

# **NDLAMBE MUNICIPALITY CORPORATE SERVICES**



## **INTERNSHIP/EXPERIENTIAL POLICY**

## **1. PREAMBLE**

Internship/Experiential training is a programme whereby students and/or those who have already qualified are afforded the opportunity to familiarize themselves with the work environment and gain practical experience thus bridging the gap between the world of study and the workplace.

Certain study disciplines require students to do practical experience in a specific field to obtain a qualification. There are also those who have already qualified but are unable to secure employment because of the lack of the necessary experience required by the highly competitive job market.

Ndlambe Municipality acknowledges its social responsibility of transferring skills to the youth of Ndlambe to give them practical experience to make them more marketable.

## **2. PURPOSE**

The purpose of this policy is to provide a framework to guide the management of internship and experiential training programmes in the Municipality.

It indicates the relevance of experience/learning by the learner.

It contributes to the development of a portfolio by a learner, and

It can serve as a tool to the employer and learner to monitor learning on a regular basis.

## **3. OBJECTIVES**

3.1 To assist students to obtain required practical experience

3.2 To afford opportunity for students/interns to familiarise themselves with the working environment and gain practical experience.

3.3 To afford opportunity to qualified new employees with practical work experience to enhance their chances of employability.

3.4 To enable students to apply the acquired theoretical knowledge in the world of work.

3.5 To empower young people to gain experience and prepare themselves for the labour market.

## **4. SCOPE OF APPLICATION**

This policy is applicable to experiential training and internship requirements. It applies to the following categories of people:

### **4.1 EXPERIENTIAL TRAINING**

4.1.1 Residents of Ndlambe Municipal area.

4.1.2 Residents from the Ndlambe area, but only if no residents, as mentioned in

4.1.1, can be identified

4.1.3 Those who have passed all the required subjects in their field of study and require training to complete their qualifications.

4.1.4 Unemployed youth with appropriate skills required by the Municipality

4.1.5 Those whose field of study is related to municipal functions

## 4.2 INTERNSHIP

4.2.1 Residents of Ndlambe Municipal area.

4.2.2 Residents from the Ndlambe area, but only if no residents, as mentioned in 4.2.1, can be identified

4.2.3 Those who have passed their second year, or higher, at a tertiary institution and need to be part of an internship program to complete their qualifications.

4.2.4 Unemployed youth with appropriate skills required by the Municipality

4.2.5 Those whose field of study is related to municipal functions

## 5. RECRUITMENT OF LEARNERS

The HR Department will compile an advertisement for the specific department in need of an intern. The advertisement will be placed in the local newspapers or notice board. Applications from institutions of higher learning will also be considered without advertisement for completion of the students qualifications.

## 6. APPLICATION PROCEDURES

6.1 Applications for internship/experiential training should be submitted to the Human Resources Department with the following documentation where appropriate:

6.1.1 Curriculum Vitae

6.1.2 Academic record

6.1.3 Letter from the tertiary institution stating that internship is a requirement to obtain a qualification where applicable

6.1.4 Applicant must indicate area of interest which must be related to his/her field of study.

6.1.5 Duration of internship/experiential training not exceeding 18 months

6.1.6 If there are more interns than posts, the Human Resources department will follow the approved recruitment and selection process.

## 7. RESPONSIBILITIES OF EMPLOYER

7.1 Provides intern with a conducive working environment.

7.2 Ensure that professional competencies of interns are enhanced by allocating them responsibilities related to their studies.

- 7.3 Ensure that interns are given quality supervision
- 7.4 Ensure that administrative menial work given to interns is kept to the minimum.
- 7.5 Formally evaluate the learner's performance
- 7.6 Employer to coach and mentor the intern
- 7.7 Interns are paid a stipend equal to the minimum wage as per the Salary and Wage Collective Agreement.
- 7.8 Interns who work for less than a month will receive a pro rata stipend
- 7.9 Stipend may be reviewed annually by the Human Resource Department
- 7.10 Ensure that interns add value to the Municipality.
- 7.11 Ensure that learners are rotated between all the relevant departments for an equal period of time to gain more experience and exposure.
- 7.12 The mentor shall give quarterly feedback to the learner after evaluation.

## **8. RESPONSIBILITIES OF INTERNS AND EMPLOYEES ATTENDING LEARNERSHIPS OR SKILLS PROGRAMMES**

- 8.1 All tasks/duties allocated and agreed to between the mentor and intern shall be executed.
- 8.2 Interns shall comply with municipal regulations, procedures and policies
- 8.3 All employees attending Learnerships or Skills programmes should attend classes as scheduled. Should learners not be able to attend due to personal reasons or any other circumstances, they need to report to their immediate Supervisor and / or the Training and Development Officer immediately or as soon as reasonably possible.

## **9. GUIDING PRINCIPLES**

- 9.1 Internship/experiential training will be offered in line with municipal functions
- 9.2 There must be a clear and specified relationship between the job and academic programme
- 9.3 A restricted number of interns will be allowed at the Municipality taking into account considerations of capacity, equipment, budget and space.
- 9.4 Externally funded interns are excluded from sections 7.7, 7.8 and 7.9 of this policy as

they have guidelines from funding institutions, for example, National Treasury

9.5 Directors will approve appointment of interns

9.6 This policy does not give any expectation of permanent employment.

**10. STIPEND**

The learner will be entitled to a stipend of R4500 per month.

**11. AMENDMENTS**

The Council may, from time to time, amend this policy and introduce any measure(s) to ensure efficient, economic and effective management of Council resources.

**10. EFFECTIVE DATE**

This Policy will become effective upon approval thereof by the Council of the Ndlambe Municipality.