



Province of the
EASTERN CAPE
COOPERATIVE GOVERNANCE
& TRADITIONAL AFFAIRS

EXPERIENTIAL LEARNING POLICY 2021

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SIGN OFF

I. Head of Department

The Experiential Learning has been recommended by Mr A.A Fani in my capacity as the Head of Department for the Department of Cooperative Governance and Traditional Affairs.

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

The development of the Experiential Learning policy will ensure the Department is able to exercise its powers in compliance with the law and guide the decision making process in the Department.

Signed	
Designation	Head of Department
Date	30/03/2024

II. Executive Authority

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

I therefore trust that guidance from this Policy will contribute to the effective good practice on the Experiential Learning in the Department.

Signed	
Designation	MEC: Honourable X. E Nqatha for the Cooperative Governance & Traditional Affairs
Date	30/03/21

1. PREAMBLE

In recognizing the social needs and government commitment to transformation, the Department of Cooperative Governance and Traditional Affairs undertakes to recruit/invite (**consider**) learners from Further Education & Training (FET)/ Institutions of Higher Learning (IHL) and colleges within the Eastern Cape to have opportunity to complete their experiential training year with the department, as they require a year's in-service training at a department of their choice to qualify for their **National** Diplomas/Degrees

2. PURPOSE OF THE POLICY

- 2.1 To provide participants with experiential training that is dynamically linked to the broader institutional issues of the management of the Department, taking into account their line of studies.
- 2.2 To establish the culture of mentorship and monitor the progress of the trainees and ensure that the work experience is at a satisfactory level.
- 2.3 To expose students to a meaningful real life work experience which complement their classroom experience and enable them to gain confidence.
- 2.4 Ensure a uniform approach in the admission of students.

3. DEFINITIONS

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

<i>Word/Term</i>	<i>Definition (with examples if required)</i>
Experiential Training	Means knowledge based on experience.
Learner ship	Learner ship means the provision of practical work experience while undergoing education and training at an accredited training provider undergoing education and training at an accredited training.
Learner	A person enrolled at a higher institution of learning who would like to work in the department for a limited duration in order to gain work related

	experience regarding a course that the person is registered for at the institution.
Experiential Knowledge	Knowledge acquired through interaction with real life experiences.
FET	Further Education and Training
HEI	Higher Education Institutions

4. APPLICATION AND SCOPE

This policy is applicable to all students from accredited FET and Universities who wish to undergo training within the Department.

5. LEGISLATIVE FRAMEWORK

The Experiential Training Policy is informed by the following Legislative Framework:

5.1 The Constitution of the RSA

5.2 White Paper on Transformation of the Public Service, 1997

5.3 Employment Equity Act, Act 55 of 1998

5.4 Basic Conditions of Employment Equity Act, Act 55 of 1998

5.5 Labour Relations Act 66 of 1995

5.6 Skills Development Act 97 of 1998 updated 2007

5.7 Public Service Act as amended and Regulation.

6. POLICY PRINCIPLES

This policy is guided by the following main principles:

6.1 Consistency

6.2 Transparency

6.3 Communication

6.4 Participation

6.5 Accountability

7. POLICY STATEMENT

The Department of Cooperative Governance and Traditional Affairs commits itself to providing opportunities for experiential learning to students from around FET/HEI/ colleges to gain work experience at different directorates within the Departmental environment.

8. POLICY PROVISIONS

8.1. Evaluation of trainee

- 9.1.1 Each Director shall appoint an appropriate mentor for each trainee employed in his/her directorate.
- 9.1.2 The mentor(s) shall evaluate the trainee according to a training schedule and programme as prescribed by the department as stipulated in the learner logbook that is given to the learner by his/her Institution of Higher Learning)
- 9.1.3 The mentor(s) shall report on a monthly basis to the Director: Human Resource Utilization & Capacity Building on the progress of the trainee.

8.2. Compensation of learners as per DPSA determination.

- 8.2.1. Trainees are not to be regarded as lower-cost alternatives to permanent or regular employees. Instead, managers must ensure that, as they mentor trainees to get work done; they also improve the trainees' potential for future employment.
- 8.2.2. This is the trade-off they are asked to assume in meeting operational needs at a lower rate of compensation than that of the regular employees.
- 8.2.3. Post matriculation qualification (NQF 5 shall be categorized under Schedule B1 which will be determined in accordance with National Qualification Framework exit level 5).
- 8.2.4. Schedule B2 will be determined in accordance with National Qualification Framework exit level 6.
- 8.2.5. Qualifications with the NQF Exit Level 5 will be 35% of the minimum notch of Salary Level 5.
- 8.2.6. Qualifications with the NQF Exit Level 6 will be 35% of the minimum notch of Salary Level 6.

