



# COMPULSORY INDUCTION PROGRAMME (CIP 4-12)

## TARGET GROUP

Employees appointed on salary levels 4-12 with effect from 1st July 2012 must be enrolled on CIP if they fall within the following categories:

- Employees who are appointed into the Public Service for the first time;
- Employees who have resigned and re-appointed into the Public Service;
- Employees who are appointed on salary levels 4 to 12 and on Occupation Specific Dispensation scales.; and
- Employees on fixed term contracts exceeding 24 months

## LEARNING OUTCOMES

The CIP seeks to enable you to work professionally and understand:

- The intent of our Constitution and the implementation of the government policies, legislation and regulations;
- The expectations and needs of citizens;
- The common purpose and collective vision of our nation;
- The structure of Government and the application of the administrative apparatus of the State;
- Human, financial, and physical resources; and
- Diversity and inclusivity in the workplace.

## ACCREDITATION

CIP is aligned to office administrator: Public Service Administrator occupational part qualification No: 91994. This occupational part qualification is registered with SAQA at NQF level 5 with 52 credits using the QCTO model

## LEARNING METHODOLOGY

This programme requires supervisors to support learners especially with regard to workplace assignments and ensuring learners are given time off to attend contact sessions and have access to the internet and e-mail facilities for purposes of online support from NSG e-learning facilitators.

In each module, learners will be expected to complete the following:

- Individual assignments
- Group projects
- Workplace assignments (with the support of the supervisor)

## CONFIRMATION OF PROBATION

Successful completion of Module 1 will make you eligible for confirmation of permanent appointment in addition to being successful in your performance assessment as part of the departmental Performance Management Development System (PMDS) policy.

**NOTE:** Permanent appointment is not only dependent on successful completion of Module 1 of the Compulsory Induction Programme. There are other requirements, such as Personal Suitability Checks (PSC) and adherence to the Public Service Code of Conduct.

## DURATION

This course is presented over 26 days; one day is for orientation and 5 days per module on block release basis. The Online Induction Programme covers the key content constituting the five modules of original CIP for level 6-12 and takes approximately 40 hours (5 days) to complete.