



Volunteerism, Learnership, Experiential learning & Internship Policy

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1. PREAMBLE

The Policy is intended to introduce and sustain a system of volunteerism, learnerships, experiential learning and internship for tertiary education graduates coming out of tertiary institution in South Africa in general and the North West Province 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 Municipal employees, qualifying 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.

3. LEGISLATIVE FRAMEWORK

- 3.1 Constitution of the Republic of South Africa Act 108 of 1996
- 3.2 Reconstruction and Development Programme
- 3.3 Skills Development Act 97 of 1998
- 3.4 Skills Development Levies Act 9 of 1999
- 3.5 Municipal System Act 32 of 2000
- 3.6 Compensation for Occupational Injuries and Diseases Act
- 3.7 Occupational Health and Safety Act
- 3.8 Sectoral Determination 5 - Learnerships
- 3.6 Government Letsema Campaign

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4. DEFINITIONS

Volunteerism	The use or involvement of volunteer labour without any stipend or remuneration.
Volunteerism	Refers to a person who offers to perform voluntary work.
Learnership	Refers to a learning programme that lead to an occupational qualification, that include class-room based learning and on-the job training in a workplace.
Experiential learning	Means a process of learning by engaging students in hand-on experience and in-service learning for them to acquire formal qualifications.
Work shadowing	Is a unique type of on-the job training where an employee learns from a more experienced co-worker or students who shadow professionals in fields they are interested in, gaining first hand knowledge of what it's like to work in that career.
Internship	Means a programme graduate from a tertiary Institution who works, to gain work experience.
Graduate	A person who has successfully completed a course of study or training especially a person wo has been awarded a formal qualification.

5. QUALIFYING CRITERIA

5.1 Volunteerism programme

- A volunteer must be in possession of a relevant qualification in relation to the position or Unit where he/she will be placed.

5.2 Experiential learning programme

- A learner must be in possession of an in-service letter from the Institution.

5.3 Internship programme

- Must have completed his/her studies and acquired a formal qualification.

5.4 Learnership programme

- This will depend on different types of learnership.

6. RESPONSIBLE PERSONNEL

- Managers are accountable for the implementation and progress of Voluntarism and Internship in the Municipality.
- The Human Resources and Skills Development Unit 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 volunteerism, internship, experiential learning programme.

7. PROCEDURE

7.1 Volunteerism programmes

- A written request together with a curriculum vitae and certified copies of qualifications must be submitted to the Office of Human Resource Management.
- Human Resource Management through the Director Corporate Services will consult with the relevant Directorate in relation to the Office space and submit the request to the Accounting Officer for approval.
- Once the request has been approved, Human Resource Manager will issue a response to the Volunteer.

7.2 Experiential learning programmes

- An in-service training letter and supporting documents for Experiential learning must be submitted to the Human Resource Management/ Skills Development Facilitator.
- A work-shadowing letter from the institution must be submitted to the Human Resource Management/ Skills Development Facilitator.
- Human Resource Management through the Director Corporate Services will consult with the relevant Directorate in relation to the Office space and submit the request to the Accounting Officer for approval.
- Experiential and work-shadowing learners should be granted opportunity if there is a space available.
- Once the request has been approved, Human Resource Manager will issue a response to the Volunteer.
- Placement after completion of an experiential learning program shall not be guaranteed

7.3 Learnership programmes

- Departmental heads must annually motivate the need for Learnership programmes other than learnership mentioned on Clause 7.2
- Such needs should be considered within the comprehensive training and development plan for a specific financial year.
- 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.
- Advertisements for Learnership programs may be placed locally within the borders of the Greater Taung jurisdiction. if it is for unemployed people only.
- Automatic promotion or placement after completion of a Learnership program shall not be guaranteed.

7.4 Internship programmes

- 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.
- Recruitment procedure will be conducted in accordance with the Recruitment and Selection Policy
- Automatic placement or promotion after completion of the Internship program may not be guaranteed.
- In regards with the Treasury as well as other spheres of government internship programmes, the applicable guidelines must be followed.

8. 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.
- Only interns will be considered for the internal advertisement of posts in the Municipality.

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9. REMUNERATION

- The Municipality is under no obligation to remunerate volunteers as defined.
- All requests for remuneration for the volunteers shall fully be motivated by the relevant head of department and may be approved based on the affordability by the Accounting Officer or his/ her delegate.
- Learnerships shall be remunerated based on the relevant sectorial determination or affordability by the Municipality.
- Internships shall be remunerated based on the affordability by the Municipality or budget from National Treasury.

10. DURATION OF ENGAGEMENT

- Maximum duration for volunteerism programme shall employment of volunteers, experiential learners shall be twelve months.
- The duration for the experiential learning and work-shadowing shall be guided by the programme of the relevant Institution.
- The duration of learnership programmes other than experiential learning shall be guided by the relevant programmes.
- Any extension may be granted at the discretion of the Accounting Officer.

11. EXIT STRATEGY FOR ALL PROGRAMMES

- A letter notifying participants on the ending of volunteerism programmes, experiential learning programme and other learnership programmes shall be issued to the participants at least two week prior the ending date by either party.
- Internship programme - A notice period as prescribed by the Basic Conditions of Employment Act shall be given by either party on termination of the programme.

12. DISPUTE RESOLUTION

Any employee who feels aggrieved by the application of the policy may submit his/her grievance in terms of the grievance procedure (SALGBC) as well as the Labour Relations Act, 55 of 1995.

13. REVIEW OF THE POLICY

This policy shall be reviewed as and when necessary, in compliance with the relevant legal framework