

DEPARTMENT OF PUBLIC WORKS



INTERNSHIP POLICY REVIEW

Compiled by the Sub-Directorate: Human Resource Development
Department of Public Works

TABLE OF CONTENTS

No	Title	Page
1	Introduction	3
2	Purpose	3
3	Objectives	3
4	Definitions	4
5	Authorization	5
6	Applicability	5
7	Policy Provisions	5
8	The Appointment and Training of Mentors	8
9	Roles and Responsibilities	8
11	Remuneration and Conditions of Service of Interns	12
12	Monitoring, Evaluation, Reporting and Review	12
	Annexure A : Internship Application form Annexure B : Remuneration and Conditions of Service Annexure C : Intern Contractual Agreement – Internal Mentor Annexure D: Intern Contractual Agreement – External Mentor Annexure E: Progress Report for Interns Annexure F: Contractual Agreement – External Mentor and the Department Annexure G: Contractual Agreement – Internal Mentor (DOPW)	

1. INTRODUCTION

- 1.1 An internship is a work experience graduate programme of supporting the youth aged between eighteen (18) and thirty five (35) years to gain work experience after completing tertiary education.
- 1.2 South Africa is also faced with the challenge of a very high rate of unemployment, particularly amongst the youth. Internships are seen as a mechanism through which this lack of experience of youth from tertiary institutions can be addressed.
- 1.3 The Human Resource Development Strategy for the Public Service, 2010 - 2015, includes an Internship Framework as well as a Scarce Skills Strategy. The framework seeks to establish an effective and efficient internship programme, aimed at bridging the gap between academic studying and competent performance in the workplace. It offers a structured internship opportunity to students and unemployed youth to gain practical work experience.
- 1.4 An internship programme is not a learnership. It is a work based experience programme culminating in a testimonial or certificate indicating the work areas to which the intern was exposed. The Public Service is under no obligation to employ the intern on completion of the programme.
- 1.5 An internship programme is always monitored and evaluated in the department by ensuring that a mentorship forum is held on a quarterly basis.

2. PURPOSE

- 2.1 The purpose of the internship programme as contemplated by Cabinet is to enhance the employability of the youth who completed national diplomas and/or degrees from tertiary institutions such as universities and universities of technology by providing them with the work-experience opportunities in the public service; and
- 2.2 To assist in meeting the strategic staffing needs of the Department of Public Works by providing practical and accelerated work experience programmes, which expose interns to specific occupations, especially in the professional fields; and
- 2.3 To provide work experience in the Department of Public Works to tertiary graduates, including those from Universities of Technology and University graduates seeking to be registered as Professionals within their field of study; and
- 2.4 To alleviate unemployment through empowering and capacitating the youth for employment or entrepreneurship.

3. OBJECTIVES

- 3.1 To provide the deserving youth with the opportunity to gain practical work experience in the Department of Public Works.

- 3.2 To improve the low level of practical work experience, as well as develop an understanding of the needs and realities of the Public Service amongst graduates, and to create awareness of the job opportunities available in the department.
- 3.3 To empower unemployed youth graduates with professional knowledge, skills, resources, and support in the Department of Public Works.
- 3.4 To improve the skills with focus on the Property Valuation, Construction Project Management, and Professional fields (Engineering, Architecture, Construction Project Management and Quantity Surveying) in the next three years. However, should the vacancy rate in these fields improve dramatically in the interim, the policy will be reviewed and amended accordingly.
- 3.5 The Scarce Skills of the Department have been identified as follows:
- Engineering (Electrical, Mechanical, Civil and Structural)
 - Quantity Surveying
 - Architecture
 - Property Valuation
 - Construction Project Management
- 3.6 The critical skills that have been identified in the department are Financial Management and Supply Chain Management.

4. DEFINITIONS

4.1 Internship

Means a Public Service Work Experience Programme targeting unemployed graduates.

4.2 Mentor

Means a person / persons appointed to provide guidance and assistance to interns for the duration of the Internship Programme

4.4 Intern

Refers to graduates employed by the Public Service under the internship programme for a period of twelve (12) calendar months or until the graduate is registered with the relevant Professional Council (applicable to fields of study in the Built Environment and Property Valuation only) with the intention of providing relevant work experience to the graduate to increase chances of employability.

