

<i>To be completed by the Policy Owner</i>			
Policy Title	Policy on Staff Formal Studies		
Policy Group	Human Capital: Learning and Development		
Type:	Policy	√	Guideline
	Procedure		Regulation
CPUT Statute and/or Regulation Reference No and date:	CPUT Statute, Government Gazette No.33202, 17 May 2010		
Relevant Legislation and/or policy, Codes of practice, Professional Authorities:	<u>Regulatory Framework</u> Skills Development Act Skills Development Levies Act Employment Equity Act Labour Relations Act Basic Conditions of Employment Act SAQA Act Higher Education Act		
Relevant Institutional policies/ Documents/manuals/ Handbooks	Performance Management Policy Induction Policy Leave Policy and related Human Capital policies Staff Learning and Development Policy Staff Skills Development Committee (SDC) Terms of Reference Staff Skills Development Formal Studies Sub-Committee terms of Reference Relevant Finance Policy CPUT Post Graduate Studies framework Quality Management framework and policies		
Consultation Process To be verified and signed-off before approval	Policy Development Draft input from Staff Skills Development Committee (SDC) 2016 and 2017 Policy draft input from Human Capital 2016 and 2017 Policy draft input and consultation with Unions March 2018 Management Committee (Mancom) May 2018 Institutional Forum (IF) 18 October 2018		
Policy Owner Person responsible for maintaining the Policy	Human Capital: Learning and Development		
Compliance Officers Person responsible for ensuring policy implementation	All line managers and staff		
Certification of Due process: To be verified and signed once approved by the	 Vice Chancellor		<u>19.08.2019</u> Date

relevant authority					
Approval Date	22 June 2019	Commencement Date	01 September 2019	Review Date	31 August 2022

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1.0	Approved	22/06/2019	Council	C_2019.02	June 2023

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Policy Group (Broad Policy field)	Governance and Administration
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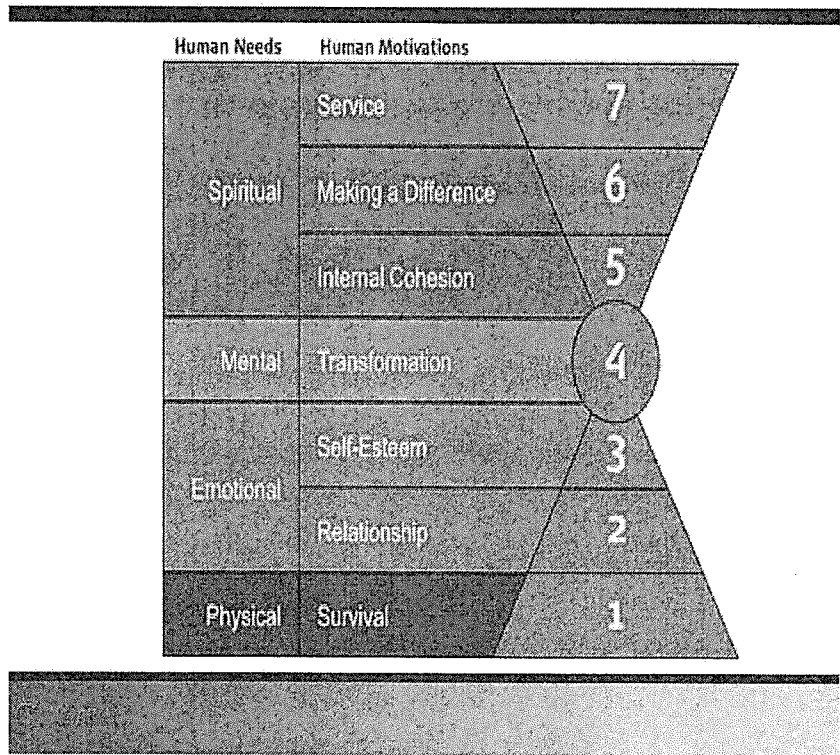
POLICY STATEMENT	
1.0 Intent:	<p>1.1 This policy aims to assist our staff with the interpretation of the formal studies policy. It provides a framework for the management of formal studies benefits applicable to employees of CPUT and includes the study benefits extended to the spouse (one spouse) and the dependent qualifying children up to the age of 21. (up to 4 children)</p> <p>1.2 However, if the dependent is still studying, the Institution will subsidize the dependent until the last day of the month in which the dependent turns the age of 25 (subsidy in this regard is ONLY on condition that there is proof on a yearly basis that the dependent is a registered student and studying).</p> <p>1.3 It is the staff member's responsibility to inform HC when your child dependent reaches/turns 21 and to provide proof of study to ensure that the study rebate/ subsidy is not cancelled or withdrawn. No subsidy is given beyond the age of 25.</p> <p>1.4 Please note that should you not comply to the above, you will be liable to</p>

