

## EXPERIENTIAL TRAINING / LEARNING POLICY

Item B-HR (03-2008) MC 13/03/2008	EXPERIENTIAL TRAINING / LEARNING POLICY
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### RESOLVED:

1. That the report regarding the second revision of the Experiential Training Policy **BE NOTED**.
2. That the revised Experiential Training Policy attached to the report as **Annexure "B" BE APPROVED and IMPLEMENTED**.
3. That provision **BE MADE** on the Structure and the Operating Budget (in line with the schedule in 4 below) of the respective departments for the payment of **R2500,00** per month per student for the experiential training.
4. That the departments **BE ALLOCATED** experiential training students as per the table indicated below, depending on the availability of funds and institutional capacity within departments:

Department	Total Experiential Training Students per Department
<b>Office of the City Manager:</b>	
Administration	1
Internal Audit	4
Intergovernmental/International Relations	1
Communications and Marketing	5
Organizational Performance	2
2010 Office	1
Electricity and Energy Office	15
<b>Corporate Services:</b>	
Finance	10
Human Resource Management and Development	10
Information Communications Technology	18
Legal and Administrative Services	10
<b>Operations:</b>	
Health	10
Infrastructure Services Department	30
Housing	10
Community Safety	16
Environmental Development	16
SRAC	10
<b>Strategic Services:</b>	
IDP	1
City Development	13
Economic Development	6
Customer Care & Service Delivery	20
<b>Total</b>	<b>209</b>

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**Information on page 7 to 15 was not part of the Experiential Training Policy attached as Annexure B to Item B-HR (3-2008) MC 13/03/2008 when the policy was approved. HRM & D requested the inclusion.**



# Ekurhuleni

METROPOLITAN MUNICIPALITY

## SECOND REVISION OF THE EXPERIENTIAL TRAINING POLICY

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**POLICY ON EXPERIENTIAL TRAINING FOR STUDENTS AND CANDIDATE /  
POTENTIAL EMPLOYEES**

**1. PURPOSE**

To regulate the management of the experiential training programme for students and candidate/potential employees.

**2. SCOPE OF APPLICATION**

This policy is applicable to all students and candidate/potential employees who reside within the Ekurhuleni Metropolitan Municipality area of jurisdiction.

**3. PREAMBLE**

The Ekurhuleni Metropolitan Municipality, hereunder referred to as “**Council**”, realises that there exist a large number of students who are required by the type of studies they pursue to acquire practical knowledge in order to qualify. On the other hand there are candidate/potential employees who had completed their tertiary qualifications, but cannot be absorbed by the labour market because of lack of experience. Council also realises that, as an employer, it has a pivotal role to play in ensuring that these students and candidate / potential employees are assisted by being exposed to practical training in order to enable them to complete their academic qualifications and secure employment.

Therefore, Council commits itself to realise the above by exposing students and candidate / potential employees to the relevant practical structured training in the fields relevant to their careers. The purpose being to assist them to complete their studies and/or acquire the necessary experience.

**4. DEFINITION OF TERMS**

In this policy, unless the context indicates otherwise:

<b>Council</b>	Ekurhuleni Metropolitan Municipality
<b>Candidate / Potential employee</b>	A member of the community (residing within the Ekurhuleni Metropolitan Municipality area of jurisdiction) who has completed his/her tertiary qualifications.
<b>Student</b>	A member of the community (residing within the Ekurhuleni Metropolitan Municipality area of jurisdiction) registered with a recognized tertiary institution in order to acquire a tertiary qualification.

<b>Experiential Training</b>	practical structured training programme meant for a student or a candidate/potential employee so as to enable them to acquire experience relevant to their field of studies.
<b>Recognized Tertiary Institution</b>	A recognized South African University, Technickon or College that offers a tertiary qualification recognized by South African Qualifications Authority
<b>Tertiary Qualification</b>	First or second degree, diploma or certificate (National Qualification Framework bands 5 or 6) obtained from a recognised tertiary institution of learning.
<b>Mentor</b>	An experienced employee who oversees the career development of another less experienced employee through training.
<b>Mentoring</b>	-serving as a guide, counsellor and teacher for another person usually in an academic occupational capacity. It also means an act of providing career development and guidance to another employee through training.

