

VERSION 1

HUMAN RESOURCES DEVELOPMENT POLICY

DEPARTMENT OF
TRANSPORT AND COMMUNITY SAFETY

LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



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ACRONYMS AND ABBREVIATIONS

Acronym	Meaning
HRDS	Human Resource Development Strategy
SAQA	South African Qualifications Authority
CIP	Compulsory Induction Programme
ETD	Education, Training and Development
HRDP	Human Resource Development Plan
ETA	Education and Training Authority
SETA	Sector Education and Training Authority
MoU	Memorandum of Understanding
NQF	National Qualifications Framework
PDPs	Personal Development Plans
RIO	Recognition of Improved Qualifications
PDI	Previously Disadvantaged Individuals
PWD	People with Disability
SDF	Skills Development Facilitators
WIL	Work Integrated Learning
WSP	Workplace Skills Plans
SDA	Skills Development Act
BBZE	Breaking Barrier to Entry into the Public Service

INTRODUCTION

This policy guideline outlines the purpose of HRD programmes as contained in the Skills Development Act, 1998 and NSDS III as a means to address skills deficiency, enhance employee performance and alleviate unemployment. ETD initiatives form an integral part of the Department's strategic imperatives. They ensure the sustenance of intellectual capital that is vital in ensuring future prosperity of the Department, quality service delivery, competitiveness and the achievement of the Department's vision and mission. It is therefore of

critical importance that all employees and unemployed youth are developed to their full potential.

ETD is viewed as an investment and will ensure that the Department has the required skills to satisfy its customer needs. All employees, irrespective of disability, gender, race, culture, tribe, age, creed, educational level, seniority and status, will have access to ETD initiatives contained in this policy document. The ETD intervention will be needs-based and guided by the WSP derived from employees' PDs, the Departments strategic objectives and service delivery priorities.

PURPOSE AND OBJECTIVES OF THE POLICY

3.1 PURPOSE

The purpose of this policy is to provide clear guidelines and transformational framework for education, training and development (ETD) of employees and unemployed youth in the Limpopo Province.

3.2 OBJECTIVES

This policy addresses the following objectives:-

- 3.2.1 Building the capability of the Department to play a developmental and transformative role
- 3.2.2 To create a culture of lifelong learning and skills base necessary for the achievement of the strategic objectives of the Department;
- 3.2.3 To identify and nurture potential of employees and prospective employees;
- 3.2.4 To open the workplace as a training space.
- 3.2.5 To facilitate the development of career path for all employees in the department.

AUTHORITY OF POLICY

This policy is authorized and issued by the MEC for Department of Transport and Community Safety. The policy resides with the HRM & D sub-branch, which is responsible for its implementation and monitoring.

LEGAL FRAMEWORK and Policies

- 5.1 The Constitution of the Republic of South Africa (Act no. 108 of 1996)
- 5.2 White Paper on Public Service Training and Education, 1996,
- 5.3 The White Paper on the Transformation of the Public Service, 1997,
- 5.4 The Skills Development Act (Act No. 97 of 1998),
- 5.5 The Skills Development Levies Act (Act No. 9 of 1999),
- 5.6 The National Skills Development Strategy for South Africa, 2010-2015
- 5.7 The National Human Resource Development Strategy,
- 5.8 Limpopo Provincial Bargaining Council Resolution No.3 of 2002 as amended,
- 5.9 Labour Relations Act (Act no.66 of 1995),
- 5.10 Public Service Act (1994) and Public Service Regulations (2016),
- 5.11 Employment Equity Act , 1998 (Act 55 of 1998)
- 5.12 Basic condition of employment Act 1997 (Act 75 of 1997)
- 5.13 Human Resource Development Policy guideline.
- 5.14 Employment Equity Act 55 of 1998.
- 5.15 Basic Conditions of Employment Act 75 of 1997
- 5.16 DPSA guidelines on Learnership
- 5.17 Public Service regulations of 2016
- 5.18 ETA guidelines on Learnership.
- 5.19 National Qualifications Framework.
- 5.20 Limpopo Employment Growth and Development Plan

- 5.21 Applicable determination and Directive on the employment of persons to developmental programmes in the public service.

