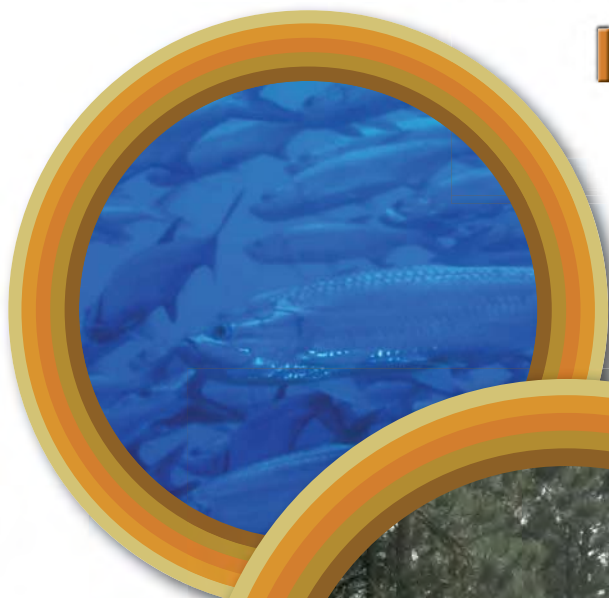


# External and Internal International Training Programme Policies



agriculture,  
forestry & fisheries

Department:  
Agriculture, Forestry and Fisheries  
REPUBLIC OF SOUTH AFRICA

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## External International Training Programme Policy

### GLOSSARY OF TERMS

Higher and Further Education Institutions in this policy refer only to SAQA accredited institutions offering agriculture, forestry and fisheries and related programmes. Sectors in this policy refer to provincial departments of agriculture, ARC, OBP, Agri SA, NAFU, NAMC, Higher and Further Education Institutions and NGOs involved in activities related to agriculture, forestry and fisheries.

#### 1. PREAMBLE

The Department of Agriculture, Forestry and Fisheries (DAFF), with its international study programmes, is committed to developing officials in the agricultural, forestry and fishery fields, meaning an approach that aims at developing knowledge and skills not only directed at work or task performance, but also other spheres of life, so as to equip them fully to serve the public and to make a meaningful contribution towards economic growth.

The aim of the measures contained in this policy document is to provide a framework, guidelines, norms and standards that will ensure that international training programmes are coordinated in an effective and efficient manner. It further seeks to ensure that each employee has an equal opportunity for and access to training programmes.

#### 2. AUTHORISATION

The responsibility and liability for training are contained in the Skills Development Act, 1998, Act No. No. 79 of 1998 and the Human Resources Development Strategy that was promulgated to develop the skills of employees and to encourage workers to participate in learnerships and other training programmes.

### **3. SCOPE OF APPLICATION**

This policy will allow the Department of Agriculture, Forestry and Fisheries to provide resources to potential individuals in the agriculture, forestry and fisheries field to participate in international training interventions.

### **4. PRINCIPLES**

The international training programmes shall be based on the following principles:

- 1.1 Training must be seen as a sound investment in the developments of the sector and the entire economy.
- 1.2 Training needs must be aligned to the objectives and priorities of the Department of Agriculture, Forestry and Fisheries and the sectors in general.
- 1.3 All training opportunities attended by participants should be needs directed and link strategically to broader human resource development.
- 1.4 Within the sector there must be equality of training opportunities and access for employees at all levels.
- 1.5 All training must be directed by a training plan that includes a cost/benefit analysis.(implementation plan).
- 1.6 Training programmes must be coordinated in such a way that they assist previously disadvantaged persons to overcome obstacles to their development, in order to be included in the mainstream of work in the sectors.
- 1.7 Participants must take part in the training programmes that are relevant to their functions.
- 1.8 Detailed information on foreign training programmes must be kept (directory).

### **5. WHO IS ELIGIBLE FOR TRAINING?**

Individuals within Agriculture, Forestry and Fisheries and sector partners are eligible for training, depending on whether an individual meets the requirements of the particular training programme.

### **6. FINANCIAL ASSISTANCE**

- 6.1 Most of the scholarships cover the cost of tuition, full accommodation; return air tickets, stipend and medical treatment in case of an emergency. The Directorate: Sector Education and Training shall only cover the cost of travel where necessary.
- 6.2 The sector partner shall be responsible for a daily substance allowance to the appropriate trainee/official in case, where daily allowance is not subsidised by the training provider.

### **7. LEAVE**

Leave will be granted in terms of individual sector partners leave policy. Leave shall be applicable only to the officials who obtained approval to attend the international training programme.

