



## INTERNSHIP AND EXPERIENTIAL TRAINING POLICY

<b>POLICY NUMBER</b>	
<b>POLICY TYPE</b>	<b>HUMAN RESOURCE POLICY</b>
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<b>INITIAL APPROVAL DATE</b>	<b>19 JANUARY 2026</b>
<b>PREVIOUS REVIEWAL</b>	
<b>NEXT REVIEW DUE</b>	<b>19 JANUARY 2027</b>
<b>RESPONSIBLE MANAGER</b>	<b>HEAD: HUMAN RESOURCE</b>

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**TABLE OF CONTENT**

**PAGE**

1. PREAMBLE.....4

2. OBJECTIVES OF INTERNSHIP AND EXPERIENTAL LEARNING PROGRAMME.....4

3. SCOPE OF APPLICATION.....4

4. DEFINATIONS.....5

5. LEGISLATIVE AND POLICY WORKSHOP.....5-6

6. TARGET GROUPS.....6

7. APPOINTMENT OF INTERNS/ EXPERIENTAL TRAINEES.....6

8. DURATION OF THE PROGRAMME .....6

9. REMUNARATION.....7

10. CONDITION OF SERVICE.....7

11. MENTORING AND COACHING.....7

12. RECORD KEEPING.....8

13. BUDGET AND RESOURCE IMPLICATIONS.....8

14. IMPLEMENTATION, MONITERING AND EVALUATION.....8

15. COMMUNICATION AND CONSULTATION.....8

16. PENALTIES.....8

17. DISPUTE RESOLUTION.....8

18. POLICY REVIEW.....8

19. APPROVAL AND SIGNATURES.....9

## 1. PREAMBLE

South Africa faces a significant challenge with persistently high unemployment rates, particularly among young graduates. While job creation is progressing, it is not occurring at a pace sufficient to absorb the growing number of job seekers.

This challenge is further compounded by a mismatch between the skills possessed by graduates and those demanded by the labour market, as well as a widespread lack of relevant work experience. Additionally, the global shift towards the Fourth Industrial Revolution (4IR) presents both opportunities and threats, demanding a new set of digital and technological competencies.

This policy is established in response to these pressing issues, with the primary aim of fulfilling a social responsibility to empower and uplift the youth of the OR Tambo region. It seeks to address unemployment by bridging the skills gap, enhancing employability, and preparing the youth for participation in a rapidly evolving economy.

## 2. OBJECTIVES OF INTERNSHIP AND EXPERIENTIAL LEARNING PROGRAMMES

- 2.1 To address the general shortage of qualified and skilled individuals in the workforce by encouraging graduates to gain essential practical experience relevant to their field of study.
- 2.2 To provide unemployed graduates with meaningful workplace exposure, practical skills, and industry-specific experience that will enhance their employability and career readiness.
- 2.3 To offer TVET (Technical and Vocational Education and Training) learners the practical experience required to meet the criteria for the successful completion of their qualifications.
- 2.4 To facilitate entry into the public sector by equipping individuals with the necessary knowledge, skills, and experience to pursue career opportunities in government and related institutions.

## 3. SCOPE OF APPLICATION

This policy applies to:

- 3.1 Interns
- 3.2 Experiential Trainees/tertiary students
- 3.3 Mentors and Coaches

#### 4. LEGISLATIVE AND POLICY FRAMEWORK

- i. Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996).
- ii. Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- iii. Labour Relations Act, 1995 (Act No. 66 of 1995).
- iv. Employment Equity, 1998 (Act No. 55 of 1998).
- v. Skills Development Act, (Act No. 97 of 1998).
- vi. Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997)
- vii. Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- viii. National Skills Development Strategy
- ix. National Qualifications Framework
- x. South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
- xi. Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- xii. Skills Development Levies Act, 1999 (Act No. 9 of 1999)
- xiii. National Youth Commission Act, 1996 (Act No. 19 of 1996)
- xiv. Any other applicable prescripts

#### 5. DEFINITIONS

**Intern** refers to a student or trainee who works, to gain practical work experience post qualification obtained.

**Experiential Trainee** refers to a student or trainee who is currently placed in a work environment, to gain practical exposure and work experience, towards attaining a qualification in a specific field of study.

**Coaching/Mentoring** refers to an ongoing approach to supervising/managing people, for developing a partnership between the manager/supervisor and employee that creates a shared understanding about what needs to be achieved and how it is to be achieved.

**Entity:** means Port St Johns Development Agency SOC (LTD)

**Qualification** refers to a planned and structured combination of learning outcomes acquired through formal education, training, or assessment, with clearly defined purposes. It represents the formal recognition of an individual's knowledge, skills, and competencies in a specific field or

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profession. A qualification is typically awarded upon successful completion of a course of study, training programme, or accredited assessment process.

**Agreement/Contract:** refers to a legal agreement between an Intern/Experiential Learner and the Entity and/or institution of higher learning.

