



MBHASHE LOCAL MUNICIPALITY

All correspondence to be directed to the office of the Municipal Manager
454 Streatfield Street, Dutywa, Eastern Cape Province
Tel: 047 489 5864/34 • Email: info@mbhashemun.gov.za
www.mbhashemun.gov.za

INTERNSHIP POLICY

2018-2019



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CORE BUSINESS AREA	CORPORATE SERVICES DIRECTORATE
OPERATIONAL AREA	ALL DIRECTORATES
DATE	30/05/2018
FILE NAME	INTERNSHIP POLICY
FILE NUMBER	
BUSINESS OWNER	MBHASHE LOCAL MUNICIPALITY



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1. Preamble

The municipality of Mbhashe seeks to establish an effective and efficient internship programme aimed at bridging the gap between academic study and competent performance in the workplace by offering structured internship opportunities to students and unemployed youth with tertiary qualifications that will enable them to gain practical work experience over a maximum period of twelve months.

2. Purpose of the policy

- a) To develop and prepare a pool of qualified candidates who understand the intricacies of the public service
- b) To resolve the general shortage of qualified and skilled people in the workforce by encouraging graduates to equip themselves with the necessary practical experience.
- c) To assist in meeting the strategic staffing needs of the public service by providing practical and accelerated work experience programmes that expose interns to specific occupations.
- d) To address the problem of youth unemployment, especially tertiary (university and technikon) graduates by providing them with work experience opportunities in the public service.
- e) To contribute to accelerated service delivery by government through the improved introduction of skilled personnel in the public service.
- f) To improve equitable access to public sector employment for rural and marginalized groups such as women and the disabled.

3. Definitions

Terms and definitions that will be used throughout the procedure that need clarification for the reader, this can also include any keywords, also technical terms, abbreviations that maybe used in this document.

Word/Term	Definition (with examples if required)
Alignment with Human Resource Planning	Posts identified for Internship programmes must contribute to Strategic staffing needs of the municipality.
Code of Conduct	Interns must abide by Code of Conduct and Policies of the municipality.
Contract	A legitimate agreement between the department and the Intern describing the conditions of employment.
Cost Effectiveness	Internship must be established on the principle of cost effectiveness
Designated Groups	The groups are black males/females (African, Coloured and Indian) women and persons disabilities as defined by the



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	Employment Equity Act.
Graduate Intern	This is a person who has completed a qualification but was unemployed prior to being appointed, and needs workplace exposure to enhance her/his chances of future employment.
Intern	An intern is a person who is contracted with the municipality to engage in an internship programme. To qualify as an intern, person must either be studying towards, or have completed a diploma or a degree, or participated in a recognized formal training programme at an institution of higher learning which is registered in terms of the Council for Higher Education and SAQA. There are two types of interns: Student Intern to Graduate Intern.
Student Intern	This is a student who is currently studying towards a higher education qualification and must undertake a period of work experience in order to fulfill the requirements of the qualification.
Internship	Internship is a structured workplace experience programme that is agreed to between the intern and the supervisor/ line manager who is delegated this responsibility by municipality. This work experience provides exposure in a field relevant to the qualification(s) of the intern and relevant to the skills needs to the department over a specified period.
Learnership	A learnership is a formal programme which includes both structured work (practical) experience and instructional (theoretical) learning. It provides a work based route towards a qualification within the National Qualification Framework that is registered with SAQA. The learning programme period can be between six months and three years.
Mentorship Programme	Mentorship programme is a process of deploying and supporting selected, experienced and trained individuals to support the career and personal development of the protégé's allocated to them.
Portfolio of Evidence	A portfolio of evidence depicts the intern's programmes and experiences in the internship programme. This is a document that the protégé is responsible to keep up to date. The document is intended to be kept by the intern at the conclusion of the programme as evidence of what experience she/ he has been exposed. The supervisor of the intern will specify the nature of the portfolio and what is included in this document.
A protégé	A protégé participates in a dyadic developmental relationship with her/ his mentor. The protégé is expected to utilize this opportunity to engage with her/his mentor and to access guidance and trusted feedback while attending increased professional competence.



