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Department:

**Public Works and Roads**

North West Provincial Government

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## **DIRECTORATE: HUMAN RESOURCE MANAGEMENT**

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**POLICY TITLE : TRAINING AND DEVELOPMENT**  
**POLICY Ref. No. : S1/P/Training and Development**

### **1. Preamble**

- 1.1 As a contribution to the alleviation of skills shortages in the public service, the Department of Public Works and Roads provide policy directive to coordinate and administer training and development interventions that are geared towards developing a capable workforce with competencies that are based on the strategic mandate of the Department.
- 1.2 Education, training and development programmes should be accessible to all employees across all levels and shall be aligned to the Departmental priorities, goals and objectives.
- 1.3 Employees are responsible for their own personal development, and are required to actively participate in the performance management and development system, in order to fully understand what is required of them and to ensure that their skills and knowledge are continuously developed and improved.

### **2. Purpose**

**The purpose of this policy is to:**

- 2.1 Enable the Department to address the skills development challenges by implementing relevant training and development interventions that improve work performance and enhance career path.
- 2.2 Create an opportunity for candidates (both permanent and contract term employees) to obtain adequate or appropriate exposure/experience/training that will enable them to acquire the competency level required to attain professional registration.

- 2.3 Assist new entrants into the employment through the offering of internships, experiential learning or work integrated learning and learnership programmes.

### **3. Scope of Application**

- 3.1 This policy applies to all employees, regardless of their contractual status, that is including employees on permanent and fixed term contracts including candidates who require professional registration
- 3.2 Graduates and students requiring experiential learning or internship and learnership practical exposure

### **4. Regulatory Framework**

This policy is guided by the principles set out in the following legislations:

- 4.1 Skills Development Act, 1998 (Act No. 97 of 1998).  
4.2 Employment Equity Act, 1998 ( Act No 55 of 1998)  
4.3 South African Qualifications Authority Act, 1995 ( Act No 58 of 1995)  
4.4 Employment Equity Act of 1998 ( Act No 55 of 1998)  
4.5 Labour Relations Act, 1995 ( Act No 66 of 1995)  
4.6 Public Service Regulations, 2016 as amended

### **5. Identification of training needs**

- 5.1 PMDS particularly employee's Personal Development Plan will be the basis for the identification of relevant training and development needs.
- 5.2 Each Chief/Directorate will be required to submit training needs or skills gaps annually or once during the MTEF period. The training needs must be authorised by the head of the Chief/directorate
- 5.3 Head of Chief/Directorates may also submit training and development requests based on the need that confronts the chief/directorate at that point in time.
- 5.4 Other training needs may be as a result of the directive by Departmental Management Committees (DMC), Department of Public Service and Administration (DPSA), National School of Government (NSG) and the Office of the Premier.

## **6 Coordination of training and development programmes**

- 6.1. The HRD sub-directorate will coordinate training and development programmes consisting mainly of short courses, workshops, seminars, conferences, skills programmes and short term certificate programmes. Preference will be given to learning programmes that are NQF aligned.
- 6.2. The training programmes to be coordinated must be supported by the training needs identified as indicated in item 5 above.
- 6.3. Accredited training programmes as well as those that will enable employees to obtain credits required to maintain their continuous professional development or registration will be prioritised at all times.

## **7 Coordination of candidacy, internships and learnership programmes**

- 7.1. The Department will coordinate the implementation of candidacy programme, internships and learnerships in line with the needs and priorities as outlined in the departmental HR plan.
- 7.2. Department will provide placement for candidates/students/interns who require or need practical exposure/experience/training for completing their national diplomas/degrees and for attaining professional registration.
- 7.3. Mentorship will also be provided for candidates/students/interns required to attain professional registration/ experiential learning or particular qualifications. Where necessary mentors will either be professionally registered people from the Department or external service providers, other spheres of government.
- 7.4. The Department should ensure that tender contracts relating to infrastructure and roads projects, where feasible must contain a clause which makes provision for the successful bidders to provide training and development for candidates/ learners/students
- 7.5. Where the Department or the successful bidder is unable to provide the prescribed training requirements of the relevant institution of education or professional bodies, the candidates/learners/students will be placed or seconded to other spheres of government to obtain the required exposure/training/experience. The secondment or placement will be formalised by means of a Memorandum of Understanding (MOU).
- 7.6. The Department must forge partnerships with other spheres of government, State Owned Enterprises (SOEs) and private entities for the development of candidates/learners/students for the purpose of undergoing professional registration and exposure/training/experience to obtain qualifications.

