
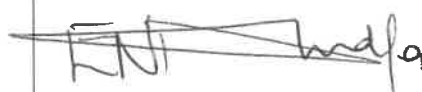


# WHOLESALE & RETAIL SETA

## Bursaries, Graduate Placements and Internships Policy

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Bursaries and Placement Policy

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## 1. BACKGROUND

- 1.1. This policy aims to provide guidelines for the management and administration of the Wholesale and Retail Sector Education and Training Authority (W&RSETA) Bursary Scheme as well as Graduate Placements and Internships aimed at increasing the availability of skilled human capital directly related to the Wholesale and Retail Sector's activities.
- 1.2. The policy aims to ensure effective implementation of the W& strategic objectives to:
  - 1.2.1 Support Academic Programmes addressing high level skills and research needs in the Wholesale and Retail Sector by implementing bursary programmes that will enable learners to further their wholesale and retail related studies at Higher Education Institutions in South Africa.
  - 1.2.2 Implement Workplace Exposure and Internship programmes by:
    - placing a number of TVET and HET unemployed graduates that are qualified in qualifications that address Wholesale and Retail Scarce Skills in Wholesale and Retail organisations for workplace experience and exposure; and
    - placing a number of TVET unemployed learners studying qualifications that address Wholesale and Retail Scarce Skills, in Wholesale and Retail organisations for internships.

These objectives address Outcome 4.2.3 of the National Skills Development Strategy III, which is to ensure that high-level national Scarce Skills are being addressed by work-ready graduates from Higher Education Institutions.

## 2. PURPOSE

The purpose of this policy is to provide guidelines for the management and administration of W&RSETA Bursaries, Graduate Placements and Internship Programmes.

## 3. SCOPE

This Policy applies to:

- 3.1 W&RSETA Bursary recipients;
- 3.2 W&RSETA Workplace Experience beneficiaries; and
- 3.3 W&RSETA employees or any persons involved with the management and implementation of bursaries and placements processes.

## 4. RELATED INFORMATION AND LEGAL REFERENCE

This policy must be read in conjunction with the following supporting documents

### 4.1. Internal Documents

- W&RSETA Skills Development Grants Policy

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- Guidelines for Placements and Bursaries

#### 4.2. External Documents

- NSDS: The National Skills Development Strategy III
- NSDP: National Skills Development Plan

#### 4.3. Legal Reference

- Skills Development Act No.97 of 1998)
- Skills Development Levies Act No. 9 of 1999
- Higher Education Act No. 101 of 1997
- Further Education and Training Act No.98 of 1998
- Public Finance Management Act, 1999

### 5. ACRONYMS & DEFINITION OF TERMS USED

Term/Acronym	Definition
HET	Higher Education and Training
HET	Higher Education and Training Institutions
NSFAS	National Student Financial Aid Scheme
SASSA	South African Social Security Agency
TVET	Technical Vocational Education and Training
W&RSETA	Wholesale & Retail Sector Education and Training authority
WSP	Workplace Skills Programme
NSDP	National Skills Development Plan

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## 6. POLICY STATEMENT

- 6.1 The programmes sponsored through the W&RSETA Bursaries and Placements Unit as well as the number of bursaries and placements to be awarded per year, are determined annually based on the following:
- 6.1.1 Availability of funds.
  - 6.1.2 Identified need for bursaries and placements as per approved W&RSETA strategy and approved target for bursaries and placements.
  - 6.1.3 Scarce Skills as determined by the W&RSETA Sector Skills Plan.
  - 6.1.4 Qualifications directly contributing to the W&R Sector.
  - 6.1.5 Qualifications linked to the scarce skills relating to 6.1.3 and 6.1.4
- 6.2 The W&RSETA Bursaries and Placement Unit manages and awards bursaries for both employed and unemployed learners. Descriptions of these two types of bursaries are given below:
- 6.2.1 Bursaries for unemployed learners: This type of bursary is awarded to qualifying unemployed learners studying at Public Higher Education and Training Institutions for their undergraduate degrees.
  - 6.2.2 Bursaries for employed learners:
  - 6.2.3 The W&RSETA Bursaries for employed qualifying learners can be used for both undergraduate and postgraduate studies at public or private institutions.

