

RICHTERSVELD MUNICIPALITY

HUMAN RESOURCE POLICIES

**9. TRAINING &
DEVELOPMENT**

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Approved Date: 30/06/2022	Council Resolution Nr: RVM007/06/2022
Effective Date: 01 July 2022	Review Date: 30 June 2023

Notwithstanding the review date herein, this policy shall remain effective until such time approved otherwise by council and may be reviewed on an earlier date if necessary.

Why have a Policy?

The Richtersveld Municipality ensures that its employees form the cornerstone service delivery to the communities within the Municipalities. It therefore adopts a policy of giving priority to the training and development of its staff, within the parameter set what is feasible and sensible in the context of the Municipalities resource deployment requirements. It will identify and assess the training needs and potential of staff, and match it with the requirements of the Municipalities and afford all the training needs and potential of opportunity to develop, improve their performance and advance their career prospects within the Municipalities. Special attention will be paid to training and development opportunities for employees belonging to designate groups.

THE POLICY

1. Preamble

The Richtersveld Municipality complies with the structured and systematic training and development of all its employees on ongoing basis to enable them to perform their duties effectively and efficiency. Training and development programmes will also be provided to enable employees to acquire the skills, knowledge and other attributes and develop their potential to meet the Richtersveld Municipality future human resource needs.

The training and development of an employee will commence with her/his appointment and continue as long as the Richtersveld Municipality employs him. Current employees will be drawn into the training process in accordance with priorities established by way of a structured analysis of training needs.

2. Definitions

- **“Accreditation”** means a process through which an organization capability to perform or deliver training and assessment is recognized and approved 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 portfolios, simulations, workplace assessment or written and oral examinations,
- **“Career pathway”** means a plan you need in order to progress through the learning bands on a chosen career path..
- **“Designated groups”** Means to refer to a black people women and people with disabilities, in terms of employment Equity Act,
- **“Education, training and development”** means practices, which directly or indirectly promote or support learning. Teaching or designing learning materials or programmers or managing learning institutions or programmes are all examples of such practices,
- **“In-house”** means programmes that are presented to all employees of Richtersveld Municipality by internal service provider.
- **“Leadership’s** a combination of structured leaning and work experience which may lead to a registered qualification.
- All terminology not defined under the clause 2 of this policy shall bear the same meaning as in the applicable legislation.

3. Legal Frameworks

There are a number of national laws and policies which impact on how organizations approach education, and training and development the Legislation includes:

- Occupational Health and Safety Act,85 of 1993
- South African Authority act,58 of 1995
- Labour Relation Act,65 of 1995
- Constitution of the RSA,108 of 1996
- Basic Conditions of Employment Act, 75 of 1997
- White Paper on local Government, March 1998

- Employment Equity Act,55 of 1998
- Skills Development act 97 of 1998
- Skills Development Levies act,9 of 1999
- Demarcation Act 1999
- Promotion of Equity and Prevention of Unfair discrimination Bill,57 of 1999

These laws underpin and inform the Municipalities education, Training and Development Policy Framework. The Local policy context will include the Conditions of service of employees as well as the Procurement policy.

4. Scope and application

The terms “education, training& development” cover various forms of learning that take place at diverse sites as well as at specialist and academic institutions. the content of learning covers technical and non-technical fields, capacity building as well as general training(such as Occupational Health and safety ,life skills and adult based Education Training (ABET).

5. Objectives of policy

The Richtersveld Municipality, employees are fully committed to educating, training and developing all employees within the financial muscle and resource available, and this will be done by:

- Development of training and skills development strategy in the line with stipulation of skills development Act as amended and other relevant legislations.
- Introducing fair and reasonable objective principles for education, training and development of employees in the employ of Council
- Providing guidelines for training and development of employees in the employment of Council.
- Conduct skills audit and identify gaps existing and devise strategies in terms of the broader vision of council.
- Allocate significant training resources, with in the means of Council.
- Putting up comprehensive education, training and development programmes that focus on literacy, numeracy, technical competencies and management and development programmes

6. Policy Content

6.1 Training and Development

The types of training sources and the development thereof will be determined by the Richtersveld Municipality. Employees are encouraged to become involved in their personal development, to manage their own careers by indicating their needs to their supervisors.

The Richtersveld Municipality that its Human assets are its most vital resource and are thereof committed to ensuring that all employees receive appropriate education and training:

- To enable to meet the requirement of their present jobs.

- To cater for personal development and the attainment qualifications
- To enable them to make the most of they're potential to performance.

In particular the skills development and training policy is guided by the following principles:

- Employees and managers should develop and maintain their educational, training and development on an ongoing basis through proper professional training
- Every individual is in the first instance responsible for his continuous development
- The Richtersveld Municipality not necessary responsible for providing or conducting all training, various training providers are available for utilization e.g. College and Universities consultants.

