



Rules for Skills Development of Support Services Staff within the Framework of the SU Policy on Staff Development

Reference number of this document	PD0327
HEMIS classification	
Purpose	To establish a policy for governing skills development among University staff
Type of document	Rules
Accessibility	General (external and internal)
Date of implementation	
Revision date	As the need for amendments arises
Previous revisions	March 2012
Owner of these rules	Vice Rector: Social Impact, Transformation and Personnel
Institutional functionary (curator) is responsible for these rules	Chief Director: Strategic Initiatives and Human Resources
Date of approval	
Approved by	
Keywords	rules, policy, skills development, staff development plans

The core of the rules

By approving these rules regarding its Policy on Staff Development, Stellenbosch University has committed itself to the development of all its staff – including those who are on the joint staff establishment of the University (e.g. with institutions such as the Department of Health) and who provide a service to SU. Thus the institution emphasises the point of view that a sophisticated staff and teaching development service is essential for the University to compete and make a significant contribution at national and international level.

1. Introduction

The Policy on Staff Development of Stellenbosch University (SU), along with these rules regarding the policy, forms an integral part of the long-term vision, mission, corporate and strategic plan and objectives of the University.

2. Implementation of the rules

Every year in August, departmental chairs, divisional heads and line managers will have an opportunity to identify, in collaboration with the Director: Employee Relations, potential candidates. Subsequently they must submit a thoroughly motivated application, signed by the candidate concerned and the departmental chair, divisional head or line manager, to the Chief Director: Strategic Initiatives and Human Resources for consideration and approval.

3. Principles regarding the rules

3.1 Opportunity for study

If a full-time training or development programme can be attended only during working hours, an opportunity for study may be granted to selected candidates under paragraph 3 of the new Leave Regulations for the duration of the period of study or training.

3.2 Insufficient opportunities for promotion

Staff members who have completed a course or programme successfully have no guarantee of promotion or claim to any financial benefits.

3.3 Funding

The Director: Employee Relations must submit an annual budget for the purpose of implementing these rules.

4. Provisions of the rules

The Director: Employee Relations must identify, preferably with the assistance of the departmental chairs, divisional heads and line manager of environments from which people with potential have been identified, suitable programmes or institutions that can provide appropriate training or development. Programmes may entail the following:

- 4.1 the acquisition of formal educational qualifications
- 4.2 work-related certificate programmes
- 4.3 internal training programmes
- 4.4 in-service training
- 4.5 self-development

5. Governing the rules

5.1 Functions

The Chief Director: Strategic Initiatives and Human Resources will act as chair of a **selection committee** consisting of the Director: Employee Relations and the departmental chairs, divisional heads and line managers from whose environments nominees have been selected. The selection committee must identify or nominate candidates who qualify for training or development in the following year from a shortlist compiled by the Division for Skills Development.

5.2 Implementation

5.2.1 Selection procedure

The appointed selection committee must evaluate applicants with reference to the following aspects:

- 5.2.1.a a written declaration of candidates' willingness to follow a certain programme;
- 5.2.1.b a written declaration of candidates' willingness to subject themselves to the University's conditions for attending a specific programme;

- 5.2.1.c the extent to which candidates meet the minimum admission requirements for a certain programme;
- 5.2.1.d the nature of the proposed programme and its impact on candidates' development with a view to potential promotion within the University;
- 5.2.1.e the extent to which a programme is work-related, and the extent to which the knowledge and skills acquired could contribute to candidates functioning more effectively within their environment;
- 5.2.1.f candidates' potential to benefit from a training or development programme and to complete such programme successfully;
- 5.2.1.g candidates' current work performance; and
- 5.2.1.h the acceptability or suitability of proposed institutions and programmes.

Based on the above aspects, the Division for Skills Development must submit a shortlist of candidates to the selection committee for final approval, subject to the availability of sufficient funds.

Candidates who are not selected in a particular year, for whatever reasons, must be informed accordingly and the reasons must be furnished. The details of such candidates may be re-submitted for consideration at the very next opportunity.

5.2.2 Application procedure

The Human Resources Division (HR) must send out an annual notification to deans, departmental chairs and divisional heads indicating that applications have to be submitted to the Chief Director: Strategic Initiatives and Human Resources before the end of August.

Applications must be accompanied by a full description of the post that every applicant holds or to which they aspire, their current qualifications (including expertise and skills), their potential to benefit from a training or development programme, the proposed duration and estimated cost of each programme and the need for it in the candidates' respective

environments.

The Chief Director: Strategic Initiatives and Human Resources may consider ad hoc applications that are received after the closing date, subject to the availability of funds.

5.3 Reporting

At least once a year the Director: Employee Relations must consult with the departmental chairs, divisional heads and line managers as well as any other parties involved in a programme in order to submit a report on the progress of each candidate to the Chief Director: Strategic Initiatives and Human Resources.

5.4 Action in case of non-compliance

Continued attendance of programmes depends on the successful progress of each candidate. If the Chief Director: Strategic Initiatives and Human Resources is of the opinion that a candidate has not progressed according to expectations, any financial support or leave (or both) granted by the University may be suspended.

Candidates who discontinue at their own initiative, for whatever reason, a programme for which they are enrolled, they must inform the Director: Employee Relations of this in writing within 14 days. Costs that the University has already incurred for their attending the programme may be recovered from the staff members concerned.

6. Supporting documents

Item number	Name of document	Status <i>(e.g. identified, in process or approved)</i>
	Rules for Skills Development of Support Services Staff within the Framework of the SU Policy on Staff Development	In process, approved

7. Related documents

Item number	Name of document	Status <i>(e.g. identified, in process or approved)</i>
	Personeelontwikkelingsbeleid	In process, approved

	Reglement vir die Vaardigheidsontwikkeling van Steundienspersoneel binne die Raamwerk van die US se Personeelontwikkelingsbeleid	In process, approved
--	--	----------------------