

SKILLS DEVELOPMENT POLICY
2025/2026



APPROVED BY:

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DATE: 19.06.25

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1. BACKGROUND

Skills development is globally considered as key for productive employment and one of the means for increased productivity and reduce poverty.

2. PURPOSE OF POLICY

to provide a clear framework and give clear guidelines on the implementation of training and education through building capacity at the Mbashe Local Municipality

3. OBJECTIVE OF POLICY

The objective of the policy is to encourage employees to engage in or to continue studies order to develop the skills and level of academic achievement of the Eden District Municipality workforce

3. SCOPE

Training applies to all Mbashe LM permanent employees, fixed term contract employees, Interns and councillors.

Internship, Work Integrated Learning and Learnership programmes apply to students who are not employees but participating in an internship program.

Financial study assistance applies to all Mbashe LM permanent employees, fixed term contract employees as per approved staff establishment and councillors. Internship, Work Integrated Learning and Learnership programmes apply to students who are not employees but participating in an internship program.

4. POLICY DEFINITION

All terminology of this policy shall bear the same meaning as defined in the policy content.

5. LEGISLATIVE FRAMEWORK

5.1 Constitution of Republic of South Africa No. 108 of 1996

5.2 White Paper on Public Service Training and Education, 1997

5.3 White Paper on Human Resource Management, 1997

5.4 Skills Development Act, No 97, 1997

5.5 Skills Development Levies Act, 1999

5.6 South African Qualification Authority Act, 1995 (including National Qualification Framework)

5.7 Employment Equity Act, 1997

5.8 Basic Condition of Employment Act, 1997

5.9 Labour Relations Act, No 66 of 1996

5.10 National Skills Development Strategy 111

6. TRAINING/FINANCIAL STUDY ASSISTANCE AND INTERSHIP POLICY PROCEDURE

6.1 TRAINING PROCEDURE

- a) Applications to attend training/seminar or any training program national shall be approved by Municipal Manager.
- b) Applications to attend training/seminar or any training program locally shall be approved by relevant Senior Manager.
- c) In case where a request for training programs is not in line with approved WSP, Manager shall make motivation and recommendation which shall be approved by Senior Manager, if approved, such program should be accepted.
- d) Employees are encouraged to become involved in their personal development, to manage their own career by indicating their training needs. Personal Development Plan must be reviewed and updated at least once per annum.
- e) Where the Municipality provides training to employees shall ensure that all or part of training expenses are recoverable through and in terms of the framework provided In terms of Skills Levy Act.
- f) For courses that will produce qualification certificate in terms of the National qualifications Framework all training courses should be based on Unit Standards approved by a Sector Education and Training Authority
- g) Where the Municipality provides qualifications related training, shall ensure that the courses are accredited by the relevant SETA.
- h) Where a training program has been approved by the training committee for employees within the institution, Senior Management/Supervisors are obliged to release such officials upon receiving a signed written request from the Corporate Services department.

6.2 FINANCIAL STUDY ASSISTANCE

- a) Employees should study on part time basis within the functions of the municipality. The municipality will on pay for registration and tuition.
- b) Municipality will not be liable to pay cost of travelling, meals, and accommodation.
- c) The final approval of study assistance for all councillors is to be made by the Office of the Speaker
- d) In the event of a deceased staff member, the outstanding debt will be written off.

- e) It is the responsibility of the eligible candidate to submit academic results bi-annually.
- f) In the event an employee/councillor leaves the institution (for reasons of his/her personal interest/gain) during their period of study he/she is liable for all fees paid and is to repay the municipality in full upon leaving.
- g) Bonding period must be equal to employee's period of study.
- h) Should an employee/ councillor fail 60% of their subject the municipality will no longer continue to pay their tuition fees and the employee/ councillor is to repay the institution in full within a year.
- i) In the event of a staff member who become physically or mentally incapable of completing their qualification, subject to the medical reviews from medical doctors, the outstanding debt may be written off.
- j) Employees or Councillors who become ill during their studies will be given the opportunity to continue if their doctor confirms their capability.
- k) A waiting period of three years is required for an employee/ councillor to be provided with financial assistance, this includes study breaks, subject failure, or any reason prohibiting the completion of study.
- l) Both Councillor and an employee shall enter into Contractual Agreement with the Council after he/she has brought proof of registration
- m) Councillors and Employees are prohibited to register or study at private institutions.
- n) A new employee must have completed period of 12 months in the municipality.

