4 Poor access to work experience for students and unemployed youth.

9.2 This programme supports government's strategy to address the challenge of youth unemployment, especially tertiary graduates by providing them with the work-experience opportunities in the department and includes:

9.2.1 Assisting in meeting the strategic staffing needs of the department by providing practical and accelerated work experience programmes, which expose interns to specific occupations.

9.2.2 Providing work experience to tertiary graduates.

9.2.3 Alleviating unemployment through skilling the youth.

9.3 **Planning**

9.3.1 The implementation of the internship programme should be carefully planned taking into consideration the scarce skills, enabling conditions, mentorship and the prevailing unemployment rate in the province. The department should meet the minimum target for intake of interns as set out by the DPSA.

9.3.2 The planned beneficiaries of internship should comply with the provisions of the Employment Equity Act of 1998 and be indicated as such in the Departmental Employment Equity Plan.

9.4 **Recruitment and Selection of Interns**

9.4.1 Recruitment of Interns must be conducted through advertising in the media. This includes utilising any other recruitment method, such as head-hunting graduates with disabilities aligned to Employment Equity Plan.

9.4.2 Prospective Interns must submit the following

- Letter of application,
- A curriculum vitae,
- Certified copies of qualifications,
- Certified academic record, and
- Certified copy of Identity Document

9.4.3 Managers from respective sections are responsible for selection of Interns. This may include telephonic interviews, case studies or formal interviews. A telephonic interview may be conducted during a selection process by the respective Manager. Detailed written communication must be submitted to HRD inclusive of minutes used during the selection process.

9.4.4 A submission must be forwarded to the Head of Department/ Executing Authority or his delegated authority for approval of appointment of the recommended Interns.

9.4.5 Preference should be given to youth in rural areas. The method of recruitment should be transparent

and easily accessible to attract potential beneficiaries.

9.4.6 Prior to making an offer - it must be verified that applicant has not been on a prior Government Internships programme.

9.4.7 It is compulsory for all interns to undergo security clearance.

9.4.8 It is mandatory that all qualifications are verified.

9.5 Appointment of Interns

9.5.1 Interns shall be appointed additional to the department's approved establishment and shall enter into a contract for a maximum of twenty four months within the department stipulating allowance and conditions of service during the term of the internship.

9.5.2 Extension of contracts are permissible in cases of long leave, e.g. maternity leave.

9.5.3 Appointment on this programme does not entitle an Intern to a permanent position.

9.5.4 An Intern may not be appointed more than once as an Intern within the Public Service.

9.6 Contracting and placement

9.6.1 Interns should enter into a twenty four months employment contract with the department in order to regularize employment prior to placement.

9.6.2. Placement of interns should be informed by service delivery needs and enabling conditions should be created prior to placement.

9.6.3 Where the qualification of an intern requires exposure in various areas within a discipline, a rotation plan should be in place for exposure in all the required fields.

9.6.4 To give essence to the internship programme, interns should be orientated, subject to the performance management and development system and be assigned a mentor for continuous development.

9.6.5 Conditions of service for interns are regulated by the Ministerial determination as prescribed by DPSA.

9.6.6 An intern shall be paid a monthly allowance not less than the amount determined in accordance with the approved Schedule for Interns Allowances in the Public Service.

9.7 Tracing and Reporting

9.7.1 The reporting template will be used to capture information on the implementation of the Internship Programme.

9.7.2 Reporting of employment progress of interns must be on a quarterly and annual basis.

9.7.3 After completion of the duration of the internship programme, interns will be awarded with a

certificate of completion/ testimonial and be traced to determine their employment prospects.

10. RESTRICTIONS AND LIMITATIONS

- 10.1 Candidates residing within KZN Province will be given preference on the Internship programme.
- 10.2 Only candidates who possess formal qualifications recognised by the South African Qualifications Authority should be considered.
- 10.3 Participation in the internship programme is limited to twenty four months only. An affidavit should be submitted to justify that the intern has never benefited in an internship before in a particular discipline/area of work. Non-compliance in this regard may result in the termination of internship contract.