## 5. LEGAL FRAMEWORK

This Policy shall be read in conjunction with:

- (a) Skills Development Act No 97 of 1998
- (b) Skills Development Levies Act No 9 of 1999
- (c) Basic Conditions of Employment Act 75 of 1997
- (d) Labour Relations Act 66 of 1995
- (e) Employment Equity Act 55 of 1998
- (f) South African Qualifications Authority Act 58 of 1995
- (g) Occupational Health and Safety Act 85 of 1993

## 6. CONTENT

Council shall provide experiential training opportunities to persons who are registered with a tertiary institution in order to acquire a qualification, and those who have completed their tertiary qualification but cannot find employment due to lack of experience.

Each Department within Council shall request funds on the budget for the Experiential Training Programme on an annual basis.

This, therefore, means no department shall be allowed to employ students and/or candidate/potential employees/students on a **voluntary basis** without **remuneration**.

Experiential Training Students, who will be appointed on a specific Council Project as part of the "Skills Transfer Programme" during the Tender- and Procurement Process,

shall be dealt with in a separate manner and the costs in respect of Student allowances shall be incurred by the Provider.

### **6.1 REQUIREMENTS OF THE NOMINEES**

Experiential training shall be offered to the following persons:

- South African Citizens
- Bona fide residents in the Ekurhuleni Metropolitan Municipality area of jurisdiction
- Registered with a recognized tertiary institution studying towards a tertiary qualification.
- Completed junior or senior degree or diploma from any recognised institution of learning in South Africa.
- Willing to be placed on a training programme that has a bearing upon and is applicable to the functions and activities of the Council.

### **6.2 DURATION OF TRAINING**

For students, training shall take place for a maximum period of (6) six months or depending on the requirements of the specific course.

For candidate / potential employees, the training shall take place for a maximum period of (12) twelve months depending on a structured training programme.

### **6.3 CONDITIONS OF SERVICE**

In view of the fact that the successful students or candidate/potential employees will somehow, be rendering a service to Council, they shall therefore be treated as employees. The Basic Conditions of Employment, Act 75 of 1997 and other relevant legislation, Council policies and existing collective agreements shall therefore govern their training and placement process.

An agreement shall be entered into and between Council and the students or candidate/potential employee.

### **6.4 RESPONSIBILITIES OF THE EKURHULENI METROPOLITAN MUNICIPALITY AND EXPERIENTIAL TRAINING STUDENTS/CANDIDATE POTENTIAL EMPLOYEES**

Council is committed to provide work-based training for **STUDENTS** and/or **CANDIDATES/POTENTIAL EMPLOYEES**. The placement of learners on the programme shall be determined by factors such as the level at which the Municipality has capacity to offer the Experiential Training.

All participating Departments shall ensure that they have dedicated Mentors and Programme Co-ordinators who will support the implementation of the programme.

On the other hand the **STUDENT** or **CANDIDATE/POTENTIAL EMPLOYEE** shall have a clear understanding that they have a responsibility to respect the fact that COUNCIL had given an opportunity to learn and is under no obligation to provide them with work opportunities or any other benefits during or after completion of the programme.

### **6.5 MANAGEMENT OF THE EXPERIENTIAL TRAINING PROGRAMME**

All participating departments shall be required to have a well-documented structure for managing the programme.

Furthermore, departments shall budget annually on their salary vote for Experiential Training Programme positions.

The number of Experiential Training Students to be placed shall be determined by the available capacity in terms of Mentors/Coaches and the available budget.

#### **6.6 MENTORING OF EXPERIENTIAL TRAINING STUDENTS**

A Mentor/Coach will be required for Experiential Training Students. In this regard a professional person in the specific field of study will be considered to be a mentor/coach.

