



DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY

TRAINING AND DEVELOPMENT POLICY

Date Approved:	
Date Implemented:	

1. PURPOSE

To assist Councilors and officials who wish to acquire skills, 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 appointed under the Municipal System Act no 32 of 2000 and Sec 54 & 56.

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.
- 3.4 **'IDP'** Integrated Development Plan.
- 3.5 **'JD'** Job description.
- 3.6 **'MM'** Municipal Manager.
- 3.7 **'NQF'** National Qualifications Framework.
- 3.8 **'PDP'** Personal Development Plan.
- 3.9 **'SAQA'** South African Qualification Authority.

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4. TRAINING AND DEVELOPMENT POLICY

- 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 overall objective of the municipality and be provided by accredited and registered service providers.
- The municipality will facilitate training of councilors/employees who wish to develop their skills.
- Proof of attendance of the training course shall be submitted 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 employee.

5. 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, 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.

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6. 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 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.

7. POLICY IMPLEMENTATION AUTHORITY

- Corporate Services Department through Training Division.

8. POLICY AUTHORISATION AUTHORITY

- The Council will remain the principal source of authority.

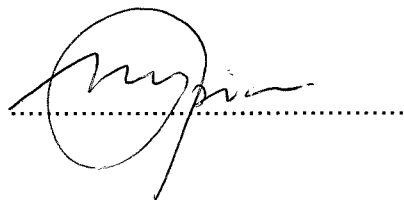
9. POLICY MONITORING AUTHORITY

- The Human Resource Management and Training committee, Employment Equity Forum, Skills audit committee, and Local Labour Forum.
- Training committee shall be constituted by the Chairperson of Corporate Service portfolio committee/ his or her delegate, Labour unions and Municipal Manager or his/her delegate and the Skills Development Facilitator.

10. COUNCIL APPROVAL AND EFFECTIVE DATE

Approval of Policy by Council and Effective date: **09 September 2016**

MUNICIPAL MANAGER



DATE

12 September 2016