6.3 INTERNSHIP/LEARNERSHIP AND WIL PROCEDURE

- a) WIL/ Internships/ Learnerships only eligible for on-the-job trainings i.e in-house meetings, in-house trainings and in-house workshops only with the exclusion of Treasury Interns
- b) Mbhashe Local Municipality Unemployed Youth are encouraged to submit their CV's to Mbhashe Database all year round.
- c) Submission of comprehensive Curriculum Vitae together with attached confirmation letter of Ward Councillor is required.
- d) Data base of all submitted youth, based on the qualifications obtained shall be developed.
- e) Interns shall be selected on the basis of the need for demographic representation and with reference to equity legislation.
- f) Interviews shall be conducted for selection of interns.
- g) The selection panel for Interns shall be established by the Office of the Municipal Manager.

- h) There will be no replacements done during the duration of the programme in the event an intern/ WIL student resigns.
- i) There will be no extension of contract on completion of internship term/in-service training and Work Integrated Training.
- j) Recruitment of interns will be based on municipality functions/disciplines
- k) The programme must be aligned with human resource planning and should provide appropriate and relevant work experience commensurate with the intern's qualification.
- l) Internship programmes should be shaped and managed to reflect the particular circumstances of the host department.
- m) Selection of Interns shall be based on the availability of a budget and office space.
- n) Students who require a placement for the period of 5 to 30 days maximum not eligible for stipend may be placed based on availability of space.
- o) There shall be no voluntary students allowed to participate in the Internship /Learnership and or WIL programme.
- p) An intern who previously benefited from an any internship program within the institution and any other government department, shall not be eligible to benefit from the program again.

6.4 TRAINING COMMITTEE MEMBERS

It is the responsibility of the Training Committee to prioritise and select training programmes based on needs of the organisation. It is also the responsibility of the Training Committee to prioritise eligible candidates, councillors and employees based on available budget.

6.5 Recognition of Prior Learning

Recognition of prior Learning (RPL) is an assessment process through which learners may be awarded credits for learning which they have already obtained through work experience or some form of prior learning. During this assessment they have to show that they meet the learning outcomes in the learning standards for a particular qualification through demonstrating what they know and are able to do. It is possible to obtain a whole qualification or part of a qualification the through RPL process.

RPL assessment are subject to:

- Operational requirements
- Organisational needs
- The availability of financial and human resources

6.6 REMUNERATION OF INTERNS

All candidates participating on Internship/Learnership, and WIL programme shall be remunerated as follows:

INTERNSHIP	LEARNERSHIP/WILL	TREASURY INTERNS
R60 000 per annum	R42 000 per annum	R100 000 per annum

1. Conditions of service of graduate interns

- a) Interns shall be entitled to serve a period of not less and not more than twenty-four (24) months in the municipality.
- b) Human Resource Development shall immediately after appointment organize an induction for the new interns and communicate with relevant components.
- c) Mbhashe LM code of conduct shall apply to all Interns participating in the programme.
- d) Interns are required to work from Monday to Friday, at the rate of eight hours per day, and 40 hours per week, and as and when required.
- e) All Interns shall be at workstation from 08H00 till 16H30

6.7 Termination of the services

The internship contract will be terminated according to the following circumstances:

- (a) The employer terminates the agreement at the end of the contract.
- (b) The intern is fairly dismissed by the employer for a reason related to the intern's conduct or capacity as an employee.
- (c) On termination of the contract, for whatever reason, all documents, programmes report, etc must be handed over to the employer and the intern shall not claim any annual leave days or type of leave days and right of retention thereon.
- (d) The intern indemnifies the employer against any claims or court actions, including all legal costs that may be instituted by any person against the employer resulting from any action or omission by the intern which is contrary to the contract.
- (e) The employer is under no obligation, after completion of the internship, to employ or consider the intern for any position in the establishment of the employer.
- (f) All candidates participating in an Internship programme shall serve a period of thirty (30) calendar days when resigning from the institution.

