



# Annual report on the implementation of the Experiential Training and Internship Programme

2007/08



agriculture

Department:  
Agriculture  
REPUBLIC OF SOUTH AFRICA

**Annual report on the  
implementation of the  
Experiential Training and  
Internship Programme**

**2007/08**

**Directorate Education, Training and Extension Services  
DEPARTMENT OF AGRICULTURE**

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## ACRONYMS

DoA	:	Department of Agriculture
SA	:	South Africa
SAQA	:	South African Qualifications Authority
DPSA	:	Department of Public Service Administration
ETES	:	Education, Training and Extension Services
CESM	:	Classification of Education Study Matter
NGO	:	Non Governmental Organisation
PWD	:	People with Disabilities
PDP	:	Professional Development programme
AIDP	:	Agriculture Industry development programme
DEXCO	:	Department of Agriculture Executive Committee
NQF	:	National Qualification Frame Work
SAQA	:	South African Qualification Authority

## DEFINITION OF TERMS

<b>Internship</b>	A structured workplace experience programme that is agreed to between the intern and the supervisor/line manager who is delegated this responsibility by a department.
<b>Intern</b>	Also called a Graduate intern, is a person who is contracted with a department to engage in an internship programme.
<b>Trainee</b>	Also called Student Intern, is a student who is currently studying towards a higher education qualification and must undertake work experience in order to fulfil the requirements of the qualification.
<b>Mentor</b>	A person who is trained and appointed to offer advice and her or his knowledge, wisdom, insight that is useful to the protégé's professional and personal development.
<b>Contract</b>	A legitimate agreement between the department and the intern, describing the conditions of employment.
<b>Youth</b>	A person who is between the ages of 18 and 35 years in South Africa.



## 1. BACKGROUND AND OBJECTIVES

### 1.1 Introduction and background

The Department of Agriculture's Experiential Training and Internship Programme is implemented in terms of the Experiential Training and Internship Policy as approved by DEXCO and ratified by the Minister in 2003. This was mandated by the DPSA Circular No. 2003/1 that calls for all government departments to place in their various functional units the number of unemployed graduates with requisite skills equal to five percent of their total staff complement as interns. For the 2007/08 intake, the 5 % in the DoA translated into 164 interns/trainees. The strategic significance of the programme flows from the Government's social plan for job creation.

This is a practical programme to assist with the continuous development of youth for future appointment in the labour market. The programme targets young people who are completing their studies and need experiential training in order to obtain their qualifications as well as qualified unemployed graduates who need practical hands on experience to enhance their chances of employment. The programme further considers young people who have an entrepreneurial urge and vision to start their own businesses as one of the Department of Agriculture's AgriBEE initiatives. The programme is viewed by the department as a Youth Development Initiative and, as such, can only accommodate young people between the ages of 18 and 35.

### 1.2 Objectives of the programme

- Contribute to accelerated service delivery by government through the improved introduction of skilled personnel in the public service.
- Afford learners at tertiary institutions an opportunity of practical work experience as a requirement for them to obtain their qualifications.
- Enhance the employability of unemployed agricultural and other graduates.
- Develop skills and capacity of the previously disadvantaged youth to direct commercial viable enterprises and engage effectively with the markets.
- Resolve the general shortage of qualified and skilled youth in the workforce by encouraging graduates to equip themselves with the necessary practical experience.
- Bridge the gap that exists between school and work by taking stock of skill gaps
- To ensure the long-term sustainability of the agricultural sector in S.A., by ensuring meaningful participation of black agricultural graduates.
- Actualise the Government's job creation strategy and voluntarism.

## 2. CATEGORIES OF THE EXPERIENTIAL TRAINING AND INTERNSHIP PROGRAMME

The programme catered for two major categories of interns/trainees in 2007/08:

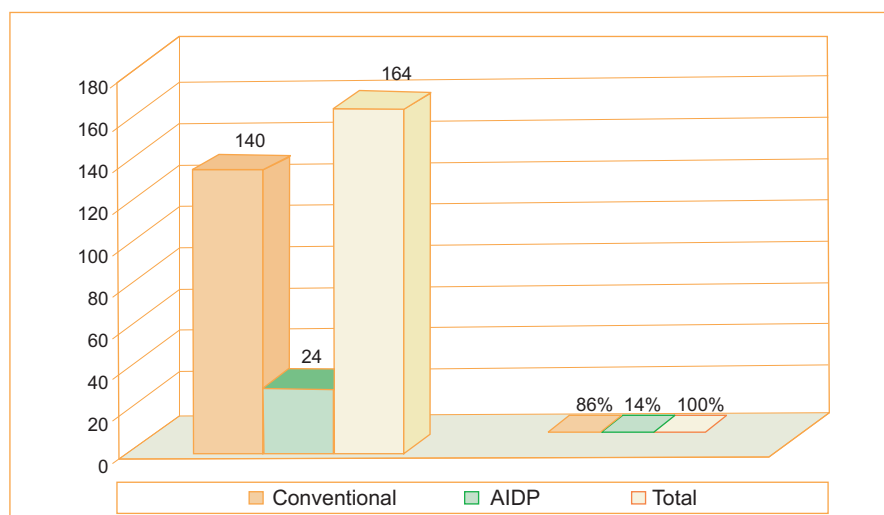
**Conventional:** these are interns/trainees with a qualification background in core agricultural disciplines and in the support services required by the DoA and are placed within the directorates. A total of 140 interns/trainees were recommended for placement as conventional and constituted 86 % of the total intake.

**Agricultural Industry Development Programme:** these are interns/trainees who have an entrepreneurial urge and vision to follow a career in business and are placed with agribusinesses and industries. A total of 24 interns/trainees were recommended for placement as AIDP and constituted 14 % of the total intake.



Below is the graphical breakdown of the interns/trainees according to categories of the Experiential Training and Internship Programme.

**Graph 1: Breakdown according to categories of the programme (N = 164)**



Graph 1 shows that majority of interns/trainees were placed as conventional (86 %) and few as AIDP (14 %).

### 3. RECRUITMENT AND SELECTION

#### 3.1 Needs analysis

Each year a needs analysis survey is conducted to determine the number and requirements of interns/trainees each directorate or functional unit of the Department of Agriculture or agribusiness can accommodate. During 2007/08, a needs analysis questionnaire was sent to all directorates within the department of Agriculture as well as commodity organizations and agribusinesses. The information received was captured and analyzed accordingly. Based on the information received on needs analysis questionnaires, 140 internship opportunities were allocated to the conventional interns and 24 opportunities to the Agriculture Industry Development Programme.

