



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

TRAINING POLICY

V3

2018-2019



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

TABLE OF CONTENTS

A. <u>DEFINITIONS</u>	3
<input type="checkbox"/> HYPERLINK \l "_Toc346881825" 1.....	<u>INTRODUCTION</u>
2. <u>PURPOSE OF THE TRAINING POLICY</u>	4
3. <u>SCOPE OF APPLICATION</u>	5
4. <u>LEGAL FRAMEWORK / GOVERNING PRESCRIPTS</u>	5
5. <u>POLICY PROVISIONS</u>	6
6. <u>IMPLEMENTATION OF A COMPREHENSIVE TRAINING PLAN</u>	7
7. <u>SKILLS AUDIT AND WORKPLACE SKILLS PLAN</u>	8
8. <u>PROCESS GUIDELINES</u>	8
9. <u>WORKPLACE SKILLS PLAN</u>	9
10. <u>GUIDELINES FOR THE DEVELOPMENT OF A WSP</u>	10
11. <u>A COMPREHENSIVE WORKPLACE SKILLS PLAN FOR EDUCATION, TRAINING AND DEVELOPMENT</u>	10
12. <u>EDUCATION, TRAINING AND DEVELOPMENT INTERVENTIONS</u>	11
13. <u>ROLES AND RESPONSIBILITIES</u>	19
14. <u>MONITORING, EVALUATION AND REPORTING</u>	22
15. <u>POLICY REVIEW</u>	23



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

A. DEFINITIONS

- | | |
|------------------------------------|---|
| i. Standard | registered statement of desired education and training outcomes and their associated assessment criteria |
| ii. Qualification | Formal recognition of the achievement of the required number and range of credits and such other requirements |
| iii. Learner | For the purpose of this policy, any individual involved in an arranged intervention to develop knowledge, skills and attitudes |
| iv. Skills development facilitator | An individual within an organisation responsible for the development and planning of an organisation's skills development for a specific period |
| v. Workplace Skills Plan | A strategic prioritised skills plan of the organisation's skills development for a specific period |
| vi. Learnership | Is a workplace-learning programme supported by structured institutional learning, which results in a qualification? It should lead to increased productivity, employment and intervention |
| vii. Career management | Is a process where the individual's personal career goals reconciled with organisational objectives |
| viii. Employment Equity | Equal opportunity of employees as set out in the Employment Equity Act |
-



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

- | | |
|------------------------|---|
| ix. Competence | Is the practical execution of skills, knowledge and attitudes within a given environment |
| x. Skills Audit | Is an instrument that assists the organisation to identify skill and training gaps between the available categories within the organisation |
| xi. AET | A flexible programme aimed at illiterate and semi-literate individuals towards obtaining nationally recognised certificates. It supports the principle of 'lifelong learning' |
| xii. Senior management | Heads of Departments |

1. INTRODUCTION

1.1 The Education Training and Development policy outlines the process associated with education, training and development and issues of equality in the Mbhashe Local Municipality.

1.2 The policy's purpose is to address the skills shortages especially considering the previously disadvantaged persons in various areas.

1.3 The number of receipts will be determined by the budgetary allocations of the Municipality.

2. PURPOSE OF THE 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. The key objectives of this policy are as follows:

- 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
-



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

- 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 OF APPLICATION

- 3.1 This policy applies to all employees of the Mbhashe Local Municipality. Including interns.

4. LEGAL FRAMEWORK / GOVERNING PRESCRIPTS

- 4.1 Constitution of Republic of South Africa No. 108 of 1996
 - 4.2 White Paper on Public Service Training and Education, 1997
 - 4.3 White Paper on Human Resource Management, 1997
 - 4.4 Skills Development Act, No 97, 1997
-



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

4.5 Skills Development Levies Act, 1999

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

4.7 Employment Equity Act, 1997

4.8 Basic Condition of Employment Act, 1997

4.9 Labour Relations Act, No 66 of 1996

4.10 National Skills Development Strategy 111

4.11 Local Government Municipal Management Act

5. POLICY PROVISIONS

5.1 Education, Training and Development Principles

The Mbhashe Local Municipality subscribes to the following principles to achieve the objectives of this policy:

