



INTERNSHIP POLICY

Table of Contents

1. Purpose	3
2. Objective and Guiding Principles	3
3. Scope of Application	3
4. Various Forms of Internships	3
5. Target Population	4
6. Selection Criteria and Process	4
7. Duration of Internship and Contractual Obligations	4
8. Disciplinary Code	7
9. Roles And Responsibilities	7
10. Performance Monitoring	9
11. Workplace Skills Programmes	9

1. Purpose

- 1.1. The Council recognises the need to address the problem of youth unemployment. Graduates are commonly faced with lack of necessary experience which hampers their employability. The Council in an effort to address the shortcoming aims to provide a platform by providing them valuable work experience and skills to enhance their employability as well to enhance and contribute to the culture of life-long learning.

2. Objective and Guiding Principles

- 2.1. The internship programme must be aligned with the macro-organogram, Workplace skills plan and the Employment Equity Plan including the need for demographic representation.
- 2.2. Internships should be a structured work-based programme and the intern must be assessed upon completion.
- 2.3. Transparent recruitment and selection processes, systems and procedures must be followed.
- 2.4. Performance management system should be adapted to cater for the interns as a measure to assess learning interventions.
- 2.5. The Finance intern's intake will be regulated by the Municipal Finance Management grant received and the unemployed graduate intake will be regulated by available budget within the graduate intake programme of the Council.

3. Scope of Application

- 3.1. The provisions of this policy apply to all interns and unemployed graduates in the Kouga Local Municipality as well as all future interns appointed in terms of this policy.

4. Various Forms of Internships

- 4.1. Graduate internship is offered to a person who has completed a qualification and is unemployed but requires workplace experience in order to complete the qualification requirements attached to the qualification and includes aspects of experiential learning and work integrated learning (WIL).
- 4.2. Finance Management Grant (FMG) Internship is offered to a person who has completed a qualification in finance specifically the following disciplines (Accounting • Financial Management • Finance • Public Finance • Bachelor of Business Science Finance • Economics • Development Economics • Econometrics) who is unemployed but requires workplace experience or exposure in their field of study to enhance future employment opportunities and employability.

5. Target Population

- 5.1. Unemployed graduates who completed their degrees/diploma as more detailed in 4.1 and 4.2 above.
- 5.2. Employed graduates who are not working in their field of study as more detailed in 4.1 and 4.2 above.

6. Selection Criteria and Process

- 6.1. The interns should be South African citizens, and preferably from the previously disadvantaged groups.
- 6.2. The responsible department where the graduate will be placed should in conjunction with Human Resources compile the specifications that would ultimately form the advertisement.
- 6.3. Vacancies for interns must be advertised locally within the Kouga Local Municipality area of jurisdiction only.
- 6.4. Should recruitment within the Council area of jurisdiction yield no results institutions within our area of jurisdiction should be approached to place the advertisement at their respective institutions calling for interested parties to submit their application and supporting documents.
- 6.5. The Council may participate in career exhibitions and/or in campus recruitment campaigns at various institution of higher education within the Council area of jurisdiction.
- 6.6. All interested graduates should complete the Council application for employment form and submit certified copies of supporting documentation.
- 6.7. Selection panel for shortlisting and interviews will be comprised of the respective business unit, portfolio councillor and human resources.
- 6.8. Labour unions must be invited as observers.

7. Duration of Internship and Contractual Obligations

- 7.1. The period of appointment under an Internship Programme is 24 months. This period can be increased or shortened in exceptional circumstances.
- 7.2. No expectation of permanent employment is created by the placement of interns.
- 7.3. The retention of interns outside the internship contract is strongly discouraged.

- 7.4. Should a vacancy arise within the specific department, such vacancy should be filled in accordance with the approved Council recruitment policy and procedures.
- 7.5. Conditions of service attached to the internship programme is more fully detailed in the contract of engagement attached as Annexure A and summarised below.

7.5.1. Annual Leave

- (a) The intern/unemployed graduate will qualify for one (1) day annual leave for every 17 days worked as specified and contained in the Basic Conditions of employment act 75 of 1997 as amended.

7.5.2. Sick Leave

- (a) The intern/unemployed graduate will qualify for one (1) day sick leave for every 26 days worked during the first six (6) months of placement as specified and contained in the Basic Conditions of employment act 75 of 1997 as amended.
- (b) Thereafter the sick leave will be calculated at 0.83 days per month for the duration of the placement period.
- (c) The intern/unemployed graduate will be required to submit a sick certificate when more than two (2) or more days are taken as sick leave.
- (d) To be eligible to receive paid sick leave, an intern/unemployed graduate will be required to produce a Medical Certificate signed by a registered medical practitioner stating the nature of the incapacity and its duration.

