

ANNUAL HRD IMPLEMENTATION PLAN

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ANNUAL HRD IMPLEMENTATION PLAN TEMPLATE

NAME OF DEPARTMENT: DEPARTMENT OF PUBLIC WORKS

PROVINCE : LIMPOPO

STRATEGIC OBJECTIVE AND RATIONALE PILLAR ONE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
Strategic Objective 1: To adopt a wide set of options for capacity building in order to respond to the varying needs and requirements of the Public Service and build the capacity of employees to undertake their responsibilities			Q1	Q2	Q3	Q4
1.1 To enhance the design, management and integration of capacity development interventions in the workplace to include enhancing the quality and workplace relevance of training materials.	<ul style="list-style-type: none">Each department has a Human Resource Development Plan which has been fully implementedEach department has a framework of courses, experiential learning and capacity development requirements for each level of staffThe PDPs from PMDS are fully used as a basis for programme planningThe competency framework for SMS is used as the basis for recruitment, capacity development and performance assessmentAll managers use a common framework and process for	1.1.1 Develop and Authorize a code of Ethic for HRD practitioners <ul style="list-style-type: none">Consult the code with all HRD practitionersTable and consult the Code at all committeeAuthorization of the HRD code of Ethics	-	-	-	February 2014
		1.1.2 Training provided in managing HRD in the workplace for HRD practitioners and for line managers:			-	
Rationale- To ensure that all capacity building initiatives employed by the Department find expression within the workplace and become relevant by ensuring that personnel is capacitated to carry out, assess and						

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR ONE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
			Q1	Q2	Q3	Q4
Strategic Objective 1: To adopt a wide set of options for capacity building in order to respond to the varying needs and requirements of the Public Service and build the capacity of employees to undertake their responsibilities evaluate the interventions.	managing HRD interventions	- Eighty (80) managers trained on Professional Ethics	May 2013			
		- Excel training for thirteen (13) HRD practitioners and Eight (8) line managers	June 2013	September 2013		
		- ROI training for 22 HRD Practitioners				February 2014
		- ROI training for 22 HRD Practitioners				February 2014
		1.1.3 A handbook and guidelines developed for pre and post training interventions	-	-	-	February 2014
		<ul style="list-style-type: none"> - Design pre and post training assessment tools, benchmarking with existing models. - Consult on the tools with various supervisors within the Department. 				

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR ONE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
			Q1	Q2	Q3	Q4
<p>Strategic Objective 1: <i>To adopt a wide set of options for capacity building in order to respond to the varying needs and requirements of the Public Service and build the capacity of employees to undertake their responsibilities</i></p> <p>1.2 To use ABET in providing educational opportunities for all employees.</p> <p>Rationale: To ensure that the Department arrives at a point where interventions can be applied for all levels without prejudice based on literacy levels of employees.</p>	<ul style="list-style-type: none"> All departments implementing ABET learnerships Public Service ABET learners have made progress in their careers All ABET courses in the Public Service are designed on the basis of workplace relevance All levels of employees are able to participate in ABET programmes 	<p>1.2.1 Develop an ABET Strategy</p> <ul style="list-style-type: none"> Conduct an audit of ABET requirements in the Dep. Conduct an audit of ABET requirements in the Dep. Work out a plan and formal proposal to deal with the need. Consultation and Authorization of the Proposals 	-	-	-	February 2014
		<p>1.2.3 Implement ABET programme in the department</p>	-	-	-	January – March 2014
		<p>1.2.4 Each ABET learner has a PDP as a roadmap for advancement</p>	-	-	-	January – March 2014
		<p>1.2.5 ABET Learnerships are initiated and are successful</p>	-	-	-	-
		<p>1.2.6 Arrange scheduled meetings with Directorates where learners are attached to determine terms and</p>	-	-	October 2013	-

