

WEST RAND DISTRICT MUNICIPALITY



TRAINING AND DEVELOPMENT FOR OFFICIALS POLICY

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TRAINING & DEVELOPMENT FOR OFFICIALS POLICY

1 PURPOSE OF THE POLICY

The purpose of this policy is to provide a basis for the conducting of training and skills development interventions for the West Rand District Municipality (WRDM).

2 DEFINITIONS

- **Accredited/accreditation** – means a process through which an organization’s capability to perform or deliver training and/or assessment is recognized and approved to fulfill the intended outcomes.
- **Assessment** – means a process of gathering sufficient information for evaluating what learners know and can do, which can take place through a number of methods.
- **Career development plan** – means a career path based on an employee’s potential and present performance, aspirations and personal development as foreseen by employee and employer.
- **Council** – means the West Rand District Municipality Council.
- **Employee** – means a person in the service of the WRDM, whether that is in a permanent, temporary, part-time or contractual capacity/basis.
- **Education, training and development** – means practices which directly or indirectly promote or support learning, such as teaching- or designated learning materials or programs, etc.
- **In-house** – means programs that are presented to employees of the municipality by internal service providers.
- **In service training** – means an instructional program/course, presented by Council/on request of Council, providing for continual career development of employees during their in-service years.

3 PRINCIPLE

The WRDM is committed to the structured and systematic training and development of all its employees on an ongoing basis to enable them to

perform their duties effectively and efficiently. Training and skills development programs will also be provided to enable employees to acquire the skills, knowledge and other attributes and develop their potential to meet the municipality's future human resources needs.

The training and development of an employee will commence with his/her appointment and continue as long as he/she is employed by the West Rand District Municipality. All employees will be drawn into the training process in accordance with priorities established by way of a structured analysis of skills and training needs.

Council acknowledges and accepts the responsibility and obligation with regard to training and skills development of all the officials and would as far as possible provide the necessary facilities, resources and assistance for this purpose and the maintenance thereof.

Council will meet its responsibilities through/by:

- Providing the required funds from available resources for education, training and development as prescribed by applicable legislation;
- Support justified education, training and development actions/activities and programs;
- Provide in-service training and development for learners or projects where the capacity to do so exists;
- Provide employee assistance training and development programs, and
- Provide study assistance in accordance with approved criteria and Council policy if funds are available.

All employees,

- Have a basic right to continual and applicable education, training and development within the framework of their appointment; and
- Must be trained and developed according to their potential, aptitude, interests and abilities.

All employees however have the responsibility and must undertake to:

- ✓ subject him/herself with enthusiasm and diligence to all prescribed training;
- ✓ subject him/herself with enthusiasm and diligence to all prescribed development programs, and
- ✓ To strive with enthusiasm and diligence with regard to personal development, relations and loyalty.

4 TRAINING AND DEVELOPMENT STRATEGY

- 4.1 This policy is a strategic framework designed to serve as a guide and shall be executed and administered in all Departments/units at the WRDM.
- 4.2 Training and development plans and programs for all job levels shall support the Council's strategies, action plans, human resources planning process, as well as any other present and future training and development needs.
- 4.3 All training and development initiatives shall be properly planned, programmed and recorded, and the results reviewed to determine how training methods can be improved and how maximum benefit can be obtained from resources devoted to training and development. Inter alia, this includes a systematic and cost-effective training and development approach, consisting of externally developed and presented, as well as in-house training and development programs.
- 4.4 In respect of all training and skills development activities, the following shall apply:
 - 4.4.1 A structured approach to determine training and development needs, cost-effective procurement and/or development of training courses or programs based on needs and evaluated in terms of criteria laid down from time to time;
 - 4.4.2 Attendance and/or presentation of training programs according to a training planning schedule;
 - 4.4.3 The evaluation of training in terms of trainee reaction, learning, practical application, and results achieved, and
 - 4.4.4 Annual reporting on training interventions.

