

INTERNSHIP POLICY FOR THE

KWAZULU-NATAL

DEPARTMENT OF WORKS



Compiled by the Sub- Directorate: Human Resource Development

INTRODUCTION

- 1.1 South Africa is faced with the challenge of a very high rate of unemployment, particularly amongst the youth. The problem of unemployment is exacerbated by a lack of among other things appropriate skills. Internships are seen as a mechanism through which this lack of skills can be addressed.
- 1.2 The Human Resource Development Strategy for the Public Service, 2002 - 2006, 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.
- 1.3 An internship in the Public Service can be defined as a Public Service Work Experience Programme targeting unemployed graduates between the ages of eighteen and thirty five. 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.

The Intention of the Internship Programme is to focus on the scarce skills of the Province.

- 1.4 The Internship Programme aims at addressing the following main problems:
 - Shortage of skilled, qualified and committed professional candidates for positions in the Department of Works
 - Low level of practical work experience, discipline and understanding of the needs and realities of the Public Service workplace among graduates
 - Low awareness among students of the job and career opportunities in the Department of Works
 - Poor access to work experience for students and the unemployed youth

1.5 The Internship programme is based on the following principles:

➤ Lifelong learning

Communities and workplaces are changing continuously. Individuals need to shape these changes and take advantage of them to improve the quality of their lives. They need to improve and upgrade their skills continuously.

➤ Promotion of equity

Building an inclusive Public Service and widening opportunities, whilst encouraging effective collaboration amongst people from diverse backgrounds.

➤ Demand led

Skills development will be focused on the assessment of the Department of Works needs. The emphasis will be on the skills and competencies required to support effective and efficient service delivery.

➤ Partnership and co-operation

At provincial and workplace levels, the implementation of the Internship Programme should be based on internal and external partnerships.

➤ Efficiency and effectiveness

The delivery of skills development programmes and initiatives must be characterized by cost-efficiency and should lead to positive outcomes for all those who invest in training and skills development.

1.6 The purpose of the internship programme as contemplated by Cabinet is to address the problem of youth unemployment, especially tertiary (varsity and technikon) graduates by providing them with the work-experience opportunities in the public service.

The purpose is therefore to:

- ❖ assist in meeting the strategic staffing needs of the Department of Works by providing practical and accelerated work experience programmes, which expose interns to specific occupations,
- ❖ provide work experience in the Department of Works to tertiary graduates,

- ❖ alleviate unemployment through skilling the youth.

PURPOSE

- 2.1 The purpose of an Internship Policy is to provide managers of the Department of Works with a guideline to effectively implement and manage Internship Programmes. The Internship Programme is also aimed at providing the intern with appropriate experience that will ensure overall employability.

OBJECTIVES

The objective of this policy is:

- 3.1 To ensure that the principles of the Skills Development Act 97 of 1998 and related legislation are upheld and maintained.
- 3.2 To ensure effective implementation of the Internship Framework as outlined in the Human Resource Development Strategy for the Public Service, 2002 - 2006,
- 3.3 To provide graduates with the necessary experience and skills that would contribute positively to their marketability and employment opportunities and at the same time bridge the scarce skills GAP of the country. All Interns should be placed strictly in accordance with their relevant qualifications in the relevant components as this will ensure that they get the necessary work experience in their field of study.
- 3.4 To ensure that graduates that have been granted Bursaries by the Department of Works are given preference in terms of appointment as Interns in order to gain the necessary experience needed to contribute towards service delivery in the Department.
- 3.5 To provide students with Experiential training and In-service training in order to complete their course of study.

4. APPLICABILITY

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

5. DEFINITIONS AND TERMS

- 5.1 Internship : Is a Public Service Work Experience Programme targeting unemployed graduates

- 5.2 Mentor : person / persons appointed to provide guidance and assistance to interns for the duration of the Internship Programme
- 5.3 PFMA : Public Finance and Management Act
- 5.4 Intern : Unemployed graduate employed by the Public Service for a period of twelve calendar months with the intention of providing relevant work experience to the graduate to increase chances of employability.
- 5.5 MTEF : Medium Term Expenditure Framework
- 5.6 SETA : A sector education and training authority
- 5.7 Experiential Learning : Students employed by the Public Service who are in the process of completing their post graduate qualifications. Students appointed solely for the purpose of gaining necessary work experience with no remuneration.
- 5.8 Provincial Human Resource Development Committee: Refers to the Committee within the Department of Works which comprises of members as approved by the Head of Department.

