

INTERNSHIP POLICY

March 4, 2002

1. PREAMBLE

The Department of Public Works developed programmes, taking into account the Skills Development Act and the Employment Equity Act, which are aimed at developing different skills of staff members and student needing experimental training in order to obtain their qualification and therefore, contributing to the national human resources skills development. It is against this background that the Department of Public Works Internship Policy was developed and is to be implemented throughout the Programmes, regional offices and cost centres, co-ordinated by the Human Resource Development sub-directorate.

2. OBJECTIVES

The Department of Public Works` s internships policy aimed at achieving a set of transformation initiatives. These include the following:

- 2.1 An institutional framework for the establishment of an internship programme that would meet the labour market needs.
- 2.2 An institutional framework that would also provide monitoring of the internship programme.
- 2.3 An internship agreement between the employer, and the learner which specifies the rights and obligations of each party;
- 2.4 Meet the challenges of capacity building within the Department of Public Works in areas of study.

3. THE CURRICULUM OF INTERNSHIPS IN THE DEPARTMENT

- 3.1 The curriculum of internship is depended on the requirements and programmes as required by the institutions.

4. STRUCTURING WORKPLACE LEARNING

- 4.1 The intern is to be assigned to a mentor who must report to the institution and to the HRD component on the progress made by the intern on a monthly basis.

5. RECRUITMENT OF INTERNS

- 5.1 The department will only accept application accompanied by the letter from the institutions.
- 5.2 The letter of application should indicate the duration of the intended training and the areas of learning.
- 5.3 The department will only accommodate learners in areas where it has a capacity to do so.
- 5.4 In areas where the department lacks capacity, assistance will be sought from consultant/contractors, which should be having an obligatory contractual agreement with the department.
- 5.5 In case of 5.4 above, the HRD shall monitor the progress of the intern(s) by making regular visits to the consultant /contractor.

5.4 Short listing applicants

- 5.4.1 Applications will be administered by Human Resource Development Sub-directorate and forwarded to the relevant Programmes and Regions.
- 5.4.2 Respective programmes and regions will do short listing of applicants.

5.5 Interviews

- 5.5.1 Programmes will conduct structured interviews and project centres (regions) requiring services of interns.
- 5.5.2 Information on all appointed candidates should be forwarded to Human Resource Development, for the purpose of monitoring and records keeping.
- 5.5.3 The decision on the appointment of interns shall be the prerogative of the host programme or region.

6. INDUCTION OF INTERNS

6.1 Induction

A structured induction programme should be developed for the interns. Often the interns by the mentor.

7. PLACEMENT

- 7.1 Transfers of interns across different functional areas should be avoided to ensure continuity and adherence to the internship contract and programme. In cases where there is a critical need to effect transfers, the sub-directorate Human Resource Development should be informed of such changes. All changes to the initial contract between interns and programmes or regions should be agreed upon and reflected in the amended contract.
- 7.2 The working environment must be made conducive for learning and development i.e. an intern should be engaged in both simple and complex projects.
- 7.3 All interns will be required to sign a contract of employment that outlines in detail the functions to be performed in their respective programmes or regions.

8. REMUNERATION

A maximum amount of R1, 200 per month (standard, as suggested by the Employment Conditions Commission has to be allocated for the Interns subject to the availability of funds as a monthly allowance and shall be subject to statutory deduction i.e. PAYE (Pay As You Earn).

9. CONDITIONS OF EMPLOYMENT

9.1 Service Benefits

LEAVE: Interns are entitled to sick and examination or study leave as prescribed by the leave policy of the department of public works.

9.2 Injury On Duty

- 9.2.1 The same provisions of the act applicable to full-time employees of this department in the cases of injury at work cover the interns as well.
- 9.2.2 The departmental disciplinary, grievance and dispute procedures will be applicable to interns during the period of their contracts with the Department of Public Works.
- 9.2.3 In relation to 5.4 above, any consultant or contractor who has entered into a contractual agreement with the department of public works is responsible for the safety of the interns under his/her supervision.
- 9.2.4 Unless an agreement to state the different from 9.2.3 above, has been entered into between the two parties (department of public works and the consultant / contractor) as stipulated in terms of section 37 of the OHS ACT, No.85 of 1993.

And whoever has failed to take the necessary steps to prevent the injury or loss of life shall be held liable and accountable to that effect.

SENIOR MANAGER: POLICY AND HRM

DATE

HOD

DATE