



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

POLICY ON DEVELOPMENTAL PROGRAMMES

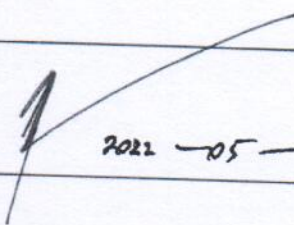
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A. Acronyms

ACRONYM	DEFINITION
DG	Director-General
DDG	Deputy Director-General
DHET	Department of Higher Education and Training
DPSA	Department of Public Service and Administration
HRD	Human Resource Development
HRDSF	Human Resource Development Strategic Framework
NHRDS	National Human Resource Development Strategy
NSDS	National Skills Development Strategy
WIL	Work Integrated Learning
WBL	Work-Based Learning

B. Glossary of Terms

TERM	DEFINITION
DEPARTMENT	Department of Higher Education and Training (DHET), including regional offices, TVET and CET colleges
DETERMINATION	A commitment by the Minister for Public Service and Administration to regulate the implementation of Developmental Programmes within the Public Service, effective from 1 April 2018

DEVELOPMENTAL PROGRAMMES	Refer to Graduate Internship, Work Integrated & Work-Based Learning, Apprenticeship, Structured youth programmes and related programmes
INTERN/LEARNER	An unemployed, inexperienced trainee placed at the Department under the Developmental Programmes
MENTOR	A knowledgeable, experienced employee who has been selected to act as guide and coach for an allocated Intern/Learner and are responsible to mediate the workplace learning experience, transfer knowledge and skills and provide supervision on a daily basis.
MENTORSHIP AGREEMENT	Contract between Intern/Learner and Mentor, includes a work plan against which the performance of an Intern/Learner will be assessed.
LEARNING AGREEMENT/CONTRACT	The contract that is entered into between the Department and the Intern/Learner which governs the relationship between the two and contains information related to the conditions of the Developmental Programmes.
COACHING	The provision of on-the-job training and guidance by the Mentor to the Intern/Learner or an experienced employee to the Intern/Learner. It normally relates to the development of a specific skill.
BRANCH	As relating to Programmes of the Department, e.g. Branch CS (Corporate Services)
SCARCE SKILL	Refers to those occupations in which there is a scarcity of qualified and experienced people, currently or anticipated in the future, either (a) because such skilled people are not available or (b) they are available but do not meet employment criteria.
CRITICAL SKILL	In keeping with international trends, critical skill refers to specific key or generic and "top up" skill within an occupation

1. BACKGROUND AND INTRODUCTION

1.1 Policy Statement

South Africa is faced with a high rate of unemployment which is exacerbated by among other things lack of appropriate skills and necessary experience. The government committed itself to spending millions of rands in an attempt to bridge the skills gap. Skills development has been identified as a key requirement for economic growth, development and empowerment of the previously disadvantaged people. The Department of Higher Education and Training (DHET) sees developmental programmes as a mechanism to assist unemployed young graduate interns and learners to get the opportunity to gain real life work experience that could help them improve their chances of employment, as well as to complement their theoretical classroom based learning.

1.2 Legislative Framework

- 1.2.1 Constitution of the Republic of South Africa (1996);
- 1.2.2 Public Service Act, Act 103 of 1994, as amended;
- 1.2.3 Public Service Regulations 2001 as amended;
- 1.2.4 Skills Development Act, Act 97 of 1998, as amended;
- 1.2.5 Skills Development Levies Act, Act 9 of 1999, as amended;
- 1.2.6 Basic Conditions of Employment Act of 1997, as amended;
- 1.2.7 National Qualifications Framework Act, Act 67 of 2008;
- 1.2.8 HRD Strategic Framework Version 2015, and
- 1.2.9 Directive on Developmental Programmes as amended 2018.

2. POLICY PURPOSE

The purpose of this Policy is to provide guidance on the implementation and management of the Developmental programmes for the Department.

3. SCOPE OF APPLICATION

The Policy applies to the Department and all Interns/Learners recruited by the Department as well as all stakeholders involved in the Developmental Programmes.

