



the dps

Department : Public Safety  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



# ***INTERNSHIP POLICY***

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## DEFINITION OF TERMS

<b>Interns:</b>	Students who have completed their qualification, who approaches institutions/ organizations in order to acquire practical work experience in line with their field of study.
<b>Internship Contract</b>	An agreement entered into for a specified period between the Department and Intern.
<b>Mentor</b>	Someone who provides guidance and/ or Counseling to the learners.
<b>Department</b>	Department of Public Safety.
<b>SETA</b>	A Sector Education and Training Authority established in terms of the Skills Development Act.
<b>SAQA</b>	South African Qualifications Authority
<b>Training programme</b>	A course followed by an Intern in order to acquire skills and Knowledge
<b>Feeder institution</b>	Accredited Tertiary institutions that send interns to the Institutions/organizations.
<b>Volunteer</b>	Anyone who requires practical work experience without being mandated by a tertiary institution, who has already acquired his/her tertiary qualification, because of unavailability of internship position volunteers in the department in order to gain experience.
<b>Visiting interns</b>	Students who visit the Department during vacations to gain Workplace experience but are not employed against this policy
<b>SITA</b>	State Information Technology Agency.
<b>DPSA</b>	Department Of Public Service and Administration.
<b>DTC</b>	Departmental Training Committee
<b>HRD &amp; T</b>	Human Resource Development and Training.



## ANNEXURES

### 1. PURPOSE

The purpose of this policy is to establish a clear framework that will guide and give direction, to the management of all internship training within the Department of Public Safety.

### 2. SCOPE OF APPLICATION:

The policy is applicable to all registered students and members of staff in the Department.

### 3. POLICY STATEMENT

Through this policy the department intends to afford all interns with a learning opportunity, in order to gain practical work experience, prior to entry into the labour market. This will assist the Department to meet the challenges of capacity building, by facilitating the creation and provision of possible employment opportunities for interns upon completion of their internship period in the Department.

### 4. STATUTORY AUTHORIZATION

- a) White Paper on Public Service Training and Education, Notice 1428 of 1998
- b) National Skills Development Strategy, 2001-2005
- c) North West HRD strategy
- d) Skills Development Act, No 97 of 1998
- e) Public Service Act, No of 1994
- f) Public Service Regulation, 2001
- g) South African Qualifications Authority Act, No 58 of 1995
- h) Internship Framework for the Public Service, 2002
- i) Employment Equity Act, No 55 of 1998
- j) Basic Conditions of Employment Act, No 75 of 1997.
- k) Labour Relation Act, No 66 of 1995.

### 5. PRINCIPLES OF INTERNSHIP

This policy document is guided by the following principles.

- 5.1. Managers are supposed to identify strategic areas upon which the internship should be implemented.
- 5.2. Internship training opportunities will be afforded to applicant students in line with the Public Service prescribed quota. (at least 5% of the overall employment establishment)
- 5.3. All interns should upon appointment be made aware of their rights and obligations.
- 5.4. All Sub divisional heads/supervisors will be expected to mentor interns throughout their learning period and to ensure that internship agreements are being signed.

### 6. OBJECTIVES

The objectives of the Internship Programme are:

- 6.1. To provide an opportunity for interns to use the workplace as an active learning environment.
- 6.2. To provide opportunities for new entrants with a view to acquire skills that would make them employable.



- 6.3. To improve employment prospects of persons previously disadvantaged by creating employment opportunities for them.
- 6.4. To assist students to obtain required practical experience and to complete their qualifications.
- 6.5. To provide the Department with an opportunity to compile a database of prospective employees for future recruitment purposes.

## 7. ENTRY REQUIREMENTS

The potential candidates must:

- 7.1. Submit an application at any given period to undergo internship training. All such applications have to be submitted to the division: HRD & Training.
- 7.2. Submit a training programme from the training provider/ tertiary institution indicating:
  - 7.2.1. The specific field for which the training is required,
  - 7.2.2. the duration of the programme,
  - 7.2.3. The number of credits for the practical's,
  - 7.2.4. The fact that they are in the process of acquiring their qualifications.
- 7.3. Interns who have a qualification will be given opportunity to:
  - 7.3.1. Gain hands on experience in the work place
  - 7.3.2. Provided with a job profile
  - 7.3.3. Submit monthly/quarterly reports to responsible mentor and HRD & T.

