



## GREATER TAUNG LOCAL MUNICIPALITY

### Voluntarism, Learnership, Experiential learning & Internship Policy

#### 1. Purpose

The purpose of this policy is to introduce and sustain a system of voluntarism, learnerships, experiential learning and internship for tertiary education graduates coming out of tertiary institution in South Africa in general and the North West Province in particular as well as unemployed youth. To regulate and guide the appointment and or admission of the volunteers, learnerships and interns in the municipal workforce.

#### 2. Scope

This procedure applies to all Council employees, unemployed youth and graduates. This will enable broad guidance to enable the Council to introduce and sustenance of internship, learnerships development, experiential learning and voluntarism for the community members, structures, and tertiary graduates in particular.

#### 3. Reference

- 3.1 The Constitution of the Republic of South Africa Act 108 of 1996
- 3.2 The Reconstruction and Development Programme
- 3.3 The Skills Development Act 97 of 1998
- 3.4 Municipal System Act 32 of 2000
- 3.5 Human Resource Development strategy launched in April 2001
- 3.6 Government Letsema Campaign



3.7 The HRMD strategy

3.8 Training Policy

#### 4. Definitions/ Abbreviations

N/A

#### 5. Procedure

##### Responsible Personnel-

- Managers are accountable for the implementation and progress of Voluntarism and Internship in the Municipality.
- The Human Resources and LED sections are responsible for implementation of in-house learnerships- and whereas those sections identify relevant individuals who will administer the Learnerships
- The Accounting officer has the full authority and must approve the internship, experiential learning programme

##### 5.1 Objectives of the programmes

- Contribute to the noble dream of producing rounded graduates.
- Lessen the impact of graduate unemployment on both the graduate themselves and the competitive labour market.
- Register a contribution towards achieving the objective of Human Resource Development for the job creation, skills development and economic growth.
- Volunteers, learnerships, experiential learners and interns in the municipality are not accompanied by any promise for substantive position whatsoever.
- Internal advertised posts, volunteers and interns should be considered as employees of the municipality.



## 5.2 LEARNERSHIPS

- Learnership programmes should be occupationally based and when completed should constitute a credit towards a qualification registered in terms of the National Qualifications Framework as defined in Section 1 of the South African Qualifications Authority Act. Learnership programmes should consist of a structured learning program and should include practical work experience of a specific nature and duration. Learnership agreements should be entered into as defined in the Skills Development Act.
  
- The under mentioned principles will be applicable.
- Departmental heads must annually motivate the need for Learnership programmes within their departments. Such needs should be considered within the comprehensive training and development plan for a specific financial year.
- Advertisements for Learnership programs should be placed locally within the borders of the Greater Taung jurisdiction if it is for unemployed people only.
- Promotion after completion of a Learnership program may not be guaranteed.
- Candidates for these programs should be well informed that the obtaining of a specific qualification would not guarantee promotion.
- All Learnership programmes must be voluntary.
- The Recruitment policy must be followed when people are appointed on Learnerships



### **5.3. Internships**

- The under mentioned principles will be applicable.
- Departmental heads must annually motivate the need for Internship programmes within their departments. Such needs should be considered within the comprehensive training and development plan for a specific financial year.
- Advertisements for Internship programs should be placed locally within the borders of the Greater Taung jurisdiction if it is for unemployed people only.
- Promotion after completion of an Internship program may not be guaranteed.
- Candidates for these programs should be well informed that the obtaining of a specific qualification would not guarantee promotion.
- All Internship programmes must be voluntary.
- The Recruitment policy must be followed when people are appointed on Internships
- In regards with the Treasury as well as other spheres of government internship programmes, the applicable guidelines must be followed

### **5.4 Experiential learning**

- The under mentioned principles will be applicable.
- Departmental heads must motivate when there is a need for an experiential learner in the department
- Promotion after completion of an experiential learning program may not be guaranteed.
- Candidates for these programs should be well informed that the obtaining of a specific qualification would not guarantee promotion.



- Learners who requested to be placed as experiential learners should be given an opportunity if there is space in a department, if there is budget available and if there is a required need
- Learners on experiential learning must be placed in a relevant section in relation with their qualification.
- The supervisor, H.O.D. must motivate for a learner to be placed on a experiential learnerships programme in a department and that must be approved by the Municipal Manager

## 5.6 Remuneration

- The Municipality is under no obligation to remunerate Volunteers, experiential learners or Interns for service rendered.
- Where a Volunteer/ Intern, experiential learners or group of volunteers and interns are placed in a unit/s where a vacant funded post exists, the municipality may provide a stipend or horarium to the volunteers/interns.
- All requests for remuneration shall fully be motivated by the relevant head of department and may be approved by the Municipal Manager as the Accounting Officer or his/ her delegate.
- Learnerships shall be remunerated based on the relevant sectorial determination
- Internships shall be remunerated based on the relevant sectorial determination
- Experiential learners shall be remunerated based on the affordability and sectorial determination
- Volunteers shall be remunerated based on the affordability and sectorial determination

### **5.7 Duration of Engagement**

- Maximum duration of employment of volunteers, experiential learners shall be twelve months.
- For Learnerships and internships, the applicable programme will apply
- Any extension with financial implication may only be granted by the Municipal Manager.

### **5.8 Exit strategy for all programmes**

It is important to have exit strategies for all programmes; however, in a small place like Taung it is difficult with the small amount of jobs and industries. Where possible, further options and exit opportunities should be identified.



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