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DIRECTORATE: HUMAN RESOURCE MANAGEMENT

Policy Title: Candidacy Development Policy
Policy Ref. No: S1/P1/CDP

INTRODUCTION

The Department is committed to alleviate scarcity of skills within the Built Environment, Property Management and Transport Infrastructure fields of study and to support the National Skills Development Strategy and the Human Resource Planning needs in the Department.

The Candidacy Development Programme aims to address the shortage of critical and scarce skills in the department and the NW Province particularly within the Built Environment and Property Management and Maintenance. This programme also caters for learning opportunities and developmental needs of permanent employees and candidates to successfully acquire the competency level required to attain Professional registration.

1. PURPOSE

- 1.1. To ensure effective structured, implementation and administration of the Candidacy Development Programme;
- 1.2 To ensure consistency in the management of the programme; and
- 1.3 To support decision making.

2. SCOPE OF APPLICATION

- 2.1 This Policy is applicable to Department of Public Works and Roads funded and appointed Candidates as well as existing employees in disciplines identified as scarce and/or critical by the Department, which require professional registration and excludes SETA funded candidates or any other external funded candidates

2.2 The target population for this programme shall include candidate interns, departmental bursary holders as well as permanent employees within the core function of the Department

3. REGULATORY FRAMEWORK

3.1 The implementation and management of candidacy Development

Programme will be informed by the following regulatory framework:

- a) Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996);
- b) Labour Relations Act, 1995 (Act No. 66 of 1995);
- c) Basic Conditions of Employment Act, 1997 (Act No.75 of 1997) as amended;
- d) Skills Development Act, 1998 (Act No. 97 of 1998);
- e) South African Qualifications Authority Act, 1995 (Act No. 58 of 1995);
- f) National Qualifications Framework Act, 2008 (Act No. 67 of 2008)
- g) Public Finance Management Act, 1999 (Act No. 1 of 1999)
- h) National Treasure Regulations;
- i) Provincial Treasury Instructions;
- j) Public Service Act, 1994 (Act No. 103 of 1994) as amended;
- k) Public Service Regulations, 2001, as amended;
- l) Promotion of Access to Information Act, 2000 (Act No.2 of 2000);
- m) National Achieves Act, 1996 (Act No. 43 of 1996);
- n) Occupational Health and Safety Act, 1993 (Act No.85 of 1993) as amended;
- o) Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- p) Employment Equity Act, 1998 (Act No. 55 of 1998);
- q) White Paper on Public Service Training and Education, July 1996;
- r) White Paper on Human Resource Management in the Public Service, December 1997;
- s) White Paper on Affirmative Action in the Public Service, April 1998;
- t) Architectural Professions Act, 2000 (Act No. 44 of 2000);
- u) Quantity Surveying Professions Act, 2000 (Act No. 49 of 2000); and
- v) Engineering Professions Act, 2000 (Act No. 46 of 2000).

4. DEFINITIONS

In this Programme, unless the context indicates a contrary intention, the following words and expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings:

- a) **“Candidate”** shall refer to a person who has registered as a candidate professional with the relevant professional body and undergoing candidacy development Programme
- b) **“Candidate Intern”** shall refer to a person who is in possession of an academic qualification that falls within the areas that are regarded as core function of the department and who is interested to register as a candidate professional after meeting the statutory requirement for professional registration.
- c) **“Department”** refers to the North West Provincial Department of Public Works and Roads;
- d) **“DPSA”** refers to the Department of Public Service and Administration;
- e) **“Employment Contract”** refers to a legal agreement governing the employment relationship;
- f) **“Establishment”** refers to the posts the relevant delegated authority has approved to carry out the core and support functions of the Department;
- g) **“Host”** refers to the private sector company, state-owned enterprise, local authority or government department which has accepted a Candidate for the purpose of providing the required exposure/experience/training in accordance with the training requirements as stipulated by the relevant professional body;
- h) **“Mentor”** refers to a professionally registered person (i.e. with the relevant professional body), who is appointed as a mentor to assist, guide, support, and advise Candidates, to ensure they receive the competency level required to attain professional registration.
- i) **“OSD”** refers to Occupation Specific Dispensation;
- j) **“Candidacy Development Programme”** refers to a planned, structured and managed work experience which is occupationally based and incorporates learning opportunities designed to produce meaningful,

adequate and/or appropriate exposure/experience/training to enable Candidates to acquire the competency level required to attain professional registration in the engineering and built environment disciplines;

- k) **“Scarce skills/critical skills”** refers to disciplines identified by the DPSA as scarce/critical skills in line with OSD and/or identified by the Head of Department from time to time as scarce/critical skills to support service delivery in order to ensure that the Department achieves its objectives;

5. PROGRAMME PRINCIPLES

- (a) The Candidate Development Programme should contribute to the EE plan and HR Plan of the Department.
- (b) The programme should be aligned to the demands of the built Environment, property management and maintenance disciplines.
- (c) The programme should be fruitful and add value to the core function of the Department.

3. Recruitment of Candidates

- 3.1 The approval for recruitment and appointment of Candidates shall be granted by the Head of Department or his/her delegated authority, on the basis of the departmental HR needs
- 3.2 Recruitment of candidate interns into the candidacy development programme will be in line with the principles of open competition as contemplated in the Public Service Regulation (2016), regulation 65 and 67
- 3.3 Departmental bursary holders will be recruited into the candidacy development programme through the service obligation as stipulated in the bursary contract signed between the bursary holder and the Office of the Premier. Prior to entry into the candidacy development programme, bursary holders will be subjected to personnel suitability checks as prescribed by Regulation 57(1)c and 57(3) of the Public Service Regulations (2016).

