

Experiential Training and Internship Policy 2005

Directorate Education and Training



agriculture

Department:
Agriculture
REPUBLIC OF SOUTH AFRICA

Experiential Training and Internship Policy 2005

Directorate Education and Training

CONTENTS

1. Introduction (1)
2. Purpose (1)
3. Scope of application (1)
4. Definition of terms (1)
5. Policy statement (2)
6. Conditions (2)
7. Financing and compensation (3)
8. Procedures (3)
9. Roles and responsibilities (4)
10. Monitoring and evaluation (4)
11. Experiential training questionnaire (5)

2005 Revised
2004 Revised
2003 First print

ISBN 1-86871-166-8

© 2005 Department of Agriculture
All rights reserved

Compiled by the Department of Agriculture
Directorate Education and Training

Layout and publishing by the Department of Agriculture
Directorate Agricultural Information Services
Private Bag X144, Pretoria, 0001 South Africa

1. INTRODUCTION

In terms of existing qualification requirements at certain tertiary educational institutions (especially Technikons) students in specific study disciplines have to complete a practical work module in order to obtain a qualification. This is especially true for students in agricultural fields of study.

On the other hand, many of the learners whose qualifications did not require any practical work module and have already qualified are unable to secure employment because of lack of the necessary experience required by the highly competitive job market. This has contributed to a greater number of unemployed agricultural graduates. Other than this, there is a wide spectrum of postmatric learners some of whom are interested in serving as voluntary workers for the purposes of gaining experience before they can proceed with their studies.

Part of the mandate of the Department of Agriculture is to contribute towards the development of agricultural human resources. In order to achieve this, the Department is engaged in various initiatives relating to the provision of bursaries and study assistance for students in agriculture. The provision of relevant experiential training and internship opportunities forms an essential part of these initiatives.

2. PURPOSE

The purpose of this policy is to provide guidelines for the implementation and management of an Experiential Training and Internship Programme in the Department of Agriculture in terms of the Department's responsibility for the development of agricultural human resources. The policy is also intended to give effect to the broad national strategies, namely the Internship Framework for the Public Service led by the Department of Public Service and Administration (DPSA), the National Human Resource Development Strategy, the National Skills Development Strategy and the Department of Agriculture (DoA) Workplace Skills Plan.

3. SCOPE OF APPLICATION

This policy applies to the following categories of trainees:

- 3.1 Department of Agriculture bursars not in the employ of the Department requiring experiential training as part of their qualification conditions.
- 3.2 Other students in agricultural study disciplines requiring experiential training as part of their qualification conditions.
- 3.3 Unemployed agricultural graduates with appropriate skills required by the DoA who require some working experience to improve their chances of employability; and
- 3.4 Volunteers with appropriate skills needed by the DoA who because of being unemployed would like to serve the Department on a voluntary basis hoping for employment once opportunities arise.

4. DEFINITION OF TERMS

- 4.1 Experiential training shall mean "traditional" experiential training (students with compulsory experiential training), "voluntary" experiential training (students without compulsory experiential training) and Internship/Learnership (school leavers and unemployed graduates).
- 4.2 The Experiential Training and Internship Programme is defined as a planned, structured and managed work experience that is occupationally based and incorporates a skills programme designed to produce meaningful competencies which may earn a trainee an education and training credit. The expected units of outcomes and performance are framed for mutual and optimal benefit to both the trainee and the Department.
- 4.3 Trainee shall mean a student, learner, volunteer or intern appointed in terms of this policy in the DoA.
- 4.4 Contract shall mean a legal agreement between a trainee and the Department and between the academic institution and the Department.

-
- 4.5 Experiential training period shall be twelve (12) months.
 - 4.6 Mentor shall mean a Government official responsible for supervision or mentoring of a trainee(s).
 - 4.7 Bursars shall mean students or learners who are sponsored by the DoA External Bursary Scheme.