Mentors are obliged to submit monthly progress reports to the Education, Training and Development Division.

The student or candidate/potential employee must be kept informed of his/her progress on the basis of monthly progress reports which must be discussed with them.

#### **6.7 PAYMENT/ALLOWANCES**

The **monthly** amount to be paid to the Experiential Training Student or Candidate/Potential Employee shall be R 2 500.00 per month.

The relevant Departments within the Council shall budget for the Experiential Training Programme on an annual basis.

Costs for payments of students shall be incurred from the LG SETA discretionary grants. Departments shall therefore plan ahead in terms of a total number of candidate/potential employees to be accommodated in a particular financial year in order for the information to be integrated onto the Organizational skills plan (if possible). This will allow for the claiming of discretionary grants.

**This, therefore, means no department shall be allowed to offer Experiential Training on a voluntary basis without an allowance.**

#### **6.8 COUNCIL BURSARY STUDENTS**

Council shall give preference to EMM bursary students to be accommodated as experiential trainees in order to ensure that this expedite the process of enabling them to accomplish their studies.

The bursars shall however be treated the same as normal Experiential training candidates and they shall be provided with allowance as per paragraph 6.7.

#### **7. RECOURSE ON IMPLEMENTATION**

Disputes arising from the implementation of this policy shall be dealt with in terms of the Grievance Procedure of the Council.

Information on page 7 to 15 was not part of the Experiential Training Policy attached as Annexure B to Item B-HR (3-2008) MC 13/03/2008 when the policy was approved.

## ANNEXURE 'A'

## PROCEDURAL GUIDELINES: EXPERIMENTAL TRAINING FOR STUDENTS AND CANDIDATE/POTENTIAL EMPLOYEES

1. Introduction	Experiential training shall be granted to students and candidate/potential employees.
2. Application	<ul style="list-style-type: none"> <li>a) Students and candidate/potential employees shall apply in writing as per attached application form (<b>Annexure "B"</b>) and attach written proof/recommendations from the said educational institution.</li> <li>b) Students who need to conduct research as part of their studies, will have to submit a draft research proposal to Council.</li> <li>c) The Department Human Resource Management and Development (Education, Training and Development Division) will refer suitable applications to the different Executive Directors for a recommendation prior to approval.</li> </ul>
3. Administration/ Appointment	<ul style="list-style-type: none"> <li>a) The Department Human Resource Management and Development (ETD Division) will co-ordinate and make the necessary arrangements after a recommendation has been received from the relevant ED.</li> <li>b) A Memorandum of Agreement (<b>Annexure "C"</b>) shall be signed by the Student and/or candidate/potential employee.</li> <li>c) The relevant ED of the Department must nominate a Mentor to oversee the approved training period (See attached <b>Annexure "D"</b> for profile of a Mentor.)</li> <li>d) The nominated mentor must ensure that a Structured Training Plan received from the institution or agreed upon with the student and /or candidate/potential employee guides training.</li> <li>e) The mentor must evaluate and submit a progress report on a monthly basis to the Human Resources Management and Development Department (<b>Annexure "E"</b>).</li> </ul>

4. Attendance Register	<ul style="list-style-type: none"> <li>a) The student's and/or candidate/potential employee's working hours will be the same as applicable to the specific department where such a person has been placed at that stage.</li> <li>b) An Attendance Register must be signed by the student each and every day (<b>Annexure "F"</b>).</li> <li>c) The Mentor/Student and/or Candidate/potential employee's Monthly Progress' Report (<b>Annexure "E"</b>) and the Attendance Register (<b>Annexure "F"</b>) shall be submitted to the Human Resource Management and Development Department on the last day of each month.</li> </ul>
5. Travelling Allowance	<ul style="list-style-type: none"> <li>a) A monthly allowance of R 2,500 shall be paid to students and candidate/potential employees who are appointed for training.</li> <li>b) The amounts shall be calculated by reference to the number of days worked.</li> <li>c) The completed attendance register must be sent to the relevant Pay Office by the HRM and D Department for calculating an allowance to be paid. (<b>Annexure "F"</b>)</li> </ul>
6. Progress Report after Completion of the Programme/Training Plan	The mentor must evaluate and submit a progress report after completion of the Programme/Training Plan to the Executive Director: Human Resource Management and Development
7. Annual Report	On an annual basis the Executive Director: HRM and D must submit a report to Council with regard to experiential training.



