

Molemole Municipality

**STANDARD OPERATING
PROCEDURE
(EXPERIENTIAL TRAINING)**

STANDARD OPERATING PROCEDURE: EXPERIENTIAL TRAINING

1. SCOPE

- 1.1. This procedure applies to all candidates who as part of their learning programs are required to complete an experiential training to get an exposure and understand the world of work.
- 1.2. This procedure is underpinned by the vision statement of the Municipality which is "A developmental people driven organization that serves its community and its mission which is "To provide essential and sustainable services in an efficient and effective manner

2. PURPOSE

- 2.1. The purpose of this standard operating procedure is to provide procedures to be followed to accommodate, support and mentoring of experiential training beneficiaries.

3. EXPERIENTIAL TRAINING

3.1. PROCEDURE TO ACCOMMODATE, SUPPORT AND MENTOR

- 3.1.1. Learners looking for the experiential training shall submit applications together with official letter from their institutions of learning, copies of their CV and qualifications to Human Resource department.
- 3.1.2. The Skills Development facilitator shall from time to time engage line managers to establish a need for extra resources so that the allocation of this learners is done in line with departmental needs and qualifications that they are pursuing.
- 3.1.3. A learner will be allocated to a line managers who shall assume the responsibility to support and mentor throughout the experiential training period.
- 3.1.4. The period of experiential training is limited to 18 months and learners can be rotated to relevant department in order to enhance their learning.
- 3.1.5. During the period of the experiential learning, learners should not be regarded as internal candidates for purposes of recruitment but as learners who are in a process of completing their studies.
- 3.1.6. Successful completion of the experiential training does not in any way suggest that learners will be automatically engaged in employment by the Municipality.
- 3.1.7. Learners must be provided with an official confirmation letter from the Municipality detaining period of the training, department and activities that they've completed.

3.2. EXPERIENTIAL TRAINING RECORDS AND REPORTS

3.2.1. The Human Resource department shall keep all experiential training records.

4. RESPONSIBILITY

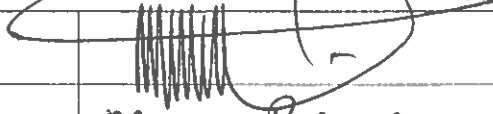
- 4.1. It is the responsibility of all stakeholders to observe the standard operating procedure.
- 4.2. Human Resource Department shall take full responsibility of facilitating the experiential training.

5. IMPLEMENTATION

- 5.1. The standard operating procedure shall come into operation after it has been approved by the Council of the Municipality
- 5.2. The standard operating procedure shall be reviewed annually.

6. APPROVAL

- 6.1. The standard operating procedure shall be approved through a Council resolution

Signature:	
Initials and Surname:	M.E. PAYA
Designation:	MAYOR
Council Resolution Number:	OC/7.1.2/27/OS/22
Council Date:	25/05/2022