5. POLICY STATEMENT

- 5.1 The DoA will provide experiential training opportunities primarily for bursars in relevant study disciplines requiring experiential training as part of their qualification conditions.
- 5.2 Experiential training opportunities may be accessible to other categories of trainees provided that:
 - 5.2.1 Adequate financial resources are available to accommodate such trainees
 - 5.2.2 Adequate infrastructure resources are available to accommodate such trainees
 - 5.2.3 Appropriate and qualified mentor(s) are available to supervise trainees
 - 5.2.4 Specific or particular duties that can best be executed by trainees are available.

6. CONDITIONS

- 6.1 Experiential training opportunities will only be provided to bursars who have otherwise satisfied the academic requirements for their respective fields of study and the privilege may be withdrawn from any trainee where applicable.
- 6.2 The conditions pertaining to this policy relate to experiential training and internship only and should not be construed to include vacation for students.
- 6.3 The Directorate Education and Training is responsible for the coordination, implementation and management of the Experiential Training and Internship Programme in the DoA.
- 6.4 Prior to the implementation of the Experiential Training and Internship Programme, respective managers within the DoA will:
 - 6.4.1 Determine experiential training requirements for their respective divisions in collaboration with the Directorate Education and Training.
 - 6.4.2 Apply effective experiential training and internship management tools developed by the Directorate Education and Training, for example trainee logbooks.
 - 6.4.3 Ensure that all functions to be performed by the trainees are clearly articulated, understood and agreed to by all parties.
 - 6.4.4 Ensure that the necessary infrastructure (physical, human and financial resources) is in place to accommodate trainees.
 - 6.4.5 Ensure that appointments will be made with due consideration to applicable Labour Legislation. Trainees will not be appointed on the Departmental establishment but additional thereto and recommended according to paragraph 7.3.
 - 6.4.6 Ensure that appointments are made in accordance with the Employment Equity directives.
 - 6.4.7 All appointments will be made in terms of contracts with no guarantee of permanent employment.
- 6.5 Included in the contract will be the following:
 - 6.5.1 Trainees will not be allowed to use DoA equipment and facilities without proper authorisation.
 - 6.5.2 Trainees may not be utilised for work activities that do not relate to their field of study.
 - 6.5.3 Trainees will subject themselves to DoA organisational discipline and protocol.
- 6.6 In the event of conflicts/disputes, the normal tenets in the contract shall apply.
- 6.7 The Directorate Education and Training will maintain liaison and communication with host func-

tions/mentors and ensure that experiential training and internship take place in terms of academic requirements and that trainee logbooks are kept up to date.

- 6.8 The Directorate Education and Training will provide regular reports to the DoA Executive Committee regarding the experiential training and internship programme and the utilisation of the DoA resources.
- 6.9 The Directorate Education and Training will maintain ongoing communication and liaison with the different academic institutions regarding the progress of trainees.
- 6.10 Upon resignation/termination of contract the interns/trainees should submit a written letter and hand it to the Supervisor/Mentor, who should then forward it to the Co-ordinator of the Experiential training and Internship Programme. The resignation letter should show the date of resignation. Interns are required to serve one week notice period (five working days).
- 6.11 The Department shall provide necessary protective clothing to the interns.
- 6.12 Interns shall be entitled to:
- 6.12.1 Vacation leave. Interns are entitled to one (1) day annual vacation leave for every seventeen (17) days worked. Interns may only take annual leave once they have such leave to their credit.
- 6.12.2 Sick leave. Interns are entitled to one (1) day sick leave for every month worked.
- 6.12.3 Maternity leave. Female interns are entitled to a maximum of four (4) calendar months unpaid maternity leave during their contract period. They would then be allowed to come back and complete their training.
- 6.12.4 Family responsibility leave. Interns who have worked for at least four months shall be granted three (3) days family responsibility leave during their contract period (12 months) for utilisation if the intern's:
- Spouse /life partner gives birth to a child.
 - Dependent child, spouse/life partner is sick.
 - Child or spouse/life partner dies.
 - Immediate family member dies.
- 6.12.5 Leave encashment. Interns are entitled to payment in respect of any unused annual leave credits in the event of the termination of service.