4. POLICY PROVISIONS

4.1 Selection Criteria

- 4.1.1 Candidates must be South African citizens.
- 4.1.2 The candidate must have the following qualifications to be considered;
- (a) Graduate Internship – from three year tertiary qualifications National, Diploma/Degree;
 - (b) Work Integrated Learning (WIL) – N6 certificate/statement of results;
 - (c) Work-Based Learning (WBL) – statement of results with a letter from University requesting experiential learning as part of the qualification;
 - (d) Learnership – will be based on the nature of the qualification and the requirement, and
 - (e) Apprenticeship – will be based on the nature of the qualification and the requirement.
- 4.1.3 Candidates for the Graduate Internship must have no previous work experience related to their field of study, including previous Graduate Internships done somewhere else.

4.2 Recruitment and Selection Procedure

- 4.2.1 The DHET should recruit a number of Intern/Learners minimum 5% of the total staff establishment in line with the Determination; however the Director-General shall make a final decision on the number to be recruited for a specific intake, also taking possible budgetary constraints into consideration.
- 4.2.2 The Director-General shall be requested to approve the number of Interns/Learners to be recruited at least four months prior to the commencement of an intake.
- 4.2.3 Recruitment of Interns/Learners will in principle focuss on the scarce and critical skills of the Department as well as the core business of the Department, unless the Director-General decides to include other areas for a specific intake.

- 4.2.4 Branches of the Department shall be requested to indicate their needs to participate in developmental programmes through the appropriate request form **(Annexure A)**.
- 4.2.5 Branches and sections of the Department shall be requested to indicate their needs and capacity to accommodate and provide resources for Interns/Learners at least six months prior to the commencement of an intake.
- 4.2.6 The requests submitted on time with clear key performance areas, name of the Mentor(s) will be considered.
- 4.2.7 All requests will be consolidated by the Training and Development Unit which will then allocate final numbers in line with the approved number to be recruited, subsequently forming the basis for the advert.
- 4.2.8 Recruitment should be in line with Employment Equity Policy and Plan of the Department and promote the advancement of the previously disadvantaged, including people with disabilities.
- 4.2.9 All applications should be submitted on the Z.83 form and accompanied by Curriculum Vitae, certified copies of qualifications and Identity Document.

4.3 Appointment Procedure

4.3.1 Sifting and Selection Committee

- (a) The Training and Development shall receive, sort and capture applications;
- (b) The sifting process will be done by the Training and Development Unit to eliminate applications that do not meet the minimum requirement;
- (c) The Directorates/Sections shall recommend their selection committee, to ensure the process is credible, consistent, fair and open;
- (d) The selection committee shall consist of a minimum of three panelists;
- (e) The direct Mentor/Supervisor of the incumbent must form part of the panel;

- (f) The Training and Development Unit shall act as secretariat during the interviews and provide advisory services;
- (g) The selection committee shall agree on the criteria for shortlisting, and
- (h) Applications not captured shall not be accepted for shortlisting and interview processes.

4.4 Interview Procedures

- 4.4.1 Co-ordination of interviews is the responsibility of the Training and Development Unit;
- 4.4.2 All candidates must be informed within three working days before the interview;
- 4.4.3 The same selection committee that shortlisted must conduct the interviews;
- 4.4.4 The representative of the labour unions may be invited to observe the process;
- 4.4.5 The pre-interview meeting shall take place 15 minutes before the interview;
- 4.4.6 Any member(s) of the selection committee who has/have vested interest to recuse himself/herself/themselves from the interview process;
- 4.4.7 The selection committee shall agree on a set of questions as per job profile;
- 4.4.8 The interview questions should be based on the inherent job requirements, biased or discriminatory questions must be avoided;
- 4.4.9 The candidates' ratings during interviews should be documented, and
- 4.4.10 The selection committee shall recommend a candidate or candidates for appointment.

4.5 Conditions for Placement

4.5.1 Qualifications' Verification and Security Vetting (Verification Of Qualifications and Security Vetting)

- (a) Verification of qualifications for all the candidates must be conducted with the South African Qualifications Authority prior to the appointment into Developmental programme, and
- (b) Depending on the occupation and office environment of the placement, security vetting shall be conducted with the South African Security Agency.

4.5.2 Appointments

- (a) The Training and Development Unit must compile Memorandum with drafted appointment letters of recommended candidates to the Chief Director: Human Resources Management and Development, to request the recommended candidates to be appointed as successful candidates.
- (b) A job offer can only be made after a recommendation to appoint is approved.
- (c) The job offer must indicate job description, remuneration package and conditions of service in line with the Determination on Developmental Programmes.
- (d) The successful candidate(s) shall enter into an Employment Agreement with the Department and use prescribe performance toolkit for assessments (**Annexure B**).
- (e) Staffing Services shall process the appointment of a successful candidate on PERSAL System.
- (f) On assumption of duty, the successful candidate must be inducted into the Department by the Training and Development Unit and the relevant section respectively.
- (g) Candidates who resign within three months of assumption of duty will be replaced by the next candidate as recommended for appointment during

the selection process. However the replacement is subject to consultation and approval by the selection committee. The replacement of the candidate can be done once.

