



A Better Place for All

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DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY

TRAINING AND DEVELOPMENT: POLICY

Date Approved:	21 MAY 2024
Effective Date:	2024-2025

1. PURPOSE

To assist Councilors and officials who wish to acquire skills, and knowledge and to develop themselves as individuals academically through attending short courses, seminars, conferences and academic training with registered academic institutions etc.

2. SCOPE OF APPLICABILITY

The policy applies to councilors and employees of Dr. Nkosazana Dlamini-Zuma Municipality.

3. DEFINITIONS

In this policy unless the context indicates otherwise-

- 3.1 **“Employee”** means a permanent, temporary, part-time or contract employee or apprentice receiving pay or entitled to it, but excluding a student and independent contractor.

- 3.2 **“Training”** means the act or process of learning to improve job related skills of employees.
- 3.3 **“Development”** refers to development possibilities within a job or position for a specific employee, with reference to the employee’s personal growth and personal goals.

4. ABBREVIATIONS

- 4.1 **‘IDP’** Integrated Development Plan.
- 4.2 **‘JD’** Job description.
- 4.3 **‘MM’** Municipal Manager.
- 4.4 **‘NQF’** National Qualifications Framework.
- 4.5 **‘PDP’** Personal Development Plan.
- 4.6 **‘SAQA’** South African Qualification Authority.

5. TRAINING AND DEVELOPMENT POLICY

- All the Training that will be implemented by the Municipality in-terms of this policy will be in line with the WSP except on the cases of induction, COGTA and SALGA and other government programmes .
- The municipality shall incur training costs, for the training of councilors and employees before the attendance of training programs. The training programs should be in line with the Work-place Skills Plan and the overall objective of the municipality and be provided by accredited and registered service providers.
- The Municipality shall conduct a Audit and identify skill gaps that exists in the Municipality.
- The municipality will facilitate training of councilors/employees in line with the WSP and other training that may be identified by relevant Government Departments.
- Employees and Councillors attending training must submit proof of attendance to the Corporate and Support Services Department after the training sessions.
- Failure to attend the training or to complete the qualification all cost incurred by the municipality shall be recovered from the individual participant.

6. BASIC POLICY REQUIREMENTS

The training and development activities of the municipality shall be guided by the following principles:

- All councilors/employees, irrespective of their race, age and gender, political affiliate have the right to training and to develop their full potential.
- All councilors/employees, irrespective of their race, age and gender should be informed of training opportunities and encouraged to pursue a career path whenever such opportunities arise.

- Training programmes should be developed to facilitate councilor's adjustment to structural change and technological innovation in the workplace.
- Training programmes should be provided to allow members of the designated groups (blacks, Women and disabled people) to compete equally for appointment advancement and promotion in the labour market.
- Training programmes should be designed, acquired or accessible to develop councillors'/employees existing skills to the required standard. Recognition of prior learning should be given wherever possible.
- Where a councilor/employee lacks the necessary general education to enter a training programme, general education should be provided through a special programme.
- The successful completion of training shall not automatically give grounds for promotion, increase in remuneration or any review of conditions of contract.

7. PRINCIPLES

- The whole process must be underpinned by among others, the following fairness, equity, honesty, transparency, qualitative, openness and unbiased.

The following statutes shall form the basis of the municipality's training and development policy:

- Constitution of the Republic of South Africa, Act No. 108 of 1996
- Basic conditions of Employment Act No. 75 of 1997.
- Labour Relations Act No. 66 of 1995.
- Employment Equity Act No. 55 of 1998.
- Occupational Health and Safety Act No. 85 of 1993.
- Skills Development Act No. 97 of 1998.
- Skills Development Levies Act No.9 of 1999.

8. POLICY IMPLEMENTATION AUTHORITY

- Corporate Support & Services Department.

9. POLICY AUTHORISATION AUTHORITY

- The Council will remain the principal source of authority.

10. POLICY MONITORING AUTHORITY

- The Training committee and Local Labour Forum.
- Training committee shall be constituted by the Chairperson of Corporate Support & Service his or her delegate, Labour unions, Human Resource and the Skills Development Facilitator.

11. COUNCIL APPROVAL AND EFFECTIVE DATE

Approval of Policy by Council and Effective date: -----

MUNICIPAL MANAGER



DATE

21 MAY 2024
