ST. AUGUSTINE INTERNATIONAL UNIVERSITY

Staff Development and Training Policy

1.0 Policy Statement

1.1. St Augustine International University (SAIU) recognise that its staff are fundamental to its success and that a strategic, professional approach to staff development will enable the University to attract and retain high-calibre staff, with appropriate skills and competencies, to deliver its strategic objectives.

1.2. Staff development refers to policies, practices and procedures employed by the University to develop skills, knowledge and competencies of its academic and general staff to improve on their efficiency and effectiveness.

1.3. Staff development decisions will endeavour to deliver an appropriate balance between the wants and needs of both individuals and the University, in order to maximise potential and assist the University to remain competitive and highly effective in the higher education market.

1.4. All staff development activities will be conducted with due regard to equality of opportunity. Where relevant, this will be reflected in the design, content and delivery of each activity.

2.0 Aims and Objectives

2.1. The main aim of the policy is to provide the University Management and staff with a framework that supports and provide comprehensive advice, guidance and development opportunities for all SAIU staff in order to support the University in the attainment of its objectives.

2.2. This framework aims to achieve the following objectives:

2.2.1. To provide staff development opportunities either internally or externally which are aligned with strategic direction of the University.

2.2.2. To develop an in-house programme of activity for both pedagogic and non-pedagogic development activities, based on the results of needs analysis of all departments.

2.2.3. To develop staff to have the required capability and competencies to fulfil their current roles and prepare them for career development.

2.2.4. To encourage a proactive approach to personal and career development.

2.2.5. To connect with the university research strategy and enhance the capability of staff to engage in research and scholarly activity to increase the University's research profile and inform teaching.

3.0   Identifying Training Needs

3.1. Staff development needs may be identified at any point throughout the year through feedback from the annual staff appraisal process or discussion of development needs with individual staff.

3.2. Heads of Departments are responsible for identifying development needs of their departments and encouraging their staff to participate in development activity at probation period, review or during other activities.

3.3. Individual staff may also identify and suggest learning opportunities to their Head of Department based on their current job descriptions and career aspirations.

3.3.1. A 'Request for Development' form must be completed by the individual and passed back to their Head of Department for completion.

3.3.2. It is the individual's responsibility to ensure that the form is passed back to staff development section in the Human Resource office.

4.0   Planning and Delivering Staff Development Activities

4.1. Primary responsibility for planning appropriate staff development rests with Human Resource Services and appropriate organs in the University.

4.2. For this policy to be effective, it is essential that staff support the key principle of continuous professional development and display an ability and insight to manage their own professional growth in addition to undertaking mandatory and relevant training for their role. Staff are expected to avail themselves of the development opportunities provided to enable them to keep their skills updated and respond flexibly to change.

4.3. Different units in the University, through their own budgets or grants, will provide some support for staff development and allow time for development activity.

5.0   Procedures

5.1. All requests for staff development must be received on the appropriate 'Request for Development form' with a justification statement and with a supporting management signatures. It is the individual's responsibility to ensure that the form is passed back to staff development section in the Human Resource office.

5.2. All applicants, other than in exceptional circumstances, will have completed their probationary period before applying for staff development.

5.3. Staff are encouraged to explore at least three different providers of the programme they wish to pursue, before applying for staff development. However, staff are encouraged to select SAIU progammes or universities which are associated with SAIU through an MoU.

5.4. All approved requests will be confirmed in writing and subject to the following conditions;

    5.4.1. The university shall agree to sponsor the employee for a minimum period of two (2) years and a maximum of three years.

    5.4.2. The funding received will be in the form of a loan which will have to be repaid to the University in the event of the individual leaving within a two-year period following the completion of the programme.

    5.4.3. The University may not be able to fund any repeat parts of a course following failure to complete. In this instance, a written statement will be required from the individual or the Head of Department for consideration by the University management.

    5.4.4. The sponsorship comprises of fees for the course, consolidated fees, plus registration fees excluding textbooks, membership of professional bodies or additional resources required for a course.

    5.4.5. The sponsorship shall terminate within the time lag as stipulated on the employee's admission letter with an allowance of one (1) year to complete his or her dissertation or thesis.

    5.4.6. The granting of the sponsorship does not guarantee or promise a higher grade of appointment or a higher salary point.

    5.4.7. Where attendance of an individual at an event will require staff cover, Principals or Deans and Heads of departments are encouraged to speak to Human Resources about issues relating to the cover of the staff member whilst away from work. However, the University will not be able to provide any additional resources for staff cover.

    5.4.8. Staff who are sitting examinations following completion of a work-related course that has been funded by the University are entitled to take one day's paid leave for each day they sit an examination. Results of such examinations or any assessment taken must be submitted to the university immediately the results become available.

    5.4.9. The staff shall be liable for the refund to the university the full or part of the sponsorship if;

        5.4.9.1. Without the consent of the university abandons the course or is disqualified from the course owing to the unsatisfactory attendance or fails to pass the examination prescribed for the course before completion thereof.

5.4.9.2. The sponsorship has been withdrawn or terminated on the grounds that his or her conduct is unsatisfactory to the university.

5.4.9.3. His/her services terminated by the University for, misconduct, negligence or incompetence in his or her duties before the expiry of the bonded period.

5.4.9.4. The staff halt his or her services to the university.

5.4.10. The staff shall sign a bonding agreement with the University prior to starting the course. Depending on the cost and the duration of such training he or she shall pledge to serve the University for a period of up to three (3) years after completing the study and shall not apply for another staff development before full service of the previous one or bonded period.

5.5. Heads of Departments are required to monitor progression of their staff undertaking accredited courses. Where staff are struggling in their course, Heads of Departments should approach the Human Resource office to discuss the need for further assistance.

5.6. Notwithstanding anything to the contrary hereinbefore contained, the university may at any time withdraw the grant without providing any reason therefore without prejudice to the undertakings therein contained on the part of the employee.

5.7. Where an application for staff development is not successful, an individual may appeal to the Deputy Vice Chancellor, Administration and Finance.

6.0 Monitoring and Evaluation

6.1. Feedback from participants in the staff development programmes shall be regularly reviewed and content modified, as appropriate, by Human Resource Services.

6.2. Heads of Departments also have a responsibility for monitoring the effectiveness of staff development through the appraisal process.

7.0 Staff Development Policy Review

7.1. This policy will be reviewed regularly in the light of relevant developments and in any case no later than three years from approval.