11. BENEFITS AND ALLOWANCES

11.1 Stipend

The Department must use the guide on the stipend and conditions of service of Interns in the Public Service to determine the remuneration rate of Interns. It will be ensured that there is full compliance with the suggested minimum and maximum stipend range. However, the department shall, based on the availability of funding determine the stipend amount.

11.2 Working Hours

The normal departmental working hours shall apply to all interns as per contract provisions.

11.3 Leave

The following leave benefits shall apply in terms of the Determination and Directive on Leave of Absence in the Public Service.

11.3.1 Annual leave

Interns shall at the beginning of the contract be granted annual leave that is proportional to his/her term of employment at a rate of one-twelfth of the annual leave credit.

11.3.2 Sick Leave

Interns shall at the beginning of the contract be granted normal sick leave that is proportional to the term of employment at a rate of one days normal sick leave per calendar month of service. A doctor's certificate is required for sick leave exceeding two days.

11.3.3 Family responsibility leave

Interns shall be granted five days family responsibility leave during their contract period for utilisation if the Intern's:

- Spouse/ life partner gives birth to a child;
- Dependent child, spouse life partner is sick; and five days if an Intern's;
- Child or spouse/life partner dies; and
- Immediate family member dies.

11.3.4 Maternity Leave

Interns shall be granted paid maternity leave that is proportional to the term of contract at a rate of 10 calendar days maternity leave with full pay calculated at each calendar month of her term of contract to a maximum of four months, where after maternity leave without pay shall be granted. The total period granted in respect of maternity leave shall not exceed four consecutive months.

11.3.5 Leave for study purposes.

Interns will be entitled to two days special leave per exam sitting (one day for preparation and one day for examination).

11.3.6 Adoption Leave

Interns who adopts a child that is younger than two years, shall qualify for adoption leave at a rate of four days for each month calendar month of his/her term of contract to a maximum of 45 days.

11.3.7 Pre-natal Leave

An intern who is pregnant shall qualify for pre-natal leave a rate of 1 working day paid leave for each calendar month of her term of contract to a maximum of eight working days.

11.3.8 Paternity Leave

An intern who's spouse or life partner or life partner gives birth to a child or a adopts a child not older than two years shall qualify for paternity leave at a rate of 1 working day paid leave for each calendar month of his/her term of contract to a maximum of three working days.

11.3.9 Surrogacy Leave

- (i) An intern who is a commissioning parent in terms of a surrogate motherhood agreement confirmed by the high Court as contemplated in the Children's Act, 2005, shall be granted paid surrogacy leave that is proportional to his/her term of contract at a rate of ten calendar days surrogacy leave with full pay calculated at each calendar month of his/her term of contract to a maximum of four calendar months, where after surrogacy leave without pay shall be granted. The total period granted in respect of surrogacy leave shall not exceed four consecutive calendar months. An application for surrogacy leave shall be supported by a surrogate motherhood agreement.
- (ii) An intern who is a surrogate mother, in terms of a surrogate motherhood agreement, confirmed by the High Court, provided for in the Children's Act, 2005, shall be granted paid maternity leave that is proportional to her term of contract at a rate of 3.5 calendar days maternity leave with full pay calculated at each calendar month of her term of contract to a maximum of six consecutive weeks where after maternity leave without pay shall be granted.

11.3.10 It must be noted that for the above leave categories:

Unutilised annual leave benefits shall be paid out or transferred to leave balances if an intern is appointed in a permanent post in the Public Service.

11.4 Travel and Subsistence

The Interns are not allowed to drive a state vehicle according to Transport Policy of the Department. The intern is allowed as a passenger in a state vehicle and an intern may utilise private vehicles to carry out state work and will be allowed travel and subsistence in this regard.

11.5 Overtime duty

The departmental procedure on payment for performing overtime shall apply.

