

CONFIDENTIAL



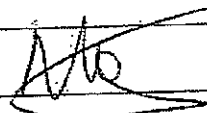


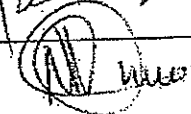
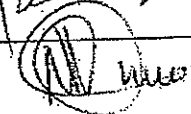
LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

HUMAN RESOURCE DEVELOPMENT POLICY

CONFIDENTIAL

Document Approval Page

Responsibility	Name	Signature	Date
Director General	Mr Nchabeleng N S		30/6/2017
Acting Deputy Director-General Administration Support	Mr. Managa A.E		28/06/17
Chief Director : Corporate Services	Mr Managa A. E		28/06/17
Director : HRD, PMDS & EHW	Mr Ramavhoya M-P		21/6/17
Deputy Director : HRD	Mr Chuene L.C		21/06/2017

DOCUMENT DISTRIBUTION LIST			
Document ID			
Document Title	HRD POLICY FOR OTP		
Revision			
Revision Date	2016		
Distribution	Copy NO		
Master Copy	1		
Corporate Service	2		
Strategic Planning and Policy Co-ordination	3		
Copy	4		
Copy	5		

DOCUMENT CHANGE INDEX

Document Change			
Rev. NO	Document Details	Author(s)	
Draft 1.0			
Draft 1.0			

Document Change Record – Electronic Media			
File Name	Documents Details	Author (s)	Revision Date
HRD Policy FOR OTP			

REVIEWED 01 SEPTEMBER 2016

CONFIDENTIAL

TABLE OF CONTENTS

1. Acronyms and Abbreviations
2. Definitions
3. Introduction
4. Purpose and Objectives of the policy
5. Authority of the policy
6. Scope of application
7. Legal Framework
8. Policy pronouncements
9. Types of HRD intervention
10. Stakeholders roles and responsibilities
11. Monitoring and Evaluation of HRD Programmes
12. Inception date
13. Termination and review conditions

1. ACRONYMS AND ABBREVIATIONS

The following acronyms and abbreviations are used in this Policy:

HRD Human Resource Development

PSETA Public Sector Education and Training Authority

SETA Sector Education Training Authority

SDF Skills Development Facilitator

SBU Strategic Business Unit

WSP Workplace Skills Plan

NSDS National Skills Development Strategy

HR Human Resources

CONFIDENTIAL

2. DEFINITIONS

The following definitions are applicable for the purposes of this policy document:

Department refers to Office of the Premier

Employee refers to a person who

(a) has been appointed permanently, notwithstanding that such appointment may be on probation, to a post contemplated in section 8 (1) (a) of the Public Service Act, as amended and includes a person contemplated in section 8 (1) (b) or 8 (3) (a) of that Act; or

(b) has been appointed on contract in terms of section 8 of the Public Service Act, as amended

(c) any person, excluding an independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any remuneration in terms section 213 of the labour relations act, 1995(Act 66 of 1995).

Learnership means a structured learning component; which includes practical work experience of a specified nature and duration; which would lead to a qualification registered by the South African Qualifications Authority and related to an occupation;

Committee refers to the Skills Development Committee of the Office of the Premier

Prospective employees refers to external students who are granted financial assistance for tertiary studies

Ad hoc training refers to unplanned training interventions

Protégé means a learner who receives guidance/training and support from an experienced person

Training provider means training organisations accredited in terms of the national Qualifications Framework

Regulations refers to Public Service Regulations, 2016 as amended

3. INTRODUCTION

Section 195 (1) (h) of the Constitution of the Republic of South Africa, 1996 (Act No 108 of 1996) provides that there shall be the *Public administration that is governed by the democratic values and principles which include the following:*

- a high standard of professionalism, and
- good human-resource development practices, to maximise human potential, must be cultivated.

To achieve this, it is important to view human resource development as an investment which will ensure that the Office of the Premier has the required skills when needed.

It is also important that this Human Resources Development Policy takes place within the broader framework of the Provincial Growth and Development Strategy as well as the Departmental strategic plans and other human resource policies i.e. HRD interventions should not take place for its sake, but should be geared towards achieving both Provincial and Departmental objectives.

4. PURPOSE AND OBJECTIVES OF THE POLICY

The purpose and objectives of this policy are:

- (a) To guarantee HRD interventions to every employee within the Office of the Premier, regardless of status, seniority, gender, race, age, creed, or disability throughout his or her career as a public employee,
- (b) to provide Human Resources Development interventions that are competency and needs-based, accredited as well as cost effective to enhance lifelong learning.

