UNIVERSITY OF CAPE TOWN

2016

STAFF LEARNING & DEVELOPMENT
RESOURCE GUIDE FOR ACADEMIC & PASS STAFF

University of Cape Town • iYunivesithi yaseKapa • Universiteit van Kaapstad

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Contents

Welcome to the 2016 UCT Staff Learning and Development Resource Guide

This guide is a listing of all learning and development resources available to all UCT staff at UCT. Human Resources Development publishes this guide annually.

WHAT IS INCLUDED IN THIS GUIDE?
This guide contains information on non-formal, job-related courses run by various UCT centres of learning, or internal UCT training providers, across the University. This includes, but is not limited to, the Staff Learning Centre, ICTS, CHED and the Research Office.

HOW DO I USE THIS GUIDE?
The contents page provides a full directory of courses listed. The courses are grouped under broad skill, knowledge or competency headings to make it easier to search for the type of course you need. Under each course listing, you will find details about the course, the expected outcomes of the course, who runs the course, and where to go for more information or to book.

HOW DO I CHOOSE WHAT COURSES TO ATTEND?
There is an essential link between learning and development and improving job performance. You and your Manager normally identify learning and development needs during performance planning, goal- or objective-setting discussions. Academics usually identify these needs during performance planning and performance reviews. PASS staff usually identify these needs during the PPS (Personal Performance System) process of identifying Key Performance Areas (KPAs), setting objectives, selecting competencies, and drawing up a PDP (Personal Development plan).

WHO DO I CONTACT TO BOOK FOR A COURSE OR FOR MORE INFORMATION?
Each UCT centre of learning or internal training provider have their own terms and conditions and booking procedures. Some may also charge for their courses.

For more information or to book, please contact the relevant providers directly or visit their websites. Each listing includes details on how to book and/or who to contact for more details.

WHAT CAN I DO IF THE COURSE I NEED IS NOT LISTED HERE?
The UCT centres of learning and training providers may not offer a course that you need. You may need to find a suitable course offered by a provider outside of UCT. In this case, your department will fund the course through their training and development budget. You will need to make your own enquiries and arrangements to attend. There should, however, always be a link between the course and the job requirements that need to be fulfilled.

WHAT IF I WANT TO COMPLETE A FORMAL QUALIFICATION, NOT A SHORT SKILLS COURSE?

The Staff Learning and Development Funding Policy (see page 2) defines how UCT supports formal staff learning and development. Further information about the Staff Education Bursary Scheme and Staff Tuition Rates can be found in this guide (see page 67).

WHERE DO I FIND THIS GUIDE?
This guide is available electronically at hr.uct.ac.za > Learning and Development > Staff learning and development resource guide.
The guide will no longer be published in hard copy.

The Staff Learning and Development Funding Policy

The Staff Learning and Development Funding Policy defines how UCT supports staff learning and development. This policy is available on the HR website at www.hr.uct.ac.za

In summary, there are two main types of learning and development that UCT may support:

- *Formal* – Includes qualifications, certificates, degrees, diplomas. Typically, these courses are for a longer duration (3 months to a year), are formally assessed and are certified. They are normally used for Personal and Developmental needs. (E.g. B Com, Diploma in Human Resources)
- *Non-Formal* – Short skills courses offered either internally or externally. Typically, these are for a shorter duration (less than 3 months). They specifically address one particular skill or competency. They may or may not be assessed and certified. They are normally used for Job-Related needs (e.g. First Aid, MS Word or presentation skills courses).

There are three distinct types of learning and development needs:

1. Job-Related – The gap between the set of competencies, skills and experience necessary to reach or perform the objectives, plans and goals, and the set you currently have. It is imperative that you develop the required set in order to attain your objectives. The competency, skill or experience is an explicit requirement of the job. This could be applicable to one person in a team or a whole team. UCT supports Job-Related learning and development in one of two ways:

- a) If the development is formal, it is funded from departmental / faculty budgets and a bursary agreement is signed; or
- b) If the development is non-formal it is funded from departmental / faculty budgets. If the course costs more than R25 000, a declaration of obligation is signed.

However, a number of centres of learning exist at UCT to run courses and interventions that address the most common learning and development needs, such as the Staff Learning Program, ICTS, CHED, the Research Office and Safety, Health and Environment. In this case the department or faculty may incur a minimal cost. It is primarily these courses that are contained in this guide.

2. Developmental – The competencies, skills, qualifications or education needed to better yourself or to advance your career at UCT in the short to medium term. It is not an explicit requirement of your current post, and you are able to attain the set objectives without it. The competencies, skills, qualifications or education attach to you and are ultimately for your benefit. Development of these does ensure that UCT has a larger pool of competent and qualified people to recruit from. Some courses contained in this guide may be developmental.

Developmental Learning and Development is funded in one of three ways:

- a) By you; or
- b) By the Staff Education Bursary Scheme if you are a PASS staff member undertaking formal development through an institution other than UCT/UWC and a Bursary Agreement is signed; or
- c) Through Staff Tuition Rates should you undertake formal development through UCT / UWC.

