

BAVIAANS MUNICIPALITY

TRAINING AND DEVELOPMENT POLICY

1. INTRODUCTION

The Municipality is committed to the structured and systematic training and development of all its employees on an ongoing basis to enable them to acquire skills, knowledge and suitable qualifications in order to develop their potential and enable them to perform their duties diligently, effectively and efficiently.

2. TRAINING AND DEVELOPMENT STRATEGY

The training and development strategy of the Municipality must ensure that there is always a linkage between the training needs identified in the skills audit undertaken in respect of staff of the Municipality and the capacity enhancement needs of such staff as identified in the Integrated Development Plan of the Municipality.

A Training Committee will be established by the Council of the Municipality as required by the Skills Development Act 1998 to provide, inter alia, a framework for the provision of training courses as well as training need guidelines.

The composition of the Training Committee is set out in Paragraph 3 hereof.

A Skills Development Facilitator will be appointed by the Council as required by the Skills Development Act 1998 to ensure that the Skills Development Plan of the Municipality is implemented.

The Skills Development Facilitator together with the Human Resources Officer will provide advice and assistance on training activities to the Training Committee.

The Human Resources Officer will be responsible for the administrative and operative co-ordination of the training process and training programmes of the Municipality.

3. TRAINING COMMITTEE

A Training Committee will be established as required by the Skills Development Act 1998 after full consultation with the Local Labour Forum.

The Training Committee will comprise Councillors, departmental representatives, representatives of SAMWU and IMATU and representatives of training institutions in local government, the latter with the express approval of the Council of the Municipality.

The total number of representatives on the Training Committee will be determined by the Council after consultation with all representative bodies.

The Heads of Departments or officials appointed by them will represent their respective Departments on the Committee.

The Skills Development Facilitator will be the Secretary of the Training Committee.

Meetings of the Committee will be held every two months unless otherwise decided by all representative persons or bodies represented thereon.

4. FUNCTIONS OF TRAINING COMMITTEE

The functions of the Committee will be as follows:-

- [a] The consideration of requests for training from employees of the Council submitted to the Committee through the relevant Head of Department who shall be obliged to make a recommendation on such request.
- [b] The assessment and monitoring of the training needs of Councillors, employees and Committee members.
- [c] An assessment and evaluation of the effectiveness of training courses provided by or arranged by the Council or any other body.
- [d] The presentation of reports to the Council on the training needs and programmes.
- [e] The ongoing assessment and evaluation of the Workplace Skills and Employment Equity Plan of the Council;
- [f] The formulation, assessment and evaluation of a Training and Development Policy for the Municipality.

5. INDUCTION

Every new employee, regardless of function or department/section in which he or she is to be employed, shall, within 30 days of commencement of duty, receive systematic induction training which will enable such employee to become fully oriented and operational in his/her respective job in the shortest possible time.

An induction training course will, inter alia, cover the following topics:

- [a] A description of municipal role-players

Should the applicant, for any reason, not write an examination, then the study leave granted to him/her shall be converted into annual leave and be deducted from the annual leave entitlement of the employee concerned.

- [b] A description of how a Municipality operates and its core functions and non-core functions.
- [c] The Human Resource policies of the Council.
- [d] The conditions of service of the Council including salaries and fringe benefits.
- [e] The disciplinary and grievance procedures of the Council.
- [f] Lines of communication and communication procedures.
- [g] Customer Care.

As part of the staff induction course, staff must be formally introduced to other employees of the Council with whom they will regularly make contact.

6. STUDY LEAVE

The Council shall grant employees pursuing an approved course of study, the following periods of study leave, which leave shall be regarded as special leave:

- [a] Employees who are studying towards a grade 12 (Std 10) certificate, two days' study leave plus the day on which the examination paper is written per subject, regardless of whether or not examination papers for that subject are written on the same day;
- [b] Employees who are studying towards an approved diploma or degree at a Technikon or University, three days' study leave per subject or module inclusive of the day on which the subject or module is written.

Where employees are required to attend lectures during normal working hours at an educational institution for the purpose of pursuing an approved course of study, the Council may grant them special study leave on a negotiated basis for such period of study provided that at least 50% of the period of absence from the workplace by the affected employee shall be deducted from such employee's annual or accrued leave subject further to such arrangement not conflicting with the Basic Conditions of Employment Act 1997 insofar as it applies to the grant of annual leave.

Notwithstanding the provisions of the above paragraphs, study leave for all purposes, shall not exceed 12 working days per annum.

Prior to proceeding on study leave, the applicant shall complete the prescribed leave form, provide proof to the satisfaction of the Human Resources Officer that he/she is required to write an examination and obtain the required permission to proceed on study leave.