

# INTERNSHIP POLICY 2018

Province of the  
**EASTERN CAPE**  
COOPERATIVE GOVERNANCE  
& TRADITIONAL AFFAIRS



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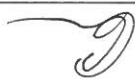
**SIGN OFF**

**I. Head of Department**

This Internship Policy has been recommended by Ms G. Gumbi-Masilela in my capacity as Head of Department of the Department of Cooperative Governance and Traditional Affairs.

I am satisfied and concur with the contents of this Policy.


The development of the Internship Policy will ensure the department is able to exercise its powers in compliance with the law and guide decision-making in the department.

Recommended	
Designation	Head of Department: Ms G. Gumbi-Masilela
Date	5/10/18

**II. Executive Authority**

The Department of Cooperative Governance and Traditional Affairs has unprecedented opportunity to improve the lives of the people by effectively rendering many services that it is expected to provide. We envisage a Department that has the required capacity to respond adequately to challenges of its people.

I therefore trust that the guidance from this Internship Policy will contribute to the effective management of internship programme in the Department.

Signed	
Designation	MEC: Honourable F.D. Xasa of Cooperative Governance and Traditional Affairs.
Date	08/10/2018

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The Department of Cooperative Governance and Traditional Affairs 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. In South Africa internship is a practical programme to assist with the continuous development of people for future appointment in the labour market. It is directed at young people who are completing their studies or who have completed their studies and are unemployed.

## 1. PREAMBLE

## 2. PURPOSE OF THE POLICY

- 2.1 To develop and prepare a pool of qualified candidates who understand the intricacies of the public service.
- 2.2 To resolve the general shortage of qualified and skilled people in the workforce by encouraging graduates to equip themselves with the necessary practical experience.
- 2.3 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.
- 2.4 To provide unemployed graduates with valuable work experience and skills to enhance their employability.
- 2.5 To address the problem of youth unemployment, especially tertiary (university and technikon) graduates by providing them with work experience opportunities in the public service.
- 2.6 To provide opportunities to gain some practical experience for students who are required to do this to earn credits towards a qualification.
- 2.7 To contribute to accelerated service delivery by government through the improved introduction of skilled personnel in the public service.
- 2.8 To improve equitable access to public sector employment for rural and marginalised groups such as women and the disabled.

<b>Word/Term and acronyms</b>	
Alignment with	Posts identified for Internship programmes must contribute to Strategic staffing needs of Department.
Human Resource Planning	
Code of Conduct	Interns must abide by Code of Conduct and Public Service Regulations.
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

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

**4. DEFINITIONS**

South Africa is faced with a major problem of unemployment especially among women and the youth. While jobs are not being created as quickly as desired, the problem of unemployment is exacerbated by lack of skills and formal work experience. In addition, higher education institutions do not appear to prepare students adequately for the world of work. Thus we need to alleviate high levels of unemployment among young graduates and provide them with opportunities to gain practical work experience. These challenges are being addressed through a range of government programmes. One of them is the government's Public Service Graduate Work Experience Programme.

**3. BACKGROUND**

- 2.9 To contribute to lifelong learning.
- 2.10 To increase awareness among students of job and career opportunities in the public service.

- i. Constitution of the Republic of South Africa.
- ii. Basic Conditions of Employment Act.
- iii. Education, Training and Development Policy.
- iv. Employment Equity Act.
- v. HRD Strategy for SA.
- vi. Labour Relations Act.

**6. LEGISLATIVE FRAMEWORK**

The policy shall apply to the young unemployed graduates between 18-35 years of age who reside within the Eastern Cape Province.

**5. APPLICATION AND SCOPE**

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		Means the ..... An 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.
Department		Refers to Department of Cooperative Governance and Traditional Affairs.
HRM		Human Resource Management.
HRP&D		Human Resource Planning and Development.
SDC		Skills Development Committee.
SAQA		South African Qualifications Authority.
FET		Further Education Training.
NQF		National Qualifications Framework.

8. **PROMOTION OF EMPLOYMENT EQUITY**
- 8.1 The programme must build inclusivity by widening access and opportunity for people from diverse backgrounds.
  - 8.2 Interns must be selected on the basis of the need for demographic representation (Nodal Areas) and with reference to employment equity legislation.
  - 8.3 Transparent recruitment and selection policy procedures and systems must be adhered to.
  - 8.4 Internships must be structured and be work-based programmes.

