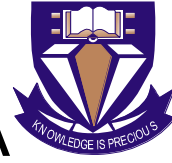


UNIVERSITY OF VENDA

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# **POLICY ON STAFF DEVELOPMENT**

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### TITLE AND COPYRIGHT

Title	Policy on Staff Development
Date	27 November 2009
Author	Mr T J Manenzhe
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## 1. DEFINITIONS AND APPLICATION

The University of Venda encourages and promote the development and capacity building of its staff through the following training interventions:

- Learnership programmes
- Internships
- Workplace agreement
- Academic qualifications
- Professional development, and
- Career development

This policy therefore provides the guidelines for administering the staff development and capacity building at the University of Venda. The institution therefore reserves the right to, at any time, in its sole discretion, revise and amend this policy from time to time.

### 1.1 DEFINITIONS

1.1.1 “Learnerships” means learnerships are structured developmental learning/training programmes that combine formal qualification with practical on the job training in the workplace. Learnerships are registered with both Sector Education and Training Authorities (SETAs) and the Department of Labour.

1.1.2. “Internships” means structured programmes aimed at providing practical/work experience to unemployed people who have completed their studies but need work experience in order to enhance their employability.

1.1.3 “Workplace agreements” means programmes designed for current learners who need working /practical experience in order to fulfil the requirements of a formal qualification.

1.1.4 “Workplace Skills Plan (WSP)” means a training report that the University compiles which highlights staff development activities planned for the next training cycle for submission to the SETA.

- 1.1.5 “Annual Training Report (ATR)” means a report which contain the actual staff development programme activities implemented by the University during the previous training cycle in line with the WSP.
- 1.1.6 “Staff Development Committee (SDC)” means a Committee comprising of representatives from management and internal structures (organised labour) constituted in terms of regulation 8 of the Skills Development Act 97 of 1998.
- 1.1.7 “Skills Development Facilitator (SDF)”: means a person appointed by the employer to facilitate and co-ordinate the Skills Development programmes as contemplated in the Skills Development Act 97 of 1998.
- 1.1.8 “Career Development” means continued training and upgrading of skills through structured training programmes, courses and job specific workshops. The above mentioned training programme must be identified by the HOD/Director in consultation with the Head of the Staff Training and Development Unit in line with University’s strategic plan and business plan. Funding for career development will be supported by the levies received from the SETA in accordance with the Skills Development Levies Act (Act 9 of 1999)
- 1.1.9 “Professional Development” means training intended to keep a member of staff to keep abreast of current developments in his/her specific discipline or profession. Training within this definition would constitute continuous professional development including for example, the attendance of professional workshops, or conferences and the continued acquisition or development of specialised knowledge and skills. Funding for attendance of programmes pertaining to professional development is will be a shared responsibility between the Staff Development Committee, Resarch and Publications Committee and the relevant HOD/Director.

## **1.2 APPLICATION**

This policy applies to all staff appointed on permanent, fixed term contracts including incumbents appointed on learnership, internships and workplace agreements programmes.

**2. PURPOSE**

The purpose of this policy is to create a conducive environment for all staff to enhance their skills and improve their educational qualifications and professional development through skills development interventions and further training. The policy further affords the opportunity to unemployed graduates who are appointed on learnerships, internships and workplace agreements to gain practical experience and/or formal qualifications.

**3. POLICY STATEMENT**

The University of Venda wants to enhance the skills and build capacity of its employees through various skills development programmes

**4. POLICY GUIDELINES**

**4.1 General**

- 4.1.1 All applications for Staff Training and Development must be evaluated and approved by the Staff Development Committee based on the merit of the application and relevance of the training programme on the applicant's job.
- 4.1.2 Preference will be given to training and development programmes that support the core business of the University, namely, teaching and learning, research and community engagement
- 4.1.3 The Staff Training and Development Unit will ensure that skills programmes that are approved comply with quality assurance standards. It must also ensure that service providers are suitably qualified and accredited by SAQA.
- 4.1.4 A staff member who has been selected for a training programme but fails to attend the programme due to unforeseen circumstances beyond his/her control should notify the Staff Training and Development Unit of his/her non-attendance as soon as such staff member becomes aware thereof.
- 4.1.5 Applications for staff development should be relevant to the individual's job and in line with the strategic objectives of the University. Applications for training programmes that are not in line with the University's priorities shall not be entertained unless they are related to performance appraisal, probation, career development and/or equity plan.