#### 3.2 Advertisement of internship opportunities

From the needs analysis, an advert with internship opportunities for 2007/08 was compiled and flashed in September 2006 in three national newspapers i.e. Sunday Times, City Press and Daily Sun as well as local print media, and electronic media. Invariably the advertisement specified the different areas where interns/trainees were required based on information obtained from needs analysis questionnaire. About 7000 applications were received in response to the advert from all provinces. The applications were screened, captured and sorted according to requirements indicated on the advert and preliminary schedules of shortlisted applicants were compiled.

#### 3.3 Short-listing and interviews

The preliminary schedules of shortlisted candidate together with the applications were forwarded to relevant directorates and agribusinesses for further shortlisting in November 2006. A brief guide of how to conduct shortlisting and interviews was also sent with the applications to ensure that directorates and agribusinesses execute the process within approved human resources prescripts. Interviews were conducted from December 2006 to January 2007 and the Directorate: Education, Training and Extension Services rendered secretariat function. All successful candidates were issued with appointment letters to resume their training on the 1<sup>st</sup> February 2007.

## 4. PRE-PLACEMENT INTERVENTIONS

### 4.1 Training of mentors

Following a skill audit conducted by Directorate: ETES on Mentors, a training programme on Mentorship and Coaching was rolled out prior to the commencement of the internship programme. The training programme was competency based, unit standard aligned and SAQA approved at NQF level 4. The course equipped the Mentors with necessary skills and knowledge to conduct one on one on the job training.

### 4.2 Briefing session for mentors and directors

A briefing session was held between Directors and Mentors on 5<sup>th</sup> February 2007. The purpose is usually to explain a roadmap for the implementation of the programme. This is a platform where all affected parties discuss all aspects relating to implementation and raise concerns and recommendations. Aspects discussed include: processing of monthly payments, monthly progress reports, logbooks, and appointment contracts, discipline of interns, monitoring visits and training of interns.

## 5. ARRIVAL PROGRAMME OF 2007/08 INTERNS/TRAINEES

### 5.1 Arrival

Interns/trainees reported at the DoA premises on the 1<sup>st</sup> February 2007. The first day was dedicated to administrative matters. Contracts were signed and all relevant documents like certified copies of IDs, Z56 forms for electronic payments of stipend in their banking accounts and workplans from Mentors were received. The contents of the forms were explained in order to give them a better understanding of the agreements entered into.

### 5.2 Orientation and induction programme

The orientation and induction programme of the new intake was held at Burgers Park Hotel from the 6<sup>th</sup> until the 14<sup>th</sup> February 2007. The purpose of this session was to give new interns/trainees a broad overview of the programme and the expected outputs. Over and above this, it was also meant to lay a foundation for participants to come to a better understanding of the department, its values and the work ethics. Directors of different cross cutting functions such as Security Services, Human Resources Management, Finance, Procurement and Information Services were invited to make presentations in order to inform interns/trainees about detailed roles of their units.



**Aspects covered in the programme included:**

- Purpose of the programme presented by Education, Training and Extension Services;
- The Experiential Training and Internship Policy presented by Education, Training and Extension Services ;
- Disciplinary and code of conduct presented by Human Resources Management;
- Financial issues: Subsistence and Transport and Management of Losses presented by Financial Services;
- Security management presented by Security Services;
- The Logbook presented by Education, Training and Extension Services;
- Monthly Reports presented by Education, Training and Extension Services;
- Monitoring visits presented by Education, Training and Extension Services;
- Telephone and internet policy presented by Internal and Communication Technology ;
- Internal/External communications and Media protocol presented by Agricultural Information Services;
- Etiquette (telephone and table) presented by Agricultural Information Services;
- Health and Wellness presented by Human Resources Management;
- Transport presented by Supply Chain Management;
- Sector Strategic Plan presented by Strategic Planning;
- Departmental Strategic Plan presented by Strategic Planning;
- Empowerment training presented by the Education, Training and Extension Services;
- Batho Pele presented by the presented by the Chief Operations Office;

### **5.3 Capacity building programmes for trainees**

All interns/trainees attended a three day abridged accredited Project Management Fundamentals course at NQF level 4 presented by P.M IDEAS. The objective of the course was to provide learners with a thorough appreciation of the Project Management Model and project process groups. The course provided learners with the fundamental understanding of the project life-cycle, parties and documentation involved and the role played by the Project Management Administrator or Project management coordinator throughout the life-cycle of the project. This was intended to enable interns/trainees to plan properly for effective service delivery. The course content was structured in the form of case studies which included the following:

- Project initiation;
- Project definition;
- Project control;
- Project completion;

All interns/trainees submitted Portfolios of Evidence as part of the practical assessment of the course. The 24 AIDP interns/trainees further attended an accredited and unit standard aligned Advanced Management Development course with the University of Stellenbosch Business School (USB-ED). The aim of the course was to equip the interns/trainees with the necessary leadership and entrepreneurial skills to enable them to be potential business men and women. The course was pitched at NQF level 7 and consisted of the following modules:

- Introduction to learning;
- Critical thinking skills;
- General Management & Operational Excellence;
- Economics: A Global Perspective;
- Marketing & Customer Focus / Batho Pele;

- Creating effective teamwork;
- Fundamentals of Financial Management;
- The Art of People Management;
- Project Management;
- Communication and Presentation skills;

## 6. PROFILES OF THE 2007/08 INTERNS/TRAINEES

The profiles of the 2007/08 beneficiaries are presented in the following tables and graphs:

**Table 1: Breakdown by race, gender and disability of “Conventional” interns/trainees (N = 140)**

Race	Gender	No.	Disabled	TOTAL
African	Male	62	1	63
	Female	73	0	73
Coloured	Male	1	0	1
	Female	0	0	0
Asian	Male	0	0	0
	Female	1	0	1
White	Male	1	0	1
	Female	1	0	1
<b>TOTAL</b>		<b>139</b>	<b>1</b>	<b>140</b>

The table above reflects that majority of the beneficiaries of the programme are Africans although all racial groups are welcomed. These confirm that the highest percentage of qualified unemployed graduates still resides with Africans. The other challenge reflected in the table above is the recruitment of people with disabilities. The table further shows that 75 female (53,6 %) and 65 males (46,4 %) were appointed as “conventional” interns/trainees.

