

# ARTISAN AND APPRENTICESHIP DEVELOPMENT POLICY

2024/2026



## public works & roads

Department:  
Public Works and Roads  
North West Provincial Government  
**REPUBLIC OF SOUTH AFRICA**

## INTRODUCTION

- 1.2. The Department of Public Works and Roads is committed in contributing towards skills development to support the National Skills Development Strategy and the HR Planning needs of the Department;
- 1.3. Artisan development aims to address the shortage of Artisans in the Department by producing qualified and competent Artisans who will contribute to the core function of the Department.

## 2. OBJECTIVES OF THE POLICY

- 2.1. To ensure effective implementation and administration of a structured Artisan and Apprenticeship Development Programme;
- 2.2. To ensure consistency in the administration and management of the programme;
- 2.3. To address the need for qualified Artisans and close the gap in critical and scarce trade related skills;
- 2.4. To recognise Artisan and Apprenticeship Development interventions.

## 3. SCOPE OF APPLICATION

- 3.1. This Policy applies to all Departmental Employees in the artisan and apprenticeship programme;
- 3.2. The Policy shall be applicable to all parties playing a role in the management and implementation of the artisan and apprenticeship development programmes.

## 4. DEFINITIONS

**Department** - refers to the Department of Public Works and Roads Province;

**Employee** - refers to any person who is employed by the Department of Public Works and Roads North West Province under the Public Service Act;

**Apprentice** - a person who is learning a trade from a skilled employer, having agreed to work for a fixed period;

**Artisan** - a skilled worker in a trade, who is qualified or in possession of a trade test certificate;

**Artisan Recognition of Prior Learning (ARPL)** - a structured programme that provides an opportunity for a person to identify learning that took place, have it assessed and formally acknowledged. The process involves the identification, mediation, assessment and acknowledgement of knowledge and skills obtained



through informal and non-formal learning for employees who will be recruited to the programme;

**Artisan Development Programme** - refers to a structured programme that aims to develop semi-skilled employees / apprentices to become qualified artisans;

**Apprenticeship Programme** - a structured learning that incorporates theoretical and practical training towards becoming a qualified artisan;

**Skills Development Provider** - an accredited public or private training provider who will provide theoretical training to the employee and the apprentice;

**Conditions of service** - refers to the conditions under which the employment relationship between the employee / apprentice will be governed;

**Mentor** - refers to a skilled individual who will guide, support, assist the employee/ apprentice during their structured training;

**Line Manager** – refers to an official with a direct managerial responsibility for a particular Artisan or Apprentice.

## **5. LEGISLATIVE FRAMEWORK**

- 5.1. Public Service Act, 1994;
- 5.2. Skills Development Act, 1998;
- 5.3. Public Service Regulations;
- 5.4. Skills Development Levies Act;
- 5.5. White Paper on Post School Education and Training;
- 5.6. Employment Equity Act, 1998;
- 5.7. Labour Relations Act, 1995;
- 5.8. Basic Conditions of Employment Act, 1997;
- 5.9. National Development Plan 2030;
- 5.10. National Skills Development Act;
- 5.11. Trade Test Regulations 2017; and
- 5.12. Sectoral Determination on Developmental Programmes (Internship, Learnership, Work Integrated Learning and Apprenticeship 2017).

## **6. ARTISAN AND APPRENTICESHIP DEVELOPMENT TRAINING AREAS (PROGRAMME TO PROVIDE EXHAUSTIVE LIST OF TRAINING AREAS)**

- a) Electrical;
- b) Plumbing;
- c) Carpentry;



- d) Motor Mechanic;
- e) Diesel Mechanic;
- f) Bricklaying;
- g) Fitter and Turner;
- h) Welding; and
- i) Boiler making.

