



## PERSONAL DEVELOPMENT PLAN

ENTERED INTO BETWEEN:

SETSOTO LOCAL MUNICIPALITY

AS REPRESENTED BY THE EXECUTIVE MAYOR

COUNCILLOR SEIPATI MBIWE  
EXECUTIVE MAYOR  
["THE EMPLOYER"]

And

MRS. NOMVULA MALATJIE  
MUNICIPAL MANAGER  
["THE EMPLOYEE"]

FOR THE FINANCIAL YEAR 01 JULY 2023-30 JUNE 2024

**1. A municipality should commit to:**

- (a) the continuous training and development of its employees to achieve its vision, mission and strategic Objectives and empower employees; and
- (b) managing training and development within the ambit of relevant national policies and legislation

**2. A municipality should follow an integrated approach to human resource management that:**

- (a) is a human resource development that forms an integral part of human resource planning and management.
- (b) in order for training and development strategy and plans to be successful, it should be based on sound human resource practices, such as the Strategic Human resource Plan, Job Descriptions, the result of regular performance appraisals and career pathing
- (c) ensure the necessary linkage with performance management and development that provides for the personal development plans of employees to be included in their annual performance agreements. Such approach will also ensure the alignment of individual performance objectives to the municipality's strategic objectives, and that training and development needs can be identified through performance management and development and appraisal.
- (d) career-pathing ensures that employees are placed and developed in jobs according to aptitude and identified potential. Through training and development, they can acquire the necessary competencies to prepare for the future positions. A comprehensive competency framework and profile for municipal managers are attached and these should be linked to relevant registered unit standards to specifically assist in compiling Personal Development Plans with their managers.
- (e) Personal Development Plans are compiled for individual employees and the data collated from employees in the municipality forms the basis for the prescribed Workplace Skills Plan, which municipalities are required to compile as a basis for all training and education activities in the municipality in a specific financial year and report on progress made to the Local Government Sector Education and Training Authority.

**3. The aims of the compilation of Personal Development Plans to identify, prioritise and implement training needs**

**4. Compiling the Personal Development Plan attached as Appendix**

- (a) Competency assessment instruments, which are dealt with more specifically in Appendix 1 and 2, should be established against their job specific competency profile and managerial competencies at a given period in time with the purpose of identifying training needs or skills gap.
- (b) The competency framework and profiles and relevant competency assessment results will enable a manager, in consultation with her employee, to compile a Personal Development Plan. The identified training needs should be entered into column 1 of Appendix 1, entitled Skills/Performance Gap.

The following should be carefully determined during this process:

(i) organisational needs, which include the following:

- Strategic development priorities and competency requirements, in line with the municipality's strategic objectives.
- The competency requirements of individual jobs. The relevant job requirements-job competency profile-as identified in the job description should be compared to the current competency profile of the employee to determine the individual's competency gaps.
- Specific competency gaps as identified during the probation period and performance appraisal of the employee.

(ii) individual training needs that are job/career related.

(c) Next, the prioritisation of the training needs should be listed since it may not be possible to address all identified training needs in a specific financial year. It is however of critical importance that training needs be addressed on a phased and priority basis.

This implies that all these needs should be prioritised for purposes of accommodating critical/strategic training and development needs in the Strategic Human Resource Plan, Personal Development Plans and Workplace Skills Plan.

(d) Consideration must then be given to the expected outcomes, to be listed in Column 2 of Appendix 1, so that once the intervention is completed the impact it has can be measured against relevant output indicator.

(e) An appropriate intervention should be identified to address training needs/skills gap and the outcome to be achieved but with due regard to cost effectiveness. These should be listed in Column 3 of Appendix 1, entitled: Suggested training and/or development activity in line with the National Qualification Framework, which could enable the trainee to obtain recognition towards a qualification for training undertaken.

It is important to determine through the Human Resource Development Division within the municipality whether unit standards have been developed and registered with the South African Qualification Authority that are in line with the skills gap and expected outcomes identified. Unit standards usually have measurable assessment criteria to determine achieved competency.

(f) guidelines regarding the number of training days per employee and nominations of employees: An employee should on average receive at least five days of training per financial year and not unnecessarily be withdrawn from training interventions.

(g) Column 4 of Appendix 1: The suggested mode of delivery refers to the chosen methodology that is deemed most relevant to ensure transfer of skills training or development activity should impact on service delivery back in the workplace. Mode of delivery consists of amongst others:

- self-study-the official takes it upon herself to read e.g. legislation;
- internal or external training provision;
- coaching and/or mentoring; and
- exchange programmes.

(h) the suggested timeframes-Column 5 of Appendix 1-enable managers to effectively plan for the annum so that not all their employees are away from work within the same period and also ensuring that the Personal Development Plan is implemented systematically.

(j) The final column, Column 7 of Appendix 7, provides the employee with support person that could act as coach or mentor with regard to the area of learning.

## 5. Personal Development Planning

Personal Development Planning Initiative	Competency Development Area	Description	Evidence
<ul style="list-style-type: none"> <li>• Change Vision and Strategy</li> <li>• Process Design and Improvement</li> <li>• Change Impact Monitoring and Evaluation services</li> </ul>	Change Management	To become competent strategic leadership and operations	Certificate

Thus, done and signed at Ficksburg on this 26 day of July 2023

AS WITNESSES:

1. Muso

2. [Signature]

[Signature]

NOMVULA MALATJIE  
MUNICIPAL MANAGER

[Signature]

SEIPATI MBIWE  
EXECUTIVE MAYOR