

WORK INTEGRATED LEARNING (WIL) POLICY

TABLE OF CONTENTS

1	DEFINITIONS	253
2	OBJECTIVES.....	253
3	LEGAL FRAMEWORK AND REQUIREMENTS.....	253
4	RECRUITMENT PROCEDURE AND CRITERIA FOR SELECTION OF INTERNS, LEARNERS, AND IN - SERVICE TRAINEES.....	254
5.	ADMINISTRATIVE REGULATIONS ON ENGAGEMENT OF TRAINEES, DURATION OF TRAINING AND STATUS OF TRAINEES WITHIN THE MUNICIPALITY	255
5.	INTERPRETATION OF THE POLICY	257
6.	PERMANENT / TEMPORARY WAIVER OF THIS POLICY.....	257
7.	AMENDMENT AND/ OR REPEAL OF THIS POLICY	257
8.	VIOLATION OR NON – COMPLIANCE WITH THIS POLICY.....	258

1 DEFINITIONS

TRAINEES-

A COLLECTIVE reference name for learners, interns and In service trainee.

LOCAL PEOPLE”-

Local people shall refer to the bona fide citizens and residents of the Matatiele Local Municipal area that are registered as voters within the area of jurisdiction of the Matatiele Local Municipal area.

EXPERIENTIAL TRAINEES-

a collective reference name for learners, experiential in-service trainees, interns and In- service trainees. All that have obtained their qualification from any recognised learning institution.

a) Interns-

a graduate who has been appointed with the intention to gain a minimum experience in a specific field of study. One normally appointed for a period of 01 to 03 years and under exceptional circumstances, upon motivation, approved by the Municipal Manager, appointment may be extended to a maximum of three and half years.

b) In- service trainee-

one who has not qualified yet, but have to gain a practical experience towards his/her qualification. The period required is from a minimum of 04 to a maximum of 24 months, and under exceptional circumstances, upon motivation, approved by the Municipal Manager, appointment may be extended to a maximum of two and half.

c) Learnership -

studying towards a trade qualification while working, i.e. concentrating on more practical and less theory. It normally takes 12 months to be completed.

1 OBJECTIVES

- 2.1. To create a framework for establishment of an experiential training programme within the Municipality.**
- 2.2. To regulate intake and discharge of experiential trainees/interns within the Municipality.**
- 2.1 To provide an experiential training and skilling opportunity to tertiary institution and school leavers who are in destitute circumstances.**
- 2.2 To fulfil social responsibility obligations of the Municipality.**
- 2.3 To mitigate the risks of staff shortage and financial constraints within the Municipality through utilisation of experiential trainees for menial duties.**
- 2.4 To embrace ideals and objectives of the National Development Plan and New Growth Path and Accelerated Shared Growth Initiative of South Africa (ASGISA).**

3 LEGAL FRAMEWORK AND REQUIREMENTS

- 3.1 This policy is premised on the relevant provisions of the Skills Development Act (97 of 1998) and Labour Relations Act (66 of 1995);**
- 3.2. It also derives its legitimacy from the Municipal Structures Act (117 of 1998), Municipal Systems Act (32 of 2000), Employment Equity Act (55 of 1998),;**

