

POLICY TITLE : INTERNSHIP POLICY
DEPARTMENT : PUBLIC WORKS, ROADS AND TRANSPORT

1. Introduction

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 major challenge that can be addressed amongst others through internships. One of the objectives of the skills Development Act is to assist new entrants into the Labour Market, hence the establishment of an effective and efficient internship programme.

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.

The term internship is usually used interchangeably with other concepts that denote experiential learning programs such as vacation job, part-time job, volunteering, etc. For the purpose of this policy, internship is distinguished from the aforementioned as work experience that is often taken for academic credit.

2. Policy Statement

The present skills demand and supply environment necessitates the internship programme to focus on the strategic scarce and critical skills and occupations. Increasingly there is a need for a visible and measurable return on investment through an integrated human resource practices that recognise organisational needs of the Public Service. The cabinet mandate for internship seeks to address skills shortage, youth employment in particular and unemployed graduates.

3. Statutory Authorization

- 3.1 Skills Development Act 97 of 1998
- 3.2 Skills Development Levies Act of 1999
- 3.3 National Skills Development Strategy
- 3.4 Employment Equity Act 55 of 1998
- 3.5 Guidelines on implementing a determination on interns in the Public Service

- 3.6 Provincial Growth and Development Strategy
- 3.7 HRD Strategic Framework Vision 2015

4. Various forms of Internships

- 4.1 Graduate internship is offered to a person who has completed a qualification and is unemployed but requires workplace experience in order to enhance future employment opportunities.
- 4.2 Student internship is offered to a person who is a student or enrolled at a tertiary education institution and require practical experience as part of their study programme
- 4.3 In-service training is offered to a student who is currently studying towards a higher education qualification and must undertake a period of work experience in order to fulfill the requirements of the qualification.
- 4.4 Internship linked to professional development and are a requirement for professional registration with Professional Bodies or Councils.

5. Vision

To establish an effective and efficient internship programme aimed at bridging the gap between academic studying and competent performance in the workplace by offering a structured internship opportunity to students and unemployed youth.

6. Mission Statement

Through this policy the Department intends to afford all interns with learning opportunities in order to gain practical work experience. This will assist the Department to meet the challenge of capacity building by facilitating the creation of possible employment opportunities for interns upon completion of their internship period in the Department.

7. Objectives

- 7.1 To address the problem of youth unemployment especially tertiary graduates by providing them with work experience opportunities in the Public Service.
- 7.2 To provide unemployed graduates with valuable work experience and skills to enhance their employability.
- 7.3 To contribute to the culture of life long learning.

8. Guiding Principles

- 8.1 The internship programme must be aligned with the Departmental Human Resource Planning, Workplace skills plan and the Employment Equity Plan including the need for demographic representation.
- 8.2 Internships should be a structured work based programme and the intern must be assessed upon completion.
- 8.3 Transparent recruitment and selection processes, systems and procedures must be followed.
- 8.4 Performance management and development system should recognize contribution made by the mentor
- 8.5 The DPSA mandatory internship targets and the available budget will inform the intake of learners.

9. Target population

- 9.1 The internship programme is targeting students who are currently registered with institutions of Higher Education and require internships to complete their studies(in-service training)
- 9.2 Unemployed graduates who completed their degrees/diploma and never got employment for a minimum period of one year.

10. Recruitment process

- 10.1 The HRD Unit will advertise the internship programme.

- 10.2 The Department may participate in career exhibitions and/or in campus recruitment campaigns at various institution of higher education.

11 Selection Process

- 11.1 A panel of members comprising representatives from Regions and various Directorates in Head Office of which a chairperson will be nominated by the Panel members will be formed.
- 11.2 The HRD unit in Head Office will provide secretariat services to the Panel. The selection process must be transparent, fair and non-discriminatory, the Employment Equity plan of the Department must be taken into consideration when selection is being done.
- 11.3 Careful screening of student applicants should be done in cases where the nature of work is confidential or hazardous.
- 11.4 After the selection process the selected students will be forwarded to the HoD for approval and sign the internship contract prior assumption of duty, after which the learners will be placed accordingly.
- 11.5 The panel will formulate the selection criteria and preference will be given to the designated groups.

12 Contractual obligation and period of internship

- 12.1 All interns shall sign a contract with the Department for a predetermined fixed time frame not exceeding a period of 12 months.
- 12.2 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 should be done in accordance with the approved staff recruitment policy and procedures of the department.
- 12.3 During this period the interns shall under supervision participate in interventions that provide them with knowledge and skills to perform well on the job.
- 12.4 The contract will stipulate hours of work and the number of leave days.

- 12.5 The Basic conditions of employment together with the disciplinary code and procedures will be applicable to all the interns.
- 12.6 Interns must inform the Department in writing regarding their termination of the internship programme.

13 Roles and responsibilities

13.1 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.

13.2 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.

13.3 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.

13.4 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

13.5 HRD Unit

- a. Ensure that all interns sign the internship contract

- b. All interns are placed correctly in Regions 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.

13.6 Senior Managers

Provide support to the internship programme

14. Budgeting for Internships

The HRD unit together with the Director HRM should ensure that the internship is budgeted for annually.

15. Remuneration of interns

The interns will receive a monthly allowance or stipend which will be determined in accordance with the DPSA 2009 Remuneration Schedule for Interns. All interns should not be paid a monthly allowance not less or more than the amount determined in accordance with the approved DPSA schedule on internship allowance.

16. Managing Interns Performance

In order for the interns to acquire adequate work knowledge, skills and experience they need to be part of employee performance management and development system and they should engage in performance reviews with their mentors

17 Workplace Skills Programmes

Interns will be afforded an opportunity to be trained on both generic and occupational directed skills programmes that will provide skills for effective job performance in the field, directorate or district in which intern has been placed.

18. 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.

19. 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.

20. 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.

21. 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.

APPROVED



MS M. R. NTSHABELE
ACTING HEAD OF DEPARTMENT

9/3/10

DATE