6. DECLARATION OF COMMITMENT

With this document, the Management and Employees of the Department of Works declares its intention to fully support the principles outlined in this document.

7. LEGISLATIVE FRAMEWORK

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

- 7.1 Skills Development Act, 1998, and relevant White Papers
- 7.2 Public Service Act, 1994
- 7.3 Public Service Regulations, 2001
- 7.4 The National Skills Development Strategy for South Africa

- 7.5 Human Resource Development Strategy for the Public Service, 2002 – 2006
- 7.6 Circular 1 of 2003 (DPSA)
- 7.7 Public Service Act 103 of 1994 as amended
- 7.8 Provincial and Departmental HR Plans

8. POLICY PROVISIONS/ROLES AND RESPONSIBILITIES

8.1 HEAD OF DEPARTMENT

The Head of Department or his/her delegate is the driver of the Programme. He/She is responsible and accountable for the following:

- 8.1.1 Ensuring that the appointment of Interns is linked to the department's recruitment strategy as well as the scarce skills that have been identified in the department,
- 8.1.2 Approving internship contracts,
- 8.1.3 Approving financial arrangements,
- 8.1.4. Appointing an internship committee,
- 8.1.5 Approving internship plans and programmes,
- 8.1.6 Ensure that progress of internship programmes are monitored and evaluated,
- 8.1.7 Integrate internship programmes into the performance agreement of relevant managers,
- 8.1.8 Ensure that the number of learners and interns appointed are equal to a minimum of 5 % (DPSA Determination on Interns and Learners 1 April 2006) of establishment and that all interns appointed are additional to the establishment,
- 8.1.9 Report on internship programmes in the annual report.

8.2 GENERAL MANAGER: CORPORATE SERVICES

The General Manager: Corporate Services is responsible for the following:

- 8.2.1 Identify appropriate learning assignments and creating a working environment that will allow interns to help the organization meet its operational needs while developing and enhancing their employability skills,
- 8.2.2 Ensure that the internship programme is incorporated into human resource and employment equity plans,
- 8.2.3 Monitor and evaluate progress of Internship programmes,
- 8.2.4 Ensure that job profiles and competencies of the relevant occupations are made available,
- 8.2.5 Ensure that an Internship Committee is formulated,
- 8.2.6 Ensure that internship plans and programmes are formulated,
- 8.2.7 Assist in the selection of interns,
- 8.2.8 Report on progress of Internship programme at Executive Management Meetings/Forums

8.3 HEAD OF HUMAN RESOURCE DEVELOPMENT

The Human Resource Development professionals are responsible for providing advice and support for managers to assist them in making decisions on developing and applying the internship programmes; as well as the following:

- 8.3.1 Facilitate and co-ordinate internship programmes transversely across the organization,
- 8.3.2 Develop a contract between the host organization (department) and the intern, (an internship agreement is attached as Annexure A)
- 8.3.3 Develop learning arrangements between the host organization and the feeder institution,
- 8.3.4 Develop a performance management system that involves the intern, mentor and manager and which covers performance agreements, performance

assessment and management method,

- 8.3.5 Develop internship programmes in conjunction with relevant stakeholders, (Annexure B outlines the prerequisites for an internship programme)
- 8.3.6 Develop capacity for mentoring in relevant components with special attention to on-the-job training,
- 8.3.7 Develop capacity for the implementation of internship programmes,
- 8.3.8 Select a competent mentor to serve as a mentor co-ordinator,
- 8.3.9 Assists managers of components with the selection of mentors,
- 8.3.10 Provide orientation and induction programmes for interns
- 8.3.11 Facilitate and co-ordinate meetings of the Internship Committee,
- 8.3.12 Set criteria, in collaboration with the Internship Committee and component managers for the selection of feeder institutions,
- 8.3.13 Put in place monitoring, assessment and evaluation methods for the assessment of the performance of interns and of the internship programme, one of which is attached as Annexure D,
- 8.3.14 Align the internship programme with Human Resource Development plans,
- 8.3.15 Compile a written report to the Head of Department on progress and challenges of the internship programmes,
- 8.3.16 Gather data regularly on intake of interns, their needs, priorities and perceptions about internship programmes in the organization in order to evaluate its effectiveness and to recommend improvements,
- 8.3.17 Facilitate and implement internship programmes from the Public Sector Education and Training Authority (PSETA) or relevant SETA,
- 8.3.18 Compensating the student in accordance with the Guidelines and Conditions of Service of persons entering into internships in the Public Service. (Attached as Annexure C)
- 8.3.19 Provide advice and guidance on the issue of certificates and/or testimonials

