KZN DEPARTMENT OF EDUCATION

INTERNSHIP POLICY

GN NGCOBO

HEAD OF DEPARTMENT

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DATE

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1. INTRODUCTION

South Africa is faced with a major problem of unemployment especially among women, youth and people with disabilities. The shortage of skills, especially scarce and critical skills, is major challenge that can be addressed amongst others through developmental programmes such as internships. The internship programme affords graduates an opportunity to gain relevant practical work experience. The Human Resources Development Strategic Framework for the Public Service, Vision 2015, provides for internships, among other strategies, as means to lower unemployment in the country. The framework seeks to establish an effective and efficient internship programme which aims to bridge the gap between academic study and competent performance in the workplace by offering structured internship opportunities to unemployed graduates that will enable them to gain practical experience.

2. PURPOSE

The purpose of this policy is to address the high unemployment within KwaZulu-Natal by providing work experience opportunities to graduates, while providing the framework to effectively implement and manage the Internship Programme within the KwaZulu Natal Department of Education.

3. OBJECTIVES

The objectives of this policy are to

3.1 create an opportunity for unemployed KwaZulu-Natal graduates from higher education institutions who have completed their degrees and/or diplomas, to obtain practical work experience and improve their chances of employment.

3.2 ensure that the principles encapsulated in the Skills Development Act 97 of 1998 and related legislation are upheld and maintained,

3.3 ensure effective implementation of the Internship Framework as outlined in the Human Resource Development Strategy for the Public Service.

4. LEGISLATIVE FRAMEWORK

4.1 South African Constitution Act 108 of 1996 (as amended);

4.2 Skills Development Act 97 of 1998 (as amended);

4.3 Directive on the Employment of Persons into Developmental Programmes in the Public Service of 2019

4.4 National Skills Development Strategy

4.5 Employment Equity Act 55 of 1998 (as amended);

4.6 Labour Relations Act 66 of 1995 (as amended);

4.7 Public Service Act 103 of 1994 (as amended);

4.8 Public Service Regulations, 2016

4.9 National Qualifications Framework Act 67 of 2008 (as amended);

4.10 White Paper on Affirmative Action in the Public Service, 1998;

4.11 White Paper on Human Resource Development in the Public Service 1998;

4.12 Employment Equity Act 55 of 1998 (as amended);

4.13 Higher Education Act 101 of 1997 (as amended);

4.14 Labour Relations Act 66 of 1995 (as amended);

4.15 Public Finance Management Act 1 of 1999 (as amended);

4.16 Skills Development Levies Act 9 of 1999 (as amended);

4.17 White Paper on Public Service Training and Education;

4.18 The National Development Plan 2030

4.19 The HRD Strategy of South Africa: 2010 – 2030

4.20 The National Skills Development Strategy (NSDS) III and the proposed National Skills Development Plan (NSDP)

4.21 The Human Resource Development Strategic Framework III for 2020-2030 and beyond

5. DEFINITIONS

In this policy, the following words or expressions bear the meanings assigned to them:

5.1 **Department** shall mean the KwaZulu-Natal Department of Education.

5.2 **Mentor** shall mean a departmental official who is nominated/appointed as a mentor to assist, guide, support, advise and supervise Graduate Interns to ensure they receive relevant exposure and complete areas identified in their logbooks or meet the requirements for professional registration as stipulated by relevant professional bodies or councils.

5.3 **Graduate internship programme** shall mean a structure workplace experience programme for a period of 24 (twenty-four months) offered to an unemployed graduate within their field of study order to enhance future employment opportunities in terms of the DPSA Directive on the Employment of Persons into Developmental Programmes in the Public Service of 2019.

5.4 **Internship contractual obligations** shall mean the contractual obligations which require the intern to enter into an employment contract with the department.

5.5 **Qualification** shall mean a formal recognition of learning registered on the National Qualification in terms of the NQF Act.

5.6 **DPSA** shall mean the Department of Public Service and Administration.

5.7 **The directive** shall mean the Directive on employment of persons to developmental programmes in the public service.

5.8 **Graduate Intern** refers to South African unemployed youth or graduate (between the ages of 18 and 35) who are temporally appointed by the Department to do Internship for purposes of enhancing chances of future employment. The mention of Intern throughout this policy specifically refers to Graduate Intern, as defined above.

5.9 **Stipend** is a payment made to the graduate within the internship programme during their period of learning, to cover their living expenses. The stipend is not salary or wages.