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Representivity	Demographic representation must be given the necessary attention in the internship, Learnership and mentorship programmes. This internship is for a student who is enrolled at a tertiary education/ institution or a SAQA registered qualification and required to obtain practical experience in the workplace in terms of the rules of the Degree Programme.
Service Provider	A South African Service Provider accredited by the Department of Education SAQA. This Service Provider may be contracted to provide service as part of a learnership programme.
Allowance/ Stipend	n amount paid/ payable to an intern candidate in respect of ordinal hours of training done at the work place as regulated by SETA.
Sectoral Determination	Refers to a Sectoral Determination made under Chapter 8 of Basic Conditions of Employment Act

Application and scope

The policy will cover the young unemployed graduates from universities, technikons and Further Education and Training Colleges (FET's) who reside within the Mbhashe jurisdiction.

4. Legislative framework

- Constitution of the Republic of South Africa
- Basic Conditions of Employment Act
- Education, Training and Development Policy
- Employment Equity Act
- HRD Strategy for SA Labour Relations Act
- Public Service Act
- Public Service Regulations
- Skills Development Act
- Skills Development Levies Act
- SAQA (South African Qualifications Authority) Act
- National Skills Development Strategy
- White Paper on a New Employment Policy for the Public Service
- White Paper on Human Resource Management in the Public Service
- White Paper on Public Service Training and Education



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5. Principles guiding the internship programme

- a) The programme should provide appropriate and relevant work experience commensurate with the intern's qualification.
- b) The programme must be aligned with human resource planning.
- c) Strategic staffing needs of the department.
- d) Posts identified for internship programmes must contribute to the strategic staffing needs of the department concerned.
- e) Interns should not be recruited to replace permanent employees.
- f) Internship programmes should be shaped and managed to reflect the particular circumstances of the host department.

6. Promotion of equity

The programme should build inclusivity by widening access and opportunity for people from diverse backgrounds.

- a) Interns must be selected on the basis of the need for demographic representation and with reference to equity legislation.
- b) Transparent recruitment and selection policy procedures and systems must be adhered to.
- c) Internships should be structured, work-based programmes.

7. Policy statement

The municipality of Mbhashe has decided to develop the Internship Policy in an attempt to guide the municipality on how to equip young and unemployed graduates to acquire work experience and skills in different fields to prepare them for entering the job market after completing the programme.

8. Criteria for selecting interns

Intern selection criteria should include:

- a) A commitment or desire to follow a public service career in a specific strategic occupation that has been identified;
- b) Demographic representation according to requirements of the human resource planning and development plans to ensure broad representation; and
- c) Willingness to remain within the municipality for the duration of the internship.
- d) A diploma or a degree as a requirement for selection
- e) A letter of confirmation from ward councillor of his or her own councillor
- f) The selection panel established by municipal manager as per recruitment policy of the municipality

Note: Participation in internship programmes will be through a competitive process.

Candidates must be studying towards, or have completed a diploma or degree, or participated in recognized formal training programme at an institution of higher learning that is registered in terms of the Council for Higher Education (CHE) and SAQA, or they



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must be specifically assigned by their organization to acquire knowledge or experience in a discipline relevant to the public sector.

9. Recruiting and managing interns

The following resources will be applicable in the implementation of the internship programme:

- a) A budget covering allowance and all other costs of the programme;
- b) Line managers who will supervise the interns;
- c) HR and training committee commitment to assist in coordination;
- d) Human resources deployed to implement the programme;
- e) Adequate office space and furniture;
- f) Access to a computer, telephone, Internet and email if required;
- g) All municipal policies on asset management, such as telephones, office hours, access cards, computer usage and codes of conduct applicable to permanent employees will apply to interns and communicating the existence of internship programmes, the contents of learning arrangements and the employment needs of the public service to staff generally is vital to convey the importance attached by government to the internship programme.

10. Conditions of service and remuneration of graduate interns in the public service

- a) Interns shall be entitled to serve a period of not less and not more than twenty four (24) months in the municipality subject to review according to specific needs and arrangements (e.g. engineering intern that has to complete a project), irrespective of whether the contract overlaps the next financial year.
- b) Human Resource must ensure sufficient budget allocation for the programme
- c) Interns shall be managed in terms of municipal legislation and Code of Conduct.
- d) Only graduate interns employed on a fixed term contract will be remunerated. The municipality will remunerate interns at the end of each month provided they work 40 hours per week.

11. Induction and exit ceremonies

- a) Human Resource Development shall immediately after appointment organize an induction for the new interns and communicate with relevant components.
- b) On completion of their internship programme, exit ceremonies and awarding of certificates will be held in honour of those interns who have successfully completed the programmes.

