



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

INTERNSHIP POLICY 2008
FOR OFFICE OF THE PREMIER.

DEFINITIONS

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

Internship Contract:

A legitimate agreement entered into between the Department and the intern, for a specific period of time.

Intern:

An intern is a person who is contracted with a Department to engage in an internship programme.

Internship:

Is a structured workplace experience programme that is agreed to between the intern and the supervisor/line-manager who is delegated this responsibility by a Department.

Experiential Learner/ Student:

This is a student who is currently studying towards a higher education qualification and must undertake a period of work experience in order to fulfil the requirements of the qualification.

Mentor:

A person who is trained and appointed to offer advice and her or his knowledge, wisdom, insight that is useful to the intern's profession and personal development.

Mentorship programme:

Mentorship programme is a process of deploying and supporting selected, experienced and trained individuals to support the career and personal development of the protégé allocated to them.

Portfolio of evidence

Portfolio evidence depicts the intern's progress and experience in the internship programme. This is a document that the protégé is responsible to keep up to date. The document is intended to be kept by the intern at the conclusion of the programme as evidence of what experience she or he has been exposed to. The supervisor of the intern will specify the nature of the portfolio and what is included in this competence.

1. PURPOSE

The purpose of this policy is to establish a clear framework that will guide and give direction to management of internship programme in the department.

The department is under no obligation to employ interns after completion of their respective programme as the programme is intended to improve their chances of employment as well as to enhance capacity of the department to render expected services.

2. BACKGROUND

As contemplated by Cabinet in December 2002, internship is a public service graduate work experience programme targeting unemployed graduates.

Internship gives graduates workplace experience or an opportunity to practice the work skills they have studied and will practice in future as well as understanding the needs of the Public Service;

Internship is a planned, structured, and managed programme that provides work experience for a specific period varying from three (3) to twelve (12) months. Internship is a practical programme to assist with the continuous development of people for future appointment in the labour market. It is directed at young people who have completed their studies and are unemployed.

The programme also affords opportunities to students who have to complete experiential training as a condition for certification.

3. SCOPE OF APPLICATION

This policy, except where otherwise indicated, is applicable to all young graduates who are unemployed residing in Limpopo Province, who wish to obtain post-tertiary work experience and it is also applicable to those students

who wish to undergo experiential training in order to obtain their tertiary qualification in line with the functions of the department (experiential learners).

4. OBJECTIVES

Objectives of internship policy:

- 4.1. To provide an opportunity for interns to use the workplace process to be followed when recruiting interns in the Office of the Premier; as an active learning environment;
- 4.2. To provide opportunities for new entrants with a view to acquire skills that would make them employable;
- 4.3. To improve employment prospects of persons previously disadvantaged by unfair discrimination;
- 4.4. To also meet the challenges of capacity building in Public Service; and
- 4.5. To facilitate transformation of workplaces into places that promotes continuous learning.

5. AUTHORITY OF THE POLICY

The policy is issued under the authority of the Premier as the Executing Authority, and the Director General as the Accounting Officer for the Office of the Premier Limpopo Province.

6. LEGAL FRAMEWORKS

The policy on Internship Programme is authorised by the following legislation and other skills development acts:

- 6.1 Constitution of the Republic of South Africa, Act 108 of 1998;

- 6.2 Human Resource Development Strategy for the Public Service, 2002-2006;
- 6.3 National Skills Development Strategy for NSDS 2001-2005;
- 6.4 National Skills Development Strategy for NSDS 2006-2010;
- 6.5 Public Service Act, 103 of 1994;
- 6.6 Public Service Regulations, 2001;
- 6.7 Skills Development Act, 97 of 1998;
- 6.8 The South African Qualifications Act, Act 58 of 1995;
- 6.9 White Paper on Human Resources Management in the Public Service;
- 6.10 White Paper on Public Service Training and Education, 1998;
- 6.11 White Paper on the Transformation of the Public Service, 1995;
- 6.12 Basic Conditions of Employment Act (Act 75 of 1997, as amended 2002);
- 6.13 Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993);
- 6.14 Employment Equity Act (Act 55 of 1998);
- 6.15 Labour Relations Act (Act 66 of 1995, as amended 2002);
- 6.16 Occupational Health and Safety Act (Act 85 of 1993);
- 6.17 White Paper on Affirmative Action in the Public Service, 1998;
- 6.18 Internship Framework for Public Service, 2002.
- 6.19 National HRD Strategic Framework Vision 2015.

