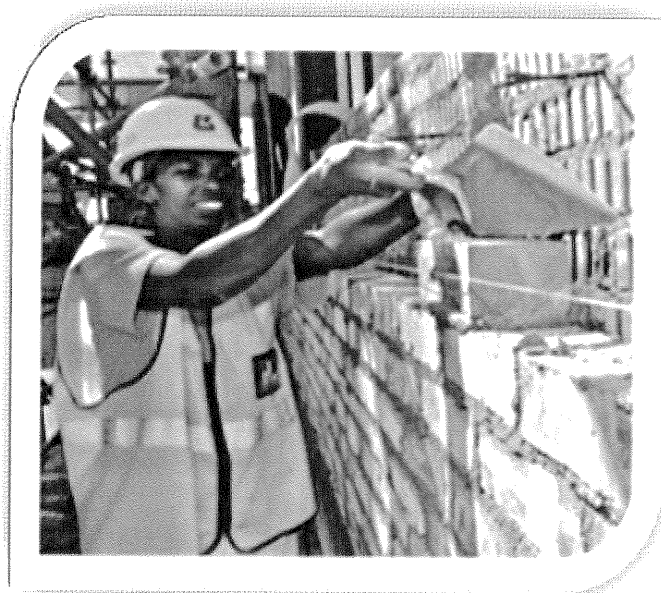




**Western Cape
Government**

Transport and Public Works

POLICY ON PLACEMENT OF MASAKH'ISIZWE BURSARS QUALIFYING FOR WORK INTEGRATED LEARNING AND VACATION TRAINING



MASAKH'ISIZWE PROGRAMME

chandre.september@westerncape.gov.za

tel: +27 21 483 9841: +27 78 800 9269

**5th floor, Rm 5.16, 9 Dorp Str., CAPE TOWN,
8001P/Bag x9185, CAPE TOWN, 8000**

www.capegateway.gov.za

1. INTRODUCTION

The Department recognizes that bursars need to complete Work Integrated Learning ("WIL") training or Vacation Training during their academic years in order to successfully complete the qualifications for which they are registered. It is therefore critical that provision for this is incorporated into the Masakh'iSizwe Programme for the Department to optimally benefit from its investment in bursaries.

This policy provides for the implementation of WIL and Vacation Training for Masakh'iSizwe bursars.

2. PURPOSE

The purpose of this policy is to guide the implementation and management of WIL or Vacation Training in accordance with the qualification requirements of the degree or diploma as stipulated by the relevant HEI.

3. DEFINITIONS

In this Policy, unless the context indicates a contrary intention, the following words and expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings:

- (a) **"CPUT"** refers to the Cape Peninsula University of Technology;
- (b) **"Department"** refers to the Department of Transport and Public Works;
- (c) **"DPSA"** refers to the Department for Public Service and Administration;
- (d) **"Host(s)"** refers to a private company, local authority or government department other than the Department to which interns are seconded to enable them to obtain the required exposure, experience or training in accordance with the training guidelines which have been provided by the relevant HEI;
- (e) **"Head quarters"** refers to a normal place of work of the official/employee;
- (f) **"HEI representative"** refers to the Co-operative Education Lecturer;
- (g) **"Intern"** refers to a Masakh'iSizwe Bursar undergoing supervised practical training;

- (h) **“Internship Agreement”** refers to a legal agreement governing terms and conditions of WIL or Vacation Training between the Intern and the Department;
- (i) **“Internship”** refers to Work Integrated Learning training or Vacation Training which enables Masakh’iSizwe bursars to apply theoretical knowledge in practical work situations to develop skills related to their field of study and inculcating a professional work ethic;
- (j) **“Learning opportunities”** refers to an opportunity to place an intern with an employer in order to obtain and/or gain appropriate and/or adequate practical exposure/experience/training according to the HEIs’ curriculum;
- (k) **“Line Manager or Supervisor”** refers to an individual responsible for providing the student with the work, guidance, assistance and supervision;
- (l) **“Masakh’iSizwe (MiS) Bursar”** refers to a full-time student who is currently a recipient of a external bursary from the Department;
- (m) **“NQF”** refers to National Qualifications Framework;
- (n) **“Stipend”** refers to a monetary compensation to students undergoing internship;
- (o) **“Travelling and Subsistence allowance (T & S)”** refers to a fixed daily tariff which is paid to compensate for the cost of spending as a result of official duties undertaken away from the head quarters;
- (p) **“Training schedule”** refers to inherent requirements of a particular field of study at a respective Higher Education Institution that outlines the practical exposure, experience and training that the intern requires in order to attain enough credits to satisfy the qualification requirements of a diploma or degree;
- (q) **“UCT”** refers to the University of Cape Town;
- (r) **“US”** refers to the University of Stellenbosch;
- (s) **“Vacation Training”** refers to a compulsory planned, structured and managed work experience of four to eight weeks’ duration, which is designed to satisfy the qualification requirements of degrees offered by UCT and US.
- (t) **“Work Integrated Learning (WIL) Co-ordinator”** refers to an employee of the Department who co-ordinates and facilitates the Work

Integrated Learning (WIL) training or vacation training and appointment of graduates; and

- (u) **“Work Integrated Learning (WIL) training”** refers to a compulsory occupation-based, planned, structured and managed work experience of six to twelve months' duration, which is designed to satisfy the qualification requirements of the diplomas offered by CPUT.

