



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



HUMAN RESOURCE MANAGEMENT

INDUCTION POLICY

Approved by



Principal



College Council Chairperson

Date: 02-12-2017

Date: 02-12-2017

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DECLARATION OF INTENT

The College shall, at all times, act within the framework of national legislation and policy to ensure the effective induction of a new employee into the organisation and the work profile.

OBJECTIVE

To provide an effective and operationally-orientated induction programme to:

- promote internal public relations
- increase productivity
- reduce anxiety and uncertainty
- reduce labour turnover
- facilitate the creation of clear and realistic employee expectations

“Employee” : any person employed by the College in terms of the Public Service Act or the Employment of Lecturers Act or the Basic Conditions of Employment Act, irrespective of rank.

“Employer” : both the individual person who may be the employer in legal terms, as well as the organisation that is responsible for implementing human resource management policies.

“Induction” : a formal entry into an organisation, a position or an office.

“Induction training” a type of training given as an initial preparation upon taking up a post. Its goal is to help a new employee reach the level of performance expected from an experienced worker. It often contains information dealing an overview of the legislative framework, organisation’s operating systems and processes, health and safety measures and security systems. An attempt may also be made to introduce the individual to key employees and give an impression of the culture of the organisation.

“Manager” : anyone whose duties in the main involve responsibility for the work of others. Thus, the term includes not only those who are usually referred to as managers because they are members of the so-called “management echelon”, but also all first-line supervisors.

- familiarise the incumbent with the relevant policies and practices
- enable access to all policies and other prescripts relevant to the College
- provide a clear job description to the incumbent.

TERMINOLOGY

For the purposes of this policy, the following definitions apply:

SCOPE OF APPLICATION

This policy applies to all new and existing KwaZulu-Natal CET College employees but is prioritised for:

- newly appointed employees
- staff appointed to new positions
- trainees.

GOVERNING PRESCRIPTS

LEGISLATION

- The Public Service Act, 1994 (applicable for public service employees)
- Skills Development Act, 1998
- Employment Equity Act, 1998
- South African Qualifications Act, 1995
- Promotion of Equality and Prevention of Unfair Discrimination Act, 2000
- Basic Conditions of Employment Act, 1997
- CET Act 16 of 2006, as amended

WHITE PAPERS

- White Paper on Human Resource Management, 1997
- White Paper on Transformation of the Public Service, 1995
- White Paper on Public Service Training and Education, 1998
- White Paper on Post School Education and Training 2014

TRANSVERSE POLICIES AND DIRECTIVES

- Resolution 4: Developmental Appraisal System, 1998
- Lecturer Regulations, 1999
- Public Service Regulations, 2001

DELEGATIONS OF AUTHORITY

- Statutory assigning of powers in respect of Lecturers
- Statutory assigning of powers in respect of Public Service Staff

GUIDING PRINCIPLES

- (i) Any organisation is only as strong as the people who work for it and an effective induction programme is a powerful mechanism for empowering employees to perform at an optimal level as quickly as possible. An effective induction programme effectively orientates the employee regarding the broader organisation - its social structure, frameworks, references and systems - thus enabling him/her to focus on the operational and technical aspects of his/her job far sooner.
- (ii) Furthermore, effective and targeted induction can:
 - assist in equipping new employees with the necessary background and reference points to carry out their jobs effectively in pursuit of the vision and mission of the College.
 - Focus employees towards acquiring development-orientated professionalism and the appropriate knowledge with which to implement the goals and objectives of the College.
 - help to address issues of diversity, while also promoting a common organisational culture to support unity in the workplace.
 - assist employees in reorienting many of the values and practices that may have been acquired in previous positions or organisations.
 - assist employees in developing a better understanding of the needs of the College and the communities which it serves.
- (iii) In this regard, the College shall be guided by the principles:
 - embodied in the College's strategic plan
 - of transparency and fairness

- of relevance and accessibility
 - of consultation and democracy
 - of responsibility, accountability and empowerment
 - of minimal disruption to operations
 - of effective planning and integrated career pathing
 - of respect and tolerance
 - of flexibility
 - of the sustained implementation of Total Quality Management Systems (TQMS).
- (iv) All new employees shall complete an induction programme within the first 2 (two) months of their employment at the College.