6.8 Protection of confidential information

- (a) The intern undertakes not to communicate to any person outside the employer's service either during the currency of this agreement or after the termination thereof, any information obtained by him / her, during the course of his official duties, without the written consent of the employer to this effect.
- (b) The intern will not, during his/her period of internship or at any time thereafter, either utilize or cause to be utilized and/or directly or indirectly divulge and/or disclose to any third party any of the employer's trade or other Government secrets.
- (c) The intern will treat as confidential all confidential information which a third party has, in terms of any agreement made available to the Employer, and which has become known to the intern in the course of his/her tasks, and not divulge to any other party any information regarding such.
- (d) Any document or records (including written instructions, notes or memoranda) relating to the trade secrets of the Employer which are made by the intern or which come into the intern's possession during the period of his/her internship with the employer, are deemed to be the property of the employer, and will be surrendered to the Employer on demand, and in the event of the termination of the intern's service by the employer, the intern will not retain any copies thereof or extracts there from or claim any right of retention thereof.

6.9 Monitoring and evaluation

The Human Resource Division will monitor the implementation of this policy

6.10 Communication / education of the internship policy

All policies related to Interns will be communicated by means of workshops and correspondence to all employees and councillors of the municipality

6.11 Dispute resolution mechanism

In the event of disputes arising out of this policy, such disputes will be dealt with as per the municipal policies.

7. POLICY GOVERNANCE

**SKILLS DEVELOPMENT
POLICY Policy Governance**

Policy Title	SKILLS DEVELOPMENT POLICY	
Policy Version		
<u>Role & Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
<i>Senior Manager Corporate Services</i>		
Policy Custodian		
Policy Author		
LLF Consultation Date		

LLP Consultation Reference		
Council Approval Date		
Council Approval Reference		
(UNIT) eg. Manager Human Resources		
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
Comments		

GUIDELINE 5D

PERSONAL DEVELOPMENT PLAN

By completing a Personal Development Plan (PDP), a staff member takes charge of his or her own learning. A Personal Development Plan (PDP) enables learners to identify key areas of learning and development that will enable them to either acquire new or develop existing skills and behavioural attributes

BIOGRAPHICAL INFORMATION

This is the Personal Development Plan of:

Surname	
Name	
Post	
Division	

Personal details:

Identity Number	
Age	
Gender	

Race	
Disability	
Home Language	

Qualifications:

Please specify all formal qualifications obtained, as well as the NQF level of each qualification. Where study is completed, indicate the period of study. Where study is ongoing, indicate the start date of study as well as the possible date of completion.

Qualification	
NQF Level	
Institution	
Period of study	
Degree (s) or Diploma (s) obtained	

Qualification	
NQF Level	
Institution	
Period of study	
Degree (s) or Diploma (s) obtained	

Experience:

Please indicate all relevant work experience within and outside your current organisation. Please specify previous employers, positions held and period of employment.

Employer	Dates (from – to)	Position held

Training and Development:

Please list significant other training and development courses or programmes you have attended. Please add any certification awarded if applicable.

Training and Development courses	Dates of training	Certification (if applicable)

POST REQUIREMENTS 1. Entry Level Requirements

The entry requirements of the post are contained in the table below

Qualifications required for post	NQF Level	Qualification status/year obtained

2. Role Competencies

The Table below contains the competence required by the incumbent for this post, as specified in the relevant job profile.

Skills required for the post	

Knowledge requirements for post	
Generic skills and behaviours required for post	

STAFF DEVELOPMENT NEEDS:

In the table below the priority competencies to be developed by the staff member, as identified during the skills audit, should be listed together with the interventions to develop these competencies.

Competencies to be developed	Competency Description	Functional/Managerial/Generic	Learning objectives	Type of intervention or mode/form of learning delivery e.g. formal training programme	Responsible provider - facilitators, trainers, provider institution e.g. university, UOT, private provider,	Estimated duration and cost of learning intervention	
				or on-the-job learning or coaching.		external coach, supervisor	Duration
e.g. Oral communication	Listening to others and communicating in an effective manner that fosters open communication	Generic					

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Figure 1: Kirkpatrick's and Phillip's model of training evaluation