4.5 Candidate Professional

Refers to an intern appointed on the internship programme with a view to obtaining professional registration with the relevant council, in the Built Environment.

5. AUTHORISATION

This document and future internship programmes will be informed by the following:

- Public Service Regulations, 2001 as amended
- Constitution Act 108 of 1996
- Skills Development Act 97 of 1998
- Skills Development Levies Act 9 of 1999
- Public Financial Management Act 1 of 1999
- National Skills Development Strategy 2010 to 2014
- White Paper on Public Service Training and Education, 1998
- Employment Equity Act 55 of 1998
- Labour Relations Act 66 of 1995
- Public Service Act 103 of 1994
- South African Qualifications Authority Act 58 of 1995

6. APPLICABILITY

The provisions of this policy apply to all staff in the Department of Public Works as well as all interns appointed in terms of this policy.

7. POLICY PROVISIONS

7.1 RECRUITMENT AND SELECTION

- a) All interns shall be interviewed by the Department before being placed on the internship programme. The outcome of the interview shall determine the placement of interns in the Department. An official from within the Department representing the relevant directorate shall be part of the interview.
- b) The necessary approval shall be obtained from the delegated authority before interns are appointed.
- c) Interns shall be appointed additional to the approved staff establishment for the duration of the internship.
- d) Successful applicants shall be appointed on a contract basis as interns. Service benefits that apply to contract employees shall apply to the intern.
- e) The interns shall be appointed according to the demographic representation and employment equity plan of the Department.
- f) Interns obtaining practical experience in fields considered to be critical skills shall remain on the programme for a period not exceeding twelve (12) months.

- g) The application form for the internship programme is attached at **Annexure A**.

7.2 CONTRACTING AND PLACEMENT OF INTERNS

- a) To give essence to the internship programme, interns should be oriented, subjected to the performance management and development system and be assigned a mentor for continuous development.
- b) Conditions of service are regulated by the Ministerial determination as prescribed by DPSA from time to time.
- c) An intern shall be paid a monthly allowance not less than the amount determined in accordance with the approved Schedule for Intern's Allowances in the Public Service. Please refer to **Annexure B**.
- d) An affidavit should be submitted to justify that the intern has never benefited from the internship programme before.
- e) The Department reserves the right to place the intern at the Head Office or any Regional Office, at the Department's discretion, and wherever the greatest need exists at any point in time. The intern shall be notified of their placement.

7.2.1 The following shall apply to interns that were part of the Bursary Programme and that are obtaining practical experience in order to register as **professionals in the Built Environment**:-

- a) Interns shall be considered for permanent appointment in the Department, provided that a vacant and funded post exists on the staff establishment. The appointment shall be approved by the Head of Department or his/her delegate.
- b) Interns shall serve the Department in any capacity for which the Department deems him/her suitable, for a period of one year for each year of training that has been provided by the Department, depending on the availability of a post.
- c) The period of service will commence after the intern has completed all academic and practical requirements for his/her profession, including any external internship, where applicable.

7.2.2 The following shall apply to **unemployed graduates** that have been appointed as interns in the Department:-

- a) Interns shall enter into a twelve (12) month contract with the Department. **Annexure C** should be used for this purpose.
- b) Interns may apply for any advertised post during or after their internship period with the Department. In the event that the intern is employed on a permanent basis in any government department, the contract falls away.

- c) Where the qualification of the intern requires exposure in various disciplines then the line manager/mentor shall develop a rotation plan for exposure in all the required fields.

7.3 RESTRICTIONS AND LIMITATIONS

- a) Participation in the internship programme is restricted to candidates residing within the KZN Province.
- b) Only candidates who possess formal qualifications recognized by the South African Qualifications Authority shall be considered.