## 7 MANAGEMENT OF THE W&RSETA BURSARY PROGRAMME FOR UNEMPLOYED BENEFICIARIES

The W&RSETA Bursary Scheme's objectives are:

- **New Entrants:** To encourage youth in tertiary educational institutions and those exiting formal secondary education to choose careers in the Wholesale and Retail sector;
- **Access:** To increase the number of adequately skilled personnel from designated groups in Wholesale and Retail Sector;
- **Redress:** To support and contribute towards the government's transformation processes in the Wholesale and Retail Sector;
- **Needs Driven:** To focus on the needs of the Wholesale and Retail sector;
- **Competitiveness:** To contribute to making the Wholesale and Retail Sector more competitive and more representative of the South African demographics by providing opportunities to the previously marginalised.

The sections below therefore outline the process established to ensure effective and efficient rollout of the W&RSETA bursaries for unemployed beneficiaries in order to address the objectives outlined above.

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## 7.1 Allocation Process

- 7.1.1 The W&RSETA will determine the number of available bursaries as per the Annual Performance Plan (APP) on an annual basis and will make allocations to qualifying HET or TVET institutions based on the following conditions:
- a) That an agreement is entered into between the W&RSETA and the HET or TVET College for the management and processing of bursary funds to learners within the partner institution;
  - b) That the institution offers qualifications identified for bursary funding in that particular year.
- 7.1.2 Allocation per institution will be based on historical baselines (viz. previous allocations and successful implementation thereof) as well as the need identified by the institution.
- 7.1.3 The W&RSETA reserves the right to withdraw (partially or in full) allocations made to institutions who are unable to award bursaries to students as per agreement signed with the W&RSETA.

## 7.2 Contracts with Institutions

- 7.2.1 The W&RSETA may enter into contracts with HET Institutions or TVET Colleges or other government student financial aid structures e.g. NSFAS, for the administration of payments of bursaries or bursary allowances covered by the bursaries allocated to Bursary Awardees.
- 7.2.2 Contracts with HET or TVET Colleges will be for the administration of payments of bursaries and bursary allowances allocated to bursary awardees enrolled in those particular HETs or TVET Colleges.
- 7.2.3 Contracts with SA government student financial aid structures can be for administration of payments of bursaries to any South African TVET Colleges or Higher Education and Training Institutions bursary awardees are enrolled in; as these structures operate in all of these institutions.
- 7.2.4 The terms and conditions of the contracts with TVET Colleges or HETs or government student financial aid structures shall specify the amount allocated for each Bursary Awardee and what it covers.

## 7.3 Applications

### 7.3.1 Qualifying Criteria – New Bursaries

Bursary applicants applying for the W&RSETA Bursaries must meet all criteria indicated below:

- 7.3.1.1 Be a South African citizen.
- 7.3.1.2 In possession of legal documents that allows candidate to be in the Country.
- 7.3.1.3 Submit proof of enrolment or intention to enrol (proven by acceptance letter from the institution) at a recognised and registered Private and Public HET Institutions. TVET College for studies in wholesale and retail-related qualification as stipulated in the Sector Skills Plan (SSP) for the specific financial year and

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qualifications directly contributing to the Wholesale and Retail Sector.

- 7.3.1.4** Submit financial information indicating financial need of prospective applicant.
- 7.3.1.5** Demonstrate good academic performance as proven by the latest academic transcript or matric results with a pass mark as required by the HET/TVET.
- 7.3.1.6** W&RSETA will fund first year undergraduate bursary applicants up to 35 years of age.
- 7.3.1.7** There is no age restriction for the employed beneficiaries, including those accepted for Post Graduate studies

## **7.3.2 Application Process**

- 7.3.2.1** Applications for unemployed undergraduate bursaries will be through an approved application method and within specified periods that will be determined by the W&RSETA and communicated to relevant stakeholders annually.
  - The bursary application method shall also be outlined in the agreements signed between the W&RSETA and HETs and/or TVET colleges that have been allocated the bursary funds.
  - Institutions allocated bursary funds shall be required to advertise W&RSETA bursaries timeously and only accept applications within specified periods as per their call for applications/ advertisements.
- 7.3.2.2** Preference will be given to those applications that are in the fields that are directly related to Scarce Skills as specified in in the SSP and Qualifications that are directly contributing to the Wholesale and Retail Sector. These will be determined by the Bursary and Placement Unit and communicated to the HET/TVET.

