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**Circular No.: HRD 1 of 2012**

**TO: ALL HEADS OF DEPARTMENTS AND PROVINCIAL ADMINISTRATIONS**

**IMPLEMENTATION OF THE COMPULSORY INDUCTION PROGRAMME FOR SALARY LEVELS 1 - 14**

1. For South Africa to successfully transform itself into a developmental state that can enable a better quality of life for all its citizens, the Government requires a public service cadre who can demonstrate developmental values, zeal, knowledge, skills and commitment to serving the ordinary citizens of South Africa.
2. Public servants entering the State, regardless of their differing backgrounds, skills and experience, need to be oriented around a common programme to understand and implement the agenda of the State.
3. On 31<sup>st</sup> July 2012, PSCBC Resolution 1 of 2012 was concluded. With effect from 1 July 2012 in terms of Clause 4 of the said agreement the qualifying period for new entrants (first time participants) for pay progression is extended to twenty four (24) months. The aim for this extension in pay progression period is to ensure the development and professionalising of Public Servants. It is therefore compulsory that all new entrants shall attend the CIP during the first twenty four (24) months of employment.

4. The Minister for Public Service and Administration has subsequently tasked the Public Administration, Leadership and Management Academy (PALAMA) to develop and train on a comprehensive induction programme to develop a new esprit de corps for the Public Service. The Compulsory Induction Programme is to be delivered to new officials entering the Public Service.
5. In light of the above the Minister for Public Service and Administration has approved and issued the attached Directive: **“DIRECTIVE ON THE IMPLEMENTATION OF THE COMPULSORY INDUCTION PROGRAMME (CIP) IN THE PUBLIC SERVICE**, for public service wide implementation.
6. This Compulsory Induction Programme is applicable, with effect from 1 November 2012, to employees:-
  - 6.1 Appointed on salary levels 1 to 14 in a **production** or **supervisory/managerial**, Occupation Specific Dispensation (OSD) or non Occupation Specific Dispensation post in the Public Service with effect from 1 July 2012, including employees appointed on a fixed term contract exceeding 2 years; or
  - 6.2 Who have resigned and are re-appointed into the public service with effect from 1 July 2012.
7. OSD and non-OSD employees appointed in training or community service posts (e.g. Candidate Technician and Engineer, Pupil Artisan (Apprentice), Medical Officer (Intern (Medical), Pupil Nurse, Medical Officer (Community Service) are excluded from this policy until such time that these employees have complied with the statutory and or appointment requirements for appointment to the specific **production** or **supervisory/managerial** post. This means that upon appointment to the production to supervisory/managerial post this policy will, to its full extend, become applicable to these employees.

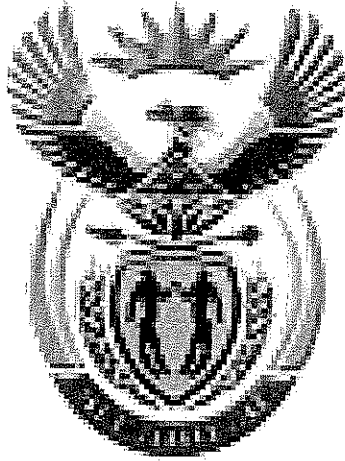
- 8 PALAMA, together with PSETA and other relevant institutions will develop, accredit and roll-out the Compulsory Induction Programme.
- 9 Heads of Departments are required to ensure that the necessary systems, structures, access and time are afforded to employees affected by this Directive.
- 10 Supervisors are required to ensure that all workplace assignments are completed, signed off and submitted to PALAMA or appointed training provider, by the stipulated deadlines.
- 11 PALAMA shall be expected to monitor and report annually on the roll-out of the CIP.
- 12 DPSA shall monitor the implementation of this Directive through the annual reporting processes.
- 13 Departments are required to report on the implementation of this Directive on 01 June of every year.
- 14 Heads of Departments' attention is also drawn to paragraph 11 of the Directive which deals with compliance.



