February 2023

Cape Peninsula University of Technology

APPENDIX 3

Human Capital: Staff Learning and Development

Guidelines for Accessing Staff Development Academy (SDA)			
Policy Group(s):	Human Capital		
Type: Tick document category	Policy	Guideline	✓
	Procedure	Regulation	
CPUT Statute and/or Regulation Reference no. and date:	To be inserted by the Registrar		
Relevant Legislation and/or Policy, Codes of practice, Professional authorities:	- Skills Development Act No 97 of 1998 - Skills Development Levies Act No 9 of 1999 - Higher Education Act 101 of 1997/rev 2001 - National Skills Development Strategy 2030 - Education Training and Development Sector (ETDP) 2025 - National Qualifications Framework Act (NQF) 67 of 2008 - Broad Based Black Economic Empowerment Act (BBBEE) No 53 - Protection of Personal Information Act (POPIA) Act No 4 of 2013 - Employment Equity Act, No. 55 of 1998 - Labour Relations Act, No. 66 of 1995 - Basic Conditions of Employment Act, Act 57 of 1997 - Occupational Health and Safety Act No 107 of 2004		
Relevant Institutional Policies/ documents/manuals/ handbooks	- Vision and Mission of the University - Performance Leadership and Engagement Policy - Induction Policy - Leave Policy - Employee Relations Policy - Employment Equity Policy - Formal Studies Policy - Procurement Policy - Finance Policy - Occupational Health and Safety Policy - Staff Development offered by External Constituencies relevant		

	to Higher Education Policies and Procedures (such as University South Africa forum (USAf), Higher Education Resources Services (HERS SA), Cape Higher Education Consortium (CHEC), National Prosecuting Authority (NPA.)	
Policy Reference and Version no.:	*The next number in the document index. To be inserted by the Registrar*	
Consultation Process To be verified and signed off before approval.	• Human Capital Learning and Development Team • Human Capital Management • Human Capital Department • Staff Skills Development Committee • Newsflash	
Policy Owner	Human Capital: Learning and Development	
Compliance Officers	Human Capital: Learning and Development All Staff	
Certification of Due process: To be verified and signed once approved by the relevant authority	_____ _____ Vice Chancellor Date	
Approval Date		**Commencement Date**		**Review Date**	

REVISION HISTORY: Only applicable to amended or reviewed Policies. Record details of amendments/revision.					
Version No.	**Approved/ Rescinded**	**Date**	**Approving Authority**	**Resolution Number/** (Minute number)	**Date for next review** (Start date for review process)
1.0	Approved		Council		

For office use only

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Policy Group (Broad Policy field)	Governance and Administration
Subject (Policy sub-field)	Policy Guideline
Reference Number	1/1/G
Version Number	
Key Words:	Guideline, Staff Development Academy

GUIDELINES STATEMENT	
1.0 Intent	1.1 This guideline intends to provide all staff members with an understanding of the purpose, the process, and benefits of the Staff Development Academy (SDA). 1.2 The guideline will outline the different SDA features (tabs) and how to access and navigate through the tabs.
2.0 Scope	2.1 This guideline is applicable to all staff (permanent and contract). 2.2 All requirements are to be followed when applying for a Learning Programme.
3.0 Objective(s)	3.1 To provide information on the learning opportunities available on the SDA. 3.2 To assist with the booking of a learning program. 3.3 To assist on how to navigate the SDA. 3.4 To provide Staff members with a summary of each learning programme. 3.5 To provide an explanation on the function of each tab on the SDA.
4.0 Definitions and Acronyms	**ABBREVIATIONS** <table><tr><td>**4.1 CPUT**</td><td>Cape Peninsula University of Technology</td></tr><tr><td>**4.2 HC**</td><td>Human Capital</td></tr><tr><td>**4.3 L&D**</td><td>Learning and Development.</td></tr><tr><td>**4.4 SDC**</td><td>Staff Skills Development Committee</td></tr><tr><td>**4.5 SDA**</td><td>Staff Development Academy</td></tr><tr><td>**4.6 PDP**</td><td>Performance Development Plan</td></tr><tr><td>**4.7 KPA**</td><td>Key Performance Areas</td></tr></table> **DEFINITIONS** <table><tr><td>**4.1.1 Learning and Development**</td><td>A specialized HR function, learning and development (L&D) is defined as the process of empowering employees with specific skills to drive better organisational performance</td></tr></table>

	4.1.2 Institutional knowledge and Skills	Is the experience, data, best practices, and other information that company employees develop at work.
	4.1.3 Partnership and Collaboration	An agreements and actions made by consenting organisations to share resources to accomplish a mutual goal.
	4.1.4 Learning	Is concerned with the acquisition of knowledge, skills, and attitudes.
	4.1.5 Development	Is the broadening and deepening of knowledge in line with one's development goals.
	4.1.6 Coaching	Is helping another person to improve awareness, to set and achieve goals to improve a particular behavioural performance.
	4.1.7 Mentoring	Is helping to shape an individual's beliefs and values in a positive way; often a longer-term career relationship from someone who has extensive prior experience.
	4.1.8 Line Management	Means person to whom an employee report.
	4.1.9 Rebates	A Rebate is a percentage of the tuition fees offered by the university towards a formal study programme or a short course offered at CPUT. For further details on the formal studies policy, the UWC agreement, the SATN agreement, please consult the formal studies policy.
	4.1.10 Staff Development Academy (SDA)	The SDA is an online integrative learning and development portal available to all CPUT staff. The SDA is a comprehensive portal of all CPUT and relevant external parties learning offerings and resources (such as the online induction programme).
	4.1.11 Competency	Competencies are **the knowledge, skills, abilities, and behaviours that contribute to individual and organizational performance**
	4.1.12 Education	Education for this guideline and L&D policy is referred to the formal education that staff, spouse, dependents are embarking on, such as Degrees.

