



Mogale City Local Municipality

# Internship and Learnership Policy

2026/2027

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### 1. ABBREVIATION AND DEFINITIONS

## 1.1 ABBREVIATION

<b>ABBREVIATIONS</b>	<b>DEFINITIONS</b>
DC&GP	Disciplinary Code and Grievance Procedure
ED	Executive Director
EWS	Employee Wellness Services
FET	Further Education and Training
FMG	Financial Management Grant
HET	Higher Education and Training
HCM	Human Capital Management
LGSETA	Local Government Sector Education and Training Authority
L & D	Learning and Development
LM	Leave Management
MCLM	Mogale City Local Municipality
MFMIP	Municipal Finance Management Internship Programme
MISA	Municipal Infrastructure Support Agency
MM	Municipal Manager
NDP	National Development Plan.
OHS	Occupational Health and Safety
R&S	Recruitment and Selection
RSA	Republic of South Africa
WIL	Work Integrated Learning

## 1.2 Document Management

DOCUMENT NAME	INTERNSHIP AND LEARNERSHIP POLICY
Ownership	Council Executive Mayor Municipal Manager Executive Director Manager: Human Capital Management
Custodian	Assistant Manager: Learning and Development
Effective Date	
Approval Date	

## 1.3 Definitions

TERM	DEFINITIONS
Internship	A planned structured and managed work experience that is occupationally based and is done by students who have already completed their qualifications.
Learnership	A training programme which leads to a qualification that relates to an occupation and consists of a structured learning component and practical work experience.
Mentor	A qualified subject expert identified by the Municipality to supervise and mentor an intern or learner. Managers and assistant managers
Coach	An official who gives advice, guidance and assistance to the learner for the learner to develop and grow in his/her work experience and thereby improve his/her chances of obtaining employment.
Agreement/Contract	A legal agreement or contract between a learner and or Intern and Mogale City Local Municipality and between the academic institution/service providers.

## **2. EXECUTIVE STATEMENT**

MCLM is committed to creating a learning environment that seeks to empower the Youth, Women, People with Disabilities and previously disadvantaged individuals and to drive the specific skills development interventions on a short to long term basis.

## **3. INTRODUCTION**

This policy sets guidelines for the Municipality in terms of the provision of opportunities for students to gain experience at different levels within the Local Government Sector broadly.

### **3.1 Objective**

- 3.1.1 To ensure a uniform and consistent approach in the recruitment of interns and learners into MCLM internship and learnership programmes.
- 3.1.2 To provide high-quality support to interns and learners, enabling them to access employment opportunities.
- 3.1.3 To strengthen the relationship between MCLM and its Youth, and Youth with Disabilities and previously disadvantaged by affording them career-oriented training.
- 3.1.4 To accelerate the redress of the past unfair discrimination in education, training and employment opportunities
- 3.1.5 To implement the outcomes of the National Development Plan.

## **4. LEGISLATIVE FRAMEWORK**

### **4.1 Legislative Mandate**

- South African Qualification Authority (Act of 1995)
- Skills Development Act (Act 97 of 1998)
- Skills Development Levies Act (Act 9 of 1999)
- Employment Equity Act (Act 55 of 1998)
- Labour Relations Act (Act 66 of 1995)
- National Skills Development Strategy 2030
- National Development Plan
- National Treasury Regulations
- Occupational Health & Safety Act (Act 85 of 1993)
- Municipal Systems Act (Act 32 of 2000)

## **5. SCOPE AND APPLICABILITY**

- 5.1 This policy is applicable to all Interns and Learners within MCLM area of jurisdiction, who are afforded the opportunity to undergo relevant practical training within the Municipality.
- 5.2 Preference will be given to designated groups, Youth, and Youth with Disabilities who are the citizens of the RSA.

## **6. KEY PRINCIPLES**

Implementation of Internship and Learnership policy shall abide by the following principles: Support for MCLM Strategic Objective

- 6.1 Fairness and Equity
- 6.2 Openness and Transparency
- 6.3 Market related stipend (Sectoral determination)
- 6.4 Legislative Compliance

## **7. ROLES AND RESPONSIBILITIES**

### **7.1 Executive Directors**

- 7.1.1 Identify the need for recruitment of interns and learners
- 7.1.2 Provide the necessary resources to support the interns and learners (office space and tools of trade).
- 7.1.3 Allocate Mentors and Coaches

## **7.2 Learning and Development**

- 7.2.1 Facilitate intern and learner recruitment in line with the Recruitment and Selection policy of the Municipality.
- 7.2.2 Ensure that all interns and learners are placed in accordance with the relevant prescripts.
- 7.2.3 Advise on LGSETA, WIL and National Treasury requirements for placement of various type interns and learners.
- 7.2.4 Management of intern and learner agreements and contracts from inception to termination.
- 7.2.5 Ensure consistent and timeous payment of stipends for those paid from internal budget
- 7.2.6 Advise Executive Directors in managing interns and learners' disputes.
- 7.2.7 Advise Executive Directors in managing interns and learners conduct/behaviours.
- 7.2.8 Serves as a liaison office between interns, learners, Municipality, institutions of higher learning and other relevant stakeholders.
- 7.2.9 Monitoring and evaluation of learner or intern's performance in conjunction with Executive Directors.
- 7.2.10 Reporting as required by legislation.