8.4 HRD COMMITTEE

8.4.1 The HRD Committee will include:

- 8.4.1.1 The Head of Human Resource Development to facilitate and coordinate the Internship's committee's meetings and activities
- 8.4.1.2 The Head of Human Resource Management to provide guidance on job profiling and competency demands/requirements
- 8.4.1.3 Special Programmes manager to facilitate the achievement of employment equity, monitor demographics of programmes; provide updated data on equity and together with the manager of the component align the internship programmes with affirmative action policy.
- 8.4.1.4 Managers of components to create an enabling environment for internships to develop.
- 8.4.1.5 Mentor co-ordinator to co-ordinate all mentor's activities
- 8.4.1.6 Mentors to mentor interns and represent their respective components

8.4.2 Roles and Responsibilities of the HRD Committee

- 8.4.2.1 Oversee the quality of internship programmes.
- 8.4.2.2 Give advice to the Head of Human Resource Development.
- 8.4.2.3 Set criteria collaboratively with managers of components to measure the effectiveness of the internship programmes, selection of mentors and selection of interns.
- 8.4.2.4 Assist the Head of Human Resource Development to co-ordinate, monitor and evaluate all internships.
- 8.4.2.5 Assist the Head of Human Resource Development with the recommendation for approving internship programme implementation.

8.5 HUMAN RESOURCE MANAGER

The Human Resource Manager is responsible for the following:

- 8.5.1 Make available job profiles and competencies of the relevant occupations,

- 8.5.2 Collaborate with the Internship Committee to align the Internships with the job profiles and competency needs,
- 8.5.3 Align the Internship programme with the Human Resource Management strategy
- 8.5.4 Assist in the selection of the interns,
- 8.5.5 Align the internship plans and programmes with affirmative action and employment equity policies.

8.6 AFFIRMATIVE ACTION MANAGER

(these functions have been included under 8.5, there is no need for a separate function)

8.7 MANAGER OF COMPONENT WHERE INTERN IS PLACED

Managers must:

- 8.7.1 Identify strategic occupations in the component in which internship programmes could be run,
- 8.7.2 Build finance needs into the Medium Term Expenditure Framework,
- 8.7.3 Identify feeder institutions and reach agreements with them,
- 8.7.4 Select mentor(s) within components according to the criteria and mechanisms set by the Internship Committee.
- 8.7.5 Evaluate mentor(s) within component according to the criteria and mechanisms set by the Internship Committee,
- 8.7.6 Integrate internship programmes into the performance and assessment agreements of mentors.
- 8.7.7 Issue certificates and/or testimonials to the intern on completion of the internship programme.

8.8 THE SKILLS DEVELOPMENT FACILITATOR

The Skills Development Facilitator must:

- 8.8.1 Oversee the implementation of the Internship Programme
- 8.8.2 Provide advice to Managers on Internship Programmes
- 8.8.3 Determine criteria to evaluate the effectiveness of the Internship Programme
- 8.8.4 Determine criteria for the selection of mentors and ensure that mentors undergo training before the Interns are placed
- 8.8.5 Report on the Implementation of Internship Programmes in the department

8.9 MENTOR CO-ORDINATOR

The mentor co-ordinator must;

- 8.9.1 Play a facilitating and supportive role to mentors,
- 8.9.2 Establish a forum for mentors,
- 8.9.3 Co-ordinate the forum's activities,
- 8.9.4 Report on behalf of mentors to the Internship Committee,
- 8.9.5 Investigate, on behalf of the Internship Committee, problems that arise in relation to progress of the Internship programme
- 8.9.6 Act as a mediator between the mentor and the intern where there are problems.