## 6. TARGET GROUPS

- 6.1 Unemployed graduates from higher education institutions who have successfully completed their National Certificates, National Diplomas, or Degree qualifications.
- 6.2 Unemployed graduates who have not yet gained work experience relevant to their field of study.
- 6.3 Students, particularly from Technical and Vocational Education and Training (TVET) institutions, whose qualifications require the completion of structured workplace experience in order to graduate.

## 7. APPOINTMENT OF INTERNS / EXPERIENTIAL TRAINEES

- 7.1 Interns shall be appointed from the Entity's database of unemployed graduates, which is maintained by the Skills Development Unit.
- 7.2 TVET learners and students shall be placed based on formal requests received from institutions of higher learning or external funding bodies.
- 7.3 The Human Resource Development (HRD) Unit shall, on an annual basis, advertise an open call for unemployed graduates to register on the internship database.
- 7.4 The relevant Head of Department (HOD) shall identify the need for an intern and submit a formal request to the Head of Corporate Services for consideration and approval.
- 7.5 Upon receiving approval, the Skills Development Facilitator (SDF) shall select a suitable candidate from the internship database and submit the recommendation to both the HOD and the Corporate Services Manager for final approval.
- 7.6 Appointment of Interns/Experiential trainees should be on first come-first serve basis.

## **8. DURATION OF THE PROGRAMME**

- 8.1** The duration of the internship programme shall be a fixed period of twenty-four (24) months.
- 8.2** The duration of experiential training placements shall be determined by the specific requirements set by the relevant institution of higher learning or training authority.

## **9. REMUNERATION**

- 9.1** Interns shall be remunerated either from the Entity's internal budget or through discretionary grants received from external funders, such as Sector Education and Training Authorities (SETAs).
- 9.2** Interns shall receive a stipend as compensation for duties performed during the internship period. The stipend shall be aligned with the minimum wage as determined by the South African Local Government Bargaining Council (SALGBC).
- 9.3** The maximum stipend payable shall be equivalent to 100% of the prevailing monthly minimum wage within the local government sector. This amount shall be adjusted annually in accordance with the wage increases determined by the SALGBC.

## **10. CONDITIONS OF SERVICE**

- 10.1** Leave for interns shall be governed in accordance with the provisions of the PSJDA Leave Management Policy, unless otherwise stipulated in the internship agreement or relevant programme guidelines.

## **11. MENTORING AND COACHING**

- 11.1** The Head of Department (HOD) shall assign a dedicated official to serve as a coach and mentor for each intern or experiential trainee placed within their department.
- 11.2** In consultation with the Skills Development Facilitator (SDF), the assigned mentor shall develop a structured work placement programme for the intern or trainee. This programme shall be formally evaluated on a quarterly basis, with ongoing monitoring and monthly progress reporting within the relevant unit or section.

- 11.3** Interns and trainees shall be rotated through various sections within their relevant field to ensure comprehensive exposure and skill development.
- 11.4** Mentors shall submit quarterly progress reports to the Skills Development Facilitator, detailing the intern's or trainee's development, performance, and areas for improvement.
- 11.5** The Skills Development Facilitator shall conduct annual follow-ups on programme alumni to assess post-programme employment outcomes, including the absorption rate into the labour market.

## **12. RECORD KEEPING**

All documentation related to the Internship Programme shall be maintained and securely stored by the Corporate Services Department. Records will be kept for the prescribed period as stipulated by applicable legislation.

## **13. BUDGET AND RESOURCE IMPLICATIONS**

Each Department shall be responsible for budgeting the resources required for the implementation of this policy. Departments must submit their internship-related budget requests to Corporate Services for consolidation and inclusion in the overall budget.

## **14. IMPLEMENTATION, MONITORING AND EVALUATION**

Appointment of interns/Experiential trainees should be closely monitored by the CEO through receiving database monthly reports from Corporate Services.

This policy shall become effective upon recommendation by the Human Resources and Remuneration Committee and subsequent approval by the Board of Directors. The Skills Development Unit will oversee the implementation, monitoring, and evaluation of this policy to ensure its objectives are met.

## **15. COMMUNICATION AND CONSULTATION**

This policy will be communicated to all employees through all available communication channels within the Entity and will be published on the Entity's official website. The Corporate Services Department is responsible for raising awareness and ensuring effective dissemination of the policy.

## **16. PENALTIES**

Any non-compliance with the provisions of this policy shall be regarded as misconduct and will be dealt with in accordance with the Entity's Disciplinary Code and procedures.

**17. DISPUTE RESOLUTION**

Any grievances or disputes arising from the implementation or interpretation of this policy shall be addressed through the Entity's established internal dispute resolution processes.

**18. POLICY REVIEW**

This policy shall be reviewed annually from the date it takes effect to assess its relevance, effectiveness, and alignment with organizational needs and legislative changes.

**19. APPROVAL AND SIGNATURES**

**Chief Executive Officer**

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Signature

19 January 2026

Date

**Board Chairperson**

  
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Signature

19/01/2026

Date