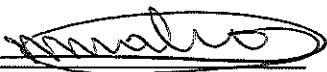


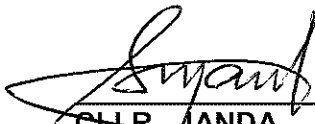
TRAINING AND DEVELOPMENT POLICY



APPROVED BY:

  
MR M NAKO  
MUNICIPAL MANAGER  
DATE: 23/06/2021

APPROVED BY:

  
CLLR JANDA  
EXECUTIVE MAYOR  
DATE: 23/06/2021

**TABLE OF CONTENTS**

1. Purpose of Policy.....	1
2. Objective of Policy.....	
3. Scope.....	
4. Policy Definition.....	
5. Legislative Framework.....	
6. Policy or Procedure Target.....	
7. General policy provisions.....	
8. Procedure for implementing policy.....	
9. Policy governance.....	

## **1. PURPOSE OF POLICY**

The objective of the policy is to provide a clear framework and give clear guidelines on the implementation of training and education through building capacity at the Mbhashe Local Municipality

## **2. OBJECTIVE OF POLICY**

- 2.1 To assist in developing the professional capacity of employees, thus promoting service delivery
- 2.2 To promote an integrated strategic approach in addressing education, training and development needs
- 2.3 To enable effective consultation with all stakeholders to determine the optimal fit between the development needs of an employee, project teams, the job, the organisation and the environment
- 2.4 To address areas of skills shortages as identified through skills audit.
- 2.5 To contribute to the full personal development of every employee in the Municipality from the day on which he/she assumes duty until the end of his/her career.
- 2.6 To facilitate access to training, to enable mobility and progression within employee's career path
- 2.7 To create a culture of life-long learning in pursuit of the principle of "learning organisation"
- 2.8 To promote fair and transparent education, training and development practices
- 2.9 To promote the use of other modes and learning and sharing which are conferences, workshops and seminars.

### **3. SCOPE**

This policy applies to all Mbhashe LM Permanent staff members and section 56 employees, Councillors and Interns.

### **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
- 5.11 Local Government Municipal Management Act

### **4. POLICY PROCEDURE**

In order to conduct a reliable human resource audit, Training and development unit (Skills Development Facilitator) must:

- 4.1 Conduct research into and develop tools that will ensure optimal results to achieve the purpose of the audit
- 4.2 Conduct the audit in all units and explain the purpose of the audit and gathering of data to stakeholders.
- 4.3 Collate data and process and organise information
- 4.4 Analyse results of the audit\* interpret and determine broad trends and needs in the organisational unit
- 4.5 Identify gaps between needs and the existing situation
- 4.6 Submit quarterly reports to the Skills Development and Employment Equity Committee
- 4.7 Provide feedback reports to institutional management with broad observations and specific recommendation
- 4.8 Conduct follow-up actions and ensure the inclusion of key aspects in the Workplace Skills Plan

## 5. GENERAL POLICY PROVISIONS

- 5.1 Applications to attend training/seminar or any training program national shall be approved by Municipal Manager.
- 5.2 Applications to attend training/seminar or any training program locally shall be approved by relevant Senior Manager.
- 5.3 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.
- 5.4 All permanent employees, Councillors and Interns with the exclusion of Learnership and WIL

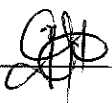
## 6. PROCEDURES FOR IMPLEMENTING POLICY

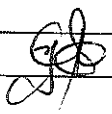

The Municipality will monitor the implementation of the mentorship programme through the following mechanisms: Periodic reports submitted by Mentors, briefing sessions, Annual WSP and ATR reports submitted by the Municipality to the LGSETA. Employment Equity Plans and reports to the Department of Labour.

## 7. POLICY GOVERNANCE

### TRAINING AND DEVELOPMENT POLICY

#### Policy Governance

Policy Title	TRAINING AND DEVELOPMENT POLICY	
Policy Version		
<u>Role &amp; Process</u>	<u>Responsible Individual Name and/or Date</u>	<u>Responsibility Accepted Signature</u>
<i>Senior Manager Corporate Services</i>	Ms N. Mahlathi - Nkuhlu	
Policy Custodian		
Policy Author		
LLF Consultation Date		
LLF Consultation Reference		

Council Approval Date	26/05/2021	
Council Approval Reference		
<b>(UNIT) eg. Manager Human Resources</b>	<b>N. Hanise</b>	
Policy Approved		
Policy Inception Date		
Review Start Date		
Review Completion Date		
Legislative References		
Policy Review "Triggers"		
<b>Comments</b>		