7.4 BREACH OF CONTRACT

The following shall apply in the event that a **candidate professional** breaches his/her contract:-

- a) The intern shall reimburse the Department for the monies paid to obtain the relevant qualification, as well as any monies paid to the intern on a monthly basis whilst on the internship programme, in the event that he/she does not opt to work in the Department after being exposed to practical training with a mentor inside or outside the Department i.e. a private consulting firm.
- b) Whilst the intern is serving his/her contractual obligation with the Department, the intern may apply for advertised posts. In the event that he/she is found to be the most suitable candidate for the post and accepts the offer of employment, the contractual obligation of the intern will fall away. However, he/she will then be liable to the Department for all monies spent whilst being funded for his/her studies, and/or the internship programme.
- c) The amount of money to be reimbursed to the Department shall be calculated on the number of months' compensation, of the full amount invested in the intern whilst he/she received practical training within the Department or with an external mentor.

7.5 RENEWAL OF INERN CONTRACTS – Candidate Professionals

- a) The internship contract for those students that were bursary holders studying towards professions known as scarce skills, shall be reviewed after the first twelve (12) months with the option of renewal, depending on the performance and progress of the intern.
- b) Interns may qualify for a revision of their salaries provided they meet the necessary requirements applicable to the profession, and approval from the delegated authority.
- c) The following shall be taken into account when contracts of candidate professionals' contracts are reviewed:-
 - Timeous submission of training plans, progress reports and log sheets during the contract period.

- Consistent and regular attendance at progress meetings.
- Consistent progress towards achieving professional registration status during contract period.
- Pro-activeness displayed in terms of managing training required in registering as a professional with the council.

8. THE APPOINTMENT AND TRAINING OF MENTORS

- It is essential that mentors are appointed and trained before the Interns are appointed and their roles and responsibilities should be clearly defined from the onset. The ideal ratio to be implemented would be a maximum of three (3) interns to one (1) mentor.
- Mentors must be briefed in advance as to how many interns will be placed under their supervision and what duties they will be performing.
- Mentors shall sign a mentorship contract indicating their willingness to mentor the intern.

9. ROLES AND RESPONSIBILITIES

9.1 ACCOUNTING OFFICER

The Accounting officer shall be responsible and accountable for the following:

- Approving the appointment of the interns.
- Approving financial arrangements to accommodate the interns.
- Ensuring that the number of interns appointed are equal to a minimum of 5 % (DPSA Determination on Interns and Learners 1 April 2006) of the approved staff establishment and that all interns appointed are additional to the establishment.
- Report on the internship programme on an annual basis.

9.2 GENERAL MANAGER: CORPORATE SERVICES

The General Manager: Corporate Services shall be responsible for:

- Reporting on progress of the internship programme at Executive Management Meetings/Forums.
- Assisting in identifying funding for the appointment of the interns.
- Sign contracts with external mentors.

9.3 SENIOR MANAGER: HUMAN RESOURCE MANAGEMENT

The Senior Manager: Human Resource Management shall be responsible for:

- a) Ensuring that the internship programme is incorporated into the Human Resource, as well as the Workplace Skills and Employment Equity Plans.
- b) Ensuring that the internship programme is effectively coordinated and monitored.
- c) Ensuring that job profiles and competencies of the relevant occupations are made available.
- d) Reporting on the Internship Programme to relevant stakeholders.
- e) Assisting in the selection of interns.

9.4 MANAGER OF THE COMPONENT WHERE INTERN IS PLACED

Managers shall be responsible for:

- a) Identifying strategic occupations in the component in which internship programmes could be accommodated.
- b) Preparing the finance needs according to the Medium Term Expenditure Framework.
- c) Appointing mentor(s) within components according to the criteria and mechanisms set by the Mentorship Policy.
- d) Integrating internship programme responsibilities into the performance and assessment agreements of mentors.
- e) Signing of internship contracts.
- f) Signing of contracts with internal mentors.
- g) Ensuring that interns have their own work stations / office and necessary stationery and equipment.
- h) Awarding the intern with a certificate of completion/testimonial.

