

1. Purpose

The purpose of this policy is to ensure that each and every employee, from the day they assume duty in Council until the end of their career, participate in a properly structured training process that will ensure that their work performance is maximized and potential fully developed.

2. Policy Statement

The Municipality is fully committed to the structured and systematic training and development of all its employees and Councillors on an ongoing basis to enable them to perform their duties effectively and efficiently. This will also be provided to enable Employees to acquire the skills, knowledge, related qualifications and to unlock their potential to meet its future human resources needs.

3. Objectives

- 3.1 To provide skills development framework for Employees and Councillors
- 3.2 To provide a framework for aligning training needs with the strategic objectives of the Municipality.
- 3.3 To equip Municipal Human Resources with the necessary skills for better service delivery.
- 3.4 To manage skills development processes within the Municipality.
- 3.5 To cater for the previously under privileged sections of the Municipal Human Resources.

4. Scope of Policy

The Policy shall apply to all municipal employees and councillors excluding experiential trainees and temporary employees employed for a period lesser than 12 months.

5. Policy Provisions

- 5.1 Training and development plans and programmes for all job levels shall support the Municipality's strategies, action plans, human resources planning process as well as any other present and future training and development needs.
- 5.2 All training and development initiatives shall be properly planned, programmed and recorded, and the results reviewed to determine how training methods can be improved and how maximum benefit can be obtained from resources devoted to training and development.
- 5.3 This will, inter alia, include a systematic and cost-effective training development approach, consisting of externally developed and presented, as well as in-house training and development programmes.

5.4 Training Needs Analysis

- 5.4.1 Training needs analysis shall be done by conducting a skills audit for all employees and councillors in order to develop a five (5) year skills development plan which will be reviewed annually;
- 5.4.2 Training needs will be prioritized as per the Directorate skills gaps, provided that it is in the priorities of the Head of Directorate, and be presented through an annual training programme.
- 5.4.3 All training and development programs shall be aligned with needs based on post requirements, the tasks to be performed, and based on the performance gaps of the incumbent.
- 5.4.4 The Skills Development Facilitator shall administer the process of auditing institutional skills to advise the Skills Development Committee.

5.5 Nomination of employees/councillors for training

- 5.5.1 Nominations of employees or councillors to attend courses shall be based on an identified need.
- 5.5.2 The most suitable employees or councillors shall be nominated for training courses by their respective Directors or Speaker or Mayor (for Executive Committee members)
- 5.5.3 An employee or councillor who fails to attend a course for which they are nominated shall advance reason and in no less than 2 clear working days for such failure, through their Director so that substitute / alternative arrangements can be made, if necessary.
- 5.5.4 Employees or Councillors who fail to attend or fail to give notice of not being able to attend will be disciplined and will be responsible for payment of any expenses incurred.

5.6 Management of training and skills development

- 5.6.1 The Corporate Services Directorate shall provide advice and assistance on training activities, and it will be responsible for administrative and operative co-ordination of the training process and programmes.
- 5.6.2 The Skills Development Facilitator shall develop a database of accredited training providers for recommendation to the Skills Development Committee.
- 5.6.3 The training budget for the whole Municipality will be centralized and be under the control of Corporate Services Directorate.
- 5.6.4 Use of training funds will be strictly authorized by the Corporate Services Directorate.
- 5.6.5 These funds will be used strictly according to the approved annual training plan, Workplace Skills Plan, and the training standards & principles set out by the South African Qualifications Authority (SAQA) and Sector for Education and Training Authority (SETA)
- 5.6.6 Any employee or councillor approved for training programmes shall attend at the arranged venue
- 5.6.7 The municipality shall pay the accommodation and travelling costs for such employees/councillors to attend training.
- 5.6.8 Employees/Councillors who attend approved training programmes shall submit their results to the Corporate Services Directorate for reporting purposes
- 5.6.9 Employees/Councillors who fail to submit their results will not be further approved for training
- 5.6.10 No costs will be incurred by Council towards accommodation or travelling for employees or councillors who write supplementary examination

- 5.6.11 No costs will be incurred by Council towards travelling for submission of assignments by employees/councillors attending training programmes

6. Professional Bodies

- 6.1 The municipality shall approve a list of professional bodies to which the employees affiliate, provided they are in line with the Directorate functions;
6.2 The municipality shall pay membership fees for employees in the approved professional bodies

