

LEARNERSHIP IMPLEMENTATION DEPARTMENT	Doc Nr	LIM-P 003
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THE SERVICES SETA INTERNSHIP PROGRAMME POLICY

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Approved by: Learnership Implementation Manager	Signature:	Date:

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ACRONYMS

SSETA	Services SETA
SETQAA	Services SETA Quality Assurance Authority
RPL	Recognition of Prior Learning
PoE	Portfolio of Evidence

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1. INTRODUCTION

One of the biggest challenges of learners who have already obtained a qualification in South Africa currently is to equip them with the practical skills needed in the workplace. The Services SETA needs to comply with the NSDS Target and have engaged in a process of introducing Internships for candidates who have already completed a degree, diploma or any other national qualification but has not yet gathered the necessary practical experience to be able to be ready for the workplace. This would include our CEO's interventions to introduce the internship programme to our member company's in order for us to meet our target. This cannot happen without having proper processes and guidelines in place to ensure quality and national recognition.

2. DEFINITION OF INTERNSHIPS

An internship is any carefully monitored work or service experience in which a candidate has intentional learning goals and reflects actively on what she or he is learning throughout the experience. Characteristics include:

- Duration of anywhere from a month to two years, but a typical experience usually lasts from three to six months.
- Generally a one-time experience.
- Internships may be part of an educational program and carefully monitored and evaluated for academic credit, or internships can be part of a learning plan that someone develops individually.
- An important element that distinguishes an internship from a short-term job or volunteer work is that an intentional "learning agenda" is structured into the experience.
- Learning activities common to most internship include learning objectives, observation, reflection, evaluation and assessment.
- An effort is made to establish a reasonable balance between the interns's learning goals and the specific work an organization needs done.
- Internships promote academic, career and/or personal development.

Adapted from materials published by the National Society for Experiential Education (NSEE)

3. INTERNSHIPS

The Services SETA have engaged in the Internship Programme:

- Internships will be implemented where candidates have obtained a SETA Qualification degree, diploma or any other National qualification where the practical workplace experience is still lacking.
- The Internship can be funded or not.
- A SSETA Certificate of Practical Workplace Experience will be issued which endorses or augments the HET or FET qualification which the learner already has. The internship can

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be completed as workplace experience only, monitored by SSETA for quality purposes. With this option, no additional qualification or unit standards will be allocated to the learner at the end of the practical experience, but SSETA reserves the right to monitor the quality of the workplace experience.

4. THE SERVICES SETA INTERNSHIP PROGRAMME

The Services Seta have decided to conduct a project for Interns who completed their training and still lack the workplace experience before they can be employed.

The following processes have been identified for Vocational and Tertiary Institutions that intend to become part of this project:

- 4.1 The Services SETA will invite employers to accommodate interns for a period of 6 months.
- 4.2 The Services SETA will develop and supply the tools for the workplace experience of the interns.
- 4.3 The Tertiary Institution will advertise and market the internship programmes to students, collect their CV's and submit it to the Services Seta. Any final selection and interviewing of students falls out of the functions of the Tertiary Institution. Services SETA will have an agreement in place with the Tertiary Institution to provide us with a database of graduates who are ready for the workplace experience.
- 4.4 The internship programme will include specified activities to be completed and evidence to be gathered in a Portfolio of Evidence, for internal assessment after completion of the internship.
- 4.5 All the prospective interns will have to capture their CVs on the Scarce Skills Database.
- 4.6 Workplace coaches/mentors will assist Interns during the workplace experience and the gathering of workplace evidence for their portfolio of evidence.
- 4.7 The interns will be paid a stipend as follows for the period of 6 months.
- 4.8 Subjected to Services SETA's discretion.

Internship Value

R 18 000 (R 3 000 per month for 6 months)

Employers will be allowed to top this amount up if they so wish, but this is not compulsory. The payment of the above allowances will be made to the employer and the employer must pay the intern.

If a Learner is disabled an additional disability grant of R 1 500 per month for 6 months is available.