6. SCOPE OF APPLICATION

This policy is applicable within the KwaZulu Natal Department of Education. South African unemployed graduates residing within KZN Province will be given preference for the Graduate Internship programme. Only candidates who possess formal qualifications

recognized by the South African Qualifications Authority (SAQA)should be considered. The internship programme is limited to a period of 24 months only. Prospective interns must submit an affidavit to justify that they have not benefited from an internship before. Non -compliance in this regard may result in the termination of the internship contract.

7. POLICY PROVISIONS

8. This policy is based on the following provisions:

- The Graduate Internship programme must not be utilised as a low-cost alternative to addressing capacity challenges. This programme supports government's strategy to address the challenge of youth unemployment, especially tertiary graduates by providing them with the work-experience opportunities.
- The recruitment and selection of interns will be open and transparent.
- Widen opportunities to encourage equity and diversity.
- Providing interns with work experience to demonstrate their potential at work and exposing them to the demands of work in the Public Service, which will inform their career choices.
- Graduate Interns shall honour and respect the confidentiality of all department's information they are exposed to during their period of internship.

8.1 Planning

The implementation of the Graduate Internship programme must be carefully planned:

8.1.1 The department would need to determine the scarce skills, availability of mentors and budget vis a vis the youth unemployment rate in the province.

8.1.2 The Department must meet the minimum intake requirement.

8.1.3 The Department's employment equity plan must be considered in the intake of Graduate Interns.

8.1.4 The Department must have the tools of trade, office accommodation and office equipment.

8.1.5 The placement of the interns must be determined beforehand, by completing the survey forms indicating the areas of need and total number

of required interns per directorate.

8.1.6 Human Resource Capacity Development should compile a request for approval to advertise and appoint interns.

8.2 **Recruitment of Graduate Interns**

8.2.1 Advertisement of the internship programme must be done through the departmental media of communication and/or local or national print media.

8.2.2 The internship advertisement must also be shared with organisations that focus on persons with disability.

8.2.3 Interns with disabilities may also be headhunted.

8.2.4 Prospective interns must submit a curriculum vitae, along with certified copies of the identity document, academic transcript or record and certified copies of qualifications and an affidavit indicating that they have not been on an internship programme and submit proof of address.

8.3 **Selection of Graduate Interns**

8.3.1 The selection of interns will be in line with the principles of open competition as contemplated in clauses 65 and 67 of the Public Service Regulations.

8.3.2 The selection panels for shortlisting and interviews comprising of representatives from directorates and a representative member from Human Resource Services.

8.3.3 The selection panels shall be approved by relevant authority in line with delegations in place. The directorates Human Support Services and Human Resource Capacity Development will provide support to ensure compliance to the Directive as well as this policy.

8.3.4 Preference should be given to designated groups and youth in rural areas, in accordance with the employment equity legislation.

8.3.5 The employment verification of intern's information prior to appointment into the internship programme as prescribed by regulation 57(1) c must be conducted prior to the appointment and making an offer or issuing appointment letter to all interns into the internship programme. Prior to making an offer:

i. it must be verified that applicant has not been on a prior Government Internships programme.

ii. It is compulsory for all interns to undergo security clearance.

iii. It is mandatory that all qualifications are verified.

8.3.6 The necessary approval shall be obtained from the delegated authority before interns are appointed.

8.3.7 Recruitment and selection documents for the interns are to be filed accordingly.

8.4 **Appointment of Graduate Interns**

8.4.1 Interns shall be appointed additional to the approves staff establishment of the department for the duration of their internship.

8.4.2 The interns shall enter into a contract for a maximum of twenty-four (24) months within the department stipulating allowance and conditions of service during the term of the internship. The copy of the contract is attached as **Annexure A.**

8.4.3 The internship period may be extended in the event of the intern taking long continuous period of leave as in the case of maternity and sick leave.

8.4.4 Appointment to the internship programme does not create any expectation of permanent or contract employment.

8.4.5 The internship contract may only be extended by the period taken for leave of absence for purposes of maternity, adoption and surrogacy, incapacity and occupational injuries and diseases or any other form of special leave as recognized by the Determination and Directive on Leave of Absence in the Public Service.

8.4.6 No further remuneration shall be applicable arising from any leave of absence taken during the period of initial extension of the contract.

