



STAFF DEVELOPMENT POLICY

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1. Policy Statement

- EduVisa Graduate School of Management is dedicated to the ongoing professional development of all staff members, including those in joint staff establishments with collaborating institutions.
- EduVisa recognizes that an effective monitoring system for staff training and development is crucial for remaining competitive at both national and international levels, while also contributing to the academic and professional community.

2. Introduction

- The EduVisa Graduate School of Management is crucial for aligning staff growth with our vision, mission, and strategic goals.

3. Policy Oversight

- The Staff Development and Succession Committee (STSC) oversees staff development initiatives and may include representatives from training divisions, staff associations, and trade unions if applicable.
- The Provost acts as chairperson of the STSC.

3. Training Planning and Implementation

- Departments must submit annual training plans to the STSC in November for approval, based on EduVisa Meta-University staff training needs.
- Performance evaluations and other assessments should identify development needs.

4. Policy Objectives

- Empower staff to enhance efficiency and uphold high professional standards.
- Optimize staff productivity.
- Improve the quality of services and work output.
- Promote lifelong learning and equal development opportunities.
- Support career progression through structured training programs provided by EduVisa Meta-University.
- Establish long-term professional development agreements within the framework of performance management.
- Equip staff to effectively adapt to internal and external changes.

5. Training Program Classification

5.1. Training Types

- Internal or departmental programs
- External or privatized training programs

5.2. Training Formats

- One- to three-day workshops
- Half-day or lunch-hour sessions
- In-service training
- Self-directed development programs

5.3. Program Development Guidelines

- Training programs must be based on needs assessments at organizational, operational, and personal levels, conducted by line managers in consultation with EduVisa Meta-University's training specialists.
- Programs must be designed using scientific methodologies and adhere to professional standards.
- Regular evaluations must be conducted to assess program effectiveness and sustainability.

5.4. Training Focus Areas

- **University Orientation:** Induction programs for new employees and specialized faculty orientation programs.
- **Skills Development:** Training in course design, research methodologies, IT proficiency, and client service.
- **Interpersonal Development:** Enhancing communication, assertiveness, and self-management skills.
- **Management Training:** Leadership, strategic planning, performance management, and conflict resolution.
- **Targeted Training:** Covering areas such as labour relations, risk management, occupational safety, and financial management.
- **Organizational Development:** Including strategic planning, team-building exercises, and interdepartmental collaboration.

6. Policy Governance

6.1. Responsibilities

- Training programs must be delivered by accredited trainers or facilitators.
- Staff members who enroll in training programs must fully participate and complete the program.
- In cases where staff cannot complete a program due to unforeseen circumstances, Human Resources must be informed promptly. Departments may be held accountable for non-participation costs.

- EduVisa Meta-University supports staff development while expecting individuals to take responsibility for their professional growth and communicate their training needs to line managers.

6.2. Implementation Guidelines

- Staff should participate in training as part of a team where applicable.
- Target audience analysis must be conducted before program delivery.
- Where feasible, multiple facilitators should lead training sessions.
- Training should be conducted regularly to maintain continuity in professional development.

6.3. Non-Compliance

- Staff who complete a training program may request official proof of attendance or certification.
- This policy ensures a structured, equitable, and effective approach to staff development at Stellenbosch University, fostering professional growth and institutional excellence.