- 4.5 Similarly, a continuous program of Councilor training shall be planned and implemented by the Office of the Speaker whenever it is deemed expedient.
- 4.6 The Human Capital (HC) Unit shall provide advice and assistance on training activities, and it will be responsible for administrative and operative co-ordination of the training process and programs.
- 4.7 All training must be work-related and the results measurable against pre-determined objectives. These results, where possible, are to be expressed in cost benefits.
- 4.8 The Workplace Skills Plan (WPSP) to be submitted to the Local Government SETA (LGSETA) annually in terms of the Skills Development Act of 1998 will be based on the training program that is designed for the respective financial year.
- 4.9 All training and development programs should be controlled and presented by accredited service providers and/or persons with adequate training as instructors or training officers.

The Skills Development Act, 1998 (Act no. 97 of 1998) shall be the underlying principle of Council's Training and Development Policy.

5 TRAINING COMMITTEE

- 5.1 With regards to training and development of employees, the Training Committee shall assist with co-ordination and ensuring an integrated approach to effective and goal orientated training and development interventions in the Council. The Committee shall also foster equal access to training and development opportunities to employees and Councilors.
- 5.2 The Training Committee shall be composed of duly designated representatives of all departments/units and labour component.
- 5.3 The Executive Manager Corporate Services shall act as chairperson of the committee and may delegate those powers when the need arises.
- 5.4 Meetings shall be held bi-quarterly, or as the need arises.
- 5.5 Functions of the committee shall also include:

- 5.5.1 Assessing and monitoring training needs within the WRDM.
- 5.5.2 Assisting in prioritizing the identified training needs.
- 5.5.3 Reviewing, monitoring and making recommendations on equity and training practices in order to achieve relevant objectives and targets of the Council
- 5.5.4 Assessment and evaluation of the Workplace Skills Plan.
- 5.5.5 Assessment and evaluation of the effectiveness of training.
- 5.5.6 Reviewing and formulation of training and development as well as equity policies of the Council.

5.6 All recommendations made by this committee shall be submitted to the Municipal Manager.

6 INDUCTION TRAINING

Every new employee, regardless of function or department/unit, shall receive systematic induction training, which will enable the newly employed to become fully oriented in their respective jobs in the shortest possible time.

Heads of Departments will be responsible for departmental orientation and induction of newly appointed employees in their respective departments.

Each Head of Department should ensure that the function of their unit is clearly captured in writing and submitted to the Human Capital unit on an annual basis to ensure that an induction training manual is kept up to date.

7 IN-SERVICE TRAINING

7.1 The objective of in-service training is to impart skills, knowledge and to modify the attitude of an employee in the work place in order to improve his/her competency.

7.2 A staff member, being trained at his/her workplace, shall not be entitled to compensation in respect of travelling and/or subsistence costs.

- 7.3 A staff member, who received training at a place other than his/her workplace, will be entitled to book a pool vehicle, provided that a vehicle is available and the employee has a valid driver's license.
- 7.4 Attendance of all courses, workshops, and seminars by employees shall be recommended by the relevant Manager to the Head of Department. Attendance by WRDM Councilors shall be processed through the office of the Speaker.
- 7.5 If such courses are presented on days on which the employee should be "off duty," arrangements must be made by the relevant HOD to give such an employee "time off" later, at a time that will not impact negatively on the quality of service rendered by that unit. Such days that an off duty employee attended training will not be claimed as overtime but as time off in lieu of overtime payment.
- 7.6 The Council may, from time to time, require that an employee be subjected to training of short duration in a particular field of study in order to acquire specific skills. If such training is conducted by an institution other than the Council the following conditions shall apply:
- 7.6.1 The Council must undertake to pay for all costs incurred for registration, books or modules, tuition fees and accommodation, provided that the following conditions are met:
- a The duration of the course does not exceed 1 (one) month; exceptions to be fully motivated and submitted to the Municipal Manager for consideration.
 - b It is a result of a skills audit and/or Performance Management Review;
 - c The HOD concurs that the course would be to the advantage or benefit of the Council and the employee concerned;
 - d The training is relevant to the employee's day-to-day functions;
 - e The employee is not registered for other formal studies of a similar or extended duration.
- 7.7 Learners will be responsible for their own meals during in-service or in-house training; only coffee and tea to be provided by the WRDM.