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR ONE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
Strategic Objective 1: To adopt a wide set of options for capacity building in order to respond to the varying needs and requirements of the Public Service and build the capacity of employees to undertake their responsibilities			Q1	Q2	Q3	Q4
			support mechanisms for learners			
1.3 To promote leadership and management development programmes in general, with specific reference to the HRD competence of SMS and special focus on the needs and requirements of women and persons with disabilities. Rationale: To empower Senior Management Staff to be able to carry out their functions and be made aware of other objective which they must find a creative way of materializing such objectives.	<ul style="list-style-type: none"> • LDM Strategic Framework institutionalized • Competency frameworks utilized by all departments for the SMS staff • Skills and competencies audit centres established giving access to all SMS • Developmental support centres established in each province • SMS in the Public Service have undertaken competency assessment • SMS in the Public Service have been assisted in developmental support centres • All line managers in the Public Service have undertaken training on the management of their HRD responsibilities • Targets in respect to women and persons with disabilities in management positions are met. 	<p>1.3.7 Six(6) new SMS members to undergo competency assessment</p> <p>1.3.8 Mass induction programme for all new MMS and SMS</p>	As when appointments are made	As when appointments are made	As when appointments are made	As when appointments are made
	• Bursaries are offered to pre-	1.4.1 Provide training for mentors in			October-	

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR ONE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
Strategic Objective 1: To adopt a wide set of options for capacity building in order to respond to the varying needs and requirements of the Public Service and build the capacity of employees to undertake their responsibilities						
1.4 Promoting learnerships, trainee ships and Internships in the Public Service	service interns who have potential in scarce skills areas • A significant increase in the number of learnerships, internships and traineeships undertaken in each department • A significant increase in the number of learners who successfully complete learning programmes with Public Service workplace attachments • Greater efficiency and effectiveness in the management of learning programmes with workplace attachments. • A significant number of interns and learners are employed by the Departments	sections were they are not available and have one workshop with mentors on their mentorship role. - Identify sections that are without Mentors and request for them to be trained - Conduct quarterly meetings with section mentors on the implementation of programmes and challenges - Conduct a workshop session with mentors on the mentorship role and function. Evaluate the programmes and implement changes where required.	-	-	November 2013	-
Rationale: To provide a opportunity to young, out of school and unemployed youth to gain work knowledge and experience using the Departmental programs and generally assisting with sectorial skills development targets.		1.4.2 Use questionnaire to evaluating the impact of mentoring programme - Design a questionnaire for Mentors, mentees and Managers/supervisors			January 2014	Feb-Mar 2014
		1.4.3 Track the number of learners in this regard who subsequently take up employment in the Public Service		September 2013		March 2014

Rationale: To provide a opportunity to young, out of school and unemployed youth to gain work knowledge and experience using the Departmental programs and generally assisting with sectorial skills development targets.

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR ONE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
			Q1	Q2	Q3	Q4
Strategic Objective 1: To adopt a wide set of options for capacity building in order to respond to the varying needs and requirements of the Public Service and build the capacity of employees to undertake their responsibilities		1.4.3.2. Internship programme: 1.4.3.2.1 Appoints 55 new interns	-	July 2013	October to December 2013	Jan- Mar 2013 Feb – Mar 2014
		1.4.3.2.2 Monitor the implementation progress				
		1.4.3.2.3 Preparation of new intake of interns				
		1.4.3.3 Bursars: 1.4.3.3.1 Award two (2) new bursars for internal students, six(6) external bursars	Apr-Jun 2013	Jul-Sept 2013	Oct- Dec 2013	February 2014 Jan- Mar 2014
		1.4.3.3.2 Maintain the existing bursars 35 internal students and 31 external bursars.				
		1.4.3.4 Experiential Learning Program 1.4.3.4.1 Appoint twenty five (25) Experiential learners	April 2013	Jul –Sept	Oct-Dec 2013	Jan– Mar 2014
		1.4.3.4.2 Monitor the implementation of the experiential learning programme				
		1.4.3.4.3 Conduct needs analysis for new intake				Jan – Mar 2014

