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DIRECTORATE: HUMAN RESOURCE MANAGEMENT

POLICY TITLE : INTERNSHIP POLICY
POLICY Ref. No. : S1/P/Internship policy

1. Preamble

South Africa is faced with a major problem of unemployment especially among women, youth and people with disabilities. The shortage of skills especially scarce and critical skills, is a major challenge that can be addressed amongst others through developmental programmes such as internships. The internship programme together with experiential learning programme affords graduates an opportunity to gain relevant work experience and provides experiential learners with practical experience required in order to fulfill the requirements of a qualification.

The internship programme is established within the framework of the Department of Public Service and Administration and it is one of the interventions aimed at capacity building and ensuring accelerated service delivery in the Public Service. The internship programme should not be regarded as a low cost alternative to full time employees but should provide a meaningful and value adding work experience and exposure to how the Public Service operates.

As a contribution to the developmental agenda of government, the department of Public Works and Roads also undertakes to build capacity, particularly within the scarce and critical skills areas that are identified within the department, by implementing a structured internship programme. The internship shall include graduate internship, student internship or Work Integrated Learning (WIL).

2. Purpose

The purpose of this policy is to:

- 2.1. to create an opportunity for both student internship/ WIL to obtain adequate and appropriate exposure/experience required to fulfill the requirements of their academic qualifications.

- 2.2. Maximize the intake graduate interns to improve their prospects of employment.
- 2.3. To enable the department to appoint internship students on a contractual basis additional to the establishment

3. Definitions

In this policy, the following words or expressions bear the meanings assigned to them:

- a. **Department** shall mean to the Department of Public Works and Roads
- b. **Internship programme** shall mean a programme which together with experiential learning programme affords a person an opportunity to gain work experience and also assists graduates in attaining accreditation upon completion of the programme
- c. **Employment contract** shall mean to a legal agreement governing the employment relationship
- d. **Mentor** shall mean to a departmental official who is nominated/appointed as a mentor to assist, guide, support, advise and supervise interns to ensure they receive relevant exposure and complete areas identified in their logbooks or meet the requirements for professional registration as stipulated by relevant professional bodies or councils.
- e. **Work Integrated Learning (WIL)** shall mean a programme offered to a person who is currently studying towards a higher education qualification and must undertake a period of work experience in order to fulfill the requirements of a qualification.
- f. **Graduate internships** shall mean a programme offered to a person who has completed a qualification and is unemployed and requires workplace experience in order to enhance future employment opportunities.
- g. **Candidacy Development Support Programme** shall mean an internship linked to structured professional development that is a requirement for professional registration with Professional Bodies or Councils
- h. **Internship contractual obligations** shall mean the contractual obligations which require the intern to enter into an employment contact with the department
- i. **Qualification** shall mean a formal recognition of learning registered on the National Qualification in terms of the NQF Act
- j. **DPSA** shall mean the Department of Public Service and Administrations
- k. **The directive** shall mean the Directive on employment of persons to developmental programmes in the public service

4. Statutory Authorization

- 4.1. Skills Development Act 97 of 1998
- 4.2. Skills Development Levies Act of 1999

- 4.3. National Skills Development Strategy
- 4.4. Employment Equity Act 55 of 1998
- 4.5. Directive on the employment of persons to developmental programmes in the public service issued by the Minister of Public Service and Administration in terms of section 41(3) of the Public Service Act, 1994 as amended
- 4.6. Labour Relations Act 66 of 1995
- 4.7. Public Service Regulations, 2016
- 4.8. National Qualifications Framework Act 67 of 2008

5. Scope of Application

This policy is applicable to internship/ WIL students as well as existing employees both at district and head office level

6. Guiding Principles

The following are principles that guides the implementation of the internship programme within the department

6.1. Target Population

The internship programme is targeting students who are between the age of 18 and 35 and fall within the following categories

- a. **Graduate intern** - a person who is in a possession of an academic qualification that falls within the areas that are regarded as support function in the department. The period of internship for this category of interns shall be for a pre-determined fixed timeframe not exceeding twenty four (24) consecutive months.
- b. **Student/WIL intern** - a person who is currently studying towards a higher education qualification and is required to undertake a period of work experience in order to fulfill the requirements of the qualification. The duration of this internship shall be for a period as determined by the relevant registered institution of learning, and which shall not exceed 24 months.
- c. **Candidate intern** - is a person who is in possession of an academic qualification that falls within the areas that are regarded as core function of the department. This kind of internship is intended for a person who is interested to register as a professional after meeting the statutory requirements for professional registration.

The period of this internship shall be until a person acquires the recognized first level of professional designation and shall not exceed forty eight (48) consecutive months

or such other period as prescribed by the relevant professional council for that particular programme for which a person is appointed.