5.1.1 Alignment of education, training and development interventions to the strategic objectives of the Municipality

5.1.2 Investment in “human capital”

5.1.3 Assessment of competencies and potential

5.1.4 Full utilisation of potential

5.1.5 Career pathing and development

5.1.6 Alignment to education, training and development process

5.1.7 Outcomes orientated activities



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

5.1.8 Line management support and acceptance of responsibility and accountability, including adequate resourcing

5.1.9 Improved performance and service delivery

5.2 PROCESSES

5.2.1 The following internal processes on education, training and development will be followed within the Mbhashe Local Municipality

5.2.1.1 Conduct a skills audit annually to inform, amongst others, the HR Plan and MTEF needs

5.2.1.2 Determination of strategic development areas to maintain and improve current and futuristic levels of service delivery

5.2.1.3 Development of a Workplace Skills Plan and subsequent reporting

5.2.1.4 Annually report on skills development areas for the Mbhashe Local Municipality

5.2.1.5 Assessments of competence by means of potential evaluation, actual work performance, skills audits and training plan

6. IMPLEMENTATION OF A COMPREHENSIVE TRAINING PLAN

6.1 Financial assistance by the municipality to allow employees to study towards further relevant qualifications.

6.2 Attendance of training courses

6.3 Granting of special leave for study purposes



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

6.4 Participation in formal development programmes leading o qualifications, such as formal studies through accredited institutions and learner ships

6.5 Liaison with role-players

6.6 Mentorship and career counselling

6.7 AET (Adult Education and Training)

7. SKILLS AUDIT AND THE WORKPLACE SKILLS PLAN

7.1 The HR Section will conduct a skills audit annually (before or the end of the financial year) in line with the agreed dates as set out by the LGSETA), in consultation with all stake-holders to identify skills and training gaps between the available skills and required skills for all occupational categories within the MLM.

7.2 The results of the skills audit will be used to develop a Workplace Skills Plan for all departments and consolidated into a Municipal Workplace Skills Plan.

7.3 The WSP will then be submitted to the LGSETA on the 30th of April yearly.

8. PROCESS GUIDELINES

8.1 In order to conduct a reliable human resource skills audit, the HR Unit through a dedicated person (HRD Officer) must:

8.1.1 Conduct research into and develop tools that will ensure optimal results to achieve the purpose of the audit

8.1.2 Conduct the audit in all units and explain the purpose of the audit and gathering of data to stakeholders.

8.1.3 Collate data and process and organise information



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

- 8.1.4 Analyse results of the audit, interpret and determine broad trends and needs in the organisational unit
- 8.1.5 Identify gaps between needs and the existing situation
- 8.1.6 Consult all relevant stakeholder who have necessary information to be used like the IDP and SPU sections.
- 8.1.7 Submit reports to the Training Committee
- 8.1.8 Provide feedback reports to institutional management with broad observations and specific recommendation
- 8.1.9 Conduct follow-up actions and ensure the inclusion of key aspects in the Workplace Skills Plan

9. WORKPLACE SKILLS PLAN

- 9.1 The HRD Officer must develop a Workplace Skills Plan (WSP) annually for the Municipality.
 - 9.2 The WSP will assist Municipality to make informed education and training decisions, conduct needs based training and development programmes that responds to the changing labour market whilst also institute life-long learning culture programmes overall.
 - 9.3 The WSP must include the following:
 - 9.3.1 Strategic vision and mission of the Municipality
 - 9.3.2 Key Performance Areas of the Local Government
 - 9.3.3 Key education, training and development priorities and targets
 - 9.3.4 Linkages with affirmative action measures and the Employment Equity Plan
-



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

9.3.5 Linkages with the National Skills Development Strategy

9.3.6 LGSETA Strategic Focal Areas

9.3.7 PIVOTAL interventions

10. GUIDELINES FOR THE DEVELOPMENT OF A WSP

10.1 The HR Unit through the HRD Officer must:

10.1.1 Review information relating to national and sectorial trends in skills development

10.1.2 Identify departmental goals and skills needs priorities for the Municipality with line managers

10.1.3 Develop and agree on strategies to meet the identified skills development priorities

10.1.4 Continuously evaluate the implementation of the WSP and outcomes

10.1.5 Report on the process and outcomes to Management and relevant stakeholders

10.1.6 Ensure that no training programmes are implemented not provided for in the WSP, Deviation should be investigated through a comprehensive needs analysis exercise before approval is granted by the Municipal Manager

11. A COMPREHENSIVE WORKPLACE SKILLS PLAN FOR EDUCATION, TRAINING AND DEVELOPMENT

11.1.1 Its purpose is to afford employees the opportunity to equip them with skills, knowledge, attitudes and expertise that will add value to their functions and enhance the ability of the Mbhashe Local Municipality to



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

improve the service delivery but also ensuring accreditation according to the specifications of SAQA (South African Qualifications Authority).

