
**MOLEMOLE LOCAL MUNICIPALITY
2019-2020**



**STANDARD OPERATING
PROCEDURE
(TRAINING AND DEVELOPMENT)**

1. SCOPE

- 1.1. This procedure applies to all Municipal officials on permanent and fixed term contract as well as Municipal Councilors however it excludes part time officials and interns.
- 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. Molemole Municipality is committed to the development and empowerment of its workforce to ensure the realization of the overall organizational goals.
- 2.2. The purpose of this standard operating procedure is to provide procedure to be followed to plan; implement and maintain sound training and development strategies and procedures within the Molemole Local Municipality

3. TRAINING AND DEVELOPMENT

3.1. PROCEDURE

- 3.1.1. The point of departure is the development of Workplace Skills Plan which entails inviting inputs from line managers, and consulting the Training Committee for endorsement
- 3.1.2. Line management interaction with subordinate to look at performance gaps and identify training needs and interventions to close performance gaps.
- 3.1.3. Nominations for training shall be based on individual and organizational needs as informed by the Workplace Skills Plan (WSP).
- 3.1.4. All training shall be performance based, aimed at present and future career development and comply with the accepted desired standards.
- 3.1.5. All training shall be needs driven and presented according to the scientific training process and proven learning principles.
- 3.1.6. The Human Resource department in coordinating the process must adhere to the procedure.
- 3.1.7. Only accredited training providers can be utilized to conduct training.
- 3.1.8. Successful completion of training programme does not in any way guarantee promotion or salary increments.
- 3.1.9. Training interventions are aimed at equipping officials and Councilors with requisite skills and knowledge to improve their work performance.

- 3.1.10. Recognition of Prior Learning (RPL) shall form part of the assessment process of all official.
- 3.1.11. Training and development should enhance work performance and career development.
- 3.1.12. Training and Development should be driven by the Municipality's business objectives contained in the IDP and linked strategically to broader Human Resource objectives, practices and programs aimed at enhancing performance of the Municipality.

3.2. NOMINATION FOR TRAINING

- 3.2.1. Line Managers will be responsible to nominate employees to attend courses through liaising with the office of the Human Resource/Skills Development Facilitator and Senior Managers must approve such nominations
- 3.2.2. The nomination of employees as per above will be in line with the approved workplace skills plan.
- 3.2.3. Departmental heads must conduct basic skills audit annually and submit outcomes to Skills Development Facilitator who will further process same with Training Committee for development of WSP.
- 3.2.4. An employee who fails to attend courses for which they are nominated shall advance reasons in time to their Departments line Managers and Skills Development Facilitator so that substitute or alternative arrangements can be made if necessary.
- 3.2.5. The line manager can in consultation with the Human Resource department request to train his/her subordinates outside the Workplace Skills Plan in order to address the inherent job requirement which may have not been identified during the process of developing the WSP.
- 3.2.6. Such request should be presented to the Training committee as and when they are made so as to keep the committee abreast of the development.

3.3. TRAINING RECORDS AND REPORTS

- 3.3.1. The Human Resource department shall keep all training and developments records and reports of officials and Councilors.
- 3.3.2. It is the responsibility of the Skills Development facilitator to facilitate, coordinate the training and development and ensure that the procedure is followed to the latter.
- 3.3.3. The SDF shall present the training and development reports quarterly to the Training Committee.
- 3.3.4. The SDF is also responsible for maintaining workplace skills profile.
- 3.3.5. The SDF shall ensure that training reports are developed and maintained on the Payday system and are readily available on request.

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 training and development process.

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:	G.M.E. PAYA
Designation:	MAYOR
Council Resolution Number:	0017.5/29/05/19
Council Date:	29/05/2019.