



DIRECTIVE ON COMPULSORY TRAINING PROGRAMMES FOR THE PUBLIC SERVICE

**ISSUED BY THE MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION IN TERMS OF
SECTION 41(3) OF THE PUBLIC SERVICE ACT, 1994 (PROCLAMATION 103 of 1994)**

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ACRONYMNS

AO	Accounting Officer
DPSA	Department of Public Service and Administration
EA	Executive Authority
M&E	Monitoring and Evaluation
MPSA	Minister for the Public Service and Administration
MTEF	Medium Term Expenditure Framework
NSG	National School of Government
PAMA	Public Administration Management Act, 2014, (Proclamation 11 of 2014)
PSA	Public Service Act, 1994, (Proclamation 103 of 1994)
PSR	Public Service Regulations, 2016,
SMS	Senior Management Service

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1. BACKGROUND

- 1.1 Chapter 10 of the Constitution of the Republic of South Africa, 1996, articulates the basic values and principles governing public administration, which are a mix of compliance, human resources management and developmental aspirations. These principles require the State to meet people's needs through authentic participatory processes that realise in practice a developmental public administration, and to build a capable, ethical and developmental state.
- 1.2 Greater emphasis must therefore be placed on promoting the values and ethos of the South African State, supporting the implementation of government policies, and assisting public servants to respond to the challenges of unemployment, inequality and poverty.
- 1.3 Research followed by analysis of data drawn from the Auditor-General reports, the Management Performance Assessment Tool (MPAT) results and the Budgetary Review and Recommendations Reports (BRRR) of the various parliamentary Portfolio Committees was undertaken by the National School of Government (NSG). The analysis, pointed to the fact that there were several common themes in terms of the major problems affecting National and Provincial Government Departments.
- 1.4 To ensure rapid turnaround of the situation, a suite of compulsory programmes for specific target groups were then developed with the intention of developing the skills of the workforce through concerted and targeted training. This approach aims at achieving critical mass within the workforce to drive the change agenda of government and if left to departments to undertake on their own, there is a risk that these courses will not receive the priority required and therefore the issuing of a directive becomes paramount. The approach will also result in the DPSA being able from a central perspective ensure compliance through appropriate monitoring and evaluation to determine achievement of the outcome or result aimed for.

2. PURPOSE

- 2.1. The purpose of this Directive is to—
 - 2.1.1. define compulsory training for employees;
 - 2.1.2. ensure that departments prioritise the training of its employees in the areas outlined as compulsory;
 - 2.1.3. outline the training modalities and payment processes for the compulsory programmes.

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3. OBJECTIVES

3.1. The objectives of this Directive are—

- 3.1.1. in the main, to support efforts to create a highly competent and professionalised public service, which includes the attainment of priority 1, outlined in the Medium Term Strategic Framework, (2019-2024) and reflected as the creation of a Capable, Ethical and Developmental State. (Priority 1 underpins all seven priorities and is a vision of strong leadership, a focus on people and improved implementation capability);
- 3.1.2. to transition to a more functional and integrated government, which is capacitated with professional, responsive and meritocratic public servants to strengthen relations and efficiency;
- 3.1.3. to prioritise and concentrate training, effort and spend in those areas that will achieve the largest and rapid turnaround of noncompliance by departments resulting in improved governance and accountability (achieving critical mass to drive the change agenda);
- 3.1.4. to provide for transitional measures.

4. AUTHORISATION

This Directive is issued by the Minister for the Public Service and Administration in terms of section 41(3) of the Public Service Act, 1994 (Proclamation 103 of 1994), read together with regulation 75(a) of the Public Service Regulations, 2016 (PSR).

5. SCOPE OF APPLICATION

5.1 This Directive applies to employees employed in all national and provincial departments and government components to whom the Public Service Act is applicable.

5.2 This Directive must be read with the following existing directives on:

- a) The utilisation of the 1% personnel budget for training and development in the Public Service , 2012;
- b) The compulsory induction programme, 2015; and
- c) Compulsory capacity development, mandatory training days and minimum entry requirements for the Senior Management Service (SMS) in the public service, 2017.

- 5.3 If any conflict, relating to the matters dealt with in this Directive arise between this Directive and the provisions of any Directive mentioned in paragraph 5.2 above, the provisions of this Directive shall prevail.

6. COMPULSORY TRAINING PROGRAMMES

- 6.1 For the purposes of this Directive, Compulsory Training Programmes for the Public Service shall consist of the undermentioned courses that must be attended and completed by all employees in the categories as specified next to each programme:

- a) Compulsory Induction Programme (salary levels 1 – 14);
- b) Executive Induction Programme (salary levels 15 – 16);
- c) Khaedu training and deployment to service delivery sites (salary levels 13 – 16);
- d) Ethics in the Public Service (salary levels 1 – 16);
- e) Managing of Performance in the Public Service (salary levels 6 – 12);
- f) Supply Chain Management for the Public Service (salary levels 6 – 16);
- g) Financial Management Delegations of Authority (salary levels 9 – 16);
- h) Re-orientation in the Public Service (salary levels 1 – 16);
- i) Basic Project Management for the Public Service (salary levels 6-12); and
- j) Advanced Project Management for the Public Service (salary levels 6-12)

7. ROLES AND RESPONSIBILITIES

- 7.1 A Head of Department shall—

- 7.1.1 identify the developmental areas within their department in line with this Directive;
- 7.1.2 identify employees to be trained and developed;
- 7.1.3 ensure that all relevant employees that have been enrolled and registered on the relevant courses complete such training within the timeframe specified for the applicable courses by the NSG ;
- 7.1.4 ensure that newly appointed employees are enrolled on the Compulsory Induction Programme within six (6) months from their date of appointment;
- 7.1.5 put in place departmental mechanisms to hold nominated employees accountable should they fail to attend or fully complete identified training contemplated in this Directives; and
- 7.1.6 monitor and evaluate the effectiveness of training and development interventions contemplated in this Directive against departmental skills gaps and identified challenges.