## **7. GUIDING PRINCIPLES OF THE POLICY**

7.1. The following are guiding principles in implementing this Policy:

7.1.1. The Department shall implement an ARPL Programme for Employees who meet the requirement criteria as per Trade Test Regulations 2017;

7.1.2. The Department shall fund the ARPL Programme. Funding will include:-

- i. Pre-trade test assessment;
- ii. training gaps closing;
- iii. preparation for trade test; and
- iv. trade test;

7.1.3. The Department shall place Employees at projects where practical exposure is required during the ARPL Programme;

7.1.4. The Department will forge synergies with State Owned Entities/ Agencies to place Employees under the ARPL Programme in an event projects are unable to provide required practical training;

7.1.5. The Department shall forge synergies with public Technical Vocational Education and Training (TVET) institutions and private training providers to provide theoretical training when required;

7.1.6. The Department will fund an apprenticeship programme for unemployed youth to address the shortage of Artisans. The apprenticeship programme will be implemented as per the DPSA Directive on the employment of persons to developmental programmes in the public service;

7.1.7. The Apprentice will sign a contract of employment and an apprenticeship contract with the Department prior to the commencement of the Apprenticeship programme. (Clarity of the number of contracts to be signed);



7.1.8. SETA funded apprenticeship programmes will be implemented according to SETA / industry regulations in conjunction with DPSA Directives on the employment of persons to developmental programmes in the public service; and

7.1.9. Qualified Artisans will serve as Mentors to Employees who are training under the ARPL Programme.

## **8. CRITERIA FOR ADMISSION INTO THE ARTISAN AND APPRENTICESHIP DEVELOPMENT PROGRAMME**

### **8.1. Entry Requirements into the ARPL Programme**

8.1.1. A person must be employed by the Department in accordance with the Public Service Act in order to be considered for the ARPL Programme;

8.1.2. Until such time that there is a pronouncement by the Department of Higher Education and Training on the entry requirements to an ARPL Programme, Employees are required to be in possession of a minimum Grade 9 or ABET/AET Level 4 qualification and 3 years or more of relevant trade work experience;

8.1.3. An Employee must be in possession of a National Technical Certificate (NTC 2), (NTC 3), (NTC 4), (NTC 5) or (NTC 6) and 3 years or more relevant trade work experience;

8.1.4. An Employee must be in possession of a Technical Matric (Grade 12) with relevant trade theory and 3 years or more relevant trade work experience.

### **8.2. Entry requirements into Apprenticeship Programme**

8.2.1. In order for an individual to be recruited into an apprenticeship programme they have to be a South African citizen;

8.2.2. The individual must be at least 16 years of age;

8.2.3. The individual must have completed Grade 9;

## **9. RECRUITMENT OF ARTISANS AND APPRENTICES**

9.1. The approval for recruitment and appointment of Apprentices will be granted by the Accounting Officer or their delegated authority, based on HR Planning needs for the Department;

9.2. Apprentices will be recruited into the apprenticeship programme as stipulated in the DPSA directive on the employment of the person's developmental





programmes in the Public Service. Prior to entry into the apprenticeship 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);

9.3. The advertisement for apprentices to be recruited in the Apprenticeship Development Programme will be placed in local newspapers;

9.4. The apprentice shall be subjected to the normal recruitment process as per DPSA directives on the employment of persons to developmental programmes in the Public Service.

## **10. APPOINTMENT AND REMUNERATION OF APPRENTICES**

10.1. All recruited Apprentices shall be appointed and remunerated according to the Internship Remuneration Scale as per the DPSA directive on the employment of persons to development programmes in the Public Service;

10.2. The duration for training of apprentices will not be more than 36 months;

10.3. Apprentices will be appointed on a fixed term contract basis;

10.4. An Apprentice shall be entitled to the normal subsistence and travelling allowance if they are required to travel in the course of their assigned duties. The allowances will be payable according to the relevant prescribed regulations;

10.5. Dispute resolution will be as per Conditions of Service.

## **11. CONTRACT OF EMPLOYMENT**

11.1. An Artisan or Apprentice shall enter into Contract of Employment between themselves and the Department for a period of thirty six (36) months and shall be required to serve the Department equaling the number of years they received training from the Department ;

11.2. The 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;

11.3. During the contract period, a designated Mentor shall be appointed for the apprentice. The Mentor can be the Line Manager or any other person who can render appropriate mentorship in line with the requirements of the trade;

11.4. In case the Department delays in providing relevant exposure as well as relevant training as per the apprenticeship agreement, the Department may



extend the contract of employment of the affected Apprentice with the same period of the delay.