- 4.1.6 A staff member who fails to furnish valid reasons for non-attendance of a staff development programme that has been arranged and paid for will be required to refund the University of the expenses incurred on his/her behalf.
- 4.1.7 Requests for attending a training programme must be submitted on the prescribed form obtainable from the Staff Training and Development Unit and must reach the unit at least 14 days before the matter is considered by the Staff Development Committee. The outcome will be communicated to the applicant and his/her line manager within three working days.
- 4.1.8 Staff members who attend training programmes should submit a written report to the Staff Training and Development Unit on the training programme within two weeks after the training session. The relevant line manager must report within three months after training has taken place indicating how the newly acquired skills/knowledge are utilised in the department or within the University.
- 4.1.9 Funding for skills programmes will be approved if some form of assessment (formative and summative) is done e.g. tests, examinations portfolio of evidence or assignments will be submitted.
- 4.1.10 A staff member who has successfully completed a learning programme shall submit the certificate to the Human Resources Department for record purposes.
- 4.1.11 A staff member who participates in a skills development programme shall not leave the university employment without serving the total number of such special leave days granted for the training. Failure to do so will result in action being taken to recover all costs incurred in respect of course fees.
- 4.1.12 All employees excluding Part time staff and those appointed on donor funded posts who have secured scholarships towards Masters two years) and Doctoral (three years) degrees that the University classifies as critical and scarce skills areas, shall apply to the Staff Development Committee to

be released under a targeted fellowship programme. Fellows will be released with the retention of 60% of their salaries.

4.1.13 Applicants for the Fellowship programme will make an undertaking in writing that on completion of their studies, they will serve the University of Venda for a period equal to the period of study. In case of a breach of this bonding or contract, the University shall recover the 60% salary paid to the member and any other monies and allowances that have been paid during the period of the fellowship.

4.1.14 Where the Line Manager is unwilling to support staff member's application for skills development funding, the applicant must submit a motivation as to why the request deserves special consideration. The line manager shall be required to submit a written statement indicating why the staff member's application must not be approved. The Staff Development Committee shall adjudicate the matter.

4.1.15 Staff Development programmes and activities should be well communicated to all members who are eligible to attend.

4.1.16 The Staff Training and Development Unit will arrange an orientation/induction programme for successful applicants within one month from the date of assumption of duty.

## 4.2 **Learnerships, Internships and Workplace Agreements**

4.2.1 Learnership and internship programmes are intended for both the University of Venda staff members and unemployed persons who need to acquire formal qualifications. Workplace agreements on the other hand are intended for unemployed learners who require practical working experience in order to fulfil the requirements of a formal qualification.

4.2.2 For the University of Venda learnership provides a framework for current employees and externally recruited talented candidates to embark on structured learning programmes, with the purpose of creating employment and advancement opportunities and a pool of skilled and qualified future talent to meet operational requirements of the University.



4.2.3 Learnership and internship opportunities at the University of Venda will be advertised in the media and on the University website and intranet.

4.2.4 The shortlisting and selection interview for internships shall be done by a panel comprising of the following members:

Director of Human Resources and or his/her representative (Chairperson);

Two members from the host department (one of whom should be the Dean or Director);

Head: Staff Training and Development Unit or his/her representative; and

One representative from internal structures (organised labour).

4.2.5 The relevant line manager shall identify the training needs and the learning/work programmes that should be implemented. Learnership programmes will be specific to the candidate's field of study or aspired career.

4.2.6 Successful candidates for internships, learnership and workplace agreements will be required to enter into a non-renewable contract with the University of Venda, the training provider and sponsor (where applicable) before the commencement of the programme.

