



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

# INTERNSHIP POLICY 2024

INTERNSHIP POLICY 2024

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Document Number	03
Document Name	Internship Policy
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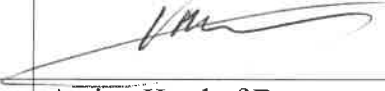
**SIGN OFF**

**i) Head of Department**

This Internship Policy has been recommended by Mr V. Mlokothe in my capacity as Acting Head of the Department for Cooperative Governance and Traditional Affairs.

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


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

Recommended	
Designation	Acting Head of Department
Date	29/07/2024

**ii) Executive Authority**

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

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

Signed	
Designation	MEC: Honourable Z. Williams of Cooperative Governance and Traditional Affairs
Date	05/08/2024

**1. PREAMBLE**

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 a structured internship programme to students and unemployed youth with tertiary qualifications that will enable them to gain practical work experience over a maximum period of twenty-four (24) months. In South Africa internship is a practical programme to assist with continuous development of people for future appointment in the labour market. It is directed at young people who have completed their studies and are unemployed.

**2. PURPOSE OF THE POLICY**

The purpose of the Internship Policy is to define the principles, guidelines, and processes for implementing the internship programme within the Department.

**3. OBJECTIVES OF THE POLICY**

The objectives of the Internship Policy are as follows:

- 3.1 To develop and train unemployed youth who have completed their qualifications to enhance future employment opportunities.
- 3.2 To address the challenges of unemployed youth graduates by giving them an opportunity to gain relevant experience for them to be marketable.
- 3.3 To provide opportunities for the youth to gain practical experience and enhance their productivity potential through developmental programmes that expose interns to specific occupations.
- 3.4 To give opportunity to the host employer to gain new knowledge from the unemployed qualified youth that will benefit the whole organisation.

**4. PROBLEM STATEMENT**

South Africa is faced with a major problem of a high rate of youth unemployment, inequality and poverty. 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

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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 youth developmental programmes such as Internship, Bursary, Workplace Integrated Learning (WIL), Experiential Learning Programme, Job shadowing, Apprenticeship and Artisan Programme.

**5. DEFINITIONS AND ABBREVIATIONS**

<b><i>Word/Term</i></b>	<b><i>Definition (with examples if required)</i></b>
Internship Programme	A workplace or practical component that is required in addition to a general theoretical knowledge-based qualification (offered by an Institution of Higher Learning) in order to obtain registration as a professional or (be) licensed to practice upon completion of the programme.
Graduate Internship	It's a programme offered to a person who has completed a qualification and is unemployed but requires workplace experience to enhance future employment opportunities.
Pre-Service Training (Student Internship or Work Integrated Learning WIL)	It is a programme offered to a person who is currently studying towards a higher education qualification and must undertake a period of work experience to fulfil the requirements of the qualification.
Candidacy Development Support Programme	An internship linked to a structured professional development that is a requirement for professional registration with Professional Bodies or Councils
Learnership Programme	A structured learning programme that combines theoretical learning with practical work experience which leads to a qualification registered on the

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	NQF.
Apprenticeship programme	A learning programme in respect of an officially listed trade, which includes a trade-test in respect of that trade.
Alignment to Human Resource Planning	Posts identified for Internship programmes must contribute to the Strategic staffing needs of the Department.
Artisan	A person that has been certified as competent to perform a listed trade in accordance with the Skills Development Act of 1998 as amended.
Code of Conduct	A set of values, rules, standards and principles outlining what employers expect from staff within an organisation.
Service Provider	Is an organisation that provides services to other organisations.
Allowance / Stipend	an amount paid/payable to certain individuals to help cover basic costs while they receive training.
Sectoral Determination	Refers to Sectoral Determination made under Chapter 8 of the Basic Condition of Employment Act.
Department	Refers to the Eastern Cape Department of Cooperative Governance and Traditional Affairs

### ACCRONYMS

ACRONYM	MEANING
DPSA	Department of Public Service and Administration
EC	Eastern Cape
SETA	Sectoral Education and Training Authority
HRM	Human Resource Management
HRU&CB	Human Resource Utilisation and Capacity Building
SDC	Skills Development Committee
SAQA	South African Qualifications Authority
FET	Further Education and Training
NQF	National Qualifications Authority
EXCO	Executive Committee
WIL	Workplace Integrated Learning

## 6. APPLICATION & SCOPE

This policy shall apply to the young unemployed graduates between the ages of 18-35 years who reside within the Republic of South Africa.