## **12. TERMINATION OF CONTRACT OF EMPLOYMENT**

In case an Apprentice'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.

A contract may terminate due to the following:-

- 12.1 Death;
- 12.2 Medical reasons;
- 12.3 Merger of Departments;
- 12.4 Resignation; or
- 12.5 Termination.

## **13. MANAGEMENT OF ARTISAN AND APPRENTICESHIP DEVELOPMENT PROGRAMME**

### **13.1. Roles and Responsibilities**

#### **13.1.1. Roles and Responsibilities of the Department**

- a) Develop artisans in different trades related to the Department;
- b) Coordinate training of artisans through ARPL Programme;
- c) Manage mentorship of trainee employees;
- d) Appoint Skills Development service providers for theoretical training and preparation of trade test;
- e) Manage Database of trainees entering into the programme and those who complete;
- f) Report on performance of programme on a monthly basis;
- g) Provide financial and resource support to the employee trainees; and
- h) To facilitate the practical training component of the training programme through secondment or inhouse training.

#### **13.1.2. Roles and responsibilities of the Artisan / Apprentice**

- a) Attend training as scheduled;
- b) Complete daily attendance register during training;



- c) Abide by the departmental code of conduct as stipulated in their contract of employment;
- d) Commit to personal development; and
- e) Fulfill the requirements of training as prescribed by the relevant Quality Council for Trade and Occupations;
- f) Enter into a training contract with Department;
- g) Enter into a PMDS agreement with the Employer;
- h) Submit reports to Mentor and Human Resources Development;
- i) Complete Log sheets to the Department and sign daily attendance register;
- j) Fulfill the requirements of training as prescribed by the relevant Quality Council for Trade and Occupations;
- k) Abide by the departmental code of conduct; and
- l) Attend meetings when required to do so.

#### 13.1.3. Roles and responsibilities of Line Managers

- a) Provide support to Artisan Development Apprentices;
- b) Ensure attendance of nominated employees;
- c) Sign learning agreement with employees who are nominated to participate in the Artisan Development Programme;
- d) Identify suitable mentors within the component;
- e) Avail resources to the Artisan Development Programme.

#### 13.1.4. Roles and responsibilities of Skills Development Providers

- a) To provide theoretical and simulation training to employees/ apprentices;
- b) To provide assessment tools to employees/ apprentices;
- c) To provide preparation for trade test to employees/ apprentices;
- d) To provide administrative support for application of trade test and any other required support
- e) Trade test employees / apprentices





#### 14. RETENTION OR EXIT STRATEGY

- 14.1. Once the Artisan / Apprentice has successfully attained a trade test certificate, they are required to serve the Department for the period equaling the number of years for which they received training from the Department;
- 14.2. However this condition shall be based on the availability of the budget and funded vacant posts. In the case where the department is not able to retain the apprentice within six months after obtaining a trade test certificate, the Head of Department shall grant approval for the apprentice to be released from the contractual obligation.

#### 15. MONITORING AND EVALUATION OF ARTISAN AND APPRENTICESHIP DEVELOPMENT PROGRAMME

- 15.1. The Human Resources Development Unit will be responsible to monitor both the ARPL and Apprenticeship Programmes once they commence; and
- 15.2. At the end of the programme the Human Resources Development unit must evaluate the value the Programme is adding towards reaching the departmental strategic objectives.

#### 16. POLICY REVIEW

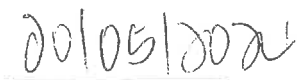
This Policy shall be reviewed every two years where and/or when a need arises.

RECOMMENDED



MS NE KGANG

CHAIRPERSON POLICY REVIEW COMMITTEE



DATE

APPROVED



MR MI KGANTSI

HEAD OF DEPARTMENT



DATE