5.0 Policy/Procedure Principles	**Process Guideline**
	5.1 How to access the SDA.
	These are the following options with accessing the SDA online:
	5.1.1 Staff member can access the SDA by clicking on the link provided by the L&D department via staff emails.
	5.1.2 Or use the google search bar by typing SDA.CPUT.AC.ZA,
	5.1.3 Or type in SDA.CPUT and click on the CPUT booking system. The SDA homepage will open, and the tabs will show as follows: Home, Induction, Booking Courses, Human Capital, Resources, Contact us.
	5.1.4 The home page will welcome the staff member to the SDA and show the partnerships/ departments include.
	5.1.5 To view information about the departments the staff member must click on 'learn more' button.
	5.2 TAB FEATURES
	5.2.1 INDUCTION
	5.2.1.1 The induction tab is accessible to all new and existing staff. The Induction tab consist of several pre-recorded videos.
	5.2.1.2 Staff members must click on each video for further details.
	5.2.1.3 The duration of each video is about 6 -7 minutes.
	5.2.1.4 The videos are accessible at anytime.
	5.2.1.5 Each video contains important information about the Faculties and Strategic departments.
	5.2.2 BOOKING COURSES
	5.2.2.1 This tab will provide the list of all learning programmes available on the SDA.
	5.2.2.2 For further details on the learning programme of your interest, click on the "Read more" button.
	5.2.2.3 Should a staff member be interested to learn more about the programme the contact details for queries are available below the brief, and a link for booking the learning programme.
	5.2.3 HUMAN CAPITAL
	5.2.3.1 This tab consists of two sub-sections.
	Human Capital - relevant policies, guidelines information.
	Learning and Development - relevant forms, policies, and guidelines information.
	5.2.4 RESOURCES
	5.2.4.1 This tab contains different stakeholders and various organisations.
	5.2.5 CONTACTS

	5.2.5.1 This tab provides contact details of Human Capital Learning and Development department
6.0 Responsibility	6.1 It is the staff member's responsibility to ensure that they have access to the SDA link. Should staff members have any challenges in accessing the SDA link, they are encouraged to contact the Human Capital Learning and Development Department informing them. 6.2 Staff members are responsible for submitting all documents required for the learning programme they applied for. 6.3 Staff members must follow-up on their learning programmes application and inform their line managers about the programmes.

7.0 Accountability and Authority:	
Implementation:	HOD's (supervisors/ line managers) Deans and directors of Units HC Department HC: Learning and Development Department Staff Skills Development Committee
Compliance:	All staff members HC: Department HC: Learning and Development Department Staff Skills Development Committee
Monitoring and Evaluation:	HOD's, Deans, Directors HC: Learning and Development Department Staff Skills Development Committee
Development/Review:	Human Capital: Learning and Development
Approval Authority:	
Interpretation and Advice:	HC: Learning and Development Department HC: Business Partners Staff Skills Development Committee

8.0 Who should know this, Guideline?
All staff members

9.0 Policy/procedure implementation plan	Consultation process with the following: 9.1 Human Capital Department 9.2 Staff Skills Development Committee (SDC) 9.3 Newsflash 9.4 A series of Presentations/ Workshops
10.0 Resources required	The implementation of this guideline will be implemented and rolled by the HC: L&D Department.

	Staff members will be invited to presentations and workshops to understand the guidelines. The Guidelines will be available on the Staff Development Academy (SDA)

11.0 Answers to FAQ	**11.1 What is the SDA Guideline?** The Guideline outlines the different SDA features (tabs) and how to access and navigate through the tabs. The guideline will provide all staff members with an understanding of the purpose, the process, and benefits of the Staff Development Academy (SDA). **11.2 How do I access the SDA?** A link will be provided to staff members via their staff emails. Refer to the Process Guideline 5.1.1 for more details**.** **11.3 Who must I contact for further details about the learning programmes available on the SDA?** Staff members can contact the Human Capital Learning and Development office. For any queries, please click on the Contact Us tab on the SDA to access the contact details of the Learning and Development office. **11.4 Who can a staff member contact to inquire about their Leave days?** Staff members are to inquire with their line manager and contact Business Partners. Staff members can also refer to the leave policy for various leave stipulated.

EFFECTIVENESS OF THE POLICY	
Performance Indicator(s):	Compliance with Legislation Compliance with the L&D policy and procedure Encouraging and cultivating a learning culture Promoting learning that is aligned to growth for the University Achieving the Vision and Mission of the University Fostering and cultivating a climate of feedback Evaluation to provide information on progress Creating awareness of the importance of evaluation Evaluation reports Progress reports on achievement of strategic goals of departments Inculcating a healthy climate and culture Commitment to performance leadership and engagement