8.10 THE MENTOR

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 highlighted from the onset.

The ideal ratio to be implemented would be 1 Intern to be assigned to 1 Mentor (Maximum 3:1)

ROLES AND RESPONSIBILITIES OF THE MENTOR

- 8.10.1 Ensure that the Work Programme is in place,
- 8.10.2 Ensure the implementation of the Internship Programme in their Components,
- 8.10.3 Enter into performance agreements with the intern,
- 8.10.4 Oversee the training and mentoring of the intern,
- 8.10.5 Mentor and provide a supportive environment around the intern by playing a facilitative and mediation role to ensure the intern's development,
- 8.10.6 Perform quarterly reviews
- 8.10.7 Perform annual reviews
- 8.10.8 Provide for "choice of mentor" / intern forum
- 8.10.9 Include a dispute mechanism for both the interns and mentors
- 8.10.10 To have a policy in place to deal with non-performance of both mentors and interns
- 8.10.11 Monitoring and Evaluation of the success of the Internship Programme
- 8.10.12 Conduct ongoing monitoring and assessment of the intern and submit performance reports. A standardized format for reporting should be completed by mentors.

8.11 INTERN

The intern/student must;

- 8.11.1 Forge conceptual links between theoretical knowledge, acquired at the tertiary institution, and practical work,
- 8.11.2 Feedback between theory and practice in order to reinforce the alignment of the two,
- 8.11.3 Negotiate the detail of the internship contract,

- 8.11.4 Supply mentor with feedback on the effectiveness of the internship programme and mentoring arrangements,
- 8.11.5 Enter into contract with the host organization,
- 8.11.6 Enter into a performance agreement with the mentor,
- 8.11.7 Abide by the rules, regulations and protocol of the host organization,
- 8.11.8 Demonstrate proactiveness towards self-development,
- 8.11.9 Participate in the general activities of the component in which internship activities take place,
- 8.11.10 Plan and manage (with his/her supervisor) learning and development in a way that is consistent with the needs of the department and the Public Service and the student's development plan,
- 8.11.11 Demonstrate a willingness to grow and learn through work experience,
- 8.11.12 Take full advantage of the training and development opportunities available to him/her,
- 8.11.13 Participate (mandatory) in induction and orientation programmes as arranged by the host department,
- 8.11.14 Maintain accurate records of work undertaken, performance and areas of learning and development.

9. WORKPLACE READINESS

Departments must ensure that the Workplace is ready for the placement of Interns.

The following factors need to be in place before the interns are placed:

- 9.1 The Interns should have their own work stations / office and necessary stationery and equipment
- 9.2 Supervisors who will be responsible for supervising the interns must be briefed well in advance as to how many interns will be placed under their supervision and what duties they will be performing

- 9.3 Mentors who will responsible for mentoring the Interns must be given a choice as to whether they are willing to mentor the intern / interns
- 9.4 Incentives where possible should be offered to mentors who successfully mentor the intern / interns throughout the internship agreement as this function is additional to their normal duties
- 9.5 The HRD Committee must be responsible for monitoring the internship programme

10. NON COMPLIANCE

Strict guidelines and procedures need to be in place in terms of non-compliance on the following:

- 10.1 The intern / interns fails to comply with the Internship Agreement in terms of Non- Performance
- 10.2 The department fails to comply with the Internship Agreement by not developing the skills of the intern / interns and thereby not preparing them for employability in the Labour Market

11. REMUNERATION AND CONDITIONS OF SERVICE OF PERSONS ENTERING INTO INTERNSHIPS IN THE DEPARTMENT OF WORKS

- 11.1 The Department of Works is under no obligation to employ the Intern / Interns on completion of the Internship Programme
- 11.2 The Department of Public Service and Administration has supplied a guide on remuneration and conditions of service of persons entering into internships in the Public Service. This is attached as Annexure C.

All Interns appointed, irrespective of where they are placed should receive a stipend as per the guide from the DPSA.