PROCEDURES

- (i) All new employees shall be scheduled on and complete the College's Formal Induction Programme. The programme shall, at least, consist of the following components:

MODULE I: AN ORIENTATION OF THE COLLEGE

1. Vision and Mission of the College
2. Organisational Structure and Physical Location
3. An Introduction to College Management
4. Designations and Staff Groupings
5. Definitions and Terminology
6. An Overview of Organisational Administrative Systems

MODULE II: THE LEGISLATIVE AND REGULATORY FRAMEWORK

1. Acts

- ☐ The Constitution of the RSA, 1996
- ☐ The Public Service Act, 1994 and Regulations
- ☐ The Employment of Lecturers Act, 1998 and Regulations
- ☐ Labour Relations Act, 1995
- ☐ Basic Conditions of Employment Act, 1997

- ▣ Employment Equity Act, 1998
- ▣ Skills Development Act, 1998
- ▣ Public Finance Management Act, 1999 and Treasury Regulations
- ▣ National Archives of South Africa Act, 1996 and Instructions
- ▣ Preferential Procurement Policy Framework Act, 2000
- ▣ CET Act, 2006 as amended
- ▣ Companies Act, 1973

2. White Papers

- ▣ The White Paper on Transforming Public Service Delivery (Batho Pele White Paper)
- ▣ The White Paper on Human Resource Management in the Public Service
- ▣ The White Paper on Transformation of the Public Service
- ▣ The White Paper on Post School Education and Training 2014

3. Human Resource Prescripts and Guides

- ▣ Institutional Human Resource Management Policies
- ▣ National Qualifications Framework
- ▣ Chamber Resolutions (ELRC and PSCBC)
- ▣ Delegations of Authority

MODULE III: OPERATING REGULATIONS

1. Working Hours
2. Execution of Duties
3. Remuneration
4. Work Obligations
5. Dress Code
6. Code of Conduct

MODULE IV: CONDITIONS OF SERVICE

MODULE V: ALLOWANCES AND BONUSES

MODULE VI: PERFORMANCE MANAGEMENT

1. Objectives of Performance Management
2. An Overview of the Performance Management and Appraisal Process
3. Human Resource Development Opportunities

MODULE VII: DISCIPLINARY AND GRIEVANCE PROCEDURES

MODULE VIII: HEALTH AND SAFETY MEASURES

- (ii) The Induction Checklist (Annexure A) shall be used to track the progress of the programme and shall be completed by both the employee and the Human Resource Manager.

ROLES AND RESPONSIBILITIES

HUMAN RESOURCE MANAGER

The Human Resource Manager shall be responsible for the formulation, coordination and evaluation of the induction programmes conducted in the College. This responsibility includes the administration of induction checklists to ensure that all new employees participate in and complete the programme and that any specific issues that may emerge during the programme are appropriately addressed.

EMPLOYEES

Individual employees shall be responsible for ensuring that they participate in and complete the scheduled induction programme. In addition, it is the responsibility of each employee to ensure that he/she maximises the opportunity and uses it to address any concerns or issues.

POLICY IMPLEMENTATION AND REVIEW

(1) This policy is effective from _____ and shall be reviewed as and when deemed necessary by council.

ANNEXURE

- (i) Annexure A: Induction Checklist

Approved by

Accounting Officer

Chairperson of the College Council

Date: _____

ANNEXURE A

INDUCTION CHECKLIST

EMPLOYEE DETAILS:-

Surname and Initials	
Persal/ID number	
Date	

1. Has the employee been shown around the Centre/central office?
Yes/No

2. Has the employee been introduced to the Management Team?
Yes/No

3. Has the employee been introduced to co-workers?
Yes/No

4. Has the College vision, mission and values been explained?
Yes/No

5. Has the employee been given further information regarding the College?
Yes/No

BSV

6. Has the employees job requirements/expectations been explained ?
Yes/No

7. Has all the Health and safety instructions been explained?
Yes/No

8. Is the employee aware of the College Quality Management System(QMS) ?
Yes/No

9. Has the employment Code of Conduct, Grievance and Disciplinary procedure
been explained?
Yes/No