**Mr. Mashwahle Diphofa**  
**Director-General**

2012/10/31

SECRET



**DIRECTIVE ON THE IMPLEMENTATION OF THE COMPULSORY INDUCTION  
PROGRAMME (CIP) IN THE PUBLIC SERVICE**

**ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION**

## 1. BACKGROUND

- 1.1 For South Africa to successfully transform itself into a developmental state that can enable a better quality of life for all its citizens, the Government requires a public service cadre who can demonstrate developmental values, zeal, knowledge, skills and commitment to serving the ordinary citizens of South Africa.
- 1.2 Public servants entering the State, regardless of their differing backgrounds, skills and experience, need to be oriented around a common programme to understand and implement the agenda of the State.
- 1.3 The Compulsory Induction Programme (CIP) seeks to orientate new entrants into the Public Service. It is aligned to South Africa's Vision for 2030 which, as captured in the National Development Plan, is the elimination of poverty, the reduction of inequality, and the creation of jobs.
- 1.4 On 31<sup>st</sup> July 2012, PSCBC Resolution 1 of 2012 was concluded. With effect from 1 July 2012 in terms of Clause 4 of the said agreement the qualifying period for new entrants the qualifying period for pay progression is extended to twenty four (24) months. The aim for this extension in pay progression period is to ensure the development and professionalising of Public Servants.
- 1.5 The Minister for Public Service and Administration has subsequently tasked the Public Administration, Leadership and Management Academy (PALAMA) to develop and train on a comprehensive induction programme to develop a new *esprit de corps* for the Public Service. The Compulsory Induction Programme is to be delivered to new officials entering the Public Service.
- 1.6 The CIP seeks to make public servants fully conversant with:
  - 1.6.1 The intent of our Constitution and the implementation of Government policies, legislation and regulations;
  - 1.6.2 The expectations and needs of citizens;
  - 1.6.3 The common purpose and collective vision of our nation;
  - 1.6.4 The structure of Government and the application of the administrative apparatus of the State;
  - 1.6.5 The basics of human resource, financial management and monitoring and evaluation; and
  - 1.6.6 diversity management and inclusivity in the workplace.
- 1.7 The programme aims to challenge public servants to "live" the Batho Pele principles; to imbue them with knowledge and understanding of the intrinsic values and building blocks of our democratic state. These intrinsic values and building blocks of our democracy represent the cornerstone of our Constitution, the Bill

of Rights and related legislation, as well as our Legislative frameworks such as the Public Service Act, Public Financial Management Act and Human Rights Act. Against this background, it is clear that many public servants are currently not receiving adequate induction to serve the citizens in a committed way.

## 2. AUTHORISATION

This Directive is issued by the Minister for Public Service and Administration in terms of Chapter 1, Part IX section C.1 of the Public Service Regulations, 2001.

## 3. COMMENCEMENT

This Directive takes effect on 1 November 2012.

## 4. PURPOSE

The purpose of this Directive is to ensure that all new entrants into the Public Service enrol and complete the Compulsory Induction Programme to induct them to the Public Service by socialising and acculturate them to become effective and efficient administrators of the State and apply fully the administrative apparatus of the State in meeting the expectations of ordinary citizens of this country, particularly the marginalised.

## 5. SCOPE OF APPLICATION

5.1 This Directive is applicable to employees:-

5.1.1 Appointed on salary levels 1 to 14 in a **production or supervisory/managerial**, Occupation Specific Dispensation (OSD) or non Occupation Specific Dispensation post in the Public Service with effect from 1 July 2012, including employees appointed on a fixed term contract exceeding 2 years; or

5.1.2 Who have resigned and are re-appointed into the public service with effect from 1 July 2012.

5.2 OSD and non-OSD employees appointed in training or community service posts (e.g. Candidate Technician and Engineer, Pupil Artisan (Apprentice), Medical Officer (Intern (Medical), Pupil Nurse, Medical Officer (Community Service) are excluded from this policy until such time that these employees have complied with the statutory and or appointment requirements for appointment to the specific **production or supervisory/managerial** post. This means that upon appointment to the production to supervisory/managerial post this policy will, to its full extend, become applicable to these employees.

## 6. IMPLEMENTATION OF THE COMPULSORY INDUCTION PROGRAMME

- 6.1 The Compulsory Induction Programme will be outcomes based in that it will indicate what learners should know and be able to do on completion of the programme. On completion of the Compulsory Induction Programme, learners should be able to:
- 6.1.1 Demonstrate and apply knowledge of the Constitution, relevant policy and legislative frameworks, government priorities, Public administration and the administrative apparatus of the State,
  - 6.1.2 Demonstrate the application of developmental values, *Batho Pele* principles and citizen centred approaches to their work and to unblocking service delivery challenges in an innovative manner,
  - 6.1.3 Build partnerships and communicate with citizens, stakeholders, and co-workers in an effective, professional and responsive way,
  - 6.1.4 Understand and apply the principles of project/programme management or work planning, implementation, monitoring and evaluation, mentoring, and coaching in the workplace,
  - 6.1.5 Demonstrate and apply knowledge on human resource management, including performance management,
  - 6.1.6 Demonstrate and apply procedures for financial management, including supply chain management and budgeting,
  - 6.1.7 Understand and apply good governance, ethics and anticorruption principles in all facets of conduct and practice both professionally and personally,
  - 6.1.8 Apply knowledge of diversity management and of inclusivity principles such as race, gender, culture, disability, rural and urban contexts as well as environmental sustainability,
  - 6.1.9 Demonstrate application of learning in the workplace through implementation, supervision and mentoring,
  - 6.1.10 Demonstrate an understanding and responsiveness to the plight of the poor and of service delivery challenges faced by citizens.
- 6.2 PALAMA, together with PSETA and other relevant institutions to develop, accredit and roll-out the Compulsory Induction Programme.
- 6.3 The Compulsory Induction Programme is a one (1) year programme.