12. MONITORING, EVALUATION, REPORTING AND REVIEW

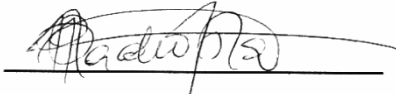
- 12.1 Responsible Authority: The responsibility for compiling, issuing, amending and monitoring the policy is the **Directorate: Human Resource Management** in the Department of Works.
- 12.2 Time Factors: An internship programme shall run for a minimum period of 3

months and a maximum period of 12 months. **No extensions to be entertained in terms of the Internship Agreement. Once the Internship Agreement comes to an end after twelve calendar months, no intern / intern's contract should be extended.**

Students undergoing experiential training will be bound by the term as agreed on between the academic institution and the Department of Works.

- 12.3 Implementation Date: This policy is effective as at the date of approval thereof.
- 12.4. Review date: This policy will be reviewed (**annually**), by the members of the Provincial Human Resource Development Forum.

Policy approved:

A handwritten signature in black ink, appearing to read "A. Adipati", is written over a horizontal line.

HEAD: WORKS

DATE: 20/02/07



INTERNSHIP AGREEMENT

**KWAZULU-NATAL PROVINCIAL ADMINISTRATION
DEPARTMENT OF WORKS**

INTERNSHIP TRAINING EMPLOYMENT CONTRACT

**TERMS AND CONDITIONS OF INTERNSHIP EMPLOYMENT CONTRACT WITH
DEPARTMENT OF WORKS**

PREAMBLE

The purpose of this agreement is to standardize the employment of students in an internship programme in the Department of Works. The aim of the programme is to provide students with first hand and real world experience of working in the Public Service thereby ensuring a pool of skilled students and enhancing their employability. The programme is also in keeping with the Internship Framework for the Public Service.

1. Name of intern, Title of internship, Section, Directorate and station, to which learner is assigned:
 - (a) Name of Intern
.....
 - (b) Title of Internship
.....
 - (c) Section
.....
 - (d) Directorate
.....

(e) Station

.....

2. The contract shall commence on and terminate on

.....

AGREEMENT ENTERED INTO BY AND BETWEEN:

The Provincial Government of KwaZulu-Natal in Department of Works (herein referred to as the Employer) in his/her capacity as..... properly authorized

and

..... (herein referred to as the INTERN)

As the INTERN requires full-time practical work experience and application of academic learning, the Employer is prepared and able to provide such as opportunity, to which the parties agree as follows:

1. The Employer hereby appoints the INTERN to perform services, thereby gaining experience, in accordance with the Job Description attached as Appendix A.
2. The remuneration and benefits of the employment of the intern on a monthly basis as are set out in this agreement.
3. The Employer shall remunerate the INTERN an amount of R_____ per month.
4. The INTERN shall report for duty on a daily basis for a minimum of 40 hours per week (meal breaks excluded). The INTERN shall keep a record of days or hours worked.
5. Vacation leave shall be granted on the basis of ONE day's paid annual leave for every 17 days worked.
6. The INTERN shall be entitled to ONE day's paid sick leave for every completed month of work. A doctor's certificate shall be provided for each sick leave period exceeding 2 days.

7. The INTERN shall be granted a maximum of 5 day's paid family responsibility leave for utilization if the Intern's parent, dependant child, spouse/life partner is sick or dies, or if an immediate family member dies.
8. The Employer shall ensure that, immediately upon commencement of the internship, the INTERN shall undergo an appropriate induction programme, and shall furnish the INTERN with all relevant and available information and access to relevant equipment necessary for the INTERN to perform the duties and receive the experience agreed upon under this agreement.
9. A manager or mentor shall be assigned to supervise the work of the INTERN and to assess the performance of the INTERN on a regular basis in accordance with the job description set out in Appendix A, which forms an integral part of this agreement, for the purposes of development.
10. The EMPLOYER undertakes to make every effort to ensure that the work assigned to the intern is, insofar as practically possible, be intellectually challenging and shall seek to draw out the intern's educational, technical and vocational skills to the full.
11. The EMPLOYER undertakes to complete and return to the Human Resource Development Sub-Directorate both a mid-term and end-of-term assessment form as supplied to the host organization by Human Resource Development, within a maximum period of 3 weeks after receipt of such forms from the Human Resource Development sub-directorate.
12. The INTERN shall be entitled, with the consent of the Employer, and at the Employer's expense, to attend appropriate work-related training courses.
13. If the INTERN is required to travel and subsist overnight in the course of his/her assigned duties, he/she will be entitled to the normal S&T allowance for which full-time employees of the organization are eligible.
14. The INTERN shall comply with all relevant workplace policies of the Department of Works. Especially where these have a financial implication.
15. The INTERN shall comply faithfully and diligently devote his or her time to the services of the Employer as agreed upon and shall undertake duties in accordance with Appendix A, as the Employer or any person duly authorized thereto in this respect shall require of him or her, and he/she shall comply with the rules and policies governing the Department of Works.
16. No amendments to this agreement or any of the provisions or terms thereof and