## **7.4 Evaluation of Applications**

- 7.4.1** The Bursaries and Placements Unit shall establish an evaluation process that will be implemented in collaboration with institutions that have been allocated bursary funds.
  - a) The evaluation process will ensure that bursaries are awarded to applicants who meet the qualifying criteria as outlined in section 7.3.1.
  - b) All applications received will be evaluated for completeness of information and eligibility to the W&RSETA bursary as per qualifying criteria outlined in section 7.3.1.
- 7.4.2** The institution shall provide the SETA with a provisional list of all qualifying students.
  - a) Qualifying students on the provisional list will be required to sign the Learner's Bursary Agreement and provide compliant relevant documentation before being awarded the bursary.
  - b) Proof of registration shall be accepted as verification of student existence to be submitted with the Bursary agreement.

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## 7.5 Awarding of Bursaries

### 7.5.1 Final Approval

Evaluators delegated to approve Applications will:

- 7.5.1.1 Confirm that all supporting documents have been provided and that these support the information provided by the applicant.
- 7.5.1.2 Confirm that the applicant meets the set criteria to be awarded a bursary.
- 7.5.1.3 Confirm the availability of funds for the bursary.
- 7.5.1.4 Indicate the final result of the application for the bursary per applicant.
- 7.5.1.5 The result of the application may either be approval or rejection of the application.

### 7.5.2 Bursary Award Agreement

- 7.5.2.1 Successful students will receive bursary agreements to complete, sign and return back to W&RSETA along with a certified copy of Identity Document, Proof of Registration and/or acceptance.
- 7.5.2.2 The agreement shall set out the terms and conditions of the bursary award.
- 7.5.2.3 Successful students will be informed through emails or texts, using the email addresses and cell numbers provided by the students in the application form.

### 7.5.3 General Conditions of the Bursary Award

- 7.5.3.1 The W&RSETA Bursary may not be used in conjunction with other bursaries or in conjunction with the National Students Financial Aid Scheme loans.
- 7.5.3.2 If the bursar's fees are more than the applicable capped amount per annum. An approval to source more funds not more than 50% of the W&RSETA funds will be granted upon request. A special request should be in writing to allow students to source additional funds.
- 7.5.3.3 Bursary Awardees who receive and accept bursary awards from other companies after accepting the W&RSETA Bursary must notify the W&RSETA via their institution of their intention to accept a bursary offer from another funder.
- 7.5.3.4 Bursary Awardees must inform the W&RSETA of their intention to change any aspect related to their studies. This includes:
  - a) Change of course or modules that had been indicated as part of the Bursary Awardee's application.
  - b) Change of field of study - (Bursary Awardees must take note that W&RSETA bursaries are only awarded for specific fields of study that fall within the scope of critical and short skills list delineated in the W&RSETA bursary advertisements. The W&RSETA bursary may not be used to pay for fields of study that are outside of the stated scope).
  - c) Change of field of study will automatically forfeit the bursary fund.

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- 7.5.3.5** The W&RSETA reserves the right to make any adjustments to the bursary award awarded to an awardee, based on the changes made by the student relating to any or all aspects of their studies.
- 7.5.3.6** Bursary Awardees must submit their end of semester results (where applicable) and academic year results to the W&RSETA as per the terms of the Bursary Agreement.
- 7.5.3.7** Bursars must pass as per the Institution's specified pass rate for HET students and TVET students of their modules/subject to qualify as continuing students and must be allowed by their respective institutions to progress to the next academic level.
- 7.5.3.8** Applicants who have achieved a pass mark below the percentage specified above will only be considered once those with higher marks have been approved for bursary award.
- 7.5.3.9** The bursary is awarded to bursars for a duration of their studies depending on the availability of funding.
- 7.5.3.10** Bursars who will repeat modules/subjects and/or an academic year will repeat on their own cost.

