



## water affairs

Department:  
Water Affairs  
REPUBLIC OF SOUTH AFRICA

### GRADUATE TRAINEE RULES & PROCEDURES

1) Contracts	<ul style="list-style-type: none"><li>➤ Contract for 5 years:<ul style="list-style-type: none"><li>○ 3 years with LA (non-OSD);</li><li>○ 2 years with line function (OSD).</li></ul></li></ul>
2) Lines of communication	<ul style="list-style-type: none"><li>➤ Graduate Trainee ↔ Mentor ↔ Stream Leader ↔ LA</li></ul>
3) Placement	<ul style="list-style-type: none"><li>➤ Placed at workplace by stream leaders during induction period.</li></ul>
4) Salaries	<ul style="list-style-type: none"><li>➤ Paid by LA during first part of contract;</li><li>➤ Paid by line function during second part of contract.</li></ul>
5) Registration with ECSA / PLATO / SACNSP	<ul style="list-style-type: none"><li>➤ Sponsored by LA for first part of contract (non-OSD);</li><li>➤ Sponsored by GT during second part of contract (OSD).</li></ul>
6) Leave	<ul style="list-style-type: none"><li>➤ Entitled to 22 vacation leave.</li><li>➤ Entitled to all other types of leave.</li><li>➤ Leave only recommended by mentor.</li><li>➤ Leave approved by LA.</li></ul>
7) T&S	<ul style="list-style-type: none"><li>➤ No T&amp;S paid by LA if training related for first part of contract only course, meals and accommodation paid.</li><li>➤ T&amp;S paid by LA if training related for first part of contract only course, meals and accommodation paid.</li><li>➤ All T&amp;S claims only to be recommended by mentor.</li><li>➤ All T&amp;S claims approved by LA.</li><li>➤ T&amp;S paid by line during second part of concrete.</li></ul>
8) Quarterly responsibilities	<p>The <b>engineering</b> graduate trainee must forward the following on a quarterly basis to the Stream Leader: Log of detailed exposure (extract of logbook); Summary of workplace exposure (extract of logbook); Evaluation (person &amp; engineering); Probation report; Technical report (including feedback on courses attended); ECSA status.</p> <ul style="list-style-type: none"><li>➤ <b>The science graduate trainee must forward the following on a bi-monthly basis to the Stream Leader: Log of detailed exposure (extract of logbook); Summary of workplace exposure (extract of logbook); Evaluation (person &amp; science); Probation report; Technical report (including feedback on courses attended); SACNPS status.</b></li></ul>
9) Translation to line function	<ul style="list-style-type: none"><li>➤ Competency assessment done by a panel after period of 18 months to 2 years.</li><li>➤ If competent:<ul style="list-style-type: none"><li>○ Submission from line function to DG for establishment of additional funded posts against line (funds must be available).</li></ul></li></ul>

10) Further studies	<ul style="list-style-type: none"> <li>○ HR processes commissioned to create posts.</li> <li>○ GTs translated into OSD as candidates.</li> <li>➤ If not competent: <ul style="list-style-type: none"> <li>○ First part of contract will terminate after 3 years.</li> <li>○ No new contracts to be offered.</li> </ul> </li> </ul>
11) Accommodation- and transport arrangements to and from workplace	<ul style="list-style-type: none"> <li>➤ Consent of mentor ; <ul style="list-style-type: none"> <li>○ After one year of satisfactory progress in LA;</li> <li>○ Implications of having to attend block courses;</li> <li>○ Normal staff development bursary application;</li> <li>○ Second bursary to be worked back consecutive to first bursary.</li> </ul> </li> </ul>
12) Monitoring and evaluation	<ul style="list-style-type: none"> <li>➤ GT responsibility.</li> </ul>
13) Course attendance	<ul style="list-style-type: none"> <li>➤ On a quarterly basis by relevant MODCOM.</li> </ul> <ul style="list-style-type: none"> <li>➤ Paid by LA if training related;</li> <li>➤ Paid by line function if production related;</li> <li>➤ In line with IDP;</li> <li>➤ Accredited courses;</li> <li>➤ No conferences unless participation;</li> <li>➤ See Annexure A for procedure</li> </ul>

## Annexure A

### a) Course attendance

- Allow a minimum of 4 – 6 weeks for application for both internal and external courses, workshops, seminars and other relevant training programmes. Please comply with deadlines where applicable.
- Obtain the registration form from the service provider as well as the course outline.
- Discuss the internal and external courses, workshops, seminars and other relevant training programmes you identified to attend with your mentor.
- All internal and external courses, workshops, seminars and other relevant training programmes must be motivated thoroughly by the mentor, indicating why it is necessary and how it fits into your workplan, training and development plan.
- Fill in the registration form and send it the LA offices together with the motivation letter for the Programme Manager: LA to sign and approve.
- The registration form will be send back to you after it has been signed as it your responsibility to make sure that you are registered for the course.
- Once you are registered, request a quotation so that an order number can be created.
- Submit the proof of registration, the quotation, the DW737, and the motivation to the LA Administration office. If any of this documentation is outstanding, approval will be cancelled and your attendance will be cancelled.
- The administration office of the LA will obtain an order number and communicate with the respective companies to obtain invoices for payment. Please ensure that you have this order number with you before you attend the training intervention.
- Payment will arranged. Be advised that payment before attendance is not standard practice in the Department.
- Upon return from your courses, workshops, seminars and other relevant training programmes, you should supply the LA with a copy of your certificate and other supporting documents. **Failure to comply will in you not attending the course or any other courses in future.**
- Submit accommodation, flight and car booking forms where necessary on time!!!! Get the programme of the training intervention from the service provider before making your bookings as last minute changes of bookings will no longer be entertained. Give yourself enough travel time.
- Accommodation, flight and car bookings: Submit your documents at least two weeks in advance. After they are approved by the PM: LA they will be sent to the respective DWA travel agencies and Phavis. It is your