3. Personal – The competencies, skills, qualifications or education needed to better yourself or advance your career in the longer term, either at UCT or elsewhere. It is not an explicit requirement of your current post, nor a requirement of any other post that you are likely to take up in the short to medium term. The competencies, skills, qualifications or education attach to you and are completely for your benefit.

Personal Development is funded in one of two ways:

- a) By you; or
- b) Through Staff Tuition Rates should you undertake formal development through UCT / UWC.

CREATING PROFESSIONAL AGENDAS AND MINUTES

This course introduces you to a series of tools and processes for preparing agendas and recording outcomes of meetings within the UCT context, with the aim of creating efficient, user-friendly, accurate and "archiveable" (reliable and valid) minutes.

You will be shown how to prepare before, during and after meetings, including how to generate an agenda, minutes and supporting documentation, as well as how to understand the terms of reference particular to a UCT committee structure. You will also explore how to listen, summarise, order and construct key information in logical and meaningful manner.

OUTCOMES
- Ability to generate agendas and minutes relevant to the department and context that inform decisions taken or reviewed and indicate clear action steps and time required to complete action
- Ability to identify and explain the context and terms of reference particular to the committee being serviced
- Ability to identify and define relationships between and the roles of each
- Attending member demonstrating an understanding of the distinction between chair, supporting committee members and parameters provided for the servicing officer
- Ability to submit agenda and minutes following input
- Ability to apply the agenda and meeting framework and preparation tools

WHO SHOULD ATTEND?
- Current servicing officers of university committees.

PREREQUISITES
Prior to the course, participants will be asked to submit information about the types of committees that are serviced and the expected duties as servicing officer. They will also be asked to submit recent agendas and minutes that demonstrate current capacity in relation to minute writing along with supporting terms of reference in relation to committee or meeting context. They will be asked to include commentary on challenges they face and feedback that they have received from chairs or line managers. The intention of the submission is to be able to direct attention to development areas and effectively support individual growth. All work submitted is treated as confidential and no one will be exposed in the workshop.

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

DATES:
- Group 1: 20 April 2016
- Group 2: 2 June 2016

TIME:
09h00 – 13h00

Communication and Interpersonal Skills

EFFECTIVE AND SPEEDY READING

This highly structured, practical and measureable two-day workshop demands intense concentration from participants. Baseline reading levels are established at the beginning of the course, and improvements are measured.

During these two days, participants work through sets of eye, comprehension, 'free rate' reading and concentration exercises, and begin to break the habits of word-fixation, regression and sub-vocalisation.

OUTCOMES
- Ability to vary the rate at which you read to accommodate what you are reading
- Lowered resistance to reading
- On average, at least double your baseline reading speed
- On average, increase recall and understanding by 10% – 30%
- Narrow the gap between your reading and thinking speeds

WHO SHOULD ATTEND?
Academic staff and PASS staff, PC7 and above, who are required to read large amounts of information in a relatively short time.

DATES:
- Group 1: 3 & 4 March 2016
- Group 2: 18 & 19 May 2016
- Group 3: 12 & 13 October 2016

TIME:
08h45 – 16h00

PREREQUISITES
Participants will be required to complete pre-workshop questionnaires and interviews so as to allow the facilitator to determine skill levels and to tailor training materials.

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Communication and Interpersonal Skills

FACILITATION SKILLS

This two and a half day course is intended for people who facilitate in a variety of formal and informal contexts in socio-cultural, learning and workplace senarios.

This course will highlight the difference between facilitation skills and presentations skills, and will then cover the aspects of facilitation as it relates to the facilitation of training and/or working groups within the context of learning in the workplace.

OUTCOMES
- Describe the learning cycle and apply to the preparation of learners and the learning environment.
- Understand the principles of adult learning
- Understand the meaning of a learner centre approach
- Differentiate between presenting and facilitating
- Create a safe learning environment
- Understand group dynamics and how they impact on facilitation
- Explain and apply the key concepts of facilitation
- Create strategies to encourage dialogue between all learners
- Understand the phases of facilitation and know how and what to do in each phase
- Understand the impact of words, tone and body language on an audience's perception of a facilitator
- Apply a range of action skills for managing various responses of the group
- Build and use a Facilitator's Toolbox
- Practice facilitating in order to develop competence

WHO SHOULD ATTEND?
- Anyone required to facilitate learning through group sessions and group workshops.
- You will be required to prepare for and facilitate a minimum of three events during the learning process.

DATES:
- Group 1: 7, 8 & 9 March 2016 (2 ½ days)
- Group 2: 8, 9 and 10 June 2016 (2 ½ days)

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Communication and Interpersonal Skills

PRESENTATION SKILLS

This two-day workshop equips you with the skills to successfully prepare and deliver a presentation.