- 7.8 Service providers, who were appointed to present in-house training, should be informed that the WRDM will not supply lunch for trainers.
- 7.9 Employees and Councillors receiving a locomotion allowance will not be entitled to transport arrangements to attend any in-service or on-the-job-training.
- 7.10 Employees who attend LGSETA funded courses must have the approval of the Manager and/or Head of Department prior to attending the course which should be job related for the enhancement of skills for the post the employee is appointed in.

8 LEAVE ARRANGEMENT

- 8.1 Special leave on full pay shall be granted to an employee if the employee:
 - 8.2 Writes an examination prescribed or approved by the employer, on the basis of one (1) day special leave for each day that the employee writes an examination plus an equivalent number of days for preparation for examination.
 - 8.3 Is elected by any SASCOC and or recognized sports association to participate on Local, Provincial, National or International level in any SASCOC and or recognized sports event as either player, coach or manager, which special leave shall be granted for the duration of the event;
 - 8.4 Has been admitted to an undergraduate course and is required to attend classes, provided that the leave days granted does not exceed 160 hours per annum;
 - 8.5 Has been admitted to a postgraduate course requiring research, provided that the leave days granted does not exceed 160 hours per annum;
 - 8.6 All applications for paid special leave must be accompanied by the necessary supporting documentation from the employee.

9 TRAVELLING FOR EXTERNAL TRAINING PROVIDED BY THE MUNICIPALITY

If an employee is nominated to attend external training and is not participating in the locomotion scheme, a WRDM pool car will be booked by the Skills Development Coordinator for such an employee to attend the training.

10 STATIONERY AND OTHER STUDY AIDS

Those attending courses must provide their own stationery and other study aids such as calculators, laptops, etc.

No additional cost will be paid for laptops, cellphones and kindels when offered at conferences as registration packs. Should such be part and parcel of the training or conference which is paid by Council it will become council property and should be a Council asset.

11 OPERATIONAL TRAINING

11.1 FIRE TRAINING

- Fire Fighter 1 & 2
- Hazmat Awareness & operational training
- Hazmat technician
- Petrochemical fire fighter training
- Fire officer training
- Fire management training
- Fire Technology
- Fire and rescue competency training
- Career related fire and rescue training

11.2 RESCUE TRAINING

Rescue modular training through the University of Johannesburg as a recognised training institution.

11.3 EMERGENCY MEDICAL TRAINING

- First Aid level 1, 2 and 3.
- Any CPD credit bearing training.
- Emergency Medical Refresher training.

11.4 OTHER PUBLIC SAFETY TRAINING

- Fire risk management courses
- Disaster management courses
- Public information training (pier)
- Community safety courses
- VIP training courses

- Instructor courses
- Assessor and Moderator courses

11.1 MUNICIPAL HEALTH TRAINING

- The Health Professions Act, Act 56 of 1974 Section 2 requires all Environmental Health Practitioners (EHP's) to be registered with the Health Professions Council of South Africa as independent practitioners in order to practice as EHP's.
- The Environmental Health Practitioners (EHP's) are required in terms of the Health Professions Act to undertake Continued Professional Development (CPD) trainings. In order for this to be achieved Environmental Health Practitioners must attend profession development training courses annually in which they will be awarded the points. The number of Continued Education Units (CEU's) to be accumulated per year by health practitioners who are active on the HPCSA register as Environmental Health Practitioners is thirty (30) CEU and five (5) on ethics, human rights or health law per annum.
- Environmental Health Practitioners (EHP's) are to engage in Continued Professional Development (CPD) and accumulate continuing education units (CEU) per twelve-month period of which a specific number of CEUs should be for ethics, human rights and health law. All CEUs are valid for a period of 24 months from the date that the activity took place/ ended.
- SETA grant funding to be utilized/ring fenced in order to ensure that CPD accredited training and capacity building courses be provided for all Environmental Health Practitioners annually in order to comply with legislation.

