



the dpsa

**Department:
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TO: HEADS OF ALL DEPARTMENTS/ PROVINCIAL ADMINISTRATIONS

IMPLEMENTATION OF INTERNSHIP PROGRAMME IN THE PUBLIC SERVICE

1. In 2002, Cabinet decided that over a five year period, the number of young people involved in Internship and Learnership programmes should reach 5% of the establishment of government departments. The appointment of interns shall therefore not be less than 2.5% of the total staff establishment.
2. In order to verify the extend to which this target has been met, the **dpsa** has developed an electronic Internship Reporting Tool. Departments are urged to use this tool to monitor and report on the implementation of the Internship programme. The Internship Annual Report must be submitted to the **dpsa** by the end of the 3rd quarter of each financial year.
3. The differentiation in the administration and management of interns led to the recycling of graduates between departments. The **dpsa** has put in place the Persal functionality which enables departments to appoint interns using this specialised function.
4. The Minister for Public Service and Administration has issued a Determination on Interns which stipulates that an intern shall be appointed on a fixed term contract of employment. This contract of employment shall be extended by the period taken for leave of absence.
5. Furthermore, interns shall enter into a performance agreement with the relevant department in line with the department's Performance Management and Development System.


Staatsdiens en Administrasie . Ditirelo tsa Puso le Tsamaiso . Ditshebeliso tsa Mmuso le Tsamaiso . uMnyango wemiSebenzi kaHulumeni nokuPhata

Muhasho wa Tshumelo ya Muvuso na Vhulanguli . Kgoro ya Ditirelo tša Mmušo . Ndzawulo ya Vutirela-Mfumo na Valawuri

LiTiko le Tebasebenti baHulumende nekuPhatsa . ISebe leNkonzo kaRhulumente noLawulo . UmNyango wemiSebenzi kaRhulumente nokuPhata

6. Departments shall identify, train and appoint mentors and/or coaches to support the development of interns. A mentorship agreement/workplan shall be used as a tool for measuring the development of interns. The interns shall be entitled to induction and skills development as is applicable to other employees. Induction and skills development shall be done in collaboration with PALAMA and other recognised training bodies, authorities and providers.

7. The payment of the Internship allowance shall be determined according to the approved Remuneration Schedule for Interns. An intern shall be paid a monthly allowance not less than the amount determined in accordance with the said remuneration schedule.


1. **Prof. Richard Levin**
Director-General
Date: 07/12/09