You will be shown how to accommodate audience and context needs when preparing and delivering a presentation. The course provides a safe space where you can practice your presentation skills. In line with the experiential learning philosophy, you will be required to prepare and deliver a minimum of three presentations while on the course, and will receive feedback to guide you in building a development plan to ensure the transfer of learning to your work environment.

OUTCOMES
- Understand the steps in planning a presentation and the importance of documenting your plan for presentations in writing
- Plan and organise a presentation by clarifying the purpose and importance, stressing major points, following a logical sequence
- Deliver a presentation demonstrating an understanding of:
  - The generic structure of an oral presentation
  - The elements and structure of a persuasive presentation
  - The impact of words, tone and body language
  - Using a range of appropriate actions when engaging in oral communications with regard to eye contact, facial expressions, voice quality, posture, gestures and dress
  - The importance of maintaining audience attention
  - The importance of adjusting to the audience
  - The importance of seeking input from the audience, checking understanding and presenting the message in different ways to enhance understanding
  - The role, appropriateness, advantages and disadvantages of the various manual and electronic visual aids
  - Selecting and using the most appropriate visual aids
  - A range of practical applications for managing own fear and stage fright when engaging in oral communication with an audience
  - A range of actions for managing audience interaction

WHO SHOULD ATTEND?
Anyone required to give presentations in a variety of formal and informal contexts.

DATES:
Group 1: 5 & 6 April 2016
Group 2: 27 & 28 June 2016

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Communication and Interpersonal Skills

TECHNICAL AND BUSINESS WRITING

This in-depth course will equip you with the skills needed to write documents for any media or audience, about any technical or business subject.

Please note that this course does not specifically cover the writing of business letters, reports, memos and e-mails, although the methods taught can be applied to these.

OUTCOMES
- Learn about a methodology for organising information that can be applied to all kinds of business and technical writing
- Use an appropriate documentation template in Microsoft Word
- Apply principles of usability and good navigation, especially in an online environment
- Classify information into different types, and use appropriate language and layouts for those types
- Write a step-by-step procedure for an on- or off-system task
- Draw up a business process from pencil to computer, learn Microsoft Visio basics and use a template
- Construct supporting, background and conceptual information
- Learn about graphics usability, placement and labelling
- Learn how to find and apply international standards for language, style and technical phrases
- Plan documentation work using a range of planning tools
- Analyse a documentation task and carry it through from first to final draft

COURSE STRUCTURE
The course includes:
- Six days of classroom-based instruction covering foundational principles, documentation project planning, and procedure-, process- and policy writing sessions
- Two weeks spent preparing an individual written project in your own time interspersed with two one-on-one review sessions with a trainer. We recommend that you set aside about twenty hours for the project and reviews
- One half day, two weeks after the course, in which documentation projects are presented

WHO SHOULD ATTEND?
This course is for you if you need to do any of the following:
- Document your internal procedures
- Write documents to assist end users to carry out tasks and make decisions
- Compile information for the web
- Document new systems and processes
- Write up organisational policy
- Review and reorganise existing or outdated documents
- Prepare documents explaining how and why something must change

A high proficiency in written English is recommended for successful completion of this course.

DATES AND TIME:
The dates and times are advertised on the ICTS course calendar.

BOOKING AND FURTHER INFORMATION
- This course is run by ICTS.
- The costs for 2016 are advertised on the ICTS course calendar. In order to book, use the online booking system on the ICTS website at http://www.icts.uct.ac.za/modules.php?name=cbs&file=book or by following the path Training > Course booking form.
- More information can be found on the Technical and Business Writing course web page (see the ICTS website at www.icts.uct.ac.za and follow this path: Training > ICTS Training and open the quick link Technical & Business Writing) or by contacting the Content Architecture team, Systems Division at jenny.wood@uct.ac.za or on 021 650 4335.

Communication and Interpersonal Skills

WRITING DEVELOPMENT COACHING PROGRAMMES

Human Resources Development employs a dedicated Writing Development Co-ordinator whose purpose is to improve the written language skills of staff at UCT through the provision of workplace mentorship, coaching, training and consultancy services with a particular emphasis on support for staff members for whom English is a second language.

The support is offered through workshops, courses, one-on-one and small group coaching and department-specific interventions, including:
- Coaching and support for servicing officers
- Writing for the work environment
- Support for English second language speakers
- Basic and advanced language coaching

1. Servicing Officers' Programme

OBJECTIVE
To improve quality and effectiveness of servicing officers' skills.

WHO SHOULD ATTEND
- Current servicing officers of university committees
- Prospective servicing officers or those requiring to develop their servicing officers' skills

APPROACH AND METHODOLOGY
Small group coaching, 6 two-hour sessions. Sustained coaching which includes individual feedback and ongoing support, coaching and assessment. Interactive sessions are clustered around individuals' needs and the type of committee to be serviced

2. Writing Buddies Workshops

OBJECTIVE
To improve all forms of English writing required in the workplace.

WHO SHOULD ATTEND
- UCT staff interested in improving their written communication.
- English first and second language speakers are welcome and a range of language levels is accommodated.