	<p>refund the Institution all the monies paid on behalf of your dependent should you not provide proof of registration of studying beyond the age of 21.</p> <p>1.5 Should it be noted that your dependent is still receiving subsidy despite the above conditions, the subsidy will be discontinued or stopped with immediate effect and the overpayment will be deducted from your salary.</p> <p>1.6 The University shall provide study bursaries/rebates to qualifying staff for study of accredited programs.</p> <p>1.7 The University shall provide qualifying staff with funding to study towards a work related accredited qualification with the Council of Higher Education (CHE) at any other Public Higher Education Institution, provided the qualification is not offered at CPUT.</p> <p>1.8 The staff study rebate is aimed at improving staff qualifications vertically.</p> <p>1.9 Rebates will only be applied to staff and dependents who meets the criteria for the minimum duration of the qualification according the postgraduate rules.</p> <p>1.10 Tuition Fees for staff and or dependents must follow the formal studies process.</p>
<p>2.0 Scope:</p>	<p>2.1 No recommendation will be made for the award of funds to persons who receive adequate funds from other sources, unless particular circumstances warrant it.</p> <p>2.2 Applicants are required to disclose whether their studies are also funded by other sources.</p> <p>2.3 A successful applicant is obliged to immediately report any additional funding obtained subsequently in order to determine whether any of the institution's contribution should be repaid</p> <p>2.4 No recommendation will be made for funds to pursue a second degree of the same level or at a lower level (e.g. as staff member who already have a Master's degree will not be considered for a second Masters).</p> <p>2.5 Applications for 1st time Doctorate related to a staff member's job will be given preference in support of the University's drive to increase the number of Doctorate's.</p> <p>2.6 Applications for external and internal studies debt already incurred by the staff member or for refunds of study expenses from previous years that were not applied and approved for at the time will not be considered.</p>

	<p>2.7 Funding for refunds will not be guaranteed for applicants who have already registered at a particular university prior to an approved application.</p> <p>2.8 Staff must apply annually for funding, depending on budget availability.</p> <p>2.9 Staff must ensure that on completion of the qualification the Human Capital admin division and L&D is notified. A copy of the qualification is required for the staff member records and must be updated on the 1 Enabler.</p> <p><u>2.3 Appeals Procedure</u></p> <p>The Skills Development Committee-Formal Studies (SDC-FS) committee must inform an unsuccessful applicant of the reasons for its decision.</p> <p>The applicant is entitled to resubmit once a revised application with the necessary supporting documents to the SDC-FS Committee. The request for appeal must be submitted within at least 3 months of the outcome in the respective year.</p> <p><u>2.4 Leave Provisions</u></p> <p>2.4.1 Study leave</p> <p>Where an approved application requires the granting of study leave to an employee, Leave will be granted in accordance with the policy. The study leave should be applied for in the normal way, through the applicant's Line Manager/Head of Department.</p> <p>2.4.2 Leave in Advance</p> <p>It may be possible for employees to be granted study leave in advance of its accumulation, provided that this is approved by the Line Manager/HOD and if necessary by other seniors following the correct procedures and policy.</p>
<p>3.0 Objective(s):</p>	<p>The objective of this policy is to ensure commitment to the delivery of quality services by CPUT through its employees and to maintain a competitive edge. CPUT will endeavour to ensure that all staff receives up-to-date, relevant and effective education, training and development in pursuit of the highest level of competence and quality service at all times. This will be accomplished by:</p> <p>3.1 Preparing individual staff members for possible future responsibilities</p>

- and maintaining an increased level of productivity;
- 3.2 Ongoing development of staff for the fulfillment of the CPUT's mission and vision.
- 3.3 Provide employees an opportunity to improve their formal qualifications.
- 3.4 Extend the benefits to study at CPUT to the family of qualifying employees.
- 3.5 To be an employer of choice.
- 3.6 The objectives of this policy aims to enhance and promote a conducive climate and culture through the 7 levels of consciousness.

