

**SECTION HR 37**

**AM AHLATHI**  
**MUNICIPALITY**

**EXPERIENTIAL**  
**TRAINING**  
**POLICY:**

**STUDENTS:**

**PAST AND**  
**PRESENT**

**SECTION HR 37**

**EXPERIENTIAL TRAINING POLICY:  
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## **SECTION HR 37**

### **EXPERIENTIAL TRAINING POLICY:** **STUDENTS: PAST AND PRESENT**

On no more than two occasions per calendar year, each Department of the Council shall be entitled to provide experiential practical training to two registered students, past or present, of a University or Technikon in those disciplines in respect of which they are registered or who have completed their studies and are desirous of gaining practical experience so as to be more competitive in the Labour Market provided that where possible and practical and at the discretion of the respective Head of Department the number referred to may be exceeded.

The aforesaid students, past or present, shall be residents of the Municipality.

Prior to the engagement of the said past or present students, they shall submit written proof to the Human Resources Manager of their resignation as past or present students of a University and Technikon.

A period of experiential training shall not exceed a continuous period of 6 weeks at a time in respect of registered students and four months in respect of past students.

Past or Present students undergoing experiential training in terms of this policy shall not be entitled to any remuneration nor fringe benefits. The Council may, however, in its sole discretion, pay reasonable travelling costs to past or present students.

All past or present students undergoing experiential training in terms of this policy shall arrange and bear the costs of their own accommodation.

Prior to undergoing experiential training in terms of this policy, each past or present student shall acknowledge that:

- a) his/her engagement is for voluntary training purposes only;
- b) he/she, as the case may be, shall have no right to the payment of compensation by the Council nor the grant of any benefit of whatsoever nature by the Council arising out of his/her period of experiential training;
- c) he/she shall have no right to claim that he/she was employed by the Council during his/her period of experiential training;
- d) he/she shall have no legitimate expectation of obtaining employment by the council upon the completion of his/her period of experiential training or upon the completion of his/her academic training at a University or Technikon where he/she is a registered past or present student; and

e) he/she is aware of the contents of this policy.

No Head of Department shall expose a student to any danger in the workplace or require such a past or present student to perform dangerous work during a period of experiential training.

Experiential training provided to a past or present student shall, at all times, be relevant to the field of study of the past or present student and such student shall not be required to undertake any menial duties during his/her period of experiential training.

Upon the completion of a period of experiential training, the Head of Department concerned shall supply a past or present student with a certificate of attendance and a progress report.

A past or present student undergoing experiential training shall adhere to all office procedures and comply with the lawful instructions of the Head of Department and his/her nominee.

Experiential training of a past or present student may be cancelled in the event of the past or present student being absent without reason for a period of 3 consecutive days during a training period, behaving in an unacceptable manner or refusing or failing to perform duties associated with his/her experiential training course.