12. Rights of interns, employer and higher education institution

a) Intern

The intern has the right to:

- i. Be exposed to work experience opportunities in terms of this Internship agreement
 - ii. Have access to the resources as may be required to fulfill her or his obligations
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- iii. Be provided with a document stating the work experience that she or he undertook during the agreed period of placement.

b) Employer

The employer has the right to require the intern to:

- i. Perform duties in terms of this Agreement.
- ii. Comply with the rules and regulations of the employer.

c) Higher education institutions

Where the intern is completing work experience in fulfilment of an accredited programme in a higher education institution, that institution will be provided feedback on the intern's work experience by common agreement between the employer and the higher education institution.

13. Duties of intern, employer and higher education institution

13.1 Intern

The intern must:

- a) Work for the employer in terms of the period as specified in the internship agreement and employment contract.
 - b) Be available for and participate in all learning and work experience required by the employer.
 - c) Comply with workplace policies and procedures.
 - d) Complete any timesheets or any written reports supplied by the department to record relevant workplace experience.
 - e) Enter into an agreement with a mentor as arranged by the employer.
 - f) Meet with the mentor and discuss her or his experience on the internship programme.
 - g) Participate in the general activities of the department in which the internship activities take place.
 - h) Take full advantage of the training and development opportunities available to him/her.
 - i) Demonstrate willingness to participate through work experience.
 - j) Participate in induction and orientation programmes as arranged by the employer.
 - k) Provide a record of his/her internship experience to the employer (e.g. portfolio).
 - l) Where the intern is participating in an internship programme as part fulfilment of an accredited higher education qualification, she or he must develop an output or report the nature of which will be agreed to between the employer and the higher education institution.
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13.2 Employer

The employer must:

- a) Comply with its duties in terms of the Skills Development Act and all applicable legislations.
- b) Employ the intern for a period specified in the Agreement.
- c) Provide the intern with appropriate work based experience in the work environment in accordance with the agreement.
- d) Provide the intern with adequate supervision at work.
- e) Pay the intern the agreed intern allowance while the intern is working for the employer.
- f) Provide appropriate work experience to an intern who is registered with a higher education institution and is required to obtain work experience in order to achieve
- g) The relevant outcomes as agreed with the higher education institution in question.
- h) Conduct on-the-job assessment, based on the identified performance indicators provided by the tertiary institution and/or department.
- i) Keep informed as to the progress of the intern.
- j) Apply the same disciplinary, grievance and dispute resolution procedures to the intern as to other employees.
- k) Prepare an orientation/induction course to introduce interns to the workplace and specific workplace requirements.
- l) Ensure that each intern is matched with a mentor who engages with the intern in her or his development while working as an intern.

13.3 Higher education institution

The institution must:

- a) Provide intern documentation such as proof of registration, reference letter and examination results to the department.
- b) Visit interns at the workplace during the period of placement.
- c) Provide the mentor with a final assessment document.
- d) Discuss assessment and evaluation criteria with mentor.
- e) Deal with grievances and disciplinary action in terms of policies and procedures of the respective tertiary institution.

14. Termination of the agreement

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

- 14.1 The employer terminate the agreement at the end of the contract
 - 14.2 The intern is fairly dismissed by the employer for a reason related to the intern's conduct or capacity as an employee
 - 14.3 The higher education institution approves a written application to terminate the Agreement by the intern or, if good cause is shown, by the department
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- 14.4 On termination of the agreement, for whatever reason, all documents, programmes reports, etc must be handed over to the employer and the intern shall not claim any right of retention thereon.
- 14.5 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 agreement.
- 14.6 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.

15. Protection of confidential information

- 15.1 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.
- 15.2 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.
- 15.3 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.
- 15.4 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.

16. Monitoring and evaluation

The Human Resource Division will monitor the implementation of this policy and will submit a quarterly report to the senior manager. Corporate Services for submission to the management of the municipality.

17. Communication / education of the internship policy

The Internship Policy will be communicated by means of workshops and correspondence to all employees and councillors of the municipality

18. Dispute resolution mechanism

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



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19. Approval of the policy

The policy will be approved by the Council and signed by the Municipal Manager and the Executive Mayor of the municipality on behalf of the council.

20. REVIEW OF THE POLICY

This policy will be reviewed annually from the date of approval and when there are material changes in the enabling legislation.

APPROVED BY THE COUNCIL AND SIGNED BY:

MR NAKO M
MUNICIPAL MANAGER

03 JULY 2018

DATE

CLLR JANDA S N
EXECUTIVE MAYOR

03 JULY 2018

DATE