

# TRAINING AND DEVELOPMENT POLICY

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- presented, as well as in-house training and development programmes.
- 2.4 In respect of all training and development activities, the following shall apply:-
- 2.4.1 A structured approach to determine training and development needs; cost-effective procurement and/or development of training courses or programmes based on needs and evaluated in terms of criteria laid down from time to time;
- 2.4.2 Attendance and/or presentation of training programmes according to a training planning schedule;
- 2.4.3 the evaluation of training in terms of trainee reaction, learning, practical application, and results achieved;
- 2.4.4 annual reporting on training interventions.
- 2.5 Similarly, a continuous programme of staff training shall be planned and implemented whenever it is deemed expedient.
- 2.6 The Department of Human Resources shall provide advice and assistance on training activities, and it will be responsible for administrative and operative coordination of the training process and programmes.
- 2.7 Departmental training schedule based on the assessment of individual and University training needs will be drawn up annually to take full account of the human resources needs of various departments and shall include budgetary provisions.
- 2.8 Training and development shall commence with the initial appointment of new employees and continue as long as the employee is employed in the University.

- 3.5.3 Reviewing, monitoring and making recommendations on employment and training practices in order to achieve relevant objectives and targets of the University.
  - 3.5.4 Evaluation of employment decisions, promotions, transfers, skills development, disciplinary and grievance procedures with regard to training.
  - 3.5.5 Overseeing ongoing communication and feedback on all matters relating to equity, unfair discrimination and affirmative action in employment and training practices.
  - 3.5.6 Assessment and evaluation of the Workplace Skills and Employment Equity Plans.
  - 3.5.7 Assessment and evaluation of the effectiveness of training.
  - 3.5.8 Making recommendations on allocation of training funds to departments.
  - 3.5.9 Reviewing and formulation of training and development policies of the University.
  - 3.5.10 Acting as a contact between the Department of Human Resources, and other departments in matters relating to skills development and employment activities.
  - 3.6 All recommendations made by this committee shall be submitted to the Human Resources Committee of Council.
- #### 4. INDUCTION
- 4.1 Every new employee, regardless of function or department/section, shall receive systematic induction training, which will enable the newly employed to become

Departmental Head, Human Resources Department, and approved by the Vice Chancellor or a delegated person.

5.7 The University may, from time to time, require that an employee be subjected to training of short duration in a particular field of study in order to acquire specific skills. If such training is conducted by an institution other than the University the following conditions shall apply:-

5.7.1 The University must undertake to pay for all costs incurred for registration, books or modules, tuition fees and accommodation.

5.7.2 Clause (1) above shall apply provided the following conditions are met:-

5.7.2.1 the duration of the course does not exceed 1 (one) month;

5.7.2.2 it is a result of a skills audit and/or Performance Management System;

5.7.2.3 the Head of Department concurs that the course would be to the advantage or benefit to the University and the employee concerned;

5.7.2.4 the training is relevant to the employees day-to-day functions;

5.7.2.5 the employee is not registered for other formal studies of a similar or extended duration.

## 6.0 STUDY POLICY

6.1 This policy is a framework designed to afford the personnel of university the opportunity to develop themselves in a formally structured way on the basis of identified requirements in the interest of the University, in order to be able to cope satisfactorily with present and future allocated duties.

6.2 The University supports the continuous development of its employees. However

be exempted payment of fee in their third year.

**7.0 Study and Examination Leave**

7.1 Study leave with full pay on the basis of one day study leave for every day on which the employee has to sit for an examination may be granted, provided that in the opinion of the head of department:-

7.1.1 it has the object to better equip the employee concerned for a career in the University

7.1.2 is in a field of study which is in full or in part in the interest of the University.

7.1.3 study leave with full pay equal to the number of days on which she/he sits for an examination as contemplated in subparagraph 6.5.1, may be granted to the employee to enable her/him to prepare herself or himself for the examinations.

7.2 In all the above cases, an examination time-table must be submitted to the Head of Department at least 3 weeks prior to writing of first paper, or 1 month if the period of absence will be more than 2 weeks, unless there are factors beyond the staff members control, for example, late issue of timetable by the institution.

7.3 If the study leave granted in terms of subparagraph 6.5.2 precedes and succeeds a day of rest ( week end or holiday ) or two or more consecutive days of rest, such day or days of rest, must be included when calculating the number of study leave days which may be granted to the employee.

7.4 An employee who studies part-time or by means of correspondence at a recognised educational institution and who, as a result of her/his studies, is required to be absent from her/his place of work, may be released from duty and be granted a study leave on full pay on the basis of one day study leave on full

studies.

8.7 An employee who is on scholarship is expected to complete the program within the specified period failure of which will result in the scholarship being converted to a loan with interest which will be due on a date to be advised by the Staff Development Committee. The interest rate on the loan shall be the prevailing rate on the market.

8.8 For employee on scholarship who fails part of the program the scholarship shall be withdrawn and the employee shall reimburse the Scholarship fund the costs incurred

### 9.0 STUDY LOAN

9.1 The university shall approve study loans subject to an agreement entered into between the University and the employee which should specify the following conditions:-

9.1.1 The University shall pay the cost of books and tuition fees direct to the institution in advance, and the employee bears the cost of the registration fee.

9.1.2 The total cost shall be recoverable from the applicant in six to twelve equal monthly installments, interest free. The applicant must undertake to sign a Stop Order/Stop Orders entitling the University to deduct such installments from her/his salary month.

9.1.3 Upon successfully completing the years of study, the University shall repay to the applicant the costs referred to in clause 7.1 or a pro-rata share thereof, depending on the number of subjects passed.