7. **PRINCIPLES GUIDING THE INTERNSHIP PROGRAMME**
- 7.1 The programme must provide appropriate and relevant work experience commensurate with the intern's qualification.
  - 7.2 The programme must be aligned with human resource planning.
  - 7.3 Posts identified for internship programmes must contribute to the strategic staffing needs of the department concerned.
  - 7.4 Correct placement must be in line with qualifications (relevance).
  - 7.5 Interns must not be recruited to replace permanent employees.
  - 7.6 Internship programmes shall be shaped and managed to reflect the particular circumstances of the department.

- vii. Public Service Act.
- viii. Public Service Regulations.
- ix. Skills Development Act.
- x. Skills Development Levies Act.
- xi. SAQA (South African Qualifications Authority) Act.
- xii. National Skills Development Strategy.
- xiii. White Paper on a New Employment Policy for the Public Service.
- xiv. White Paper on Human Resource Management in the Public Service.
- xv. White Paper on Public Service Training and Education.
- xvi. Exco Resolution of 2006 for the Eastern Cape Government on payment of stipend.



## 9. POLICY STATEMENT

The Department of Cooperative Governance and Traditional Affairs has decided to develop the Internship Policy in an attempt to guide the department 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.

### 10. CRITERIA FOR SELECTING INTERNS

10.1 Intern selection criteria must include:

- 10.1.1 Request for an interviewing panel.
- 10.1.2 A commitment or desire to follow a public service career in a specific occupation that has been identified.
- 10.1.3 A relevant skill/study area and study record.
- 10.1.4 Demographic representation according to requirements of the human resource planning and development plans to ensure broad representation.
- 10.1.5 Willingness to remain in or be deployed to a rural area.
- 10.1.6 A diploma or a degree as a requirement for selection.
- 10.1.7 Candidates must have a three (3) year diploma or degree from a recognized institutions of higher learning, or one (1) or two (2) year diploma in office management (NQ6) (SAQA, NQF and FET).

### 11. RURAL VERSUS URBAN CANDIDATES

11.1 In order to give candidates from rural areas equal opportunities with their peers from the urban areas under the internship programme, special efforts must be made to recruit interns from rural areas classified as nodal areas.

- 13.1 Chief Director: Corporate Services – Chairperson
- 13.2 Director: Human Resource Utilization and Capacity Building (HRU&CB)

comprised as follows:

The Department hereby establishes an Internship Committee for the purpose of coordinating the Internship Programme. The Internship Committee shall be

### 13. ESTABLISHMENT AND COMPOSITION OF INTERNSHIP COMMITTEE

to be part of our internship programme.

12.2.9 Efforts must be made to attract and recruit people with disabilities programme.

convey the importance attached by government to the internship employment needs of the public service to staff generally is vital to programmes, the contents of learning arrangements and the interns and communicating the existence of internship codes of conduct applicable to permanent employees will apply to telephones, office hours, access cards, computer usage and

12.2.8 All departmental policies on asset management, such as

12.2.7 Access to a computer, telephone, Internet and email if required.

12.2.6 Adequate office space and furniture.

12.2.5 Human resources deployed to implement the programme.

12.2.4 HR and training committee commitment to assist in coordination.

12.2.3 Line managers who will supervise the interns.

12.2.2 Trained mentors who meet the criteria established for mentorship. programme.

12.2.1 A budget covering remuneration and all other costs of the

internship programme:

12.2 The following resources must be applicable in the implementation of the

undertaken by HRM when posts are advertised (use of newspapers).

12.1 Recruitment of interns must follow the same recruitment processes

### 12. RECRUITING AND MANAGING INTERNS

- 15.1 Interns shall be entitled to serve a period twelve (12) months in the department subject to review according to specific needs and arrangements of (e.g. Engineering intern that has to complete a project), irrespective of whether the contract overlaps the next financial year, subject to relevant DPSA directives.
- 15.2 Human Resource Utilization and Capacity Building must ensure sufficient budget allocation for the programme.
- 15.3 Interns shall be managed in terms of Public Service Legislation and Code of Conduct.
- 15.4 The remuneration of interns must be guided by the 'Determination on Interns and learners' made by the Minister of Public Service and Administration as well as any relevant provincial or national government regulations.
- 15.5 The Determination from Department of Labour must be used for the payment stipend.
- 15.6 Only graduate interns employed on a fixed term contract must be remunerated. The department will remunerate interns at the end of each month provided they work 40 hours per week.

