

INTERNSHIP POLICY AND IMPLEMENTATION GUIDELINES

Item B-HR (16-2005)
MC 21/07/2005

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
DEPARTMENT: REPORT ON AN INTERNSHIP POLICY AND
IMPLEMENTATION GUIDELINES

RESOLVED:

1. **That** the report regarding the Internship Policy and the Implementation Guidelines **BE NOTED**.
2. **That** the Internship Policy and the Implementation Guidelines attached to the report as **Annexure "A"** **BE APPROVED** and **IMPLEMENTED** from the date of approval.
3. **That** all the existing policies of the erstwhile Councils in respect of Internships **BE RESCINDED**.
4. **That** the cost for implementation **BE FINANCED** from departmental salary savings in view of the fact that the 2005/2006 budget process has been finalised.

POLICY: INTERNSHIP PROGRAMME FOR STUDENTS STUDYING TOWARDS A PROFESSIONAL QUALIFICATION

1. PURPOSE:

To provide Internship programmes to students studying towards a professional qualification and whose field of study requires them to complete an Internship for a certain period before they can qualify for a professional qualification. (E.g. Psychologists and Town and Regional Planners), and

To build and encourage sustainable partnerships between Council and Business in terms of building capacity in order to address the shortage of rare skills in the Ekurhuleni Metropolitan Municipality.

2. SCOPE OF APPLICATION

This policy is applicable to all students studying towards a professional qualification to whom it is compulsory to undergo an Internship Programme. Preference shall be given to applicants residing within the Ekurhuleni Metropolitan Municipal area of jurisdiction.

3. PREAMBLE

It has been recognised that one of the main contributing factors towards the skills shortage/lack of specialised skills, is the absence of programmes that can be used as vehicles to address the challenge. The Ekurhuleni Metropolitan Municipality is therefore addressing the challenge of skills shortage by building capacity through the Internship Programme and realises that the approach of Internships is being adopted by the majority of institutions because of its success in preparing students to be effective in the job market. It also enhances student's ability to link their theoretical / academic learning with the practical application of their theoretical foundations to the real world of business.

4. DEFINITION OF CONCEPTS

In this policy, unless the context indicates otherwise:

Council	means the Ekurhuleni Metropolitan Municipality.
Intern	means a member of the community of EMM, placed on an internship programme and registered with a recognised tertiary institution in order to acquire a professional qualification.
Internship programme	means a practical structured training programme meant for students to enable them to acquire practical experience relevant to their professional field of studies.
Mentor	means a professional person who is registered in the same professional category and qualified in the specific field of study who oversees the career and development of another person, usually a junior through teaching, counselling and providing psychological support.

- Partnership Company** means an identified company partaking in the Internship Programme by providing the Intern with specific practical work experience.
- Professional qualification** means a first or second degree (NQF bands 5 or 6) obtained from a recognised institution of learning.

6. LEGAL FRAMEWORK

Skills Development Act (No. 97 of 1998)
 Labour Relations Act (No. 66 of 1995)
 Basic Conditions of Employment Act (No. 75 of 1997)
 Employment Equity Act (No.55 of 1998)
 Occupational Health and Safety Act (N. 85 of 1993)
 Compensation for Occupational Injuries and Diseases Act (No 130 of 1993)

7. CONTENT

In order to address the challenge of skills shortage, Council shall provide internship opportunities to individuals who are registered with a recognised tertiary institution and the professional board in respect of the specific professional category of study course in order to acquire a qualification.

7.1 REQUIREMENTS/CRITERIA OF THE INTERNSHIP PROGRAMME

Internship Programmes shall be offered to the following persons:

- South African citizens.
- Domiciled within the Ekurhuleni Metropolitan Municipal area of jurisdiction.
- Registered with a recognised tertiary institution studying towards a professional qualification, and/or
- Registered with a professional board/body in respect of an internship programme (In possession of an Internship registration number) (E.g. Psychologists and Town- and Regional Planners).

7.2 DURATION OF TRAINING

Interns, training shall take place for a minimum of 12 (twelve) months and a maximum period of 24 (twenty-four) months or depending on the requirements of the specific qualification that is being pursued.

7.3 CONDITION OF SERVICE

In view of the fact that successful Interns will be rendering a service to Council, they shall therefore be treated as employees. The Labour Relations Act, No 66 of 1995, other relevant labour legislation, Council policies and existing collective agreements shall therefore govern their training period.

7.4 MEMORANDUM OF AGREEMENT

An Agreement shall be entered into between Council and the Intern, in which the terms and conditions of the contract shall be spelt out.

7.5 RESPONSIBILITIES OF THE EKURHULENI METROPOLITAN MUNICIPALITY AND INTERNS

The Council is committed to provide work-based training for interns, bearing in mind the level at which the municipality wants to offer the Internship training. All participating departments must have dedicated Mentors and Programme co-ordinators responsible for the programme.