4. REGULATORY FRAMEWORK

The Policy incorporates the principles as set out in the legislation below:

- (a) Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996);
- (b) Labour Relations Act, 1995 (Act No. 66 of 1995);
- (c) Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997) as amended;
- (d) Skills Development Act, 1998 (Act No. 97 of 1998);
- (e) South African Qualifications Authority Act, 1995 (Act No.58 of 1995);
- (f) National Qualifications Framework Act, 2008 (Act No. 67 of 2008);
- (g) Public Finance Management Act, 1999 (Act No.1 of 1999);
- (h) National Treasury Regulations;
- (i) Provincial Treasury Instructions;
- (j) Public Service Act, 1994 (Act No. 103 of 1994) as amended;
- (k) Public Service Regulations, 2001, as amended;
- (l) Promotion of Access to Information Act. 2000 (Act No. 2 of 2000);
- (m) National Archives Act, 1996 (Act No. 43 of 1996);
- (n) Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) as amended;
- (o) Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- (p) Employment Equity Act, 1998 (Act No. 55 of 1998);
- (q) White Paper on Public Service Training and Education, July 1996;
- (r) White Paper on Human Resource Management in the Public Service, December 1997; and
- (s) White Paper on Affirmative Action in the Public Service, April 1998.

The regulatory framework includes any amendments to existing legislation and any subsequent relevant legislation that may be promulgated.

5. SCOPE OF APPLICATION

This policy is applicable to all Masakh'iSizwe Bursars who are required to undertake compulsory WIL or Vacation Training in order to complete their qualification in their field of study.

6. POLICY PROVISIONS

6.1.1 INTERNSHIP PRINCIPLES

- 6.1.1 The internship programme with the Department is for a predetermined fixed period of no longer than 12 months.
- 6.1.2 An Internship agreement which stipulates terms and conditions governing the conditions of service of internship programme shall be completed by both the Masakh'iSizwe Bursar and the HEI representative.
- 6.1.3 The Masakh'iSizwe Bursars who qualify to undergo WIL or Vacation Training shall be required to complete and submit an application form which is accompanied by the supporting documentation, as stipulated by the Head of Department or his/her delegated authority. The documentation to be completed will be made available to MiS bursars at least six months prior to the anticipated commencement date of either WIL or vacation training.
- 6.1.4 The information provided by the prospective intern(s) shall be verified and a list of prospective interns shall be formulated and provided to SMS of the Department, prospective Hosts companies and other spheres of government for consideration.
- 6.1.5 An Intern shall be paid a monthly allowance aligned to the NQF level in accordance with the approved schedule for interns' allowances as stipulated by DPSA.

- 6.1.6 Adequate infrastructure relating to provision of workplace stations and relevant resources or equipment shall be made available to the intern. However, interns are required to purchase their own safety gear and/or clothes, unless it is provided by the relevant employer.
- 6.1.7 Hired vehicles or government vehicles may not be assigned to interns for utilisation for travelling to their head quarters including sites. In such situations, interns are permitted to be passengers if they are authorised to do so or may make their own travelling arrangements.
- 6.1.8 The Interns shall be required to undergo an induction and orientation programme during the first two weeks following the commencement of the internship. The aim is to introduce and familiarise them to the terms and conditions of the workplace.
- 6.1.9 The WIL co-ordinator shall co-ordinate and facilitate the visits by the HEIs. The date, time and purpose of the visit shall be discussed and scheduled in advance with the relevant Line Manager or Supervisor.
- 6.1.10 The Line Manager or Supervisor is required to complete on a monthly basis, the monitoring and evaluation reporting system template and attendance register.

6.2 **SECURING OF LEARNING OPPORTUNITIES FOR WIL AND VACATION TRAINING**

- 6.2.1 Prior to the placement of Masakh'iSizwe Bursars for internship (i.e. WIL or Vacation Training), the WIL co-ordinator will determine the areas of exposure, experience and training requirements of the respective study field in accordance with the guideline document and/or the summary of training requirements, as stipulated by the relevant HEI. A training schedule aligned to training requirements as stipulated by the relevant HEIs, shall be developed to serve as a guideline of the areas of training to be provided to intern(s).
- 6.2.2 Learning opportunities for WIL or Vacation Training which will provide adequate and appropriate experience, exposure and training shall be sought and secured by the WIL co-ordinator. The interns will be allocated to

placements in accordance with their training requirements in relation to their field of study.

