



## BA-PHALABORWA MUNICIPALITY

### HUMAN RESOURCES

#### EXPERIENTIAL LEARNING POLICY

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#### REVISION HISTORY

Revision	DATE	AUTHOR	REASON FOR CHAGE
1.0	OCTOBER 2015	MALATJI MP	REVIEW

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## 1. PREAMBLE

Ba-Phalaborwa Municipality has a social responsibility to play in the community by providing an experiential learning opportunity for local learners who seeks to acquire their qualifications. The experiential learning program forms an integral part in bridging the gap between the classroom and the workplace.

## 2. DEFINITIONS

In this policy unless the context otherwise indicates –

**“Academic qualification”** means theoretical or partially theoretical skills acquired from a tertiary institution and recognized as such by the National qualifications Framework.

**“Experiential learning budget”** means a sum of money in the annual budget earmarked by Council for the development and training of learners.

**“Experiential Learning”** is a training program which exposes the learner into a practical job with the aim of complementing his knowledge for the purpose of acquiring his qualification.

**“Council”** means the Municipality of Phalaborwa or its legal successor in title.

**“Misconduct”** means the submission of fraudulent and/or misleading information concerning the content and/or registered course as well as withholding of relevant and/or submission of false information related to the qualification.

**“Necessary training”** means training focused on achieving a desired standard of efficiency or behavior that is required to do a job by means of instruction and/or practice.

**“Qualifications”** means the skills that makes a person competent, eligible or legally suitable for the job.

**“Skills”** means that ability to do the job well especially as the result of long practical experience.

**“Statutory acknowledged qualification”** means a qualification recognized in terms of the relevant legislation of the Republic of South Africa, applicable and legally registered professional bodies and the National Qualifications Framework

**“Tertiary institution”** means an institution recognized in terms of the relevant legislation of the Republic of South Africa to provide training and education on a tertiary level, i.e. universities, Technikons and colleges.

### 3. Legal Framework

The following are amongst others national laws and policies which impact on how an organization approaches education and training.

- 3.1. Constitution of the RSA, 108 of 1996.
- 3.2. Basic Conditions of Employment Act, 75 of 1997 as amended
- 3.3. South African Qualifications Authority Act, 58 of 1995 as amended
- 3.4. Labour Relations Act, 65 of 1995 as amended
- 3.5. Employment Equity Act, 55 of 1998 as amended
- 3.6. Skills Development Act, 97 of 1998 as amended
- 3.7. Skills Development Levies Act, 1998 as amended
- 3.8. White Paper on Public Service Training and Education, 1998
- 3.9. Ba-Phalaborwa Municipality Leave Policy
- 3.10. Ba-Phalaborwa Municipality Training and development policy

### 4. PURPOSE

- 4.1. The purpose of the policy is to define the processes involved in placing, monitoring and assessing learning in the workplace in order to ensure that the learner and the host benefit from experiential learning.
- 4.2. To expose students to ‘real life’ situations, enabling them to synthesize the theoretical knowledge and practical skills gained and to develop appropriate skills and an understanding of the intricacies required for their future involvement in the workplace
- 4.3. To assist the learner to acquire his/her qualification

## 5. CRITERIA

- 5.1. The learner must be registered with a recognized tertiary educational institution
- 5.2. The practical exposure must be compulsory for the successful completion of the qualification.
- 5.3. That the sole purpose of allowing learners for experiential training shall be to expose them to the prescribed practical and workplace experience.
- 5.4. The learner must not be utilized for cheap labour to perform routine tasks e.g (making tea, shopping around, buying of airtimes, bread and many more)
- 5.5. The tertiary institutions that are offering courses where learners are compelled to undergo specified practical/experiential training shall provide specific practical learning objectives which are linked to measurable outcomes
- 5.6. A logbook containing the above objectives shall be provided by the tertiary institutions.
- 5.7. That the learners will not be allowed to undergo any experiential training unless the specified objectives can be achieved/attained with the infrastructure available within council
- 5.8. That due consideration shall be given to the Council's Employment Equity/Affirmative action policy when placing learner for experiential training
- 5.9. That a database of learner applications that is updated on a monthly Basis shall be kept by the Human Resources (Skills Development) and shall form the basis of recruitment.
- 5.10. That departmental heads in collaboration with the Human Resources Section will decide on the learners for experiential training in consideration of the data base.
- 5.11. That each learner will be monitored by means of signing an attendance register under the mentorship of an expert within that particular discipline.
- 5.12. That on completion of the training, learners will receive a confirmation

letter signed by the Director Corporate services stipulating the experience the learner has acquired during the period of placement.

- 5.13. That the learners must apply for the experiential training at least one month before the commencement of such training.
- 5.14. The learner must provide a letter of confirmation from the tertiary Institution, which includes learning objectives and the logbook as required.
- 5.15. That each learner completes an undertaking form which stipulates the Conditions of the experiential training and should sign an oath of secrecy.

## **6. SELECTION CRITERIA**

- 6.1. The selection will be based on the course content and relevancy to the Services offered by the municipality
- 6.2. The next available learner in terms of the learner database and the Discipline required for in a particular time
- 6.3. The learners must be from the Ba-Phalaborwa municipal area i.e.  
  