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7.2 The National School of Government shall—

7.2.1 design, develop, deliver and maintain the compulsory training programmes;

7.2.2 ensure that the cost associated with each of the compulsory training programmes are communicated to departments timeously (in line with the planning process timeframes) so that costs can be calculated and budgeted for purposes of attendance by employees.

7.2.3 ensure that where costs are subjected to inflation, that this be kept to the absolute minimum and try to achieve economies of scale to drive lower prices of training.

7.2.4 ensure that the training methodology used for rollout of the compulsory training meets with the infrastructural, accessibility, literacy, language and competence requirements of departmental employees, due to the diversity of the Public Service workforce, departmentally, nationally and provincially.

7.3 The Department of Public Service and Administration shall monitor and evaluate the implementation of this Directive by departments on annual basis.

8. FINANCIAL IMPLICATIONS

8.1 Departments must ensure that funding is made available for the implementation of Directive.

8.2 The NSG may, at its discretion and where feasible, subsidise the continuous rollout of the Compulsory Training Programmes subject to the availability of funds.

8.3 Departments may apply to any applicable sector education and training authority established in terms of the Skills Development Act for additional funds to support the requirements of this Directive.

9. ADMINISTRATION, ELIGIBILITY AND EXEMPTIONS

9.1 An employee shall within six (6) months of his or her date of appointment in the public service enrol for the Compulsory Induction Programmes since this programmes has implications for probation.

9.2 Compulsory Training Programmes must be incorporated into the Personal Development Plan of an employee.

9.3 The Head of Department must assist the employee in enrolling for the Compulsory Training Programmes by allowing reasonable time for the employee to attend the identified Compulsory Training Programmes.

9.4 The Compulsory Training Programmes identified as credit – bearing shall be attended once in the career of an employee unless there has been a substantial change in the outcomes of the programme, which may require top up through systems designed for Continuous Professional Development (CPD).

- 9.5 The Compulsory Training Programmes identified as non-credit bearing programmes may be attended more than once in an employee's career in the Public Service.
- 9.6 All postponements of secured training to a later date must be mutually agreed to by the NSG and the securing department with specific terms and conditions applicable such that it will result in the attendance of the training in the shortest possible period from the time of securing, bearing in mind that all compulsory training secured must be completed within a particular financial year.

10. MONITORING, EVALUATION AND REPORTING

- 10.1 A Head of Department shall ensure that accurate records are maintained in order to monitor compliance with this Directive and report on the implementation of this Directive through the Public Service HRD planning and reporting mechanisms as stipulated in Regulation 28(1) and (2) of the PSR.
- 10.2 The DPSA shall monitor the implementation of this Directive through its Human Resource Development Monitoring and Evaluation processes of the Public Service Human Resource Development Strategic Framework contemplated in Regulation 28(2) of the PSR.

11. COMPLIANCE

- 11.1 In line with the provisions of section 16A (1) of the Public Service Act, an Executive Authority shall:
- a) immediately take appropriate disciplinary steps against a Head of Department who does not comply with the provisions of the Act or a regulation, determination or directive made thereunder;
 - b) Immediately report to the Minister the particulars of such non-compliance; and
 - c) As soon as possible report to the Minister the particulars of the disciplinary steps taken.
- 11.2 In line with the provisions of section 16A (2) of the Public Service Act, a Head of Department shall:
- a) immediately take appropriate disciplinary steps against an employee of the department who does not comply with the provisions of this Act, or a regulation, determination or directive made thereunder;
 - b) immediately report to the Director-General: Department of Public Service and Administration the particulars of any such non-compliance; and
 - c) as soon as possible report to the Director-General: Department of Public Service and Administration the particulars of the disciplinary steps taken.
- 11.3 The Minister for the Public Service and Administration may report to the Cabinet or, through the relevant Premier, to the Executive Council of the relevant province any non-compliance by an executive authority with a provision of this Act or a regulation determination or directive made thereunder.

12. TRANSITIONAL MEASURES

- 12.1 As part of transitioning to the digital environment and the use of technology to drive training through e-learning platforms, the NSG shall progressively introduce this medium with the proviso that it complies with the infrastructure, accessibility, literacy, language and competence requirements of departmental employees, due to the diversity of the Public Service workforce, departmentally, nationally and provincially.
- 12.2 A Head of Department must ensure that all new employees are trained on compulsory training programmes within five (5) years of their appointment; and that employees employed at the time of issuing this Directive enrol and complete the relevant compulsory training programmes within a period of three (3) years.


13 DEVIATIONS

The Minister may, under justifiable circumstances and on good cause shown, authorise a deviation from compliance with any provision of this Directive in respect of a category of affected employees or affected department, on such conditions as the Minister may deem necessary.

14 COMMENCEMENT

This Directive is effective from date of approval by the Minister for the Public Service and Administration.

15 APPROVAL BY THE MINISTER

<p>Approved:</p> <p></p> <hr/> <p>MS N. KIVIET, MP MINISTER FOR THE PUBLIC SERVICE AND ADMINISTRATION DATE: 11/09/23</p>