#### **7.5.4 Academic Performance of Bursars**

- 7.5.4.1** Bursary Awardees are expected to maintain good academic performance that will enable them to progress to the next level of their studies.
- 7.5.4.2** A minimum pass rate as per the Institution's Policy/Specification modules/subjects for HET/TVET students registered in an academic year should to be passed in order to qualify as continuing bursar in the next academic year.
- 7.5.4.3** Students who are not accepted for progression to the next academic level by their institution will not be considered for continued funding through the W&RSETA Bursary.

#### **7.5.5 Continuing Students**

- 7.5.5.1** W&RSETA Bursary Scheme is targeted at qualifications at TVET Colleges and HETs. These qualifications are of duration of between 18 months to 4 years.
- 7.5.5.2** Bursary Awardees who were awarded bursaries with W&RSETA for the previous year of study and wish to receive continued funding for the completion of their qualifications must apply for continued funding for each academic year of their qualification.
- 7.5.5.3** Students who have met the criteria for continued funding shall be advised of the success of their application. Unsuccessful students shall be informed of the outcome of their application and the reason(s) why their application was unsuccessful.
- 7.5.5.4** The Bursary Awardee that is excluded from the bursary and repeats an academic year/ modules/ courses of the same academic year at their own expenses, may

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re-apply for the bursary. The outcome of the bursary application will be determined by the student meeting the set criteria and by the availability of funds.

### 7.5.6 Terminations and Exclusions from the Bursary

**7.5.6.1** Termination of the bursary agreement may be instituted by the W&RSETA under the circumstances listed below:

- a) If a student discontinues or withdraws from his or her studies before the completion of the academic year.
- b) If a student is expelled by the academic institution concerned.
- c) If a student is found guilty of misconduct in terms of the rules of the institution and is expelled from the institution.
- d) If a student is convicted of a criminal act.
- e) If a student changes the field of study without the approval of the W&RSETA.

**7.5.6.2** Students whose bursaries have been terminated will be informed by email using the email address provided by the student in the online application form.

### 7.5.7 Breach of Contract

A student will be in breach of contract if he/she:

- 7.5.7.1** Fails to honour their contractual obligations;
- 7.5.7.2** Deviates from the field of study agreed upon as per bursary agreement signed;
- 7.5.7.3** Changes the institution as contracted on the bursary agreement;
- 7.5.7.4** Fails to produce the examination results as required.

## 7.6 Payment Structure

### 7.6.1 What the Bursary Covers

The table below depicts what the bursary covers for awardees targeted by the W&RSETA Bursary Scheme. It is important to note that all allowances are subject to review by the W&RSETA Management and may change from year to year.

Student	Registration	Tuition	Accommodation	Meals	Books	Transport
18.1 TVET College Students	X	X			X	
18.2 TVET College Students	X	X	X	X	X	X
18.1 HET students	X	X			X	
18.2 HET students	X	X	X	X	X	X

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## 7.6.2 Tuition Fees

- 7.6.2.1** The bursary will cover full fees and costs as prescribed by the relevant institution.
- 7.6.2.2** A fee statement must be provided from the Institution as proof of tuition fees. No other document will be accepted as proof.
- 7.6.2.3** The fee statement must reflect both the Registration and Tuition Fees of the bursar.

## 7.6.3 Accommodation

- 7.6.3.1** The bursary will cover the cost of accommodation in official residences as specified by the relevant institution.
- 7.6.3.2** Private accommodation is only covered if such accommodation is:
  - 7.6.3.2.1** Private accommodation that is accredited by the University/College;
  - 7.6.3.2.2** Leased Student Accommodation that is approved by the University/College;
  - 7.6.3.2.3** Private accommodation that has been contracted by the University/College.

## 7.6.4 Book Allowance

- 7.6.4.1** The book allowance will vary depending on the recommendations sent out by institutions of learning on the book allowance required by their students for a particular field of study in a particular year.
- 7.6.4.2** Book Allowance “The Book allowance covers books and stationery and other learning requirements.

## 7.6.5 Meal Allowance

- 7.6.5.1** W&RSETA will determine, on an annual basis meal allowance rate.
- 7.6.5.2** The meal allowance will be paid to the institution on behalf of the bursars.

## 7.6.6 Transport Allowance

- 7.6.6.1** Transport allowance will only be allocated to students who are not allocated accommodation allowance.
- 7.6.6.2** The SETA will determine a suitable transport allowance on an annual basis.