4.2.7 The duration of both internships and workplace agreement will be a minimum of six (6) months and a maximum of 12 months. Duration of a learnership will be a minimum of six (6) months and a maximum of 18 months.

4.2.8 A contract/agreement must be entered into between the candidate, the University of Venda, training provider and the sponsor (where applicable) before the commencement of any learning/work programme. The contract is not renewable.

4.2.9 The University shall provide the successful learner/intern with work, a mentor, facilities, appropriate training, supervision and support in the work environment in order to achieve the intended outcomes of the learning/work programme.

4.2.10 The Staff Development Unit will monitor and assess methods for the review of the performance of interns/learners and compile an evaluation report.

4.2.11 Learners/interns shall abide by the conditions stipulated in the agreement and those by the host department, University and the sponsors as well as the Disciplinary Procedure and the Grievance Procedure manuals.

### **4.3 Payments of stipend**

4.3.1 The University of Venda is not responsible for paying any salary / stipend / benefits to the participant in a learning / work programmes unless agreed upon in writing. Participants in learnership / internship / workplace agreements shall not be entitled to benefits applicable to University employees.

### **4.4 Termination of Contract**

4.4.1 Learnership/Internship or Workplace agreements may be terminated based on the following grounds:

4.4.1.1 When the termination date stipulated in the contract is reached.

4.4.1.2 If a participant is fairly dismissed by the university for reasons related to the participant's conduct or capacity as an employee; and

4.4.1.3 The participant and University agree to terminate the contract/agreement due to other reasons.

## **5. IMPLEMENTATION STRUCTURES**

### **5.1 STAFF TRAINING AND DEVELOPMENT UNIT**

5.1.1 The Staff Training and Development Unit is responsible for co-ordinating and implementing training programmes through the support of individual and departmental training needs identified by the University. The Unit organises, promotes and disseminates as well as liaises with departments/units/centres regarding matters pertaining to training and

development. The Unit ensures that the service providers who offer training are registered and that their programmes are accredited where this is a requirement.

5.1.2 The Staff Training and Development Unit is responsible for the planning, co-ordination and implementation of orientation and induction programme as well as providing advice and support to both individual staff and line managers with regard to specific and generic skills development programmes which support the University's core business, namely, teaching, research and community engagement. These programmes will cover a wide range of activities, including formal courses, seminars, workshops, learnerships/internships, special study programmes, mentoring, coaching, training fellowships, informal training etc.

5.1.3 The Staff Training and Development Unit is also responsible for compiling an annual training report on training and development programmes or WSP of the University.

5.1.4 In general, participation in Staff Development is voluntary. However, the Staff Development Committee will ensure that where mandatory training and development interventions are required for purposes of compliance with relevant legislations (e.g. safety measures) are required, it will make it obligatory for staff to participate.

5.1.5 The University shall target junior academic staff who will be encouraged to register for MSc/PhD in order to develop and grow to ensure that they are suitably qualified and kept abreast of new developments in their area of expertise.

## **6. STAFF TRAINING AND DEVELOPMENT COMMITTEE**

### **6.1 Staff Training and Development Committee**

The primary role of the Staff Training Development Committee is to ensure that the training needs of all staff members within the University are met.

#### **Composition of the Staff Training and Development Committee**

The Staff Training and Development Committee is comprised of the following:-

Vice Chancellor (Ex-officio) or his/her representative  
Deputy Vice Chancellor (Operations)  
Deputy Vice Chancellor (Academic)  
Registrar (Ex-officio)

Deans of Schools  
Director: Student Affairs  
Director: Human Resources  
Director: Finance  
Director: Research and Innovation  
Director: Student Support and Counselling  
Director: Quality Assurance and Promotion  
1x Representative of Council  
1x Academic Staff Representative  
1x Admin Staff Representative  
1x Service Staff Representative  
1xEquity Forum Representative

**Resource Persons**

Director: Community Engagement  
Head: Staff Training and Development (Skills Development Facilitator)  
Training Officer

The Committee has the discretion to co-opt other members as and when the need arises.