### **8. MANAGEMENT OF DONATIONS**

The Chief Financial Officer will be responsible for the management of donations in terms of Treasury Regulation 21.2.1. The Director: Sector Education and Training must submit the necessary requests timeously.

### **9. CONTRACTUAL AGREEMENTS**

Each sector partner will be expected to enter into a contract of his/her choice with selected officials.

## Internal International Training Programme Policy

### 1. PREAMBLE

The Department of Agriculture, Forestry and Fisheries (DAFF) with its international study programmes, is committed to developing employees in the agriculture, forestry and fisheries fields, meaning an approach that aims at developing knowledge and skills not only directed at work or task performance, but also other spheres of life, so as to equip them fully to serve the public and to make a meaningful contribution towards economic growth.

The aim of the measures contained in this policy document is to provide a framework, guidelines, norms and standards that will ensure that international training programmes are coordinated in an effective and efficient manner. It further seeks to ensure that each employee has an equal opportunity for and access to international training programmes.

### 2. DEFINITION OF TERMS

- 2.1 Department/DAFF means the Department of Agriculture, Forestry and Fisheries.
- 2.2 Higher and Further Education Institutions refer only to SAQA accredited institutions offering agriculture, forestry and fisheries and related programmes.
- 2.3 Sectors refer to provincial departments of agriculture, ARC, OBP, Agri SA, NAFU, NAMC, Higher and Further Education Institutions and NGOs involved in activities related to agriculture, forestry and fisheries.

### 3. AUTHORISATION

The responsibility and liability for training are contained in the Skills Development Act, Act No. 79 of 1998 and the Human Resources Development (HRD) Strategy that was promulgated to

develop the skills of employees and to encourage workers to participate in learnerships and other training programmes.

#### **4. SCOPE OF APPLICATION**

This policy will allow the department to provide resources to potential individuals in the agriculture, forestry and fishery fields to participate in international training interventions.

#### **5. PRINCIPLES**

The international training programmes shall be based on the following principles:

- 5.1 Training must be seen as a sound investment in the development of the public service and the entire economy.
- 5.2 Training needs must be aligned to the objectives and priorities of the department.
- 5.3 All training opportunities attended by participants should be needs-directed and linked strategically to broader human resource development.
- 5.4 There must be equality of training opportunities and access for employees at all levels within the department.
- 5.5 All training must be directed by a training plan that includes a cost/benefit analysis.
- 5.6 Training programmes must be coordinated in such a way that they assist previously disadvantaged personnel to overcome obstacles to their development, in order to be included in the mainstream of work in the public service.
- 5.7 Participants must take part in the training programmes that are relevant to their functions. Detailed information on international training programmes must be kept.
- 5.8 Such employees will be required to enter into a binding and structured skills transfer programme.

#### **6. STRUCTURES AND ROLE PLAYERS**

##### **6.1 Director-General**

It is the responsibility of the Director-General to monitor and evaluate the impact of international training programmes and to ensure that such programmes are executed in line with the priorities of the Department of Agriculture, Forestry and Fisheries.

##### **6.2 Directorate: Sector Education and Training**

The Directorate: Sector Education and Training shall be responsible for the overall coordination and facilitation of international training programmes for participants in DAFF. The directorate will be responsible for the following functions:

- 6.2.1 Formulation of international training policy.
- 6.2.2 Liaison with line managers to determine training needs.
- 6.2.3 Administer the application processes.
- 6.2.4 Ensure that participants of the training programmes complete the contract forms.
- 6.2.5 Ensure that all opportunities for training sourced, have been reported to the Chief Financial Officer and ensure that prior approval for the acceptance of donations is obtained.
- 6.2.6 Compilation of an annual plan for training opportunities.
- 6.2.7 Maintaining a database for training activities.
- 6.2.8 Reporting on the progress of the department on sending employees for international training programmes.
- 6.2.9 Dispose training opportunities to the intended beneficiaries of the international training programmes.

- 6.2.10 Implement the policy.
- 6.2.11 Ensure that back to office reports and alumni association's forms are submitted within 14 days after the employee return.

### **6.3 Line function managers**

Managers and supervisors have the following responsibilities:

- 6.3.1 Monitoring and evaluation of the impact of training in their components.
- 6.3.2 Determining training needs through constant evaluation of work performance against set standards and norms.
- 6.3.3 Inform employees under their supervision on available training opportunities and encourage the implementation of knowledge and skills acquired upon completion of training in a work situation.
- 6.3.4 Ensure that contractual agreements are adhered to.
- 6.3.5 Ensure that back to office reports and customer feedback questionnaires on the training programmes attended are submitted in time.
- 6.3.6 Ensure evaluation reports for training programmes attended are submitted in time.
- 6.3.7 Identify suitable candidates for training programmes without bias.
- 6.3.8 Grant approval for employees under their supervision to participate in the training without bias.

