



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

PROVINCIAL TREASURY

LIMPOPO PROVINCIAL TREASURY

INTERNSHIP POLICY

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1. **PREAMBLE**

The purpose of this policy is to provide the guiding principles and basic strategies for the development and implementation of Limpopo Provincial Treasury's (LPT) internship programme. In successfully implementing an internship programme, LPT aims at supporting the National Human Resource Development Strategy (NHRDS) and the draft Limpopo Provincial Human Resource Development Strategy (HRDS), whilst also developing a pool of suitably skilled resources which will support the Workplace Skills Plan (WSP) and Succession Plan of LPT.

2. **APPLICABLE LEGAL FRAMEWORK**

This policy has been developed within the following applicable legal framework:-

- Constitution of the Republic of South Africa Act, 1996 (Act no. 108 of 1996)
- Skills Development Act, 1998 (Act no. 97 of 1998)
- Public Service Act, 1994 (Act no. 103 of 1994)
- Public Service Regulations, 2001
- Employment Equity Act, 1998 (Act no 55 of 1998)
- Employment Equity Plan of the LPT
- Human Resources Plan of the LPT
- Workplace Skills Plan of the LPT

3. **SCOPE OF POLICY APPLICATION**

The policy is applicable to:-

- graduate interns who will be considered for workplace exposure in order to enhance their application skills, and in so doing improve their marketability within their respective fields.

- learner interns who will be considered for experiential training in order to be able to obtain their formal qualifications.

4. INTERNSHIPS

4.1 Development and Management of Internship Programme

The Development and Management of an Internship Programme is the responsibility of the Directorate: Human Resource Development (HRD). The Internship Programme should address the following:-

- functional areas on the organogram, identified as conducive to internship support. Whilst this function is to be co-ordinated by the Directorate: HRD, the responsibility is to be cascaded through the organization to all managers, as their input into this function remains critical to the success of the Internship Programme.
- suitable coaches and mentors in LPT (coaching and mentoring functions should be included in the performance agreements of the particular individuals embarking on such functions)
- budgets for the Internship Programme
- proposed plans (advertising means such as media and exhibitions) for attracting suitable interns
- monitoring and evaluation of the performance of interns
- management (preferably electronic) of placement of interns in LPT.

4.2 Quality assurance of the Internship Programme

Overall quality assurance of the internship programme will rest with the Skills Development Committee. Details of the role and composition of the Skills Development Committee is contained in the Constitution of the Skills

Development Committee, which is guided by the HRD Policy. The Skills Development Committee will meet quarterly to ensure that, the application of the Internship Programme is aligned with the objectives of the WSP, EE Plan and Succession Plan of LPT, and that the Internship Programme is providing support to the strategic objectives of LPT. The Skills Development Committee will report quarterly to the Head of Department on the status of internships within LPT.

4.3 Administration of Interns (regarding workplace conditions)

The Directorate: HRD will, with the assistance of the Directorate: HRM, co-ordinate the recruitment of interns (advertising, interviewing and selection processes). The Directorate: HRM will ensure delivery of the following:

- written communication to intern recruits
- arranging suitable work space for the interns
- managing of leave and all other work-place conditions for interns
- managing of contracts for interns (Note: The actual contract will be between the Intern and the Head: HRD)
- managing the termination of interns

The Directorate: HRD will remain responsible for conducting exit interviews with interns whose contracts are terminated (for whatever termination reasons)

4.4 General Conditions of the Internship Programme

- Actual admission requirements are to be developed and contained in the actual Internship Programme (developed by the Directorate: HRD). The following guidelines should however be noted:
 - prospective interns must be unemployed in their relevant field at the time of applying towards and entering the Internship Programme.

- prospective interns must be graduated towards a relevant (aligned to the strategic objectives of the functional unit in LPT to which they are applying) formal qualification at the time of applying towards and entering the Internship Programme.
- Interns' functional activity in LPT is to be monitored via log-books which must be signed off weekly by the responsible managers. Copies of these log-book entries are to be submitted monthly to the Directorate: HRD for record purposes.
- Interns will be rotated within relevant Directorates to ensure a broad exposure to aspects of the relevant field of development.
- Internship Contractual Agreements must address the following aspects:
 - a maximum of 12 months internship per intern
 - the LPT does not have an obligation to keep the interns longer than stipulated by the contract, nor to employ the interns permanently
 - interns may not drive government vehicles
 - the interns contracts are to include a confidentiality clause
 - Interns are not allowed to use LPT equipment and facilities without the necessary authorization
 - Interns may not be utilized for work activities other than those stipulated in their contracts
 - Interns will abide by LPT's Codes of Discipline and Codes of Good Practice
 - The Directorate: HRD will establish and maintain ongoing documented communication with the relevant academic institutions regarding the progress of internships
 - LPT reserves the right to terminate the contract with the Intern at any time during the duration thereof, without any obligation.
 - disciplinary and grievance procedures for Interns will comply with the Labour Relations Act, 1995 (Act no. 66 of 1995) and the Public Service Act, 1994 as well as internal Disciplinary and Grievance Policies and Procedures of LPT. In this regard the manager responsible (as per the contract) for the intern will be recognized as the immediate manager and the contract dates will

determine the duration of the temporary employment. The Head: HRM will oversee any such processes with due discretion. The Head: HRM will also ensure that internal disciplinary and grievance policies accommodate the employment of interns.

- at the successful completion of an internship, interns will receive a certificate, as proof that they have successfully completed the Internship. The management and issuing of these certificates is the responsibility of the Directorate: HRM (as informed by inputs of the Directorate: HRD).

4.5 Remuneration

A stipend will be paid to interns on a monthly basis. The Rand value of the stipend will be determined by the Executive Authority or delegated authority in line with the Departmental budget on an annual basis. The stipend paid to an intern will remain the same until completion of the internship and is not subject to increases or benefits.

5. POLICY CONTROL

5.1 Policy Audit

Annual audits will be conducted by the Directorate: HRD to ensure appropriate application and compliance with the Policy

5.2 Policy Review

This policy is subject to annual review or when deemed necessary by LPT, to ensure that it is aligned to prevailing legislation and market conditions.

5.3 Policy Amendments

No amendment(s) may be made to any section of this policy without such amendment(s) first being-

- consulted with recognised Employee Organisations; and
- duly approved and signed by the recognised parties to the Provincial Bargaining Council.

6. EFFECTIVE DATE

This policy will be applicable as soon as it is signed from 22/06/07 (date).

7. RATIFICATION

This policy was signed on the 22 (day of) June (month)
at Polokwane (place).

HEAD OF DEPARTMENT (HOD)

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MEMBER OF EXECUTIVE COUNCIL (MEC)

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