5. AUTHORITY OF THE POLICY

This policy is issued under the authority of the Director General as the accounting officer for the Office of the Premier: Limpopo Province

6. SCOPE OF APPLICATION

This policy, except where otherwise indicated, is applicable to all employees in the Office of the Premier, Limpopo Province.

7. LEGAL FRAMEWORK

This policy is guided by the following legal prescripts:

- (a) Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996).
- (b) Public Service Act, 1994 (as amended) and its Regulations.
- (c) Skills Development Act, 1998 (Act No. 97 of 1998) and its Regulations.
- (d) South African Qualifications Authority Act, 1995 (Act No. 58 of 1995).
- (e) Provincial HRD Strategy.
- (f) National Strategy on Skills Development i.e. Vhutsila NSDS III

8. POLICY PRONOUNCEMENTS

To ensure that HRD meets the challenges and the dynamics of human development, the Accounting Officer shall ensure that the following are implemented

- 9.1. Need oriented HRD interventions
- 9.2. Outcome based Learning
- 9.3. Competency Based Learning
- 9.4. Lifelong Learning
- 9.5. HRD and transformation

9. TYPES OF HRD INTERVENTION

In line with the basic values and principles of Human Resources Development as provided in Section 20 of the Skills development Act, 1998 (Act 97 of 1998) read with Section 195(1)(c) and (h) of the Constitution, the Office of the Premier shall implement the following training interventions:

CONFIDENTIAL

- 10.1. Academic Training [Formal training]
- 10.2. In-service training (informal Training)

10. STAKEHOLDERS' ROLES AND RESPONSIBILITIES

10.1 The Director-General: Office of the Premier

In terms of section 7 (3)(b) of Public Service Act, 1994 and Chapter 2, Part 6, Paragraph 74(2) of Public Service Regulations, 2016, the Director-General is responsible for effective training and development of her/his officials in order to improve efficiency within the Department.

To this effect, the Director-General will give direction by means of HRD policy, and will show commitment to training by example and active support for all HRD efforts. However, activities of the Director-General are of such a nature that this responsibility is delegated to:

- (a) Departmental Human Resources Development Committee;
- (b) Line Managers;
- (c) employees;
- (d) Sub-Division: Human Resource Development; and
- (e) Skills Development Facilitator.

The above persons or bodies are all accountable to the Director-General and are expected to keep her/him abreast of the status of HRD interventions within the Department.

10.2 Skills Development Committee:

10.2.1 The Department's HRD Committee is established in terms of Skills Development Act, 1999 and its function is to manage Human Resources Development on behalf of the Director-General. The responsibilities of the Committee will include:

CONFIDENTIAL

- (a) the determination and revision of the Departmental Human Resources Development Policy.
- (b) implementation of the policy as well as provisions of Skills Development Act, 1999.
- (c) determination of HRD needs and priorities.
- (d) co-ordination and stimulation of HRD efforts throughout the Department by way of setting up priorities.
- (e) providing a valuable forum for structured interaction between management and officers.
- (f) the evaluation of Human Resources Development interventions or programmes.

The Committee will also advise the Director-General on a continuous basis, regarding the level and status of HRD activities and submit annual reports.

10.2.2 Composition of the committee

The Committee shall be representative of the demographics in the Office of the Premier

10.3 Line Managers

Line Managers must ensure that all their subordinates receive relevant training by taking part in their needs determination.

10.4 The employee

It is important that each and every official takes responsibility for her or his own education and development needs, by assessing her/his own work performance. When an official or employee becomes aware of a HRD need, she or he must bring it to the attention of or her/his supervisor and must also try to address the need through self-study.

CONFIDENTIAL

10.5 Sub-division: Human Resources Development

The Human Resources Development Sub-division's responsibility is to advise the Director-General, management and officials on all HRD related issues applicable to learning opportunities

10.6 Departmental Skills Development Facilitator

The Departmental Skills Development Facilitator's responsibilities are to implement and co-ordinate all training interventions within WSP (Work place Skills Plan) in the Office.

11. MONITORING AND EVALUATION OF HRD PROGRAMMES

The Accounting Officer shall ensure that the mechanism for monitoring and evaluation of the HRD programmes is established.

12. INCEPTION DATE

The inception date of this policy will be on the date of approval by the Accounting Officer and the Executing Authority.

13. TERMINATION AND REVIEW CONDITIONS

This policy shall be reviewed after two years or as when the need arises.