7.8 TRAINING PHILOSOPHY

Whereas the primary training method is experiential (i.e. service delivery in direct contact with service recipients), the Interns' service delivery tasks and duties are twofold: learning oriented and adding value through a tangible contribution to operations of the Council in the community.

In cases where **partnerships with other companies (industry)** are in place, training offered shall be used to expose interns to best practices that will enable them to improve current procedures and performance.

The propose training philosophy will require that in the process of learning new skills, the interns will also be required to demonstrate that they are capable of applying what they learn in a tangible "value added" way to the community. Owing to the fact that the Internship Programme is a capacity building initiative, special projects or research projects are considered to be an appropriate way to add value.

It is not recommended, under the "tangible contribution" component that Interns perform routine process oriented functions that are normally covered by experiential training students.

7.7 MANAGEMENT OF THE INTERNSHIP PROGRAMME

All participating departments shall be required to have a well documented structure for managing the programme. Furthermore, departments shall prepare a yearly plan that will indicate the number of Interns that can be accommodated. The number of Interns to be placed shall be determined by the available capacity in terms of Mentors and the available budget.

7.8 INTERNSHIP IMPLEMENTATION TEAM

An Internship Implementation Team should be formed comprising of the Programme Co-ordinator in the Human Resource Management and Development Department, the respective Intern's Mentors and Partnership Companies to carry out the following functions:

- Facilitate the planning, preparation and implementation of the Internship.
- Compile a budget for the participating department.
- Develop a communication strategy with all stakeholders.
- Liaise with co-ordinators of other parties involved.
- Co-ordinate on-the-job and off-the-job structured learning
- Monitor progress on an ongoing basis.

7.9 PERSONAL DEVELOPMENT PLAN/TRAINING PLAN

Personal Development Plans (PDP) and a Training Plan shall be prepared for all interns soon after the initial orientation session. The Training Plan is prepared by each intern with the assistance of the Training Co-ordinator, Education Institution and Mentor. All learning activities for the interns shall therefore be guided by both the intern's PDP's and the Training Plans.

7.10 MENTORING OF INTERNS

A professional registered person in the specific field of study shall be considered to become a mentor for the Intern.

An Intern may receive training only under the supervision of a professional who is registered in the same professional category and who is able to implement a programme which complies with the minimum requirements of training for that category.

A key aspect of the internship programme is evaluation. The mentor shall be expected to evaluate the intern after completion of a specific task against the agreed upon learning framework / Training plan.

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

The Intern shall be kept informed of his/her progress on the basis of monthly progress reports which must be discussed with the Intern.

7.11 PAYMENT/ALLOWANCES

The relevant Departments within the Council shall budget for the Internship Programmes on an annual basis.

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

The **monthly** amount to be paid to the Interns shall be:

- Students who completed and passed 1st year: R 1 500,00
- Students who completed and passed 2nd year: R 2 500,00
- Students who completed and passed 3rd year: R 3 500,00
- Students who completed and passed 4th year: R 4 500,00

It should be noted that any expenditure incurred for the implementation of internships particularly for the scarce skills will, in accordance with the National Skills Fund Funding Regulations, be claimed as discretionary grants. This will however be possible only if the intention to implement internship is timely planned and communicated to the SETA in order to be captured in the SETA's budget. It is recommended that when Departments prepare and finalise their annual Workplace Skills Plans, they should incorporate their intention to accommodate learners or interns. Furthermore costs to that effect should also be spelt out as this will assist the SETA to consider the intention in their budget.

7.12 DATA BASE OF INTERNS

The Human Resource Management and Development Department shall keep a register of all Interns who successfully completed their internships. The data base shall be used for the sourcing skilled and competent potential employees for specialised vacant positions. The data base will also be used to address the organisational employment equity requirements.

Following the partnership that would have been established between EMM, Business and any other Government agencies, the data base shall also be made available to other sister Councils and private companies the purpose of which should be to assist the successful interns to be absorbed by the labour market.

8. RECOURSE ON IMPLEMENTATION

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

IMPLEMENTATION GUIDELINES: INTERNSHIP POLICY

1. IMPLEMENTATION OF THE INTERNSHIP PROGRAMME

1. Introduction

Internship Programmes shall be provided to students studying towards a professional qualification and whose field of study requires them to complete an Internship for a certain period before they can qualify for a professional qualification. (E.g. Psychologists and Town- and Regional Planners)

2. Application

Students will apply in writing as per attached application form (**Schedule "A"**) and attach written proof of registration with a recognised tertiary institution studying towards a professional qualification, and/or Registered with a professional board/body in respect of an Internship Programme (In possession of an Internship registration number).

3. Duration of training

For Interns, training shall take place for a minimum of 12 (twelve) months and a maximum period of 24 (twenty-four) months or depending on the requirements of the specific quotation that is being pursued.