4.5.3 Duration of the Developmental Programmes

- (a) (i) Graduate Internship – shall be for a fixed period of 24 months or as per the Determination;
 - (ii) Work Integrated Learning (WIL) – shall be for a fixed period of 24 months or as per the Determination;
 - (iii) Work-Based Learning (WBL) – shall be for a period as determined by the relevant registered institution of learning and shall be formally communicated to the intended hosting Department and shall not exceed 24 months or as per the Determination;
 - (iv) Learnership – shall be for a period specified in the learnership registration documents as per Skills Development Act as amended which shall not exceed 24 months or as per the Determination, and
 - (v) Apprenticeship – shall be for a period specified in the Apprenticeship registration documents as per Skills Development Act as amended which shall not exceed 24 months or as per the Determination.
- (b) The candidate agrees to serve the Department for the period specified in paragraph (a) above.
 - (c) There shall be no automatic absorption/creation of an impression to employment at the end of the Developmental programme.

4.5.4 Extension Of Contract On Developmental Programmes

- (a) An employment contract entered into between a person on a developmental programme and a host Department shall not be extended except by period taken for leave of absence:
 - (i) Maternity leave;
 - (ii) Adoption leave;

- (iii) Surrogacy;
 - (iv) Incapacity and occupational injuries and diseases, or
 - (v) any form of special leave as recognised by the Determination and Directive on leave of absence in the Public Service.
- (b) In case the Department delays in providing reasonable accommodation and devices to, as well as training on the use of such devices for persons living with disabilities, the Department shall extend the contract of employment of the affected candidates with the same period of the delay;
- (c) The period by which a contract of employment is extended, as specifically provided for this Directive, shall be remunerated in terms of the same terms and conditions;
- (d) No further extension and remuneration shall be applicable arising from any leave of absence taken during the period of initial extension of the contract.

4.5.5 Stipend

- (a) A stipend which will be determined in line with the remuneration schedule outlined in the Determination on Developmental programme, or as approved by the Director-General, shall be paid to the intern/learner appointed into a developmental programme.
- (b) Payment shall be done on a monthly basis and be based on the number of the days worked per month and pro rata payment will be made where a full month has not been served, in other words, working days not worked will be deducted.

4.5.6 Working Hours

- (a) Interns/Learners shall work for at least 40 hours per week and eight hours per day, meal intervals excluded, until the full term of the Developmental programme expires.
- (b) An Intern/Learner must comply with the normal working hours of the Department.

4.5.7 Housing Accomodation And Transport

Interns/Learners are responsible for their own housing accommodation, meals and transport between their residence and the Department.

4.5.8 Subsistence And Travel Allowance

- (a) When it is required for the Intern/Learner to work outside his/her normal daily place of work and travel on behalf of the Department, a subsistence and travelling (S & T) allowance will be provided for by the respective Chief Directorate/Directorate after determining that it is necessary and in the interest of the Department.
- (b) When travelling on behalf of the Department, accommodation costs shall be paid in line with the Travel and Accommodation Policies of the Department.

4.5.9 Leave

- (a) An Intern/Learner is eligible for types of leaves on a pro rata basis linked to the duration of his/her employment contract. The utilisation of the following leave types is subjected to the rules that govern the relevant type of leave:

- (i) Annual Leave

The annual leave shall be granted proportional to the term of employment at a rate of one-twelfth of the annual leave per calendar month of service.

(ii) Normal Sick Leave

The normal sick leave shall be granted proportional to the term of employment at a rate of 1 day normal sick leave per calendar month of service.

(iii) Maternity Leave

The maternity leave shall be granted proportional to the term of employment 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 4 calendar months, where after maternity leave without pay shall be granted. The total period granted in respect of maternity leave shall not exceed four consecutive calendar months.

