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EXPERIENTIAL TRAINING POLICY



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1. DEFINITIONS

- 1.1 **Local People** – Local people shall refer to the bona fide citizens and residents of the Umzimvubu Local Municipal area that are registered as voters within the area of jurisdiction of the Umzimvubu Local Municipal area.
- 1.2 **Experiential Trainees** – All that have obtained their qualification from any recognised learning institution
- a) **Intern** – 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 02 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 01 to a maximum of 24 months.
 - 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.

2. 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.
- 2.3 To provide an experiential training and skills opportunity to school leavers who are in destitute circumstances.
- 2.4 To fulfil social responsibility obligations of the Municipality.
- 2.5 To mitigate the risks of staff shortage and financial constraints within the Municipality through utilisation of experiential trainees for menial duties.
- 2.6 To embrace ideals and objectives of the Accelerated Shared Growth Initiative of South Africa (ASGISA)

3. LEGAL FRAMEWORK AND REQUIREMENTS

- 3.1 This policy is premised from 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), and Employment Equity Act (55 of 1998);
- 3.3 This policy shall 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).

4. RECRUITMENT PROCEDURE AND CRITERIA FOR SELECTION OF INTERNS

- 4.1 Interns shall be recruited through placement on notice board or in the local newspaper as and when necessary

- 4.2 All prospective experiential trainees or interns shall be required to be in possession of National Qualification Framework (NQF) level 3 to 4.
- 4.3 All prospective interns shall, in response to a particular notice, submit to the Corporate Services Department the following documents:
- (i) Application form
 - (ii) A detailed curriculum vitae
 - (iii) Certified copies of academic certificates and ID
 - (iv) A letter of recommendation for undergoing an experiential training programme, issued by the academic institution where applicable.
 - (v) Proof of residence
- 4.4 The shortlisted candidates shall be invited for interview on a date to be determined by the Shortlisting Committee.
- 4.5 The members of the Shortlisting Committee shall also constitute an interviewing panel for selection of suitable interns.
- 4.6 Reducing the spread of infectious diseases, shortlisting and interviews may be held virtually to minimise the risk of spreading the infection and adhering to declared regulations of the country
- 4.7 Appropriate questions to be asked in the interviews shall be jointly formulated in advance by the Corporate Services Department and the line department concerned when necessary.
- 4.8 The Interviewing Committee shall assess the performance of each candidate against the specifications contained in the notice.
- 4.9 The Interviewing Committee shall, on the basis of the overall performance of each candidate, make a recommendation for the placement of the preferred candidate.
- 4.10 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 an intern to the Municipal Manager for consideration.
- 4.11 Upon approval of the recommendation by the Municipal Manager, a letter of appointment of the candidate, as an experiential trainee, shall be issued by the Corporate Services Department.
- 4.12 The candidate, to whom an internship opportunity has been offered, shall be required to sign an acceptance of the training opportunity within 72 hours after receipt of the written offer of the training opportunity by the Municipality.
- 4.13 Failure to sign an acceptance may lead to nullification of the offer by the Municipality.
- 4.14 Candidates who decline offers shall be required to do so in writing.
- 4.15 As a contingency measure, the interviewing committee shall be expected to make a second and third choice candidate for consideration in the event of unavailability of the first candidate.

AUTHENTICATION

The amendment of this policy was approved by the municipal council on the

29/04/2025.....

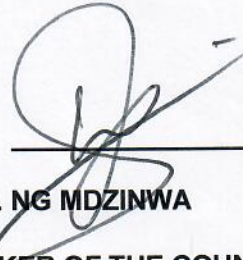
As per council resolution number UIMC 073.....

Signed off



MR. GPT NOTA

MUNICIPAL MANAGER



CLLR. NG MDZINWA

SPEAKER OF THE COUNCIL