## 8. SELECTION CRITERIA

- 8.1. In consultation in line with the DPSA each Chief directorate accommodates a minimum of three interns per year depending on the need of the section.
- 8.2. Interns shall be recruited through adverts into press and electronic media preferably for the North West residents
- 8.3. Section interviewing and recommendation for appointment shall be coordinated by HRD & T in consultation with the sections where the interns are to be placed.

## 9. REMUNERATION OF INTERNS

Each Division/Subdivision should accommodate a minimum of three interns per year, where students' learning period is less than six months and a minimum of two where students learning period is eighteen months. Students accommodated as interns will be remunerated as follows, a student shall be remunerated R 3,000.00 per month for the period not more than 12 months. Internship period can only be extended if it will be in the interest of the Department. Such extension will be converted into contractual employment for the period determined the Department.



## **10. ATTENDANCE OF TRAINING PROGRAMMES**

The Department will afford interns an opportunity to attend programmes as determined by the section in consultation with HRD and Training. Priority should be given to functional training such as Personal Training and Induction and Orientation in the Public Service.

## **11. ROLES AND RESPONSIBILITIES**

The internship programme will be managed as follows

### **11.1. The HEAD OF DEPARTMENT**

The HOD shall:

Submit reports to the MEC on the implementation of the internship in the Department.

### **11.2. Head of Human Resource Development & Performance Management.**

The responsibility of the HRD & PM professionals is to:

- 11.2.1. Facilitate and coordinating the internship programmes across the Department.
- 11.2.2. Develop internship agreements between the Department and the intern.
- 11.2.3. Develop learning arrangement between the Department and the feeder organization.
- 11.2.4. Link the Departmental performance management system within the internship programme.
- 11.2.5. Develop internship programmes in conjunction with relevant stakeholders.
- 11.2.6. Develop capacity for mentoring in relevant divisions with special attention to on the job training
- 11.2.7. Develop capacity for the implementation of the internship programme
- 11.2.8. Provide orientation programmes for interns
- 11.2.9. Set criteria, in collaboration with the DTC and divisional managers for the selection.
- 11.2.10. Put in place monitoring, assessment and evaluation methods for the assessment of the performance of interns and of internship programme
- 11.2.11. Align the internship programme with HRD plan
- 11.2.12. Compile written report to the HOD on the progress and challenges of the internship programme.
- 11.2.13. Gather data regularly on intake of interns, their needs, priorities and perceptions about internship programmes in the organization in order to evaluate its effectiveness and to recommend improvements
- 11.2.14. Budget for the internship in each financial year.

### **11.3. Departmental Training Committee**

The responsibilities of the committee are as follows:

- 11.3.1. To oversee the quality of the internship programmes
- 11.3.2. To give advice to the Head of HRD & Training
- 11.3.3. To support mentors for the smooth running of the programme.



- 11.3.4. To strengthen the capacity of mentors
- 11.3.5. To provide platform for meeting with interns.
- 11.3.6. To assist the Head of HRD & Training to coordinate, monitor and evaluate all internships.
- 11.3.7. To assist the Head of HRD & Training with the recommendation for approving internship programme implementation.
- 11.3.8. Assist managers of divisions with the selection of mentors.
- 11.4.1. Provide job profiles and competencies of the relevant occupations in consultation with line managers
- 11.4.2. Collaborate with the DTC to align the internships with job profiles and competency needs.
- 11.4.3. Align internship programmes with HR Plan

#### **11.4. Heads of Divisions**

Heads of divisions shall:

- 11.4.1. Provide job profiles and competencies of the relevant occupations in consultation with line managers
- 11.4.2. Collaborate with the WSDC to align the internships with job profiles and competency needs.
- 11.4.3. Align internship programmes with HR Plan
- 11.4.4. Identify strategic occupations in the division in which internship programmes could be run.
- 11.4.5. Define what the student should accomplish, or use the generic plan provided by the academic institution, combined with a description of a specific assignment.
- 11.4.6. Select mentor(s) within divisions according to the criteria and mechanisms set by the HRD & Training
- 11.4.7. Integrate internship programmes into the performance and assessment of mentors
- 11.4.8. Submit reports to HRD & Training
- 11.4.9. Provide job profiles and competencies of the relevant occupation to HRD & Training

#### **11.5. Intern/Student**

The intern shall

- 11.5.1. Integrate theory and practice in order to reinforce the alignment of the two.
- 11.5.2. Enter into an internship agreement with the Department.
- 11.5.3. Supply mentor with feedback on the effectiveness of the internship programme and mentoring arrangements
- 11.5.4. Abide by the rules and regulations of the Department.
- 11.5.5. Demonstrate pro-activeness towards self development.
- 11.5.6. Participate in the general activities of the division in which internship activities take place

#### **11.6. Feeder institutions**

The Feeder Institutions should enter into an agreement with the Department in the following areas.