9.5 HEAD OF HUMAN RESOURCE DEVELOPMENT

The Human Resource Development professionals are responsible for the following:

- a) Providing advice and support to respective managers regarding the implementation of the internship programme.
- b) Facilitate and co-ordinate the internship programme transversely across the Department.
- c) Ensure that a signed contract between the department and the intern is placed on record.
- d) Ensure that a signed contract between the department and the mentor is placed on record.
- e) Assist in the selection and appointment of the interns.
- f) Develop monitoring, assessment and evaluation methods for the assessment of the performance of interns.
- g) Gather data regularly on intake of interns, their needs, priorities and perceptions about internship programme in the Department in order to evaluate its effectiveness and to recommend improvements.
- h) Ensure that approval to appoint the interns is obtained timeously.
- i) Identify feeder institutions and reach agreements with them.
- j) Develop capacity for mentoring in relevant components.
- k) Assist managers of components with the selection of mentors.
- l) Conduct orientation and induction programmes for interns.
- m) Conduct audits on internship files.
- n) Act as a mediator between the mentor and the intern where there are problems.
- o) Report on the implementation of the internship programme in the Department.

9.6 ROLES AND RESPONSIBILITIES OF THE MENTOR

The Mentor shall:

- a) Ensure that the Training Plan of the intern is in place within one (1) month of appointment of the intern.

- b) Enter into a mentorship contract with the intern.
- c) Ensure that the intern is registered with the relevant professional council within one (1) month of appointment, where applicable.
- d) Ensure that the intern is allocated the necessary resources to perform his/her duties productively.
- e) Ensure that the intern is performing work according to the training plan in place, and forward it to the Human Resource Development component timeously.
- f) Attend Progress meetings with the intern.
- g) Ensure that the intern completes log sheets detailing the work performed on a daily basis and submits them to the administrators at Head Office and in the Regional Office.
- h) Complete and submit monthly Progress Reports to the Human Resource Development component.
- i) Facilitate arrangements with external consulting firms to mentor interns in the professional disciplines in the event that no mentor is available within the Department.

9.7 THE ROLES AND RESPONSIBILITIES OF THE INTERN

The intern shall:

- a) Enter into an internship contract with the Department.
- b) Forge conceptual links between theoretical knowledge, acquired at the tertiary institution, and practical work during his/her internship.
- c) Demonstrate pro-activeness and conduct research on the field of study towards self-development.
- d) Participate in the general activities of the component in which internship activities take place.
- e) Demonstrate a willingness to grow and learn through work experience.
- f) Take full advantage of the training and development opportunities available to him/her.
- g) Participate in induction and orientation programmes as arranged by the Department.
- h) Maintain accurate records of work undertaken, performance and areas of learning and development using log sheets.

- i) Submit log sheets, progress reports, training plans and other administrative records to the Human Resource Development component as required.
- j) Register with Professional Councils within one (1) month of appointment, where applicable.
- k) Attend progress meetings as required and report on progress of his/her training.
- l) Devote his/her time faithfully and diligently to the service of the Department as agreed upon.
- m) An intern in the professional discipline is required to partake in the internship programme until such time as he/she is registered as a professional with the relevant council.
- n) Take responsibility for his/her development by ensuring that the tasks he/she performs complements his/her learning, and is in line with the training plan.
- o) Submit monthly Progress Reports and Log Sheets as well as quarterly Training Plans, to the Human Resource Development component. Both the interns and the mentor are required to sign the documents.
- p) Abide and is bound by all relevant workplace rules and policies of the Department, including but not limited to the Department's code of conduct, security, confidentiality, disciplinary and grievance policies, and undertakes to familiarize him/herself with same.

10. REMUNERATION AND CONDITIONS OF SERVICE OF INTERNS


- a) The Department of Public Works is under no obligation to employ the intern on completion of the internship programme.
- b) An intern shall qualify for a stipend/salary as determined by the Department in line with policies and procedures applicable at the time.
- c) Candidate professionals shall qualify for benefits in terms of the Occupational Specific Dispensation (OSD) after one (1) year, providing they meet the requirements.

11. MONITORING, EVALUATION, REPORTING AND REVIEW

- a) Responsible Authority: The responsibility for compiling, issuing, amending and monitoring the policy is the **Directorate: Human Resource Management**.
- b) Implementation Date: This policy is effective as at the date of approval thereof by the Head of Department.

c) Review date: This policy will be reviewed by the department as and when the need arises.

Policy approved:

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

HEAD. PUBLIC WORKS

DATE: 23 / 5 / 2013