**Table 2: Breakdown by race, gender and disability of “AIDP” interns/trainees (N = 24)**

Race	Gender	No.	Disabled	TOTAL
African	Male	10	0	10
	Female	13	0	13
Coloured	Male	1	0	1
	Female	0	0	0
Asian	Male	0	0	0
	Female	0	0	0
White	Male	0	0	0
	Female	0	0	0
<b>TOTAL</b>		<b>24</b>	<b>0</b>	<b>24</b>

The table above reflects that majority (23) of the beneficiaries of the programme are Africans and that there are no people with disabilities. The table further shows that 13 female (54, 2 %) and 11 males (45, 8 %) were appointed as “AIDP” interns/trainees.

**Table 3: Summary of race and gender of all interns/trainees (N= 164)**

YEAR	Racial profile				Gender profile				TOTAL	
	Black		White		Male		Female		No.	%
	No.	%	No.	%	No.	%	No.	%		
<b>2007</b>	<b>162</b>	<b>98.8</b>	<b>2</b>	<b>1.2</b>	<b>76</b>	<b>46.3</b>	<b>88</b>	<b>53.7</b>	<b>164</b>	<b>100</b>

The summary depicted by the above table shows that majority of the participants (162= 98 %) came from the previously disadvantaged group and only few participants (2=1,8 %) came from previously advantaged group. The table further shows that 88 female (53, 7 %) and 76 males (46, 3 %) participated in the experiential training and internship programme of the DoA during 2007.

**Table 4: Breakdown according to age of “Conventional” interns/trainees (N = 140)**

20-25 years		26-30 years		31-35 years		35+		Total		Grand Total
Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	
31	25	24	26	19	12	1	2	75	65	140

Although the programme is designed for youth (according to the Youth Commission definition), few candidates above the age of 35 were accommodated as conventional interns/trainees. Such candidates were within the correct age range at the time of the interviews. In terms of age, 56 interns/trainees were within the range of 20-25, followed by 50 who were between the age category of 26-30. Only 5 interns/trainees were above 30 years.

**Table 5: Breakdown according to age of “AIDP” interns/trainees (N = 24)**

20-25 years		26-30 years		31-35 years		35+		Total		Grand Total
Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	
6	6	4	3	3	1	0	1	13	11	24

The table above indicates that majority (12) of the beneficiaries were between the age range of 20-25 and 7 between age categories of 26-30. Only 4 participants were above 31 years.

**Table 6: Summary of age category of all interns/trainees (N = 164)**

20-25 years		26-30 years		31-35 years		35 years and above		Total	
No.	%	No.	%	No.	%	No.	%	No.	%
68	41.5	57	34.8	35	21.3	4	2.4	164	100

The above table which summarises the age breakdown of all interns/trainees indicate that most (76, 3 %) of the participants were between 20- 30 age range. Few (23, 7 %) of them were above 30 years.



**Table 7: Breakdown according to placement of “Conventional” interns/trainees (N = 140)**

Directorate (DoA functional units)	Gender		Total
	Female	Male	
Marketing	1	2	3
Strategic Planning	2	0	2
Plant Production	3	4	7
Risk and Disaster Management	1	2	3
Research and Technology Development	1	1	2
Genetic Resources	1	1	2
Debt Management and Recovery	1	1	2
Land Settlement	7	10	17
Grootfontein Agriculture Development Institute	2	4	6
Human Resources Management	5	3	8
International Relations	1	1	2
Animal Health	2	2	4
Plant Health	1	1	2
Food Safety and Quality Assurance	1	6	7
Monitoring and Evaluation	2	0	2
Office of the Director General	4	1	5
Agriculture Product Inspection Services	8	2	10
Education, Training and Extension Services	4	5	9
Financial Services	2	1	3
Animal and Aquaculture Production	4	4	8
Production and Resource Economics	1	1	2
Land Use and Soil Management	6	6	12
International Trade	1	1	2
Agriculture Development Finance	1	1	2
Agricultural Information Services	3	5	8
<b>TOTAL</b>	<b>75</b>	<b>65</b>	<b>140</b>

The table above shows that the Directorates: Land Settlement, Land Use Soil Management and Agriculture Product Inspection Services accommodated the highest numbers of “conventional” interns/trainees of 17, 12 and 10 respectively

**Table 8: Breakdown according to placement of “AIDP” interns/trainees (N = 24)**

Agribusinesses / Companies	Gender		Total
	Female	Male	
Mpumalanga Agri Skills Development and Training	1	2	3
Citrus Growers Association	0	1	1
Sunday River Citrus Co.	0	1	1
L. M. Solutions	0	1	1
Nulaid	0	1	1
Cane Growers Association	2	0	2
Amasuperco 2	1	0	1
Khanyisela	1	0	1
Red Meat Abattoir	0	2	2
Manstrat	4	0	4
Peeble Plants	0	1	1
Skilcraft	1	0	1
Le Toilt Management	1	0	1
PPECB	1	0	1
ECl	0	1	1
Youth Projects	0	1	1
Cotton SA	1	0	1
<b>TOTAL</b>	<b>13</b>	<b>11</b>	<b>24</b>

The results from the above table indicate that the Agribusinesses: Manstrat and Mpumalanga Agri Skill hosted majority of the “AIDP” interns/trainees of 4 and 3 respectively.

**Table 9: Breakdown according to number of interns/trainees per academic institution (N = 164)**

Name of Institution	Number of interns/trainees
1. University of South Africa	4
2. University of Venda	24
3. University of North West	18
4. University of Pretoria	8
5. University of Limpopo	13
6. University of Johannesburg	6
7. University of Fort Hare	8
8. University of Free State	2
9. University of KwaZulu Natal	1
10. University of the Western Cape	1
11. University of Zululand	3
12. Tshwane University of Technology	44
13. Mongosuthu Technikon	8
14. Walter Sisulu University	2
15. Vaal University of Technology	4
16. Cape Peninsula University of Technology	5
17. Nelson Mandela Metropolitan University	3
18. Durban University of Technology	2
19. Tshwane South College	2
20. Tompie Seleke College of Agriculture	2
21. Glen College	1
22. Tshwane North College	2
23. Owen Sithole College	1
24. Fort-cox College	1
<b>TOTAL</b>	<b>164</b>

In terms of the academic institution where the beneficiaries of the programme graduated, Tshwane University of Technology had the highest number of 44 (26,8 %) followed by University of Venda with 24 (14 %) and University of Limpopo with 18 (10,9). All the 21 remaining institutions accounted for (47,7 %)