(iv) Adoption and Surrogacy Leave

The Intern/Learner who adopts a child younger than two years, shall qualify for adoption leave at a rate of 4 working days paid leave each calendar month of his/her term of contract to a maximum of 45 working days. The aforementioned provisions apply mutatis mutandis to an Intern/Learner who in terms of a surrogacy arrangement is the committing parent.

(v) Pre-Natal Leave

The Intern/Learner who is pregnant shall qualify for pre-natal leave at a rate of 1 working day paid leave for each calendar month of her term of contract to a maximum of 8 working days.

(vi) Paternity Leave

The Intern/Learner who's spouse or life partner gives birth to a child or 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.

- (b) The same terms and conditions of pro rata basis and duration of contract shall apply to all other types of leave not mentioned linked to applicable leave policies and procedures.
- (c) Leave with full pay will only be granted where sufficient leave credits have been accumulated.
- (d) Any day of absence without prior approval or taken in addition to available leave credits shall be leave without pay.
- (e) Unused leave credits are forfeited at the termination of the employment contract and will not be paid out to the Intern/Learner.

4.6 Termination Of Employment

- 4.6.1 The term of service shall terminate on a date agreed upon in the contract of employment or he/she resigns or is dismissed in terms of section 17 of the Act, in the event of breach of the terms and conditions of the employment contract and contravention of the Code of Conduct for the public service.
- 4.6.2 The Intern/Learner may serve a notice to resign any time before the end of his/her term of service under the following conditions:
 - (a) One week's notice if she/he has been employed for six months or less
 - (b) Two weeks notice if she/he has been employed for more than six months but less than a year, and
 - (c) Four weeks notice if she/he has been employed for one year or more.

4.7 Budget

- 4.7.1 The Department shall plan and fund the developmental programmes from their baseline budget of voted funds. Where applicable, source funding from relevant Sector Education and Training Authorities (SETAs) or National Skills Fund or other relevant sources.

4.7.2 In preparing a budget for implementing the developmental programmes, the Department shall take into account the following:

- (a) Monthly stipend or allowance;
- (b) Targeted training offered by the National School of Government including programme (Breaking Barriers to Entry-BB2E);
- (c) Costs for skills training programmes;
- (d) Costs for pre-employment verification as prescribed in terms of regulations 57(3) and 57(1)(c) of the regulations, and
- (e) Costs arising from the extension of contracts as a result of leave taken as contemplated in paragraph 4.5.4.

4.8 Performance Agreements

4.8.1 All persons appointed into any of the Developmental Programmes as defined in this Directive, shall enter into a specified agreement detailing the expected level of performance in line with the objectives of the identified.

4.8.2 The Interns under the Graduate Internship shall use the Integrated Performance Assessment and Agreement toolkit.

4.8.3 Persons on experiential learning shall require a logbook or similar methods of control or time sheets approved by the institution of learning at which the person is registered.

4.9 Co-Operation And Conduct

4.9.1 All persons appointed into the Developmental Programmes should be co-operative and receptive of training and practical work exposure provided at all times and submit all reports as per requests and subjected to the following:

- (a) Code of Conduct for the Public Service at all times;
- (b) Departmental policies and approved procedures, and

(c) Disciplinary and Grievance procedures of the Department and Public Service.

4.9.2 Failure to abide and comply with the above-mentioned conditions shall constitute misconduct which will be dealt with in line with the disciplinary and incapacity procedures applicable to the Department and Public Service.

5. ROLES AND RESPONSIBILITIES

5.1 Director-General

- 5.1.1 Accountable for the Developmental Programme in DHET;
- 5.1.2 Provide support necessary for the effective implementation of this Policy;
- 5.1.3 Establish institutional arrangements including structures, systems and processes for the implementation of the Policy;
- 5.1.4 Ensure the provision of necessary infrastructure to support and sustain the implementation of this Policy;
- 5.1.5 Ensure the provision of a dedicated budget for the programme, including remuneration in line with the Determination, and
- 5.1.6 Ensure effective implementation of the Developmental Programme in line with the Policy.

5.2 Deputy Director-General

- 5.2.1 Identify in consultation with Branch Managers the capacity to accommodate Interns/Learners, based on the needs of the Branches and identify Mentors;
- 5.2.2 Budget for all expenses related to the Developmental Programmes including payment of monthly stipends and service provider in case of Learnership;
- 5.2.3 Ensure that adequate work space and equipment are available to the Interns/Learners to ensure a conducive environment for work exposure, learning and development;

- 5.2.4 Accountable for the Interns/Learners allocated to their Branches, including ensuring the effective mentoring by the allocated mentors and ensuring that work exposure, learning and development of the Interns/Learners do take place;
- 5.2.5 Support and monitor the Developmental Programmes in their Branches
- 5.2.6 Nominate where necessary, Senior Managers to assist Mentors with the shortlisting and interviewing of Graduate Internship/Learnership applicants for the identified areas in their Branches.

