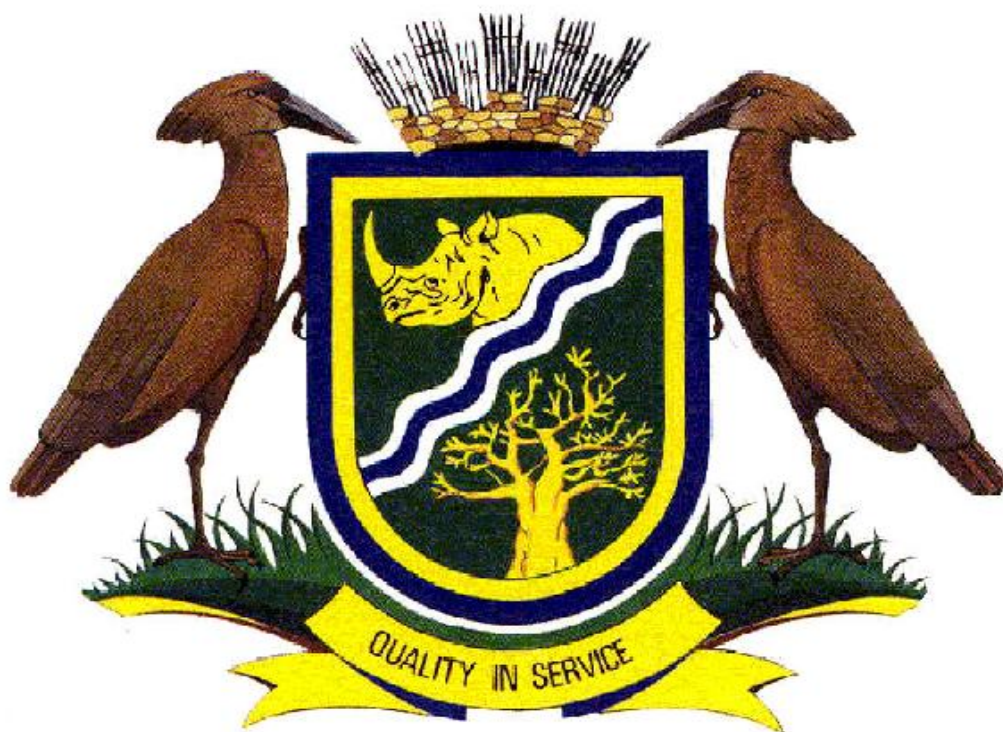


VHEMBE DISTRICT MUNICIPALITY



STAFF SKILLS TRAINING & DEVELOPMENT POLICY

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1. ACRONYMS:

1. WSP : Workplace Skills Plan.
2. HRD : Human Resource Development.
3. SDC : Skills Development Committee.
4. IDP :Individual Development Plan as per employee's Performance Instrument.
5. SM : Senior Manager.
6. GM : General Manager.
7. HOD : Head of Department.
8. MM : Municipal Manager.
- 9.

2. BACKGROUND

Staff training is critical for meaningful provision of knowledge and skills for improved service delivery. Knowledge and skills shortages were identified as major constraints for socio-economic development in the Limpopo Province. With agriculture having been identified as one of the major drivers of the economy, it becomes very important that the staff of the Department be properly equipped with appropriate knowledge and skills in order to render relevant and quality service delivery in general and farmer support service in particular.

Well focused staff training will require proper planning in which knowledge skills gaps are accordingly identified. The training will then be intended to address the knowledge and skills gaps for improved service delivery.

3. APPLICATION

Short in-service training courses of staff of two consecutive weeks duration at the longest, locally and internationally;

Short in-service training courses of more than two weeks duration that are credit carrying, with a certificate of competence issued at the end of the courses. The total number of credits for such courses should be less than 120.

Certificate courses carrying 120 or more credits should be dealt with under the internal bursary scheme policy.

All conference of two consecutive weeks duration at the longest, arranged by professional bodies, locally and/or internationally.