**Table 10: Breakdown of Qualifications according to Gender and Race of all interns/trainees (N = 164)**

Qualifications	Race								TOTAL
	Africa		Coloured		Indian		White		
	Male	Female	Male	Female	Male	Female	Male	Female	
MSc	1	0	0	0	0	0	0	0	1
BSc (Hons)	3	4	0	0	0	0	0	0	7
BSc	12	13	0	0	0	0	0	0	25
B (Hons)	1	1	0	0	0	0	0	0	2
B Agric	11	7	0	0	0	0	0	0	18
B. A	3	6	0	0	0	0	0	0	10
Bcom	2	5	0	0	0	0	0	0	7
B Admin	4	5	0	0	0	0	0	0	10
M-Tech	0	1	0	0	0	0	0	0	1
B-Tech	8	4	0	0	0	0	0	0	12
LLB	0	2	0	0	0	0	0	0	2
National Diploma	29	38	1	1	1	1	1	1	69
<b>TOTAL</b>	<b>74</b>	<b>86</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>164</b>

The above table indicates that majority (69) of the interns/trainees of which 38 were female possessed National Diplomas. The table further indicates that out of the total of 164 beneficiaries, 95 had B-degrees of which 9 were post graduates.

**Table 11: Classification of Educational Study Matter (CESM) per level of education of all interns/trainees (N = 164)**

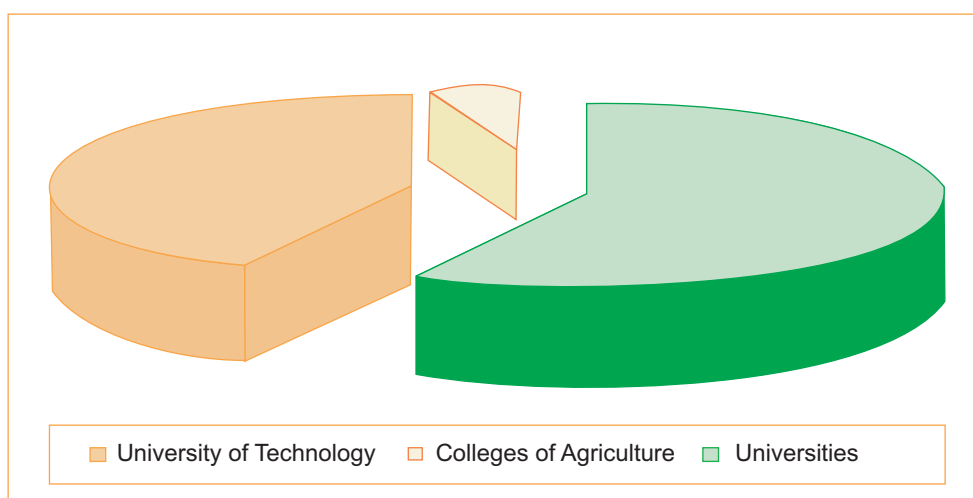
Category	National Diploma		Bachelor's Degree		Post Graduate Degree		TOTAL	
	No	%	No	%	No	%	No	%
Humanities	19	11.6	14	8.5	1	0.6	34	20.7
Agriculture, Rural Development and Renewable Resources	35	21.3	52	31.7	4	2.4	91	55.6
Health and Environmental Services	4	2.4	2	1.2	3	1.8	9	5.5
Biological Sciences	0	0.0	5	3.1	1	0.6	6	3.6
Life, Physical and Mathematical	4	2.4	2	1.2	0	0.0	6	3.6
Legal Studies	0	0.0	2	1.2	0	0.0	2	1.2
Business and Commerce	7	4.3	9	5.5	0	0.0	16	9.8
<b>TOTAL</b>	<b>69</b>	<b>42.1</b>	<b>86</b>	<b>52.4</b>	<b>9</b>	<b>5.5</b>	<b>164</b>	<b>100</b>

The results from the above table show that Agriculture, Rural Development and Renewable Resources constituted 55,6 % of the CESM for 2007/08 interns/trainees. The next highest is the Humanities with 20,7 %, followed by Business and Commerce at 9,8 %.





**Graph 2: Breakdown per type of educational institution of all interns/trainees (N = 164)**



The above graph shows that 95 (58 %) of the interns/trainees graduated from the universities followed by 60 (37 %) who possessed qualifications from Universities of Technology. Only 9 (5 %) of the beneficiaries graduated from colleges of agriculture. This graph translates the high unemployment rate among qualified unemployed graduate from universities in S. A.

## 7. MONITORING AND EVALUATION

### 7.1 Monthly progress reports

Monitoring and evaluation of the progress of interns/trainees is crucial and fundamental in the implementation of the experiential training and internship programme. A day prior to the beginning of each month, the intern/trainee and the mentor agree on the learning outcomes and key performance areas for the ensuing month and compile a monthly workplan. Flowing from the workplan, the interns/trainees record all daily activities executed based on the roadmap provided by the workplan.

The compulsory weekly review meetings between mentor and intern/trainee were held to evaluate the progress of interns at that level. At the end of every month, all interns compiled their monthly progress reports based on activities executed during that particular month. Such reports were forwarded to the Programme Coordinator for evaluation and assessment. Many interns/trainees struggled to produce quality reports during the first 3 months of their participation in the programme. Through the interventions made during monitoring visits of the first quarter, the qualities of reports improved significantly.

### 7.2 Monthly claims and stipends

All interns/trainees are classified as daily paid workers and they have to complete claim forms (Time sheets) that indicate all the days they worked in a particular month. Mentors and Senior Managers were tasked with the responsibility to manage this system at their respective work stations. Few days before the end of each month, reminders were sent to all interns/trainees, Mentors and Senior Managers to advise them on how the time sheet should be completed. All completed claim forms, leave forms and progress reports were sent on monthly basis to Directorate: ETES for assessment before being forwarded to Directorate: Finance for further processing. Monthly stipends of interns/trainees were increased from R156.00 to R167, 60 per day from 1<sup>st</sup> July 2007.

### 7.3 Monitoring visits

Monitoring visits constituted an important monitoring mechanism of the programme. Such visits were arranged between the mentors and interns/trainees and were conducted on a quarterly basis according to a planned schedule and when the need arose. However, due to limited human resources such schedules were not always adhered to. The purpose of the monitoring visits during the 1<sup>st</sup> quarter was to establish how the interns/trainees were settling at their work stations and to outline important administration aspects of the programme. Aspects encountered during the monitoring visits included insufficient office space especially directorates located in Agriculture Place and lack of preparedness in most cases when interns are taken in.