## 7. LEGISLATIVE FRAMEWORK

- 7.1 Constitution of the Republic of South Africa, 1993
- 7.2 Public Service Act
- 7.3 Basic Conditions of Employment Act, Act 75 of 1997
- 7.4 Labour Relations Act, Act 66 of 1995 (as amended)
- 7.5 Employment Equity Act No 55 of 1998
- 7.6 Skills Development Act , No 97 of 1998
- 7.7 Skills Development Levies Act
- 7.8 SAQA Act
- 7.9 Public Service Regulations 2016
- 7.10 National Skills Development Strategy
- 7.11 Education, Training and Development Policy
- 7.12 HRD Strategy of South Africa
- 7.13 Public Service Regulations, 2016
- 7.14 White Paper on New Employment Policy for the Public Service
- 7.15 White Paper on Human Resource Management in the Public Service
- 7.16 White paper on Public Service Training and Education.
- 7.17 Liability Act, 1957 (Act No. 20 of 1957) and regulation 12 of the Treasury
- 7.18 Directive on Developmental Programmes
- 7.19 Directive on the recruitment of Interns

## 8. CONSULTATION PROCESS WITH STAKEHOLDERS

Several affected stakeholders including employees at all levels have been consulted throughout the policy review process and their inputs and comments have been obtained and incorporated into this Policy. Management of the Department have been consulted for inputs, buy-in and adoption.



**9. PRINCIPLES GUIDING THE INTERNSHIP PROGRAMME**

- 9.1 The Programme must provide appropriate and relevant work experience commensurate with the interns' qualification.
- 9.2 The Programme is targeting unemployed youth who are between the ages of 18 and 35.
- 9.3 The Programme must be aligned to the Human Resource Planning, Recruitment Plan and Employment Equity Plan of the Department.
- 9.4 Posts identified for internship programmes must contribute to the strategic outcomes of the Department.
- 9.5 Placement shall be in line with relevance qualifications.
- 9.6 Interns must not be recruited to replace existing personnel, nor shall they be used to fill vacant posts on the establishment of the department while in the developmental capacity.

**10. PROMOTION OF EMPLOYMENT EQUITY**

- 10.1 The programme must be inclusivity by widening access and opportunity for people from diverse backgrounds.
- 10.2 Interns must be selected based on the need for demographic representation and with reference to the Employment Equity Act.
- 10.3 Public Service recruitment procedures and processes must be adhered to according to the Determination on the recruitment of Interns.

**11. POLICY STATEMENT**

The Department has decided to review the Internship Policy for the purposes of guiding 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.

## 12. CRITERIA ON RECRUITMENT AND SELECTION OF INTERNS

- 12.1 Recruitment and Selection processes of interns shall be managed by HRM. The processes include but not limited to the following:
- 12.1.1 Advertisement
  - 12.1.2 Development of master list
  - 12.1.3 Request for an interviewing panel.
  - 12.1.4 Selection/short listing of candidates for interviews according to the advert issued.
  - 12.1.5 Demographic representation according to the requirements of the Human Resource Planning and Development Plans and Employment Equity Plans to ensure broad representation.
  - 12.1.6 Conduct interviews.
  - 12.1.7 Submission of recommended candidates to the Accounting Officer of the Department for Appointment.
  - 12.1.8 Issuing of appointment letters.

## 13. SELECTION PROCESS

- 13.1 The recruitment of interns must follow the normal government recruitment process. HRU & CB staff will form part of the recruitment process to provide support to both districts and head office and to ensure compliance to the directive (Directive on the recruitment of Interns) as well as to this policy. HRM will provide secretariat support.
- 13.2 A panel for shortlisting and interviews, comprising of representatives from directorates at head office level, and sub-directorates at district level, shall be approved by the head of department.
- 13.3 Depending on the occupation and the office environment in which the intern is placed, the head of department shall determine the requirement and level of security vetting as required by the South African Security Agency.

## 14. ROLES AND RESPONSIBILITIES

### 14.1 HUMAN RESOURCE UTILISATION & CAPACITY BUILDING (HRU&CB)

- 14.1.1 To ensure that there is budget available for the Internship programme.
- 14.1.2 Compile a memo to the HOD requesting the approval to implement the Internship Programme.
- 14.1.3 Request the directorates to submit their internship needs.
- 14.1.4 Consolidate the internship needs from various directorates and submit to HRM to prepare an advert.
- 14.1.5 Assist in the recruitment and selection process of Interns.
- 14.1.6 Develop Internship Agreement.
- 14.1.7 Management of the Internship Programme.