8.4.7 In the case where the department delays in providing reasonable accommodation and assistive devices as well as training on the use of such devices for persons living with disabilities the department shall extend the contract of internship of the affected interns with the same period of the delay.

8.4.8 Interns must inform the Department in writing regarding their termination of the Graduate Internship programme two weeks in advance prior to termination of the internship contract.

8.4.9 The department shall report to DPSA using the relevant reporting template

on the appointment of interns on or before 31 March of each year.

8.5 **Placement of Graduate Interns**

8.5.1 The conditions of service for interns are regulated by the Ministerial Determination and Directive as prescribed by DPSA.

8.5.2 To give essence to the Graduate Internship programme, Graduate Interns must attend an orientation programme, and be assigned a mentor for continuous development.

8.5.3 The placement of Graduate Interns should be informed by service delivery needs and enabling conditions should be created prior to placement.

8.5.4 Where the qualification of an intern requires exposure in various areas within a discipline, a rotation plan must be in place for exposure in all the required areas. The rotation should take place at the end of a quarter/ six months or by agreement of the mentors in the fields required.

8.6 **Monitoring progress of Graduate Interns**

8.6.1 Interns may be subjected to the performance management and development system.

8.6.2 Quarterly and Annual progress of the interns must be provided by the mentors to the HRCD directorate, who shall ensure that it is filed.

8.6.3 Interns' Quarterly assessments to be submitted to HRCD directorate by mentors on or before the 7th day each month of each quarter.

8.6.4 The mentors shall be subjected to Mentorship workshop and rotation plan should be compiled based on qualification of the Graduate Intern.

8.6.5 The Graduate Intern's rotation process is to be administered by Human Resource Capacity Development office, there should be no movements of interns from office to office without approval.

8.6.6 At the completion of the 24-month internship period, the intern will be provided with a certificate of completion as a reference indicating their experience, skills and competencies.

9. REMUNERATION AND CONDITION OF SERVICE FOR GRADUATE INTERNS

9.1 Participation in the Graduate Internship programme does not give rise to any employment expectations. Retention of Interns falls outside of the Internship

contract shall be done in accordance with the Recruitment and Selection Policy of the KwaZulu Natal Department of Education. The recruitment process shall be one where there is open competition, and the appointment will take into consideration the employment equity targets of the Department.

9.2 A Graduate Intern shall be afforded a stipend as determined by the Department, in accordance with the applicable policies and procedures.

9.3 The normal departmental working hours shall apply to all interns.

9.4 In the event that a Graduate Intern is required to perform overtime, the departmental policy will be applicable.

9.5 In terms of the Directive on Leave of Absence in the Public Service, interns shall be entitled to the following leave benefits:

9.5.1 Annual Leave

At the beginning of the internship contract, an intern shall be granted annual leave that is proportional to the term of the internship contract at a rate of one-twelfth of the annual leave credit. Any unutilised annual leave benefits shall be paid out or transferred to leave balances if an intern is appointed in a permanent post in the Public Service.

9.5.2 Sick Leave

At the commencement of the internship contract, an intern shall be granted normal sick leave that is proportional to the term of the internship at a rate of one days' normal sick leave per calendar month of service. A medical certificate is required for sick leave exceeding two days. An intern is required to adhere to the provisions of Directive on Leave of Absence in the Public Service pertaining to sick leave. The intern is required to ensure that their sick leave forms are submitted to the HR office for capturing on Persal.

9.5.3 Prenatal Leave

An intern who is pregnant shall qualify for pre-natal leave a rate of 1 working day paid leave for each calendar month of her term of the internship contract to a maximum of eight working days.

9.5.4 Maternity Leave

Interns shall be granted paid maternity leave that is proportional to the term of the internship contract, at a rate of 10 calendar days paid maternity leave, calculated at each calendar month of her term of internship contract to a maximum of four months, thereafter maternity leave without pay shall be granted. The total period granted in respect of maternity leave shall not exceed four consecutive months.

9.5.5 Paternity Leave

An intern whose spouse or life partner gives birth to a child or a adopts a child not older than two years shall qualify for paternity leave. The paternity leave shall be calculated at a rate of 1 working day paid leave for each calendar month of the term of the internship contract to a maximum of three working days.

9.5.6 Adoption Leave

An Intern who adopts a child that is younger than two years, shall qualify for adoption leave at a rate of four days for each calendar month of the term of the internship contract to a maximum of 45 days.