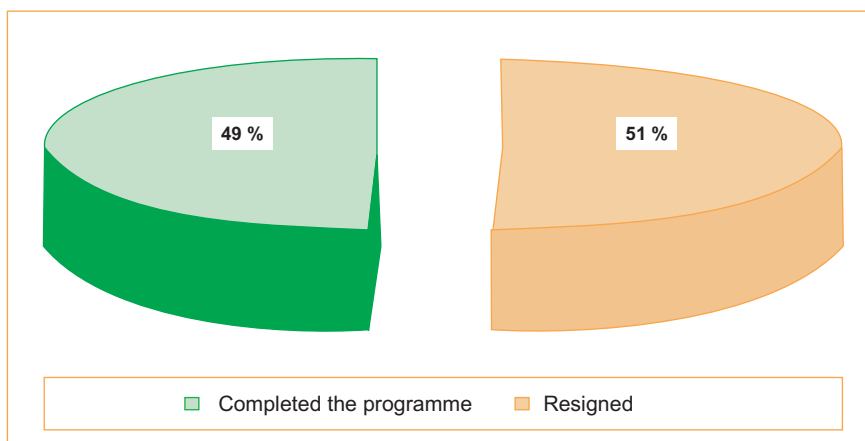
Aspects dealt with during other monitoring visits included spot checks on logbooks, leave records and presentations of quarterly reports by interns/trainees. It was established during these visits that logbooks were satisfactorily utilized. The presentations by interns/trainees with regards to their quarterly progress were really good. Few struggled with regards to operating the computer and eye contact during presentation but they were given advices and tips of how best to do it so that they can improve in future.

### 7.4 Status of resignation

The major success indicator of the programme is the number of participants who secure employment during their training programme. Therefore monitoring resignation was an important tool to evaluate the impact of the programme. Out of the total intake of 164,83 left the programme due to the following reasons:

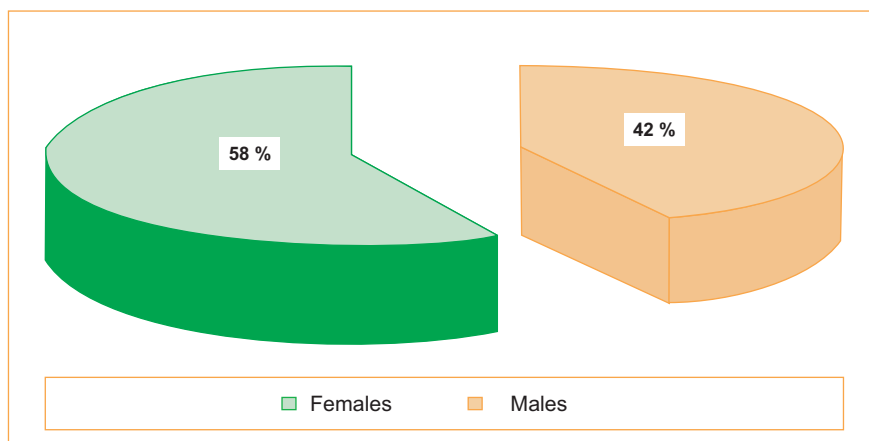
- Securing employment in the public service
- Securing employment in the private sector
- Contract terminated

**Graph 3: Analysis of status of resignation (N = 83)**



The graph above shows that 51 % (83) of the trainees/interns terminated their contracts whereas 49 % (81) of them stayed in the programme for the entire 12 months. Majority of those who resigned, secured employment and few furthered their studies.

**Graph 4: Analysis of status of resignation by gender (N = 83)**



The results above shows that out of the 83 interns/trainees who resigned, 48 (58 %) were females and 35 (42 %) were males.

**Table 12: Status of resignation according to type of organisation of employment**

Organisation	No.	%
DoA	32	38.5
PDoA	13	15.7
Other Govt. Departments	20	24.1
Private Sector	12	14.5
Contract terminated	06	7.2
<b>TOTAL</b>	<b>83</b>	<b>100</b>

The above table illustrates that most interns (38,5) secured employment within the Department of Agriculture. The graph further indicates that majority were employed by the public service. This clearly indicates that the internship programme is an intensive recruitment and selection opportunity and it serves its intended objectives of enhancing the employability of the qualified unemployed graduates.

**Table 13: Analysis of period of stay before securing employment (N = 83)**

Period of Participation	No. terminated during the period		TOTAL
	Males	Females	
1-3 months	4	7	11
4-6 months	5	9	14
7-9 months	15	13	28
9-12 months	12	18	30
<b>TOTAL</b>	<b>36</b>	<b>47</b>	<b>83</b>

The table 13 above indicates that 36 % (30) of those who resigned secured employment during the last three months of the programme (9-12).

**Table 14: Analysis of levels of employment of trainees/interns (N = 83)**

Salary level	Number of interns/trainees
SL 9	03
SL 8	15
SL 7	24
SL 6	10
SL 5	13
SL 4	06
SL 3	06
Contract terminated	06
<b>TOTAL</b>	<b>83</b>

The table above indicates the levels at which trainees/interns secure employments. It is worth noting that eighteen of them (21,7 %) were appointed at middle management level. Six interns/trainees terminated their contracts to further their studies.

### 7.5 Analysis of exit interview forms

Upon resignations interns/trainees are required to complete an exit interview form as a tool to evaluate the effectiveness of the programme. Majority of interns/trainees reflected the following as benefits of the programme:

- Relevant exposure thus leading to securing employment
- Exposure to the workplace
- Boosted competence and confidence
- Access to resources, information and assistance for job searches and interviews
- Skills gained as follows
  - ✓ Project Management
  - ✓ Presentation skill
  - ✓ Report writing
  - ✓ Communication Skill
  - ✓ Computer skills
  - ✓ Administration skill

### 7.6 Mid-term Review Conference

The Mid- Term Review Conference to evaluate the effectiveness of the experiential training and internship programme was held at Forever Resorts (Warmbaths/ Bela-Bela) from the 21<sup>st</sup> – 23<sup>rd</sup> August 2007. Detailed report of the conference is attached as **Annexure A**

## 8. EXIT CEREMONY OF THE 2007/08 INTERNS/TRAINEES

The exit ceremony for the 2007/08 interns/trainees was held on the 24 January 2008 at the CSIR Conference Centre. The purpose was to bid farewell to the interns/trainees and to congratulate those who secured employment and to encourage those that have not secured employment. The certificates of service were awarded to all interns. Agribusinesses which accommodated interns during 2007/08 internship period were awarded with certificates of appreciation as a thank you token for hosting DoA interns. Stakeholders who attended the ceremony included interns/trainees, mentors, directors, other government departments and NGO's. Speakers for the day included. among others the Chief Director: Engineering Services and Resources Management: Mr. S S Mkhize who delivered the keynote address. Representatives from the University of Stellenbosch Business School also awarded the certificates of competence to the AIDP trainees who successfully completed the Agric Management Development Programme.

