

## IN-SERVICE TRAINING POLICY

### Purpose:

To contribute to skills development as per the requirements of the Skills Development Act, therefore providing assistance to persons:

- who can not acquire their qualification without practical training
- have acquired their qualification but are not employable as a result of theoretical training only
- need to serve community service in order for the qualification to be recognized

### Statement:

Umtshezi Municipality will take on students as stated in the purpose of this Policy, giving preference to students within its Municipal boundary. A letter of application from the Institution as well as a logbook will be considered and verified as proof of registration for the students. In the case of already qualified trainees, the statement of results as well as the testimonial from the Institution will have to be considered. The logbook as well as the reports as required by the Institution will be filled in by the relevant Supervisor in the different Departments.

### Allowances:

Each Student / trainee will be paid a travelling allowance of R800,00 per month. Each Department must make provision in their budget for a minimum of two (2) trainees / students per annum, each staying a maximum of twelve (12) months depending on qualification requirement.

In cases where the Department has exhausted their In-Service Training budget, volunteering will be considered.

Each volunteer will be paid a travelling allowance of R300,00 per month. The volunteers will enjoy the same status as In-Service trainees.

### Liabilities / Benefits:

The liability for the trainee while on duty, lies with the Employer.

Council Res No. 167.6.07 dd 13 June 2007