ANNEXURE 'B'



**Ekurhuleni**  
METROPOLITAN MUNICIPALITY

**APPLICATION FOR EXPERIENTIAL TRAINING**

Name of institution \_\_\_\_\_

Study course \_\_\_\_\_

Surname \_\_\_\_\_

Full names \_\_\_\_\_

Address \_\_\_\_\_

Telephone no \_\_\_\_\_

Identity no \_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**Recommendations: Executive Director of Department**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

\_\_\_\_\_  
Name of Mentor

**ANNEXURE 'C'**

**EKURHULENI METROPOLITAN MUNICIPALITY**

**MEMORANDUM OF AGREEMENT**

ENTERED INTO BY AND BETWEEN

**EKURHULENI METROPOLITAN MUNICIPALITY**

(hereinafter referred to as the "Council")

and

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(Name)

-----  
(ID Number)

**WITNESSETH**

**Whereas** the STUDENT-CANDIDATE/POTENTIAL EMPLOYEE has applied to the COUNCIL to participate in the Experiential Training Programme without remuneration and without any benefits, and

**Whereas** the COUNCIL approved such application subject to certain terms and conditions as stipulated in the Ekurhuleni Training Policy.

**IT IS THEREFORE NOW WITNESSETH THAT**

1. The STUDENT-CANDIDATE/POTENTIAL EMPLOYEE must furnish the COUNCIL with a written proof / recommendation from the tertiary educational institution to proof that it is compulsory to do experiential training for a specific period of time.
2. The STUDENT-CANDIDATE/POTENTIAL EMPLOYEE must furnish COUNCIL with proof of Academic registration.
3. The STUDENT-CANDIDATE/POTENTIAL EMPLOYEE will follow the Experiential Training Programme from \_\_\_\_\_ to \_\_\_\_\_ (not longer than \_\_\_\_\_ months).

4. COUNCIL will provide compulsory experiential training and evaluation of the progress made will take place on a monthly basis by the appointed Mentor.
  
5. The STUDENT-CANDIDATE/POTENTIAL EMPLOYEE will have a clear understanding that the COUNCIL is under no obligation to provide him/her with work opportunities or any other benefits during or after completion of the programme.
  
6. The COUNCIL may at any time at its own discretion rescind the experiential training provided, and terminate the STUDENT-CANDIDATE/POTENTIAL EMPLOYEE'S participation in the programme if
  - (a) The STUDENT-CANDIDATE/POTENTIAL EMPLOYEE makes him / her guilty of any misconduct or don't adhere to the Code of Conduct of the COUNCIL.
  - (b) The STUDENT-CANDIDATE/POTENTIAL EMPLOYEE does not progress satisfactory with his / her practical part of experiential training;
  - (c) The STUDENT-CANDIDATE/POTENTIAL EMPLOYEE transgresses any other policy of COUNCIL

The STUDENT-CANDIDATE/POTENTIAL EMPLOYEE nominates for purposes of this agreement DOMICILIUM CITANDI ET EXECUTANDI the following residential address: -

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THUS DONE AND SIGNED AT \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ IN THE PRESENCE OF THE UNDERSIGNED WITNESSES.

**WITNESSES**

1. \_\_\_\_\_
  
2. \_\_\_\_\_

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 STUDENT-CANDIDATE/POTENTIAL  
 EMPLOYEE  
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 EXECUTIVE DIRECTOR : HUMAN RESOURCE  
 MANAGEMENT AND DEVELOPMENT  
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## ANNEXURE “D”

### WHAT IS A MENTOR?

*Mentor must fulfil a number of distinct functions:*

1. Career development which consists of guiding, advising and providing visibility for the mentee.
2. Providing counselling and support, giving their mentee advice where and when required.
3. Building the mentee’s self-confidence.
4. Acting as a role model, exemplifying a model of effectiveness and excellence which the mentee comes to admire the emulate.
5. Supervising and training the mentee in different aspects of the job.