7. FINANCING AND COMPENSATION

- 7.1 Learnership/internship budget should be centralised and administered by the Directorate: Education and Training as from 01 April 2004
- 7.2 Trainees are not to be regarded as lower-cost alternatives to permanent or regular employees. Instead, managers must ensure that, as they 'employ' trainees to get work done, they also improve the trainee's potential for future employability. 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.
- 7.3 The following formula will be used to determine trainee compensation:
- 7.3.1 The remuneration of interns/trainees in the Department of Agriculture will be 33% of the minimum notch for salary level 8. Interns/trainees are entitled to allowances applicable to the employees of the Department provided that such allowancees do not exceed 10 % of the minimum notch of salary for level 8 during the period of employment.
- 7.4 In the event that a stipend is paid by a different sponsor, no payment will be made by the Department.

8. PROCEDURES

- 8.1 The Directorate Education and Training will conduct a regular capacity assessment with the different directorates.

-
- 8.2 Following budget approval, applications from suitable candidates will be considered.
 - 8.3 Concomitant herewith:
 - 8.3.1 A mentorship system will be established.
 - 8.3.2 A logbook system will be developed in collaboration with different academic institutions.
 - 8.3.3 Trainees will be selected and placed in collaboration with the relevant Senior Managers.
 - 8.3.4 Training will be managed by the respective sectional managers in collaboration with the Directorate Education and Training.

9. ROLES AND RESPONSIBILITIES

- 9.1 Senior Managers shall
 - 9.1.1 Determine which skills and how many trainees they require in their divisions.
 - 9.1.2 Control and manage budgets on experiential training and internship programme in their divisions.
 - 9.1.3 Enter into a formal agreement (contract) with institutions and trainees in terms of the obligations for each party.
 - 9.1.4 Provide a relevant and responsible mentor.
 - 9.1.5 Provide office space and related facilities.
 - 9.1.6 Provide feedback to the Directorate Education and Training.
 - 9.1.7 Provide required information on the progress of the trainee.
 - 9.1.8 Complete Experiential Training Questionnaire (Form ET/EAPAX1).
- 9.2 Trainees shall
 - 9.2.1 Execute all tasks/duties allocated and agreed to.
 - 9.2.2 Comply with all tenets of the contract/agreement.
- 9.3 Directorate Education and Training shall
 - 9.3.1 Coordinate the entire experiential training and internship programme within the DoA.
 - 9.3.2 Ensure compliance with the experiential training and internship policy.
 - 9.3.3 Implement the overall monitoring and evaluation of the programme.
 - 9.3.4 Liaise constantly with institutions in terms of the trainees' progress.
 - 9.3.5 Provide the necessary forms and documentation to be completed during the period of training.

10. MONITORING AND EVALUATION

The Directorate Education and Training will monitor the implementation of the Experiential Training and Internship Programme through the following mechanisms:

- 10.1 Determining the total number of trainees who successfully complete the programme in the Department and obtain a qualification and secure employment after the completion of the training programme.
- 10.2 The degree to which managers are satisfied with the value and contribution made by the trainees.
- 10.3 Prepare an annual report on the Experiential Training and Internship Programme.
- 10.4 Review the overall programme for purposes of improvements and alignments to departmental strategic goals.
- 10.5 Monitoring sector education and training trends and patterns for forecasting and planning purposes.

EXPERIENTIAL TRAINING AND INTERNSHIP QUESTIONNAIRE

Please provide the information required using the format provided. Should you require additional forms, please photocopy the provided format.

1. Organisational unit

Directorate's name:

Subdirectorate name:

Contact person (name/extension no.):

2. Experiential training and internship

Please provide information for every organisational subdirectorate identified in section 1 as set out below. **Note that you only have to provide the information for areas where you can accommodate trainees.**

Name of proposed mentor

Extension

Discipline	No. of trainees you can accommodate

Name:

Branch:

Date:

