



LIMPOPO  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
AGRICULTURE AND RURAL DEVELOPMENT

**SKILLS DEVELOPMENT POLICY**

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Date of approval: 8 Feb 2018

Recommended:

  
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Head of Department  
(Maisela, RJ)

2018-02-06  
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Date

Approved:

  
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Hon. Member of Executive Council (Acting)  
Sekoati, SC (MPL)

2018/02/08  
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Date

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## 1. ACRONYMS AND ABBREVIATIONS

<b>AET:</b>	Adult Education Training
<b>AGRISETA:</b>	Agricultural Sector Education and Training Authority
<b>CFO:</b>	Chief Financial Officer
<b>DPSA:</b>	Department of Public Service and Administration
<b>HOD:</b>	Head of Department
<b>HRD:</b>	Human Resource Development
<b>LDARD:</b>	Limpopo Department of Agriculture and Rural Development
<b>MEC:</b>	Member of Executive Council
<b>NEHAWU:</b>	National Education, Health and Allied Workers Union
<b>NSDS:</b>	National Skills Development Strategy
<b>NQF:</b>	National Qualifications Framework
<b>OTP:</b>	Office of the Premier
<b>PDP:</b>	Personal Development Plan
<b>PSA:</b>	Public Servants Association of South Africa
<b>PSETA:</b>	Public Service Sector Education & Training Authority
<b>RPL:</b>	Recognition of Prior Learning
<b>SAQA:</b>	South African Qualifications Authority
<b>SDF:</b>	Skills Development Facilitator
<b>SETA:</b>	Sector Education and Training Authority
<b>WSP:</b>	Workplace Skills Plan



## 2. EXECUTIVE SUMMARY

This policy seeks to provide guidelines for training programmes that will transfer skills to all employees of the LDARD in order to improve their skills and expertise in the global economy for improved service delivery and sustainable employment.

LDARD is committed to the skills development of all its employees including identified critical and scarce skills on an ongoing basis to enable them to perform their duties and to meet the department's Human Resources needs.

This Policy has been developed in line with Skills Development Act, 1998 (Act No. 97 of 1998) as amended, Skills Development Levies Act (Act No.9 of 1999), Public Finance Management Act, 1999 (Act No. 66 of 1999) as amended, South African Qualifications Authority Act, 1995 (Act No.58 of 1995) (SAQA), White Paper on Public Service Training and Education, 1996 and other legislations as listed in chapter 6 below.

## 3. INTRODUCTION

The aim of the Skills Development Act 1998 (Act No. 97 of 1998) as amended, is to develop and improve the skills of the South African workforce. Part IX of the Public Service Regulation, 2001, as amended in 2016, states that employees should have ongoing and equitable access training geared towards achieving an efficient, non-partisan and representative Public Service.

Training will support work performance. In every organization, skills development and education are vital to ensure competitiveness in today's rapidly changing business environment.

This Policy is a review of the Skills Development Policy which was approved in 2012.

## 4. PURPOSE AND OBJECTIVES

### 4.1 PURPOSE

The purpose of this Policy is to provide specific guidelines with respect to training practices and procedures and in improving the effectiveness and efficiency of the skills development of employees within the LDARD.

### 4.2 OBJECTIVES

- 4.2.1 To develop Workplace Skills Plans (WSP) that is informed by the training needs of employees as reflected on the Personal Development Plans (PDPs) of the employee as contained in the Performance Agreement (PA) of the employee.
- 4.2.2 To coordinate identified trainings by Line Managers or Supervisors.
- 4.2.3 To contribute toward a productive work environment that contributes towards improved opportunities for economic and career growth.

- 4.2.4 To improve the effectiveness and efficiency of the skills development system that effectively responds to the needs of the Labour Market.
- 4.2.5 To provide advice, opportunities, facilities and financial support to enable employees to acquire the skills and knowledge needed through the related qualifications.
- 4.2.6 To coordinate and manage the implementation of employees' training, both locally and internationally, e.g. skills development training, short courses, soft skills courses, vocational training (e.g. Artisans), Induction and Orientation Programmes, Re-orientation Programmes, Adult Education Training (AET), Compulsory Management Development on mandatory programmes, Recognition of Prior Learning (RPL), Workshops, Conferences, Seminars and Symposiums that are NQF aligned and Non NQF aligned.