7.5.3. Family Responsibility Leave

- (a) The intern/unemployed graduate will qualify for three (3) days paid family responsibility leave after 4 (four) months of completed service as specified and contained in the Basic Conditions of Employment Act 75 of 1997 as amended.
- (b) On the following occasions:
- (i) When the intern/unemployed graduate's child is born
 - (ii) When the intern/unemployed graduate's child is sick
 - (iii) In the event of death of the intern/unemployed graduate's spouse, life partner, parent, adoptive parent, grandparent, adopted child, grandchild or sibling.

- (c) Supporting documentation should accompany the normal leave application form.

7.5.4. Study Leave

- (a) The intern/unemployed graduate will qualify for 2 days paid study leave.
- (b) One (1) day to study and one (1) day to write exams.
- (c) Supporting documentation should be attached.
- (d) No study leave will be granted for failed or supplementary subject.
- (e) No study leave will be approved for a Friday for examinations scheduled for a Monday.

7.5.5. Working Hours

- (a) Working hours are confined to forty (40) hours per week.
- (b) Work commences at 07h30 and ends at 16h15 Monday to Thursday.
- (c) Working times on a Friday is scheduled as 07h30 till 15h00.
- (d) Lunch break is from 13h00 until 13h30.
- (e) Strict adherence to these times must be followed.

7.5.6. Stipend

- (a) The intern/unemployed graduate will receive a monthly stipend limited to budget availability.
- (b) Finance Internship stipends will be regulated by grant conditions applicable at a specific point in time.
- (c) No benefits are attached to intern/unemployed graduate programme.
- (d) Any annual cost of living increases which may become necessary will be regulated by the Remuneration Committee of Kouga Local Municipality. Such increase is not automatic and will not necessarily coincide with the annual increase of permanent staff members of the Council.

7.5.7. Termination of Internship/Completion of Internship programme

- (a) For purposes of termination of the programme and notice periods the provisions of the Basic Conditions of Employment Act 75 of 1997 as amended will be applied.
- (b) Upon completion of the programme the intern/unemployed graduate, will be provided with a testimonial letter specifying that the intern/unemployed graduate has completed the programme and also indicating the skills that the learner was exposed to.

7.5.8. Use of council vehicle

- (a) Use of a Council vehicle will only be allowed during the course and scope of planned learning interventions.
- (b) Only INTERNS who have passed assessment through the Council designated provider will be allowed to drive Council vehicles.

7.5.9. Injury On Duty

- (a) The same provisions of the Occupational Injuries and Diseases Act, 130 of 1993, apply to intern/unemployed graduate.

7.5.10. Maternity leave

- (a) The intern/unemployed graduate will qualify for maternity leave provisions as specified and contained in the Basic Conditions of Employment Act 75 of 1997 as amended.

8. Disciplinary Code

- 8.1. The intern/unemployed graduate will always be subjected to the code of conduct and disciplinary code applicable in the Kouga Local Municipality.

9. Roles And Responsibilities

9.1. Skills Development Facilitator

- 9.1.1. Identify institutions of higher education that offer training in the areas that are needed and establish contact with them.
- 9.1.2. Compile a memo to the HOD requesting the approval to implement the Internship Programme.
- 9.1.3. Compile the advertisement specification for the internship programme.
- 9.1.4. Develop capacity for mentoring in relevant components.

9.1.5. Monitor and evaluate the implementation of training needs for interns quarterly.

9.1.6. Compile written report to the HOD on progress and challenges of the internship programme on a quarterly basis.

9.2. Line Function Managers

9.2.1. Determine what resources will be necessary to support the internship, i.e. appropriate workspace and necessary material and equipment.

9.2.2. Identify mentors and coaches within the department.

9.2.3. Develop a logbook for assessment of performance of interns on a quarterly basis.

9.2.4. Integrate the internship programmes into the performance and assessment agreements of mentors.

9.2.5. To mentor and coach the intern and provide the interns with professional guidance.

9.2.6. 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.

9.2.7. Oversee the training and mentoring of intern.

9.2.8. Ensure that the interns sign the attendance registers daily and conduct on-going monitoring and assessment of the intern and submit performance reports.

9.2.9. 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.

9.2.10. Give interns a broad range of duties focusing on issues addressed by their program, including office administration issues.

9.3. Interns

9.3.1. Enter into contract with the Municipality.

9.3.2. Abide by the rules, regulations and protocol of the Municipality.

9.3.3. Sign attendance register daily and commit to work all hours agreed to.

9.3.4. Be punctual and achieve a good attendance record.

- 9.3.5. Maintain professional demeanour and show an eagerness to learn.
- 9.3.6. Ensure completion and sign off of the logbook for assessment of performance.

9.4. Recruitment and Selection Unit

- 9.4.1. Ensure that all interns sign the internship contract.
- 9.4.2. Ensure that intern's stipend is paid monthly as determined.
- 9.4.3. Keep proper records of all interns placed in the Department.
- 9.4.4. Provide secretariat services to the selection panel.
- 9.4.5. Ensure that all interns are inducted within 10 days after being placed given the limited period of the internship contract.

