



EXPERIENTIAL TRAINING POLICY

1. SCOPE

This policy is applicable to tertiary students residing within the municipal boundaries of Dihlabeng Local Municipality who are registered students of recognized Institutions of Higher Learning; participating Institutions of Higher Learning as well as all permanent and section 57 employees of the municipality.

This policy should where applicable, be read with the Employment Equity Act, Skills Development Act, Labour Relations Act and the South African Qualifications Authority Act.

2. DEFINITION OF CONCEPTS

Experiential Training A short program of training intended to assist studying students with the type of work experience required towards fulfillment of recognized tertiary qualifications.

3. APPLICATION OF THE POLICY

3.1 As part of its social responsibility, the municipality is embracing the principle of developing links between theory and practice, and education and the workplace by accommodating students from various Institutions of Higher Learning who need to have undergone practical training and workplace exposure to qualify in their studies

3.2 The policy will provide a framework on how to develop and provide guidance to the students in the workplace to enable them to derive maximum benefit from the program.

4. POLICY

4.1. The participating Institution of Higher Learning will arrange an experiential learning program on behalf of the student\ s with the Department of Human Resources. A specific schedule stating the types and varieties of settings to which the learner is to be exposed and the schedule of the intended training shall be provided by the sending institution. The duration of the training program shall be determined by the specific requirements of the qualification in question but it shall not exceed a period of 12 months.

- 4.2 The Department of Human Resources shall communicate with the Department relevant to the learner's area of study for placement purposes. If the relevant Department is able to accommodate the student for a period specified by the Institution, the student signs a contract containing conditions of acceptance, and further indemnifying the Municipality from liabilities in terms of claims for injuries resulting in the course of and out of his/her training.
- 4.3 A designated official who possess expert knowledge in the relevant field of study will be nominated by the Head of Department to guide the learning experience and mentor the students by increasing their involvement and participation in a meaningful way.
- 4.4 On commencement of training, the mentor shall develop an action plan for the student, based on the needs of the student and the requirements of the sending institution. This program should be in line with the National Qualifications Framework and the student's level of training at the sending institution.
- 4.5 The learner shall become part of the team for the duration of the training, and is accountable to the relevant supervisor or mentor
- 4.6 At the end of the learning experience, the mentor shall furnish the Institution of Higher Learning with a report on the progress of the student whilst the responsibility for the assessment of the student's learning and her/his ability to transfer, apply and use the knowledge she/he has gained shall remain with the sending institution.

5. STIPEND FOR EXPERIENTIAL TRAINING

- 5.1 During the period of experiential learning, the student will be entitled to a maximum of R 55, 00 per day as stipend.
- 5.2 Participation in this program shall in no uncertain terms raise expectation for potential employment or be seen as a gateway to employment after expiry of the training program. The normal recruitment procedure will be applied should a vacancy exist.

6. AUTHORITY

- Formulation of Policy : Director Corporate Services
- Authorization of Policy : Council
- Ownership & Maintenance Manager: Director Corporate Services