

REVIEWED 2019

INGOUZA HILL LOCAL MUNICIPALITY TRAINING AND DEVELOPMENT POLICY

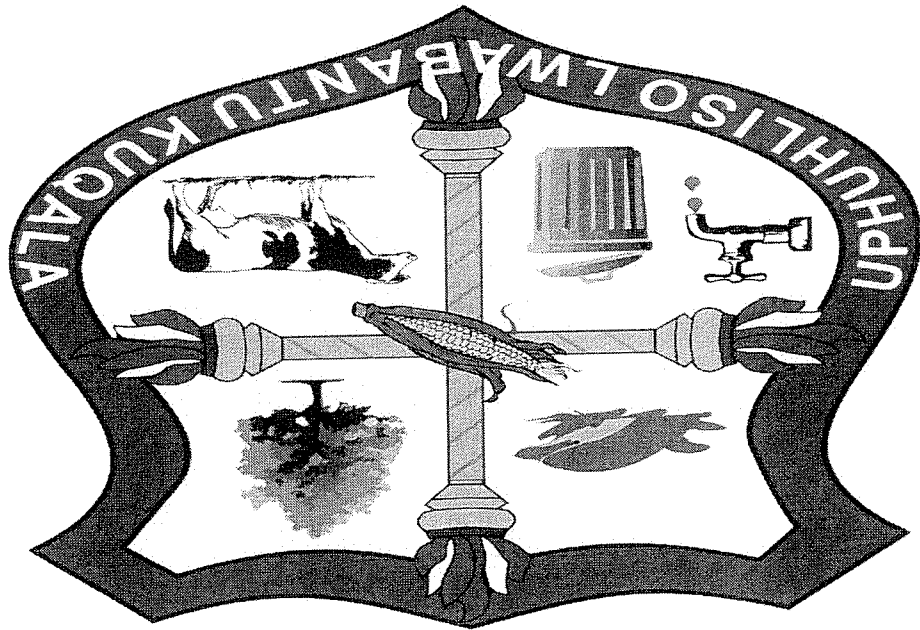


TABLE OF CONTENTS

Contents

1.	PREAMBLE	3
2.	SCOPE OF THE POLICY	3
3.	LEGAL FRAMEWORK/SKILLS DEVELOPMENT LEGISLATIONS	3
4.	DEFINITION OF TERMS	3
5.	OBJECTIVES OF THE POLICY	6
5.1	The objectives of Skills Development are to:	6
5.2	All identified municipal training needs must be:	6
6.	PAYMENT OF MEMBERSHIP FEES	7
7.	TRAINING COMMITTEE	7
7.1	Establishment of the Skills Development Committee	7
8.	GUIDELINES ON THE USE OF EXTERNAL TRAINING CONSULTANTS AND PARTICIPATION IN EXTERNAL TRAINING	7
9.	OBJECTIVES OF STUDY SCHEME/ STUDY ASSISTANCE	8
10	GUIDELINES AND CONDITIONS FOR STUDY ASSISTANCE	8
11.	EXPERIENTIAL TRAINING & ENTRY GUIDELINES FOR STUDENTS	10
12.	METHOD OF APPLYING	11
13.	SELECTION PROCESS OF STUDENTS	11
14.	ASSUMPTION OF TRAINING	11
15.	PAYMENT OF ALLOWANCE	11

1. PREAMBLE

The Municipality is fully committed to the structured and systematic training and development of all its Employees / Councilors on an ongoing basis to enable them to perform their duties effectively and efficiently. This will also be provided to enable Employees / Councilors to acquire the skills, knowledge, related qualifications and to unlock their potential to meet its future human resources needs. All training and development activities will be a response to specific needs identified by the Corporate Services Department, supported by the line functions and will aim to meet the specific standards.

2. SCOPE OF THE POLICY

- ☐ This policy shall apply to all Employees / Councilors of Ingquza Hill Local Municipality
- ☐ This policy shall apply to surrounding communities and Interns.

3. LEGAL FRAMEWORKS/SKILLS DEVELOPMENT LEGISLATIONS

- 3.1 The National Qualifications Framework Act 67 of 2008
- 3.2 The Skills Development Act 97 of 1998
- 3.3 The Skills Development Amendment Act 37 of 2008
- 3.4 The Skills Development Levies Act 09 of 1999

4. DEFINITION OF TERMS

SAQA: South African Qualifications Authority

An authority established in terms of the South African Qualifications Authority Act (No. 58 of 1995) with the express purpose of establishing, implementing and monitoring the National Qualifications Framework.

NQF: National Qualifications Framework

An integrated national framework for learning achievements that sets out to recognise all qualifications, learning programs and informal learning on standardised levels, as per the

framework following this table. New qualifications and unit standards are accredited according to these levels through ETQA bodies.