## 7.7 Monitoring

- 7.7.1** W&RSETA will monitor allocation of bursaries through their contracted implementing

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partners viz. contracted TVETs or contracted HETs. Monitoring will include the following:

- 7.7.1.1** Payment of fees per allocated student account.
- 7.7.1.2** Payment of accommodation.
- 7.7.1.3** Disbursement of student allowances.

**7.7.2** W&RSETA will monitor academic performance of the sponsored students on a semester basis through student results. Exclusion of students at the end of the first semester based on academic performance, will institute an adjustment to the contract with the institution concerned.

**7.7.3** Bursary monitoring meetings will be conducted on a bi-annual basis. The meetings objectives are:

- 7.7.3.1** To verify and encourage continued attendance and good academic performance of W&RSETA Bursary Awardees; and
- 7.7.3.2** To provide support to students who may be experiencing challenges in their academic and social settings.

**7.7.4** The first bursary meeting will cover orientation and bursary administration processes. Specialists in careers funded by the W&RSETA Bursary may be invited to motivate students.

**7.7.5** After the first semester results are obtained and analysed, students shall be visited on campus for a monitoring meeting where the emphasis will be on academic performance.

**7.7.6** Reasons for poor performance shall be identified and action plans to improve the situation, agreed upon.

**7.7.7** Bursary awardees will be advised of opportunities on their own campuses for student support; or referrals will be made to structures that offer academic support to students who need it.

**7.7.8** Bursary awardees will also be encouraged (during orientation and monitoring meetings) to telephone and receive counselling from W&RSETA designated employees should they experience situations that may affect their academic performance.

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## 8 MANAGEMENT OF BURSARIES FOR EMPLOYED BENEFICIARIES

### 8.1 Allocation Process

- 8.1.1 The W&RSETA will determine the number of available bursaries as per the Annual Performance Plan (APP) and annual budget on an annual basis.
- 8.1.2 The W&RSETA will make allocations and contract with employers identified through the Annexure 2 process, for the management of grants that will be used to fund bursaries for qualifying employed bursary applicants within each company.
- 8.1.3 The W&RSETA reserves the right to withdraw (partially or in full) allocations made to employers who are unable to award bursaries to students as per contracts signed with the W&RSETA.

### 8.2 Applications

- 8.2.1 Applications for employed bursaries will be through an approved application method that will be determined by the SETA from time to time (Annexure II).
- 8.2.2 The W&RSETA will determine a number of available bursaries as per the Annual Performance Plan (APP) on a yearly basis.
- 8.2.3 Applications will only be accepted within specified periods as per call for applications.
- 8.2.4 Approval of applications received from employers will be conducted through the Annexure 2 process.

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## 9 GRADUATE PLACEMENTS AND INTERNSHIPS

The W&RSETA Graduate Placements and Internships Programmes objectives are:

- To enable companies to address the shortage of scarce and critical skills in the Wholesale and Retail Sector;
- To create a pool of skilled workers with formal tertiary qualifications;
- To promote Wholesale and Retail as a career of choice;
- To assist in meeting the strategic staffing needs of companies in the Wholesale and Retail Sector by providing practical and accelerated work experience programmes that expose graduates to specific Wholesale and Retail occupations;
- To provide unemployed graduates with valuable work experience and skills to enhance their employability;
- To provide students that have N6 certificates and similar with the necessary workplace experience that they need to enable them to obtain their Diplomas

The sections below therefore outline the process established to ensure effective and efficient rollout of the W&RSETA Graduate Placements and Internship Programmes in order to address the objectives outlined above.

### 9.1 Allocation Process

**9.1.1** Upon availability of funds, the W&RSETA Graduate Placements and Internships for unemployed students' application window period will be opened annually through the Annexure II (WSP) process.

**9.1.2** Where applicable, W&RSETA will open more than one application window period in one financial year and this will be in the form of Adverts inviting more applications in the event of shortfalls against the APP Targets.

