

FOR PSA MEMBERS: **GOVERNMENT PRINTING WORKS (GPW)**

15-05-2023

Feedback: Review of GPW HR Policies

The employer tabled the following policies for consultation with labour:

Internship/Learnership and Apprenticeship Programme Policy

This policy is an extension to the internal skills development initiative, integrating Human Resource Development and Human Resource planning processes of the GPW. It applies to all learners who are contracted to the GPW for practical exposure and structured NQF qualification in the public sector, as well as accredited and preferred external providers who implement learnership and apprenticeship. The policy further defines the process flow, steps and criteria required in the implementation of Internship, Learnership and Apprenticeship programmes by and on behalf of the GPW. It outlines the role of Human Resource Development, Human Resource Management, and other role players in carrying out their responsibilities and accountability in line with the policy and other guidelines.

Human Resource Development Policy

The policy is aimed at ensuring that all employees are capacitated in areas that will ensure career growth and address critical and scarce skills. It provides a structured framework for training employees to enhance their effectiveness and efficiency in their jobs. The policy further identifies the Chief Executive Officer, Branch Managers, Supervisors, and the Human Resource Development Sub-Directorate as stakeholders of training and development. It outlines different categories of training and development, which include induction programmes, on-the-job training, and leadership and management development programmes. It further sets out contractual obligations for employees who participate in any capacity building programme as well as the GPW's right to recover all monies spent on any capacity building from employee who terminate their contract without fulfilling their obligations.

Personal Protective Equipment Policy

The purpose of the policy is to ensure that personal protective equipment (PPE) is provided to all employees whose job functions expose them to identified hazards and risks in the workplace. It sets a standard on the selection, purchasing, issuing, and control of PPE. It provides for the duties of the employer and employees in terms of the provision and use of PPE. The processes of purchasing and issuing PPE are outlined in the policy as well as the monitoring and evaluation responsibilities of the Human Resource Management and the Occupational Health Safety unit.

Members are requested to read through the policies (*attached*) and provide inputs to the PSA by **19 May 2023** to joseph.mashigo@psa.co.za.

Members will be informed of developments.

Employees who want to join the PSA can visit the PSA's website (www.psa.co.za), send an email to ask@psa.co.za, or contact PSA Provincial Offices.

GENERAL MANAGER