#### 15. CONDITIONS OF SERVICE OF INTERNS

- 14.1 Recommend the appointment of interns to the Head of Department.
- 14.2 Allocate number of interns to components.
- 14.3 Determine priority areas for internship.
- 14.4 Monitor the utilisation of interns in the Department.
- 14.5 Monitor the assessment and mentoring of interns.
- 14.6 Recommend development areas for interns.

#### 14. ROLES OF THE INTERNSHIP COMMITTEE

- 13.3 HRU&CB Personnel (Secretariat)
- 13.4 Director: Human Resource Management
- 13.5 Employment Equity Director
- 13.6 Organised Labour (Observer)

## 16. REMUNERATION OF INTERNS IN THE PUBLIC SERVICE

The remuneration of Interns will be determined as per paragraph 17 of DPSA Directive on the employment of person to developmental programmes in the public service.

## 17. RIGHTS OF INTERN, EMPLOYER AND HIGHER EDUCATION INSTITUTION

### 18.1 Intern

The intern has the right to:

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

### 17.2 Employer

The employer has the right to require the intern to:

- 17.2.1 Perform duties in terms of an internship agreement.
- 17.2.2 Comply with the rules and regulations of the employer.

### 18.3 Higher education institutions

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

## 18. DUTIES OF INTERN, EMPLOYER AND HIGHER EDUCATION INSTITUTION

### 19.1 Intern

The intern must:

- 19.1.1 Work for the employer in terms of the period as specified in the internship agreement and employment contract.
- 19.1.2 Be available for and participate in all learning and work experience required by the employer.
- 19.1.3 Comply with workplace policies and procedures.
- 19.1.4 Complete any timesheets or any written reports supplied by the Department to record relevant workplace experience.
- 19.1.5 Enter into an agreement with a mentor as arranged by the Employer output or report the nature of which will be agreed to between the employer and the Higher Education Institution.

### 19.2 Employer

19.2.1 The employer must:

- 19.2.1.1 Comply with its duties in terms of the Skills Development Act and all applicable legislations.
- 19.2.1.2 Employ the intern for a period specified in the Agreement.
- 19.2.1.3 Provide the intern with appropriate work based experience in the work environment in accordance with the agreement.
- 19.2.1.4 Provide the intern with adequate supervision at work.
- 19.2.1.5 Pay the intern the agreed intern allowance while the intern is working for the employer.
- 19.2.1.6 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

circumstances:

**20.1** The internship agreement must be terminated according to the following

## 20. TERMINATION OF THE AGREEMENT

procedures of the respective tertiary institution.

19.3.4 Deal with grievances and disciplinary action in terms of policies and

19.3.3 Discuss assessment and evaluation criteria with mentor.

19.3.2 Provide the mentor with a final assessment document.

reference letter and examination results to the department.

19.3.1 Provide intern documentation such as proof of registration,

A higher education institution must:

### 19.3 Higher education institution

working as an intern.

engages with the intern in her or his development while

19.2.1.11 Ensure that each intern is matched with a mentor who

requirements.

interns to the workplace and specific workplace

19.2.1.10 Prepare an orientation/induction course to introduce

employees.

resolution procedures to the intern as to other

19.2.1.9 Apply the same disciplinary, grievance and dispute

19.2.1.8 Keep informed as to the progress of the intern.

and/or department.

performance indicators provided by the tertiary institution

19.2.1.7 Conduct on-the-job assessment, based on the identified

education institution in question.

the relevant outcomes as agreed with the higher

- 20.1.1 The internship agreement will automatically terminate on the expiry date of the agreement.
- 20.1.2 The intern is fairly dismissed by the employer for a reason related to the intern's conduct or capacity as an employee.
- 20.1.3 The higher education institution approves a written application to terminate the agreement by the intern or, if good cause is shown, by the department.
- 20.1.4 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.
- 20.1.5 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.
- 20.1.6 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.