7 Levels of Consciousness



<p>4.0 Definitions and Acronyms</p>	<p>Definitions: Rebate: A rebate is an amount paid by way of reduction, return, or refund on what has already been paid or contributed. SDC- Skills Development Committee FS- Formal Studies SDCFS – Skills Development Committee Formal Studies CHE- Council on Higher Education</p>
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	<p>NQF- National Qualifications Framework SAQA- South African Qualifications Authority</p>
<p>5.0 Policy Principles</p>	<p>5.1 Applicable Principles: The following principles will be applied:</p> <p>5.1.1 Only staff who are eligible in terms of the policy may qualify.</p> <p>5.1.2 The rebate only covers tuition fees, all additional costs will be for the account of the staff member/dependent.</p> <p>5.1.3 The rebate at CPUT and UWC only covers tuition as per the agreement. The rebate is provided at the discretion of the receiving institution and is Subject to the staff member/ dependent/spouse complying with the relevant admission requirements for the degree undertaken and complying With the prescribed process guidelines.</p> <p>5.1.4 The funding for external studies only applies to the qualifying staff member And only covers tuition fees.</p> <p>5.1.5 If a staff member/ dependent/spouse participating in the formal studies benefits do not complete the degree within the specified period of time referred to in the policy then the tuition fee rebate will not apply after that period.</p> <p>5.1.6 The staff member/dependent/spouse is only eligible for the rebate once approved and applies to the minimum duration requirements of the qualification as stated in the Post Graduate Rules of the University.</p> <p>5.1.7 The rebate will not apply to qualifying staff/dependent/spouse who fails a subject or program or decide to change to a different qualification without completing the current qualification</p> <p>5.1.8 The applications for staff formal studies must follow the policy process.</p>
<p>6.0 Responsibility</p>	<p>6.1 <u>The Roles and responsibilities of the various stakeholders:</u></p> <p>6.1.1 The Skills Development Committee-Formal Studies</p> <p>6.1.2 The Learning and Development Division</p> <p>6.1.3 The Line manager/HOD</p> <p>6.1.4 The Employee</p> <p>6.1.5 The Human Capital Department</p> <p>6.1.6 The Finance Department</p> <p>6.1.7 The Skills Co-ordinators</p> <p>6.1.1 <u>Skills Development Committee - Formal Studies (SDC-FS)</u></p> <p>The responsibility of the (SDC-FS) is to:</p> <ol style="list-style-type: none"> 1. Is to receive, consider, refer, approve/ not approve applications for funding of formal /external studies using the criteria for formal/external studies as a guideline, 2. Consider the financial situation of the institution and operate within the specific budget allocation,

3. Take into account the education, training and development needs of the historically disadvantaged groups and employees with disabilities;
4. Ensure that all documents are scrutinized objectively,
5. Ensure an equitable distribution of finances for the purpose of education, training and development,
6. Not take responsibility for employees who commit to payment without following the correct process,
7. Prioritise funding applications in line with budget availability and university needs.

6.1.2 Learning and Development Division

The responsibility of the Learning and Development Office is to:

1. Communicate the due dates of the formal external studies application process.
2. Ensure that all applications are prepared for the recommendation, approval, non-approval of the Skills Development Committee -Formal Studies (SDC-FS) within 14 working days after the official due date
3. The outcome of the application to be communicated by the L&D Office to the applicant within 7 working days after the SDC-FS meeting, provided there are no applications that require further debate or scrutiny from the University Executive Management Committee (EM).
4. Payment of the studies will only be prepared once the invoice/statement of the recognized university have been received
5. Payments with all required documents will be prepared by L&D and submitted to Finance within 7 working dates of submission.
6. The Finance department will aim to process payment within 7 working days.

6.1.3 Line Management

The responsibility of line management is to:

1. Discuss education, training and development needs of individual staff and the department during the performance engagement process
2. To ensure that if the application for studies is approved that the required documents are completed and approved for submission
3. To conduct an evaluation of the impact, progress and benefits of the employee's studies.
4. To support and monitor the staff member development in implementing the knowledge/skills gained through her/his studies.
5. To ensure that the Skills development committee member and or coordinator of the faculty or administrative support division receives the information (evidence of the training attended, copy of invoice, copy of certificate etc.) of the staff training. This information will be submitted to L&D on an annual basis.
6. To be mindful of the application in line with the staff member job requirements.