responsibility to make a follow up with them and make sure you receive confirmation. Confirm with Erica Gouws at ZWA 244 X7568 for flights and accommodation, Jansen Seleka at ZWA 245 X7701 for self drive and Josephine Tsoku at ZWA 245 ext 8873 for point to point. After hours numbers are: Transport & Accommodation (After Hours): Virginia Ndabane (082 904 4032) and Phavis contact person (after hours): Josephine Tsoku (082 803 1812).

- Be reminded that if you are to attend a training intervention at Roodeplaat Training Centre, that you have to make bookings for both accommodation and meals at RTC.
- Please note that the LA does not make booking for filed trips, we only cover for courses.
- Be advised that transport and accommodation should be cost effective.
- It remains your responsibility to ensure that you get all reference numbers and vouchers for transport and accommodation as well as order numbers for proof of commitment of payment before you leave for training!!!
- Missing of flights, non attendance of courses, workshops, seminars and other relevant training programmes, abuse of Phavis transport and late cancellation or changes of courses due to unethical behaviour will not be tolerated. ***All incidences will be investigated and full costs can be recovered from guilty parties.***
- If you fail a course, you can try one more time to complete and pass on the cost of the LA. After that it will be on your own costs and if failure persists, costs of the course will be recovered from you.
- Ensure that you reconcile expenditure ASAP on return. Be reminded that no S and T can be claimed for training interventions. Incidental costs such as toll fees and petrol where petrol cards are inactive, will be paid out.

## Annexure B

### a) Claims

*What can you claim for?*

- Km travelled when using a private car for work related trips (not more than 1300 cc engine capacity; maximum km that can be claimed is 100 km per month). You should book a car through the department first (pool or Phavis); if there is no car available (provide written proof), you get approval to use your own car from the Programme Manager: LA. Submit all proofs when submitting S and T claim forms.
- Incidental accommodation expenses due to breakdowns: motivation to be submitted.
- Daily rate and food: see 8.2.
- Protective clothing: not exceeding R 2 000 per annum. Mentors need to motivate to the Programme Manager: LA of the type of protective clothing you will require. Get approval before you buy and then submit receipts for re-imbursments.
- Registration fees to professional bodies, e.g. ECSA, WISA. All GTs are encouraged to register with relevant professional bodies.
- Re-imbusement for public transport: make arrangements with LA first before you make any arrangements. Do not book any flights from your own pocket: all flights through official DWA travel agencies.
- Relocation costs are not covered by the LA. However, the Programme Manager: LA will allow a travel claim for your distance travelled to be submitted (1300 cc and true km reading).

8.2 *Procedure when claiming for S and T*

- **ALL S AND T CLAIMS MUST GO THROUGH THE LA. S AND T CLAIMS IS LINKED WITH YOUR PERSAL NUMBER AND IF YOU SUBMIT IT VIA YOUR REGIONAL OFFICES OR SUB-DIRECTORATES, IT WILL NOT BE PAID OUT. FAILURE TO COMPLY WILL RESULT IN BLOCKING OF S AND T CLAIMS TO THE**

## RESPECTIVE INDIVIDUAL.

- S and T claims are only allowed for service delivery and not when you are attending any training intervention. The S and T budget of the LA is limited and thus if funds are exhausted, claims could be refused.
- Make sure that all your S and T are signed. You sign as an applicant and if mentors want to assure the LA that they know about the claim, they can sign the second block, please make sure that the third block is blank for the signature of the Programme Manager: LA or your S and T will be sent back to you.
- Make sure that you write the purpose of journey and destination on the second page and also include the correct dates and times.
- All the information that appears on the second page needs to appear on the first page as well.
- Write the total amount of the money you are claiming on the first and second page.
- When claiming for km's, please making sure that your form is signed by your mentor (the form to claim km's) before submitting it for final approval by the Programme Manager: LA.
- Include the total amount you are claiming for km's in your S and T. We do not reimburse petrol unless you booked for aPhavis car and the petrol card did not work or you did not take it at all.Include a motivation when claiming for petrol.
- For your own car, you can only claim for kilometres travelled, airport parking and tollgates (see 8.1).
- When claiming for daily rate, meaning, you did not book accommodation through the travel agencies, include a motivation for that as well. Also contact transport at National office or your local transport officer and ask them to send you an e-mail confirming that you did not book accommodation for the days that you are claiming or your S and T will be send back.

- The daily and hourly rate is adjusted annually. Ensure that the correct rate is used.
- If you attended a one day event and did not sleep over, you are entitled to claim for breakfast (if you left before 7h00), for lunch and for 2 soft drinks. You cannot claim the hours.
- We do not reimburse airtime!!!
- Please be reminded that all claims have to be proven with receipts.