The candidate who does not meet the registration requirements within the initial agreed upon period shall be offered not more than two years additional year to meet the council requirements. In the case where the additional once-off period falls outside the regulated period the head of department may extend the contract on the same conditions of service as existed before by not more than one (1) year.

A person who is appointed as a candidate intern must register as a candidate with a relevant professional body or council, within three months after being appointed. Failure to register as a candidate within this period will result in the termination of the internship contract. A person who has been appointed on the candidacy internship programme shall be remunerated according to the internship remuneration scale only until they register as candidates. Upon registration as a candidate professional the compensation shall be as per the salary scale provided in the relevant Occupation Specific Dispensation (OSD).

6.2. Contract of employment

- a. All interns appointed within the department shall enter into a contract of employment between him/herself and the department.
- b. The employment contract may only be extended by the period taken for leave of absence for purposes of maternity, adoption and surrogacy, incapacity and occupational injuries and diseases or any other form of special leave as recognized by the Determination and Directive on Leave of Absence in the Public Service.
- c. No further extensions and remuneration shall be applicable arising from any leave of absence taken during the period of initial extension of the contract. The period by which a contract of employment is extended, shall be remunerated in terms of the same terms and conditions in the initial agreement.
- d. No further extension and remuneration shall be applicable arising from any leave of absence taken during the period of initial extension of the contract.
- e. In the case where the department delays in providing reasonable accommodation and assistive devices as well as training on the use of such devices for persons living with disabilities the department shall extend the contract of employment of the affected candidates with the same period of the delay.

- f. The Department does not have an obligation to offer permanent employment to the incumbents at the end to the internship programme. The retention of interns outside the internship contract shall be done in accordance with the approved departmental recruitment policy and procedures.
- g. During the contract period a designated mentor shall be appointed for the interns. The mentor can be a line manager or any other person suitable who can render appropriate support in line with the career development of the intern.
- h. The contract will stipulate hours of work and the number of leave days applicable to each intern, as outlined in the determination and directive on leave of absence in the public service for contract employees.
- i. Interns must inform the Department in writing regarding their termination of the internship programme two weeks in advance prior to termination of the internship contract.

6.3 Budgeting for the internship programme

- (a) The head of department shall ensure that funds are made available to implement the internship programme
- (b) In preparing a budget the department shall take into account factors such as, monthly stipend, targeted training including induction programme offered by the National School of Government, costs for pre-employment verifications as prescribed in terms of regulations 57(3) and 57(1)c of the Regulations and costs arising from the extensions of contracts as a result of leave taken as contemplated in paragraph 7.6 read with paragraph 7.3 and 7.4 of the DPSA directive.
- (c) The payments of stipends shall always be determined in accordance with the DPSA interns remuneration schedule

6.4 Performance Agreements Contracts

- a. Interns must enter into a specified agreement detailing the expected level of performance in line with the objectives of the internship programme.
- b. Student interns/ WIL students shall require logbook approved by the institution of learning at which the person is registered.

6.5 Appointment of interns

- a. Interns shall be appointed on the internship programme utilizing the PERSAL except for persons paid for by third parties such as the SETAs
- b. The department shall report to DPSA using the relevant reporting template on the appointment of interns on or before 31 March of each year.

6.6 Recruitment of interns

- a. The HRD Unit will advertise the internship programme in the local **and or national** newspapers available within the North West Province and the selection and recruitment will be in line with the principles of open competition as contemplated in regulation 65 and 67 of the Regulations.
- b. The head of department may accept applications for interns without following the process contemplated in regulation 65 of the Regulations but subject to regulation 57(2) and 3, where the duration of the programme does not exceed 6 conservative months, the applicant submits verifiable and valid proof that he/she requires the WIL opportunities as part of a recognized programme, the terms and conditions as agreed between the intern and the department shall be in writing and the personnel suitability checks must be conducted prior to the appointment of all interns in terms of regulation 57(1)c.

6.7 Selection Process

- a. The selection and recruitment process including interviews of interns are decentralized to districts and chief directorates within the head office. HRM staff will provide support to both districts and head office to ensure compliance to the directive as well as to this policy.
- b. A panel of shortlisting and interviews comprising of representatives from directorates at head office level, and units at district level shall be approved by head of department
- c. The –employment verification of interns information prior to appointment into the internship programme as prescribed by regulation 57(1) c must be conducted prior to the appointment of all interns into the internship programme. Districts will handle this process at district level, including payment thereof, and HRM at head office level will perform this function for the chief directorates.
- d. Depending on the occupation and the office environment in which the intern is placed, head of department shall determine the requirement and level of security vetting as required by the South African Security Agency.

