



Internship and Learnerships Policy

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Responsible Manager: Senior Manager for Corporate Services

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Mr. E Crouch Date

Approved by the Head of Department:

 14.03.2022

Mr. MP Dichaba Date

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1. Policy Aim

The aim of this policy is to provide managers of the Department of Transport, Safety and Liaison with a guideline to effectively implement and manage Internship and Learnership programmes. These programmes in turn are aimed at providing the intern with appropriated experience that will ensure overall employability.

2. Legislative and Policy Framework

This policy and all future internship and learnerships programmes are informed by the following:

- 2.1. Skills Development Act, 1998, and relevant White Papers
- 2.2. Public Service Act, 1994 as amended
- 2.3. Public Service Regulations, 2016
- 2.4. Human Resource Development Strategy for the Public Service Vision 2015
- 2.5. Labour Relations Act, 1995, as amended
- 2.6. The National Skills Development Strategy for South Africa
- 2.7. Basic Conditions of Employment Act, 75 of 1997
- 2.8. Employment Equity Act, 1997

3. Policy Scope

- 3.1. This policy is applicable to all Graduates whether for a degree or diploma and learners within the Northern Cape Province who wish to obtain post-tertiary work experience.
- 3.2. The policy is also applicable to students who wish to undergo experiential training in order to obtain their tertiary qualification in line with the functions of the Department.

4. Policy Statement

It is the policy of the Northern Cape Department of Transport, Safety and Liaison:

- 4.1. To meet the challenges of capacity building in the public service and expose interns and learners to meaningful real life work experience which complements their classroom experience and enables them to gain confidence. This will be achieved by:

- 4.1.1. Creating opportunities for learners and interns to access employment at a later stage or become entrepreneurs who employ.
- 4.1.2. Integrating structured learning and structured workplace experience.
- 4.2. An internship programme will run for 24 months and may be extended at the discretion of the Accounting Officer.
- 4.3. To improve the employment prospects of unemployed graduates who find it difficult to secure employment.
- 4.4. To increase capacity in the Department albeit for short periods.
- 4.5. To provide opportunities to obtain nationally recognized qualifications.
- 4.6. To facilitate transformation of workplaces into places that promotes continuous learning.
- 4.7. To bridge the gap between current education and labour needs.

5. Roles and Responsibilities

5.1. *Head of Department or his or her delegate is responsible for:*

- 5.1.1. Driving the programme.
- 5.1.2. Ensuring that interns are linked to the departments' recruitment policy as well as the scarce skills that have been identified in the department.
- 5.1.3. Approving internship contracts.
- 5.1.4. Approving financial arrangements.
- 5.1.5. Ensuring that progress of internship programmes are monitored and evaluated.
- 5.1.6. Ensuring that the number of learners and interns appointed are equal to a minimum of 5% (DPSA Determination on Interns and Learners 1 April 2006) of establishment and that all interns appointed are additional to the establishment.
- 5.1.7. Reporting on internship programme in the annual report.

5.2. *Senior Managers for Corporate Services is responsible for:*

- 5.2.1. Ensuring that the internships programme is incorporated into the human resource and employment equity plans.
- 5.2.2. Monitoring and evaluating progress of internship programmes.
- 5.2.3. Ensuring that internship plans and programmes are formulated.

5.2.4. Reporting on the progress of internship programmes at the Management Committee meetings or fora.

5.3. *Human Resources Development Manager is responsible for:*

5.3.1. Providing advice and support for managers to assist them in making decisions on developing and applying the internship programmes.

5.3.2. Facilitating and coordinating internship programmes transversely across the organization.

5.3.3. Drafting a contract between the Department and the intern.

5.3.4. Developing a performance management system that involves the intern, mentor and manager and which covers performance agreements, performance assessments and management methods

5.3.5. Compiling a written report to Head of department on progress and challenges of the internship programmes.

5.3.6. Selecting a competent mentor to serve as a mentor coordinator.

5.3.7. Availing job profiles and competencies of the relevant occupations.

5.3.8. Aligning the internship programmes with human Resource Management strategy.

5.3.9. Aligning the internship plans and programmes with affirmative action and employment equity policies.

5.4. *Manager of component where the intern is placed is responsible for:*

5.4.1. Ensuring that the interns are optimality and positively utilized.

5.4.2. Identifying strategic occupations in the component in which internship programmes could be run.

5.4.3. Building finance needs into the Medium-Term Expenditure Framework.

5.4.4. Selecting mentor(s) within component to coordinate the internship programme.

5.4.5. Integrating programmes into the performance and assessment agreements of mentors.

5.5. *The Skills Development Facilitator is responsible for:*

5.5.1. Overseeing the implementation of the internship programme.

- 5.5.2. Providing advice to managers on Internship programmes.
- 5.5.3. Determining criteria to evaluate the effectiveness of the Internship Programme.
- 5.5.4. Determining the criteria for the selection of mentors and ensuring that mentors undergo training before the interns are placed.

6. Review and Distribution

- 6.1. The senior manager for Corporate Services is responsible for this policy and for ensuring that it is reviewed and updated.
- 6.2. This Policy will be reviewed after 18 months but no later than 3 years of the last publication date. If necessary, an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy (identifying a revised publication date).
- 6.3. The senior manager for Policy & Planning will distribute updated versions to:
 - Member of the Executive Council
 - Head of Department
 - All senior managers who will in turn distribute to their staff as appropriate.