



## **EDUCATION, TRAINING AND DEVELOPMENT POLICY**

<b>POLICY NUMBER</b>	<b>APPROVED DATE:09 DECEMBER 2008</b>
<b>EFFECTIVE DATE:09 DECEMBER 2008</b>	<b>REVIEW TIME: ANNUALLY.</b>

### **WHY HAS A POLICY?**

Vhembe District Municipality believes that employees and councillors form the cornerstone of the service delivery.

It gives priority to the education, training and development of the employees and councillors.

This takes place within the parameters of what is feasible and sensible in the context of the limited budget.

It shall identify and assess the training needs and potential of both councillors and officials and then match them with the requirements of the municipality.

All officials and councillors shall be afforded equal opportunities to develop their potential, improve performance and advance career prospects within the municipality.

## **1. PREAMBE/BACKGROUND**

Vhembe district municipality is committed to the structured and systematic training and development of all officials and councillors on an ongoing basis to enable them to perform their duties effectively and efficiently.

Training and development learning programmes will also be provided to enable officials and councillors to acquire competencies( skills , knowledge, abilities, understanding, right attitudes, right behavior, problem solving, personal sacrifice, unwavering dedication and commitment) in order to meet current and future municipal human resources needs.

The training and development of the officials and councillors shall commence immediately after appointment or election and continue as long as a councillor or official is employed by the municipality.

## **2. DEFINITIONS**

“Accreditation” means a process through which an organization is capable to perform or deliver training, assessment and moderation to fulfill the intended outcomes.

“Assessment” means a process of gathering sufficient information for evaluating what learners know and can do, this may take place through a number of methods, for example, portfolio of evidence, simulations, workplace observation, written and oral examinations.

“Career path” means a plan you need in order to progress through the learning bands on a chosen career path.

“Education, training and development” mean practices which directly or indirectly promote or support learning.

“Learning” means acquisition of the required competencies.

“Learnership” means a combination of structured learning and work experience which may lead to a registered qualification.

“Skills programme” means structured learning that one accumulates credits that may lead to the acquisition of a registered qualification.

### **3. LEGAL FRAMEWORK THAT UNDERPIN AND INFORM VHEMBE DISTRICT MUNICIPALITY' EDUCATION, TRAINING AND DEVELOPMENT POLICY.**

THE SOUTH AFRICAN QUALIFICATIONS FRAMEWORK ACT, ACT NO58 OF 1995

LABOUR RELATIONS ACT, ACT NO.65 OF 1995

OCCUPATIONAL HEALTH AND SAFETY ACT, ACT NO 85 OF 1993

CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA, NO 108 OF 1996

WHITE PAPER ON LOCAL GOVERNMENT, MARCH 1998

EMPLOYMENT EQUITY ACT, ACT NO.55 OF 1998

SKILLS DEVELOPMENT ACT, ACT NO.97 OF 1998

SKILLS DEVELOPMENT LEVIES ACT, ACT NO 9 OF 1999

LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, ACT NO.32 OF 2000

SKILLS DEVELOPMENT AMENDMENT ACT, ACT NO.32 OF 2008

NATIONAL QUALIFICATIONS FRAMEWORK ACT, ACT NO.67 OF 2008

LIMPOPO GOVERNMENT HUMAN RESOURCE DEVELOPMENT STRATEGY

SALGA-LIMPOPO HUMAN RESOURCE DEVELOPMENT STRATEGY

### **4. SCOPE AND APPLICATION**

This policy covers the various forms of learning programmes that take place within the municipality such as learnerships and skills programmes.

It applies to all councillors and officials of the municipality.

### **5. OBJECTIVES OF THE POLICY**

To develop training and development strategy that supports the IDP objectives and goals.

To provide the guidelines for the training and development of officials and councillors.

To ensure that the training and development strategy supports the performance management system.

To ensure that skills audit is conducted to inform the learning programmes.

To ensure that learning programmes focus on literacy, numeracy, technical and general competencies as well as management and leadership competencies.

## **6. POLICY CONTENT:**

### **6.1 TRAINING AND DEVELOPMENT:**

Officials and councillors are encouraged to become involved in their personal development, to manage their own careers by indicating their training needs.