## 9. FUTURE STRATEGIC FOCUS OF THE INTERNSHIP PROGRAMME

### 9.1 The DoA'Young Professional Development Programme (PDP)

The Young Professional Development Programme was to be introduced in 2008 as part of the experiential training and internship programme. Conceptually this is a capacity building programme contributing to a relevant and credible future agricultural scientific base for the agricultural sector. Through the programme, a pool of young scientists, engineers, technologists and technicians from the previously disadvantaged groups will be created. Young graduates will be attached to experienced senior researchers, technicians and professors for mentoring. During their stay on the programme they will be exposed to various research and technological methodologies and they will be equipped with practical experience of the agricultural research and technological environment.

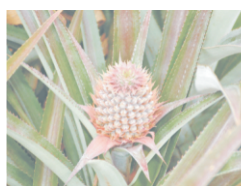
The policy of the experiential training and internship programme has dually been amended to incorporate PDP. In addition, a guideline for the implementation of PDP has been compiled and both documents are available on the intranet and website of the DoA. Successful candidates will enter into an agreement with the DoA.

## 10. STATE OF EXPENDITURE

Expenditure included venues for Orientation and Induction Programme, Mid-term Review Conference the exit ceremony, printing of logbooks, files, advertising, Project Management Training, consultancy fees for capturing of applications, analysis of reports, framing of exits certificates and interns/trainees monthly allowances. The total amount spent for the 2007/08 experiential training and internship programme is **R 7 610 150.84**

**Table 15: State of expenditure**

Item Description	Amount
<b>Personnel</b>	
Inter/Trainee Remuneration	R4 410 534.19
<b>Goods and Services</b>	
Stationery	R190 000.00
Advertisements	R186 294.51
Printing and publications	R34 607.34
Consultancy Services	R191 976.00
Training (Project Management)	R619 384.80
Training (Advance Management Development Programme)	R1 140 000.00
Venues, Facilities and Transport	R833 354.00
<b>TOTAL</b>	<b>R7 610 150.84</b>



## 11. APPENDICES

### Annexure A

#### MID-TERM REVIEW CONFERENCE REPORT

## 1. Background

### 1.1 Introduction

The Mid-term Review Conference was held at Forever Resorts (Warmbaths / Bela-Bela) on the 21<sup>st</sup>–23<sup>rd</sup> August 2007.

### 1.2 The objectives of the Mid-term Review Conference

1.2.1 To measure the impact of the programme against its stated objectives.

1.2.2 To obtain feedback from the trainees/ Trainees themselves in terms of their experiences related to the programme.

1.2.3 To afford an opportunity to Mentors to input into the programme based on their experiences with the trainees thus far.

1.2.4 To infuse into the programme new ideas and to inspire the trainees, Mentors and other role players to take the programme to new heights.

1.2.5 To engage everybody involved in the programme to recommend solutions on encountered problems.

1.2.6 To communicate to the current trainees/ Trainees other opportunities e.g. entrepreneurial, business, training and others available to them.

## 2. Mandate

The Experiential Training and Internship Policy section 10.4 calls for the review of the overall programme for the purpose of improvements and alignment to the departmental strategic goals.

## 3. Client survey

### 3.1 Customer satisfaction

To ascertain customer satisfaction, all interns were asked to complete questionnaire prior the conference. The survey results formed the basis of discussion during the conference.

#### 3.1.1 Research methodology

Data was collected from the interns by means of a questionnaire. A questionnaire was sent to 164 interns and they were informed about the due date for the submission of completed questionnaires. Interns were afforded an opportunity to ask questions of clarity in case of any misunderstandings. In a nutshell, the research was mostly a population survey. A total of 117 questionnaires were returned, some of them with incomplete information.

#### 3.1.2 Findings

A total of 10 questions were asked to the interns, and their responses are presented below:

3.1.2.1 Interns were asked to indicate why they applied for internship.

Their reasons are presented in Table 1-7

**Table 1: Reasons for applying for the internship programme, N = 117**

Reasons	No.	%
Gain work experience relevant to their qualifications	71	60.7
Improve chances of getting employment	20	17.1
To expand their knowledge	14	12.0
Requirement to complete their qualification	8	6.8
No response	4	3.4
<b>TOTAL</b>	<b>117</b>	<b>100</b>

Majority of interns 71 (60,7 %) indicated that they apply to gain work experience related to their qualifications.

### 3.1.2.2 Expectations of the interns when joining the programme:

Interns were asked to indicate what their expectations were, when they joined the programme. Their response is presented in Table 2.

**Table 2: Expectations of interns, N = 117**

Expectations	No.	%
Get employment permanently	33	28.2
Get exposure on job related matters.	54	46.2
Develop soft and technical skills	30	25.6
<b>TOTAL</b>	<b>117</b>	<b>100</b>

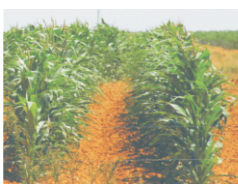
Data on Table 2 depicts that majority of interns although qualified as graduates expected to develop both soft and technical skills when they joined the department. It should be noted however that 33 (28,2 %) of those responded expected to secure permanent job with the department.

Interns were further asked to indicate whether their expectations had been met. Their responses are presented in Table 3.

**Table 3: Number of expectations met, N = 117**

Expectations Met	No.	%
None of their expectations where met	8	6.8
At least one	24	20.5
Two expectations	38	32.5
More than two expectations	32	27.4
No response	15	12.8
<b>TOTAL</b>	<b>117</b>	<b>100</b>

About 94 (80,4 %) of the interns responded indicated that their expectations were met and 8 (6,8 %) indicated that their expectations were not met.



### 3.1.2.3 Skills gained and skills still needed

A question was posed to the interns to indicate the skills gained, since they joined the programme. They were also asked what kind of skills they need. Their responses are summed in Table 4 and 5.