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR ONE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
			Q1	Q2	Q3	Q4
Strategic Objective 1: To adopt a wide set of options for capacity building in order to respond to the varying needs and requirements of the Public Service and build the capacity of employees to undertake their responsibilities						
		1.4.3.5 Implementation and monitoring of Artisan Development Program (ADP) for 590 unemployed youth		Jul-Sept 2013	Oct-Dec 2013	Jan – Mar 2014
		1.4.4 Create linkages with FETs and HEIs which will give students a conduit to enter the Public Service for experience and training	-	September 2013	-	-
		<ul style="list-style-type: none"> - Identify FET's and HEIs as well as areas of collaboration - Approach Institutions and Enter into MOU's 				
		1.4.5 Train mentors and supervisors to manage the environment of workplace learning to the benefit of learners, interns and trainees.	-	-	-	-
		1.4.6. Create a database of interns and learnership participants:				
		1.4.6.1. Improve the current database of learnership and internship	Apr-Jun 2013	Jul-Sept 2013	Oct-Dec 2013	Jan-Mar 2014
		1.4.6.2 Monitor and capture changes on the Database				

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR ONE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
Strategic Objective 1: To adopt a wide set of options for capacity building in order to respond to the varying needs and requirements of the Public Service and build the capacity of employees to undertake their responsibilities			Q1	Q2	Q3	Q4
1.5 To use more productively the educational capacity and role of professional bodies and councils in terms of capacity building and formulation of standards for educational programming. Rationale: To ensure that the Department achieved its goal of having a professional work force, that is recognized by respective authorities.	<ul style="list-style-type: none">Public Servants are members of professional bodiesA professional body and councils established for Public ServantsMOUs are in place with Public Service relevant professional bodiesPALAMA and Provincial Public Service Academies have MOUs with relevant professional bodies	1.5.8 Public officials registered with professional bodies: 1.5.8.1 Conduct a workshop with SACPCMP 1.5.8.2 Assist ten (10) officials to register as candidates with SACPCMP and ECSA	April 2013	Jul-Sept 2013	Oct-Dec 2013	-
1.7 To promote e-learning in the Public Service to be applied in increasing accessibility to HRD	<ul style="list-style-type: none">Employees in all Departments have access to e-learningDepartments have policies to govern the use of E-learning	1.7.3 E-learning workplace operational framework established 1.7.5 E-learning fully incorporated into PMDS 1.7.6 Department has participants on formal E-learning programmes	-	-	-	-

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR ONE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
			Q1	Q2	Q3	Q4
<p>Strategic Objective 1: To adopt a wide set of options for capacity building in order to respond to the varying needs and requirements of the Public Service and build the capacity of employees to undertake their responsibilities</p> <p>1.8 To foster collaborative partnerships with HEIs and FETs in order to enhance the quality, standard and relevance of Public Sector training</p> <p>Rationale: To ensure that the Institutions utilized by the Department for especially HRD purposes are aware of the needs of the Department and are able to assist with putting up relevant programs within frameworks agreed to for the Department's benefit.</p>	<ul style="list-style-type: none"> • MOUs aligned with HEIs and FETs • Funding mechanisms in place using skills development funding from respective SETAs • All departments have established partnerships 	1.8.2 Financing policy developed	-	-	-	-
		1.8.3 Financing framework negotiated	-	-	-	-
		1.8.4 Programme management policy and guidelines prepared	-	-	-	-
		1.8.8 Partnership MOUs signed between HEIs, FETs and Department where required	-	-	-	-
		1.8.9 Departmental officials participating in a nationally recognized set of courses for the Public Service	Apr-Jun2013	Jul-Sep 2013	Oct-Dec 2013	Jan- Mar 2014
		1.8.9.1 Training 600 employees on skills programs in 2013/14 financial year:				
		<ul style="list-style-type: none"> • Q1: hundred(100) officials on skills programs • Q2: hundred and Eighty (180) officials on skills programs • Q3: hundred and Eighty (180) officials on skills programs • Q4: 140 officials on skills programs 				