Vhembe district municipality recognizes that its most important resources are - the officials and councillors, therefore is committed to ensuring that they all receive appropriate education, training and learning programmes in order:

To meet the requirements of their present jobs

To cater for personal development and attainment of national qualifications

To enable them to make the most of their potential to enhance their performance.

Every individual is in the first instance responsible for his or her continuous development.

The municipality is therefore not responsible for providing or conducting all trainings, therefore universities, colleges and private training services providers can be used.

Officials and councillors must always attend accredited training and learning programmes.

Education, training and development programmes must always comply with relevant requirements requiring compliance from time.

## **7. SKILLS DEVELOPMENT FACILITATOR**

The municipality shall appoint the skills development facilitator who shall facilitate the education, training, learning and development programmes.

His or her roles and responsibilities shall include:

Facilitate the establishment of the consultative structures

Prepare and submit workplace skills plan and annual training reports to local government sector education and training authority (LGSETA) in order to get the mandatory and discretionary grants.

Ensure the implementation of the workplace skills plan

Report on the implementation of the work place skills plan on monthly, quarterly and annual basis.

Report to the council on the skills development levy and levy grants.

Be the point of contact between LGSETA and the municipality.

## **8. LEARNERSHIPS AND SKILLS PROGRAMMES**

Vhembe district municipality is committed to learnerships and skills programme which:

Support the SDBIP and IDP implementation

Provide learners with the necessary work experience

Provide work-based route to a qualification or accumulate credits towards a qualification

Implement council approved workplace skills plan.

## **9. RECOGNITION OF PRIOR LEARNING:**

Recognition of prior learning is an assessment process through which learners may be awarded credits for learning which they have already obtained through work experience.

During this assessment they have to show that they meet the learning outcomes in the learning standards for a particular qualification through demonstrating what they know and are able to do. It is possible to obtain a whole qualification or part of a qualification through recognition of prior learning (rpl).

**RPL ASSESSMENTS ARE SUBJECT TO:**

Operational requirements, organizational needs, the available financial and human resources and operational constraints.

**VHEMBE DISTRICT MUNICIPALITY IS COMMITTED TO:**

Advocating rpl as an accessible and developmental tool for building the organization, its employees and councillors.

Implementing municipality-wide prl system to address the career limitations of employees and councillors.

Providing renewed impetus to officials and councillors motivation towards lifelong learning.

**10. IMPLEMENTATION OF THE TRAINING, LEARNING AND DEVELOPMENT PROGRAMMES:**

Training, learning and development programmes must be informed by the job competence requirements and performance management system.

Officials and councillors should rotate to give everyone equal training opportunities.

A maximum of two trainings in one financial year, one per semester, informed by the performance agreement.

Arrangements of training should, where possible, be in-house to increase the focus while at the same time reducing costs.

Written reports must be submitted to the relevant authority within 10 days after attending such training.

When councillors and officials attend training, the municipality shall pay for course fees, transport (including flights to and from the venue in which training is conducted, accommodation, meals and parking as well as subsistence and travel allowance.

## **11. NATIONAL AND INTERNATIONAL CONFERENCES**

Attendance of the national and international conferences should be considered when councillors and officials are relevant to attend.

Officials and councillors should rotate to attend such conferences.

The executive mayor must approve before a councillor leaves the country and the municipal manager must approve before an official leaves the country.

Payments should be made by the municipality when conferences are attended.

Reports should be written within 10 days and submitted to relevant authority after attending such conferences.

Materials (hard copies and electronic) must be kept in the municipal registry or archives.

## **12. COMMUNICATION**

This policy will be communicated to all employees and councillors using all communication methods available.

## **13. COUNCIL'S ROLES AND RESPONSIBILITIES:**

The council's role is to encourage education, training and development of all councillors and officials as a way of recognizing its strategic importance.

It ensures compliance with the relevant legislation and national strategies.

It also ensures that workplace skills plan is approved and implemented as well as the budget.

It must also ensure that workplace skills plan and annual reports are submitted to local government sector education and training authority (LGSETA) in order to get the mandatory grant.