SDL: Skills Development Levies

Fund the operations of SETAs through a levy payable by every employer with a payroll exceeding R500,000 per year. Contributions are currently calculated as 1% of taxable income of all employees, and are collected by the South African Revenue Services. An employer is registered as a member of one of twenty-five economic sectors (or sub-fields of the fields for which NSBs have been established) identified by the Skills Development Levies Act.

SETA: Sector Education and Training Authority

SETAs main functions are to oversee learning activities in their specific sector, to promote learnerships, to promote the development and accreditation of learning programs and to perform quality assurance and certification functions. Part of the 80% skills development levies that an employer pays to his SETA can be claimed back from the SETA if a workplace skills plan is developed and implemented.

LGSETA: Local Government Sector Education and Training Authority

The SETA that was established for the Local Government sector.

ETQA: Education and Training Quality Assurance

ETQA bodies have been established by SAQA to monitor and ensure the quality of education provided by all learning providers, and to ensure that the standard of a qualification can be guaranteed across the board. Every SETA has an ETQA manager who is responsible for the accreditation of service providers and the monitoring of delivery standards within the sub-field of that SETA. ETQA managers does not set standards, but control and monitor the quality of learning delivery

WSP: Workplace Skills Plan

A workplace skills plan is submitted annually by employers that have more than 50 employees to the SETA that the employer is registered with. The WSP indicates the skills development priorities and objectives of the employer and states what skills development activities are planned for the following year. If the employer pays skills development levies and submits a WSP, he receives a mandatory grant from the SETA, equal to 15% of the annual skills development levies paid by him.

ATR: Annual Training Report

An annual training report is submitted by employers that submitted a WSP for that year to report on the implementation of the skills development activities that were outlined on the WSP. On submission of an ATR, the employer becomes eligible to receive a mandatory grant of a further 35% of the annual skills development levies paid by him.

ABET: Adult Basic Education and Training

Refers to learning programs designed to develop and enhance the basic skills of adults. These programs include life skills, functional literacy, numeracy and computer literacy

Learnership:

A learnership is a vocational learning program. It combines theory and practice, culminating in a registered qualification. A learnership is normally undertaken over a period of one year. A person who successfully completes a learnership will have a qualification that signifies occupational competence and is recognised throughout the country

Skills Program

A skills program is a short learning program that focuses on one or more unit standards

Qualifications:

Qualifications can be achieved by completing the range of unit standards as determined by the SGB for that qualification, and achieving the outcomes and competencies of each unit standard separately. A qualification can also be achieved by achieving the exit level outcomes for the qualification, those being outcomes that are set not for specific unit standards, but for a qualification as a whole. It is like passing matric not by achieving a pass on each subject, but by being judged to have the skills, knowledge and attitude required for a person holding a matric qualification

RPL: Recognition of Prior Learning

Recognition of prior learning is aimed at giving credit for what learners already know and can do, regardless of whether this learning was achieved formally or informally. RPL implies an

assessment of the learner's current skills and knowledge against an existing unit standard or qualification without requiring the learner to attend a learning program

In-service training:

In-service training is aimed at exposing undergraduates in work integrated learning to qualify them for graduation.

5. OBJECTIVES OF THE POLICY

The training of employees will be designed to ensure focused interventions aimed at encouraging all employees to show a spirit of commitment, dedication and efficiency in rendering their services.

5.1 The objectives of Skills Development are to:

- ☐ Develop skills & knowledge of employees;
- ☐ Develop a pool of suitably qualified employees;
- ☐ Improve Human resources at all levels;
- ☐ Improve productivity in the workplace;
- ☐ Competitiveness of the municipality as an employer;
- ☐ Quality services / service excellence.

5.2 All identified municipal training needs must be:

- ☐ Training objectives must be clear, specific and measurable.
- ☐ Subject matter must be in line with the needs, mission and vision of the municipality.
- ☐ Nomination of trainees must be guided by operational needs of the organisation as well as the needs of the department concerned.

- I. The objective of the Corporate Services Department is to respond to needs identified by employees, Heads of Department and Section Heads and ensure that they are in

8. GUIDELINES ON THE USE OF EXTERNAL TRAINING CONSULTANTS AND PARTICIPATION IN EXTERNAL TRAINING

- ☐ Portfolio Head – Corporate Services as being the Chairperson,
- ☐ One (1) SAMWU Representative
- ☐ One (1) IMATU Representative,
- ☐ Human Resources Manager,
- ☐ Two (2) Counsellors &
- ☐ Skills Development Facilitator.