- 7.7. To be eligible for placement into a candidacy programme, candidates must be registered as a candidate in their respective disciplines within a period of 3 months from the date of assumption of duty. The candidacy development programme will be implemented in line with the departmental internship policy.
- 7.8. In instances where the Candidate's performance, conduct or behaviour is unsatisfactory the matter will be dealt with in accordance with the Labour Relations Act.

## **8 Registration or Subscription with Professional Bodies**

- 8.1 The department will fund the registration and annual subscription to a professional body for all candidates and staff whose work requires professional registrations, with the exception of those that are appointed according to the Occupational Specific Dispensation (OSD) Directive. Employees covered by the Occupational Specific Dispensation (OSD) are personally liable for the payment of registration fees and membership fees and the employer is not responsible for payment of such fees.
- 8.2 The Department will not be liable for payment of interest/penalties charged on overdue accounts for the registration and membership fees of those employees that are not covered by OSD. It is the responsibility of the staff member to ensure that they are fully registered and their membership or registration status is up to date.
- 8.2 It is the responsibility of the staff member to submit to HRD unit proof of registration and well as the quotation to be processed for payment of membership.
- 8.3 Where the professional body is not registered on the Central Suppliers Database (CSD) the staff member is liable for their own payment and should claim back the money from the Department upon provision of proof of payment.
- 8.4. Approval for payment of professional registration has to be granted by the Head of the Department.

## **9 Attendance of Training and development interventions**

- 9.1 Approval of attendance of all training and development interventions will be granted by the Head of Department or his/her delegated authority.

- 9.2 HRD unit will be responsible for coordination of all training and development interventions. Staff members will be informed of their attendance once all processes of coordination are finalised
- 9.3 HRD unit will ensure that all procurement processes are satisfied and a purchase order is available prior to informing staff about their attendance.
- 9.4 External training providers will be utilized most of the time since the Department is not an accredited training provider and does not have capacity to provide accredited training programmes.
- 9.5. Group training for employees of 10 or more will be attended or coordinated in-house within the department either at a district or head office level.
- 9.6 In instances where the department is struggling to secure training venue internally within the department or other departments, external venues such as conference facilities will be utilised.
- 9.7 Use of SETA accredited training providers is mandatory except in instances where the course is not NQF aligned such as those for professional registrations or bodies or their affiliates.

## **10 . Study Support**

- 10.1 Employees are encouraged to further their education and training, through study support programmes such as bursaries. All those eligible must apply for financial assistance (bursary) as outlined in the departmental bursary policy.
- 10.2 To qualify for this support, the employee must be studying to complete, Tertiary qualification, which is certificate, diploma or degree programs, honours or masters programmes.
- 10.3 Bursary only fund for study programmes that have duration of 12 months and more. Tertiary education qualification must have a direct relevance to the current position which the employee holds, or has been identified as contributing towards the employee's career development.

**N.B.** The above study support paragraph should be read in conjunction with the departmental bursary policy

## **11. Recognition of Prior Learning and improved qualifications**

- 11.1 The department recognizes the value of the principle of Recognition of Prior Learning (RPL) for the development of previously disadvantaged individuals

and also for equipping all employees with qualifications relevant to their occupational category and level.

- 11.2 To attain the principles of RPL the department shall make all reasonable and cost-effective efforts to coordinate RPL where relevant for and those employees who are eligible to obtain credits through this programme.
- 11.3 Recognition of improved qualifications obtained by employees on their personal capacities will also be recognised and implemented in accordance with the provisions as stipulated in Resolution 5 of 2015.

## **12 Induction and Orientation**

- 12.1 Every new employee shall receive induction training which will enable them to become fully orientated in their respective work.
- 12.2 Induction for new employees or first time participants into the Public Service will be facilitated in accordance with National School of Government Compulsory induction programme.
- 12.3 Confirmation of probation for new entrants will only be done once employees have attended the Compulsory Induction programme as regulated by DPSA.
- 12.4 Induction will be conducted within 12 months of assumption of duty by the new entrant.
- 12.5 HRD sub-directorate in consultation with line managers in different Directorates will be responsible for the implementation of effective induction/orientation of new appointees.