### WHO MAKES A GOOD MENTOR

*Good mentor will have the following:-*

1. Fairly extensive job knowledge so that they can help plan, answer questions and give information.
2. Influence and credibility in the organization so that they can command the respect of seniors and peers in the organization and know how to use organizational and personal power to the benefit of the mentee.
3. A commitment to implementing Affirmative Action.
4. A genuine interest to commit time and emotion to a mentoring relationship
5. An ability to train and motivate people.

### WHAT PERSONAL QUALITIES DOES A MENTOR HAVE?

*Some of the personal qualities which would exist in a good mentor include the following:-*

- Empathy and warmth
- Openness and honesty
- Flexibility and firmness
- Self-motivation and self-discipline
- Perceptiveness
- Emotional Security and confidence
- Ability to communicate clearly
- Ability to counsel

ANNEXURE 'E'



**Ekurhuleni**  
METROPOLITAN MUNICIPALITY

**COMPULSORY EXPERIENTIAL TRAINING**

**MENTOR/STUDENT MONTHLY PROGRESS REPORT**

STUDENT: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

MENTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

*STUDENT COMMENTS:*

**1. SUMMARISE YOUR TRAINING ACTIVITIES FOR THE LAST MONTH**

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**2. WHAT DO YOU FEEL WAS THE MOST IMPORTANT LEARNING EXPERIENCE FOR THIS MONTH AND WHY?**

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**3. ARE THERE ANY CONCERNS OR ISSUES FOR ACTION AND FOLLOW UP?**

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**4. HOW MANY DAYS DID YOU SPEND ON YOUR TRAINING PROGRAMME FOR THE LAST MONTH?**

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**MENTORS COMMENTS**

1. WHAT ARE THE SPECIFIC DEVELOPMENT PLANS AND ACTIVITIES FOR THE NEXT MONTH?

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2. ARE THERE ANY CONCERNS OF ISSUES FOR ACTION AND FOLLOW-UP?

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3. ANY GENERAL REMARKS OR COMMENTS?

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4. PLEASE PAY \_\_\_\_\_ AS FOLLOWS:

MONTH \_\_\_\_\_

R \_\_\_\_\_ PER DAY X \_\_\_\_\_ DAYS

SIGNATURE: MENTOR \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: STUDENT \_\_\_\_\_  
CANDIDATE/POTENTIAL EMPLOYEE

DATE: \_\_\_\_\_

ANNEXURE 'F'



**Ekurhuleni**  
METROPOLITAN MUNICIPALITY

**COMPULSORY EXPERIENTIAL TRAINING**  
**ATTENDANCE REGISTER**

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

MONTH: \_\_\_\_\_

<b>MONDAY</b>			<b>TUESDAY</b>			<b>WEDNESDAY</b>			<b>THURSDAY</b>			<b>FRIDAY</b>		
<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>		
TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE
<b>MONDAY</b>			<b>TUESDAY</b>			<b>WEDNESDAY</b>			<b>THURSDAY</b>			<b>FRIDAY</b>		
<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>		
TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE
<b>MONDAY</b>			<b>TUESDAY</b>			<b>WEDNESDAY</b>			<b>THURSDAY</b>			<b>FRIDAY</b>		
<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>		
TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE
<b>MONDAY</b>			<b>TUESDAY</b>			<b>WEDNESDAY</b>			<b>THURSDAY</b>			<b>FRIDAY</b>		
<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>		
TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE
<b>MONDAY</b>			<b>TUESDAY</b>			<b>WEDNESDAY</b>			<b>THURSDAY</b>			<b>FRIDAY</b>		
<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>			<b>DATE:</b>		
TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE	TIME ON	TIME OFF	SIGNATURE