- 3.4 The advertisement for candidate interns to be recruited into the candidacy development programme will be placed in the local newspapers.
- 3.5 Existing employees, who have the relevant qualifications, should forward their submissions to partake in the Candidacy Development Programme to HRM. The existing employees will be assisted to attain professional registration amongst others through recognition of prior learning where possible.

4. Appointment and remuneration of Candidates

- 4.1 All recruited candidate interns and bursary holders will be appointed as interns and shall be remunerated according to the internship remuneration scale for a period of three months until they provide proof of registration as candidates. Upon registration as a candidate professional, the remuneration shall be as per the salary scale provided in the relevant Occupation Specific Dispensation (OSD). Failure to register as a candidate professional within three months after appointment as an intern will result in termination of internship contract.
- 4.2 Candidate Valuers, Candidate Landscape Architects will be remunerated on salary level 6 notch 1. Professional Associates Valuers will be remunerated on salary level 7 notch 1.
- 4.3 Candidates shall be entitled to the normal subsistence and travelling allowance if they are required to travel and subsist in the course of their assigned duties within the department. The allowances will be payable according to the relevant prescribed regulations.
- 4.4 The standard terms and conditions of employment contract shall apply to all appointed candidates. The appointment and employment relationship will be governed by the Public Service Act, 1994 (Act No. 103 of 1994), and the applicable regulatory framework, including relevant resolutions and collective agreements.

5. Contract of Employment

- 5.1 The candidate intern will shall enter into an internship contract of employment between him/herself and the Department for a period of three months. Upon registration as a candidate, the intern will enter into a new contract of employment as a candidate. The former contract will then cease to exist.
- 5.2 During the contract period, a designated mentor shall be appointed for the candidate. The mentor can be the line manager or any other person who can render appropriate in line with the professional development of the candidate.
- 5.3 The period of Candidacy Development Programme shall not exceed forty eight (48) months or such other period as prescribed by the relevant professional council. The Candidate who does not meet the registration requirements within the initial agreed upon period shall be offered not more than two (2) years additional once off period to meet the council requirement.
- 5.4 In the case where the Candidate does not meet the council requirements within the additional two (2) years once off period the Head of Department may extend the contract by not more than one year.
- The Head of Department may extend the contract of employment where, the department delays in providing relevant exposure as well as relevant training as per the council requirement, the extension the contract of employment of the affected candidate shall be with the same period of the delay.
- 5.5 In case a Candidate's performance, conduct or behaviour is unsatisfactory, the matter will be dealt with in accordance with the

Public Service Act, 1994 (Act No. 103 of 1994) and including relevant resolutions and collective agreements.

6. Performance Agreements and Contracts

- 6.1 Candidates shall enter into a performance agreement with their line managers on an annual basis. The KPAs as outlined in the OSD shall be used to guide the development of performance agreements.
- 6.2 Candidates shall qualify for pay progression based on completion of a continuous period of 12 months satisfactory performance on his/her relevant notch on the 31 March of each year.
- 6.3 Candidates shall also be required to incorporate the training requirements of the relevant professional body in the performance agreements and the Personal Development Plan.
- 6.4 The candidate's line managers will conduct candidate's performance assessment in consultation with the candidate's designated mentor.

7. Secondment to consultants or contractors

- 7.1 In case where the department is not able to provide the candidate with the relevant training exposure, the department shall second the candidate to external companies/consultants/contracts.
- 7.2 In the event that the Candidate is seconded, he or she is subject to the regulatory framework pertaining to work-related matters of the Host employer in conjunction with that of the Department. Should the Candidate and Host differ in the interpretation or implementation of the regulatory framework of the Host, the Head of Department or his/her delegated authority will assess and evaluate the situation and make a final decision.

- 7.3 A placement agreement detailing the terms and conditions of placement shall be entered into, between the department, candidate and the host employer.
- 7.4 The seconded candidate shall be liable to provide and cater for the costs of his/her accommodation and transportation for the duration of the secondment period, with the exception of the provision of training (courses/workshops/ CPDs etc.).
- 7.5 In the case where the candidate is required to travel for work purposes during the secondment period, it shall be the responsibility of the host employer, in accordance with its policies. In an event the host does not have such prescripts, then it is the responsibility of the candidate to ensure that the necessary travel and/or accommodation arrangements are made and funded from own sources.
- 7.6 The department may assist by covering resettlement costs, this will be dealt with in accordance to the departmental resettlement policy.
- 7.7 After attaining/performing the activities stipulated in the placement agreement, the candidate shall be required to come back to the department and serve the remainder of the contractual obligation.

8. Retention or Exit Strategy

- 8.1 Once the candidate has successfully attained professional registration status, the employer may offer the candidate contract appointment additional to the establishment for a period not exceeding 12 calendar months subject to availability of funds.
- 8.2 In case where the department is not able to retain the candidates within twelve (12) months after obtaining professional registration, the head of department may grant approval for the candidate to be released from the contractual obligation.

8.3 For permanent appointment the candidate shall be subjected to the normal recruitment process. However this condition shall be based on the availability of the budget, and funded vacant post.

9. MONITORING THE IMPLEMENTATION OF THE PROGRAMME

9.1 The HRM together with the Mentors shall monitor the implementation and compliance of this Programme and file reports on the performance of candidates on a quarterly basis.

9.2 Bi-annual presentations shall be conducted to assess progress and performance of the programme.

10. Review of the Policy

10.1 This Policy shall be reviewed as and when necessary, but at least every two (2) years, to ensure alignment with the operational requirements and strategic goals of the Department.

~~Approved/Not Approved~~



Mr M. Moremi

Administrator

15/04/2021

Date