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5 Payment procedure

- 5.1 Employers will have to complete the funding application form for interns and submit it to the Services SETA. **(LIM F010)**
- 5.2 The companies will have to complete the attendance register **(LIM –F012)** for the interns on a daily basis for the duration of the six months.
- 5.3 The Employers will have to ensure that the interns complete the POE and that they collect the necessary proof of workplace experience.

6. Funding Disbursement:

- 6.1 35% of the total grant shall be disbursed to the employer on receipt of the following documents:
- a) The Funding application; **(LIM F010)**
 - b) The SSETA/Employer Agreement; **(SLA)**
 - c) Intern's Information Form; **(LIM F029)**
 - d) Certified copy of the intern's qualification;
 - e) The intern's CV;
 - f) Intern's identity document.
 - g) Vendor Form –**(PROC F034) with all attachments as per the check list**
 - h) **Current and Original Tax Clearance Certificate**
 - i) HET/FET agreement
 - j) Intern Template
 - k) Invoice for 35% of the internship project
- 6.2. 35% of the total grant shall be disbursed in Month 3 of the internship on receipt, verification and approval of the following documents:
- a) Attendance registers confirming attendance in the first two months of the programme;
 - b) Proof of workplace experience obtained over the previous two months;
 - c) Proof of payment of the stipend containing an acknowledgement of receipt of the stipend with the intern's signature.
 - d) Invoice for 35% of the internship project
- 6.3. The final 30% of the total grant shall be disbursed in month 5 of the programme on receipt of the following documents:
- a) Attendance registers confirming attendance in the second two months of the programme;
 - b) Proof of workplace experience obtained over the previous two months;
 - c) Proof of payment of the stipend containing an acknowledgement of receipt of the stipend with the intern's signature.

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- d) Invoice for 30% of the internship
- 6.4. The Employer shall submit the supporting documents in respect of Month 6 for purposes of reconciliation and issuing of the Certificate of Workplace Experience by the Learnerships Division. Failure to submit these documents will result in the SSETA claiming the money paid in respect of the last 2 months of the internship

7. SELECTION OF INTERNS ON THE PROJECT

The Services SETA is in the process of establishing Service Level Agreements with a few Universities, FET and Colleges to provide us with a database of graduates.

The provider where the learner obtained their qualification from signs off to say that the intern is ready for the world of work.

The identification of the intern will however be linked to the allocated position with the employer, i.e. Secretarial and Admin, and therefore the intern should have an appropriate qualification linked to the position the employer would like the intern to complete his practical experience to. All interns are restricted to SSETA registered qualifications. Another suggestion is that if interns are placed in a department e.g. Human Resources, they should be exposed to all sections within Human Resources. In other words the employer should provide this opportunity that the interns rotate within the Human Resource Department where at all possible.

8. Reporting

- 8.1 We need to take cognisance to Chapter 4 of the Sector Skills Plan i.e. in terms of critical skills, the demand and PDI.
- 8.2 The intern needs to inform the Services SETA as soon as practicable that they have secured permanent employment on completion of the internship programme

9 GAINFUL EMPLOYMENT GRANT

- a) The Employer shall further endeavour to ensure the permanent placement of 70% of the allocation of interns at their place of employment on completion of the internship.
- b) The employer with whom the internship agreement has been signed should complete and submitted the application form to apply for gainful employment grant, one month before the expiry date of the internship agreement.
- c) The Employer shall receive a gainful employment grant of R12000 per learner for the placement of the intern on completion of the internship programme for a further period of 6 (six) months minimum.
- d) The gainful employment shall be disbursed in one tranches at the end of 6 (six) months, on receipt of the following:
- The employer with whom the internship agreement has been signed should complete the Application Form for gainful employment grant with attached

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template as per check list this should be submitted one month before the expiry date of the internship agreement.

- Signed copy of the employment contract or Letter of Employment, this should be submitted when the gainful employment starts
- On completion of the six months of gainful employment , written confirmation from the Employer that the learner completed the full period of gainful employment and an invoice for the total grant, must be submitted.

e) No pro-rata payments will be disbursed for gainful employment.

10. Conclusion

All the above is subjected to Services SETA's discretion.

With the Services SETA conducting this programme we would be providing the Interns to use the workplace as an active learning environment and an opportunity to acquire skills to make them employable.

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