- 8.2.7. Learners that are enrolled in the Experiential Learning Programme do not have a qualification yet.
- 8.2.8. **Due to financial constraints the Department can only be able pay out a stipend of R.....00 per learner (when learners are send to the Department, they must come with the confirmation for funding from their Institution of Higher Learning as they het funding from the SETAs**

8.3.Requirements for admission

- 8.3.1. The student should be required to present the following documents to the HRD Unit which will then be filed accordingly.
- 8.3.2. Short curriculum vitae and certified copy of ID Document
- 8.3.3. Academic records.
- 8.3.4. The field of study
- 8.3.5. Period of experiential training needed (will be stipulated in the letter)
- 8.3.6. Format evaluation to be submitted to the tertiary institution (LOG BOOK)
- 8.3.7. Proof of residence.
- 8.3.8. Letter of request from the institution
- 8.3.9. Log Book
- 8.3.10. Proof of funding from the Institution
- 8.3.11. Tripartite agreement from the Institution

NB. The above only required from the experiential learners who are not Departmental employees.

8.4. Selection criteria

- 8.4.1. Skills Development Committee will convene a selection meeting and select those who qualify (only when the Department has advertised for Work Integrated Learning Programme) WIL.
- 8.4.2. The Head of Department shall have a sole decision to appoint a learner in the department.

NB. The department is under no obligation to employ learners after the completion of the experiential training, but the main purpose being to increase their chances for their employment and completion of their studies

9. ROLES AND RESPONSIBILITIES

9.1. Head of Department

- 9.1.1. Provide support and commitment to the experiential learning program as part of the Department's Skills Development Plan.
- 9.1.2. Ensure that managers include experiential training in their Business Plans/Strategic Plans.
- 9.1.3. Ensure that the implementation of policies is included in each manager's performance management system.

9.2. Human Resource Development

- 9.2.1. Human Resource Development staff will place the learners in line with their line of study.
- 9.2.2. Ensure that students are placed with the right person for mentoring.
- 9.2.3. Ensure that mentoring program is well coordinated.
- 9.2.4. Ensure that indemnification forms are signed.
- 9.2.5. Manage & monitor the experiential training program.
- 9.2.6. Ensure that mentoring contract exists between the mentor/protégé.

9.3. Learners

- 9.3.1. Must sign a contractual agreement with the Department and the school.
- 9.3.2. Apply themselves diligently to their tasks and projects.
- 9.3.3. Manage their own learning process by raising problems that may arise.
- 9.3.4. Combine practical experience from the experiential training with their classroom learning.
- 9.3.5. Behave in a professional manner at all times.
- 9.3.6. Write reports on their experiences prior to completing their learning programme according to a set pro-forma.
- 9.3.7. Abide by the rules, regulations and protocol of the Department.

9.4.Mentoring

9.4.1. Rationale for Mentoring

- a) Mentoring enhances the ability of both the mentor and the protégé to directly increase organizational efficiency and directly improve morale.
- b) It is a channel of the delegation and growth for both mentor and protégé.
- c) It is a mean of improving skills for new graduates.
- d) Marketing the Department and creating recruitment opportunities.

9.4.2. Benefits of Mentoring to the Learner

- a) The learner becomes competent and efficient.
- b) Gain confidence through experience.
- c) It exposes learners to the working environment.

9.5.Programme Activities

9.5.1. The department shall consider the following aspects:

- i. Orientation and induction of the learners.
- ii. Allow learners to attend relevant in-house training.
- iii. Learners shall be assigned to a mentor.
- iv. Continuous evaluation shall be conducted.
- v. A report of competence will be sent to the institution.

10. COMMUNICATION / EDUCATION OF THE POLICY

The Experiential Learning Policy will be communicated throughout the department to all its employees using workshops, intranet, and workgroups by Human Resource Utilization & Capacity Building Directorate.

12 MONITORING AND EVALUATION OF THE IMPLEMENTATION OF THE POLICY

- 10.1.** Submission of quarterly reports to Chief Director: Corporate Services by Human Resource Utilization & Capacity Building.

- 10.2. Half yearly reports to Head of Department and Office of the Premier.
- 10.3. Annual report to Department of Public Service and Administration (DPSA).

13. DISPUTE RESOLUTION MECHANISM

In the event of disputes arising out of the interpretation of this policy, such disputes will be dealt with in terms of the labour legislation applicable in the Public Service

14. APPROVAL OF THE POLICY

The policy will be recommended by the Head of Department (HoD) and be approved by the Member of Executive Council (MEC) 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).

15. REVIEW OF THE POLICY

The policy will be reviewed and amended in line with future legislative promulgations and collective agreements. The development of this Policy is a dynamic process and that it may require revision from time to time.

16. 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 superseded procedures and what the amendment is to the document.

AF

2012	29 March 2012	Mlibo Qoboshiyane (MEC)	
2014	24 March 2014	Mlibo Qoboshiyane (MEC)	<p>Post matriculation qualification (NQF 5 shall be categorized under Schedule B1 which will be determined in accordance with National Qualification Framework exit level 5). Schedule B2 will be determined in accordance with National Qualification Framework exit level 6</p> <ul style="list-style-type: none"> • Qualifications with the NQF Exit Level 5 will be 35% of the minimum notch of Salary Level 5. • Qualifications with the NQF Exit Level 6 will be 35% of the minimum notch of Salary Level 6. • Due to financial constraints the Department can only be able pay out a stipend of R1000.00 per learner