



INGQUZA HILL LOCAL MUNICIPALITY

WORK INTEGRATED LEARNING POLICY

REVIEWED: 2025

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1. DEFINITIONS

NO.	TERMINOLOGY/ ABBREVIATION	DEFINITION
1.	LOCAL PEOPLE	Local people shall refer to the bona fide citizens and residents of Ingquza Hill Local Municipality area
2.	EXPERIENTIAL TRAINEES	All that have obtained their qualification from any recognised learning institution
3.	INTERN	A graduate who has been appointed with the intention to gain minimum experience in a specific field of study, normally appointed for a period of 01 to 02 years.
4.	IN- SERVICE TRAINEE	A learner who has not qualified yet but have to gain a practical experience towards his/her qualification. The period required is from a minimum of 03 to a maximum of 18 months.
5.	LEARNERSHIP	A learner who is studying towards a trade qualification while working, i.e. concentrating on more practical and less theory. It normally takes 12 months to be completed.
6.	WIL	Abbreviation for Work Integrated Learning which herein refers to Integrating academic learning with its practical application to the Workplace.

2. PURPOSE OF THE POLICY

- 2.1. To create a framework for establishment of work integrated learning programme within the Municipality.
- 2.2. To regulate intake and discharge of experiential trainees/interns within the Municipality.
- 2.3. To provide an experiential training and skills opportunity to school leavers who are in destitute circumstances.
- 2.4. To fulfil social responsibility obligations of the Municipality.
- 2.5. To mitigate the risks of staff shortage and financial constraints within the Municipality through utilisation of experiential trainees for menial duties

3. POLICY STATEMENT

3.1. Application and Exclusions

- 3.1.1. This policy shall apply to all Employees / Councillors of Ingquza Hill Local Municipality
- 3.1.2. This policy shall apply to undergraduates residing within Ingquza Hill Area;
- 3.1.3. but excludes any person not mentioned in 3.1.1 and or 3.1.2

3.2. Legal Framework and Requirements

- 3.2.1. This policy is premised from the relevant provisions of the Skills Development Act (97 of 1998) and Labour Relations Act (66 of 1995);
- 3.2.2. It also derives its legitimacy from the Municipal Structures Act (117 of 1998), Municipal Systems Act (32 of 2000), and Employment Equity Act (55 of 1998);
- 3.2.3. This policy shall be implemented in terms of the objects of other relevant policies within the Municipality.
- 3.2.4. This policy is implemented in furtherance of the spirit of the Basic Conditions of Employment Act (75 of 1997).

4. POLICY CONTENT

4.1. Recruitment Procedure and Criteria for Selection of Interns and In - Service Trainees

- 4.1.1. Interns shall be recruited through placement of a notice in the local newspaper or municipal database as and when necessary .
- 4.1.2. All prospective experiential trainees or interns shall be required to be in possession of National Qualification Framework (NQF) level 5 upwards.
- 4.1.3. In-services trainees shall be recruited from the Municipal Database and the number should be subjected to the available budget.
- 4.1.4. All prospective interns shall, in response to a particular notice, submit to the Corporate Services Department the following documents:
 - (a) A detailed curriculum vitae
 - (b) Certified copies of academic certificates and ID
 - (c) A letter of recommendation for undergoing an experiential training programme, issued by the academic institution where applicable.
- 4.1.5. A shortlisting panel duly constituted in terms of the Recruitment & Selection or Employment Policy and Regulations, shall conduct shortlisting of candidates for the internship programme, in terms of the specifications mentioned in the notice.
- 4.1.6. The shortlisted candidates shall be invited for interview on a date to be determined by the Shortlisting Committee.
- 4.1.7. The members of the Shortlisting Committee shall also constitute an interviewing panel for selection of suitable interns.
- 4.1.8. Appropriate questions to be asked in the interviews shall be jointly formulated in advance by the Corporate Services Department and the line department concerned when necessary.
- 4.1.9 The Interviewing Committee shall assess the performance of each candidate against the specifications contained in the notice.
- 4.1.10. The Interviewing Committee shall, on the basis of the overall performance of each candidate, make a recommendation for the placement of the preferred candidate.

- 4.1.11 The Corporate Services Department shall, upon receipt of the recommendation of the Interviewing Committee, prepare a memorandum on recommendation for appointment of a particular candidate as an intern to the Municipal Manager for consideration.
- 4.1.12 Upon approval of the recommendation by the Municipal Manager, a letter of appointment of the candidate, as an Intern or in-service trainee, shall be issued by the Corporate Services Department.
- 4.1.13 The candidate, to whom an internship opportunity has been offered, shall be required to sign an acceptance of the training opportunity within 72 hours after receipt of the written offer of the training opportunity by the Municipality.
- 4.1.14 Failure to sign an acceptance may lead to nullification of the offer by the Municipality.
- 4.1.15 Candidates who decline offers shall be required to do so in writing.
- 4.1.16 As a contingency measure, the interviewing committee shall be expected to make a second and third choice candidate for consideration in the event of unavailability of the first candidate.
- 4.1.17 Applicants or candidates for positions of internship shall not be reimbursed for travelling costs to and from places of interview, and testing when necessary.