**Table 4: Skills gained by interns, N = 117**

Skills Gained	No.	%
Communication Skill	21	18.0
Administration Skill	17	14.5
Report Writing Skill	11	9.4
Analytical Skill	7	6.0
Computer Skill	22	18.8
Financial Skill	6	5.1
Technical Agricultural Skill	19	16.2
Presentation Skill	12	10.3
No Response	2	1.7
<b>TOTAL</b>	<b>117</b>	<b>100</b>

From the results in Table 4 it is evident that 18,00 % of the interns have gained communication skills.

**Table 5: Skills needed by interns, N = 117**

Skills Gained	No.	%
Communication Skill	6	5.1
Policy Development Skill	5	4.3
Administration Skill	7	6.0
Report Writing Skill	16	13.7
Analytical Skill	13	11.1
Computer Skill	11	9.4
Financial Skill	17	14.5
Technical Agricultural Skill	22	18.8
Presentation Skill	16	13.7
No Response	4	3.4
<b>TOTAL</b>	<b>117</b>	<b>100</b>

Majority of the interns needs training in the field of technical agricultural skills, finance and reporting as well as presentation skills.

### 3.1.2.4 Exposure of interns outside DoA

A question was posed to interns to indicate whether they have been exposed in other sites to their work which are outside DoA. Their different responses are presented in Table 6.

**Table 6: Exposure of interns outside DoA, N = 117**

Exposure to related sites	No.	%
Yes	81	69.2
No	34	29.1
No Response	2	1.7
<b>TOTAL</b>	<b>117</b>	<b>100</b>

Majority of the interns 81 (69,2 %) have been exposed to work related sites outside DoA.



### 3.1.2.5 Relevance of internship

Interns were asked to comment on the relevance of their training against their academic qualifications. Their response is presented in Table 7.

**Table 7: Relevance of internship, N = 117**

Relevance of Internship	No.	%
Yes	98	83.8
No	17	14.5
No Response	2	1.7
<b>TOTAL</b>	<b>117</b>	<b>100</b>

Majority of the interns 70 (80,46 %) confirmed that the internship is relevant to their academic training. The response to this question strongly link with the one in section 3.2 Table 3.

### 3.1.2.6 Career plans of interns

Interns were asked to indicate in order of priority what they would like to do on or before completion of the internship programme. Their responses are articulated in Table 8.

**Table 8: Specific career plans of interns, N = 117**

Career Plans	No.	%
Get a job as soon as possible	93	79.5
Further Studies	18	15.4
Self Employment	6	5.1
<b>TOTAL</b>	<b>117</b>	<b>100</b>

Majority of the interns 93 (79,5 %) are interested in finding jobs than furthering studies and being self employed.

**3.1.2.7** The findings as contained in section 3.1.2.1 to 3.1.2.7 formed the basis of discussion during the break away sessions at the conference.

## 4. Mid-term Review Conference Management Process

### 4.1.1 Invitation of participants/ Guests

The delegates invited included trainees, Mentors, HRD Managers from provinces, financial institutions, institutions of higher learning, youth cooperatives as well as commodity organisations from agricultural sector.

### 4.1.2 Attendance of the Conference

The attendance of the conference was satisfactory. Two hundred and fifteen (90 %) delegates attended the conference.

### 4.1.3 Direct Financial cost of the Conference

The financial cost of the above activities was **R554 694**



## **5. Presentations and discussions during conference**

### **5.1 Purpose of the conference**

The Director: Education, Training and Extension Services, Mr. MJ Kgobokoe gave an overview of the main purpose of the conference. In his presentation ,he emphasized the objectives and importance of the conference as outlined in section 1.2 of this report.

### **5.2 Key note address**

The CEO and President of the Agriculture Research Council Dr S Moephuli, delivered a keynote address where he emphasized the importance of addressing the skills gap that exists in the sector. He highlighted the need to meet the needs of the country by addressing the gap between the education system and the world of work. He reiterated the value of learning through experimentation which is the systematic search and testing for knowledge. He placed a lot of emphasis on the importance of choosing the right career. He also mentioned that training translates what is written in books into application to add value to skill development. Reference was made to the National Human Resource Development Strategy and Skills development Act.

### **5.3 Strategic future focus of the Internship programme**

The Chief Director: Sector Services, Mr. M Mankazana presented a proposal on Young Professional Development Programme. He said the programme will address the following: Skewed enrolments of students in Agriculture, poor throughput rate of graduates in agriculture, questionable capacity of South African Higher Education Institutions to generate the desired human resources needs of the country and demand for critical and scarce skills in agriculture.

He further said that this proposal seeks to encourage further studies of South African graduates particularly at post graduate level. The target group will be graduates from the previously disadvantage groups qualified and enrolled for the defined scarce skills in the agricultural public sector.

He proposed the following package for the participants: A stipend which will vary according to level of enrolment:

- Professional certificate and Masters degree candidates same level
- PHD candidates another category
- Tuition fees
- Fees for participation in conferences, seminars etc
- Attachment to a mentor which should link with the academic supervisor

In his presentation he outlined the implementation strategy of the programme with 2008 as implementation date.

### **5.4 Presentation of 2007/08 Intern profiles**

The Director: Education, Training and Extension Services, Mr. MJ Kgobokoe gave a presentation on profiles of trainees participating in the programme. He displayed how Interns were distributed in each category of the internship including gender, qualification etc. He also displayed the analysis of the Mentors by gender. Worth noting, was the fact that female mentors constituted 62 %.

### **5.5 Presentation of monthly progress report and employment of interns/trainees**

The Director: Education, Training and Extension Services, Mr. MJ Kgobokoe gave a presentation on analysis of monthly progress reports of Interns. He indicated that most interns/trainees did not have the knowledge of capturing meaningful information in their reports. Mostly there is no link between the KPA, activities, outputs and new skills learned. On employment, he indicated that the programme was meeting its objectives because the number of trainees securing employment was satisfactory.

### **5.6 Presentation of mini client survey**

The Assistant Director for Internship and Experiential Training Programme, Mr. P Mathebula presented the results of the mini survey conducted. The survey indicated the level of customer satisfaction. The survey results are outline in section 3.1.2 of this report.