**7. PERIOD TO COMPLETE COMPULSORY INDUCTION PROGRAMME**

- 7.1 An employee shall within six (6) months of her or his date of appointment to the public service enroll for the CIP, except employees appointed during the period 1 July 2012 to 31 October 2012 where their deemed date of appointment is 1 November 2012 for the purposes of this Directive.
- 7.2 An employee has twenty four (24) months from her or his date of appointment, calculated from 1 November 2012 for employees appointed during the period 1 July 2012 to 31 October 2012, to the public service to successfully complete the CIP.
- 7.3 Only upon successful completion of the CIP will an employee qualify for annual pay progression commencing with effect from 1 April of the new cycle. EXAMPLE: If an employee successfully completes the CIP on 20 September 2014, he or she will only qualify for pay progression for the period ending 31 March 2016 - evaluation period being 1 April 2015 to 31 March 2016.
- 7.4 The probation period of an employee shall not be confirmed unless such employee has successfully completed at least Module One of the CIP. If an employee fails to successfully complete Module One of the CIP after three (3) attempts, the Head of Department shall manage the employee in terms of the code and procedure on the management of poor performance or discipline, whichever is applicable.

**8. FUNDING OF THE COMPULSORY INDUCTION PROGRAMME**

- 8.1 Heads of Departments shall ensure that sufficient funds are set aside from their respective training budgets to fund learners attending the CIP.
- 8.2 Learners will be responsible for payments, based on a schedule issued by PALAMA from time to time, for repeating a module, submitting a new portfolio of evidence for assessment, etc.

**9. DELIVERING THE CIP: ROLES AND RESPONSIBILITIES**

- 9.1 PALAMA shall:-
  - 9.1.1 Together with PSETA develop the curriculum and training material;
  - 9.1.2 Together with PSETA appoint accredited training providers, focusing on further education and training colleges and provincial training academies;
  - 9.1.3 Develop training schedules per approved accredited training provider and submit them to both national and provincial Departments;
  - 9.1.4 Submit training reports of new entrants to relevant Departments a month after their first module and at least three (3) months after the last module.



9.2 Heads of Departments shall ensure that:-

9.2.1 The necessary structures and systems are in place to give effect to this Directive,

9.2.2 All employees enrolled on the CIP has access to a computer with internet facilities, and

9.2.3 All employees enrolled on the CIP are granted time-off in keeping with the approved schedule to attend face-to-face contact sessions and dedicated time to attend to workplace activities linked to the CIP.

9.3 Supervisors shall ensure that:-

9.3.1 All workplace assignments are completed, signed off and submitted to PALAMA or appointed training provider by the stipulated deadlines;

9.3.2 Registers on spreadsheets are signed and submitted to PALAMA or appointed training provider by the stipulated deadline.

9.4 Departments can only procure the CIP through PALAMA.

## 10. MONITORING, EVALUATION AND REPORTING

10.1 PALAMA shall be expected to monitor and report annually on the roll-out of the CIP.

10.2 DPSA shall monitor the implementation of this Directive through the annual reporting processes.

10.3 A Template for reporting on the implementation of this Directive will be provided to Departments.

10.4 Departments will be required to report on the implementation of this Directive on 1 June of every year.

## 11. COMPLIANCE

11.1 This Directive is issued in terms of the Public Service Act and as such an Executive Authority shall immediately take appropriate disciplinary steps against a Head of Department who does not comply with the provisions of this Directive and report to the Minister for Public Service and Administration the particulars of the disciplinary steps taken.

11.2 A Head of Department shall:-

- 11.2.1 immediately take appropriate disciplinary steps against an employee of the department who does not comply with the provisions of this Directive;
- 11.2.2 immediately report to the Director General: Department of Public Service and Administration the particulars of such non-compliance; and
- 11.2.3 as soon as possible report to the Director General: Department of Public Service and Administration the particulars of the disciplinary steps taken.

**12. GENERAL**

- 12.1 This Directive replaces the Directive "Directive on Compulsory Induction in the Public Service and Accompanying Requirements for Confirmation of the Probation of an Employee" issued by the Minister for Public Service and Administration, implemented with effect from 1 April 2008.
- 11.2 All employees appointed as Heads of Department or as Deputy Directors General or on salary levels 15 and 16 in the public service with effect from 1 July 2012, shall attend an Executive Induction Programme conducted by PALAMA.

**13. APPROVAL BY THE EXECUTIVE AUTHORITY**

**Approved:**



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**LN SISULU MP  
MINISTER FOR PUBLIC SERVICE AND ADMINISTRATION**

**Date: 2012/ \_\_\_ / \_\_\_**