APPROACH AND METHODOLOGY
- WB's are small groups (maximum 6) who meet to discuss and apply writing skills in an interactive and non-threatening environment.
- Modules offered include: email communication, writing letters, memoranda, reports and proposals.
- Participants are required to commit to a 4-session programme, which includes workplace application, feedback and assessment.

3. Writing Fundis Workshops

OBJECTIVE
To support UCT staff in improving all forms of English writing, required in the workplace.

WHO SHOULD ATTEND
UCT staff interested in improving their written communication.

BOOKING AND FURTHER INFORMATION
- This service is offered by the Staff Learning Centre, Human Resources.
- For more information, please contact the Writing Development Co-ordinator, Glynnis Newdigate at glynnis.newdigate@uct.ac.za or on 021 650 3588.

APPROACH AND METHODOLOGY
Writing Fundi's is a Level 2 programme, aimed at those staff members that are interested in improving their written communication by writing concisely and being technically correct. The appropriate style required by writing in the UCT environment, is discussed and applied. The Writing Fundi's Programme is presented in modules. Each module, which consists of four two-hour sessions, covers a topic or aspect of writing. Participants are required to commit to a 4-session programme, which includes workplace application, feedback and assessment.

COURSE COSTS
All courses are free of charge

Computer Skills

BASIC COMPUTER LITERACY

This course provides step-by-step instruction on how to operate a personal computer. At the end of this course you will undertake an assessment and receive certification.

OUTCOMES
- Introduction to the parts of a personal computer
- Basics of using a personal computer
- Organising files and cleaning up your system
- Creating documents
- Editing and formatting text on MS Word and MS Excel
- Setting page display and printing options
- Connecting to a network
- Finding Information on the Internet

WHO SHOULD ATTEND?
Those with no or very limited computing skills.

Group 1:
DATES:
1 Mar, 8 Mar, 15 Mar, 5 Apr, 12 Apr, 19 Apr, 10 May, 17 May, 24 May, 31 May, 7 Jun, 21 Jun, and 28 Jun

TIME:
09h00 - 12h30

Group 2:
DATES:
7 Apr, 14 Apr, 21 Apr, 12 May, 19 May, 26 May, 2 Jun, 9 Jun, 23 Jun, 30 Jun, 7 Jul, 14 Jul, and 21 Jul.

TIME:
12h30 - 16h00

Group 3:
DATES:
6 Sept, 13 Sept, 20 Sept, 27 Sept, 4 Oct, 11 Oct, 18 Oct, 25 Oct, 1 Nov, 8 Nov, 15 Nov, 22 Nov, and 29 Nov.

TIME:
09h00 – 12h30

Group 4:
DATES:
8 Sept, 15 Sept, 22 Sept, 29 Sept, 6 Oct, 13 Oct, 20 Oct, 27 Oct, 3 Nov, 10 Nov, 17 Nov, 24 Nov, and 1 Dec.

TIME:
12h30 - 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Computer Skills

GIS TRAINING VIA ESRI'S VIRTUAL CAMPUS

The University of Cape Town has access to the ESRI Virtual Campus online training facility, as part of our academic license. We are able to generate course codes for users interested in obtaining GIS technical certifications from the comfort of your desktop. The courses covered under our license focus on learning how to use ESRI's software, but there are also basic GIS concept modules available.

BOOKING AND FURTHER INFORMATION

Those who are interested in undertaking an ESRI Virtual Campus training course will require 3 things:

1) A free ESRI Global account. They can create one at https://accounts.esri.com/signup

2) Access to the relevant software, and the internet. A 60-day trial version of ArcGIS can be obtained via http://www.esri.com/software/arcgis/arcgis-for-desktop/free-trial

A standalone academic ArcGIS software license costs R1,500/year and can be purchased via the UCT GIS Laboratory (Telephone: 021 650 3917, Email: uct-gis@uct.ac.za.)

3) A course code. The UCT GIS Laboratory can provide free codes to staff and students for certain basic technical web courses, under our ESRI Site License agreement.

- Certain introductory courses and topical webinars are entirely free and do not require a course code.
- We recommend the free Getting Started with GIS course – http://training.esri.com/gateway/index.cfm?fa=catalog.webCourseDetail&courseid=2500
- You can reach the Virtual Campus via http://www.esri.com/training/main

Computer Skills

ICTS TRAINING

Technology is everywhere. If you know how to effectively use technology you can be more productive and efficient in your job and in everyday life. Attending an ICTS Training course can help you close the software skills gap, enhance your use of technology on different devices and introduce you to new software solutions.

Plan your learning path by selecting courses from our ICTS Training calendar or by visiting www.icts.uct.ac.za > Training.

Our wide range of offerings include:

INSTRUCTOR-LED COURSES AND SEMINARS

PC-based courses are practical, hands-on sessions for up to 20 people per class. These sessions are held in the ICTS Training rooms Room 102.1, Level 1, in the Wilfred and Jules Kramer Law building, Middle Campus.