5.3 Chief Director Human Resources Management And Development

- 5.3.1 Ensuring that the appointment of Interns/Learners is linked to the Department's recruitment strategy as well as the scarce skills that have been identified in the Department;
- 5.3.2 Ensuring that implementation of the Developmental Programmes is incorporated into Human Resources and Employment Equity Plans;
- 5.3.3 Signs the learning/employment contract of the Interns/Learners, and
- 5.3.4 Signs appointment/placement and testimonial letters and certificate of completion.

5.4 Director Human Resources Development

- 5.4.1 Ensuring that adequate work space and equipment are available to the Interns/Learner to ensure a conducive environment for work exposure, learning and development;
- 5.4.2 Supporting the mentorship programme;
- 5.4.3 Support and Monitor the Developmental Programmes in the Department, and
- 5.4.4 Source funding from the Departmental entities in an event where there is insufficient budget allocation for the implementation of Developmental Programmes and subsequent skills development training courses including the Breaking Barriers to entry (BB2E) as directed by the new determination.

5.5 Human Resources Development (Training)

- 5.5.1 Manage and drive the effective implementation of the Developmental Programmes;
- 5.5.2 Ensure that the Policy on Development Programmes is reviewed after every three years or when necessary;
- 5.5.3 Manage the Developmental Programmes' budget, if available including remuneration of stipends;
- 5.5.4 Ensure an intake of at least 5% of the total staff establishment of the Department for the Developmental Programmes in consultation with relevant stakeholders;
- 5.5.5 Request through the Human Resources Unit, Deputy Director-General to identify and indicate the Developmental Programme needs of their Branches in line with the Policy;
- 5.5.6 Collate and consolidate all requests in the Department;
- 5.5.7 Prepare the Graduate Internship/Learnership advertisement in consultation with the Human Resources Unit for approval by the Director-General;
- 5.5.8 Participate in the recruitment and selection process of Interns/Learners;
- 5.5.9 Provide advice wherever necessary during interviews and act as secretariat;
- 5.5.10 Oversee the completion of learning/employment contracts with Interns/Learners;
- 5.5.11 Co-ordinate the provision of Induction courses for Interns/Learners both into the Department and the public sector;
- 5.5.12 Compile reports on the Developmental Programmes as required;
- 5.5.13 Ensure that Interns/Learners are allocated Mentors;
- 5.5.14 Co-ordinate training for Mentors;
- 5.5.15 Co-ordinate forum meetings for Mentors and Interns/Learners, and

- 5.5.16 Co-ordinate farewell ceremony, testimonial letters and certificate of completion.

5.6 Skills Development And Training Committee

- 5.6.1 Serves as an advisory body on the implementation of the Developmental Programmes, and
- 5.6.2 Oversees the implementation of the Developmental Programme in line with the relevant legislative framework.

5.7 Supply Chain Management On Learnership

Ensure the selection of suitable service provider through the Supply Chain Management processes.

5.8 Service Provider On Learnership Programme

- 5.8.1 Ensure that Learnership Programme is registered and accredited by the relevant SETA;
- 5.8.2 Provide and use relevant outcome-based course materials focusing on the development of applied competence in conjunction with practical training provided by the employer;
- 5.8.4 Provide support and guidance to the learners and monitor progress;
- 5.8.5 Implement all assessment interventions for the Learnership at the site of learning;
- 5.8.6 Evaluate and assess the performance of the learners in terms of the relevant criteria;
- 5.8.7 Report any misconduct, poor performance or incapacity of learner to the employer, and
- 5.8.8 In consultation with other role-players, provide certificate for the successful achievement of Learnerships.