4. PURPOSE

The purpose of the policy is to provide guidelines for:

- a) Development of Workplace Skills Plans (WSP)
- b) Management and implementation of short course based in-service training of staff, both locally and internationally;
- c) Management and implementation of staff attendance to conferences, both locally and internationally.

5. AUTHORISATION

The policy on staff training is authorised by the following legislations:

- a) Skills Development Act (Act No. 97 of 1998) which has as its aim to improve the skills of the people of South Africa. The Act reveals that we need a better educated and trained workforce to make our

country more efficient and to trade competitively with the rest of the world.

- b) The National Skills Development Strategy (2001) which puts as its mission statement: "To equip South Africa with the skills to succeed in the global market and to offer opportunities to individuals and communities for self advancement to enable them to play a productive role in society.
- c) The national Human Resource Development (HRD) Strategy which says as its mission, to maximise the potential of the people of South Africa, through acquisition of knowledge and skills, to work productively and competitively, in order to achieve a rising quality of life for all.
- d) The Provincial Vision and Provincial Department of Education Strategy Plan (2003-2006) which presents the educational vision of Limpopo as "to equip the people of our Province through the provision of quality life-long education, with the values, knowledge and skills that would enable them to fulfil a productive role in society.
- e) Limpopo Human Resource Development Strategy (2004) sets as its mission: "To optimize the potential of the people of the Limpopo Province."
- f) White Paper on Public Service Training and Education provides a framework for public service training and education that is appropriate, adequate and accessible and meets the current and future requirements of public servants, the public service and the public.

6. DEVELOPMENT OF WORKPLACE SKILLS PLANS

- 6.1 To ensure focused training which addresses the gaps in terms of knowledge and skills for improved service delivery, the Department should develop a WSP.
- 6.2 A WSP describes what knowledge and/or skills are needed, who need the skills, how they will get the skills, and how much it will cost.
- 6.3 Although the WSP of the Department is developed globally by the Skills Development Committee (SDC), it will be necessary to receive information on training needs from the Branches. Such information should at least reflect the strategic objective, knowledge and/or skills required, staff to be equipped (names), and the way in which knowledge and/or skills are to be provided (short course, workshop, conference, mentorship etc.).
- 6.4 The Branch training needs should be linked to the skills gaps reflected in the Individual Development Plans (IDP's) of the Performance Instruments.
- 6.5 Human Resource Development is to provide the format to the Branches in which the information is to be provided. The SDC is to do the necessary consolidation.

7. IMPLEMENTING STAFF TRAINING PROGRAMME

Local Training

Training to be informed by the job competence requirements as revealed in the WSP and hence applications should have IDP's attached (Training should address professional competencies);

Staff should rotate on taking training opportunities to provide good spread of knowledge and skills within the Department.

The total number of days spent by any member of staff on training is limited to 30 per annum to allow staff enough time for service delivery;

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

State institutions should be targeted first for training, before going private, to increase relevance and effectiveness;

Recommendation by relevant Senior Manager and approval by relevant General Manager to be obtained before HRD approves and arranges;

When officers are to attend local training, the Department will pay for:

- a) Course fees,
- b) Transport (including flights) to and from the venue in which training is conducted,
- c) Accommodation, meals and parking,
- d) Subsistence and Travel allowance,

Recommendations and approvals for training should be informed by the **Public Finance Management Act (PFMA), Supply Chain Management Framework and the Preferential Procurement Policy Framework Act (PPPFA)**.

Competency evaluation to be emphasized to ensure that attendants bring new knowledge and skills to the municipality;

The purpose is to increase government capacity and efficiency and hence staff performance management is to be linked with acquisition of new competences.

7.2 International Training:

7.2.1 Attendance of international training to be considered only when such training cannot be offered in the country;

7.2.2 Training should be informed by job competency requirements as revealed in the WSP, hence applications should have IDP's attached (Training should address professional competencies).