Consideration of the residential address as contained in the application letter, statement of water and lights, and or stamped letter proving residents from Makgoshi.
- 6.4. 70% of the learners must be from the previously disadvantaged groups
- 6.5. For the purpose of this policy, all other departments will have to  
  
Accommodate up to a maximum of three learners, except for the Department of Technical Services, which can accommodate three learners per discipline i.e. electrical, mechanical, civil engineering, chemical engineering etc. This is aimed at reducing the critical and scarce engineering skills.
- 6.6. Learners will be accommodated for three months and thereafter their placement will be reviewed by the Head of department in collaboration with Human Resources section, and should not exceed the period of twelve months.

## **7. REMUNERATION**

- 7.1. That the learner will be paid an ex-gratia allowance of R1 500,00 which is equivalent to the allowance of a learnership.
- 7.2. The number of learners to be placed within a particular financial year must have been planned and budgeted for in terms of the Workplace Skills Plan of the municipality.

## **8. CONDITIONS OF SERVICE**

- 8.1. The following clauses of the conditions of Employment Agreement will be applicable to experiential learner
- (i) Disciplinary procedure in terms of the Labour Relations Act
  - (ii) Grievance procedure in terms of the Collective Agreement applicable for municipal staff.

## **9. OTHER CONDITIONS OF SERVICE**

### **9.1. SICK LEAVE**

The learner shall be required to submit a medical certificate from a registered medical practitioner if more than two (2) consecutive days are taken as sick leave.

### **9.2. VACATION LEAVE**

Learners shall be entitled to one day leave per month which must be exhausted before the completion of the training cycle and such leave cannot be exchanged for monetary value.

### **9..3. FAMILY RESPONSIBILITY LEAVE**

Learners shall be entitled to unpaid family responsibility leave for the first three months, thereafter the Basic Condition of Employment Act will apply

### **10. LEGAL LIMITATION**

A learner must not be appointed in a vacant position in which case the appointment will fall within the scope of the conditions of employment agreement.

### **11. TERMINATION OF SERVICE**

A learner's service will be terminated after three months; this period can be extended for further periods by the Head of Department in collaboration with the Human Resources section but could not exceed the period of twelve months.

### **12. IMPLEMENTATION AND MONITORING**

The policy will be implemented and become effective once approved by Council.

### **13. COMMUNICATION**

The policy will be communicated to all employees using a full range of communication methods available in the municipality.

### **14. POLICY REVIEW**

The policy shall be reviewed on an annual basis and revised whenever it is necessary.

### **15. DISPUTE RESOLUTION**

Any dispute arising from the application of this policy shall be handled in terms of the grievance procedure as outlined in the SALGBC as well as the Labour Relations Act, 55 of 1995.



**8. APPROVAL**

\_\_\_\_\_  
**APPROVED BY MUNICIPAL MANAGER**

\_\_\_\_\_  
**DATE:**

\_\_\_\_\_  
**APPROVAL BY COUNCIL**

\_\_\_\_\_  
**DATE**



## Ba-Phalaborwa Municipality

### UNDERTAKING

#### CANDIDATES PERFORMING PRACTICAL/EXPERENTIAL TRAINING

I, \_\_\_\_\_ ID \_\_\_\_\_ placed in the  
 Department of  
 \_\_\_\_\_ attached to the section  
 \_\_\_\_\_

Undertakes to abide by the rules and regulations of Ba-Phalaborwa Municipality regarding the performance of my practical's in the office and all work sections of the council. This includes the following:-

1. I will not divulge information to the public which I have gathered from my services in the office.
2. I will be indebted to the council if I damage council property through negligence or intent.
3. The duration of my practical will not automatically entitle me for permanent employment or temporal employment.
4. I will not be covered by compensation for occupational injuries and Diseases Act 130 of 1993 for any injuries sustained whilst undergoing the training
5. I indemnify the Council of Ba-Phalaborwa Municipality from any civil claims against this undertaking.
6. The duration of my employment will be for a period of three months or less which may be renewed for another three months, totaling to a maximum of six months only.

- 7. The duration of my training may be terminated at any time by the council without furnishing reasons.
- 8. That the candidates will abide by the occupational health and safety Act.
- 9. The learner will have to sign the Oath of secrecy
- 10. Period of employment \_\_\_\_\_

THUS DONE and SIGNED at \_\_\_\_\_ on the \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
**EMPLOYEE**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**PARENT/GUARDIAN**

\_\_\_\_\_  
**HUMAN RESOURCES MANAGER**

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**HEAD OF DEPARTMENT**

\_\_\_\_\_  
**DATE**



**BA-PHALABORWA MUNICIPALITY**

**OATH OF SECRECY**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned \_\_\_\_\_ ID  
NO. \_\_\_\_\_

(being a learner) placed in the department of \_\_\_\_\_ hereby declare under oath that I will not give or make known in any manner to any unauthorized person, any information which come to my attention or disposal due to the post I occupy or from the contents of files or other records under my supervision or control, and that I fully understand and bind myself to the above oath and that any contravention thereto will render me guilty of misconduct if so convicted after an enquiry.

\_\_\_\_\_

**DECLARANT**

The declarant acknowledges that he/she is duly conversant with the contents of this affidavit and that he/she understands it. Thus done and sworn/affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_

**COMMISSIONER OF OATH**

**TITLE**

**ADDRESS** \_\_\_\_\_