Where the Richtersveld Municipality] provides training to individuals, it shall ensure that all or part training expenses are recoverable through and in terms of the Framework provided in terms of the Skills Levies Act. For courses that will produce qualification certificates in terms of the National qualification Frame work all training courses should be based on unit standards approved by a Sector Education and Training Authority. This is to ensure that the quality of training and education provided is good enough, and all learners are properly assesses to an agreed standard.

Programmes provided by the Richtersveld Municipality shall guide individuals on variety developmental routes, depending on the academic qualifications and experience and former disadvantages circumstances of individuals, in order to facilitate accelerated employee advancement.

The Richtersveld Municipality will assist in determining training needs for optimal functioning and in guiding employees as to where and how training needs can be satisfied. In this regard, the Richtersveld Municipality is financially in pursuit of special development.

Together with this immediate supervisor the individual must develop his/her own personal development plan to base on above. The personal development plan (PDP) must be reviewed and updated at least once per annum.

The Education, training and development plan efforts of the Richtersveld Municipality with the relevant requirements requiring compliance from time to time.

6.2 Skills Development Facilitator

The Richtersveld Municipality will appoint a person who is employed by the Richtersveld Municipality or a formally contracted person from outside the Richtersveld Municipality to perform functions of a Skills Development Facilitator in terms of Development and Skills Levies Act.

6.3 Learnerships and skills development Programmes

Learnerships and skills programmes contribute to these aims by combining structured learning with structured work experience to obtain an NQF registered qualification. They are the main ways in which the workplace skills Development plan will be implemented

Learnerships replace and extended traditional apprenticeships to non-trade learning areas and result in a whole qualification registered by SAQA and related to an occupation.

Skills programmes are smaller units of learning, which are credit bearing and may build credits towards a qualification.

The learnerships contract governs the relationship between the employer/learner and the accredited training provider. Contracts must be registered with the sector education and training authority before learner ships commence.

The Richtersveld Municipality is committed to learnerships and skills programme which:

- are diverse
- are provided on the basis of organization needs
- involve partnerships an co-operation between various workplace contexts to provide learners with the necessary work experience'
- may undertake in any occupational field, not only traditionally technical trades
- integrate education and skills training and will provide a work based qualification- or build towards a qualification
- provide a basis for lifelong learning
- implement the skills development plan

6.4 Career streaming

Career streaming are vocational pathways along which an employee can move, promote their development and the organizations capacity. Streams must develop within the strategic priorities of local government and within its responsibilities for service delivery. Career streams do not necessary provide promotion, but rather number of different ways of moving within the organization.

The Richtersveld Municipality will:

- Ensure that education, training and development provisions is within identified career streams;
- Assist employees to decide on the career paths they could follow through the learner support Programme;
- Provide study assistance to permanent employees according to organizational needs, capacity and priorities;
- Provide study assistance to members of the local community within its financial capacity as part of the social responsibility and the review to asking provision for the future needs of the organization.

6.5 Assessment and Quality assurance

As the new organizing mechanism for all education, training and development in South Africa, the National Qualification Framework (NQF) will ensure that standards and qualifications have the same value nationally; this is because the standards and qualifications have been set nationally with the participation of all stakeholders in various fields of learning.

The Richtersveld Municipality is committed to:

- Ensuring specialist employees are trained and registered in outcomes-based assessment
- Establishing and implementing a corporate internal quality assurance system which includes a system of learner and a record of learning for all employees in terms of the National Education and Training quality assurance (ETQA) guidelines
- Identifying which learning standard and qualification it will register as a provider of learning.

6.6 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 or some form of prior learning. During this assessment they have to show that they meet the learning outcomes in the learning standard for a particular qualification through demonstrating what they know and are able to do. It is possible to obtain a whole qualification, part of a qualification, through RPL.

RPL assessments are subject to:

- Operational requirements
- Organizational needs
- The availability of financial and human resources
- Operational constraints

The RICHTERSVELD MUNICIPALITY is committed to:

- Advocating RPL as an accessible and developmental tool for building the organization and its employees, and recognizing the rights of employees to participate on a purely voluntary basis
- Establish and implement an RPL system starting within a policy which outlines the purpose, methodologies, contexts, procedures and resources of the RPL function
- Implementing a Richtersveld Municipality wide system of RPL to address the past limitations of employees
- Provide renewed impetus to employee motivation towards lifelong learning

7. Implementation and Monitoring

This policy will be implemented and effective once recommended by the local labour forum and approved by council

8. Communications

This policy will be communicated to all companies' employees using the full range of communication methods to the Richtersveld Municipality.

9. Policy review

This policy will be reviewed annually and revised as necessary

10. Budget and Resources

The financial and resource implication related to the implementation of this policy should be qualified and quantified.

