

Stellenbosch University Training Forum

Terms of reference

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HEMIS classification	
Aim	To establish a terms of reference for the governance of staff development by the Stellenbosch University Training Forum
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The core of the terms of reference

By adopting a Stellenbosch University Training Forum Terms of Reference, Stellenbosch University (SU) **commits** itself to developing all staff members by providing appropriate opportunities for personal and professional development. The University **affirms** its viewpoint that staff development is crucial to a university that strives to compete at national and international levels and make a meaningful contribution as staff members of the University.

1. Introduction

The Skills Development Regulations, published in Government Gazette number 22398 of 2001, state that employers with 50 or more employees have to establish a training forum for active participation in workplace skills development matters. It is therefore very important for employers to ensure that a training forum is established in workplaces and that they actively and effectively carry out their responsibilities. In the case where an employer has a recognition agreement with a trade union(s), there must be representation by the trade union(s) in the Training Forum, evidence of trade union(s) consultation with regard to skills development matters, and joint sign-off of the annual training report, Workplace Skills Plan (WSP) and PIVOTAL (Professional Vocational Technical and Academic Learning) Training Plan before submission to the SETA. SETAs are now requesting proof that such a forum has been established and that consultation has taken place, as well as proof of the minutes of the meetings as required by law.

2. Objectives

- To promote the education, training and development of all employees
- To establish a culture and climate conducive to education, training and development
- To place responsibilities on appropriate executive levels
- To create a learning culture
- To create an environment that enables the Skills Development Facilitator (SDF) and the Training Forum to make a meaningful contribution to skills development
- To ensure adherence to the spirit and letter of the Skills Development Act.

3. Composition of the Training Forum

The Training Forum must comprise three constituent parties, namely employer representatives, employee representatives and union representatives (where applicable). The SDF remains a critical member of the Training Forum at all times. The number of employee and employer representatives may be equal; however, there may not be more employer representatives than employee representatives. At least one employee representative must represent one of the major Organising Framework for Occupations (OFO) categories presented in below, unless there are no employees in a major OFO category:

- Managers
- Professionals
- Technicians and associate professionals
- Clerical support workers
- Service and sales workers
- Skilled agricultural, forestry, fishery, craft and related trades workers
- Plant and machine operators and assemblers
- Elementary occupations.

The employee representative must be an employee of the organisation, must be nominated or elected by the employees, and may not be in a management position. The employee representative's responsibility is to discuss skills development matters with employees within the organisation, and present employee skills development requirements and aspirations to the Training Forum for discussion and/or implementation. It is important to note that although the SDF is a critical member of the Training Forum, he/she cannot be nominated as the employee or employer representative. The SDF must play a coordinating and advisory role and remain objective at all times.

Additional members, internal or external to the University, with specific knowledge, skills and experience (subject specialists), may be co-opted.

The following members are also critical members of the Training Forum and cannot be nominated as employee and/or employer representatives:

- Rector and/or Vice-rector (chairperson)
- Manager/Director of Human Resources (stand-in chairperson; if also not available, then the SDF will stand in as chairperson)
- Secretary – Human Resources training coordinator
- Representatives of the internal training providers – these include representatives from Human Resources, Information Technology, Research Development, Finance, Centre for Teaching and Learning, Risk Management, Language Centre and Social Impact.

Between 6 and 15 people could be on the Training Forum. All of these people need to have a genuine interest in skills development, and should want to participate in skills development processes. It must also be ensured that the Training Forum is representative of the demographics of the organisation in terms of race, gender and people with disabilities.

4. Responsibilities of the Training Forum

- Ensure that the organisation has a training policy and that it is in line with the regulations as laid down by the Skills Development Act.
- Participate in determining the organisation's skills development vision, goals, objectives and strategy.
- Ensure that the development and implementation of the WSP are aligned with the strategic mission and vision of the organisation.
- Keep the envisaged training and development of employees in the organisation abreast with the long-term transformation objectives of the organisation.