## 5. AUTHORITY

This Policy is issued under the authority of the Hon Member of the Executive Council (MEC) as the Executive Authority and the Head of the Department (HOD) as the Accounting Officer of LDARD.

## 6. LEGAL FRAMEWORK

The following policies, strategies and legislative frameworks are in place to help and ensure that these objectives are realised:

- Constitution of the Republic of South Africa, 108 (Act No. 108 of 1996)
- Skills Development Act, 1998 (Act No. 97 of 1998) as amended
- Skills Development Levies Act (Act No.9 of 1999)
- Public Service Act, 1994 (Act No. 103 of 1994) as amended
- Labour Relations Act, 1995 (Act No. 66 of 1995)
- Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- Employment Equity Act, 1998 (Act No.55 of 1998) as amended
- Public Finance Management Act, 1999 (Act No. 66 of 1999) as amended
- South African Qualifications Authority Act, 1995 (Act No.58 of 1995) (SAQA)
- National Qualifications Framework 2008 (Act No 67 of 2008) (NQF)
- White Paper on Public Service Training and Education, 1996
- National Human Resource Development Strategy for South Africa 2001
- National Skills Development Strategy (NDS 2005-2010)
- Public Service Regulations, (2001) as amended in 2016
- Public Service SMS Competency Framework
- Public Service Middle Management Competency Framework
- National Integrated Human Resource Development Plan 2014-2018
- National Skills Authority 2016 – 2020



## 7. SCOPE OF APPLICATION

This Policy shall apply to all permanent and contractual employees in the LDARD.

## 8. DEFINITIONS

**Recognition for Prior Learning (RPL)** is a capacity development tool to fast track Public Service acquisition of formal qualifications by recognising workplace learning and informal learning which match the requirements of the qualification and/or the job profile.

**South African Qualifications Authority (SAQA)** is an authority to develop a National Qualifications Framework to oversee its implementation and advise the institutions on registration or accreditations of bodies and institutions that provide education. SAQA oversees the implementation of the National Qualification Framework including registration and accreditation of all SETAs including PSETA.

**Departmental Training Committee (DTC)** is a committee established and appointed by HOD for the purpose of consultation on training matters and reflect the interests of employees' training needs.

## 9. POLICY PRONOUNCEMENTS

### 9.1 STANDARD OPERATING PROCEDURES

#### 9.1.1 Approval

All training needs and learning opportunities must be listed on the WSP and procurement plan and approved by the HOD or dully delegated official for implementation.

When approval has been granted for employees to attend local or international training, conferences, seminars and symposiums the department shall cover costs for:

1. Tuition or registration fees costs (as indicated above)
2. Transport expenses
3. Accommodation, meals and parking
4. Subsistence and Travel allowances

#### Sponsorships:

All training programmes sponsored through training agreements from Department of Agriculture Fisheries and Forestry, Scholarships and other sponsored institutions must be approved before attendance.

A written report for the conferences, seminars and symposiums events should be submitted to the HRD within 10 working days after the event. Such a report should also clearly indicate the benefits to the employee who attended and to the Department.

Materials obtained from the conferences, seminars and symposiums events (hard copies and electronic) to be submitted to HRD and HRD will submit to the departmental library for accessibility by all staff.

### **9.1.2 Recovery of costs**

The Department will have to recover training cost incurred from employees who failed to attend or failed to send a substitute on training, conferences, seminars or symposiums which he/she confirmed to attend. Reason to be exempted from this condition must be submitted in writing to the Head of Department for approval.

Where an employee fails a training / course or '*drops out*' the employee will be obliged to repay the department all the money paid towards unfinished training /courses.

In the case of an employee who undergoes training for short courses and beyond, the department shall, as a precondition for providing assistance, require the employee to enter into a contract with the department in terms of which he or she shall serve the department for a commensurate period.

Where an employee leaves the service of the department for whatever reasons, before completing such obligatory service period, assistance granted must be repayable in full to the department.