## **7.3 Mentors and Coaches**

- 7.3.1 Immediate supervisors where a learner or an intern is placed will be a mentor/coach
- 7.3.2 Provide mentorship and coaching to interns and learners in accordance with their respective fields of study
- 7.3.3 Ensure synergy between the internship and learnership programmes and the broader Mogale City Local Municipality frameworks and guidelines.
- 7.3.4 Supervise the interns and learners.
- 7.3.5 Create a conducive learning environment for interns and learners.

## **7.4 Interns and Learners**

- 7.4.1 Enter into a contract or agreement with the municipality
- 7.4.2 Abide by the policies, procedures, rules and regulations of the Municipality.
- 7.4.3 Where applicable, make use of the Municipality's learning and development interventions.

## **8. LINKS TO OTHER POLICIES**

- 8.1 LM policy
- 8.2 R&S policy
- 8.3 DC& GP policy
- 8.4 OHS policy
- 8.5 EWS Policy

## **9. INTERNSHIP AND LEARNERSHIP RECRUITMENT PROCESS**

- 9.1 A need is identified by ED (Core and Support) from their respective Departments
- 9.2 HCM will advertise as per request from the ED.
- 9.3 Internships and Learnerships will be advertised through the Municipality Website and/or Print Media.
- 9.4 The selection process will be done in line with the R&S Policy of the Municipality.
- 9.5 As far as possible, L&D Practitioners must be included in the recruitment process for learners and interns.
- 9.6 Interns will be selected and placed in line with their field of study.

## **10. POLICY CONTENT**

### **10.1 Evaluation of Interns and learners**

- 10.1.1 Each ED shall appoint an appropriate mentor for each Intern and learner placed in his / her Department.
- 10.1.2 The mentor(s) shall evaluate the Intern and learner according to the training schedule and programme as prescribed by the institution.
- 10.1.3 The mentor(s) and the Intern and learner shall update the logbook on a periodic basis.
- 10.1.4 The mentor(s) shall report monthly to the ED on the progress of the intern(s) and learner (s), and a copy of the report must be forwarded to the L&D Sub-Division
- 10.1.5 Intern(s), learner(s), and mentor(s) shall sign attendance registers monthly, which must then be forwarded to HCM: L&D.

### **10.2 Work Integrated Learning**

- 10.2.1 It is a programme to create an opportunity for enrolled students of a recognized tertiary Institution that need experiential training to obtain a qualification and;
- 10.2.2 To offer work exposure to the Learners to be more competitive in the work environment.
- 10.2.3 To integrate academic capabilities with real-time workplace scenarios.
- 10.2.4 Our internal bursary holders who require work-integrated learning must first obtain approval from their respective ED.
- 10.2.5 Subject to approval, they must liaise with L&D to design and facilitate their learning programme in a way that prevents disruption to service delivery in their current duties.

## 11 CATERGORIES OF INTERNSHIPS AND LEARNERSHIPS

The internship and learnership shall be categorized as illustrated below:

Type	Source Funding of	Guiding Source	Notes	Duration
MFMIP	Financial Management Grant (FMG) - National Treasury	MFMIP guideline	1 <sup>st</sup> year part payment, 2 <sup>nd</sup> year full payment 3 <sup>rd</sup> year Full payment (As per the municipality discretion)	36 Months
HET	MCLM Budget	MCLM guideline	Nonrenewable and or extendable contract	12 Months
FET		MCLM guideline/ Sectorial determination	Nonrenewable and or extendable contract	18 Months
OTHER	SETAs', MISA, etc.	Sectorial determination	As determined by the funder	12-24 Months

## 12. CONDITIONS OF SERVICE

Interns and learners recruited through MCLM processes are required to agree and sign a contract which sets out conditions of service such as time and attendance, leave entitlement, disciplinary processes, confidentiality, ethics etc.

## 13. IMPLEMENTATION OF THE POLICY

The implementation of the internship and learnership shall be effected upon the approval by Council.

## 14. FINANCIAL IMPLICATIONS

- 14.1 The implementation of the internship/learnership policy has financial implication for the municipality.
- 14.2 Implementation of some of the provisions of the internship/learnership policy shall be subject to the financial viability of the municipality.
- 14.3 Internship/learnership contracts are for one year none-renewable.
- 14.4 FMG Internship are as per the National Treasury framework.
- 14.5 Enrollment in internships and learnerships within the municipality does not guarantee a contract and/or permanent employment upon the lapse of the contract.

## 15. MONITORING AND EVALUATION OF THE POLICY

HCM division shall monitor and evaluate the implementation and compliance to internship/learnership policy.

No deviation to the internship/learnership policy is permitted.

**16. POLICY AMENDMENT AND REVIEW**

The Policy shall be reviewed every five (5) years or as and when necessary.

**17. COMMUNICATION**

The internship/learnership policy shall be socialised by HCM to all municipal employees using the full range of the communication methods available to the municipality.

**18. COMPLIANCE**

Any contravention to this policy shall be construed as misconduct and consequence management will be effected.

**19. APPROVAL**

Council	
Municipal Manager	
Signature:	
Date approved:	
Effective Date:	