no extension of time or waiver or relaxation or suspension of any of the provisions or terms thereof shall be of any force or effect unless reduced to writing and signed by both parties.

17. The INTERN undertakes not to, without authorization, during his/her internship or at anytime thereafter, disclose or use any record obtained as a result of his or her employment, to the detriment of the State, except if it is used in the exercise or protection of any right or legitimate expectation, conferred by law.
18. This contract may be terminated at one month's notice, either by the host organization or by the Department of Works, in cases of serious indiscipline or non-performance on the part of the intern. In any event, no termination shall take place before a full discussion of the issue(s) at stake has been held between the Employer and the INTERN.
19. Nothing contained in this agreement shall entitle the intern to a permanent position with the employer on expiry of this agreement.

The INTERN chooses as his/her (domicilium citandi et executandi (living residential and contact address) for the purpose of serving any other correspondence according to this agreement, the following street address:

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.....
.....

The employer chooses as its domicilium citandi the following street address:

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.....
.....
.....

INTERN

FULL NAME

SIGNATURE

IDENTITY NUMBER

DATE

CONTACT NUMBER

PARENT OR GUARDIAN (only if
the learner is a minor)

1. _____
WITNESS

2. _____
WITNESS

DATE

DATE

EMPLOYER

HEAD: WORKS

Signed at _____ on the _____ day of _____ 2.....

1. _____
WITNESS

2. _____
WITNESS

DATE

DATE

DEPARTMENT OF WORKS



EXPERIENTIAL TRAINING EMPLOYMENT CONTRACT

TERMS AND CONDITIONS OF EXPERIENTIAL TRAINING EMPLOYMENT CONTRACT WITH DEPARTMENT OF WORKS

1. Name of trainee, Title of Experiential Trainee, Section, Directorate and station, to which learner is assigned:
 - (a) Name _____ of _____ Trainee
.....
 - (b) Title _____ of _____ Trainee
.....
 - (c) Section
.....
 - (d) Directorate
.....
 - (e) Station
.....
2. The contract shall commence on and terminate on
.....

3. The Employer shall remunerate the learner per month taxable allowance stipulated in the attached remuneration guide marked Annexure "A" which is linked to NQF level of Experiential Trainee and credits earned. Where it is necessary, the Employer will pay overtime.
4. The trainee shall report for duty on a daily basis for a minimum of 40 hours per week (meal breaks excluded). The trainee shall keep a record of days/hours worked.
5. Vacation leave shall be granted on the basis of ONE day's paid annual leave for every 17 days worked.
6. The trainee shall be entitled to ONE day's paid sick leave for every completed month of work. A doctor's certificate shall be provided for each sick leave period exceeding 2 days.
7. The trainee shall be granted a maximum of 5 days paid family responsibility leave for utilization if the trainee's parent, dependant child, spouse/life partner is sick or dies, or if an immediate family member dies.
8. The Employer shall ensure that, immediately upon commencement of the trainee, the trainee shall undergo an appropriate induction programme, and shall furnish the trainee with all relevant and available information and access to relevant equipment necessary for the trainee to perform the duties and receive the experience agreed upon under this agreement.
9. A manager or mentor shall be assigned to supervise the work of the trainee and to assess the performance of the trainee on a regular basis in accordance with the job description which forms an integral part of this agreement, for the purposes of development.
10. The Employer undertakes to make every effort to ensure that the work assigned to the trainee is, insofar as practically possible, be intellectually challenging and shall seek to draw out the trainee's educational, technical and vocational skills to the full.
11. The trainee shall be entitled, with the consent of the Employer, and at the Employer's expense, to attend appropriate work-related training courses.
12. If the trainee is required to travel and subsist overnight in the course of his/her assigned duties, he/she will be entitled to the normal S & T allowances for which full-time employees of the Department are eligible.