Seminars, on the other hand, are demonstrations or discussions aimed at larger interest groups and can be held in any available venue on campus.

CUSTOMISED TRAINING COURSES

Ask ICTS to evaluate your team's current software skills level to identify any gaps. The training team will then customise a structured learning plan to address your department's needs.

You provide the venue and facilities and we provide the trainer. A flat rate of R500 per hour is charged for customised training, – regardless of the size of the group.

TAKE CONTROL OF YOUR OWN LEARNING AND DEVELOPMENT

Online learning gives you the freedom to learn at your own pace from the office, your home or from anywhere that you can connect to the Internet.

BOOKING AND FURTHER INFORMATION

- To book yourself onto training, please use the online booking system.
- For additional information, please contact the Training Co-ordinator:
  Email: icts-training@uct.ac.za
  Phone: 021 650 5392

TOO MANY DISTRACTIONS IN THE OFFICE?

Come and sit in the peace and quiet of the ICTS training lab every Tuesday and Thursday from 14:00 – 16:00 to work your way through your selected Lynda.com courses. Send an email icts-training@uct.ac.za to reserve your seat at one of these Lynda.lab sessions.

VENUE

The ICTS Training room is situated in Room 102.1, Level 1, in the Wilfred and Jules Kramer Law building, Middle Campus.

COURSE COSTS

- We offer our courses at an extremely affordable prices. Please consult the Training Calendar for course fees.

Computer Skills

LYNDA.COM

Lynda.com is an online subscription library that teaches the latest software tools and skills through high-quality instructional videos prepared by recognised industry experts. Lynda.com is available to all UCT staff members and students. It is designed for all levels of learners and is available whenever you're ready to learn. You can access it from a PC, on your iPhone, iPad, Android phone or tablet, or other mobile device.

For more information on how to access and use Lynda.com, please see http://www.icts.uct.ac.za (and then the "Training" link on the left navigation bar)

MICROSOFT IMAGINE ACADEMY

Microsoft Imagine Academy provides a range of Microsoft online training videos. The courses range from basic computing to using software to create applications and manage websites.
The Microsoft Imagine Academy complements the self-training resources, such as Lynda.com, and further provides digital literacy modules that could help students acquire the competences required to thrive in digital learning spaces and beyond. The Microsoft Imagine Academy modules have short built-in quizzes that are meant to enhance learning.

To get more information on how to access the Microsoft Imagine Academy modules, please see http://www.icts.uct.ac.za (and then the "Training" link on the left navigation bar)

- **DOWNLOADABLE MANUALS**
The following manuals are also available in PDF format for you to save, download and print:
- Microsoft Word 2007 Introduction
- Microsoft Word 2007 Advanced Thesis Writing
- Microsoft Word 2010 and 2013 Introduction & Advanced
- Microsoft Excel 2007, 2010 & 2013
- Microsoft Access 2007, 2010 & 2013
- Microsoft PowerPoint 2007, 2010 & 2013
- Microsoft Project 2010 Introduction & Advanced

To access these manuals, login to Vula (http://vula.uct.ac.za), go to My Workspace, then LearnOnline on the left menu bar.

FURTHER INFORMATION
LearnOnline is administered by the UCT Centre for Innovation in Learning and Teaching (CILT), CHED. For more information, please contact see the CILT website (http://www.cilt.uct.ac.za) or email help@vula.uct.ac.za.

Computer Skills

STUDENT SYSTEMS TRAINING FOR UCT STAFF

Student Systems Support (SSS), a section in the Officer of the Registrar, provides end user support to users of student administrative systems. Offering a range of role-specific courses for staff using the Student Administrative System as an integral part of their jobs, training courses have been specifically designed to meet the needs of staff roles.

Courses are scheduled and advertised via the SSS website at www.sss.uct.ac.za, and are also offered on demand.

COURSE COSTS

All courses are free of charge. However, there is a charge for "no shows" or late cancellations to cover administrative costs.

BOOKING AND FURTHER INFORMATION
- These courses are run by Student Systems Support (SSS), Office of the Registrar.
- For more information please contact the SSS office at sss-helpdesk@uct.ac.za.

Computer Skills

VULA BASIC TRAINING

The Vula Support Team from the Centre for Innovation in Learning and Teaching (CILT) provides training in the form of 2.5hr hands-on mini workshops. Training is geared toward providing an introduction to Vula, which includes a comprehensive overview of what Vula can be used for and also addressing immediate training requirements. Groups are limited to a maximum of 18.

WHO SHOULD ATTEND?
UCT administrative and support staff who require basic skills and knowledge to be able to use VULAfor course and/or research administration purposes.