### 9.2 Applications

#### 9.2.1 Qualifying Criteria

Potential Candidates must meet the requirements outlined in sections 9.2.1.1 and 9.2.1.2 to qualify for the Graduate Placement and Internship Programmes:

##### 9.2.1.1 Qualifying Criteria for Graduate Placements

Potential Candidates must meet the following requirements:

- Applicants must have completed a degree or diploma through a University or University of Technology (University Graduates) or have completed a 18 months TVET N6 certificate (TVET Graduates);
- Applicants must be a South African Citizens;
- Must have a legal document to reside and work in South Africa;

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- d) The disciplines of study in which the qualification is obtained must be in line with scarce and critical skills within the Wholesale and Retail Sector;
- e) Applicants must not have benefitted from prior Graduate Placement Programmes.

### 9.2.1.2 Qualifying Criteria for Internships

Potential Candidates must meet the following requirements to qualify for the Internship Programme:

- a) Must have TVET N6 results or at least N5 if not enrolling for the full 18 months - (TVET Internship);
- b) Must be a South African Citizen;
- c) Must have a legal document to reside and work in South Africa;
- d) The disciplines of study in which the qualification is obtained must be in line with scarce and critical skills within the Wholesale and Retail Sector;
- e) Must not have benefitted from prior Internship Placement Programmes.

## 9.2.2 Fields of Study

**9.2.2.1** Applications for Graduate Placements and Internships will be considered in the fields of study as stipulated in the approved SSP which will be determined

**9.2.2.2** Preference will be given to those applications that are in the fields that are directly related to Scarce Skills as specified in in the SSP and qualifications that directly contribute to the W&R Sector.

## 9.2.3 Application Process

**9.2.2.3** Applications for Graduate Placements and Internships will be through an approved application method that will be determined by the SETA and communicated to relevant stakeholders annually.

**9.2.2.4** The W&RSETA will determine a number of available Graduate Placements and Internships as per the Annual Performance Plan (APP) on a yearly basis.

**9.2.2.5** Applications will only be accepted within specified periods as per the call for applications.

## 9.3 Evaluation

**9.3.1** Graduate Placements and Internships will be evaluated at Employer level through applications received from the Annexure II process as well as through an advert in the event of shortfalls. This will be aligned to the approved budget and companies will engage their own recruitment processes towards placing the number of candidates as will be allocated.

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- 9.3.2** A data dump will be extracted from the Annexure II process for all PIVOTAL applications which included Graduate Placements and Internships. This data will be analysed and aligned to the APP Targets as well as the approved budget and allocations will be made to all applicants through a fair allocation criterion in the event that the applications are more than the Targets.
- 9.3.3** Furthermore, applications received through adverts will be analysed and allocated fairly through applicable criteria.

## **9.4 Payment Structure**

### **9.4.1 Costs Covered by the Graduate Placements and Internships Allocations**

**9.4.1.1** Companies will only be eligible to claim for Stipends as guided by the prescribed rates for each programme allocated and these will be subjected to the deliverables which will be agreed to through an annexure to the agreements that will be signed between the participating Stakeholders and W&RSETA.

**9.4.1.2** Furthermore, the allocated budgets are capped at W&RSETA rates as follows:

<b>Programme</b>	<b>Duration</b>	<b>Amount</b>
HET Diploma Graduates	12 Months	R 54 000.00
HET Degree Graduates	12 Months	R 60 000.00
TVET Diploma Graduates	12 Months	R 54 000.00
TVET Graduates (NCV / N4 / N5)	12 Months	R 36 000.00
Internships Work Integrated Learning Placements for TVET N6 students	18 Months	R 45 000.00
Work Integrated Learning Placements for HETI Final Year Students	6 Months	R 15 000.00

## **9.5 Management and Administration of Graduate Placements and Internships**

The W&RSETA will enter into agreements with the participating stakeholders for the duration of the programmes taking into account the following principles:

### **9.5.1 Fit for Purpose**

**9.5.1.1** The programme should provide appropriate and relevant work experience commensurate with the Graduates' specific qualification.

**9.5.1.2** Occupations identified for Graduate Placements and Internships Programme should contribute to the strategic staffing needs of the organisation and/or the department concerned.

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- 9.5.1.3** Graduates should not be recruited to replace permanent, temping or contracted employees.
- 9.5.1.4** The Graduate Placements and Internships Programme should be developed and managed to address the particular needs of the company and/or department.