12 APPROVAL OF ATTENDANCE

- Attendance of all courses by Public Safety employees shall be guided by needs Identified though PDP's
- Training priorities identified will be in line with the approved WSP.
- Training will be informed by the operational needs and requirement of the respective departments and/or units.

- Attendance of training/course will be after approval by the relevant Manager and/or Head of Department
- Subject to the availability of budgetary provisions.
- When training is presented and WRDM staff members benefit by attending such training provided by a service provider, such training could either be at the venue of the service provider or if the WRDM has a suitable venue the service provider to utilize the WRDM venue to ensure that no additional training costs are incurred.

13 ATTENDANCE OF OPERATIONAL COURSES

All personnel attending classes of any operational courses will be deemed to be on duty therefore will receive full salary benefits.

In an event of employees who are still in training but granted permission by their respective learning institutions and/or Regional Commander to work weekends, such arrangement can be facilitated by the relevant station in order to ensure that standby allowance, Sunday and public holiday payments as determined by the BCEA not to be forfeited.

In the event where a junior officer is utilized as training instructor, such an employee will be deemed to be acting as a Leading Officer and will be receiving an acting allowance for the duration of the training session (ten days and more courses). This will balance the operational allowance that will be forfeited while accredited training is provided at the EMS Training Academy.

Trainees who will not be able to work their normal Sunday and Public holiday shifts to be accommodated on an alternative shift and/or alternative station to ensure that no financial losses are incurred as a result of attending training.

14. LEARNER OBLIGATION WITH RESPECT TO OPERATIONAL COURSE ATTENDANCE

- The student/learner must undertake that should the entire course not be completed within the specified period time, he/she will be liable for repayment of the full course amount incurred by the council within a period agreed upon.

- If an employee who is attending training fails a module (practical or exam) and there is any additional cost for re-evaluation, re-mark or re-examination it will be for the cost of the employee

15 TRANSPORT WHEN ATTENDING OPERATIONAL TRAINING

The student will be entitled to travelling and subsistence costs in accordance with the tariffs and conditions applicable, provided that should it be more advantageous to the council for the staff members to travel between his/her place of residence and the training venue daily, arrangements will be made accordingly.

16 ACCOMMODATION FOR OPERATIONAL TRAINING

All necessary accommodation as provided by the training provider / college for the period of the course will be covered for by WRDM as indicated in the existing policy.

17 LEAVE FOR OPERATIONAL TRAINING

- Time off with full pay will be granted to staff attending operational training. A formal leave form for training leave must be completed and duly signed prior to the employee attending the training.
- Employees must ensure that the leave form number is reflected on the attendance register and training leave will be given to the employee.
- The employee must ensure that the proof of acceptance on the course from the training provider/college or Human Capital unit is attached to the formal leave application form.

18 SELECTION OF TRAINING SERVICE PROVIDER / COLLEGE

- On an annual basis a tender or RFQ (Request for Quotation) must go out to request suitable training service providers to present in-house training on all training needs as identified in the Workplace Skills Plan.
- Training service providers must be fully compliant with Supply Chain Management criteria
- Training service providers must be accredited at the relevant SETA in order to be considered and/or appointed to conduct training.

19 SETA GRANT FUNDING

- All grants received by the WRDM from the LGSETA as mandatory or discretionary grant funds must be ring fenced for training purposes only.
- SETA grant funding may not be used for any other expenses but solely for training and re-training of employees.

20 EMS TRAINING ACADEMY

All funding received for training courses attended by external trainees must be utilized for the registration, books and training related expenses.

WRDM employees, volunteers, CPF and other relevant stakeholders rendering services to Public Safety will not be liable for the payment of any training fees; such cost will be from the EMS Training Academy budget

EMS Training Academy will work close with the Human Capital Unit and provide them with monthly statistics of all training conducted.

21 REVIEW OF THE POLICY

This policy will be reviewed when council deems it necessary in order to accommodate any amendments to legislation or any conditions of service.