#### **14. LINE MANAGERS ROLES AND RESPONSIBILITIES:**

They must ensure that their sub-ordinates get the relevant trainings.

They should coach, mentor and counsel staff on an on-going basis.

Liaise with the training and development section to address the identified developmental needs.

To ensure that competencies acquired are transferred to the workplace.

To be familiar with the relevant legislation in order to ensure compliance.

#### **15. EMPLOYEES ROLES AND RESPONSIBILITIES:**

Employees should play an active role in the identification of their own developmental needs.

They should be committed to participate in the education, training, learning and development programmes.

They should liaise with their supervisors regarding their competency and performance in order to identify developmental needs.

They should transfer the acquired competencies to the workplace.

#### **16. LABOUR'S ROLES AND RESPONSIBILITIES:**

Recognized labour is acknowledged as an important stakeholder in education, training, learning and development in the municipality.

It should inform, encourage and motivate its members to participate in their own personal development through education, training, learning and development programmes.

Labour should be actively engaged in the consultative for a regarding education, training, learning and development.



Labour should familiarize itself with relevant legislation in order to ensure compliance.

## **17. TRAINING AND DEVELOPMENT DIVISION/SECTION**

It should play strategic, facilitative, consultative and co-ordination roles with regard to education, training, learning and development.

It should ensure that workplace skills plan is aligned to the IDP.

It should establish and maintain database of all information regarding education, training, Learning and development.

It should monitor and report on budget and expenditure

Be the custodian of the education, training, learning and development policy.

Liaise and co-operate closely with all relevant parties.

## **18. TRAINING AND DEVELOPMENT COMMITTEE'S ROLES AND RESPONSIBILITIES:**

It should interpret and translate local and national education, training and development issues with a view to informing training and development strategy.

Determine the strategic direction of the municipality's education, training, learning and development.

Ensuring that the training and development strategy is aligned to the municipality's vision, mission, strategic objectives and goals as well as values.

Ensuring the uniform implementation of the education, training, learning and development strategies, interventions and initiatives.

Monitoring and evaluating the implementation of the workplace skills plan.

## **19. PENALTIES**

Non-compliance to any of the stipulations contained in this policy shall be regarded as misconduct, which shall be dealt with in terms of the disciplinary process of the municipality.

**20. DISPUTE RESOLUTION:**

Any dispute arising from this policy due to ambiguous or phrasing must be referred to the local labour forum for adjudication.

## THE BURSARY POLICY

### 1. PREAMBLE/BACKGROUND

To pursuit of further education, training and development is very important as it exposes employees to new developments in their professional careers. It helps them to grow and perform their work better. It broadens their knowledge base and help them derive new ways of doing things. This ensures continued supply of learned human resources that will enhance and sustain service delivery by Vhembe District Municipality. Therefore, it is of outmost importance that resources are allocated to support and encourage this initiative that is geared at developing the human resources to sustain present and future survival of VDM.

### 2 .POLICY OBJECTIVE.

The objective of this policy is:

2.1 To create a learning organization where further learning is encouraged

2.2 To give financial assistance to internal employees of VDM including directly

Elected Councilors only.

2.3 To encourage and support employees at all levels who intend pursuing

Formal learning with accredited educational institutions in order to obtain qualifications in areas which are in line with the VDM core function

2.4 To support and address the Employment Equity (EE) and Affirmative Action ( AA) initiatives of the VDM as spelled out in the Employment Equity Plan.

### 3. LEGISLATIVE FRAMEWORK

3.1 The Employment Equity Act, Act no 55 of 1998.

3.2 The South African Qualifications Framework Act, Act no. 58 of 1995

3.3 The Limpopo Provincial Government Human Resource Development Strategy

### 4. DEFINATION OF THE CONCEPT

4.1 Bursar is any person who has been awarded with bursary by the Municipality.

4.2 Bursary Officer is the officer in the Municipality who has been tasked with the day to day administration of the bursary

### 5. .BUDGET

.The Human Resource Development and Training division shall budget each year for financial assistance to be granted to selected employees during an academic year. This shall be based on projected increase in academic fees and the VDM,s human resource plan, knowledge. and skills requirements. The budgeted amount shall be allocated as follows:

5.1 85% shall be allocated to designated groups in terms of the Employment Equity Act.