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR TWO	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013–2014			
Strategic Objective 2: <i>To strengthen support structures and systems in public organizations in creating a sound foundation for HRD practice.</i>			Q1	Q2	Q3	Q4
2.1 To promote effective Human Resource Planning in terms of supply of Human Resources to the Public Service	<ul style="list-style-type: none">• Each department has an adequate strategy for managing the supply of its scarce and critical skills• Departments in the respective sectors have no gaps in terms of scarce and critical skills• Departments in respective sectors together with the relevant SETA have collaboratively produced a strategy on maintaining the supply pipeline for relevant skills in the Sector• Each department has relevant MOUs in place to manage the skill supply pipeline• Working collaboratively with the National and Provincial Education Departments, departments use schools and HEIs as the key sources in building a viable supply pipeline• HR plans and HRD strategies reflect measures for managing the supply of skills	2.1.1 <i>Skills supply alternatives are identified for each sector or occupational class in the Department</i>	-	-	-	-
		2.1.3 <i>Guidelines are put in place for managing the supply of skills internally.</i>	-	-	-	-
2.2 To promote effective Human resource Planning in terms of demand for skills and training in Public Sector organizations	<ul style="list-style-type: none">• Training needs assessment is conducted on a continual basis• Skills audits are conducted by each department as a basis for	2.2.1 <i>Studies are conducted on skills demand for the Department</i>		Jul-Sep		

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR TWO	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013–2014			
			Q1	Q2	Q3	Q4
<p>Strategic Objective 2: <i>To strengthen support structures and systems in public organizations in creating a sound foundation for HRD practice.</i></p> <p>Rationale: To ensure that training need identified are in line and support gaps as identified by the Human Resource Plan of the Department</p>	<p>planning HRD</p> <ul style="list-style-type: none"> • Each department has succession plans for key posts • Studies are conducted to determine the skills needs of each sector • National departments prepare reports on the demand for skills in their respective sectors • HR plans and HRD strategies reflect measures for meeting skills demands 	<ul style="list-style-type: none"> • Training needs assessment is conducted through PDPS • Conduct skills Audit for new employees and consultative sessions for sectional skills needs • Develop draft training plan 	Q1	Q2	Q3	Q4
		2.2.2 The Department prepares a table and report on current and projected demand for skills	April-Jun 2013	-	-	-
		2.2.3 Department reports annually on its capacity to meet the demands for critical skills	April-Jun 2013	-	-	-
		2.2.4 Each component of the department maintains, on a routine basis, the training needs of its employees	April-Jun 2013	-	-	-
		2.2.5 Skills demand considerations are addressed in the HR plan, in the WSP and in HRD Strategy documents	April-Jun 2013	-	-	-
		2.2.6 A handbook for skills demand assessment and management is developed and the respective SETA assists departments in managing skills demand in	April-Jun 2013	-	-	-

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR TWO	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013–2014			
Strategic Objective 2: <i>To strengthen support structures and systems in public organizations in creating a sound foundation for HRD practice.</i>			Q1	Q2	Q3	Q4
2.3 To promote Systems for managing the skills supply pipeline and for retention and scarce skills management in order to sustain capacity in the Public Service	<ul style="list-style-type: none">• All departments have a skills retention and scarce skills plan – even as part of an HRD Strategy.• All departments in the respective sectors are fully capacitated with the relevant scarce skills• All departments have agreements and processes in place to manage the supply of skills• There is a higher retention rate in departments in the leadership cadre and in areas of scarce skills	line with sector skills plans.				
		2.3.1 Management policies for retention and scarce skills developed	-	-	-	-
		2.3.3 Annual reports are prepared by each department on the retention and management of scarce skills	-	-	-	-
		2.3.4 Agreements and systems developed to manage the supply of skills	-	-	-	-
		2.4.1 HRMIS is established in department with components that are adequate for planning and reporting in HRD	-	-	-	-
2.4 To promote the establishment of systems and processes for the acquisition and management of knowledge and information in support of HRD in the Public Sector	<ul style="list-style-type: none">• All departments use HRMIS in managing data on HRD• All departments have undertaken efforts to groom and manage a learning culture• All departments have knowledge management plans and strategies• More evidence is available that the workplace is a dynamic learning environment for employees• HRD strategies and reports reflect their efforts and achievements in respect to knowledge management	2.4.3 Training is provided on the use of HRMIS in the preparation of annual training reports	-	-	-	-