7. RECRUITMENT OF INTERNS

- 7.1. The recruitment of interns shall be linked to the Department's Human Resource Development Policy. It shall also be aligned to the Office's Recruitment and Selection Policy, Affirmative Action Policy, Employment Equity Plan and the Workplace Skills Plan.
- 7.2. The Office shall recruit interns to the equivalent of at least 5% of its establishment. Priority in respect of vacant Interns' posts shall be given to from various categories of unemployed graduates residing in Limpopo Province. Placement of graduates will focus on the scarce

skills within the Office of the Premier in line with the Workplace Skills Plan.

- 7.3. Human Resources Development Sub-division shall advertise the internship posts in the local newspapers.

8. SELECTION /SHORT-LISTING PROCESS

- 8.1. The appointed panel members shall do the selection/short-listing with the advice of a member of the Department's Workplace Skills Development Committee and Manager: Human Resource Development. Union representatives shall serve as observers during this process. Selection shall as far as possible take into account the scarce & critical skills required by the Office.
- 8.2. In selecting candidates for internship, priority shall be given to previously disadvantaged groups.
- 8.3. In the selection process, the Office shall take into account employment equity, affirmative action, and relevance of the qualifications and good academic record.

9. INTERVIEWS

- 9.1. The appointed panel members, a member of the Office Workplace Skills Development Committee, one person from Human Resource Development shall conduct the interviews. Representatives of Labour Unions shall serve as observers.
- 9.2. The decision on the appointment of the interns shall be the joint responsibility of the interviewing panel.

10. PLACEMENT

The Human Resources Development Sub-division is responsible for co-ordinating the placing of interns within the different divisions and shall ensure that:

- 10.1. in case interns are required to handle sensitive or confidential information such as procurement of supplies, departmental funds, investigation of misconduct or fraud and corruption, they will sign an undertaking of confidentiality and non-disclosure of such information;
- 10.2. interns who shall have an access to Information Technology facilities such as Email and Internet, shall sign an undertaking to abide by the Internet Access and Internet Email Usage Policy;
- 10.3. interns shall be placed according to the relevant qualifications or field of study relevant to the activities of the Office;
- 10.4. transfer of interns across different functional areas shall be avoided to ensure continuity and adherence to the Internship Contract, and in cases where there is a critical need to effect transfers; the Human Resources Development Sub-division shall be informed of such change;
- 10.5. the working environment is conducive for learning and development, i.e. an intern shall be engaged in both simple and complex projects;
- 10.6. the Office shall provide the necessary resources.

11. ORIENTATION AND INDUCTION OF INTERNS

- 11.1 This programme is meant to help an intern to identify and familiarise herself or himself with the physical work environment. The induction of the interns shall be the responsibility of Human Resource Development

Sub-Division, line managers and supervisors within a section where an intern is placed.

- 11.2. Interns' orientation and induction shall cover aspects such as; essential regulatory framework including; the Constitution of the Republic of South Africa, Public Service Regulations, policies regulating the public service, including conditions of service and employee benefits in the public service and other relevant acts in the department.

12. DURATION/TERM OF INTERNSHIP

- 12.1. The duration of the Internship Programme shall be limited to the maximum term of twelve (12) months.
- 12.2. All interns shall be required to enter into a contract with the Office and sign work plans with the manager responsible for the division in which they are placed.

13. MANAGING INTERNSHIP PROGRAMME

Internship programmes shall be shaped and managed to reflect the particular circumstances of the Office.