- 11.7.1 Ensuring that the internship is in accordance with the line of study that the students are following.
- 11.7.2 Undertake to participate in the final assessment of the performance and achievement of the students and Subsequently award credits.

## 12. ACCOUNTABILITY

- 12.1. The responsibility for the successful implementation of this policy rests with all members of staff.
- 12.2. The HOD would remain accountable for the implementation of the internship programme in the Department.

## 13. COMMUNICATION

The purpose of this policy should be communicated to all staff members within the Department. The HRD & Training Division should take the lead in this regard by among others conducting workshops and awareness campaigns. The Departments newsletter and website should also be utilized.

## 14. GRIEVANCE

All parties aggrieved in the processes of the implementation for this policy would be required to follow the departmental grievance procedure.

## 15. MONITORING AND EVALUATION

To ensure alignment with the skills needed in the Department, this policy would be continuously monitored and reviewed by the DTC.

## 16. REVIEW

The policy shall be reviewed annually to meet the needs of the Department.

**The parties hereto enter into an agreement on the following terms and conditions:**

1. The intern will adhere to Departmental rules and regulations governing the internship. The candidate will not, or takes part directly or indirectly in any capacity in any business, which will create a conflict between their own interests and that of the host Department.
2. Whilst in the employment of the company, the candidate will endeavor to promote the interests of the Department and will observe the utmost good faith towards the Department and keep secret all information they may obtain with regard to the business affairs of the Department.
3. Candidates will conform to the normal hours of attendance ruling at the Department at which they are placed, or as amended at any time, but must be prepared to stay beyond these hours when it is necessary.
4. Candidates remuneration will be a monthly stipend of R 3,000.00 subject to statutory deductions. Candidates will not be entitled to additional termination benefits on termination of fixed period contract. Other expenses such as traveling, clothing, medical aid etc. are not the responsibility of DPS and shall be borne by the candidate. The normal overtime rates and conditions will apply should interns be subjected to overtime work.
5. Without first having obtained Departmental approval, the candidate will not give lectures or speak at meeting in regard to Departmental affairs or upon any matter or subject which may affect the host department whether technical, commercial manufacturing or otherwise. Candidate shall also not, without consent, publish any such matters in any newspapers, periodicals, circulars, magazines or any other issue.
6. Candidate shall complete a monthly report on their performance progress to be filled with DPS.
7. Candidate will follow existing department grievance and disciplinary procedures where difficulties get experienced. The DPS at its discretion will intervene as regard to any work related matters such as disciplinary

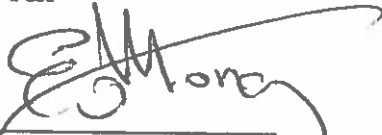




issues etc.


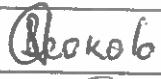

8. Placement will come to termination six months from the day of inception (as stipulated internship expires). However, should both department and candidate reach a permanent employment agreement, candidates will advise DPS. At this stage DPS will be absolved from DPS – Candidate placement contract agreements.
9. This document constitutes the sole contract of the parties and any amendments, alterations and deletion thereof shall be mutually agreed upon and reduced to writing.
10. Whether party hereto may terminate this agreement unilaterally, by giving two weeks written notice to this effect.
11. Candidates will sign internship placement agreement document to indicate their comprehension and acceptance of conditions of placement.

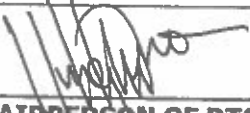
### Approval



MR O MONGALE  
DEPUTY-DIRECTOR GENERAL  
DEPARTMENT OF PUBLIC SAFETY  
DATE: 08/01/2010

### STAKEHOLDERS SIGNATURES :

UNION	REPRESENTATIVE SURNAME & NAME	SIGNATURE	DATE
NEHAWU	Mamogale R.M.M		01/03/2010
PSA POPCRU	SEOKOLO G. A.		2010.02.26
OTHER :			
1. SASAWU	SEBOKOLODI M		2010.03.01
2.			



CHAIRPERSON OF DTC

DATE : 26/02/2010