12. EDUCATION, TRAINING AND DEVELOPMENT INTERVENTIONS

The following interventions can be utilised to support the WSP of the Municipality:

12.1 Internal Training Courses: Mbhashe LM will provide in-house training courses and/or develop or purchase new training courses according to the following principles:

12.1.1 Employees should have ongoing and equitable access to training be equipped with the necessary and relevant skills and knowledge

12.1.2 Training content should support/enhance work performance and service delivery.

12.2 External Training Courses

12.2.1 The Municipality may grant financial assistance (in the form of registration fees) to employees to attend external training courses in line with personal development plans and the workplace skills plan.

12.2.2 External training courses include seminars, workshops, conferences lectures, short interventions and study tours.

12.2.3 It is to be ascertained that no similar intervention can be obtained internally

12.2.4 Employees may apply to attend short-training interventions locally (within the country) provided that funds are available and that the



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

training initiative forms part of the applicant's personal development plan and is in line with the priorities set out in the WSP.

12.2.5 Applications to attend national or local training programmes can be recommended by the relevant Managers subject to the approval by the Municipal Manager.

12.2.6 Applications have to be submitted to the relevant Unit for recommendation and to the HR Development for authorisation on the prescribed application form. In the case of courses abroad, the form must be accompanied by a full formal submission to the Municipal Manager. Applications will be evaluated according to the following:

12.2.6.1 The nature of the short intervention must be **directly** applicable to the functions and responsibilities performed by the applicant as part of his or her job requirements.

12.2.6.2 The performance profile of the applicant must clearly indicate a need for the specific training programme.

12.2.6.3 All employees must have fair exposure to ensure that all deserving staff members are afforded an opportunity to be nominated for external training interventions. (should not always be the same employees attending external courses)

12.2.6.4 The course content must clearly demonstrate value for money and optimal investment

12.2.6.5 Fees related to the training intervention will be paid in accordance with an original invoice from the relevant, appropriate and registered service provider



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

12.2.6.6 Staff member who attended short training interventions (conferences, seminars and workshops) are required to present reports to their line managers within one month of attending.

12.2.6.7 In the case of short courses exceeding three months and/or leading to NQF credits towards a formal qualification employees will be contractually bound in terms of the Study Assistance Policy of MLM

12.2.7 Where series of modules make up a formal qualification, the first may be considered a short course. To pursue the full qualification, the normal bursary condition will apply

12.3 Financing of Training

12.3.1 The Municipality must, in accordance with the Municipality's particular training needs and subject to the normal budgetary procedures and availability, make provision for the financing of its training activities through the provisions of the Skills Levy Act, and in accordance with the provisions of the Municipal Finance Management Act.

12.3.2 Learners who go for training away from their homes, will be reimbursed in terms of S&T policy subject to the availability of funds.

12.4 Formal Studies

12.4.1 The Municipality may grant bursaries for formal studies to employees who have a desire to further their development in line with the Municipal objectives and needs, or for prospective employees for specially identified courses.



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

12.4.2 Bursaries may also be awarded for Senior Certificate and AET qualifications.

12.4.3 Conditions and procedures to participate in the departmental Bursary Scheme are provided in the Bursary Policy and Study Assistance Policy.

12.5 Learnership

12.5.1 The purpose of this form of development is to assist employees in the development of their career paths and in obtaining qualifications registered with the SAQA

12.5.2 Learnership also aimed at combining relevant education and training theory with workplace experience in ways that optimise learning and assessment and equip learner to continue to learn independently

12.5.3 The entry requirement for establishing Learnerships in terms of Section 43 (1) of the Basic Conditions of Employment Act, 1997 (Act No 75, 1997) and Section 3 (1) of the South African Schools Act, 1996 (Act 84 of 1996), the minimum age of 15 year.