SCOPE OF APPLICATION.

This policy manual is applicable to all employees, permanent and fixed term contracts as well as unemployed youth in the Department of Transport and Community Safety.

7. PRINCIPLES

- 7.1 Poverty Alleviation;
- 7.2 Skills enhancement;
- 7.3 Job creation;

- 7.4 Employment Equity; and
7.5 Provision of workplace experience

8. DEFINITIONS

Terms	Description
A Learner	A person contracted on the developmental programme under the auspices of the Minister for the Public Service and Administration, for unemployed youth who do not have any work experience in the field in which he or she is studying.
An Apprentice	A learner enrolled in a trade in respect of a listed trade, and includes a trade-test in respect of that trade.
An Artisan	A person in a skilled trade, especially one that involves making things by hand
Bursary	Is financial assistance given to employees and prospective employees to further their studies in order to address the critical and scarce skills shortage in line with the Provincial HRD Strategy (PHRDS).
Bursary holder	A student who holds a bursary
Experiential Learning	Is a programme aimed at providing a Learner with workplace experience to complete a qualification
Graduate intern	A person who has completed a qualification and require work and/or practical work experience.
Internship	Is a programme aimed at providing an experience to the unemployed graduates who do not have any work experience in the area that they have studied for.
Learnership	Is a structured learning programme that combines theory and practice for a specified period, and leads to a nationally recognized qualification
Skills Programmes	A structured learning programme that is NQF aligned, it has credits that lead to a full qualification.
Stipend	An allowance paid to Interns and Learners
Student intern	A person who is enrolled at a private or public further or higher education and training institution for a qualification, and is required to obtain practical experience in order to fulfil the requirements of the qualification.
Qualification	Formal recognition of learning registered on the National Qualifications Framework (NQF) in terms of the NQF Act of 2008.

9. CREDIT AND NON-CREDIT BEARING PROGRAMMES

9.1. POLICY PRONOUNCEMENTS

- 9.1.1 The Department shall create opportunities for employees' training, education and

development.

9.1.2 Training programmes shall be based on a detailed assessment of individual and Departmental needs as well as competencies required for effective job performance.

The process shall be linked with the Performance Agreement/Job descriptions, Work plans of employees and objectives and priorities of the Department as outlined in the Strategic documents of the Department.

9.1.3 The Department shall set aside/ ring-fence at least 1% Personnel budget for training of employees in accordance with the Skills Development Act of 1998 as amended.

9.2 SKILLS AUDIT

The Department shall conduct skills audit for all employees to identify skills needs.

9.3 TRAINING PLANS

The Department shall ensure that the Training plan, WSP, HRDP are developed and approved. These plans shall be submitted to relevant stakeholders within the required timeframes.

9.4 CREDIT BEARING

9.4.1 SKILLS PROGRAMMES

A Skills programme is a unit standard or a combination of unit standards that leads to a qualification and has credits.

9.5 NON-CREDIT BEARING

A non-credit bearing short course is a type of a learning programme for which no credits are awarded in relation to unit standards.

9.2.1 MANDATORY TRAINING PROGRAMMES

9.2.1.1 Competency Based Assessment.

9.5.1.1.1 The Department shall conduct competency based assessment for developmental purposes at least once in every 18 months;

9.2.1.1.2 The identified gaps shall also be addressed through the 1% and be included in the WSPs; and

9.2.1.1.3 Training of SMS members shall take into consideration the Directive on mandatory training days.

9.2.1.2 Compulsory Induction Programme (CIP)
All newly appointed employees from level 1 – 14 are compelled to go through the CIP within six (6) months of their employment to confirm permanent appointment and also pay progression after 24 months.