9.5.7 Family Responsibility Leave

a) An intern is eligible to 5 working days family responsibility per annual leave cycle for utilisation if the intern's child, spouse or life partner is sick. The leave form must be accompanied by proof.

b) The intern is further eligible for 5 working days leave per annual leave cycle for utilisation if the Interns child, spouse or life partner or immediate family member dies.(An immediate family member means the employee's parent, adoptive parent, step-parent, parents-in-law, sister- and brother-in-law, grandparent, child, adopted child, stepchild, grandchild or sibling. For the purposes of this provision "child" means the intern's son or daughter, and where applicable son- or daughter-in-law, of any age). Where the surnames are different, the death certificate must be accompanied by an affidavit indicating the family relationship.

9.5.8 Surrogacy Leave

a) An Intern who is the commissioning parent, in terms of a surrogate motherhood agreement, confirmed by the High Court, provided for in the Children's Act, 2005, shall be granted paid surrogacy leave

that is proportional to his/her term of contract at a rate of ten calendar days surrogacy leave with full pay calculated at each calendar month of his/her term of contract to a maximum of four calendar months, where after surrogacy leave without pay shall be granted. The total period granted in respect of surrogacy leave shall not exceed four consecutive calendar months. An application for surrogacy leave shall be supported by a surrogate motherhood agreement.

b) An intern who is a surrogate mother, in terms of a surrogate motherhood agreement, confirmed by the High Court, provided for in the Children's Act, 2005, shall be granted paid maternity leave that is proportional to her term of contract at a rate of 3.5 calendar days maternity leave with full pay calculated at each calendar month of her term of contract to a maximum of six consecutive weeks where after maternity leave without pay shall be granted. Applications for leave, must be accompanied by the surrogate motherhood agreement.

9.5.9 Study and Exam Leave

Interns shall be eligible to two days special leave per exam sitting (one day for preparation and one day for examination) Applications to be submitted with the letter of registration and exam timetable.

10. ROLES AND RESPONSIBILITIES

10.1 **Head of Department**

10.1.1 Approves the internship programme.

10.1.2 Ensures that funds are available for the implementation of the internship programme.

10.2 **Human Resource Capacity Development**

10.2.1 Deliberates and decides upon the responses received from SMS members on the allocation of interns.

10.2.2 Provides input into the adverts for the internship programme

10.2.3 Participate in the selection process.

10.2.4 Monitors and evaluates the internship programme quarterly

10.2.5 Ensures that the interns receive the maximum amount of work exposure.

10.3 **Senior Managers**

10.3.1 Identify strategic occupations where interns should be placed.

10.3.2 Determine what resources will be necessary to support the internship, i.e. appropriate workspace and necessary material and equipment.

10.3.3 Identify mentors and coaches within the component.

10.3.4 Integrate the internship programmes into the performance and assessment agreements of mentors.

10.4 **Skills Development Facilitator**

10.4.1 Requests SMS members to indicate the number of interns and the qualifications of the interns they would be able to accommodate in terms of available mentors within their sections, office space and equipment.

10.4.2 Once the budget is determined, assess on the basis of historical allocation, areas of demand for career advancement and/ or employment opportunities, and the responses received from the Chief Directorates and /or Directorates, Skills Demand and Supply in terms of Sector Skills Plan and present to the Human Resource Capacity Development.

10.4.3 Provide feedback to the SMS members, once the Human Resource Capacity Development has finalised the allocation of interns.

10.4.4 Compile a memo to the Head of Department requesting the approval to implement the Graduate Internship Programme along with the minutes of the deliberations of the HRDC.

10.4.5 Compile the advertisement specification for the internship programme.

10.4.6 Facilitate the development of capacity for mentoring in relevant components.

10.4.7 Set criteria in consultation with HR manager for the selection of the Graduate Interns.

10.4.8 Develop an assessment tool for performance assessment of Graduate Interns on a quarterly basis.

10.4.9 Ensure that Graduate Interns are rotated on a quarterly or bi-annual basis.

10.4.10 Compile written report to the Head of Department on progress and challenges of the internship programme.

10.5 **Mentors**

10.5.1 To mentor and coach, the intern and provide the interns with professional

guidance.

10.5.2 To attend mentorship training/workshop as required.

10.5.3 To develop and implement work programme for the intern, i.e. Work with intern to establish weekly projects and long-term assignments, i.e. develop program plan.