- 3.3. This policy will be implemented in terms of the objects of other relevant sister policies within the Municipality.
- 3.4. This policy is implemented in furtherance of the spirit of the Basic Conditions of Employment Act (75 of 1997) in so far as this Act can affect the engagement of interns, learners and experiential trainees within the Municipality.
- 4 **RECRUITMENT PROCEDURE AND CRITERIA FOR SELECTION OF INTERNS, LEARNERS, AND IN - SERVICE TRAINEES.**
 - 4.1. Interns, learners, in – service trainees and interns shall be recruited through placement and/or of an advertisement on a notice board on and in the local newspaper in each.
 - 4.2. Notwithstanding the requirements of 3.1 above, prospective interns and in service trainees may be placed without advertisement under exceptional circumstances.
 - 4.3. All prospective experiential trainees shall be required to be in possession of National Qualification Framework (NQF) level 3 to 4.
 - 4.4. All prospective interns shall have a prescribed minimum qualification or academic requirement as per requirements of the internship programme concerned.
 - 4.5. All prospective learners shall have a prescribed minimum grade as per the requirements of the learnership programme.
 - 4.6. All prospective in-service trainees shall meet minimum requirements of the academic programme concerned.
 - 4.7. Recruitment for learnerships shall be done through a notice in the local newspaper immediately after the Local Government Sector Education and Training Authority (LGSETA) has submitted a letter of approval to the Matatiele Local Municipality as per LGSETA requirements, or any SETA.
 - 4.8. All prospective trainees shall, in response to a particular notice or advertisement, submit to the Corporate Services Department: Human Resource Management (HR) Section the following documents:
 - (i) A detailed curriculum vita
 - (ii) Certified copies of academic certificates and ID
 - (iii) A letter of recommendation for undergoing an experiential training programme, issued by the academic institution where applicable.
 - (iv) Proof of residence.
 - 4.9. Work Integrated Learning (WIL) shall consider 90% of youth residing within the jurisdiction of Matatiele Local Municipality.
 - 4.10. A shortlisting panel duly constituted in terms of the Employment Policy and Standard Operating Procedures, shall conduct shortlisting of candidates for a specific programme, in terms of the specifications mentioned in the notice.
 - 4.11. The shortlisted interns shall under go a written assessment test as the second elimination criteria of shortlisting.
 - 4.12. The shortlisted candidates for all Internship programmes shall be invited for interview on a date to be determined by the Shortlisting Panel.
 - 4.13. The in- service trainees shall not be subjected to interviews, but may be required to submit a one-page motivation with their application.

- 4.14. The members of the Shortlisting Panel shall also constitute an interviewing panel for selection of suitable Trainees (Interns).
- 4.15. Appropriate questions to be asked in the interviews shall be jointly formulated in advance by the Corporate Services Department and the line department concerned as and when necessary.
- 4.16. The Interviewing Panel shall assess the performance of each candidate against the specifications contained in the notice.
- 4.17. The Interviewing Panel shall, on the basis of the overall performance of each candidate, make a recommendation for the placement of the preferred candidate.
- 4.18. The Corporate Services Department shall, upon receipt of the recommendation of the Interviewing Committee, prepare a memorandum on recommendation for appointment of a particular candidate as a trainee to the Municipal Manager for consideration.
- 4.19. Upon approval of the recommendation by the Municipal Manager, a letter of appointment of the candidate, as respective trainee (whether in-service trainee or intern), shall be issued by the Corporate Services Department.
- 4.20. The candidate, to whom a training opportunity has been offered, shall be required to sign off acceptance of the training opportunity within 72 hours after receipt of the written offer of the training opportunity by the Municipality.
- 4.21. Failure to sign off acceptance may lead to nullification of the offer by the Municipality.
- 4.22. Candidates who decline offers shall be required to do so in writing.
- 4.23. As a contingency measure, the interviewing panel shall be expected to make a second and third choice candidate for consideration in the event of unavailability of the first candidate.
- 4.24. Should the appointed trainee leave the training programme within a period of six months with effect from the date of engagement, the municipality shall reserve a right to appoint a second or third choice candidate as recommended by the interviewing committee subject to their availability.
- 4.25. Applicants or candidates for positions of trainees shall not be reimbursed for travelling costs to and from places of interview, and testing when necessary.
5. **ADMINISTRATIVE REGULATIONS ON ENGAGEMENT OF TRAINEES, DURATION OF TRAINING AND STATUS OF TRAINEES WITHIN THE MUNICIPALITY**
 - 5.1. All Departments including the Office of the Municipal Manager shall be allocated a maximum number of five in - service trainees or interns per Department in each financial year including both internally and externally funded.
 - 5.2. Training programme shall be limited to a maximum period of three (3) years per in - service trainee/intern.
 - 5.3. In service trainees and learners shall be engaged for the duration of a specific programme as may be determined.
 - 5.4. Experiential training or internship requests for shorter duration shall be considered.
 - 5.5. Notwithstanding contents of clause No 5.2, the Municipality shall reserve the right to have an in - service training or internship programme shorter than or longer than eighteen months or two-year period, depending on the requirements of the programme and municipal manager's approval.