9.2.1.3 KHAEDU
All SMS and MMS members shall be taken through KHAEDU programme to address service delivery challenges in government institutions.

9.2.1.4 MANAGEMENT DEVELOPMENT PROGRAMMES

SMS and MMS shall be taken through Management Development Programmes to address identified skills gaps.

10. BURSARY

10.1 POLICY PRONOUNCEMENTS

10.1.1 To address shortage of scarce and critical skills

Bursaries shall be awarded for fields of study that are addressing priorities of the Department for social and economic development. This shall be informed by the Departmental Development Plan, Departmental HRD Strategy, Sectors' Critical and Scarce Skills Plans, Auditors General's Reports and Departmental Workplace Skills Plans (WSPs).

10.2 ILLEGIBILITY FOR BURSARY HOLDERS

10.2.1 The bursaries shall be awarded to students from previously disadvantaged

backgrounds.
10.2.2 Limpopo residents, the indigent, financially needy and academically deserving.

10.2.3 Qualifying employees of the Department, in accordance with the criteria set by the bursary committee.

10.3 CONDUCT BURSARY AWARENESS CAMPAIGNS

An information booklet on the critical and scarce skills shall be developed for Department of Transport and Community Safety. The Departmental shall conduct awareness campaigns through school visits and career exhibitions.

10.4 ADVERTISEMENT

Bursary opportunities shall be advertised from June to September of each year through the following:

10.4.1 Print and electronic media;

10.4.2 Application forms shall be made available to all local municipalities, circuit offices and Departmental Districts offices

10.4.3 Circular to Departments

10.4.4 Notice boards

10.4.5 Intranet and internal publications for internal employees

10.4.6 The closing date for all bursary application shall not be later than 30 September each year.

10.5 SELECTION CRITERIA

The following criteria shall apply in the selection of prospective bursary holders

10.5.1 Prospective bursars shall be permanent residents of Limpopo Province;

10.5.2 Prospective bursars shall be indigent, financially needy and academically deserving;

10.5.3 Prospective bursars shall not be bursary holders of any other institution (private and public);

10.5.4 Academic performance as proven by the latest academic reports;

10.5.5 Field of study shall be informed by the Department's Human Resource Plan as well as critical and scarce skills;

10.5.6 Representation shall be based on race, gender and disability;

10.5.7 Prospective employees shall fall within youth category, that is 18-35 years;

10.5.8 Conform to closing date;

10.5.9 Merit to be used for final selection;

10.5.10 Internal bursars shall be employees of the Department; and

10.5.11 The awarding of the bursary shall be in line with the employees' scope of work.

10.6 BURSARY COMMITTEE

- 10.6.1 There shall be a Bursary Committee in the Department;
 10.6.2 The committee shall adjudicate all bursary awards; and
 10.6.3 This committee shall selected on a yearly basis.

10.7 BURSARY CONTRACT

Upon confirmation of acceptance of the award and admission by a Tertiary institution a bursary contract shall be entered between the bursar and the Department. The bursary contract shall include amongst others the following:

- 10.7.1 The duration of the contract;
 10.7.2 Field of study that the bursary covers;
 10.7.3 Redemption or termination of contract;
 10.7.4 Placement after completion;
 10.7.5 Consequences of performance or non-performance;
 10.7.6 In case the Department fail to place within three months the bursar shall be released from the contract and not be entitled to reimbursement; and
 10.7.7 Forfeiture of bursary offer in case of the change of field of study (include for Internal bursars).

10.8 VALUE OF THE AWARD

The award shall be a full bursary (for prospective employees) and will cover the following:

- 10.8.1 Registration and Tuition fees;
 10.8.2 Accommodation and meals in case of prospective external bursary holders; and (for Internal bursars a statement covering accommodation, meals and travelling)
 10.8.3 Prescribed books and other learning materials for external bursary holders.