### 14.2 HUMAN RESOURCE MANAGEMENT

- 14.2.1 Develop an advert.
- 14.2.2 Compile master list.
- 14.2.3 Submit memo to the HOD for the appointment of interviewing panel members.
- 14.2.4 Organise and coordinate interviews.
- 14.2.5 To implement recruitment and selection processes stipulated in the recruitment policy.
- 14.2.6 To inform the Director: HRU&CB and receiving directorates on the Appointment and arrival of interns.
- 14.2.7 To keep the records of recruitment and selection documents.

### 14.3 LINE FUNCTION MANAGERS

- 14.3.1 To submit the Internship needs to HRU&CB
- 14.3.2 Form part of the shortlisting and interviewing process.
- 14.3.3 Provide necessary resources to support the internship, i.e. appropriate workspace and tools of trade.
- 14.3.4 Identify mentors and coaches within the component.

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- 14.3.5 Integrate the internship programmes into the performance and assessment agreements of interns.
- 14.3.6 Provide all necessary logistical arrangements for an intern.
- 14.3.7 To manage the leave taken by Interns.

### 14.4 MENTORS

- 14.4.1 To mentor the intern and provide him/her with professional guidance.
- 14.4.2 To develop and implement work programme for the interns i.e. Work with interns to establish weekly projects and long-term assignments, i.e. develop program plan.
- 14.4.3 Identify the training gaps of an intern.
- 14.4.4 Conduct ongoing monitoring and assessment of the intern and submit quarterly performance reports to Human Resource Development (HRD) Unit.
- 14.4.5 To assess and provide feedback to the interns regarding work programme i.e. provide feedback on performance and scheduled periodic supervisory consultations appropriate to the program plan.
- 14.4.6 Give interns a broad range of duties focusing on issues addressed by their program, including office administration issues.
- 14.4.7 Provide interns with the same respect and regard extended to permanent employees.

### 14.5 INTERNSHIP COMMITTEE

**Interns funded by the SITA's or any other external body, the internship committee must do the following:**

- 14.5.1 Determine priority areas for the internship programme.
- 14.5.2 Recommend the interns to be allocated for each component to the Head of Department for approval.
- 14.5.3 Allocate number of interns to each component as per area of qualification.
- 14.5.4 Monitor the developmental progress of interns in the Department.

**15. CONDITIONS OF SERVICE OF INTERNS**

15.1 All interns shall sign an agreement for a predetermined fixed timeframe not exceeding 24 months. During this period, interns shall, under supervision, participate in programmes that provide them with knowledge and skills to perform well on the job.

**15.2 Leave Provisions**

The leave provisions applicable to temporary employees as contained in the Determination and Directive on Leave of Absence in the Public Service shall apply mutatis mutandis to persons employed under the internship programme.

15.2.1 According to Directive on Developmental Programmes “Departments are urged to use the correct appointment codes and follow guidance provided in the PERSAL Notice 352(issued by Treasury) on the appointment of Interns and Learners. By using the correct appointments codes, leave provisions will be managed programmatically on PERSAL”.

15.2.2 Interns are eligible to a leave payout at the end of a leave cycle in the event where the annual leave application was denied and could not be scheduled as a result.

15.2.3 A leave payout at termination of agreement e.g., at the end of programme

15.2.4 Retain his/her annual leave and sick leave credits respectively when she/he secures a fixed term contract or permanent employment without a break in service.

15.2.5 Have their previous employment in Public Service taken into account if the break between the periods of employment is one year.

**15.3 Contract of Employment**

A contract of employment may only be extended for the following reasons.

15.3.1 To provide for leave taken for maternity, adoption and surrogacy, incapacity and occupational injuries and diseases or any other form of special leave as recognised by the determination and Directive on Leave of absence in the Public Service.

15.3.2 While on maternity leave, the candidate shall be remunerated in terms of the same terms and conditions of the internship agreement.

15.3.3 The duration of the contract shall be extended by a period taken for maternity leave such period shall not exceed a maximum period of four months.

15.3.4 The intern shall be remunerated on the same terms and conditions for the duration of the extended period of contract.

## **16 REMUNERATION OF INTERNS IN THE PUBLIC SERVICE**

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

## **17 RIGHTS OF AN INTERN AND EMPLOYER**

### **17.1 Intern**

An intern has the rights 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 fulfil her or his obligations.

17.1.3 Be provided with a letter/certificate confirming the termination of his/her contract on completion of the contract.

