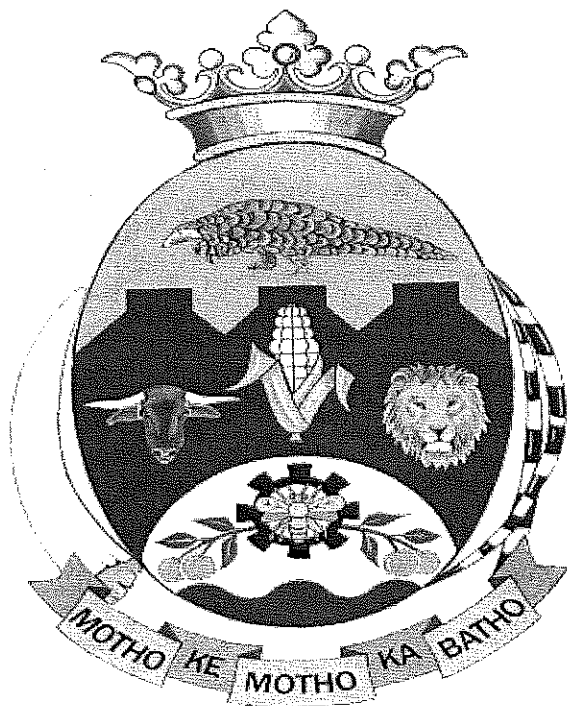


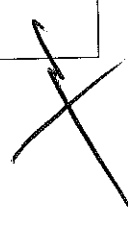
LEPELLE-NKUMPI LOCAL MUNICIPALITY



INTERNSHIP AND LEARNERSHIP POLICY

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EXPERIENTIAL LEARNING / LEARNERSHIP/INTERNSHIP POLICY

1. PREAMBLE

Lepelle-Nkumpi municipality has a social responsibility to assist students within its jurisdiction and outside, whenever possible, in terms of social and economic upliftment, including education, training and development.

2. OBJECTIVES

- 2.1 Use the municipality as an active learning and training environment.
- 2.2 Provide students with opportunities to acquire skills and experience in their respective fields.
- 2.3 Contribute towards developing a new cadre of competent and committed future employees for a people oriented service.
- 2.4 Develop the employability skills of students and improve their ability to find employment both in the private and public sectors.
- 2.5 Offer insights into future employment opportunities.
- 2.6 Assist students to evaluate their career option.
- 2.7 Improve the foundation of human development.
- 2.8 Increasing municipality's participation in lifelong learning.
- 2.9 Improving the supply of high quality skills (particularly scarce skills), which are more responsive to societal and economic needs.

3. PRACTICAL TRAINING PROGRAMME / EXPERIENTIAL LEARNING

- 3.1 This programme seeks to assist students from institutions of higher learning who require specialist experiential training within their field of study in order to obtain a qualification. In most instances, prescribed work categories are furnished and a formal record is kept of all practical experience. Generally, the duration of the training from one week to eighteen months.

4. INTERNSHIP

4.1 Students who have already completed their diplomas/degrees are accommodated in this programme in order to gain experience in their field of studies. This could range from one month to a maximum of three years.

5. LEARNERSHIP

5.1 Is a work-based education and training programme that is linked to a qualification registered on the national qualifications framework (NQF) with the South African qualifications authority (SAQA). Learnership is occupationally directed programmes that consist of both structured theoretical learning and practical workplace experience. This could range from one to twelve months.

6. COMMUNICATION WITH THE INSTITUTION OF LEARNING

6.1 Training and development officer/skills development facilitators or any other designated official from the human resource department will co-ordinate all communication (written/verbal) with both line managers as well as the relevant institutions of learning and where necessary with any other institution of learning.

6.2 Designated official will be responsible for the following,

6.2.1 Request from the learning institutions, any information pertaining to the training programme, i.e the practical experience that the student is required to obtain before being awarded the specific qualification, the number and details of students who require the practical experience, etc

6.2.2 The said official will then liaise with each department in the municipality in order to establish most practical arrangement.

6.2.3 It will be the responsibility of each department to nominate a relevant person who will establish and maintain an appropriate mentorship programme and further co-ordination with the human resource department.

7. DUTIES OF LEARNER, EMPLOYER AND REGISTERED TRAINING PROVIDER

7.1 LEARNER

The learner must –

- a) Work for the employer as part of the learning process

- b) Be available for and participate in all learning and work experience required by the programme.
- c) Comply with the workplace policies and procedures
- d) Complete any timesheets or any written assessment tools supplied by the employer to record relevant workplace experience; and
- e) Attend all study periods and theoretical learning sessions with the training provider and undertake all learning conscientiously.

7.2 EMPLOYER

The employer must –

- a) Comply with its duties in terms of the Act and all applicable legislation.
- b) Provide the learner with the appropriate training in the work environment to achieve the relevant outcomes required by the programme
- c) Provide the learner with adequate supervision at work
- d) Release learner during normal working hours to attend off the job education and training required by the Learnership.
- e) Conduct on the job assessment, or cause it to be conducted
- f) Keep up to date records of learning and periodically discuss progress with the learner.
- g) Apply the same disciplinary, grievance and dispute resolution procedures to the learner as to other employees.

7.3. TRAINING PROVIDER

In case where the services of a training provider are required, the following will be expected:

- a) Provide education and training in terms of the programme
- b) Provide learner support as required by the programme
- c) Record, monitor and retain details of training provided to the learner in terms of the programme
- d) Conduct off-the-job assessment in terms of the programme cause it to be conducted
- e) Provide reports to the employer on the learner's performance

8. TERMINATION OF AGREEMENT

8.1 The programme can terminate:

- a) on the termination date
- b) on an earlier date i.e. Due to reason beyond his/her control
- c) if the learner successfully completes the programme

- d) if the learner is fairly dismissed by the employer for the reason related to the learners conduct
- e) if good cause is shown by the employer.

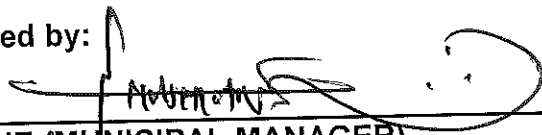
9. POLICY REVIEW

This policy will be reviewed and amended on an annual basis or each time any Act or condition of service or other agreements deem it necessary.

Document Name: INTERNSHIP AND LEARNERSHIP POLICY

Reviewed on 2017-05-30

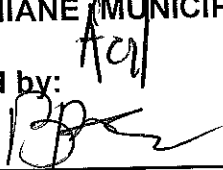
Recommended by:



Date: 2017/05/30

SO MASHIANE (MUNICIPAL MANAGER)

Approved by:



Date: 2017/05/30

B. NTSOANE (SPEAKER)