

## Annexure U

# **STUDENT ASSISTANCE POLICY (SAP)**

### **1. PREAMBLE**

MUNICIPALITY has a social responsibility to assist students within its jurisdiction and outside its jurisdiction, wherever possible, in terms of social and economic upliftment, including education, training and development.

### **2. OBJECTIVES OF THE POLICY**

- 2.1. Use the MUNICIPALITY as an active learning and training environment,
- 2.2. Provide students with opportunities to acquire skills and experience in their respective fields,
- 2.3. Contribute towards developing a new cadre of competent and committed future employees for a people oriented service,
- 2.4. Develop the employability skills of students and improve their ability to find employment both in the private and public sector,
- 2.5. Offer insights into future employment opportunities,
- 2.6. Assist students to evaluate their career options,
- 2.7. Improve the foundations for human development,
- 2.8. Improving the supply of high quality skills (particularly scarce skills), which are more responsive to societal and economic needs, and
- 2.9. Increasing the MUNICIPALITY's participation in life long learning,

### **3. FOCUS AREAS OF STUDENT ASSISTANCE POLICY**

#### **3.1 Work Shadowing Programme:**

Students within this area (i.e. from high schools) shall be required to spend a specified period of time 'shadowing' employees in order to gain experience within the work environment. Where possible this placement will take place during their vacation, unless otherwise determined by the Municipal Manager. Generally, the duration of shadowing shall not exceed one month.

#### **3.2 Practical Training Programme:**

This programme seeks to assist students from institutions of higher learning who require specialist experiential training within their field of study in order to obtain a qualification. In most instances, prescribed work categories are furnished and a formal record is kept of all practical experience. Generally the duration of the training from this area ranges from one month to one year.

### 3.3 Internship:

Students who have already completed their Diplomas/Degrees are accommodated in this programme in order to gain experience in their chosen field of studies. This could range from 1 month to a maximum of 3years.

### 3.4 Other

On an ad-hoc basis requests are received from international academic Institutions, to accommodate students for internship programmes ranging from one to six months. All costs incurred (including insurance / remuneration) will be covered by the respective international institutions.

## 4. COMMUNICATION WITH INSTITUTIONS OF LEARNING

Training and Development Officer / Skills Development Facilitator or any other designated official from the Human Resource Department will co-ordinate all communication (written or verbal) with both line management as well as the relevant institutions of learning and where necessary with any other institution of Learning.

4.1 Designated official will be responsible for the following:

4.1.1 Request and collate, from the learning institutions, any information pertaining to the training programme, i.e. the practical experience which the student is required to obtain before being awarded the specific qualification; the number and details of students who require the practical experience, etc.

4.1.2 The said official will then liaise with each Department the **MUNICIPALITY** in order to establish most practical arrangement.

4.1.3 It will be the responsibility of each Department to nominate a relevant person who will establish and maintain an appropriate mentorship programme and further co-ordination with the Human Resources Department.

## 5. ORGANISATIONAL CAPACITY TO PROVIDE STUDENT ASSISTANCE TRAINING

Each Department, once furnished with all relevant information, must determine whether they are able to provide the required training. The decision to provide training should be made on the basis of the following criteria:

5.1 The capacity of the Department to provide relevant practical training and mentorship in accordance with the requirements as laid down by the institutions of learning; and

5.2 The availability of funds.

## 6. SELECTION OF APPLICANTS FOR STUDENT ASSISTANCE TRAINING

The selection of students for training must take the following criteria into account:

- 6.1 Preference shall be given to designated groups, in line with the objectives of the Employment Equity Act (District's Employment Equity Plan) and the Skills Development Act. Persons from previously advantaged backgrounds will, however, not be excluded from the selection process;
- 6.2 Preference shall be given to persons residing within the Municipal boundaries, but shall not exclude persons residing outside of these boundaries (particularly if these persons are from the designated groups.)
- 6.3 The appointment of students will be co-ordinated by the designated official from the Human Resources Department (in compliance with the MUNICIPALITY recruitment and selection policy and employment equity plan) in co-operation with the relevant line departments, unless the Municipal Manager decides otherwise.

## 7. PAYMENT OF STUDENTS DURING THE PERIOD OF TRAINING

Payment of students shall be as follows, unless otherwise determined:

### 7.1 Work – Shadowing Program:

Tariff: R35, 00 per day

### 7.2 Practical Training Program

Tariff:	1 <sup>st</sup> year student	-	R50,00 per day
	2 <sup>nd</sup> year student	-	R60,00 per day
	3 <sup>rd</sup> year student	-	R70,00 per day
	4 <sup>th</sup> year student		
	(and subsequent)	-	R80,00 per day

### 7.3 Internship:

Tariff: Equivalent to Post Level 8

This payment is intended to cover travelling and incidental costs.

## 8. GENERAL PROVISIONS

- 8.1 Compliance with all relevant legislative arrangements shall be strictly observed and complied with,
- 8.2 The Municipal Manager may from time to time amend, vary or deviate from any provision(s) of this policy, if such act is informed by *bona fide* operational requirements of the municipality.