4. Administration / Appointment

- a. The Department Human Resource Management and Development (Programme Co-ordinator) will ensure that appointments are made in accordance with the Employment Equity directives (Disability, race and gender) and with due consideration to applicable Labour Legislation.
- b. A Memorandum of Agreement (**Schedule "B"**) shall be signed by the intern.
- c. The relevant Head of Department must nominate a Mentor to oversee such an Intern during the approved Internship period.
- d. The nominated mentor must ensure that the training is guided by a Personal Development – and Training Plan received from the institution or agreed upon with the student.
- e. The mentor must evaluate and submit a progress report on a monthly basis to the Human Resource Management and Development Department (Programme Co-ordinator) (**Schedule "C"**).

5. Conditions of Service

- a. The student's working hours will be the same as applicable to the specific department where such a student has been placed at that stage.
- b. An Attendance Register must be signed by the Intern each and every day (**Schedule "D"**).
- c. The Mentor/Intern Monthly Progress' Report (**Schedule "C"**) and the Attendance Register (**Schedule "D"**) shall be submitted to the Human Resource Management and Development Department (Programme Co-ordinator) on the last day of each month.

6. Allowance

Interns who are appointed shall be paid a monthly allowance in accordance with their year of study

The **monthly** amount to be paid to the Interns shall be:

Students who completed and passed 1st year: R 1 500,00
 Students who completed and passed 2nd year: R 2 500,00
 Students who completed and passed 3rd year: R 3 500,00
 Students who completed and passed 4th year: R 4 500,00

7. Personal Development Plan / Training Plan

Personal Development Plans (PDP) and a Training Plan should be prepared for interns soon after the initial orientation session. The Training Plan is prepared by each intern with the assistance of the Training Co-ordinator, Education Institution and Mentor.

8. Performance Evaluation and Process monitoring

Weekly	Mentor and Intern
Three Monthly	Mentor, Intern and HR Programme Co-ordinator
Six Monthly	Mentor, Intern, Programme Co-ordinator, Head of Department

APPLICATION FOR INTERNSHIP 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

Schedule "B"

EKURHULENI METROPOLITAN MUNICIPALITY**MEMORANDUM OF AGREEMENT**

ENTERED INTO BY AND BETWEEN

EKURHULENI METROPOLITAN MUNICIPALITY

(Hereinafter referred to as the "Council")

And

(Name)_____
(ID Number)

(Hereinafter referred to as the "Intern")

Whereas the INTERN has applied to the COUNCIL to participate in the Internship Programme, and,

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

IT IS THEREFORE AGREED THAT:

1. The INTERN must furnish the COUNCIL with proof of academic registration.
2. The INTERN must furnish the COUNCIL with written proof of registration on an Internship Programme by a tertiary educational institution / Professional Board
3. The INTERN will follow the Internship Programme from _____ to _____ (not longer than 24 months) upon which date this Agreement will automatically terminate.
4. The INTERN will be expected to report for duty on the days and for the time periods stipulated on his/her Internship Training Programme.
5. COUNCIL will provide training and specified practical work experience and evaluation of the progress made will take place on a monthly basis by the appointed Mentor in terms of the Policy.
6. COUNCIL will, at the beginning of the Internship, provide copies of all written policies and regulations governing the Internship Programme.

7. COUNCIL will release the INTERN to attend the necessary education and training as required in terms of the Internship Programme.
8. The INTERN 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.
9. The COUNCIL may at any time at its own discretion rescind the Internship Training Programme and terminate the INTERNS participation in the programme if:
 - (a) The INTERN makes him / her guilty of any misconduct or doesn't adhere to the Code of Conduct of the COUNCIL.
 - (b) The INTERN does not progress satisfactory with his / her practical part of the Internship Programme.
 - (c) The INTERN transgresses any other policy of the COUNCIL.

The INTERN nominates for purposes of this Agreement his/her DOMICILIUM CITANDI ET EXECUTAND to be the following residential address: -

THUS DONE AND SIGNED AT _____ ON THE
_____ DAY OF _____ 20__ IN THE
PRESENCE OF THE UNDERSIGNED WITNESSES

INTERN

EXECUTIVE DIRECTOR: HRM & D

WITNESSES:

1. _____
2. _____

Schedule "C"

INTERNSHIP TRAINING

MENTOR/INTERN MONTHLY PROGRESS REPORT

INTERN		DEPARTEMENT	
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MENTOR		DATE	
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INTERN COMMENTS:

SUMMARISE YOUR TRAINING ACTIVITIES FOR THE LAST MONTH

WHAT DO YOU FEEL WAS THE MOST IMPORTANT LEARNING EXPERIENCE FOR THE MONTH AND WHY?

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

MENTORS COMMENTS

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

ARE THERE ANY CONCERNS OR ISSUES FOR ACTION AND FOLLOW-UP?

ANY GENERAL REMARKS OR COMMENTS?

**PLEASE PAY: _____ AS
FOLLOWS:**

MONTH: _____

R _____

SIGNATURE: MENTOR: _____ DATE: _____

SIGNATURE: INTERN: _____ DATE: _____

