



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
ROADS AND TRANSPORT**

## **INTERNSHIP POLICY**

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## **1. INTRODUCTION**

With the growing need for skilled, professional, and competent employees, the public service has been more at a disadvantage, losing valuable skills and competencies to other sectors. The department has therefore developed some strategic initiatives in addressing the resulting shortage of qualified employees. One of these initiatives is the establishment of an effective and efficient internship programme aimed at attracting graduates to the Public Service by offering them an opportunity to acquire skills and work experience in various fields. The internship programme will also provide unemployed youth with valuable work experience and skills to enhance their employability.

The internship programme is one of the long-term interventions aimed at capacity building, thus ensuring accelerated service delivery in the department. The internship programme will be established within the framework of the Human Resource Development Strategy.

## **2. THE PURPOSE OF THE POLICY**

The purpose of this policy is to outline procedures to be followed in implementing the internship programme in the department. The policy will do the following:

- Ensure a uniform and consistent approach in the admission of graduates into the departmental internship programme.
- Provide unemployed graduates with an opportunity to gain work experience thus improving their chances of employment.
- Expose graduates to jobs and careers in the Public Service.
- Help the department to create a pool of suitably qualified and skilled people to draw from.

## **3. LEGAL MANDATES**

- The Skills Development Act, (Act No 97 of 1998)
- The National Skills Development Strategy, 2005-2010
- Human Resource Development Strategy for Public Service 2002-2006
- Provincial Training, Education and Development Policy
- Basic Conditions of Employment Act
- Provincial Human Resource Development Strategy
- Provincial Growth and Development Strategy

#### **4. UNDERLYING PRINCIPLES**

- **Capacity building**

The lack of capacity, inability to attract and retain skilled and competent employees to the public service is a major problem. The internship programme aims to address and build capacity for future positions in the department and entire Public Service.

- **Lifelong learning**

Workplaces are changing continuously, thus requires organizations and employees to improve and upgrade their skills level to remain competitive in the labour market.

- **Promotion of equity**

Building an inclusive workforce requires organizations to redress imbalances of the past by opening their workplaces to designated groups that is blacks, women and disabled persons.

- **Demand led**

The focus of the internship should be on the scarce skills and competencies required by the Public Service and Department of Roads and Transport to support effective and efficient service delivery.

- **Skills Transfer**

The internship programme emphasizes transfer of skills from the more experienced to the less experienced, from the old to young, thus ensuring sustainable and consistent service delivery.

#### **5. RECRUITMENT OF INTERNS**

- HRD will advertise the internship programme in various media publications nationally.
- HRD will participate in career exhibitions, and campus recruiting at various tertiary institutions.
- Preference should be given to recruits from the Province.

#### **6. REQUIREMENTS FOR APPOINTMENT OF INTERNS**

The following requirements should be considered for the appointment of interns:

- Application submitted by candidates through the necessary forms
- A short Curriculum Vitae
- Academic record from tertiary institution
- Certified copies of qualifications
- Agreement signed by employer and intern
- Applicants should be between the age of 18 and 35 years.

## **7. SELECTION CRITERIA**

The following selection criteria will be followed:

- The selection process will be open, fair and non-discriminatory.
- Candidates will undergo a formal interviewing process to ensure that every applicant has a fair and equal chance of being selected.
- Candidates will be selected on merit, that is, academic excellence.
- Candidates must have completed a qualification or studying towards a qualification that is relevant to the departmental staffing needs.
- Preference will be given to designated groups, that is, blacks, women and people living with disability.

### **7.1 Target Group for the Internship Programme:**

- Unemployed graduates who need to gain access to the work place experience.
- Unemployed youth.

## **8. REMUNERATION**

- Interns shall be paid a monthly stipend as laid down by the provincial government in order to cover transport, lunch costs, etc.
- In cases of travel, interns will qualify for the normal benefits, that is overtime, subsistence and travelling allowance.
- The interns will not qualify to drive the department's vehicles and rented cars, and they will always have to travel with a permanent member of staff.

## **9. OFFICE ACCOMMODATION**

- Office space and necessary equipment should be made available for interns where possible and necessary, if not interns should be allowed to share offices with their mentors or colleagues.

## **10. PERIOD OF THE INTERNSHIP CONTRACT**

- A maximum of 12 months will be given to unemployed graduates who require work experience.

- The department does not have an obligation to keep the interns longer than stipulated by the contract, nor to employ the graduates permanently.