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR TWO	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013-2014			
			Q1	Q2	Q3	Q4
Strategic Objective 2: To strengthen support structures and systems in public organizations in creating a sound foundation for HRD practice.	2.5 To strengthen structures, systems and processes for performance management and development in the public Service	2.5.1 Support is provided to units in departments in the application and use of PMDS through workshops	Apr-Jun 2012	Jul-Sept 2013	Oct-Dec 2013	Feb-Mar 2014
		2.5.2 Support is provided to units in departments in the assessment and reporting of service delivery performance		Jul-Sept 2013		
		2.5.3 Criteria established for the service delivery performance of each SMS in the respective departments and these are reflected as measurable objectives in annual performance plans and operational plans of directorates.		-	-	March 2014
		2.6.1 Policies and guidelines developed on the use of skills levy funds by Departments aligned to the PS Policy	April 2013	-	-	-
2.6 To ensure adequate availability and use of physical, financial and human resources and facilities	<ul style="list-style-type: none"> All HRD practitioners have viable job descriptions with performance standards and indicators Skills development funds are fully used for training purposes Training in the departments is consistent with strategic priorities and scarce skills requirements All departments have HR plans and HRD strategies Policies and structures are in place to monitor expenditures in training and measure the impact of training 	2.6.2 Annual reports are prepared by departments on the use of skills levy funding	-30 June 2013	30 September 2013	3-December 2013	30 March 2014
		2.6.3 Support is given to units in departments on HR planning and the strategic use of HRD to enhance performance			-	-

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR TWO	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013-2014			
			Q1	Q2	Q3	Q4
Strategic Objective 2: <i>To strengthen support structures and systems in public organizations in creating a sound foundation for HRD practice.</i>		<ul style="list-style-type: none"> Workshop held on HR planning (Provide HRD training data on HR planning template) Meeting on commencement of HR plan developed 	April-Jun 2013	-		
2.7 To groom and foster in-house capacity through effective career planning and talent management in Departments of Government	<ul style="list-style-type: none"> Each employee has a long term PDP and career plan Each department has a facility for career counseling and support Each department has a process to manage succession planning Departments have accelerated leadership programmes Career planning is used as one of the measures for the retention of talent Low turnover of SMS staff 	2.7.1 Guidelines on career management of employees are in place in a department	-	-	-	-
		2.7.2 Handbooks and operational documents are in place for career planning and management	-	-	-	-
		2.7.3 Managers are trained in career planning and management of their staff	-	-	-	-
2.8 To effectively mobilise the support of all managers in the strategic application of HRD	<ul style="list-style-type: none"> Strategic plans of departments document the HRD implications of strategic priorities Departmental vision crafting for HRD is used in all departments as a vehicle to mobilise managers Percentage of middle and SMS Managers do HRD module All SMS managers have effective HR systems and processes in their respective components 	2.8.1 Mobilize managers through HRDS communication strategy	-	-	-	-
		2.8.2 Plan and deliver workshops and support on HRD for meeting strategic priorities	-	-	-	-
		2.8.3 Ensure the strategic location of HRD units so that HRDS is implemented	-	-	-	-