OUTCOMES
At the end of this course you should be able to:
- Manage your own VULAaccount
- Create and configure a course/project VULAsite
- Manage a course/project VULAsite (including adding/removing members and tools)
- Manage groups and sections (i.e. tutorial groups) within your VULAsite
- Enable the distribution of content and communication from you VULA site

DATES:
- Wednesday, 2 March, 2016
- Wednesday, 4 May, 2016
- Wednesday, 24 August, 2016
- Wednesday, 23 November, 2016

TIME:
10:00 – 12:30

VENUE:
Teaching Lab 1, Upper Campus Student Learning Centre, Steve Biko Building (level 4), Upper Campus.

COURSE COSTS:
Free to UCT staff.

BOOKING AND FURTHER INFORMATION
- For more information, please contact help@vula.uct.ac.za
- NOTE: Vula instruction for academic staff is being reworked to dovetail its pedagogical affordances with practical instruction. An academic training programme is being developed by the Vula Team in conjunction with the CILT Staff Development Team. For more information, please refer to the CILT Seminars and Workshops page at http://www.cilt.uct.ac.za/cilt/teaching-technology

Health and Safety Skills

BASIC FIRE FIGHTING

A certificated, SETA accredited course. You are given hands-on training in the use of firefighting equipment and apparatus.

This course is facilitated by the Safety, Health and Environment Department and is conducted by external service providers. The training involves strenuous practical and physical activities, and may involve written assessments. This training takes place offsite.

WHO SHOULD ATTEND?
All appointed fire marshals.

DATES:
Dates and times can be viewed on the OHS website: http://www.ohs.uct.ac.za/common/documents/Training/SHE%20TRAINING%202016_ce.pdf

BOOKING AND FURTHER INFORMATION
- These courses are run by the Safety, Health and Environment department.
- In order to book, please complete and forward the 'HS03' form to The SHE Office, Properties & Services Department, 2nd Floor, Meulenhof Building, 95 Main Road, Mowbray, 7700. Contact details, Tel: 021 650 2246, Fax: 021 650 2028, or Email: ohs@uct.ac.za
- Please note that candidates who are booked on formal courses and who do attend will be charged the entire fee as indicated on the application forms.
- More information can be found at www.ohs.uct.ac.za or by contacting the course administrator at ohs@uct.ac.za or on 021 650 2246.

Health and Safety Skills

FIRST AID (LEVEL 1)

**A certificated, SETA accredited course.
This course covers all the basics of saving
and sustaining a person's life (e.g. 'ABC'
Airways Breathing Circulation, and 'CPR'
Cardiopulmonary Resuscitation).**

This course is facilitated by the Safety, Health and
Environment Department and is conducted by
external service providers. The training involves
practical and physical activities, and involves written
assessments. This course takes place on campus.

WHO SHOULD ATTEND?
All appointed first aiders must attend.

DATES:
Dates and times can be viewed on the OHS website:
http://www.ohs.uct.ac.za/common/documents/Training/
SHE%20TRAINING%202016_ce.pdf

BOOKING AND FURTHER INFORMATION
- These courses are run by the Safety, Health and
  Environment department.
- In order to book, please complete and forward
  the HS03 form to The SHE Office, Properties
  & Services Department, 2nd Floor, Meulenhof
  Building, 95 Main Road, Mowbray, 7700.
  Contact details, Tel: 021 650 2246, Fax: 021 650
  2028, or Email: ohs@uct.ac.za
- Please note that candidates who are booked
  on formal courses and who do attend will be
  charged the entire fee as indicated on the
  application forms.
- More information can be found at www.
  ohs.uct.ac.za or by contacting the course
  administrator at ohs@uct.ac.za or on 021 650
  2246.

Health and Safety Skills

OCCUPATIONAL HEALTH AND SAFETY ACT – LEGAL LIABILITY OVERVIEW

This training session is focused on the legal responsibilities of the Section 16.2 appointees (Deans/HOD's) and will focus on Sections 8, 13 and 14 of the Occupational Health & Safety Act with regards to the enforcement of these sections of the Act. All Heads of Dept., Line Managers, Supervisors and Safety Reps will benefit by attending this course. This course also serves as a refresher/update for SHE Reps who have already attended the 2 day SHE Rep course.

WHO SHOULD ATTEND?
- All Section 16.2 Appointees (Heads of Sections or Deans appointed as Safety designates by the VC)
- Appointed SHE Reps who require and update after previously completing the accredited 2 day OHS Rep Course.

DURATION:
4hrs

VENUE:
On Campus – venue to be confirmed once training booking forms are received.

DATES:
Dates and times can be viewed on the OHS website:
http://www.ohs.uct.ac.za/common/documents/Training/SHE%20TRAINING%202016_ce.pdf

BOOKING AND FURTHER INFORMATION
- These courses are run by the Safety, Health and Environment department.
- In order to book, please complete and forward the HS03 form to The SHE Office, Properties & Services Department, 2nd Floor, Meulenhof Building, 95 Main Road, Mowbray, 7700. Contact details, Tel: 021 650 2246, Fax: 021 650 2028, or Email: ohs@uct.ac.za
- Please note that candidates who are booked on formal courses and who do attend will be charged the entire fee as indicated on the application forms.
- More information can be found at www.ohs.uct.ac.za or by contacting the course administrator at ohs@uct.ac.za or on 021 650 2246.