### **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 DUTIES OF AN INTERN AND DEPARTMENT

### 18.1 Intern

An intern must:

- 18.1.1 Work for the Department in terms of the period as specified in the internship agreement.
- 18.1.2 Be available for and participate in all learning and work experience required by the Department
- 18.1.3 Comply with workplace policies and procedures
- 18.1.4 Complete any timesheets or any written reports supplied by the Department to record relevant workplace experience.

### 18.2 Department

The Department must:

- 18.2.1 Comply with its duties in terms of the Skills Development Act and all applicable legislations.
- 18.2.2 Employ the intern for a period specified in the Agreement/Contract.
- 18.2.3 Provide the intern with appropriate work-based experience in the work environment in accordance with the agreement/contract.
- 18.2.4 Provide the intern with adequate supervision at work.
- 18.2.5 Pay the intern the agreed intern stipend while the intern is working for the Department.
- 18.2.6 On an annual basis, ensure that the stipend of interns is adjusted and linked to the approved salary scale as per the Cost-of-Living Adjustment issued by the DPSA.

## 19. TERMINATION OF THE INTERNSHIP AGREEMENT/CONTRACT

- 19.1 The internship agreement/contract must be terminated according to the following circumstances:

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- 19.1.1. The internship agreement/contract will automatically terminate on the expiry date of the agreement/contract and also when the intern resigns.
- 19.1.2. The intern is fairly dismissed by the employer for a reason related to the intern's conduct or capacity as an employee.
- 19.1.3. 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/contract.

## 20. PROTECTION OF CONFIDENTIAL INFORMATION

- 20.1. The intern may not during the period of the internship agreement or anytime thereafter, disclose or use any record, or any part thereof, obtained because of his/her employment under the internship agreement except if-
  - 20.1.1. The necessary written authorisation has been obtained, or
  - 20.1.2. Required or permitted by law.
- 20.2. 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.
- 20.3. The intern must 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 during his/her tasks, and not divulge to any other party any information regarding such.
- 20.4. 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.



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20.5 The information 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.

### 21. INDEMNITY

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. MONITORING AND EVALUATION

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. COMMUNICATION / EDUCATION OF THE INTERNSHIP POLICY

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

### 24. DISPUTE RESOLUTION MECHANISM

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

### 25. APPROVAL OF THE POLICY

The policy must be approved by the Member of the Executive Council on the recommendation of the Acting Head of Department as per the updated Departmental Delegations and the policy

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will become official on the date it is signed by the Executing Authority (i.e the MEC for Cooperative Governance and Traditional Affairs)


**26. REVIEW OF THE POLICY**

This policy may be reviewed once in 5 years and when there are material changes in the enabling legislation.

**27. VERSION CONTROL AND CHANGE HISTORY**

<b>Version Control</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment</b>
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)	
2012		Mlibo 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

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			Indemnity clause also covers interns as they are defined as employees
2018	08 October 2018	Fikile Devilliers Xasa (MEC)	<p><b>CRITERIA FOR SELECTING INTERNS</b></p> <p><b>RECRUITING AND MANAGING INTERNS</b></p> <p><b>ESTABLISHMENT AND COMPOSITION OF INTERNSHIP COMMITTEE</b></p> <p><b>ROLES OF THE INTERNSHIP COMMITTEE</b></p> <p><b>CONDITIONS OF SERVICE OF THE INTERNS</b></p> <p><b>REMUNERATION OF THE INTERNS</b></p>
2024		Zolile Williams (MEC) 	<p><b>CRITERIA FOR SELECTION OF INTERNS</b></p> <p><b>SELECTION OF INTERNS</b></p> <p><b>CONDITIONS OF SERVICE OF INTERNS</b></p> <p>All interns shall sign an agreement for a predetermined fixed timeframe not exceeding 24 months. During this period, interns shall, under supervision, participate in programmes that provide them with knowledge and skills to</p>

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		<p>perform well on the job.</p> <p><b>Leave Provisions</b></p> <p>The leave provisions applicable to temporary employees as contained in the Determination and Directive on Leave of Absence in the Public Service shall apply mutatis mutandis to persons employed under the internship programme.</p> <p>According to Directive on Developmental Programmes “Departments are urged to use the correct appointment codes and follow guidance provided in the PERSAL Notice 352(issued by Treasury) on the appointment of Interns and Learners. By using the correct appointments codes, leave provisions will be managed programmatically on PERSAL”.</p> <p>Interns are eligible to a leave payout at the end of a leave cycle in the event where the annual leave application was denied and could not be scheduled as a result.</p> <p>A leave payout at termination of agreement.</p> <p><b>ROLES AND RESPONSIBILITIES</b></p> <p><b>REVIEW OF THE POLICY</b></p>
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