5.2 10% shall be allocated to previously advantaged employees

5.3 5% shall be allocated to applicants who intend studying towards careers which will equip them with scarce skills ,,e,g Land Surveying, Civil Engineering Financial Management and Accounting, Information Technology and Advanced Local Management Courses etc.

The ratios shall be reviewed annually by the Bursary Committee and be approved by the Municipal Manager

## 6. CONDITIONS FOR FINANCIAL ASSISTANCE

The conditions stipulated here-under shall apply with regard to awarding of bursaries to applicants:

6.1 All employees irrespective of gender, race culture, tribe, creed, educational level, seniority, and disability status can apply for financial assistance.

6.2. The Municipality may at any time suspend the financial assistance to the employee in its sole discretion if the employee is not making satisfactory academic progress.

6.3 An employee shall be deemed to be making satisfactory academic progress if he/she has passed more than 50% of the course(s) /subject(s) registered for in an academic year

6.4 Any subject (s), course(s) that is not passed, the bursar shall have to pay for repeating such.

6.5 Failure to repeat the course(s), subject(s) during the previous year, the bursar shall have to repay the Municipality the amount paid for the course(s) subject(s).

6.6 Studies shall be on part-time basis.

6.7 A bursary shall be awarded to an employee who pursue studies which are in line with the current post held

6.8 A bursary holder is restricted to register for a maximum of 4 courses / subjects per academic year.

6.9 A bursar shall qualify for special leave when she /he sits for the examination as per VDM Special Leave Policy

6.10 In the event the bursar leaves the employ of the Municipality for any other reason other than retrenchment, redundancy, or retirement before the expiry of the said duration, the bursary shall become immediately repayable in full or pro-rata depending on the time outstanding.

6.11 In case of death or the bursary being incapacitated by any mental or physical disability, any liability for the refund of any moneys that may be owed to the Municipality, the Bursary Officer shall communicate this to the Head of Department to obtain authority to write off the debt.

#### 7...NATURE AND EXTENT OF FINANCIAL ASSISTANCE

NO	Expense description	Category of students entitled	Amount
1	Registration fee	All	No limit
2	Tuition fee	All	No limit

#### 8. COMPOSITION OF THE BURSARY COMMITTEE

The bursary committee shall be made up as follows:

8.1 General Manager or his delegated official : Corporate Services

8.2. General Manager or her delegated official :Finance

8.3 Manager : Human Resources

8.4 Manager : Training and Development

8.5 Organized Labour

8.6 Corporate department to provide Secretaries

## 9. .RECRUITMENT AND SELECTION

A memorandum inviting applications for financial assistance shall be issued on the first working day of July each year via the Bursary Officer to ensure that:

9.1 All regional employees are afforded an equal opportunity to apply.

9.2 To allow timeout application at relevant institutions.

9.3 Application made on the prescribed Bursary Application Forms and competed in full with Sectional Managers recommendation should be forwarded to the Bursary Officer.

9.4 The Sectional Management recommendations must include confirmation that:

9.4.1 The studies to be pursued by the applicant forms part of his / her Personal Development Plan (PDP ).as per the performance agreement.

9.4.2 Will provide the applicant with critical skills required in his/her current post.

9.5 The applications should reach the office of the Bursary Officer by not later than the 31<sup>st</sup> August each year.

9.6 The Bursary Committee shall within a month after the closing date scrutinize and select applications who qualify for financial assistance.

9.7The Memorandum with details of the applicants recommended to be granted financial assistance shall be forwarded to the Municipal Manager for final approval

## 10 ADMINISTRATION PROCESS

The Bursary Officer shall ensure that:

10.1 All applicants are informed of the outcomes of their applications on or before the 31<sup>st</sup> October

10.2 All successful applicants must sign the Contractual Binding Forms.

10.3 Payments of registration and tuition fees are done directly to the relevant educational institutions.

## 11 BURSARY CANCELLATIONS

11.1 If the bursar expelled from the institution or discontinues studies on his / her own accord, the bursary shall be cancelled.