13. The trainee shall comply with all relevant workplace policies of the Department (Organisation), especially where these have a financial implication.
14. The trainee shall comply faithfully and diligently devote his or her time to the services of the Employer as agreed upon, and shall undertake duties in accordance with the job description as the Employer or any person duty authorized thereto in this respect shall require of him or her, and he/she shall comply with the rules and policies governing the Department.
15. No amendments to this agreement or any of the provisions or terms thereof and no extension of time or waiver or relaxation or suspension of any of the provisions or terms thereof shall be of any force or effect unless reduced to writing and signed by both parties.
16. The Employee undertakes not to, without authorization, during his/her training or at any time thereafter, disclose or use any record obtained as a result of his or her employment, to the detriment of the State except if it is used in the exercise or protection of any right or legitimate expectation, conferred by law.
17. This contract may be terminated at one month's notice, by either party, in cases of serious indiscipline or non-performance on the part of the trainee. In any event, no termination shall take place before a full discussion of the issue(s) at stake has been held between the Employer and the trainee.
18. Nothing contained in this agreement shall entitle the trainee to a permanent position with the Employer on expiry of this agreement.

The trainee chooses as his/her *domicilium citandi et executandi* (living residential and contact address) for the purpose of serving any other correspondence according to this agreement, the following street address:

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The Employer chooses as its *domicilium citandi* the following address:

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.....
EXPERIENTIAL TRAINEE'S SIGNATURE
SIGNATURE

.....
PARENT OR GUARDIAN'S

(Only if the learner is a minor)

.....
Date

.....
Date

.....
Witness signature

.....
Witness signature

.....
Date

.....
Date

.....
EMPLOYER'S SIGNATURE

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Date

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Witness signature

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Witness signature

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Date

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Date

ANNEXURE B

INTERNSHIP PROGRAMME: WORK PROGRAMME

The following prerequisites serve to ensure that the contents of an Internship programme foster the acquisition of competencies through carefully time framed, measurable, planned, selected, structured and managed practical work assignments.

The following serve as a guide to define the contents of the work-based learning experience:

1. Basic Skills: These cover the assumed basic competencies that all employees of the organization should possess:
 - 1.1 Office Management
 - 1.2 Computer Literacy
 - 1.3 Interpersonal Skills
 - 1.4 Time Management
 - 1.5 Teamwork
 - 1.6 Competencies focusing specifically on the Public Service
 - 1.7 Communication Skills
2. Service which is expected of all Public Servants
 - 2.1 Knowledge of the organization and structure of government and the purpose of the various Public Service entities.
 - 2.2 Knowledge of the organization and structure of the specific department or administration in which the intern is placed.
 - 2.3 Knowledge of the purpose, organization and structure of the specific component in which the intern is placed.
 - 2.4 Knowledge of the essential regulatory framework
3. Specialist competencies i.e. competencies related to specialist functions of the specific occupations:
 - 3.1 competency specialization as reflected in the job profiles of occupations
 - 3.2 Core competencies should be aligned with the course contents of the educational institution where applicable.

ANNEXURE C

REMUNERATION AND CONDITIONS OF SERVICE OF PERSONS ENTERING INTO INTERNSHIPS IN THE PUBLIC SERVICE

This guide applies for the sake of uniformity to all persons who enter into an internship in the Public Service.