7. Skills Development Committee

- 7.1 With regards to capacity building, the Skills Development Committee of the Municipality shall assist in coordinating and ensuring an integrated approach to effective and goal orientated training and development interventions in the Municipality.
7.2 The Committee shall also foster equal access to training and development opportunities to staff and councillors
7.3 The Committee shall be composed of representatives of all Departments, 2 Councilors and the two Unions of the Municipality.
7.4 One of the Councilors serving in the Committee shall act as a Chairperson of the committee and may delegate chairing powers when the need arises.
7.5 Meetings shall be held on a bi-monthly basis, unless otherwise decided.
7.6 Functions of the Skills Development Committee shall be:
7.6.1 Assessing and monitoring training needs of the Employees/Councilors' and those of the Committee members.
7.6.2 Assisting in prioritizing the identified training needs of their constituencies.
7.6.3 Reviewing, monitoring and making recommendations on employment and training practices in order to achieve relevant objectives and targets of the Municipality.
7.6.4 Evaluation of employment decisions, conditions of services, promotions, transfers, skills development, disciplinary and grievance procedures.
7.6.5 Overseeing ongoing communication and feedback on all matters relating to equity, unfair discrimination and affirmative action in employment and training practices.
7.6.6 Assessment and evaluation of the Workplace Skills Plans.
7.6.7 Assessment and evaluation of the effectiveness of training.
7.6.8 Making recommendations on allocation of training funds to the training programmes
7.6.9 Reviewing and formulation of training and development policies of the Municipality.
7.6.10 Constituting liaison between the Corporate Services Department, other departments on matters relating to skills development and employment equity activities.
7.7 All recommendations made by the Skills Development Committee shall be submitted to the Corporate Services Committee of the Municipality.

8. Study Assistance



- 8.1 The Municipality shall approve study grants subject to an agreement entered into between the Municipality and the Employee in respect of which the following conditions will be specified:

- 8.1.1 The Municipality shall pay up to 60% of the cost of books, registration and tuition fees directly to the institution where possible in each academic year.
- 8.1.2 The total cost referred to in clause 8.1.1 shall not be recoverable from the Employee / Councillor.
- 8.1.3 If the Employee has failed or not written exams, the Employee must provide a written report to his/ her Head of Department stating causes and reasons for such failure and motivating for the continuation of the financial assistance by the institution of which the municipality shall not unreasonably withhold.
- 8.1.4 The Employee who has received a study grant, irrespective of whether he/ she has written or not written final exams or have passed or failed the exams, must undertake to serve the municipality for a period equal to the period of study (undertaking to serve the Municipality should be in writing).
- 8.1.5 If the Employee fails to serve the full portion of the period referred to in Clause 8.1.4, a full or pro rata portion of the study grant shall be recoverable from the Employee without interest.
- 8.1.6 Upon successfully completing the study programme, the Employee will not be automatically being eligible for promotion.
- 8.1.7 Payment of a study grant of 60% shall be subject to undertaking by the Employee / Councillor to pay the balance of 40% of the study fees in advance or not later than three months preceding the end of the academic year of the study programme.
- 8.1.8 Should the Employee fail to pay the balance of 40% of study fees, the amount of 60% paid by the Municipality shall be due for recovery from the Employee's / emoluments.
- 8.1.9 The Employee must further undertake to pursue his/her studies diligently and complete the studies within a specified period.
- 8.1.10 Should the Employee fail to complete the study programme owing to any reason or leave the employ/ service of the Municipality before completing the study programme in an academic year or fail to serve the Municipality for a required period, the amount of money paid by the Municipality shall be recoverable from any emoluments due to the Employee / Councillor.
- 8.1.11 First priority for study grants will always be given to Employees who wish to register for tertiary education for junior degrees/diplomas, than to Employees who want to further other studies and however, the nature of the job and operational requirements will take preference, taking into account the Employment Equity and Workplace Skills Plans.
- 8.1.12 Study grants will be provided for in the annual training budget by the Corporate Services Directorate.
- 8.1.13 Applications by Employees for annual study grants shall be made by an Employee at least 12 months before the commencement of the following academic year of the intended study programme and/or 8 months before commencement of the following financial year of the Municipality to the Corporate Services Directorate subject to whatever workable time frame for the Municipality.
- 8.1.14 An original copy of results shall be submitted to the HR Division of the Corporate Services Department not later than two weeks after receipt by the Employee.
- 8.1.15 All applications for making a provision in the subsequent budget for a study grant in the subsequent budget must be supported and recommended for consideration by the Head of Department in writing.

- 8.1.1b Only study grants applications processed in terms of this policy will be considered for allocation of funds and approval. Study grants will not be paid retrospectively as reimbursement to an Employee.

9. EFFECTIVE DATE

This Policy will be effective on the date of approval by Council (in this case it is the 20th of November 2014).

SIGNATORIES	
Signed on this <u>21st</u> day of <u>NOVEMBER</u> year <u>2014</u>	Signed by Municipal Manager
At place: <u>LADY FRERE</u>	
	Municipal Manager
Signed on this <u>21st</u> day of <u>NOVEMBER</u> year <u>2014</u>	Signed by Speaker
At place: <u>LADY FRERE</u>	
	Speaker