10.9 CONTRACTUAL OBLIGATION

- 10.9.1 Prospective bursars shall be placed within the field they studied. In case the bursary holder is not placed within a period of three months, he/she shall be released from the contract
 10.9.2 In case the bursary holder is placed but chooses to be employed elsewhere outside the public service that shall constitute breach of contract and all the monies must be paid back with interest; and
 10.9.3 Debt can be cancelled or written off for as stipulated in the Department contract

10.10 PARTNERSHIPS

Departments shall establish partnerships with Institutions of Higher Learning and other sectors of the economy through Memoranda of Understanding (MoUs) focusing on the implementation of bursary programmes and Work Integrated Learning (WIL).

10.11 SCHOLARSHIPS

10.11.1 Applications for international studies will only be considered if the relevant qualifications cannot be attained at local learning institutions especially where the Department is responsible for funding;

10.11.2 Employees applying for sponsorship/donor funding from other institutions shall inform the employer of that intention. The Executive Authority of the Department shall approve the release of an employee. The employees undertaking such scholarship shall be released with full salary excluding S & T where the study would benefit the Department; and

10.11.3 If the international scholarship is initiated by the Department, the employee shall be paid full salary as well as S & T.

10.12 BURSARY HOLDERS DATABASE

The department shall ensure that a database for all the bursary holders, indicating the field of study, duration of the study and students contact details is available for tracking purposes.

10.13 RECOGNITION OF IMPROVED QUALIFICATIONS (RIQ)

Departments shall implement and recognise the attainment of an improved qualification by an employee in terms of the Public Service Co-ordinating Bargaining Council (PSCBC) Resolution 1 2012, General Public Service Sector Bargaining Council (GPSSBC) Resolution 5 of 2014 and DPSA Circular on RIQ.

10.14 RECOGNITION OF PRIOR LEARNING (RPL)

10.14.1 Departments shall implement RPL for developmental purposes rather than used for promotional and compliance purposes.

10.14.2 The RPL endorses the value of giving recognition to knowledge and skills that have

been acquired outside a formal learning programme.

11. YOUTH DEVELOPMENT PROGRAMMES

11.1 POLICY PRONOUNCEMENT

11.1.1 In response to triple challenges poverty, unemployment and inequality; the department shall create opportunities for unemployed youth to gain work experience, acquire qualification as well as assist graduates in attaining practical work experience upon completion of the programme.

11.1.2 Developmental programmes shall refer to internship, learnership, apprenticeship, graduate recruitment schemes, cadets, structured youth programmes and related programmes

11.1.3 The recruitment and selection for youth development programmes shall be in line with the DPSA Circular NO HRD1: Directive on the Employment of Persons to Developmental Programmes in the Public Service

11.1.4 The developmental programmes shall not be utilised to replace existing personnel, nor shall they be used to fill vacant posts on the establishment of the department while on the developmental program capacity

11.1.5 The departments shall appoint and train designated mentors for each person or a group of persons involved in a Developmental Programme.

11.2 INTERNSHIP PROGRAMME

The Internship programme shall include:

11.2.1 Graduate Internship

11.2.2 Student Internship (Work Integrated Learning)

11.2.3 Candidacy Development Support Programmes

11.2.1.. Recruitment of Interns

The Department shall:

11.2.1.1 Ensure that the placement of interns commences at the beginning of a financial year

11.2.1.2 The recruitment should be aligned to the Employment Equity prerogative within the department.

11.2.1.3 Ensure that the Advert for the Recruitment of Interns is widely distributed.

11.2.2. Contract of Employment

11.2.2.1 Departments shall utilize the contract of employment as contained in Annexure A of the Determination

11.2.2.2 Departments shall ensure that the contract period and conditions of service is as contained in the Determination

11.3 LEARNERSHIP PROGRAMME

According to the Skills Development Amendment Act of 2008, a Learnership shall:

11.3.1 Include Employed (18.1) and Unemployed (18.2)

11.3.2 Not exceed a period of 24 months

11.3.1. Recruitment of Learners

11.3.1.1. Department shall ensure that placement of 18.2 learners is informed by

departmental needs and readiness.

