

*Department of Agriculture*

**EXTERNAL  
International Training  
Programme Policy**

MARCH 2003

DIRECTORATE EDUCATION AND TRAINING



DEPARTMENT: AGRICULTURE  
REPUBLIC OF SOUTH AFRICA

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## **GLOSSARY OF TERMS**

Higher and Further Education Institutions in this policy refers only to SAQA accredited institutions offering agriculture and related programmes.

Sector in this policy refers to Provincial Departments of Agriculture, ARC, OBP, Agri SA, NAFU, NAMC, Higher and Further Education Institutions and NGOs involved in the agricultural activities.

### **1. PREAMBLE**

The National Department of Agriculture, with its international study programmes, is committed to developing officials in the agricultural field, 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 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. The Reconstruction and Development Programme (RDP) of the Government and the Broadening of Access to Agriculture Trust (BATAT) initiative of the National Department of Agriculture view the development of human capital as one of the cornerstones in development programmes.

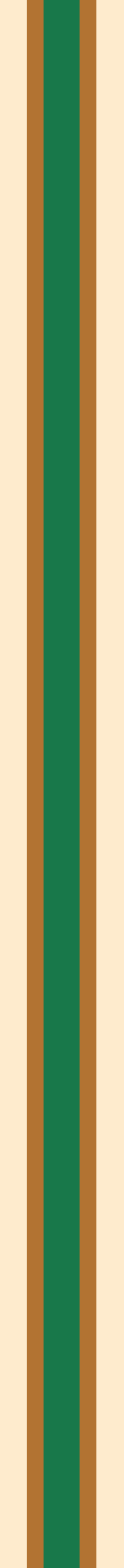
### **3. SCOPE OF APPLICATION**

This policy will allow the National Department of Agriculture to provide resources to potential trainees in the agricultural field to participate in international training interventions.

### **4. PRINCIPLES**

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

- 4.1 Training must be seen as a sound investment in the development of the Sector and the economy as a whole.

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- 4.2 Training needs must be aligned to the objectives and priorities of the National Department of Agriculture and the sector in general.
  - 4.3 All training opportunities attended by participants should be needs driven and link strategically to broader human resource development.
  - 4.4 Within the Sector there must be equality of training opportunities and access for employees at all levels.
  - 4.5 All training must be directed by a training plan that includes a cost/benefit analysis.
  - 4.6 Training programmes must be co-ordinated 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 sector.
  - 4.7 Participants must take part in the training programmes that are relevant to their functions.
  - 4.8 Detailed information on foreign training programmes must be kept.

## **5. STRUCTURES AND ROLE-PLAYERS**

Each sector partner shall be expected to establish its own structures. The terms of reference for the training committee are annexed on TCTOR.

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

All the staff members of different sector partners are eligible for training, depending on whether an individual meets the requirements of the particular training programme.

## **7. FINANCIAL ASSISTANCE**

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 Education and Training shall only cover the cost of travel where necessary.

## **8. LEAVE**

Leave will be granted in terms of individual sector partners leave policy.

## **9. MANAGEMENT OF DONATIONS**

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

## **10. CONTRACTUAL AGREEMENTS**

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

## TERMS OF REFERENCE FOR THE TRAINING COMMITTEE

### 1. GENERAL

The proposed Terms of Reference will be tabled for discussion at the first meeting of the Training Committee.

### 2. AIMS OF THE TRAINING COMMITTEE

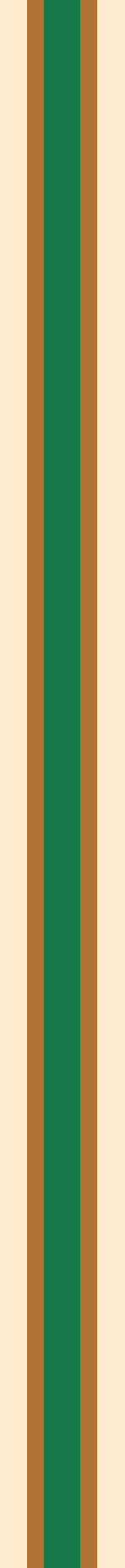
- 2.1 To ensure consistent application of the international study programme policy.
- 2.2 To propose a review of the policy when the need arises.

### 3. FUNCTIONS OF THE TRAINING COMMITTEE

- 3.1 Ensure that training opportunities are streamlined and effectively utilised.
- 3.2 Ensure that training takes place on an effective and efficient basis.
- 3.3 Ensure that such opportunities are coordinated to further the vision and policy of the National Department of Agriculture and the sector.
- 3.4 Establish and maintain a sound partnership with all stakeholders through an effective communication strategy.
- 3.5 Ensure that such programmes are aligned with principles guiding all the bilaterals and binationals between South Africa and the rest of the training providers guided by Trade, Training and Transfer of Technology Principles.
- 3.6 Ensure transparency, representativeness and gender sensitivity in the selection of candidates.
- 3.7 Approval and authorisation of applications.

### 4. COMPOSITION OF THE TRAINING COMMITTEE

- 4.1 The International Study Training Scheme shall be overseen by a training committee consisting of 8 to 10 members of representatives from:
  - 4.1.1 The Senior Manager: Education and Training as Chairperson.
  - 4.1.2 One representative from the National Department of Agriculture Skills Development Committee (formally known as the Skills Development Forum).
  - 4.1.3 One official representing all the nine (9) Provincial Departments of Agriculture.

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- 4.1.4 One official representing the Association of Principals of Colleges of Agriculture.
  - 4.1.5 One official representing the Association of Technikon Principals offering agriculture.
  - 4.1.6 One official representing the Association of University Principals offering agriculture.
  - 4.1.7 One official representing the Agricultural Research Council.
  - 4.1.8 One official representing Onderstepoort Biological Products.
  - 4.1.9 Coopted members.

## **5. NEGOTIATE OBLIGATIONS OF THE DIFFERENT AGRICULTURAL PUBLIC ENTITIES**

- 5.1 An agreement should be reached with individual agricultural public entities on:
  - 5.1.1 seniority of officials expected to attend the Training Committee Meetings;
  - 5.1.2 the need to bind selected officials with a contract; and
  - 5.1.3 committing themselves to ensure that selected officials from their entities, forward back to the office reports and programme evaluation forms to the Directorate Education and Training within 14 days on their return.