



**the dpsa**

Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax: (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax: (021) 465 5484

Enquiries: Mr S. Mpungose  
Tel no: (012) 336 1133  
File: 20/1/P

## **CIRCULAR NO. HRD1 OF 2008**

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

### **THE IMPLEMENTATION OF THE MASSIFIED INDUCTION PROGRAMME**

1. Cabinet mandated the introduction of the compulsory induction for all 100 000 new public servants that join the Public Service every year. The rollout of the induction programme for the Public Service employees also forms part of the government programme of action. Taking into consideration the high premium that is placed on improving service delivery, it has become necessary to ensure that this programme is implemented fully in line with the Cabinet decision.
2. **SAMDI** has replaced its existing induction programme with a two-day training course that is more interactive and lively using workbooks, videos, slides and reference manuals. The two-day course is offered, in collaboration with provincial training academies, departmental trainers and accredited service providers who have been trained by **SAMDI** to ensure that they are suitably qualified to offer this training.
3. The Minister for Public Service and Administration has issued a Directive that all new employees in the Public Service should be inducted to understand the values that underpin the Public Service. This induction should take place within 6 months after the appointment of the employee. The Directive which becomes effective from 1 April 2008 also indicates that the probation of new employees cannot be confirmed unless such an employee has completed the compulsory induction programme. The attendance of the course must be formalized to become part of the performance agreements and personal development plans of employees.
4. Departments are therefore required to set aside a portion of their departmental training budgets for the implementation of the compulsory induction programme.

5. SAMDI will issue out a training programme for 2008/2009 in March 2008 to enable departments to choose suitable training dates. Additional information in this regard can be obtained from Mr Solly Mogaladi at [solly@samdi.gov.za](mailto:solly@samdi.gov.za) or (012) 314 739 or Ms Nombulelo Mthombeni at [nombulelo@samdi.gov.za](mailto:nombulelo@samdi.gov.za) or (012) 314 7122.



**Prof. Richard Levin**  
**Director-General**  
Date: 5/3/08



**the dpsa**

Department:  
Public Service and Administration  
**REPUBLIC OF SOUTH AFRICA**

Private Bag X916, PRETORIA, 0001 Tel: (012) 336 1000, Fax: (012) 326 7802  
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5120, Fax: (021) 465 5484

**DIRECTIVE ON COMPULSORY INDUCTION IN THE PUBLIC SERVICE  
AND ACCOMPANYING REQUIREMENT FOR CONFIRMATION OF THE  
PROBATION OF AN EMPLOYEE**

1. The Minister for the Public Service and Administration has issued a Directive in terms of Regulation C1 of Part IX of Chapter 1 of Public Service Regulations, 2001, as amended, that-
  - a) an employee appointed for the first time in the Public Service on or after the effective date of this directive shall, within six months after his or her appointment date, complete the compulsory induction programme approved by the South African Management Development Institute;
  - b) the Head of each Department shall ensure that the necessary structures and processes are in place to ensure that the compulsory induction programme is conducted in respect of the employees in question; and
  - c) the probation period of any new employees shall not be confirmed unless such employee has completed the compulsory induction programme;
2. The directive shall take effect on 1 April 2008.