**6.1.1 Functions of the Staff Training and Development Committee**

The Staff Development Committee is responsible for the following functions:-

- 6.1.1.1 Ensuring that staff training, learning and development are aligned to the vision and mission of the University.
- 6.1.1.2 Raising awareness on the importance and need for effective staff training, learning and development.
- 6.1.1.3 Ensuring the development and implementation of the Workplace Skills Plan, which is aligned to the vision and mission of the

University, Sector Skills Plan and the National Skills Development Strategy.

- 6.1.1.4 Ensure that the Workplace Skills Plan is aligned to the Employment Equity Plan and Business Plan of the University.
- 6.1.1.5 Ensuring the provision of quality and effective training, learning and development programmes.
- 6.1.1.6 Assessing the effectiveness of strategy, policy, procedures, programmes and systems relating to staff training, learning and development.
- 6.1.1.7 Appointing the Skills Development Facilitator and evaluating his/her effectiveness.
- 6.1.1.8 Assisting in the drafting of reports for submission to the ETDP-SETA.

## **7. LINE MANAGERS**

Line Managers are responsible for identifying the developmental needs of their staff before the end of April each year which should be timeously communicated to the Staff Development Unit through the Deputy Director Staff Training and Development. They are also expected to encourage and support the participation of their staff in the overall Staff Development interventions provided by the University.

## **8 INDIVIDUAL STAFF**

Although the development of staff should form part of integrated human resources planning, the major responsibility of the development of work-related skills and knowledge rests with the individual staff member. All members of staff are expected to participate in developmental activities to equip themselves continuously with competencies and skills that the job demands.

**9. RELATED POLICIES AND DOCUMENTATIONS**

- 9.1 Remission of fees policy
- 9.2 Employment Equity Policy
- 9.3 Recruitment, Selection and Placement policy
- 9.4 Leave policy


**10. REGULATORY FRAMEWORK**

- 10.1 Skills Development Act
- 10.2 Skills Development Levies Act.
- 10.3 Employment Equity Act.
- 10.4 Basic Conditions of Employment Act
- 10.5 National Skills Development Strategy
- 10.6 ETDP-SETA policies
- 10.7 Labour Relations Act

**11. REVIEW DATE**

The policy will be reviewed after three years or as and when the need arises.

**13. RECORD OF CHANGES**

DATE OF APPROVAL BY COUNCIL	AUTHOR(S)	DATE OF REVIEW
27 November 2009	Mr T J Manenzhe	27 November 2012
<div data-bbox="272 1318 516 1507" style="border: 1px solid black; padding: 5px; width: fit-content;">                     UNIVERSITY OF VENDA                      UNIVERSITY REGISTRAR                      01 DEC 2009                      PRIVATE BAG X5050,                      THOHOYANDOU, 0950                 </div> <p data-bbox="240 1556 808 1623">Date stamp and signature by the Secretary of Council</p> 		

**14. LIST OF ABBREVIATIONS AND ACRONYMS**

- 14.1 WSP.....Workplace Skills Plan
- 14.2 ART.....Annual Training Report
- 14.3 SDC.....Staff Development Committee
- 14.4 HOD.....Head of Department
- 14.4 Msc.....Masters of Science
- 14.5 PhD.....Doctor of Philosophy



01 December 2009

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Vice Chancellor & Principal

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Date

## **APPENDIX 1 CONDITIONS FOR LEARNERSHIPS, INTERNSHIPS AND WORKPLACE AGREEMENTS**

### **1. Introduction**

This document stipulates the conditions of service applicable to learners who are either on learnership, internship or workplace agreement at the University of Venda.

### **2. Definition of Terms**

#### ***“Learner”***

Any person who has entered into a learnership, internship or workplace agreement with the University of Venda

#### ***“Misconduct”***

Any unlawful conduct or unbecoming behaviour by a learner as contemplated in paragraph (1) of the University of Venda Disciplinary Procedure Manual.

### **3. Working Hours**

Learners will work 8 hours a day and 40 hours per week, with a meal break of 60 minutes, between 13:00 and 14:00. Working hours shall start from 08:00 to 16:45 (or any other times as decided by the Vice Chancellor and Principal), Monday to Friday, excluding public holidays that fall on the said days.