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR TWO	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013–2014			
			Q1	Q2	Q3	Q4
<p>Strategic Objective 2: <i>To strengthen support structures and systems in public organizations in creating a sound foundation for HRD practice.</i></p>		2.8.5 SMS have HR strategies for their components and are successful in implementing these.	-	-	-	-
		2.9.2 Facilities are put in place for employee support through Wellness day event programmes	-	Jul-Sept 2013	-	Jan-Mar 2014
		2.9.3 Policies, structures and business processes are put in place to link HRD with the counseling and support facilities at the workplace	-	Jul-Sept 2013	-	-
		2.9.4 Counseling and support facilities at the workplace are linked to competency assessment centres and to PMDS processes	-	-	-	-
2.9 To effectively manage employee health and wellness	<ul style="list-style-type: none"> • Policies are in place and implemented to seek the interest of those infected and affected by HIV and AIDS • All Departments have policies regarding violence and abusive behaviour in the workplace • All Departments meet requirements for occupational health and safety of employees • All employees have facilities available for counselling and for personal and professional support 	<ul style="list-style-type: none"> • Map out a synergic link between training, performance and Employee wellness processes • Workshop employees on the process • Implementation of the process 	-	-	-	-
<p>Rationale: To make employees aware of resources at their disposal for support in the workplace and mobility of such resources within the different service points of the Department</p>						

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR TWO	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013–2014			
Strategic Objective 2: <i>To strengthen support structures and systems in public organizations in creating a sound foundation for HRD practice.</i>			Q1	Q2	Q3	Q4
2.10 To support Public Sector departments in adopting appropriate structures and processes for realising an effective and efficient HRD	<ul style="list-style-type: none">• All departments have HRD functions that are effectively located• Strategic role of HRD is enhanced• Increase in the contribution of HRD to the desired performance outcomes of the organization	2.10.2 Executive managers attend workshops on the structure, location and use of HRD	-	-	-	-
		2.10.3 Communication strategy undertaken on the structure and strategic role of HRD in public organizations	-	-	-	-
		2.11.1 Guidelines developed on the plan integration for HRD	-	-	-	-
2.11 To ensure that policies, plans and strategic documents on HRD are appropriately integrated with and aligned to other relevant plans, priorities and strategies of Government	<ul style="list-style-type: none">• HRD strategies reflect awareness of strategic priorities of departments and growth and development priorities of provinces• All departments play a role in addressing the strategic priorities of the nation and their provinces in areas of core responsibilities and in areas where they have capacity and strategic location	2.11.2 Training initiatives are undertaken on plan for integration for HRD	-	-	-	-
		2.11.3 An internal monitoring structure is established to assess the degree to which plans and strategies have been aligned with the broader agenda of Government	-	-	-	-

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR THREE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
			Q1	Q2	Q3	Q4
Strategic Objective 3: To ensure that HRD in the public Sector is effectively governed in order to promote effective implementation of the strategy						
3.3 To ensure that the provisions of the HRD Strategic Framework are communicated at all levels	<ul style="list-style-type: none"> All public officials are aware of the HRD strategy All relevant stakeholders have contributed to the realization of the HRD strategy The stature and priority of HRD in departments have increased HRD practitioners take an active role in communicating and advocating the HRD strategy 	<p>3.3.1 Authorization of the Departmental HRD Strategy</p> <p>3.3.2 Implementation of the HRD strategy</p>	April-Jun 2013	Jul-Sept 2013	Oct-Dec 2013	Jan-Mar 2014
Rationale: To ensure that the HRD Strategy of the Department is reflective of all areas contributing to the effective Human resource Development of the Entity and that all concerned are aware of their responsibilities towards HRD.						
3.5 To foster and promote HR learning networks in creating a culture of learning in the profession	<ul style="list-style-type: none"> Increased collaboration between professionals in the field in providing support to colleagues who need assistance. The participation of a national cadre of coaches and mentors who undertake the responsibility to guide, nurture and support HRD practitioners The availability of updated reference materials on which information and assistance can be sought on various topics. The increased application of technology in the operation of HRD learning networks Each department has established an initiative (or unit) for facilitating 	<p>3.5.1 Establish departmental HRM structures so as to ensure the breakdown of the silo effect of all HRM related work</p> <p>3.5.3 Making materials for professional development more available and accessible at the workplace</p> <p>3.5.4 Creating opportunities, systems and processes for greater sharing of knowledge and information and greater collaboration in confronting challenges and solving problems which arise in HRD:</p> <ul style="list-style-type: none"> collaboration with research 	-	-	-	-
Rationale: To create contact type of platforms with best practice Institutions for Departmental staff to learn and be motivated to improve on service Delivery.						
			Apr-Jun 2013	-		