## **9.5.2 Capacity to Implement Workplace Experience Programme**

- 9.5.2.1** Employer must have capacity to host graduates/interns at the workplace for Graduate Placements and Internships Programme for a minimum period of a year for Graduates and a minimum of 18 months for interns;
- 9.5.2.2** The organisation and/or departments must make reasonable attempts to accommodate and integrate graduates into their culture and be treated like any employee within the organisation;
- 9.5.2.3** There must be assessment processes, which may include Performance Reviews, to support the Graduate Placements and Internships Programme.
- 9.5.2.4** Employers should conduct an induction programme;
- 9.5.2.5** Employers should appoint a mentor for the duration of the graduate/intern's stay with the company;
- 9.5.2.6** Employers should give graduates/interns a Testimonial letter upon completion of the programme;
- 9.5.2.7** The Employer is also required to provide a letter of completion to the W&RSETA as per the prescribed template.

## **9.5.3 Graduates Participating in the Graduate Placements and Internships Programme must:**

- 9.5.3.1** Be available to participate on the Graduate Placements and Internships Programme;
- 9.5.3.2** Comply with all workplace policy and procedures as per their employment contract;
- 9.5.3.3** Be committed to learning and gaining work experience in the relevant field;
- 9.5.3.4** Establish a working relationship with their company provided mentor;
- 9.5.3.5** Keep a record of all workplace experience gained and get it signed off by their mentor
- 9.5.3.6** Discuss any issues of dissatisfaction with the employer;
- 9.5.3.7** Notify the W&RSETA in writing when they terminate their participation in the Graduate Placements and Internships Programme.

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## 9.6 Monitoring and Evaluation

- 9.6.1 W&RSETA will, through the Regional Office representative, conduct site visits at the employer's premises;
- 9.6.2 Employers must provide access to graduates/Interns on the programme;
- 9.6.3 Employers must ensure that the student keeps a record of the workplace experience;
- 9.6.4 Employers to provide quarterly reports;
- 9.6.5 Employers will ensure an implementation plan is in place (Template attached);

## 9.7 Termination of Workplace Experience Agreement/Contract

W&RSETA will approve the termination of the Graduate/Intern Agreement/Contract if:

- 9.7.1 The employer and graduate/Intern have agreed to terminate the agreement;
- 9.7.2 The employee has terminated the agreement/contract of employment with the employer;
- 9.7.3 The employer or the graduate/Intern has applied on good cause to terminate the agreement/contract and the other party has had an opportunity to make representations as to why the agreement contract should or should not be terminated; or
- 9.7.4 The Graduate/Intern is fairly dismissed for a reason related to the Graduate's/Intern's conduct or capacity as an employee on justifiable grounds;
- 9.7.5 The Graduate/Intern has been absent for seven (7) successive, working days from the workplace without good cause;
- 9.7.6 A notification of Termination of a Graduate/Internship Agreement/Contract must be submitted to the W&RSETA by the employer, within a month of termination; stating the reasons for the termination

## 10 EXCLUSIONS

- 10.1 This Policy excludes management and administration of W&RSETA Employee Bursaries, Graduate Placements and Internships.
- 10.2 This policy excludes management and administration of Employee Dependents' Bursaries, Graduate Placements and Internships.

## 11 REQUEST TO DEVIATE FROM POLICY

- 11.1 Requests to deviate from any provision of this policy may be made to the Chief Executive Officer in writing.
- 11.2 The Chief Executive Officer has powers to grant such request in whole or in part or refuse it.

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## Policy Approval & Sign-off

### 1. POLICY INFORMATION

Policy Name	Bursaries and Placements Policy
Policy Reference Number	POL_B&P_001

### 2. RECOMMENDATIONS/ ENDORSEMENTS

☐ Recommended

☐ Not Recommended

Comments.....  
.....  
.....

Name of Committee .....

Committee Chairperson .....



Signature

30/05/2019

Date

### 3. APPROVAL BY W&RSETA ACCOUNTING AUTHORITY

☒ Approved

☐ Not Approved

Comments.....  
.....  
.....



Yvonne Mbane

30/05/2019

Date

W&RSETA Board Chairperson

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