- 6.2.3 Where the Department is unable to provide the stipulated training requirements, the interns shall be seconded to various Hosts companies and/or other spheres of government to ensure that they obtain the required exposure, experience and training. A Memorandum of Agreement governing the secondment of Interns will be concluded between the Head of Department or his/her delegated authority and the Host Company and/or other spheres of government.
- 6.2.4 The learning opportunities may not be restricted to the Cape Metropole area. In addition, interns may be required to work on sites outside the City of Cape Town.
- 6.2.5 In an instance where a learning opportunity can only be secured outside the Western Cape, approval for such placement shall first be obtained from the delegated authority, prior to any commitment is made.
- 6.2.7 It is important to note that Masakh'iSizwe Bursars are not restricted to the WIL or Vacation Training opportunities secured by the Department. Masakh'iSizwe Bursars may secure their own opportunities and must notify the Head of Department or his/her delegated authority, accordingly, at least two months in advance of the anticipated commencement date of the WIL or Vacation training.
- 6.2.8 In instances where Masakh'iSizwe Bursars secure their own WIL or Vacation Training; the intern is required to notify the Head of Department or his/her delegated authority of such arrangement and the selected company must be able to:
- (i.) provide the required exposure, experience and training; and
 - (ii.) furnish the WIL Co-ordinator with the signed agreement between the intern and the company as well as the training schedule, including service benefits.

6.2.9 Interns seconded are subject to the regulatory framework of the Host Company in conjunction with that of the Department. Should there be a dispute in interpretation and implementation of a regulatory framework, the Head of Department or his/her delegated authority will assess and evaluate the situation and make a decision.

6.2 PROVISION OF LEARNING OPPORTUNITIES TO INTERNS

6.3.1 The functions or duties to be performed by the Interns will be clearly articulated and communicated to Line Managers and Supervisors.

6.3.2 The Intern shall be assigned to a Line Manager or Supervisor who will provide the Intern with adequate and appropriate work experience, exposure, training, guidance and supervision.

6.3.3 A monitoring and evaluation reporting system and attendance register will be utilized to assess, evaluate and monitor the progress, work performance and conduct or behavior of the Intern on a monthly basis, in order to ensure that the requirements of the relevant degree or diploma in which the Interns are enrolled are achieved.

6.3.4 The HEIs will be allowed, via the WIL co-ordinator, to visit Interns during WIL or Vacation Training to discuss progress, challenges and solutions in respect of training should this be required.

7. BUDGET PROVISIONS FOR PAYMENT OF STIPENDS AND RELEVANT ALLOWANCES

7.1 The budget for Masakh'iSizwe bursary programme incorporates expenses pertaining to compulsory practical vacation employment, i.e. work integrated learning training and/or vacation training.

7.2 An Intern shall receive a monthly stipend allowance aligned to the NQF level in accordance with the approved schedule for interns' allowances as stipulated by DPSA.

- 7.3 Notwithstanding 7.2, the Interns that have been placed outside the Cape Metropole area and/or headquarters shall qualify for T & S allowance as determined by the DPSA to compensate for accommodation, meals and official travelling expenses. The interns qualifying for T & S allowance shall not receive the stipend allowance.
- 7.4 In instances where Masakh'iSizwe Bursars secure their own WIL or Vacation Training, should the company be unable to pay the stipend, the Head of Department or his/her delegated authority may, in its sole discretion, pay the stipend. Should the Masakh'iSizwe Bursar fail to notify the WIL Co-ordinator of the placement, the Department will not incur any expenses pertaining to the placement.
- 7.5 The Line Manager or Supervisor and Intern are required to complete and submit the monitoring and evaluation reporting system form and attendance register on a monthly basis, at least five working days before the end of each month. This will serve as proof that the Intern has worked for the relevant time period, and failure to submit the form and register may result in a delay in the payment of the monthly stipend allowance.
- 7.6 The monitoring and evaluation reporting system form and attendance register, which are signed off by the Line Manager or Supervisor, will serve as proof for the Intern to claim the subsistence and transport allowance.

8. MONITORING THE IMPLEMENTATION OF THE POLICY

- 8.1 The Head of Masakh'iSizwe Bursary Programme as assigned by the Head of the Department, shall monitor the implementation and compliance of this policy and file reports to the:-
- (a) Head of Department in the first quarter of the academic year in respect of the previous academic year
 - (b) Provincial Minister of Transport and Public Works in the first quarter of the academic year in respect of the previous academic year
 - (c) Masakh'iSizwe Advisory Board quarterly in the month following each quarter

- (d) Departmental Bursary and Training Committee in the first quarter of the academic year in respect of the previous academic year

9. REVIEW OF THE POLICY

This policy will be reviewed at least every two years to ensure alignment with the operational requirements and strategic goals of the Department.

10. DATE OF ADOPTION AND IMPLEMENTATION

This Policy shall be adopted on the first day of the month following the date on which the Policy is approved and shall not be applicable in a retrospective manner to the contracts signed prior to the approval.

11. SIGNATURE TO THIS POLICY

This Policy was signed at CAPE TOWN on ..27..... day
of ..MARCH 2013..... by Mr CJ Fourie,
Head of Department