11.3.1.2. The recruitment shall be aligned to the Employment Equity prerogative within the

Public Service.

11.3.2. Contract of Employment

11.3.2.1 The departments shall utilize the contract of employment as contained in Annexure

A of the Determination.

11.3.2.2 Departments shall ensure that the contract period and conditions of service is as Contained in the Determination.

11.4 APPRENTICESHIP PROGRAMME

According to the Skills Development Amendment Act of 2008 apprenticeship shall be for a period not exceeding 24 months, unless apprenticeship programme is structured over a longer period.

11.4.1 Recruitment of Learners

11.4.1.1 Department shall ensure that placement of learners is informed by departmental needs and readiness.

11.4.1.2 The recruitment shall be aligned to the Employment Equity prerogative within the department

11.4.2 Contract of Employment

11.4.2.1 Departments shall utilize the contract of employment as contained in Annexure A of the Determination.

11.4.2.2 Departments shall ensure that the contract period and conditions of service is as contained in the Determination.

11.5 LEAVE OF ABSENCE

The leave provisions applicable to temporary employees as contained in the Determination and Directive on Leave of Absence in the Public Service shall apply to persons covered by this determination.

11.6 FUNDING

The Head of Department shall ensure that sufficient funds are made available to implement

the developmental programmes and the associated costs as contained in the Determination clause 11.2 (a-f).

11.8 PERFORMANCE AGREEMENT CONTRACTS

All persons appointed into any of the developmental programmes must enter into a specified agreement detailing expected level of performance in line with the objectives of the identified developmental programme as contained in the Determination.

11.9 MONITORING AND EVALUATION ON DEVELOPMENTAL PROGRAMMES

11.9.1 The Department shall appoint all person on developmental programmes utilising PERSAL, except for persons paid for by third parties such as the SETAs.

11.9.2 The Department shall submit monthly, quarterly and annual implementation reports to the Office of the Premier

11.9.3 HRD officials shall monitor all programmes monthly to ensure compliance with the Determination

12. PRE-EMPLOYMENT VERIFICATION OF CANDIDATES' INFORMATION PRIOR TO APPOINTMENT INTO DEVELOPMENTAL PROGRAMMES

The departments through HRM, shall ensure compliance with the Determination with regards to pre-employment verification.

13. EXIT MANAGEMENT PLAN.

The department will develop an exit strategy for each developmental programme before implementation so that there is no confusion at the end of the programme.

14. REMUNERATION FOR PERSONS APPOINTED INTO DEVELOPMENTAL PROGRAMMES

The departments shall ensure that remuneration is in accordance with remuneration schedule for developmental programmes.

15. DEFAULT
Non adherence to this policy constitutes misconduct and may attract disciplinary measures on the part of defaulters

16. INCEPTION DATE
The inception date of this policy will be on the date of approval

17. REVIEW OF THE POLICY
The policy shall be reviewed after every three years

18. ENQUIRIES
All enquiries shall be directed to HRD Sub-Directorate.

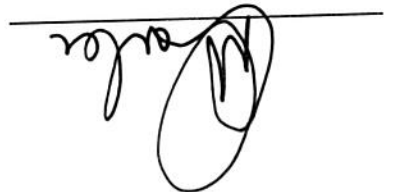
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ACCOUNTING OFFICER

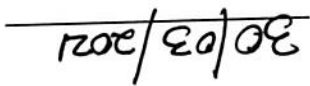

DATE
19/3/21

~~Approved/Not Approved~~

MEMBER OF EXECUTIVE COUNCIL

A handwritten signature in black ink, appearing to read "M. Baker", written over a horizontal line.

DATE

The date "30/03/2021" handwritten in black ink, positioned below a horizontal line.