

## **SKILL DEVELOPMENT POLICY**

### **1. PURPOSE**

1.1. The objective of this policy is to promote Human Resources Development in the municipality by empowering individuals with the skills and development capacity in terms of the skills Development Act.

### **2. SCOPE OF APPLICATION**

2.1. The policy will apply to all full-time and fixed term contract employees of the municipality who are employed for longer than 2 years.

### **3. OBJECTIVES**

3.1. The Municipality's skills development program will be aimed at empowering employees and improving their capacity for their personal benefit as well as to benefit the Municipality's service delivery program.

3.2. In this regard the skills development needs of employees will be informed first and foremost by the need to support their formal jobs and responsibilities within the Municipalities.

### **4. THE MUNICIPALITY'S COMMITMENT TO SKILL DEVELOPMENT**

4.1. The municipality recognizes that its human assets are its most vital resource and is therefore committed to ensuring that all employees receive appropriate and equitable skills development opportunities for the following purpose:

- (1) To enable them to meet the requirement of their current jobs.
- (2) To enable them to make the most of their ability.
- (3) Encourage employees to take advantage of all development opportunities that are available to them.

4.2. The Heads of Department of individual departments will, based on the provision of this policy, ensure that all employees in their departments receive equal opportunities to skills development.

### **5. COMPLIANCE WITH THE LEGISLATIVE FRAMEWORK**

5.1. The Municipality will comply with the provision of the skills Development Act And Regulations 97 of 1998 (as amended) by :

5.2. Submitting its workplace Skill Development Plan (WSP) on an annual basis to the Local Government Sector and Education Authority

5.3. Compiling and Submitting an Annual Training Report (ATP) as a direct outcome of the implementation of the WSP.

### **6. SKILLS REQUIREMENTS**

- 6.1. Job Profiles of all in the Municipality shall clearly stipulate the skills, knowledge and the personal attributes required in any one job for it incumbent to successes.
- 6.2. The skills need of employees will be the difference between the requisite competencies of their jobs (as contained in the job profile) and their identified needs to be fully competent in their jobs.

## **7. RESPONSIBILITIES OF THE HUMAN RESOURCES SECTION**

- 7.1. The HR Section will coordinate and provide support across the organization for an effective skills development program.

## **8. TRAINING**

- 8.1. The provisioning of skills development within the municipality will be achieved through the following :
  - (1) External training through accredited service providers
  - (2) Internal training through mentoring and coaching
  - (3) In exceptional cases through unaccredited training. The Municipal Manager will approve all unaccredited training

## **9. THE HUMAN RESOURCES DEVELOPMENT COMMITTEE**

- 9.1. The Municipality will constitute a Human Development Committee for the purpose of overseeing all training and development issues including:
  - (1) Workplace Skills Plan Processes
  - (2) Annual Training report ratification
  - (3) Employment equity issues
  - (4) Bursary management
  - (5) Learnership and internship programs management
- 9.2. The composition of the Human Resource Development Committee shall be such that :
  - (1) It is represented by all departments and satellites officers throughout the municipality.
  - (2) It has management representation by Manager who does not come from the corporate services Department
  - (3) It has the representatives of the labour.

### **THE WORKPLACE SKILLS DEVELOPMENT PLAN**

10. The Workplace Skills Development plan shall be the only basis for providing skills development opportunities to employees within the municipality. The WSP will be costed and a budget approved formally by the municipality.

## **11. PROCEDURAL MATTERS**

- 11.1. Heads of Departments shall ensure that their employees complete a skill development needs form once every year. The Human Resources Section will provide the tools and the necessary support for this purpose, based on policy statement 6.2
- 11.2. Individual employee forms shall bear theirs and theirs managers signatures. However, where the employees fails to append her/his signature the managers signatures will stand.
- 11.3. All the forms shall be submitted to the Human Resources Section who will collate them and prepare a working report for the Skills Development Committee.
- 11.4. The committee will process each department's submission by considering the interest of the municipality as well as those of the employee using such basis as the municipality's strategy document, the annual report, etc to make a determination of the direction that must be taken by the municipality with regards skills development.
- 11.5. The Human Resources section will have the responsibility of putting together the workplace skill plan and the Employment Equity Plan on these bases, have it ratified by the skill Development committee and submit it to the municipal Manager for official sign off and onward transmission to the Local Government seta.
- 11.6. The Human Resources coordinate all training efforts and keep records as per the workplace skills plan