7.1 Establishment of the Skills Development Committee

- ☐ Training takes place and that all municipal personnel have equal access;
- ☐ Training meets the needs of the organisation;
- ☐ Municipal personnel make inputs in the development of programs and
- ☐ Training is consistent with career development or progression

ensure that:

The Corporate Service Director must establish a Skills Development Committee (SDC) to

7. TRAINING COMMITTEE

Employees who are members of professional bodies or institute shall be given paid time-off to attend workshops, conferences, seminars and any other relevant meetings.

The membership fees shall be paid from the Training budget.

The municipality shall pay 100% of the annual membership fees for each employees who is professionally or legally required to be a member of a professional institute or body.

6. PAYMENT OF MEMBERSHIP FEES

- a. An employee can only register for a qualification that is relevant to the functions of Ingquza Hill Local Municipality
- b. The qualification must be in line with the post that an employee holds or operational duties.
- c. An employee must at least be in the service of the municipality for one year before she or he can be granted study assistance
- d. Beneficiaries will be entitled to 15 days to attend block classes and this leave can be divided into two sessions as determined by the curriculum of the respective studies
- e. A pro-rata calculation of payback formula to be used which must be the amount awarded divided by twenty four (24) months multiply by months remaining

10. GUIDELINES AND CONDITIONS FOR STUDY ASSISTANCE

To improve and retain employees of high caliber in the belief that there will be more productivity within the Municipality.

To enable employees to study in any approved and appropriate fields of education that is based on qualifications requirements as set out by the Bargaining Council for different posts within Ingquza Hill Local Municipality.

9. OBJECTIVES OF STUDY SCHEME/ STUDY ASSISTANCE

- I. line with needs of the organisation.
- II. Corporate Services Department will identify appropriate external training and development resources when training needs cannot be satisfied on an in-house basis.
- III. Head of departments who wish to make use of external training providers will need to clearly explain to the Corporate Services Department what specific training needs they require to achieve.
- IV. The Corporate Services Department will then determine what resources are available on in-house or external basis and discuss recommendations with the appropriate Head of Department.
- V. Any employee who participates in training or development at the municipality's expense must within two weeks of the conclusion of the program, complete an evaluation form provided by the Corporate Services Department. Evaluation forms must be reviewed with their Heads of Department prior to submission to the Corporate Services Department.

- f. Employees must be granted study assistance to undertake studies to attain any qualification that falls within Local Government Scarce Skills Category (annexure attached).
- g. The study assistance must be not exceed R30 000 per beneficiary in each academic year and Human Resources development must provide guidance and advice to Councilors and Employees who wish to further their studies but the Municipality must consider inflation/national norms.
- h. Employees should take responsibility of their own learning including registration, getting study material, getting progress report and submitting results on a yearly basis to Human Resources Development section
- i. Municipal Finance Management Programme (CPMD) must be funded to level 6 and to Councilors officials depending on budget availability. One official each department will be considered on submission of the application approved by the Head of the department. In the case of a councillor approval must be done by the Speaker or his /her delegate.
- j. Employees/ Councilors must submit their end year results to the Corporate Services Department. If the employee does not finish the qualification, the municipality will recover all the costs paid towards the studies of the employee. HR Practitioner will be responsible for the submission of results
- k. Ingquza Hill Local Municipality shall have the right of directly linking with the Institution to request any information pertaining to employee's studies.
- l. An employee who is on fixed term contract who receives study assistance may not be required to serve two years after completion of studies if the contract has expired or terminated for certain reasons. However if the employee resigns voluntarily before contract expires, then the employee must reimburse the money owed to the municipality.
- m. The employee/ Councilor shall be responsible for the payment of subjects once failed
- n. Only a limited number of candidates will be considered during any financial year and this will largely depend on the budget availability and scarce skills studies will be given priority.
- o. The employee must remain in the employment of the organization for two years after completion of the studies failing which the employee will have to pay back all costs incurred.
- p. The above clause will not be applicable when contract expires/ at the end of a term end

- ✓ Ensure that students are given work integrated learning in order for them to attain their formal qualifications.
- ✓ Equip the students with relevant experience for them to compete in the labour market.
- ✓ The applicants must be currently registered students.
- ✓ Students shall be trained as per their submitted logbook.
- ✓ The student shall be exposure to areas that are relevant to their qualifications.
- ✓ The intake of students shall depend on the available budget allocated for the programme
- ✓ Every student must abide by code of conduct, rules and regulations of Ingquza Hill

The overall objective of experiential training is to:

