



**the dpsa**

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Public Service and Administration  
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**Circular No.: HRD 1 of 2018**

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

**RE: IMPLEMENTATION OF THE REVISED DIRECTIVE ON DEVELOPMENTAL PROGRAMMES IN THE PUBLIC SERVICE.**

## **1. INTRODUCTION**

- 1.1. This Circular deals with the Directive on the employment of persons into Developmental Programmes in the public service.
- 1.2. This Directive replaces the Determination on Internship Programmes in the Public Service issued in 2009.
- 1.3. The revision of the 2009 Determination was effected to align the implementation of internship programmes with, and to respond to the latest policies and broader developmental agenda of government including the National Development Plan, the Youth Employment Accord (2013), National Skills Development Strategies (NSDS) and youth development strategies, amongst others.

## **2. SCOPE OF APPLICABILITY**

- 2.1. This Directive is applicable to all persons employed into Developmental Programmes in the public service at all national and provincial departments as contemplated in Section 2 of the Public Service Act No. 104 of 1994 as amended.
- 2.2. For the purposes of this Directive and in line with the Regulation 58 of the PSR (2016), the Developmental Programmes shall refer to internship, learnership, apprenticeship, graduate recruitment scheme, cadets, structured youth programmes and related programmes.

## **3. AUTHORISATION**

This Circular is issued by the Minister for Public Service and Administration in terms of Section 3(2) of the Public Service Act., 1994, as amended, read in conjunction with Regulations 57(2)(d), 58, 74(2), 75(a) and (b) and 26(2) (e) and (f) of the Public Service Regulations (2016).

#### **4. COMMENCEMENT DATE**

01 April 2018

#### **5. THE IMPLEMENTATION OF THE DETERMINATION AND DIRECTIVE**

5.1. Essentially, the strategic goals of this Determination and Directive and therefore the approach which the implementation must take, are:

- i) Primarily, to ensure that the supply of skills in each department is more directly managed so as to enable the public service to maintain a sufficient and capable skills base. To do this, each department must undertake initiatives and agreements that facilitate a continuous availability of talent to undertake the responsibilities of the respective departments. Each department must develop both internal and external labour market environments for the flow of skilled employees to fill critical positions; and
- ii) Secondly, to ensure that the public service programmes respond to the broader economic growth and developmental agenda of government. To do this, each department must provide opportunities for the youth to gain practical experience in the workplace and enhance their productivity potential through the implementation of developmental programmes within the department.

5.2. The implementation of the Developmental Programmes should be seen as an extension to the internal skills development initiatives, integrating HRD and HR Planning processes of the department. It must be linked to building capacity for technical and specialist professions addressing scarce and critical skills essential to the departmental, sectoral and/or occupational priorities.

#### **6. Funding**

6.1. Departments shall plan and fund the implementation of the Determination and Directive from their baseline budgets of voted funds. Where applicable, the departments can source the funding from the relevant Sector Education and Training Authorities (SETAs).

6.2. Payment of stipend allowances shall be determined according to the approved Remuneration Schedule for person of Developmental Programmes. The stipend allowance shall be paid monthly and shall not be less than the amount determined in accordance with the said remuneration schedule.

#### **7. Administrative Procedures**

7.1. All appointments of persons into Developmental Programmes must be made using the appropriate code on the Persal System. A Persal Circular with details on the specific codes and procedure will be forwarded to all departments in due course.

7.2. Persons being paid by SETAs and other third parties must be recorded and included in a manual report to be submitted to the DPSA during the third quarter of each financial year using the Annual Reporting

Tool created for this purpose found on the DPSA website. following the link:  
[http://www.dpsa.gov.za/dpsa2g/hrd\\_documents.asp](http://www.dpsa.gov.za/dpsa2g/hrd_documents.asp)

7.3. Departments shall identify, train and appoint mentors and/ or coaches to support the development of persons on Developmental Programmes. Persons on Developmental Programmes shall be entitled to induction and skills development as is applicable to other employees. Induction and skills development shall be done in collaboration with the National School of Government and other appropriate recognised training bodies, authorities and providers.

## 8. Implementation Targets

Each department must implement the Developmental Programmes as informed by its human resource management planning and development. The annual targets for each department shall be informed by the Medium Term Strategic Framework (MTSF) of the Cabinet at national level and which shall be communicated by the DPSA at the beginning of each financial year.

## 9. Compliance

9.1. This Circular and the Determination are issued in terms of Section 16 A 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 Circular and the Determination and report to the Minister for Public Service and Administration the particulars of the disciplinary steps taken.

9.2. A Head of Department shall:

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

Kind Regards



**Ms Thuli Radebe**  
**Acting Director-General**

Date: 22 - 5 - 2018