	<p>7. To ensure that applications for formal studies follows the formal studies policy process.</p> <p><u>6.1.4 Employee</u> The responsibility of the employee is to:</p> <ol style="list-style-type: none"> 1. Discuss the formal studies request with the line manager, 2. Ensure that all required documents is completed and approved by the relevant line manager and submitted by the specified due date, 3. Attend and participate in education, training and development activities, which have been agreed to, relevant to their development, 4. Apply the new skills and knowledge gained through the education, training and development activities and participates in any related evaluative measures, 5. Be responsible for their development and submit any specific updates for progress reports/results for each semester qualifications to Human Capital, 6. Engage with line management to plan and evaluate personal development and the implementation of these knowledge/skills in the workplace, 7. To ensure that the Human Capital Department is informed of any changes in the qualifications and submit a certified copy of the updated qualification, 8. To enquire and apply for funding on an annual basis, as advertised or communicated, 9. To ensure that on completion of the qualification a copy is submitted to Human Capital to update records, <p><u>6.1.5 The Human Capital Department</u></p> <ol style="list-style-type: none"> 1. To confirm and verify the employee's details 2. To ensure that the staff waiver form is completed and signed off. 3. To keep record of all waivers approved. 4. To provide an annual report of all approved waivers to L&D for reporting purposes. <p><u>6.1.6 Finance Department</u></p> <ol style="list-style-type: none"> 1. All documents for payment of formal external studies to be submitted from L&D to the Finance office within 7 working days after the receipt of the invoice/ statement of fees, 2. Finance to process payment within 7 working days of receipt of documents, 3. Finance to provide L&D with written feedback of payment of the formal external studies fees, 4. Finance to ensure that no other departments process payments for formal external studies,
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	<p>5. Finance to inform L&D of any payments requested for formal studies from departments other than L&D.</p> <p>6. Finance to keep record of all waivers loaded and processed and provide L&D with an annual summary for reporting purposes.</p> <p>6.1.7 Skills coordinators The role of the skills coordinators is to:</p> <ol style="list-style-type: none"> 1. Assist the department/ faculty to collate all the training needs in the prescribed template (available from L&D) 2. Record all developmental needs within departments/faculties on the prescribed template. (available from L&D) 3. Capture all developmental needs on the training database. 4. Act as resource persons in the department/faculty for information about education, training and development. 5. To keep record of evidence of staff education and training (copy of invoices, copy of payment etc.) 6. To submit the completed template of the skills-plan and report to L&D annually by the due dates communicated 7. To gather evidence on line training budget spent and file for site inspections by relevant quality assurance bodies, SETA, DHET.
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7.0 Accountability and Authority:	
Implementation:	Registrar
Compliance:	Registrar
Monitoring and Evaluation:	Registrar
Development/Review:	Registrar
Approval Authority:	Council
Interpretation and Advice:	Registrar

8.0 Who should know this policy?
All CPUT staff

<p>9.0 Policy/procedure implementation and Communication plan</p>	<p>9.1 FORMAL EXTERNAL STUDIES REBATE: (This excludes the rebate agreement with UWC)</p> <p>9.1.1 Payment is only for tuition fees. To make best use of the limited resources available, the following would apply:</p> <p>9.1.2 Undergraduate Studies (Including Honors): Maximum assistance of 70% (studies directly related to job/field only up to the capped amount determined at the time.</p> <p>9.1.3 Masters Studies: Maximum assistance of 80% (studies directly related to job/field only up to the capped amount as determined at the time,</p> <p>9.1.4 Doctoral Studies Assistance of 100% for studies directly related to job/field only up to the</p>
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	<p>capped amount as determined at the time</p> <p>The doctorate studies funds are for South African public universities, any application for funding for international doctorates must be applied for via Directorate International Office or Research Directorate</p> <p>Contractual Obligations where an employee's tuition fees have been paid by the university, the employee will be obliged to continue working for the university after the period of study on the following basis. (E.g. rebate approved for 2017, the staff member to be an employee for the full year.) If the employee resigns in the same year, the rebate will be prorated. The prorated calculated amount must be repaid to the university before the last day of the employee.</p> <p><u>9.2 Internal CPUT Formal Studies Rebate:</u></p> <p>It is the policy of the University to grant study benefits to qualifying staff members (hereafter defined and specified) to assist them regarding the tuition fees for study and the study of their spouses and/or children at the University.</p> <p>The granting of a study benefit is at the discretion of the University; the benefit becomes utilisable subject to the rules of the University.</p> <p><u>9.3 Application Process</u></p> <p><i>Study benefit</i> refers to the study benefit that can be granted to a member of the staff, or to his/her spouse (one spouse) of child, by way of exemption from tuition fees (as per policy) for study at the Cape Peninsula University of Technology (CPUT)</p> <p>Child (or Children) (up to 4 children) refers to a biological or legally adopted child (ren) of the employee.</p> <p>Contract staff with benefits, mean any employee who is employed on a fixed-term contract of two years and longer, and who is entitled to receive all CPUT benefits qualifies for this benefit.</p> <p>Dependent children generally under the age of 21 years (or aged 25 in the case of a full-time student wholly dependent on the employees for support). This is extended to include an unmarried child who have not reached the limiting age, however, for reasons of disability, is chiefly dependant on the employee for support and maintenance up to the age of 25 or , if the dependent is still studying, the university will subsidise the dependent until the last day of the month in which the dependent turns the age of 25 (subsidy in this regard is ONLY on condition that there is proof on a yearly basis that the dependent is a registered student and studying).</p> <p><u>9.5 Rebates criteria:</u></p>
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The maximum time period that employees, children and spouses will be subsidised at CPUT is determined by the academic rules of the University, as follows:

