



**OVERBERG RENOSTERVELD CONSERVATION TRUST
("ORCT")**

POLICY NAME: Staff Training and Development Policy

POLICY & VERSION NUMBER: 8 Version 1

APPROVED BY BOARD DATE: 15 September 2023

EFFECTIVE FROM DATE: 1 October 2023

1. PURPOSE

The ORCT recognises that the competence of its human resources is a critical factor for its future progress and prosperity. It further recognizes that to meet the skill challenges in the Trust, it is strategically necessary to invest in the education, training and skills development of its employees.

2. POLICY OBJECTIVES

The purpose of staff training and development has four inter-related considerations:

- 2.1 Staff training and development aims to increase individual effectiveness and efficiency by encouraging and supporting staff to achieve individual and career goals.

- 2.2 Through enhancing the competence of staff, staff training and development will enable and assist employees to achieve the aims and objectives of the job.
- 2.3 Investing in staff training and development will enhance the commitment of staff.
- 2.4 The provision of quality staff development opportunities will assist the ORCT to retain staff and attract new staff.

3. REGULATORY FRAMEWORK

Labour Relations Act No 66 of 1995

Occupational Health and Safety Act 85 of 1993

4. ROLES AND RESPONSIBILITIES

The Director will delegate to a senior manager responsible for Human Resources the responsibility for analysing training and development needs and compiling an annual schedule to meet these needs.

5. PROCEDURE

5.1 Procedure to be followed for external training programmes:

5.1.1 Training requirements to be analysed.

5.1.2 Discuss potential training programmes.

5.1.3 A proposal to be presented to the Director.

5.1.4 The Director researches the proposal, with attention to budget and training content.

5.1.5 The Director approves or rejects the proposal. If it is rejected, a reason should be provided to the employee in writing.

5.1.6 If approved, planning regarding date, reservations, lodging, etc. to be prepared by Office Manager.

5.1.7 If the employee does not wish to continue with the selected programme, cancellation charges will be for the account of the employee.

5.1.8 In cases where training ends with examination, employees are obliged to submit their results to the ORCT. If they do not pass the examination, they can retake it at their own expense.

Individual Programmes

5.2 The following rules apply for individual training:

5.2.1 The ORCT will pay the total expense of a programme if it is found to be important and compulsory for the employee to learn.

5.2.2 The employee must have been employed for a minimum of 6 months by the ORCT before they become entitled to any external training programmes.

5.2.3 An employee may attend only 10 days of training per year.

5.2.4 Employees must ensure that the fee and time are not more than the set criteria.

5.2.5 Proof of attendance is required.

6. **MONITOR AND REVIEW**

The policy will be reviewed every 3 years on the anniversary of first approval.