11.2 The bursar shall have to repay the Municipality at an interest rate applicable from time to time to debts due to the state as determined by the Minister of Finance in terms of section (80)1(b) of the Public Finance Management Act

11.3 The amount owned shall be deducted from his/her salary on an installment basis over a period to be agreed to by the Head of the Municipality.

11.4 The Bursary Officer shall facilitate this

11.5 The employee authorizing the Municipality to effect such deductions must complete Acknowledgement of Debt Form and this shall be effected a month following cancellation.

## 12. AFTER COMPLETION OF STUDIES



. After completing, two certified copies of academic transcripts should be forwarded to the Bursary Officer for filling and record keeping.

### 13 COMMUNICATIONS

13.1 The Bursar must keep the Bursary Officer informed of his /her academic progress, examination, results and of change of status e.g. cancellation discontinued studies, resignation, transfer, etc.

13.2. In case the bursar intends to change study direction or the learning institution, he / she must communicate his /her intentions in writing to the Bursary Officer. The Bursary Officer can only effect such a change on approval by the Municipal Manager

### 14. COMMENCEMENT

This policy takes effect on the date determined by the Council Resolution published and displayed on the Municipality notice boards and shall be applied retrospectively

### 15 .SHORT TITLE

This policy shall be called Vhembe District Municipality” Bursary Policy”

### 16 .IMPLEMENTATION

The policy shall be implemented from the date decided by the Council

Signed on Behalf of the Council

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COUNCILOR F.F DZHOMBERE  
EXECUTIVE MAYOR

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DATE

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MASALA M.T  
MUNICIPAL MANAGER

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DATE

ANNEXTURE 1

VHEMBE DISTRICT MUNICIPALITY  
BURSARY APPLICATION FORM

PERSONAL DETAILS

\_\_\_\_\_

Name and Surname \_\_\_\_\_

ID No: \_\_\_\_\_

Cell No: \_\_\_\_\_

Work Telephone No: \_\_\_\_\_

Persal No: \_\_\_\_\_

Gender: Male or Female \_\_\_\_\_

Disabled: Yes or No \_\_\_\_\_

Job Title /Rank: \_\_\_\_\_

Station: \_\_\_\_\_

Section: \_\_\_\_\_

Highest Qualification: \_\_\_\_\_

NB: PLEASE ATTACH COPIES OF QUALIFICATIONS OR LATEST ACADEMIC RESULTS.

**STUDY DIRECTION**

Intended field of study to be pursued: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Academic year of study :( e.g 1<sup>st</sup>, 2nd, or 3<sup>rd</sup>. year) \_\_\_\_\_

**FINANCIAL ASSISTANCE BREAKDOWN**

Expense description	Amount
Tuition fee	
Registration fee	

**SECTIONAL MANAGEMENT APPROVAL AND RECOMMENDATIONS**

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Signature: \_\_\_\_\_

Date : \_\_\_\_\_

ANNEXTURE 2

CONTRACTUAL BINDING FORM

TRAINING ASSISTANCE: SERVINCING EMPLOYEES UNDERTAKING

Whereas I, the undersigned, \_\_\_\_\_ ( full name ) hereinafter called “ the Employee”  
accepting a bursary of the Municipality to undertake on a part-time basis.

The study hereinafter called “the Course Assignment” , which extends over a prescribed minimum period / prescribe minimum remaining period of \_\_\_\_\_

Therefore I undertake:

- To furnish the Municipality with satisfactory proof of enrolment for the Course / Assignment at the commencement of each year of study.
- To inform the Municipality on a regular basis of my progress.
- To furnish the Municipality with official proof of my examination results immediately after the results of any annual / bi-annual examinations ,supplementary examinations have been made known by the examination authority

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date



## VISION

The legendary cultural hub in the southern hemisphere and a catalyst for agro and tourism development.

## MISSION

To be an accountable and community driven municipality, in addressing poverty and unemployment through sustainable through sustainable socio economic development and service delivery.

THE BURSARY POLICY

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