7.2.3 Staff should rotate on taking training opportunities to promote good spread of knowledge and skills within the Department.

7.2.4 The total number of days spent by any member of staff on training is limited to 30 per annum to allow staff enough time for service delivery.

7.2.5 Requests for attending international training should be recommended by the Senior Manager of the applicant, Senior Manager HRD, General Manager Corporate Services, and Head of Department (HOD), and must be approved by the Municipal Manager.

7.2.6 Requests for Municipal Manager's approval for staff to attend international training should be submitted to HRD at least **two**

months before the dates of the course to allow sufficient time for subsequent arrangements where such requests have been approved.

7.2.7 When officers are to attend international training funded by the Department, the Department will pay for:

- (a) Course fees;
- (b) Transport (including flights) to and from country in which training is conducted, and where necessary, also transport within the host country;
- (c) Accommodation, meals and parking;
- (d) Subsistence and Travel allowance at the rate applicable for the host country, provided such allowances are reflected (as part of the Financial Implications) in the request for Municipal Manager's approval of the training.

7.2.8 When international training is sponsored or partially sponsored from outside the Department, all areas covered by the sponsorship (in terms of payments) and those to be covered by the Department should be clearly reflected in the request for approval for attending the training. The Department will only pay for the issues reflected in the request for approval;

7.2.9 Competency evaluation should be emphasized in international training to ensure that attendants bring new knowledge and skills to the Department;

7.2.10 The purpose is to increase government capacity and efficiency and hence staff performance management is to be linked with acquisition of new competences.

8. IMPLEMENTING CONFERENCE ATTENDANCE PROGRAMME

Local conferences

Attendance should only be considered when officers are relevant for the type of conference,

Criteria when deciding on officer attendance:

- a) Relevance of field of study of the officer to the type of conference,
- b) Level of qualification of officer in the field of study e.g. bachelor's, honours, masters, or doctoral degree,
- c) Work demand for knowledge and / or skills to be acquired from the conference,
- d) Presentation of research papers in the conference,
- e) Rotation of staff on taking the opportunities to attend the conferences in order to ensure equitable exposure of staff.
- f) Membership to relevant professional bodies arranging the conference (municipality not to pay for the membership, except when the municipality as an organisation is registering as a member);
- g) The total number of days spent by any member of staff on conference attendance is limited to 10 days per annum to allow staff enough time for service delivery.**

Requests for attending local conferences should be recommended by relevant SM's and GM's of applicants before HRD approves and arranges;

When approval has been granted for officers to attend conferences, the municipality will pay for:

- (a) Conference fees,
- (b) Transport to and from conference venue,

- (c) Accommodation, meals and parking,
- (d) Subsistence and Travel allowances;

A written report on the conference should be submitted to the relevant SM, GM, and HRM within 10 working days after the conference. Such a report should clearly indicate the benefits of the conference to the officer who attended and to the Municipality

Materials obtained from conferences (hard copies and electronic) should be surrendered to Municipality library for accessibility by all staff.

International Conferences

- 8.2.1 Attendance should only be considered when officers are relevant for the type of conference to be attended;
- 8.2.2 Criteria for deciding on officer attendance of international conferences: As for local conferences, with **presentation of research papers and rotation of staff given high preference;**
- 8.2.3 Municipal Manager's approval to be obtained before an officer can leave the country for international conference: As for international training;
- 8.2.4 Payments to be made by the Municipality when officers attend international conferences: As for international training;
- 8.2.5 A written report on the international conference should be submitted to the relevant GM, HOD and HRD within 10 working days after the conference. Such a report should clearly indicate the benefits of the conference to the officer who attended and to the Municipality.

8.2.6 Materials obtained from international conferences (hard copies and electronic) to be surrendered to Municipality library for accessibility by all staff.

Submitted for Approval.

Senior Manager: Human Resource Development

Recommended/ Not recommended

General Manager: Corporate Services

Approved/ Not approved

Municipal Manager