11.6 Injury on duty

Interns who are injured whilst performing official duty will be compensated using the relevant provisions of the Compensation for Occupational Injuries and Diseases Act.

11.7 Attendance of Training Programmes

The department will afford interns an opportunity to attend training programmes. An intern will attend induction programme upon appointment for the purpose of being orientated into the department.

12. MANAGEMENT OF INTERNSHIP PROGRAMME

Performance management of Interns is a vital component and should involve the following:

- 12.1 An agreement together with a structured work plan in line with the Department's Performance Management System.
- 12.2 Quarterly assessments shall be in line with the Department's Employee Performance Management and Development System.
- 12.3 Continuous feedback between mentor and intern.
- 12.4 Quarterly meetings with HRD for continuous monitoring and feedback of the programme.

13. APPOINTMENT OF INTERNS ON EXPIRY OF INTERNSHIP CONTRACT

- 13.1 Retention of Interns outside the Internship contract shall be done in accordance with the Department's Recruitment and Selection Policy. The appointment shall be treated as a normal appointment where everyone competes for selection for permanent/contract vacant post(s).
- 13.2 The Department has the prerogative to open its vacancies to Interns only on the basis of the Department's identified critical and scarce skills, competency gaps, Employment Equity targets and Human Resource Development strategies, as outlined in the Department's Human Resource Plan.

14. ROLES AND RESPONSIBILITIES

14.1 HEAD OF DEPARTMENT

- Ensure that the internship programme is incorporated into Human Resource Plan and Employment Equity Plan.
- Approve internship programme.
- Approve internship contracts.
- Appoint an Internship Committee (Human Resource Development Committee).

14.2 HEADS OF BUSINESS UNITS

- Identify strategic occupations in the directorate in which intern should be placed.
- Recruitment and Selection of interns.
- Integrate internship programme into the performance assessments of mentors.

14.3 HUMAN RESOURCE DEVELOPMENT COMMITTEE

- Oversee the quality of the internship programme.
- Ensure fair, transparent & equitable selection process.
- Ensure that interns receive maximum qualification related work experience.

14.4 HUMAN RESOURCE DEVELOPMENT

- Provide advice and support to the management on the internship programme;
- Develop a database of Interns;
- Assist managers with the recruitment and selection of interns;
- Issue appointment letters and contracts upon appointment.
- Conduct an orientation programme with Interns;
- Monitor assessment and evaluation methods for the assessment of performance of interns and of the internship programme;
- Ensure that mentors are trained;
- Develop interns' employment contracts;
- Monitor the budget for internship in each financial year; and
- Keep a tracking database of those Interns that have completed the programme.
- Provide advice to the managers responsible for the implementation of the internship programme.
- Set criteria collaboratively with managers of components to measure the effectiveness of the internship programme, selection of mentors and selection of interns.
- Conduct reference checks and verification of qualification.

14.5 MENTOR

- Enter into a mentorship agreement on the roles and responsibilities of a mentor (as is contained in the Internship Agreement).
- Oversee the training and development of Intern in line with the workplan;
- Provide a supportive environment to the intern by playing a facilitation and mediation role;
- Responsible for ongoing monitoring and assessment of interns' progress and performance; and
- Make recommendation on the interns' progress.
- Timely submission of quarterly assessments.
- Provide a supportive environment for an intern.

14.6 INTERN

- Participate in the general activities of the component in which internship activities take place.
- Demonstrate pro-activeness towards self-development and supply the mentor with feedback on the effectiveness of the internship programme.
- Take advantage of the training and development opportunities available to him/her.
- Responsible for timeous submission of time sheets.
- Conduct himself/herself in line with workplace procedures and policies.

14.7 HUMAN RESOURCE ADMINISTRATION

- Facilitate the appointment of interns on Persal.
- Responsible for continuous administration of interns.

15. MONITORING, EVALUATION AND REVIEW

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

16. COMMUNICATION

The Directorate: Human Resources is responsible for communicating this Policy to all the employees within the Department.