## 21. PROTECTION OF CONFIDENTIAL INFORMATION

- 21.1 The intern may undertake not to communicate to any person outside the employers' 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.
- 21.2 The intern may not, during his/her period of internship or at any time 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.
- 21.3 The intern may 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.

**25. DISPUTE RESOLUTION MECHANISM**

The Internship Policy must be communicated by means of workshops and circulars to all employees of the Department.

**24. COMMUNICATION / EDUCATION OF THE INTERNSHIP POLICY**

The Human Resource Utilization and Capacity Building Directorate must monitor the implementation of this policy and will submit a quarterly report to the Chief Director: Corporate Services for submission to the Head of Department.

**23. MONITORING AND EVALUATION**

22.1 The indemnity to officials of the state provided by section 1 of the state Liability Act, 1957 (Act No. 20 of 1957) and regulation 12 of the Treasury cover the intern as well, notwithstanding the fact that they are defined as employees of the state, with the proviso that they must have been acting within the confines of their internship agreement with the Department

**22. INDEMNITY**

21.4 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 may not retain any copies thereof or extracts there from or claim any right of retention thereof.



In the event of disputes arising out of this policy, such disputes must be dealt with in terms of the grievance procedure and labour legislation applicable in the Public Service.

**26. APPROVAL OF THE POLICY**

The policy must be approved by the Member of the Executive Council on the recommendation of the Head of Department as per the updated Departmental Delegations and the policy will become official on the date it is signed by the Executing Authority (i.e. the MEC for Cooperative Governance and Traditional Affairs)

**27. REVIEW OF THE POLICY**

This policy may be reviewed every second year from the date of approval and when there are changes in the enabling legislation.

28. VERSION CONTROL AND CHANGE HISTORY

Version Control	Date Effective	Approved By	Amendment
Start from YYMMDD (the date the policy takes effect		Contact person – full name & title.	Include any supersedes procedures and what the amendment is to the document.
2010	19 March 2010	Sicelo Gqobana (MEC)	
2014	24 march 2014	Milibo Qoboshiyane (MEC)	The employer has the right to require the Intern to perform duties in terms of an Internship Agreement. The Internship agreement will automatically terminate on the expiry date of the agreement. Contract of the employment is twelve months period. This policy will be reviewed every second year or when there are materialistic changes in the enabling legislation Indemnity clause also covers interns as they are defined as employees

## PROCEDURE FOR INTERNSHIP POLICY

### STAGE 1: PRE-AUTHORISATION

- Ensure that a database for internship applications is established.
- HRD ensures that funding is available for recruitment.
- Obtain approval for the appointment of interns from the Head of Department.

### STAGE 2: WHO SHOULD APPLY?

- Anyone with three year recognized tertiary qualification who resides within the Eastern Cape Province.
- Must not be older than thirty five (35) years of age.
- Be a South African with a valid bar coded identity document.

### STAGE 3: HOW TO APPLY

- A detailed curriculum vitae.
- Certified copies of certificates and I.D document.

### STAGE 4: PREPARATION FOR SELECTION

- Human Resource Utilization and Capacity Building compiles a shortlist of candidates.
- Convenes selection committee meeting.
- Selection must be done before the end of February each year.
- Human Resource Utilization and Capacity Building informs successful candidates immediately after the completion of the selection process.
- Human Resource Utilization and Capacity Building conducts orientation on assumption of duty.

- Job profiles for various posts are compiled.
- Performance agreement between the intern and mentor must be signed.
- Quarterly performance reviews to be conducted by mentors.
- Submission of quarterly reports to Human Resource Utilization and Capacity Building.

#### **STAGE 6: RESPONSIBILITY OF MENTORS**

- Consideration to be given to the years of completion of studies.
- Qualification to be relevant to the area of placement.
- A full three year (3) qualification will be considered.
- Selection of applicants from the presidential nodal areas.
- Selection of applicants in all districts of the province be observed.
- Special efforts must be made to recruit interns from rural areas.

#### **STAGE 5: SELECTION CRITERION**

- Placement is done as per their work places.
- Rotation within the area of operation.