



COMPULSORY INDUCTION PROGRAMME (CIP 1-3)

PURPOSE

This is the programme that focus on inducting new entrants who are employed at levels 1-3 into the Public Service. This includes, but not limited to, cleaners, general workers, grounds men, etc.

The programme is aimed at building public service cadre that demonstrates developmental values, zeal, knowledge, skills and commitment to serving the ordinary citizens of South Africa. The programme challenges new entrants to embrace the values and mandate of our democratic state whilst creating patriotism.

NOTE: It is mandatory that new entrants to the public service attend the CIP during the first twenty-four months of employment. Failure to successfully complete the CIP will result in the non-confirmation of permanent appointment in the public service, and illegibility to qualify for an annual pay progression.

TARGET GROUP

Employees appointed on salary levels 1- 3 with effect from 1July 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 on fixed term contracts exceeding 24 months.

LEARNING OUTCOMES

The CIP 1-3 seeks to achieve the following outcomes:

- Demonstrates what it means to take responsibility and accountability to do your work well.
- How the public service works according to the constitution and the Batho Pele Principles.
- Understanding of the Basic Conditions of Employment
- Show the right behaviour when you work with your colleagues to deliver citizen-centred service

- Demonstrate understanding of project management
- Demonstrate understanding of how performance agreement works
- Understanding of record keeping
- How to work with difficult people
- Understanding of Human Resource practices in the public service
- How Government plans to manage public funds
- Explain Supply Chain Management procedures
- Understanding of how to work out a personal budget

MODULES

The CIP 1-3 is organised into four modules as follows:

Module 1: Knowing what is right in your job (Governance, Accountability and customer service).

Module 2: Doing the Right Things Right in your job (performance agreements, Project Management and record keeping).

Module 3: People Matter (Human Resource practices).

Module 4: Money Matters (Finance Management).

ACCREDITATION

The course is non-credit bearing. After successful completion of the course, participants will receive a Certificate of Attendance.

LEARNING APPROACH

The Approach for the design of the learning materials is based on the following design principles

- Clearly identifying the identified target audience (influenced for example by participants' literacy and numeracy levels);
- Include context-specific and relevant examples;
- Appreciation of diversity;
- Accessible language;
- Realistic and achievable activities, and;
- Ample visual content.

LEARNING DESIGN APPROACH

- Four modules
- Organised by colour

- Each module has large colourful charts with clear visuals for the story line.
- The material is written in English but simple enough to be able to be taught in all official languages – using the visual materials. Facilitators are trained to be able to code switch to accommodate all learners. Learners are not expected to write.
- Assessment is done orally and through observation on an ongoing basis and completed at the end of each module.
- The facilitator observes the learner participation and has to complete individual assessments.
- There are no slides - the responsibility is on the facilitator to augment the facilitator's resources with appropriate resources e.g. video clips, pictures, story strip and or music amongst others.

CONFIRMATION OF PROGRESSION AND PAY PROGRESSION

On successful completion of the programme the learner will be 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.

DURATION

The course is presented over 5 days.