11. Roles and Responsibilities

Council

The Council's role is to encourage and facilitate the education, training and development of all employees and councilors in the recognition of the strategic importance of thereof.

- Ensuring compliance with relevant legislation and national strategies, as well as consultation with the unions with regards to the implementation thereof
- Approving the education, training, and development policy, the workplace skills plan and the implementation thereof. Evaluating and assessing results and process
- Providing the required resources as well as infrastructure for delivery in order to meet strategic objectives, implementation plans and priorities for education, training and development

Line Managers

The education, training and development of staff are key performance area for line Management. Their role is proactive, developmental and monitoring. The line managers are primarily responsible and accountable for:

- Ensuring that employees are educated developed and trained to do their work competency by continually monitoring performance and identifying developmental needs.
- Coaching counseling and monitoring staff on an on-going basis
- Liaising with the training and developmental officer to address the identified developmental needs.
- Facilitate and actively supporting the transfer of skills to the workplace
- Monitoring and evaluating the acquisitions of and the subsequent transfer of skills, knowledge and attitudes in the workplace and taking the necessary action

- Familiarising themselves with the relevant legislation in order to ensure compliance.

Employees

Employees should play an active role in the identification of their own developmental needs, and should commit themselves to participate in and ownership of education, training and development programmes in order to ensure the success of learning interventions. Their responsibilities include:

- Liaising the lie management regarding their competency and perform in order to identify developmental needs.
- Making use education, training and developmental opportunities in a responsible manner.
- Transferring the newly acquired and enhanced skills, knowledge and attitudes into the workplace, thus improving performance.

Labour

The recognitions of collective employees organization acknowledges as stakeholders in the processes of the skill developmental. They should play an active in consultation forums in order to present the interests of their members both collectively and individually with regards to education, training development. Their responsibility includes;

- Informing encouraging and motivating their members to participate in appropriate education, training and development interventions
- Actively engaging in the consultative forums and processes regarding skills development.
- Familiarising themselves with the relevant legislation in order to ensure compliance.

Human Resource Department

The Human Resource Department plays a supportive and integrative role with regards to education, training and development the HRD is primarily responsible for:

- Providing the infrastructure, systems, procedures and policies to ensure compliance with legislative requirements and cooperative education, training and developmental initiatives.
- Ensuring that all education, training and developmental activities and initiatives are aligned with the integrated human resource management strategy for the organization.

Training and Developmental division

The training and developmental division within the human resource plays a strategic, facilitate consultative and coordination role with regards to all education, training and development interventions in order to facilitate learning throughout the organization. Training and development division is responsible for:

- Facilitating, implementing, monitoring, evaluating and assessing all learning interventions as set out in the policy framework.
- Advising and providing guidance to all role players with regards to education, training and development initiatives of a corporate or functional specific nature
- Ensuring in the development and implementation of the workplace skills plan
- Establishing and maintaining a data base with the relevant information of the education training and development of any particular staff member
- Custodian of the Training and Development policies
- Monitoring and reporting on budgets and expenditure relating to education, training and development.
- Liaising and co-operating closely with all relevant parties.

Training Committee

The role of the training committee is that of a consecutive forum for the organization, primarily responsible for:

- Interpreting and translating national and local educating, training and development issues with an view to informing strategy and policy in the BDM
- Determining the strategic direction of education, training and development in alignment with the cooperate vision, mission and values of the organisation
- Developing the skills development plans in accordance with legislative, regulatory and organization priority requirements.
- Ensuring the informality of the implementation of education, training and development strategies, interventions and initiatives at a corporative level.
- Monitoring and evaluating the implementation of the skills development plans

External education, training and development providers

In order to ensure the effective implementation of the workplace skills plan external ETD providers may be utilized. The external providers are responsible for:

Ensuring that they comply with the conditions/requirements as set out in the contract with the Richtersveld Municipality
Conduct continuous integrates assessment where appropriate.

Skills Development facilitator

The role of the skills development facilitators ensure compliance as per legislative requirements and act to as al ink to the SAQA. The responsibilities include the following:

- Establishing consultative structures
- Preparing and submitting the workplace skills plan

- Ensuring the implementation of the workplace skills plan
- Reporting on the management a domination of the arrangement related to the skills development levy and levy grants.
- Acting as cover on the Richtersveld Municipality training committee
- Facilitate communication between council and the SAQA.

12. Penalties

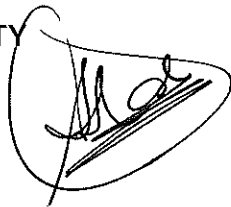
Non-compliance to any of the stipulation contained will be regarded as misconduct, which will be dealt with in terms of the Disciplinary Code.

13. Dispute resolution

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

14. AUTHORITY

MM Approval:



Date:

30/06/2022