- Advise and assist the organisation in terms of improving skills development and its contribution to individual and organisational success.
- Promote excellence in academic and support staff learning, training and development.
- Advise the Rector's Management Team on the formulation and implementation of University policies, systems and programmes for effective staff learning, training and development.
- Assist the SDF in the development of the WSP and completion of the annual training report. This is a requirement of each SETA and is completed on an annual basis.
- Ensure that the requirements of the Skills Development Act and Skills Development Levies Act are met.
- Ensure that the WSP is aligned with the Employment Equity Plan and Business Plan of the organisation.
- For the benefit of the organisation, take cognisance of BBBEE requirements.
- Establish training priorities for the organisation based on its short- and long-term development needs.
- Ensure that the skills needs of the organisation are identified.
- Align training with the SETA Sector Skills Plan, learnerships, career pathways, accredited national qualifications, etc.
- Assist with the identification of information required to prepare the WSP.
- Monitor the implementation of the WSP.
- Periodically revise the WSP.
- Implement the development of employees in the organisation and the strategies of the organisation fairly and equally.
- Acquire/identify the required resources to evaluate the training programmes in the organisation.
- Monitor and evaluate the skills development needs of the employees and the organisation and continually evaluate the implementation of identified needs.
- Develop and implement external and internal skills development strategies.
- Develop and implement corrective actions where required.
- Ensure that all staff have been classified according to the OFO.
- Ensure that training implemented is aligned with the professional development programmes of staff.
- Ensure that staff are aware of skills development opportunities and are encouraged to participate in these opportunities.
- Ensure that executive levels are kept responsible for the development of their staff in line with the skills development strategies.
- If required, ensure that there is a skills performance system in the organisation.
- If and where required, ensure that there is an individual development pathway for all employees, as well as a skills requirement and learning pathway.
- Where applicable, ensure that a portfolio of evidence has been developed for all employees who receive training in the organisation.
- Ensure that Stellenbosch University strategically invests funds to ensure that the skills development strategies can be implemented.
- Ensure the ongoing measurement of the return on investment regarding staff development.

- Identify training-related problems and propose solutions.
- Make recommendations to management on training and development needs within the organisation.

5. Term of office

The nominated members serve for a period of minimum one (1) year on the Training Forum. Members must relinquish their duties on resignation. Members will be confirmed on an annual basis if they do not relinquish their position on the forum.

6. Meetings

The Training Forum will meet on a regular basis – at least three (3) times per year – to keep track of progress and report on initiatives being introduced.

The secretary must keep written minutes of each meeting and submit these to the chairperson, after which they will be forwarded to members. Members of the Training Forum must submit items for discussion in writing to the secretary one week before the commencement of the meeting for the timeous compilation and distribution of the agenda.

7. Quorum

A quorum consists of 50% plus one of the members at Training Forum meetings. Decisions must be based on discussion and consensus.

8. Duties of members

The **chairperson** must lead the meetings by virtue of accepted meeting procedures and must see to it that they abide by the criteria and guidelines at all times. He/she must also perform all duties that are usually attached to the position of chairperson.

The **secretary** must attend all the meetings and handle secretarial duties such as the taking and distribution of minutes, submission of minutes for approval and the compilation and distribution of agendas/reports.

The **members** are expected to carry the interests of staff and Stellenbosch University, which they represent in this forum.

9. Acceptance of constitution

This is to be approved and accepted and will be binding on all members of the Stellenbosch University Training Forum.

10. Supporting documents

Item number	Name of document	Status <i>(e.g. identified, in process or approved)</i>
PD0326	Staff Development Policy for the governance of staff development	In process

11. Related documents

Item number	Name of document	Status <i>(e.g. identified, in process or approved)</i>
PD0327	Rules regarding applications for funding of skills development of staff within the framework of the Staff Development Plan	In process

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