12.5.4 The learner must have acquired a minimum of grade 8 or equivalent of AET level 3 qualification. Learner who do not have these qualifications but who have acquired the relevant skills and knowledge may apply for the recognition of prior learning. If sufficient credits are obtained, such learners may be considered for the programme.

12.5.5 Requirements for participation are determined SETAs according to the nature of the learning sub-field (occupational area). However,



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

those requirements should not serve as barriers to learning measures. Preference will be given to learners from designated groups

12.5.6 Learnership must be registered with a SETA before a Learner ship agreement and contract of employment for the duration of the learner ship can be established.

12.5.7 The actual length of the learning period will be determined by the rate at which unit standards (competencies) are achieved, as stipulated in the learning contract, but not less than 12 months. SETAs may grant extension of this period under exceptional circumstances.

12.5.8 In terms of the provisions of section 17 (4) of the Skills Development Act, a learnership agreement may not be terminated before that expiry of the period of duration specified in the agreements unless:

12.5.8.1 The learner meets the requirements for the successful completion of the learner ship

12.5.8.2 SETAs approves such termination

12.5.8.3 The learner is fairly dismissed for a reason related to the learner's conduct or incapacity as an employee

12.6 Internships

12.6.1 The purpose of this form of training is to assist employees by providing interns with relevant practical experience, which supplement by classroom.



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

12.6.2 Internship must be monitored by the Municipality with the process set out below:

12.6.2.1 Potential applicants may approach MLM or recruited for an internship programme.

12.6.2.2 The prescribed section arrangements (Recruitment and Selection Policy) must be followed for the screening of candidates

12.6.2.3 The Selection Panel created by the Municipal Manager is responsible to make recommendations on the “appointed” interns to the Municipal Manager for approval

12.6.2.4 Interns are required to enter into a formal agreement with the Municipality upon acceptance of an offer

12.6.2.5 A coach/mentor must report on the progress of the Intern to the relevant tertiary or training institution

12.7 Adult Education and Training

12.7.1 AET serves to:

12.7.1.1 Provide education and training to employees with inadequate or no formal schooling, ensuring access to opportunities for further education, training and lifelong learning

12.7.1.2 Improve the lives of those who did not have the opportunity to participate in the formal education system

12.7.2 An effective AET programme consists of the following processes:

12.7.2.1 Appointment of a relevant manager as a champion



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

12.7.2.2 Outsourcing of the programme to a suitable provider, depending on the following:

12.7.2.2.1 The availability of funds

12.7.2.2.2 Identification of suitable education and life skills programme

12.7.3 Pre-assessment and placement of potential learners, taking into consideration recognition of prior learning

12.7.3.1 Prior to allocating learners to a specific AET level, they have to be assessed to determine what skills, knowledge and values they have already acquired and credit must be given in this regard.

12.7.3.2 These skills, knowledge and values could have been obtained through formal or informal learning.

12.7.3.3 It is important that assessment be done in the preferred language of a potential AET learner to ensure that language is not used as a barrier to give credit to prior learning.

12.8 Recognition of Prior Learning

12.8.1 This is an intervention in which the municipality will engage the services of an accredited service provider to assess the employees against unit standards and allocate credits taking into account prior knowledge.

12.9 Mentoring

12.9.1 Below are a range of benefits that may be derived from a Mentorship programme, namely:

- Facilitating implementation of learner ships and internship programs by training and appointing workplace coaches and mentors to support learners with the application of skills after training.
-



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

- It supports and reinforces training and skills development interventions.
- It can be used as tool to orientate and induct new or existing employees into the job or the municipality.
- It supports the development and implementation of HRD initiatives such as: career planning, succession planning, and employee retention and talent management.
- It helps the Municipality achieve its objective as it contributes to the implementation of performance management system.
- It accelerates the implementation of transformational legislation such as the Employment Equity;
- It promotes teamwork and sound working relationships;
- It contributes to job satisfaction;
- It encourages a learning culture in an organisation.