<u>Undergraduate qualifications</u>	
(Diploma):	
Full Time	3 years
Part Time	4 years
BTech:	
Full Time	1 year
Part Time	2 years
<u>Post Graduate Professional Qualifications:</u>	
Masters	
Full time	2 years
Part Time	3 years
Doctorate	
	6 years

9.6 Procedure to be followed

9.6.1 Application Rebate Process for Studying at CPUT:

Only tuition fees

- Applications for rebates in respect of studies undertaken for one qualification by staff members and their families (spouse, children) should be made to the Human Capital Department where a rebate authorisation takes place.
- The Human Capital Department **confirms the employment** of the staff member on the staff waiver form. This approved waiver form is submitted to the Finance department by the staff member **for approval of the funding**. The Finance Department will load the approved rebate.
- The staff member must follow up if the rebate has been processed.

The university shall grant eligible staff a 95% rebate for work-related Formal qualifications.

Staff must apply annually for the rebate and submit proof of the previous year results before approval of the New Year's

	<p>application (Student debtors verify results).</p> <ul style="list-style-type: none"> • Staff member is liable to pay 5% of the fees by the end of the end of November • Where an employee fails to pass a subject or course in a particular year, the institution will not fund the same subject or course again. • An employee, who does not make satisfactory progress towards completion of the qualification, will not be eligible for further financial support from the Institution for the same qualification. • In the event of a staff member who did not progress in the approved studies and wants to change from one qualification to another, funding will not be supported • Funding will be prioritised and therefore applications for second/third qualification applications will not be seen as a university priority. • The university may refuse or withdraw this benefit for financial, operational, or relevant reasons. • The rebate will only be for the prescribed duration of the qualification, • The benefit ceases on termination of employment. • In the event of death or retirement, the relevant university policy and guidelines will apply. • Should an employee's services be terminated, as part of a retrenchment agreement, the employee will not be expected to pay back, the continuation of payment for the studies for the particular degree will be determined by the agreement. • All rebates shall be considered and processed if applied for within the year to which they relate • No retrospective application of rebates will be considered by CPUT • The qualifying students should not be in receipt of any bursary/is or scholarship/s. <p><u>9.7 Rebate Agreement Between the University of the Western Cape (UWC) and the Cape Peninsula University of Technology (CPUT)(subject to any changes)</u></p> <p>Parties to this Agreement:</p> <p>The parties to this Agreement are CPUT and UWC Parties Included in the agreement:</p> <p>The Purpose of this Agreement</p> <p>Is to give effect to the intention of the parties to put in place a reciprocal arrangement in terms of which eligible employees of</p>
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	<p>one institution (the primary institution") may be admitted to another institution ("the receiving institution"), for the purposes of undertaking formal qualification studies, of 95% rebate.</p> <ul style="list-style-type: none"> • The rebate form for staff who wish to study at UWC provided the conditions of the agreement is adhered is available at the Learning and Development Division. • The rebate form for staff dependents who qualify to study at UWC is available from the Human Capital Admin division in Cape Town or Bellville • On approval of the rebate form to study at UWC the staff member submits to the HR department at UWC, who will record and refer to the Finance debtors' division at UWC. • All conditions in terms of the agreement must be adhered to in order to qualify.
<p>10.0 Resources required</p>	<p>Skills Development Committee Formal Studies processes Terms of Reference Budget availability Forms and templates completion and approval Agreements to be confirmed Post Graduate Rules Relevant committee approvals Minutes of meetings</p>
<p>11.0 Answers to FAQ</p>	<p>Will be inserted as received</p>
<p>EFFECTIVENESS OF THE POLICY ON POLICY</p>	
<p>Performance Indicator(s):</p>	<p>Analysis of staff/ dependents/ spouse applications Analysis of completion of studies Analysis of cost</p>