### **4. Public Holidays**

Working on public holidays is by agreement between the University and the learner. If a learner has worked on a public holiday, he/she will be given a paid day off.

### **5. Attendance Register**

A learner must complete an attendance register every working day as proof of his/her presence at his/her workstation. The attendance register must be co-signed by an assigned mentor or head of department.

### **6. Annual Leave**

A learner on a 12 months contract is entitled to receive paid annual leave up to 15 working days while a learner on a 6 months contract is entitled to up to 10 consecutive working days. Any request for annual leave will be granted at the discretion of the employer.



Both the University/mentor and the learner must agree on the appropriate time to take leave. If there is no agreement between the two parties, the University or the mentor concerned, has the discretion to make.

**7. Sick Leave**

A learner on a 12 months contract is entitled to 12 sick leave days per annum whereas a learner on a 6 months contract is entitled to 1 day's paid sick leave for every 26 days worked.

The University will require proof of illness before approving payment for a learner who has been absent from work for more than 3 consecutive days.

**8. Family Responsibility**

All learners are entitled to take 3 days paid family responsibility leave in the following circumstances:

- 8.1 when a learner's child is born;
- 8.2 when the learner's child is sick;
- 8.3 if one of the following people dies: the learner's Spouse / parents / child.

**9. Maternity Leave**

A learner is entitled to 4 consecutive months of maternity leave. A learner may take maternity leave 4 weeks before the due date, or earlier as agreed for health reasons. A learner must notify the University 4 weeks prior to starting maternity leave.

A learner may not work for 6 weeks after the birth of her child, unless a doctor or midwife certifies she is fit to do so.

**10. Code of Conduct**

A learner's conduct at work is regulated by the University of Venda Procedure Manual a copy of which shall be provided to the learner on accepting the contract.

**11. Termination of Contract**

The University may terminate a learner's contract if:

- 11.1 the University and learner have agreed to do so in writing with the approval of the sponsor; or
- 11.2 a learner is fairly dismissed for his/her misconduct or incapacity.

**12. Certificate of Service**

On termination of contract, learners are entitled to a certificate of service. The certificate must state:

- 12.1 The learner's full name;
- 12.2 The address of the University as an employer;
- 12.3 A description of the sectoral employment standard that covers the university's business;
- 12.4 The starting and ending dates of the learner's contract;
- 12.5 Short description of the learner's training and experience he/she gained; and;
- 12.6 The reason for his/her termination

I..... declare that I have read the **Conditions of Service of learners on a learnership/internship/workplace agreement contract at the University of Venda** and that I understand and accept the above **Conditions**.

Signed at:..... on this day..... of .....20.....

.....

**Learner**

**Witnesses**

1. .... 2.  
.....

.....

**University of Venda**

**Witnesses**

1. .... 2.  
.....

## **APPENDIX 2**

### **1. Processes and Procedure**

#### **1.1 Description of the Process Procedure**

1.1.1 Line managers who are interested in hosting learning/work programmes in their departments/centres/institutes should communicate in writing to the Staff Development Committee through the Staff Training and Development Unit.

1.1.2 The Staff Development Committee will consider suitable programmes in line with the university's strategic objectives, and policies as well as ETDP-SETA guidelines.

1.1.3 Approved programmes will be communicated to the relevant HODs.

1.1.4 The Staff Training and Development Unit will develop and submit funding proposals to the ETDP-SETA and other sponsors for registration and possible funding for approved learning/work programmes.

1.1.5 All approved programmes will be advertised in the local media to attract suitable candidates.

1.1.6 A structured selection process will be conducted and interviews will be held. The interview panel for all candidates will be chaired by the Director: Human Resource Management or his designate.

1.1.7 Successful candidates will be provided with structured a work schedule, facilities and equipment, mentor, and training and support for the duration of the learning/work programme.

1.1.8 The mentor and the candidate shall submit monthly progress reports to the Staff Training and Development Unit for submission to the Staff Development Committee.