10. Performance Monitoring

- 10.1. For the interns to acquire adequate work knowledge, skills and experience they need to be part of employee performance management and development system and they should engage in performance reviews with their mentors.

11. Workplace Skills Programmes

- 11.1. Interns will be afforded an opportunity to be trained on both generic and occupational directed skills programmes that will provide skills for effective job performance in the field, directorate in which intern has been placed.

Approved by Council on:

30 April 2024.....

Council Resolution No:

24/04/DMM13.....


.....
Mr. C du Plessis
Municipal Manager

07 May 2024.....
Date:

Annexure A

**INTERNSHIP AGREEMENT /
INTERNSHIP TRAINING PLACEMENT CONTRACT**

Entered by and between:

The Kouga Local Municipality (herein referred to as the **EMPLOYER**) in his/her capacity
as properly authorized

And

Full Names and Surname:

Identity Number :

(Hereinafter referred to as the **INTERN**)

Street Address :

.....

.....

1. Preamble

- 1.1. The purpose of this agreement is to standardize the placement of intern/unemployed graduate in an internship programme in the Kouga Local Municipality. The aim of the programme is to provide intern/unemployed graduate with first hand and real-world experience of working in the Local Government Service thereby ensuring a pool of skilled intern/unemployed graduate and enhancing their employability.

2. Title of internship, Section, Directorate and station, to which INTERN is assigned:

- 2.1. Title of Internship :
- 2.2. Section :
- 2.3. Directorate :
- 2.4. Station :

3. The contract shall commence on 20 and
shall terminate on 20

4. As the INTERN requires full-time practical work experience and application of academic learning, the Employer is prepared and able to provide such as opportunity, to which the parties agree as follows:

- 4.1. The EMPLOYER hereby appoints the INTERN to perform services, thereby gaining experience in the INTERN's appointed field.
- 4.2. The remuneration of the intern on a monthly basis as is set out in this agreement.
- 4.3. The EMPLOYER shall compensate the INTERN an amount of R per month.
- 4.4. The INTERN shall report for duty on a daily basis for a minimum of 40 hours per week (meal breaks excluded). The INTERN shall keep a record of days or hours worked.
- 4.5. Vacation leave shall be granted on the basis of ONE day's paid annual leave for every 17 days worked.
- 4.6. The INTERN shall be entitled to ONE day's paid sick leave for every 26 days of completed work per month. A doctor's certificate shall be provided for each sick leave period exceeding 2 days.
- 4.7. The INTERN shall be granted a maximum of 3 day's paid family responsibility leave for utilization if the Intern's parent, dependent child, spouse/life partner is sick or dies, or if an immediate family member dies.

- 4.8. The INTERN shall qualify for two (2) days paid study leave should the INTERN still be pursuing studies in a personal capacity.
- 4.9. The INTERN shall qualify for maternity leave as per the provisions of the Basic Conditions of Employment Act 75 of 1997
- 4.10. The EMPLOYER shall ensure that, immediately upon commencement of the internship, the INTERN shall undergo an appropriate induction programme, and shall furnish the INTERN with all relevant and available information and access to relevant equipment necessary for the INTERN to perform the duties and receive the experience agreed upon under this agreement.
- 4.11. A manager shall be assigned to supervise the work of the INTERN and to assess the performance of the INTERN on a regular basis.
- 4.12. The EMPLOYER undertakes to make every effort to ensure that the work assigned to the intern is, insofar as practically possible, be intellectually challenging and shall seek to draw out the intern's educational, technical and vocational skills to the full.
- 4.13. The EMPLOYER undertakes to complete and return to the HRD Division both a mid-term and end-of-term assessment.
- 4.14. The INTERN will not be allowed to participate in the Study Assistance programme. Should the INTERN wish to undertake further studies it will be for the INTERN's expense.
- 4.15. The INTERN shall comply with all relevant workplace policies of the Kouga Local Municipality.
- 4.16. The INTERN shall comply faithfully and diligently devote his or her time to the services of the EMPLOYER as agreed upon.
- 4.17. No amendments to this agreement or any of the provisions or terms thereof and no extension of time or waiver or relaxation or suspension of any of the provisions or terms thereof shall be of any force or effect unless reduced to writing and signed by both parties.
- 4.18. The INTERN undertakes not to, without authorization, during his/her internship or at any time, thereafter, disclose or use any record obtained as a result of his or her employment, to the detriment of the Municipality, except if it is used in the exercise or protection of any right or legitimate expectation, conferred by law.

4.19. Nothing contained in this agreement shall entitle the INTERN to a permanent position with the employer on expiry of this agreement.

THUS, DONE AND SIGNED AT on this the day
of 20.....

.....
EMPLOYER
MUNICIPAL MANAGER

.....
WITNESS

THUS, DONE AND SIGNED AT on this the day
of 20.....

.....
INTERN

.....
WITNESS