Health and Safety Skills

OCCUPATIONAL HEALTH & SAFETY INDUCTION

Training is provided in the form of a hands-on practical half day session. UCT instructors present training sessions that includes Safety in the Workplace, Introduction to Basic First Aid, UCT Injury on Duty Procedure, and Introduction to Fire Safety. This intensive compulsory half-day course includes group work, practical demonstrations and an open Question & Answer session. Group sizes are limited to the training venue capacity however for ease of facilitation a maximum of 24 participants is allowed. Training is compulsory for all job applicants who have accepted a letter of appointment as a UCT staff member. Please ensure that this course is attended before orientation in your faculty, department, division or unit.

WHO SHOULD ATTEND?
All University personnel are required to attend training equipping them to fulfil their duty as stated under section 10 of the University's Conditions of Service http://www.hr.uct.ac.za/hr/service/pass/general
The objective of the Safety Health & Environment Office is to help all University staff to achieve this goal which is aligned to section 12, 13 and 14 of the OHS Act 85 of 1993

DATES:
The OHS Induction session will be conducted once a month from February to November. Newly appointed staff must book to attend this induction session before orientation in their Faculty, Department, Division or Unit begins.

BOOKING AND FURTHER INFORMATION
- This course is run by the Safety Health & Environment Office of the Properties & Services Department.
- Please ensure that new staff do not miss the start of the training cycle by submitting their applications two weeks prior to the training date (you can apply on behalf of new staff before they arrive).
- More information can be found at www.ohs.uct.ac.za or by contacting the Course Administrator at charl.esau@uct.ac.za or on 021 650 2246

Health and Safety Skills

OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVES

A two-day certificated course that is SETA accredited. This course is facilitated by the Safety, Health and Environment Department and is conducted by external service providers. The training involves practical and physical activities, and involves written assessments. This course takes place on campus.

WHO SHOULD ATTEND?
All appointed Safety, Health and Environment Representatives must attend.

DATES:
Dates and times can be viewed on the OHS website: http://www.ohs.uct.ac.za/common/documents/Training/SHE%20TRAINING%202016_ce.pdf

BOOKING AND FURTHER INFORMATION
- These courses are run by the Safety, Health and Environment department.
- In order to book, please complete and forward the HS03 form to The SHE Office, Properties & Services Department, 2nd Floor, Meulenhof Building, 95 Main Road, Mowbray, 7700. Contact details, Tel: 021 650 2246, Fax: 021 650 2028, or Email: ohs@uct.ac.za
- Please note that candidates who are booked on formal courses and who do attend will be charged the entire fee as indicated on the application forms.
- More information can be found at www.ohs.uct.ac.za or by contacting the course administrator at ohs@uct.ac.za or on 021 650 2246.

Health and Safety Skills

SAFETY, HEALTH AND ENVIRONMENT (SHE) WORKSHOPS

These hands-on, practical workshops are conducted by the Safety, Health and Environment Department in collaboration with external service providers. Managers, Health and Safety Officers and others are welcome to arrange for these workshops to be run in their own environments to address their specific needs.

SHE WORKSHOPS

1. S, H and E Induction: (2hrs) Compulsory for any new staff member (Section 13 of the OHS Act of 1993)
2. What every HOD should know about Safety Health and Environment: (2hrs) The HOD or Manager is made aware of his/her legal responsibilities towards SHE Management
3. Introduction to the Occupational Health and Safety Act of 1993: (2hrs) Overview of the Occupational Health and Safety Act and how it impacts on the employer and the staff member
4. Injury on Duty Reporting @ UCT (COIDA): (2hrs) What needs to be done when a staff member is injured, what forms to complete and why they should be completed
5. Basic Guide to Risk Assessments: Online course piloting in 2016 – This e-Workshop introduces staff to simple methods to carefully examine what could cause harm, assess whether enough precautions have been taken or if additional precautions should be taken to prevent harm to self and others.

EMERGENCY TRAINING

- Events Planning Legislation: (2 hrs) Introduction to the legislation involved in the planning of an event
- Emergency and Disaster Management: (2hrs) Overview of how different emergencies should be managed at UCT
- Emergency Planning: (2hrs) Preparing for emergencies and drawing up of emergency plans for your specific environment or program.
- Building Evacuation Marshal Workshop: (2hrs) Looking at your environment, how best to manage the people in the building during an emergency (building specific)

FIRE SAFETY TRAINING

- Fire Equipment Demonstration: (3hrs) Introduction to and demonstration of all the handheld fire equipment found on the University campuses
- Fire Systems at UCT: (2hrs) Introduction to the different types of Fire Evacuation systems at UCT, and policies pertaining to all fire systems
- Fire Prevention Workshop: (2hrs) Introduction to the fire hazards in your own environment and how to prevent fires