### **5.7 Presentation of progress made by Trainees**

Mr. N Motsoari, an intern from Animal Aquaculture Production presented the progress he made from Feb to July 2007. In his presentation, he articulated his key performance areas, challenges he encountered, skills he learned as well as training he still needed. He thanked DoA for affording him opportunity to do internship and also announced that he got a permanent appointment as an agricultural scientist at Provincial Department of Agriculture in the Free State.

### **5.8 Products and Services from Umsobomvu Youth Fund**

Mr. N Sebanyane, the outreach officer from Umsombomvu Youth Fund outlined programmes and support packages that the youth can access for training, entrepreneurship and employment. From his presentation, it was evident that youth in the agricultural sector was excluded from the support packages. The Chief Director: Sector Services promised to take up the matter with the CEO of Umsombomvu Youth Fund.

### **5.9 Support packages for the youth from ABSA**

The Manager for Agribusiness from ABSA, Mr. S Nkosi presented on support packages for the youth. Among others he outlined various form of learnerships and entrepreneurial opportunities from ABSA bank.

### **5.10 Bridging the gap between Internship and Entrepreneurship**

Ms. L Bezuidenhout, Manager: Curriculum development and training (MASDT) made a presentation on how the gap between internship and entrepreneurship could be addressed. She highlighted the following challenges in Entrepreneurship:

- Time frame for program
- Correlation between structured training program and workplace learning
- Support in recruitment process
- Identify correct Interns
- Financial support
- Industry/sector focus

From her presentation, she suggested solutions to the above challenges as follows:

- Communication & feedback
- Set-up financial assistance
- Exposure to different sectors/industry

### **5.11 Agriculture Business Chamber(ABC)**

The Manager: Economics Intelligence, Ms Lindie Botha from ABC presented techniques on finding career opportunities in the Agribusiness. Her presentation emphasized the struggle for job with evidence from the South African Young Persons Survey. She emphasized that “To be successful, you don't have to do extraordinary things. Just do ordinary things extraordinarily well”

### **5.12 Support packages from Agriculture Research Programme (ARC)**

The Manager: Training and Development from ARC, Ms L Molope presented the Professional Development Programme that targets graduates who need to further their studies in research (Agricultural field) at Honours, Masters and PhD levels. She also displayed the support packages attached to the programme. Included in the presentation were statistics that indicated graduates who benefited from the programme in terms of race, field of study, qualifications and employment. Trainees were encouraged to apply.

### **5.13 Towards professionalism in mentoring and coaching**

The Assistant Director for Internship and Experiential Training Programme, Mr. P Mathebula outlined the mentorship relationship framework. He outlined qualities and characteristics of both Mentor and Mentees. His presentation emphasized benefits of the mentorship relationship for Mentor, Mentees and organization. Professionalism in dealing with issues pertaining to mentorship specifically in the internship programme was well articulated in the presentation.

### **5.14 Internship programme from the perspective of institutions of higher learning.**

The Director; School of Agriculture from the University of the North West presented on the Internship programme from the perspective of institution of higher learning. In his presentation, he outline the following challenges facing internship from institution of higher learning:

- Insufficient placement vacancies for graduates to obtain experience
- An apparent unwillingness from commercial farmers to 'baby-sit' what is considered a “green horn”;
- The under-utilization of emerging farmers in internship;
- Insufficient built-in experiential training in the curriculum (programs);
- Lack of funding for in agricultural program experiential learning;
- Curriculum review for to include relevant experiential learning;

In his presentation, he recommended close collaboration with regards to the following:

- There needs to be collaboration between institutions providing training and DoA;
- Higher education requires DoA to link commodity farmers for internship placement;
- Farmers who receive grants could be asked to host an experiential training program as one of the conditions for the grant;

### **5.15 Commissions discussed during break away sessions**

- (i) Revitalizing the Agricultural Industry Development Programme to yield intended results of producing young entrepreneurs.
- (ii) Modelling the Internship and Experiential programme to include young professional development to increase the pool of researchers in the Agricultural Sector.
- (iii) Based on the report on monitoring, evaluation, quality of progress reports and the current implementation strategy of Internship. How can the programme be strengthened.

## 5.16 Way forward and resolutions of the conference

The Director: Education, Training and Extension Services, Mr. MJ Kgobokoe presented on the way forward of the conference flowing from recommendations of the commissions. In his presentation he touched on the following:

- (i) **Issues of impact:** He indicated that the conference acknowledged the impact of the Programme as far as the following is concerned:-
  - The number of young people who have benefited from the Programme.
  - The number of young people who succeeded in securing employment because of the Programme.
  - The number of young people who through experiential opportunity obtained a national higher education.
  - The number of young people who because of the programme gained new requisite skills, experience and knowledge.
  - The Conference however agreed that there is still room for improvement.
- (ii) **Measures of improvement (current programme):** He also articulated the broad areas of improvement that the conference agreed on which included the following:-
  - Type of assignments/tasks and their level of challenge given to the interns.
  - Performance of interns as reflected in their monthly reports.
  - Quality of reports generated by interns
  - Occupation specific induction
  - Concerted effort to assist more interns/trainees to secure employment within the 12 months duration of the Programme.
  - Infusing systematic interns performance monitoring and evaluation e.g. quarterly reporting and reviews.
- (iii) **Issues of innovation:** He outlined issues of innovation that the conference proposed which are:
  - Introduction of the Young Professional Development Programme in 2008.
  - Exploration of new ways of assisting the AIDP Interns to establish own business, become business shareholders and/or participate at management levels of agribusiness.
- (iv) Lastly he presented the following **Resolutions of the Conference** which were adopted:
  - Based on identified shortage of skills agricultural occupations, research and technology development and other agricultural professions, a Young Professional Development Programme shall be introduced in 2008.
  - In order to improve both the administration, monitoring and evaluation of the Programme in line with the recommendations of the Conference, and in view of the introduction of the Young Professional Development as part of the Programme as agreed to by the Conference, the unit responsible for the management and coordination of the Program which currently has only two officers, shall be strengthened.
  - For effective performance of interns, the Conference resolves that there shall be a concerted effort to recognize, empower and incentivize Mentors involved in the Programme.
  - The Directorate Education, Training and Extension Services shall come up with innovative ways of ensuring that more support for the AIDP from the industry is sourced and that a certain percentage of the annual intake end up as agricultural entrepreneurs and/or agribusiness shareholders or participate at various levels of management in agribusiness.

## 5.7 Vote of thanks

The Chief Director: Sector Services, Mr. M Mankazana thanked the organizers of the conference, all guest and presenters and everybody who contributed to make the Mid-term Review Conference a success.