12.9.2 Mentoring Strategy

A Municipality will develop a strategy to implement and promote a mentoring framework, linked to other human resource management and development strategies in the organisation. The Strategy will be based on a research for the potential of mentoring within a Municipality which must address the following:

- The mentoring strategy will encompass the following elements.
 - A clear statement of program objective.
 - Promote the value of mentoring at all levels in the municipality.
 - Delineations of roles, responsibilities and expectations for all involved.
 - Identify and communicate mentorship opportunities.
 - Develop norms for mentoring workload allocation to enable sound planning.
 - Outline the benefits of mentoring to all parties.
 - Establish ground rules for mentoring in the Municipality.
 - Develop timelines for the implementation of the strategy.
 - Identify a mentoring model that suits the needs of the Municipality.
 - Determine time required for mentoring based on the nature of outputs to be achieved.
-



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

- Define competency criteria for Mentors and Mentees.
- Design and provide training on the mentoring programme for relevant role players.
- Establish and implement contracting arrangements for all concerned.
- Establish protocols and criteria for matching participants.
- Provide support and resources for the development and implementation of the mentoring strategy.
- Allow for the procurement of external networks where necessary to strengthen the program.
- Establish an effective conflict management protocol to direct the mentoring relationship.
- Specify mandatory reporting formats and templates.
- Evaluation of the mentoring programme based on the reflections by all involved in the program.
- Revision of the mentoring programme based on the outcome of the evaluation.
- Recognize and acknowledge positive contributions of individuals on the programme;
- Reward achievements derived through mentoring in accordance with Municipality's policy and procedures.
- Identify and promote continuous opportunities for mentoring in accordance with individual and Municipality's requirements.

12.9.3 Implementation and Monitoring

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.

13. ROLES AND RESPONSIBILITIES

13.1 Role of the Senior Managers



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

13.1.1 Strategic decision making, planning and implementation
with respect to public service training and education and:

13.1.2 Ensuring that a departmental training and education
strategy is formulated in consultation with stakeholders and
implementation in partnership with providers.

13.2 Role of Line Managers/Supervisors

Line managers/supervisors are responsible for:

13.2.1 Ensuring that every individual in his/her section or division
has a comprehensive personal development plan, linked to
his/her potential, job description and augmented by
performance management reports

13.2.2 Ensuring adequate provision for the development of their
staff in their budgets

13.2.3 Providing learning opportunities for employees in
accordance with their personal development plans

13.2.4 Providing on-the-job training in line function specific matters

13.2.5 Encourage their staff to participate in available and relevant
learning opportunities

13.2.6 Availing himself/herself to present training in accordance
with the relevant legislative framework

13.2.7 Assisting the WSP Project Team in gathering/collecting
relevant information/data

13.2.8 Monitoring development outcomes by means of the
application of Performance Assessment Instrument



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

13.3 Roles of Employees

Each employee is ultimately responsible for his/her own development and, by implication, career management. He/she must therefore:

- 13.3.1 Design own development plans and identify appropriate training and development interventions
- 13.3.2 Establish agreement with supervisors on learning opportunities for job-specific training
- 13.3.3 Align career interest and personal competencies with strategic requirements of the Department/component

13.4 Roles of line Manager

The HRD Sub section in conjunction with other directorates will be responsible for:

- 13.4.1 Developing a WSP in line with strategic directions of its department
 - 13.4.2 Making recommendations based on the outcomes of the skills audit to the relevant Manager in consultation with the Training Committee
 - 13.4.3 Implementation of MLM skills development policies and procedures
 - 13.4.4 Advising all Education Training Development (ETD) activities within the municipality
 - 13.4.5 Establishing objectives and evaluation criteria for training programmes
-



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

13.4.6 Monitoring and reporting on the impact of ETD in the Municipality, in line with the requirements of the Skills Development Act.

13.5 The Role of the Corporate Services Department

The Corporate Services Department through the Training committee is responsible for the coordination of the following:

13.5.1 Administration and co-ordination of training courses

13.5.2 Presentation of internal courses or arrangements to involve other experts during presentations

13.5.3 Certification of course delegates (attendance and/or competency certificates)

13.5.4 Maintenance of individual Training Files

13.5.5 Establishment and maintenance of data on training courses

14. MONITORING, EVALUATION AND REPORTING

The HRD Officer is responsible to prepare report on a quarterly basis for the Senior Manager Corporate to present to the Standing Committee.

14.1 The number and nature of training and development initiatives undertaken

14.2 Expenditure incurred by the training department on training and development initiatives; and

14.3 The impact of the various initiatives on human resource development and service delivery improvement



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

14.4 There should be a clear tool for evaluation of impact of training

15. POLICY REVIEW

The policy will be reviewed yearly and when necessary as determined by 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