## **13 Learnerships**

- 13.1 The Department shall take all reasonable steps to prepare for the implementation of the learnership programme for both employed learners (18.1) and unemployed (18.2) learners.
- 13.2 The Department will ensure that the workplace is ready for implementation of learnerships and that there are trained mentors who will provide the relevant guidance and workplace-learning support for the learners.
- 13.3 Learnerships shall be carefully planned in order to ensure that the Department's resources are not overloaded. The relevant SETA will be consulted during the process of implementation of learnership for guidance and support.

- 13.4 Learners will be required to sign employment contract and learnership agreement with both the department and the training provider for the duration of the learnership. Only accredited training providers will be engaged for the implementation of learnerships.

### **Learning Agreements**

- 13.5 All staff members are required to sign learning agreements that serves as a commitment by the official to complete the particular training and development programme.
- 13.6 If any member of staff fails to complete a course satisfactorily without good reason, has unauthorised absence from training sessions, or receives adverse reports in areas such as attendance, or inability to complete and submit portfolio of evidence as required, this may be treated as a disciplinary matter in accordance with the department's Disciplinary Procedure or the employee may be required to pay back all expenses incurred by the department related to the concerned training and development programme.
- 13.7 It is the responsibility of all staff attending training courses to notify the HRD sub-directorate immediately of any perceived deficiencies in the quality of the course materials or in the capabilities of the course lecturers which they consider could impact on their ability to successfully complete the course or pass the qualification.

## **14 Records of Training and Reporting**

- 14.1 HRD sub-directorate shall keep all records of staff training and development by means of attendance registers, training files to ensure the availability of full training history.
- 14.2 In addition the sub-directorate will keep and monitor a full record of all expenditure on training and related expenses. The sub-directorate will provide monthly and annual progress reports, as required, to Management, the relevant SETA and the office of the Premier.

## **15 Roles and Responsibilities**

### **15.1 Training Committees**

- 15.1.1 The Department shall establish a training and development committee as stipulated by the relevant prescripts. The training committee shall:
- 15.1.2 Assist with coordinating and ensuring an integrated approach to effective and goal orientated training and development interventions in the department.

15.1.3 Foster equal access to training and development opportunities to staff members.

15.1.4 Be composed of representatives from directorates, chief directorates, district offices and representatives of Unions that are nominated by their respective labour movements.

15.2. To ensure proper flow and communication each and every district office shall have a district training committee of which the chairperson and one of the representative will be members of the Departmental training committee. This committee is required to monitor the implementation of the skills development and bring to the attention of district management any issues which hamper the effective implementation of the purposes of this policy in their respective districts.

15.3 The Committee members shall be trained and provided with necessary resources in order to ensure that they are fully competent to fulfil their role.

## **16 Line Managers and supervisors**

16.1 Line managers are responsible for ensuring that employees within their unit submit training needs or their PDPs to HRD unit. Non-submission will indicate that there is no need for training during that particular period.

16.2 Staff within their units are released to attend training programmes as scheduled

16.3 All employees within their units are given equal opportunities to attend training and development programme

## **17 Skills Development Facilitator**

17.1 Development and implementation of the departmental training plan/ WSP

17.2 Consult the training committee on training matters

17.3 Preparing progress reports on the implementation of workplace Skills Plan

17.4 Monitor the training budget

17.5 Ensure training is coordinated in a well structured manner

17.6 Advising management of training and development updates

17.7 Represent the department in the relevant training and development Forums.



## 18 Employees

- 18.1 Taking initiative for and accepting ownership of their own development.
- 18.2 Developing their own personal development plans in consultation with their line managers.
- 18.3 Continuous evaluation of their progress as per their personal development plans.
- 18.4 Identifying and utilizing developmental opportunities
- 18.5 Ensuring and demonstrating commitment to learning by completing and submitting assignments as required.
- 18.6 Attend the training programme until the end of the training.
- 18.7 Employees who are unable to attend courses for which they are already registered must inform the HRD unit in advance to avoid a no show penalty by the service provider.

## 19 Monitoring and review the policy

- 19.1 Management has the responsibility of monitoring the implementation of the policy and to ensure that the policy remains current and fit for purpose.
- 19.2 This policy shall be reviewed as and when necessary, but at least once in three years to ensure alignment with the operational requirements and strategic goals and objectives of the department

  
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**MR M. MOREMI**  
**ADMINISTRATOR**

**DATE**

13/10/24  
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DATE