11. EXPERIENTIAL TRAINING & ENTRY GUIDELINES FOR STUDENTS

- q. The study assistance only covers for registration and tuition fees excluding books, and upon dismissal no Employees
- r. The municipal Council must develop and adopt a skills development plan and personal development plan prior to any councillor undergoing training as from the adoption of the reviewed policy
- s. A municipality must make a provision in its budget for development and implementation of capacity building programme for a councillor during term of office of that councillor
- t. Capacity building programs consist of short courses or programmes as provided for in the training, education and development plan of the municipality including training conducted by national departments associated government agencies and SETAs , provincial departments , municipalities and organized local government
- u. The capacity building programme must take into consideration the capacity needs to fulfill a councillors statutory obligations and affordability by a municipality
- v. Skills audit in respect of councillors must be conducted in line with Gazette No 42134 of 21 December 2018 as it the Gazette gets published yearly.
- w. Training programme of councillors must be approved by the office of the speaker , in the event of non-conformance to approved programme skills development Section and Corporate Services will not be held liable for fruitless and wasteful expenditure
- x. Accommodation for Councillors will be coordinated by the office of the Speaker.

• The Council will decide on amount of monthly allowance given to students.

15. PAYMENT OF ALLOWANCE

- On the day of the assumption of training, the students should be inducted.
- The learner must fill a student contract and should be assigned to a mentor with the attendance register and his training program.

14. ASSUMPTION OF TRAINING

- This will be done in conjunction with the relevant department
- Successful applicants will be informed two weeks before the start date.
- Students residing with Ingquza Hill Local Municipality area of jurisdiction will be given first preference

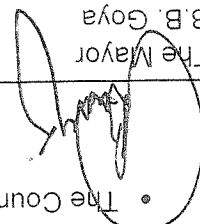
13. SELECTION PROCESS OF STUDENTS

- Consideration will only be given to written applications accompanied by curriculum vitae, stating the institution they are studying at, the course pursued, core subjects and the duration of training sought.
- The official in charge will be responsible to confirm student's registration status from the institution.
- Institution to institution based applications will be considered where institution enquire from the municipality provided that space is available.
- All employees/ councilors who applied for the study assistance should receive response after all the applications have considered 30 days after closing date of the advert.

12. METHOD OF APPLYING

Local Municipality and failing to do so will result in immediate termination of his/ her contract.

The Mayor
B.B. Goya



Date

02/09/2019

INGQUZA HILL LOCAL MUNICIPALITY

66 Main Street

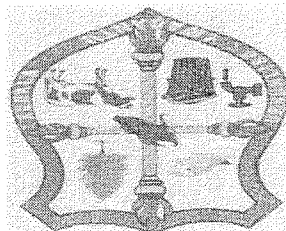
P.O. BOX 7

Lusikisiki

4820

Phone: 039 253 1568

Fax: 039 253 1973



135 Main Street

P.O. BOX 14

Flagstaff

4810

Phone: 039 252 0131

Fax: 039 252 0699

STUDY ASSISTANCE

AGREEMENT ENTERED INTO

BETWEEN

INGQUZA HILL LOCAL

MUNICIPALITY

AND

(Herein referred to as the permanent employee of Ingquza Hill Local Municipality)

The Ingquza Hill Local Municipality as an employer has an obligation of making sure that all its employees are developed as stipulated in the Skills Development Act no. 97 of 1998. At the same time the municipality has to monitor its financial expenditure so as to avoid fruitless expenditure as outlined in the municipal finance management act 56 of 2003. For the purposes of accountability the municipality prescribes the following study assistance conditions:-

1. The employee shall agree to comply with all the study assistance conditions as set by Ingquza Hill Local Municipality training and development policy.

2. The employee will have an obligation of informing the employer about his/her progress in the form of progress report from the institution. The Municipality shall have a right of directly linking with the institution so as to request any information pertaining to the his/her education.

3. If an Employee fails registered qualification the municipality shall recover all costs incurred an agreement then will be entered into between the employee and the

municipality to decide the terms of payment unless if an employee makes representations to be exempted from this clause

4. The study assistance only covers for registration and tuition fees excluding books, subsistence and travelling allowance and textbooks

5. As outlined in the Skills Development Act that the institution must increase the level of investments in education and training in its employees and increase the return on investments. The employee is then required to serve the institution the compulsory two years after completion of their studies, failing to do so the institution shall recover the all costs incurred from the employee.

6. An employee must sign a study assistance to agree to these terms before payment is done.

Noncompliance with the above stipulated conditions will lead to disqualification and disapproval of your study assistance by the municipality

I, _____, ID No _____, fully understand and accept the conditions as stipulated above.

EMPLOYEE NO:

COURSE REGISTERED FOR:

AMOUNT AWARDED TO THE EMPLOYEE:

R

EMPLOYEE SIGNATURE

DATE

RECOMMENDED BY

DIRECTOR - CORPORATE SERVICES

DATE

APPROVED BY

MUNICIPAL MANAGER

DATE