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR THREE	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2013 – 2014			
			Q1	Q2	Q3	Q4
Strategic Objective 3: To ensure that HRD in the public Sector is effectively governed in order to promote effective implementation of the strategy	the operation of learning networks	<ul style="list-style-type: none"> committee to plan a learning network session Conduct a Learning network session Evaluate the impact of the Learning Network 			Oct-Dec 2013	Jan-Mar 2014
3.6 Strengthening and aligning governance roles in HRD	<ul style="list-style-type: none"> The roles of SETAs, PALAMA, DPSA, DoL, DPLG and DoE are clearly understood by all departments and HRD practitioners Gaps, duplications and overlaps between governance agencies are minimized so as to avoid confusion and under performance Inter-governmental roles, including the roles of different spheres of government are properly documented, understood, communicated and executed. The establishment of a National Steering Committee on HRD in the Public Service 	<p>3.6.1 Identifying and analyzing the legal mandates which govern the activities of each department. Note policy provisions, note gaps and overlaps.</p>	-	-	-	-

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR FOUR	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2010 – 2011			
			Q1	Q2	Q3	Q4
Strategic Objective 4: To ensure that plans, strategies and activities integrate, promote and respond to the economic growth and development priorities of Government						
4.1 To promote full awareness of Governmental priorities and their implications for HRD practice in each sector of the Public Sector	<ul style="list-style-type: none"> All employees in departments are aware of Government priority programmes and actively contribute to them All departments accommodate Government priority programmes in their strategic plans and business priorities All departments actively engage in training personnel to respond to Government priority programmes Annual assessments reveal an increase in awareness and activities to address Government priority programmes in an integrated manner 	4.1.1 Departmental Induction workshop for Eighty (80) departmental managers and sms on Government Priorities and its impact on HRD		Jul-Sept 2013	-	-
Rationale: To ensure that Management within the Department operates parallel to Government priorities and clearly understand the demands brought forth by such objectives for consideration in daily management functions.		4.2 To build capacity among HRD practitioners to enable them to promote and be responsive to the developmental priorities of Government				
		<ul style="list-style-type: none"> HRD strategy developed to address all priority growth and development programmes of Government Each sector of Government fully capacitated to contribute to Government priority programmes 				
		4.2.1 Departmental HRD strategy documents prepared for each priority programme relating to Department	-	-	-	-
		4.2.2 All relevant personnel are fully capacitated to implement Government priority programmes	-	-	-	-

ANNUAL HRD IMPLEMENTATION PLAN

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STRATEGIC OBJECTIVE AND RATIONALE PILLAR FOUR	PERFORMANCE INDICATORS	ACTIVITIES (OTHER ACTIVITIES MAY BE ADDED)	TIMELINES Annual HRD Implementation Plan 2010 – 2011			
			Q1	Q2	Q3	Q4
Strategic Objective 4: To ensure that plans, strategies and activities integrate, promote and respond to the economic growth and development priorities of Government						
4.4 To establish structures and processes to apply capacity development interventions to foster the integration of NEPAD, AU and global programmes and initiatives in Public Service delivery to benefit the economic sector	<ul style="list-style-type: none"> Managers in all departments are aware of priorities related to NEPAD, AU, SADC and global priorities are relevant to their areas of core business These priorities are reflected in plans and other strategic documents Capacity development initiatives are undertaken to prepare employees to understand and address these priorities 	4.4.2 The assessment of strategic plans to determine the extent to which some of the critical regional priorities are addressed through HRD interventions.	-	-	-	-

SIGNED OFF: _____
(HOD OR DELEGATED OFFICIAL)

DATE: _____

29/5/2013

OFFICIAL STAMP THE
ADMINISTRATOR

2013-05-29

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ADPW

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