4.2. Recruitment Procedure and Criteria for Selection for Learnerships

- 4.2.1 Learnerships shall be recruited through placement of a notice in the local newspaper or municipal database in each semester of the financial year and shall be valid for a period of twelve months and depending on the skills identified by the Ingquza Hill Local Municipality as scarce and critical.
- 4.2.2 Recruitment for learnerships shall be done through a notice in the local newspaper immediately after the Local Government Sector Education and Training Authority (LGSETA) or any SETA has submitted a letter of approval to the Ingquza Hill Local Municipality as per LGSETA requirements.
- 4.2.3 Learnerships shall be recognised and may be funded by the SETA, Government Institutions and any other accredited providers.
- 4.2.4 In response to a particular notice, all trainees must submit to the Corporate Services Department the following documents:
- (a) A detailed curriculum vitae

- (b) Certified copies of academic certificates and ID
- (c) A letter of recommendation for undergoing an experiential training programme, issued by the academic institution where applicable.
- (d) Proof of residence

4.2.5. A shortlisting panel duly constituted in terms of the Recruitment Policy and Regulations, shall conduct shortlisting of candidates for the experiential training programme, in terms of the specifications mentioned in the notice.

4.3 Administrative Regulations on Appointment of Experiential Trainees and Duration of Experiential Training and Status of Experiential Trainees

- 4.3.1 All Departments including the Office of the Municipal Manager shall be allocated a maximum number of five experiential trainees per Department in each financial year including both internally and externally funded, provided funding in the municipal budget is available.
- 4.3.2 Training programme shall be limited to a maximum period of two (2) years per experiential trainee/intern and no extension will be allowed.
- 4.3.3 Experiential training requests for shorter duration (1 Week to 6 Months) shall be considered but not remunerated.
- 4.3.4 Notwithstanding contents of clause No 3.1, the Municipality shall reserve the right to have an experiential training programme shorter than a two-year period.
- 4.3.5 Notwithstanding an appointment of experiential trainees for a period of two years in terms of clause No 3.1, the Municipality shall reserve the right to terminate an experiential training programme for a particular training programme with a notice period of one week up to a maximum of one month.
- 4.3.6 Experiential trainees shall not be classified as employees, nor shall their status be equivalent to that of employees in many respects.
- 4.3.7 Experiential trainees shall be remunerated for services rendered during the course of their experiential training a minimum amount of **R1000.00 per month**, subjected to the available budget.
- 4.3.8 Trainees should be recruited and be placed even if there will be no remuneration as long as they shall be mentored and tools of trade in place. The request of the trainees shall be done departmentally and submitted to corporate services Department.

- 4.3.9 Experiential trainees shall be paid a monthly stipendiary allowance determined in terms of payable minimum wage within the Eastern Cape Province in line with the gazetted minimum wage and available budget.
- 4.3.9 The maximum stipend for interns funded through municipal programme shall be 100% of the monthly minimum wage payable within Ingquza Hill Local Municipality, as determined by the Municipal Council from one financial year to another but subject to the availability of funds.
- 4.3.10 The experiential training programme shall be carried out according to established standards as per the provided manual.
- 4.3.11 Training in respect of coaching and mentoring of experiential trainees shall be provided to the Supervisors.
- 4.3.12 Experiential trainees shall be required to work the same working hours applicable to employees of a unit in which they are deployed.
- 4.3.13 Experiential trainees shall be deployed to the organisational units according to experience required and chosen career path for furtherance of their career objectives.
- 4.3.14 Municipal officials shall provide on-the-job training to experiential trainees attached to their workstations for the duration of their stay on each station.
- 4.3.15 Experiential trainees shall abide by the Code of Discipline of the Municipality.
- 4.3.16 In cases of alleged misconduct, a summary dismissal of the experiential trainee shall be executed, upon hearing the side of the story of the experiential trainee.
- 4.3.17 There shall be no formal disciplinary hearing for an experiential trainee.
- 4.3.18 Experiential trainees shall be classified as employees for the purpose of Workmen's Compensation.
- 4.3.19 Experiential trainees shall not be compensated for work overtime and therefore shall work with prescribed working hours of the municipality.
- 4.3.20 Experiential trainees shall be eligible for training at the expense of the Municipality depending on the availability of funds.
- 4.3.21 Experiential trainees shall be eligible to apply for internally advertised posts.
- 4.3.22 Each Department shall be eligible to take two in-service trainees per annum.

4.3.23 The recruitment of in-service trainees shall be centralised to Corporate Services and the payable stipend shall be budgeted for under Corporate Services Department.

4.3.24 Experiential Training shall be exclusively reserved for local people.

5. RELATED DOCUMENT

5.1. Interpretation of the Policy

5.1.1. All words contained in this policy shall have a direct grammatic meaning unless the definition or context indicates otherwise.

5.1.2. The dispute on interpretation of this policy shall be declared in writing by any party concerned.

5.1.3. The office of the Municipal Manager shall give a final interpretation of this policy in case of a written dispute.

5.1.4. If the party concerned is not satisfied with the interpretation of the policy, a dispute may then be referred to the South African Local Government Bargaining Council.

5.2. Permanent / Temporary Waiver of this Policy

5.2.1. This policy may be partly or wholly waived by the Municipal Council on temporary or permanent basis.

5.2.2. Notwithstanding clause 8.1 the Municipal Manager may under circumstances of emergency temporarily waive this policy subject to reporting of such waiver to Council.

5.3. Amendment and or Repeal of this Policy

5.3.1. This policy may be partly or wholly amended by the Council

5.3.2. This policy may be partly or wholly repealed by the Council.

5.4. Violation or Non – Compliance with this Policy

5.4.1. Violation of or non –compliance of this policy shall give a just cause for disciplinary steps to be taken.

5.4.2. It shall be the responsibility of all Managers, Supervisors, Executive Committee and Council to enforce compliance with this policy.

5.5. Payment of Allowance

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

6. APPENDICES

Enquiries regarding any matter relating to this to this policy shall be directed to the Human Resource Development Office.

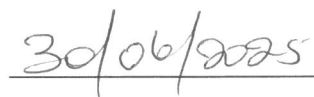
7.APPROVED

This policy will come into effect on the date of adoption by Council and be signed off by the following:



CLLR S.B VATSHA

THE HONOURABLE SPEAKER



DATE