### **9.1.3 International trainings, conferences, seminars and symposiums**

9.1.3.1 Attendance should only be considered for employees relevant to the particular event to be attended.

9.1.3.2 An Employee who wishes to participate in international training programme should first seek approval by the Head of Department before any application to participate is made.

9.1.3.3 MEC's approval to be obtained before an employee can leave the country for international events.

## **9.2 ROLES AND RESPONSIBILITIES**

### **9.2.1 EMPLOYEES**

9.2.1.1 Each employee need to, on an annual basis, identify own developmental needs and link their skills developmental needs to their job description and enter into an agreement with his/her supervisor to promote service delivery.



- 9.2.1.2 To adhere to attendance of all events and abide by the processes and procedures as per approval.
- 9.2.1.3 To transfer skills and knowledge acquired into the workplace in improving performance and service delivery.

## **9.2.2 SKILLS DEVELOPMENT FACILITATOR**

- 9.2.2.1 Establishing and attending consultative structures for training
- 9.2.2.2 Developing and submitting Workplace Skills Plan (WSP)
- 9.2.2.3 Advise the employer on the implementation of the WSP
- 9.2.2.4 Ensuring the implementation of the WSP
- 9.2.2.5 Reporting on the implementation of the WSP
- 9.2.2.6 Serve as a resource with regard to all aspects of skills development
- 9.2.2.7 Communicate training initiatives, grants and benefits to the employer
- 9.2.2.8 Monitor and evaluate all training initiatives
- 9.2.2.9 Ensuring proper utilisation and managing of the training Budget

## **9.2.3 EXECUTIVE HEADS AND LINE MANAGERS**

- 9.2.3.1 Ensure that employees are exposed to developmental opportunities and assist in identifying developmental needs
- 9.2.3.2 Ensure development and implementation of Workplace Skills Plan
- 9.2.3.3 Assess progress and evaluation reports on the implementation of Workplace Skills Plan
- 9.2.3.4 Provide an enabling and a supportive environment for the employees, accompanied by a coaching and mentoring system to help development of an employee
- 9.2.3.5 Availing training resources and budget
- 9.2.3.6 Ensuring compliance

## **9.2.4 DEPARTMENTAL TRAINING COMMITTEE**

A consultative committee is appointed by HOD of the LDARD for a period of 3 years. The committee shall consist of the following stakeholders:

1. HRD Skills Development Sub-Directorate
2. Two (2) representative from each district (SDF and District Training Committee Chairperson)
3. Employee representative of Directorates/ Research Stations and Colleges
4. Employee representative of Provincial Youth Committee
5. Trade Union representatives (NEHAWU and PSA)



#### **9.2.4.1 RESPONSIBILITIES OF THE DEPARTMENTAL TRAINING COMMITTEE:**

- a) Ensuring that the provisions of the Employment Equity Act, the Skills Development Act and the Skills Development Levies Act and all other relevant legislation are adhered to and complied with
- b) Ensure preparation, implementation and monitoring of the WSP
- c) Ensure proper direction of the skills development process
- d) Ensuring implementation, monitoring and evaluation of training as aligned with the WSP
- e) Ensure that they report back to employees and management
- f) Ensure that meetings take place regularly
- g) Ensure management of training budget

#### **9.3 ACCREDITATION AND QUALITY ASSURANCE**

As per SETA & SAQA guidelines and requirements.

#### **10. DEFAULT**

Non- compliance to any of the stipulations contained in this Policy will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

#### **11. INCEPTION DATE**

The date of inception is the date of approval by the Hon MEC – as indicated on the cover page.

#### **12. POLICY REVIEW**

This policy will be reviewed every three (3) years or as and when a need arise.

Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

#### **13. ENQUIRIES AND REPORT**

All enquiries related to this Policy shall be forwarded to:

The Director: Human Resources Development

Limpopo Department of Agriculture and Rural Development

Private Bag X9487


Polokwane

0700

Tel: 015 294 3000

Human Resource Development-is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this Policy. Human Resource Development-is responsible for reporting towards oversight bodies in the event of enquiries with regards to this Policy.

Recommended by:

  
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Head of Department  
(Maisela, RJ)

2018-02-06  
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Hon. Member of the Executive Council (Acting)  
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