The weekly (taxable) allowance (stipend) of interns appointed for an internship is calculated as follows:

Column 1	Column2	Column 3	Column 4
Exit level of internship	Credits already earned by the learner	Percentage of minimum of salary level contained in column 4	Salary level in Public Service
NQF 1 and 2	0 - 120	34	1
	121 - 240	40	2
NQF 3	0 - 120	31	2
	121 - 240	34	3
	241 - 360	54	3
NQF 4	0 - 120	20	4
	121-240	26	4
	241- 360	32	5
	361 - 480	48	5
NQF 5 - 8	0-120	16	6
	121-240	23	6
	241-360	27	7
	361-480	33	8
	481-600	38	8

PROCEDURE TO CALCULATE THE WEEKLY ALLOWANCE

Step 1

Determine the NQF exit level, taking into account the number of credits attained by the intern (Columns 1 and 2)

Step 2

Calculate (annual) amount based on the percentage of the minimum of the salary level set for the exit level determined in Step 1 (Columns 3 and 4)

Step 3

Calculate the weekly allowance by dividing the amount determined in Step 2 by 52 (number of weeks per year), and round the weekly allowance to the nearest full rand.

The intern will only qualify for the following provisions in the Public Service if they meet the qualifying criteria:

- * Leave
- * Payment for performing overtime duty
- * Travel and subsistence
- * Night shift allowance
- * Danger and special danger allowance
- * Standby allowance
- * Camping allowance
- * Clothing for work

Note:

These allowances are payable on a weekly basis

Interns will be appointed additional to a department's approved establishment

The intern will have to enter into an appropriate contract with the department stipulating his or her monthly allowance and other conditions of service during the term of the internship.

ANNEXURE D

DEPARTMENT OF WORKS

COMPETENCE EVALUATION

FOR

**INTERNSHIP, EXPERIENTIAL TRAINING,
IN-SERVICE TRAINING STUDENTS**



Name: _____

Evaluation period: from _____ to: _____

Gender: _____

Race: _____

PERFORMANCE RATING DEFINITIONS

Outstanding: Work performance is constantly higher. This is reflected by the accomplishments being well beyond expectations. These conditions exist on a continual rather than occasional basis.

Exceeds Requirements: Work performance that is consistently above the work standard for the task. Accomplishments are above expected levels.

Meets the requirements: Work performance that consistently completes job task as expected in terms of quality and schedule. Fully competent in all aspects of job content and expectations.

Needs improvements: Work performance that sometimes fails to meet the standard for the task. Performance is below minimum job requirements; improvements in many areas is essential.

1. PERFORMANCE FACTORS

ADMINISTRATION – Measures effectiveness in planning, organizing and efficiently handling activities. Promoting innovation and team effort with colleagues. Measures writing and document presentation skills.	Outstanding	
	Exceeds Requirements	
	Meets Requirements	
	Needs improvement	
	NA	
Comment:		

COMMUNICATION – Measures effectiveness in listening to others, expressing ideas, both orally and writing and providing relevant and timely information to management and co - workers	Outstanding	
	Exceeds Requirements	
	Meets Requirements	
	Needs improvement	
	NA	
Comment:		

TEAM WORK / COURTESY – Measures responsiveness and courtesy in dealing with internal staff and public members seeking assistance. Respects the rights for others and shows a cooperation spirit	Outstanding	
	Exceeds Requirements	
	Meets Requirements	
	Needs improvement	
	NA	

Comment:

INDEPENDENT ACTION / DECISION MAKING – Measures effectiveness in understanding problems and making timely and practical decision.	Outstanding	
	Exceeds Requirements	
	Meets Requirements	
	Needs improvement	
	NA	

Comment:

WILLINGNESS TO LEARN – Measures the intern ability an willingness to absorb information	Outstanding	
	Exceeds Requirements	
	Meets Requirements	
	Needs improvement	
	NA	

Comment:

2. SPECIFIC AREAS IDENTIFIED FOR IMPROVEMENT AND DEVELOPMENT (SELF-DEVELOPMENT, COACHING, MENTORING AND TRAINING)

EVALUATED BY:

SIGNATURE DATE

REVIEWED BY:

SIGNATURE DATE

ACCEPTED BY INTERN

SIGNATURE DATE

APPROVAL OF INTERNSHIP POLICY

Date: _____

HEAD: WORKS

POLICY DONE AND SIGNED AT OF THIS
..... DAY OF2006

ON BEHALF OF THE DEPARTMENT OF WORKS AS THE EMPLOYER

	Name	Signature
Chairperson of Departmental Labour Relations Forum		

ON BEHALF OF THE RECOGNISED EMPLOYEE ORGANISATIONS

	Name	Signature
PSA		
NEHAWU		
HOSPERSA		
NUPSAW		