6.8 Roles and responsibilities

6.8.1 Skills Development Facilitator

- a. Identify institutions of higher education that offer training in the areas that are needed and establish contact with them.
- b. Compile a memo to the HOD requesting the approval to implement the Internship Programme.
- c. Compile the advertisement specification for the internship programme.
- d. Develop capacity for mentoring in relevant components.
- e. Budget for the implementation of the internship programme.
- f. Set criteria in consultation with HR manager for the selection of the learners.
- g. Monitor and Evaluate the internship programme quarterly.
- h. Develop an assessment tool for performance assessment of interns on a quarterly basis.
- i. Place the interns with contractors/ consultants who shall have been contracted by the Department in the areas in which the mentoring is to be provided by a qualified and registered person especially in fields relating to the core-function of the department
- j. Compile written report to the HOD on progress and challenges of the internship programme.

6.8.2 Line function managers

- a. Identify occupations in component in which internship programmes could be run.
- b. Determine what resources will be necessary to support the internship, i.e. appropriate work space and necessary material and equipment.
- c. Identify mentors and coaches within the component.
- d. Integrate the internship programmes into the performance and assessment agreements of mentors.
- e. Provide transportation for interns when they have to visit or inspect construction sites.

6.8.3 Mentors

- a. To mentor and coach the intern and provide the interns with professional guidance.

- b. To develop and implement work programme for the interns i.e. Work with interns to establish weekly projects and long term assignments, i.e. develop program plan.
- c. Oversee the training and mentoring of intern
- d. Ensure that the interns sign the attendance registers on a daily basis and conduct ongoing monitoring and assessment of the intern and submit performance reports..
- e. To assess and provide feedback to the interns regarding work programme i.e. provide feedback on performance and scheduled periodic supervisory consultations appropriate to the program plan.
- f. Maintain a personal file of the intern in accordance with normal organization practices.
- g. Give interns a broad range of duties focusing on issues addressed by their program, including office administration issues.
- h. Provide interns with the same respect and regard extended to permanent employees.

6.8.4 Interns

- a. Enter into contract with the Department
- b. Enter into performance agreement with the mentor
- c. Abide by the rules, regulations and protocol of the Department
- d. Sign attendance register daily and commit to work all hours agreed to
- e. Be punctual and achieve a good attendance record
- f. Comply with the rules and regulations governing the Public Service
- g. Submit all the materials from the university/technikon that would need to be filled by the Department
- h. Maintain professional demeanor and show an eagerness to learn

6.8.5 HRD Units at Head office and districts

- a. Ensure that all interns sign the internship contract
- b. All interns are placed correctly in Districts and Head Office
- c. Ensure that intern's stipend is paid monthly as determined
- d. Keep proper records of all interns placed in the Department
- e. Provide secretariat services to the selection panel

- f. Notify the university/technikon of any circumstances arising/anticipated during the placement period which might adversely affect the experience.
- g. Ensure that all interns are inducted within 60 days after being placed given the limited period of the internship contract.

6.8.6 Senior Managers

Provide support to the internship programme

7. Occupational Directed Skills Programmes

The Occupational Skills Development should focus on inherent job skills requirements. For example, Interns placed in HRD field should be trained on HRD Strategic Framework Vision 2015 for the Public Service. The Occupation Skills Development Programme should provide skills for effective job performance in the field in which the Interns has been placed.

This developmental programme should also focus on supporting and preparing the Interns for both professional registration (in this case the training should mainly consist of prescribed professional development courses) and mandatory requirements for completing the qualification (in the case of graduate Interns).

8. Injury on Duty

The same provisions of the Occupational Injuries and Diseases Act, 130 of 1993, applicable to full time employees in cases of injury at work also covers interns.

9. Discipline

Should interns fail to comply with the code of conduct applicable in the North West Provincial Administration and Public Service, the internship may be terminated summarily. Before summary termination of the internship, the Intern will be entitled to make representation in accordance with the rules of natural justice.

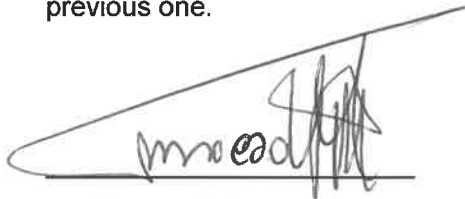
10. Completion of the internship programme

Upon completion of an internship, interns will be provided with a testimonial letter specifying that the interns has completed the internship programme and also indicating the skills that the learner was exposed to.

11. Implementation, monitoring and reporting

The Head of Department or his/her delegate shall monitor the implementation process and ensure adherence to these policy provisions. He/she shall report on specific cases when required to do so.

If and when any provision of this policy is amended, the amended provision will supersede the previous one.



Mr. M. MOREMI
ADMINISTRATOR

03/12/2020
DATE