#### **11. INTERNSHIP CONTRACTUAL AGREEMENT**

- All interns will enter into a contractual agreement with the department for the period of internship.
- The contract will stipulate the period of the internship.
- The department does not have an obligation to extend the period of the internship or to employ the interns permanently.
- The contract will have a confidentiality clause so that interns are sworn into confidentiality.

#### **12. TERMINATION OF THE INTERNSHIP CONTRACT**

- Interns are required to be at the service of the department for the full period of the contract, however, serve 24 hours notice on condition they provide valid reasons for termination of the contract (e.g. permanent job).
- The contract of the interns may be terminated if his or her continued employment or service constitutes a security risk for the department or the state.
- The contract of the interns may be terminated on account of unfitness for his or her duties or incapacity to carry them out efficiently.
- If the intern absent himself or herself from the official duties for a period exceeding one calendar month without permission of his or her supervisor or head of department, the intern shall be deemed discharged from the department on account of misconduct.

#### **13. LEAVE FOR INTERNS**

- Interns will be subject to a leave of one day per month and arrangement for leave will be made with the respective supervisors.
- Interns will be subject to a sick leave of 12 days within their Internship programme of 12 months.
- Interns are subject to an unpaid maternity leave.

#### **14. EXIT INTERVIEWS**

- A common assessment tool for interns should be used.
- Exit interviews will be held with interns on completion of the internship.
- The exit interviews will help in the monitoring and evaluation of the internship programme.
- Interns will receive a certificate, as proof that they have successfully completed the Internship.

## **15. ROLES AND RESPONSIBILITIES IN MANAGING THE INTERNSHIP PROGRAMME**

### **15.1 General Manager: Corporate Services**

- Ensure that Internship Programme is established and implemented.
- Ensure that managers integrate internship programme into their performance agreements.

### **15.2 Skills Development Facilitator**

- Develop and implement the internship programme.
- Develop and implement the internship policy.
- Placement of graduates in the relevant Directorates.
- Ensure that interns sign a contract and send a copy to finance for payment.
- Manage and monitor the implementation of the internship programme.
- Evaluate the internship programme.
- Write annual report to the DPSA through the PSETA.
- Ensure that Induction and Orientation programme is done.
- Manage the departmental database.

### **15.3 Line Function Managers**

- Identify strategic occupations for placement of interns in their components.
- Select mentors or coaches for interns.
- Integrate internship into the workplans of mentors.
- Ensure that interns and mentors enter into performance agreement.
- Budget for internship programmes.

### **15.4 Mentor**

- Train and coach the interns.
- Develop a work programme for interns.
- Conduct on-going monitoring and assessment of the intern and compile progress report.
- Ensure predetermined job rotation between work assignments to avoid exploitation of the system.
- Assess the interns.
- Mentoring should be part of their Key Performance Areas (KPAs).
- Compile quarterly progress reviews outlining the performance of interns.

### **15.5 Interns**

- Enter into contract with the Department.
- Comply with all the rules and regulations of the Department and the respective components.

- Take responsibility for own learning and development.
- Should write quarterly reports on the internship.
- Have exit interview.

### **15.6 Training Committee**

- Ensure that the internship programme is successfully implemented in the province.
- Assist in the selection and placement of interns.
- Monitor the implementation of the Internship programme and policy in the province.
- Report to the Provincial Public Service Trainers Forum.

### **16. Disciplinary code and misconduct by interns**

- Disciplinary action should be taken as a corrective measure and not a punitive one.

#### **16.1. Misconduct by intern**

- The seriousness of the misconduct committed by the intern will be assessed in terms of the following:
  1. The actual or potential impact of the alleged misconduct on the work of the public service, the intern's component and colleagues and the public.
  2. The nature of the intern's work and responsibilities.
  3. The circumstances in which the alleged misconduct took place.
  4. The nature of misconduct.
- The outcome of the assessment will serve as a guideline in classifying the misconduct.

#### **16.2. Classification of misconduct and the disciplinary measures.**

##### **16.2.1 Less serious misconduct**

- If the intern commits a less serious misconduct the following procedure will be followed.
  - a) The intern will be given a verbal warning
  - b) The verbal warning will be followed by a written warning if the intern commits another less serious misconduct.
  - c) The written warning will be kept in the intern's file for a period of six months.

**17. POLICY REVIEW**

Policy will be reviewed annually or when necessary.

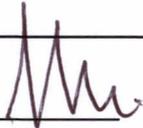
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**HEAD OF DEPARTMENT**

18/02/09

**DATE**

Note: This policy document is a blue print of the original policy that was approved by Head of Department Ben Mehale on 21.09.06.