



Policy on Learnership and Internship

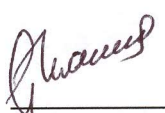
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Policy Aim

1. The aim of this policy is to regulate the provision of learnerships and internships within the Northern Cape Department of Health. This policy must be read in conjunction with the Procedure in Internships and Learnerships.

Policy Scope

2. This policy applicable to all persons employed as interns¹ and learners² within the Northern Cape Department of Health.

Policy Statement

3. It is the policy of the Northern Cape Department of Health that:
 - 3.1. It will ensure that graduates who have been granted bursaries by the Department of Health are given preference in terms of appointment as Interns in order to gain the necessary exposure.
 - 3.2. To provide students with experiential training and In-service training in order to complete their course of study.
 - 3.3. It will meet strategic staffing needs by providing a practical and accelerated work experience programme that exposes interns and learners to specific occupations.
 - 3.4. It will meet the challenges of capacity building in the department through integrating learning and workplace experience for interns and learners.
 - 3.5. An intern and learner will be employed according to the condition stipulated in the determination on interns and learners of 2006 and the Section 1/VII/B.1 (e) of the Public Service Regulations, 2001 (as amended).

¹ "Intern" means a graduate person who has complemented a qualification but has been unemployed and needs workplace exposure to enhance chances of future employment.

² "Learner" means any employed or unemployed person employed in the public service under the learnership programme.

- 3.6. The department shall create a working environment that allows interns and learners to assist the department to meet its operational needs whilst developing and enhancing their skills.
- 3.7. The interns and learners will be placed strategically in the department where there is a crucial need for interns and learners.
- 3.8. An internship programme shall run for a minimum period of 6 months and a maximum period of 12 months.
- 3.9. The programme will be facilitated in partnership and cooperation with other departments and institutions of higher learning.
- 3.10. A proper developmental plan will be drafted to assist and capacitate the learner or the intern with the relevant working experience throughout their term in the department.
- 3.11. A performance management and development system with clearly defined key performance areas will be used as one of the tools to manage and monitor performance of interns and learners.

Roles and Responsibilities

4. The Head of Department shall:

- 4.1. Approve the contract/submission to appoint interns and learners.
- 4.2. Appoint staff members to serve as members of the training committee.
- 4.3. Provide the interns and learners with a testimonial letter specifying that the intern/learner has completed the programme and also indicate the skills and experiences that he/she was exposed to.

5. The Deputy Director HRD unit shall :

- 5.1. Ensure that the internship and learnership programmes are incorporated into human resource and employment equity plans of the department.

- 5.2. Develop a performance management system that involves the intern/learner, mentor³ and managers and which covers the performance agreement, performance assessment and management method.
 - 5.3. Monitor, assess and evaluate progress of the internship and learnership programmes.
 - 5.4. Facilitate and coordinate internship and learnership programmes across the department and develop a contract between department and interns or learners.
 - 5.5. Prepare reports on the two programmes for relevant stakeholders whenever they are requested and for the annual report.
 - 5.6. Compile a quarterly report to the Head of Department on progress and challenges of the programmes.
 - 5.7. Facilitate the process of the appointment of internship and learnership mentors in the different units or programmes of the department.
 - 5.8. Act as a mediator between the mentor and interns/learners when they are experiencing problems.
6. The **Training Committee** shall:
- 6.1. Oversee the quality of the internship and learnership programme.
 - 6.2. Set criteria collaboratively with managers of components to allocate and evaluate the effectiveness of the learnership and internship programmes, selection of mentors, and selection of interns and learners.
 - 6.3. Assist the Human Resource Development Manager to align the internship and learnership programmes with the human resource development strategy, job profiles and competency needs.
7. The **Line Managers** shall:
- 7.1. Identify strategic placement of interns and learners in their respective units and communicate them to the training committee.

³ "Mentor" means an experienced person deployed or nominated to provide guidance and advice that will help to develop the career of protégés allocated to them.

- 7.2. Select mentor (s) within the unit according to the criteria and mechanisms set by the internship committee.
- 7.3. Integrate the programmes into the key performance areas of the mentors.
8. The **Mentors** shall:
 - 8.1. Enter into performance agreements with the interns and learners.
 - 8.2. Oversee the training and mentoring of the interns and learners.
 - 8.3. Mentor and provide a conducive working environment for interns and learners.
 - 8.4. Conduct on-going monitoring and assessment of the interns and learners and submit performance reports.
9. The **Interns and Learners** shall:
 - 9.1. Enter into contract with the department and sign a performance agreement with mentors.
 - 9.2. Abide by the rules, regulations and protocols of the department.
 - 9.3. Forge conceptual links between theoretical knowledge acquired at tertiary institutions and practical work.
 - 9.4. Demonstrate a proactive approach to self-development.
 - 9.5. Participate in the general activities of the component in which internship or learnership is taking place.

Review and Distribution

10. The Director for Human Resource Management is the responsible manager for this Policy and ensuring that it is reviewed and updates.
11. This Policy and accompanying procedure will be reviewed after 3 years but no later than 5 years after the publication date. If necessary an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy (identifying a revised publication date).
12. The Director for Policy & Planning will distribute updated versions to:
 - Member of the Executive Council for Health
 - Head of Department of Health

- All Chief Directors, Directors and Deputy Directors

Acknowledgements & Sources

13. This Policy is based on the of the following;

- The Constitution of South Africa Act 108 of 1996
- Public Service Act, 1994 as amended
- Skills Development Act, 1998
- National Skills Development Strategy for South Africa
- Internship Framework for the Public Service, 2001
- White Paper on Human Resource Development in the Public Service, 1998