### **6.4 Individual participants**

Each participant of the International Training Programmes has a responsibility towards his/her own self-development, which includes the following:

- 6.4.1 Utilise fully the opportunities offered by the international training providers.
- 6.4.2 Apply the newly acquired knowledge, skills and attitude to his/her work situation.
- 6.4.3 Complete the contract forms prior to departure (Form FTAFAX1).
- 6.4.4 Submit back to office reports upon return, indicating clearly how the newly acquired skills and knowledge will be implemented in the workplace as well as the time frame.

### **6.5 Training providers**

The training providers will be requested to:

- 6.5.1 Provide short and long-term training programmes to eligible candidates either in the form of scholarships or fellowships.
- 6.5.2 Provide accreditation and certification of the courses offered.

## **7. WHO IS ELIGIBLE FOR TRAINING?**

All employees of DAFF are eligible for training, depending on whether an individual meets the requirements of the particular training programme. A particular focus shall be on a full and equal role for women and affirmative action in line with government's White Paper on Transformation principles as enshrined in the public service and the HRD Strategy of government.

## **8. CRITERIA FOR SELECTION OF EMPLOYEES**

- (a) Employees must be in possession of scarce/critical/valued/specific skills and be able to transfer these skills to their colleagues through a binding and structured skills transfer programme.
- (b) Employees must at least have one year's continuous service in the department.
- (c) Employees must obtain either "performance above agreed standard" or an "outstanding performance" rating.
- (d) Evidence of investment in the development of the employee must be presented.
- (e) The study direction/programme is relevant to her/his current job, and/or will enhance her/his career prospects.

(f) She/he has a good academic record and meets the minimum requirements for admission set by a training institution.

(g) Funds must be available.

## **9. FINANCIAL ASSISTANCE**

9.1 Most of the scholarships cover the cost of tuition, full accommodation; return air tickets, stipend and medical treatment in case of an emergency. The Directorates: Sector Education and Training shall only cover the cost of travel where necessary. Additional daily allowance will be paid only to employees attending international training short courses provided that the hosting country does not subsidise it.

9.2 Line functions directorates are responsible for a daily subsistence allowance to the appropriate employee in line with DAFF financial instruction. In the case where training is not subsidised by the training provider, the directorate of the relevant applicant must fund the training from its own budget or source funding elsewhere to enable the payment for the training programme.

## **10. LEAVE**

### **10.1 Studies initiated by an employee**

The employee will be granted study leave on a 50/50 basis:

(a) Special leave on the basis of one day's special leave with full pay for each day's annual leave with full pay.

(b) This means that the department grants him 1 day special leave for every annual leave day that he will offer.

(c) Should an employee not have any annual leave to his credit, unpaid leave may be granted.

(d) Upon recommendation of the immediate supervisor of such request, the relevant Director/higher may approve applications for unpaid leave for up to 184 calendar days in a period of 18 months.

(e) Application for unpaid leave for more than 184 calendar days in a period of 18 months must be approved by the Director-General. Such an application should entail a submission and motivation submitted *via* the SMS route and D: HRM *en route* to the Director-General.

(f) Special leave with full pay may be granted to an employee for the day/s he sits for an examination and 1 day prior for preparation.

(g) If an employee, who is so released for purposes of study leave, does not meet the requirements to be transferred or promoted to the next level of study, he may not be released to repeat the studies. The repeat of such studies will be study leave without pay, upon approval of the Director-General.

(h) It is crucial that such leave forms be submitted to your HR component as soon as possible.

(i) Employees must ensure that they are acquainted with the principles that apply in terms of unpaid leave and how it affects all benefits.

### **10.2 Studies initiated by the employer**

In cases where DAFF has initiated an international training programme, the employee will not be required to make use of his/her leave. The employee will be granted study leave with full pay for the days equivalent to the duration of the training.



**11. MANAGEMENT OF DONATIONS**

The Chief Financial Officer will be responsible for the management of donations in terms of Treasury Regulation 21.2.1. The Director: Sector Education and Training must submit the necessary requests timeously.

**12. CONTRACTUAL AGREEMENTS**

Entering into contract prior to departure is mandatory to all DAFF employees. The contract form shall be referred to as: FTA FAX 1.