- 5.6. Notwithstanding an appointment of experiential trainees for a period of two years in terms of clause No 5.2, the Municipality shall reserve the right to terminate an experiential training or programme for a particular training programme with a notice period of one week up to a maximum of one month.
- 5.7. Extension of term of interns and trainees will only be approved by the Municipal Manager under compelling circumstances for a period that does not exceed an additional six (6) months
- 5.8. All trainees shall not be classified as employees, nor shall their status be equivalent to that of employees in many respects.
- 5.9. Trainees shall be remunerated for services rendered during the course of their experiential training.
- 5.10. Experiential trainees and interns shall be paid a monthly stipendiary allowance determined by the Municipality.
- 5.11. Notwithstanding clause 4.8 above, the maximum stipend for interns funded through municipal program shall be equivalent to the 50% of the monthly minimum wage payable within the local government sector, as determined by the Bargaining Council from one financial year to another but subject to the availability of funds.
- 5.12. The Municipal Interns & Trainees monthly stipend to increase by R1000.00 and R500.00 respectively once in a three-year cycle.
- 5.13. The budget for the intake of in-service trainees shall be at the Corporate Services Department and the stipend shall be equivalent to 33.00% of the monthly minimum wage payable within local government sector, as determined by the Bargaining Council from one financial year.
- 5.14. Training programme shall be carried out according to established standards as per the provided manual.
- 5.15. Training in respect of coaching and mentoring of trainees will be provided to the respective Supervisors.
- 5.16. Trainees shall be required to work the same working hours applicable to employees of a unit in which they are deployed.
- 5.17. Trainees shall be deployed to the organisational units according to experience required and chosen career path for furtherance of their career objectives.
- 5.18. Municipal officials shall provide on-the-job training to trainees attached to their workstations for the duration of their stay on each station.
- 5.19. Experiential trainees shall abide by the Code of Conduct of the Municipality.
- 5.20. In cases of alleged misconduct, a summary dismissal of the trainee shall be executed, upon hearing the side of the story of the trainee.
- 5.21. There shall be no formal disciplinary hearing for a trainee.
- 5.22. Trainees shall be classified as employees for the purpose of Workmen's Compensation.
- 5.23. Trainees requested to work overtime shall be compensated according to the prescriptions contained in the Overtime, Flexitime and Undertime Regulations of the Municipality.
- 5.24. Trainees shall be eligible to and may be appointed in acting capacity subject to the requirements of the acting appointment policy.

- 5.25. Each Department shall be eligible to take a minimum of two in service trainees per annum
- 5.26. In the case of external funded experiential training, a number of learners shall be determined by the external funder concerned, or applicable regulations and/or guidelines (whichever applicable).
- 5.27. In the case of external funded experiential training costs, a number and type of training for trainees shall be determined by the external funder concerned, or applicable regulations and/or guidelines (whichever applicable).
- 5.28. The travelling and accommodation expenses for interns (municipal or external funded interns) may be provided for by the respective municipal departments, where applicable.
- 5.29. The monthly stipend for the learners shall be determined by the external funder concerned.
- 5.30. Experiential Training shall be exclusively reserved for local people, and as a matter of principle, recruitment of trainees shall spread towards all Wards of the Municipality through using a ward based approach.
- 5.31. The recruitment of in-service trainees shall be centralised to Corporate Services and the payable stipend shall be budgeted for under Corporate Services Department.

6. INTERPRETATION OF THE POLICY

- 6.1 All words contained in this policy shall have a direct grammatic meaning unless the definition or context indicates otherwise.
- 6.2 The dispute on interpretation of this policy shall be declared in writing by any party concerned.
- 6.3 The office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.
- 6.4 If the party concerned is not satisfied with the interpretation of the policy, a dispute may then be referred to the South African Local Government Bargaining Council.

7. PERMANENT / TEMPORARY WAIVER OF THIS POLICY

- 7.1 This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.
- 7.2 Notwithstanding clause 7.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Council.

8. AMENDMENT AND/ OR REPEAL OF THIS POLICY

- 8.1 This policy may be partly or wholly amended by the Council.
- 8.2 This policy may be partly or wholly repealed by the Council.

9. **VIOLATION OR NON – COMPLIANCE WITH THIS POLICY**
- 9.1 Violation of or non –compliance of this policy will give a just cause for disciplinary steps to be taken.
- 8.2 It will be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.


<p>CPS/P257 CR 884/28/05/2025</p>



MR. L. MATIWANE
MUNICIPAL
MANAGER



CLLR M. STUURMAN
ACTING HON.
MAYOR



CLLR N. NGWANYA
HON. SPEAKER