10.5.4 Oversee the training of the assigned Graduate Intern/s.

10.5.5 Ensure that the interns sign the attendance registers daily and conduct ongoing monitoring and assessment of the Graduate Interns and submit performance reports.

10.5.6 To administer the performance documents of the intern issue job description, performance agreement, conduct quarterly assessment and develop rotation plan for the Graduate Interns

10.5.7 Ensure leave forms are completed and submitted to Human Resource Support for capturing on Persal.

10.5.8 Ensure Graduate Interns have leave plans for annual leave i.e. closure of offices during the festive period in December

10.5.9 The mentor shall administer the exit of interns i.e. if intern resign (in writing) inform Human Resource Capacity Development immediately within two days.

10.5.10 To sign the resignation letter as acknowledgment and ensure the details of the Graduate Intern are written in the resignation letter i.e. Persal number, Identity Number, last day of exit and the reason for resignation

10.5.11 To submit the intern timesheet by the 7th day of each month to Human Resource Capacity Development directorate.

10.5.12 To assess and provide feedback to the interns regarding work programme i.e. provide feedback on performance and scheduled periodic supervisory consultations appropriate to the program plan.

10.5.13 Provide the Graduate Interns a broad range of duties focusing on issues addressed by their program, including office administration issues.

10.5.14 Provide interns with the same respect and regard extended to permanent employees.

10.6 **Human Resource Capacity Development**

10.6.1 Provide advice and support to management on the internship programme

10.6.2 Provide support to Graduate Interns and mentors

10.6.3 Develop and maintain a database of Graduate Interns

10.6.4 Assist the Recruitment section with secretariat functions or HR role in the recruitment and selection process of Graduate Interns.

10.7 **Human Resource Support**

10.7.1 Facilitates the appointment of interns

10.7.2 Responsible for the continued administration of interns for the duration of their contract period.

10.7.3 Responsible for safe keeping of the files of the Graduate Interns

10.8 **Interns**

10.8.1 Sign an internship contract with the KwaZulu Natal Department of Education

10.8.2 Follow the legislation, policies and prescripts governing the KwaZulu Natal Department of Education.

10.8.3 Immerse themselves in the learning and development experience, by actively participating in the activities of the component that they are placed.

10.8.4 Take full advantage all training opportunities made available.

10.8.5 Safeguard all property of the KwaZulu Natal Department of Education

10.8.6 Ensure that all information relating to the KwaZulu Natal Department of Education and/or its operations is kept confidential.

10.8.7 Maintain accurate records of the work undertaken and submit quarterly performance records

10.8.8 Follow the rotation plan where exposure in various fields with the discipline is required.

10.8.9 Report when absent and submit the leave forms to mentors in accordance with Directive on Leave of Absence in the Public Service.

10.8.10 To submit resignation letter in line with notice period stipulated in the internship contract, the letter shall contain details of the intern i.e. Full Name and Surname, Persal number, ID number, last day of exit and the reason for resignation.

10.8.11 To complete timesheet and submit to the mentor before the 7th day of each month.

11. FINANCIAL IMPLICATIONS

11.1 The head of department shall ensure that funds are made available to implement the internship programme.

11.2 In preparing a budget the department shall take into account factors such

as, monthly stipend, targeted training including induction programme offered by the National School of Government, costs for pre-employment verifications as prescribed in terms of regulations 57(3) and 57(1)c of the Regulations and costs arising from the extensions of contracts as a result of leave taken as contemplated in paragraph 7.6 read with paragraph 7.3 and 7.4 of the DPSA directive.

11.3 The payments of stipends shall always be determined in accordance with the DPSA intern's remuneration schedule.

11.4 The mentor who has failed to report the Graduate Intern's exit and overpayment of stipend shall be liable for the debt created, by paying the department.

12. MONITORING, EVALUATION AND REVIEW

The Directorate: Human Resource Capacity Development is responsible for the development, amendment and implementation of this policy. The internship policy will be evaluated and reviewed after three years, or when the need arises.

13. DISPUTE RESOLUTION

Employees and/ or Interns , who are aggrieved with the manner in which the internship programme has been dealt with or the payment of the stipend, may utilise the normal procedures as per the Labour Relations Act, 66 of 1995 as amended, the Grievance Procedure and/or any other relevant prescript.

14. COMMUNICATION

The content of this policy shall be communicated to all employees in the KwaZulu Natal Department of Education.

15. IMPLEMENTATION DATE

This policy will come into effect on the first day of the following month following the date of approval.