5.9 Mentors

- 5.9.1 Participate in the shortlisting and interviewing of Graduate Internship/Learnership applicants for their areas;
- 5.9.2 Guide, supervise, manage and when necessary, discipline allocated Interns/Learners;
- 5.9.3 Orientate and induct Interns/Learners into their immediate work environment and the Department in general;
- 5.9.4 Enter into a learning/Mentorship agreement in the prescribed format with their allocated Interns/Learners;
- 5.9.5 Develop a structured learning and development programme (Work plan) for the allocated Interns/Learners which focuses on the transfer and exposure to core skills of the identified areas;
- 5.9.6 Ensure that work assigned to the Interns/Learners is practically possible, intellectually challenging and it seek to draw out the Intern's/Learner's educational, technical and vocational skills to the fullest;
- 5.9.7 Identify in consultation with the Intern/Learner training interventions (Top-up skills) which would enhance the practical work exposure and ensure the attendance of the training interventions in line with the Training and Development Policy of the Department;
- 5.9.8 Ensure that the Intern/Learner is reasonably accommodated in the work place through the Provision of resources such as equipment and stationery, and that a conducive work environment exists to receive work exposure and learning;
- 5.9.9 Monitor the progress of the Intern/Learner and where necessary, put in place the necessary interventions to address the challenges;
- 5.9.10 Ensure assessment of Interns/Learners is submitted to Training and Development Unit on a quarterly basis, and
- 5.9.11 Ensure testimonial letter of Intern/Learner is completed indicating all areas of work and learning he/she was exposed to.

5.10 Interns

- 5.10.1 Enter into a contract of employment with the Department and abide by its terms and conditions of service;
- 5.10.2 Behave in an acceptable manner that is in line with the Code of Conduct for Public Service;
- 5.10.3 Compile any reports on learning experiences as required;
- 5.10.4 Prepare the quarterly report together with the Mentor in the prescribed format and ensure submission to the Training and Development Unit by given due date;
- 5.10.5 Use work resources allocated without abusing them, and
- 5.10.6 Attend all meetings as required by the programme.

5.11 Human Resources Management

- 5.11.1 Ensure that Interns/Learners are captured on PERSAL system;
- 5.11.2 Arrange and oversee the payment of monthly stipends to Interns/Learners including adjustments where necessary, and
- 5.11.3 Administer all conditions of service for the Interns/Learners in line with the contract of employment agreement and Public Service policies and directives.

6. IMPLEMENTATION OF LEARNERSHIP

6.1 Procedure to implement the Learnership Programme (**Annexure C**).

6.2 Programme Monitoring, Evaluation And Reporting

- 6.2.1 All persons appointed into the Developmental Programme shall:
 - (a) Be allocated a Mentor, to provide guidance and support;
 - (b) Sign performance agreement with the Mentor and be subjected to quarterly assessments;
 - (c) Attend regular meetings with the Mentor, and

- (d) Attend quarterly forum meetings of persons appointed under Developmental Programmes.
- 6.2.2 The Department shall appoint all persons on Developmental Programmes utilising PERSAL system, except for persons paid for by third parties such as the SETAs;
- 6.2.3 The Training and Development Unit shall monitor the programmes under Developmental Programme on an ongoing basis, inputs and suggestions from mentors and Interns/Learners shall also be used to review the programme; and
- 6.2.4 The Department shall use an appropriate reporting template to submit reports to DPSA on or before 31 March on yearly basis;
- 6.2.5 The DPSA shall evaluate the efficiency, effectiveness and the impact of the programme after every five years of implementation, with recommendations and improvements plans.

6.3 Exit Management Plan

- 6.3.1 For the purposes of enhancing the work of the Department and to respond to the demand for scarce and critical skills, the Director-General may appoint a suitable candidate into an entry level vacant permanent position or appointed additional to the establishment in accordance with the Department's approved organisational structure informed by the Human Resource Plan as contemplated in regulation 26 of the Regulations.
- 6.3.2 The process contemplated in paragraph 4.11.1 above shall be subject to the provision that a vacant entry level post may be advertised internally within the Department for fair, open and equitable competition among persons appointed on developmental programmes and employees on the same level seeking career development or lower levels than the post advertised in the Department.

7. MONITORING AND EVALUATION

This Policy shall be monitored by the directorate responsible for Developmental Programmes in the Department.

8. POLICY REVIEW

This Policy will be reviewed every three years or as and when a need arises.

9. DISPUTE RESOLUTION

Any dispute arising out of the interpretation and/or application of this Policy shall be dealt following applicable legislations and policies.

10. POLICY APPROVAL SIGNATURE

Signed at Pretoria on this _____ day of _____ 20 _____

Dr Nkosinathi Sishi

Director-General: Department of Higher Education and Training