13.1. THE DIRECTOR GENERAL

- Ensure that the internship programme is incorporated into human resource and employment equity plans;
- Approve the internship contracts;
- Approve financial arrangements;
- Approve internship plans and programmes;
- Monitor and evaluate progress of internship programmes;
- Integrate internship programmes into the performance agreements of relevant managers;

- Prepare reports on the internship programme for relevant stakeholders whenever they are requested for the annual report.

13.2. THE HEAD OF HUMAN RESOURCES DEVELOPMENT SUB-DIVISION

- Facilitates and coordinate internship programmes in the department.
- Develop contract between the department and the intern.
- Develop a performance management system that involves the intern, mentor and manager and which covers performance agreements, performance assessment and management method,
- Develop internship programmes in conjunction with relevant stakeholders
- Develop capacity for mentoring in relevant components with special attention to on-the job-training.
- Assist managers of components with the selection of mentors.
- Provide induction programmes for the interns.
- Align the internship programme with Human Resource Development plans.
- Gather data regularly on intake of interns, their needs, priorities and perceptions about internship programmes in the organisation in order to evaluate its effectiveness and to recommend improvements and
- Put in place monitoring, assessment and evaluation mechanism for the assessment of the performance of interns and of internship programmes.
- Gather data regularly on intake of interns, their needs, priorities and perceptions about internship programmes in the office in order to evaluate its effectiveness and to recommend improvements; and
- Compile written report to the Director General on progress and challenges of the internship programme;

13.3. SKILLS DEVELOPMENT COMMITTEE

The Skills Development Committee has been appointed in the department to monitor the effective implementation of the programme.

13.4. MENTOR

One member from the division where the intern is placed shall become a mentor of the intern who will be responsible to:

- enter into a written agreement with the intern.
- oversee the training and mentoring of the intern.
- create a supportive environment around the intern by playing a facilitative and mediating role to ensure the intern's development.
- conduct ongoing monitoring and assessment of the intern.

13.5. INTERN

The roles and responsibilities of the intern are to:

- forge conceptual links between theoretical knowledge acquired at the tertiary institution, and practical work;
- give feedback between theory and practice in order to reinforce the alignment of the two;
- supply the mentor with the feedback on the effectiveness of the internship programme and mentoring arrangements;
- abide by the rules, regulations and protocol of the Office and the division in which she/he is placed;
- demonstrate pro-activeness towards self-development and.
- participate in the general activities of the division in which internship activities take place.

14. REMUNERATION OF INTERNS AND COMPENSATION

The remuneration of interns shall be guided by the "Determination on

interns and learners” made by the Minister of Public Service and Administration on 1 June 2006. Only graduate interns employed on a fixed term contract shall be remunerated. The Office shall remunerate interns at the end of each month provided they work 40 hours per week.

In case an intern is placed and paid a stipend by other institutions such as Educational Opportunities Council, no payment shall be made by the Office.

Students interns who are afforded an opportunity to do experiential training shall not receive any remuneration.

15. CONDITIONS OF EMPLOYMENT DURING INTERNSHIP PERIOD

15.1. LEAVE

- Interns are entitled to 1 day vacation leave per month.
- The intern shall not be entitled to any other leave of absence for more than 30 consecutive days from the workplace.

15.2. DISCIPLINARY CODE FOR INTERNS

- Discipline shall be a corrective measure and not a punitive one.
- The seriousness of the misconduct committed by the Intern shall be assessed in terms of Annexure A of the Public Service Coordinating Bargaining Council Resolution 2 of 1999 as amended and Labour Relations Act of 1995.

16. PERFORMANCE EVALUATION AND PROGRESS MONITORING

16.1. The performance of the intern shall be measured by:

- Quarterly progress reviews outlining their performance as per their Standard Framework.
- assessment and evaluation on performance in practical work assignments;
- assignments to assess competency;
- feedback between a mentor and intern;
- a monthly progress report outlining their performance;

17. POLICY REVIEW

This policy shall be reviewed annually as and when the need arises.