AREA SPECIFIC TRAINING

- Introduction to Office Ergonomics: (2hrs) Introduction to the world of office ergonomics - what does it mean and how my environment is affected?
- Lab Safety: (3hrs) Introduction to the legislation and hazards associated with the management of Labs, and relevant UCT policies
- Hazardous Waste Disposal: (3hrs) An overview of hazardous waste disposal at UCT, and the legal requirements of the disposal of hazardous waste
- Chemical Safety: (3hrs) Introduction to the storing and labelling of Hazardous Chemicals and the legal requirements in working with Hazardous Chemicals

BOOKING AND FURTHER INFORMATION

- These courses are run by the Safety, Health and Environment department.
- In order to book, please complete and forward the HS03 form to The SHE Office, Properties & Services Department, 2nd Floor, Meulenhof Building, 95 Main Road, Mowbray, 7700. Contact details, Tel: 021 650 2246, Fax: 021 650 2028, or Email: ohs@uct.ac.za
- Please note that candidates who are booked on formal courses and who do attend will be charged the entire fee as indicated on the application forms.
- More information can be found at www.ohs.uct.ac.za or by contacting the course administrator at ohs@uct.ac.za or on 021 650 2246.

Institutional Knowledge

BENEFIT INFORMATION SESSIONS

The Human Resources Department runs benefit information sessions for new staff.

These sessions cover the following topics that are of interest to new staff:
- Structure of the Cost of Employment (CoE) Package
- Retirement Benefits
- Healthcare Benefits and options
- Employee Assistance Programme

New staff are encouraged to attend a session prior to or as near as possible after their start date at UCT (preferably before the close of payrun of the month in which they take up their appointment) so that they can make informed decisions with regard to the benefits listed above.

WHO SHOULD ATTEND?
All staff new to UCT.

DATES:

BREMNER BUILDING	HEALTH SCIENCES
• 5 or 12 January 2016	7 January 2016
• 2 or 9 February 2016	4 February 2016
• 1 or 8 March 2016	3 March 2016
• 5 or 12 April 2016	7 April 2016
• 3 or 10 May 2016	5 May 2016
• 7 or 14 June 2016	2 June 2016
• 5 or 12 July 2016	7 July 2016
• 2 or 9 August 2016	4 August 2016
• 6 or 13 September 2016	1 September 2016
• 4 or 11 October 2016	6 October 2016
• 1 or 8 November 2016	3 November 2016
• 6 or 13 December 2016	1 December 2016

TIME:
10h00 – 12h00

The 2 Tuesday sessions will be held in the Bremner Building from 10h00 to 12h00. The venue for the Health Sciences session will be confirmed shortly. Please inform the Appointments Office of which day you are able to attend.

BOOKING AND FURTHER INFORMATION
- This course is run by the Appointments Office, Human Resources Department.
- In order to book, please contact Cheryl Samuel at the Appointments Office on Cheryl.samuel@uct.ac.za. She can also be contacted if you require more information about the sessions on x2196.
- If you are unable to attend either of the sessions in the month you take up the appointment, please liaise with the Appointments Office about setting up one-on-one sessions with our Benefit Specialists. However, you are encouraged to attend the general session.

Institutional Knowledge

DEVELOPMENT DIALOGUE TRAINING

**Development Dialogues aims to transform how UCT employees engage with each other around performance and development matters, increase engagement and motivation, drive performance and enable sustainable, significant and meaningful contributions.
It provides mechanisms for investing in the development of talent, giving staff both the capacity and the opportunities to advance their careers at the university.**

OUTCOMES
- Assess Performance and Potential
- Identify critical positions
- Identify scarce skills
- Discuss possible career paths
- Succession planning
- Feeds into development and legislative reporting

WHO SHOULD ATTEND?
All PASS staff
Academic staff who manage PASS staff

DATES:
Group 1: 23 February 2016
Group 2: 31 March 2016
Group 3: 12 April 2016
Group 4: 24 May 2016
Group 5: 21 June 2016
Group 6: 26 July 2016
Group 7: 23 August 2016
Group 8: 27 September 2016
Group 9: 18 October 2016
Group 10: 22 November 2016

TIME:
09h00 - 11h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Institutional Knowledge

DISCOVER THE RESOURCES AT YOUR LIBRARY

- Discover the Libraries' treasures.
- Learn to use WorldCat, our Search and Discovery tool.
- Learn to find books in UCT Libraries.
- Browse and search UCT Libraries' digital resources.
- Develop efficient and effective Internet search skills for research purposes.
- Use RefWorks, UCT's bibliographic management program.

Training can be tailored to suit the needs of individuals or groups.

WHO SHOULD ATTEND?
Anyone using UCT Libraries' information resources for research purposes.

BOOKING AND FURTHER INFORMATION
- These courses run by the Library.
- More information can be found at www.lib.uct.ac.za or by contacting Marilyn Wilford, Undergraduate User Support Services, at the Chancellor Oppenheimer Library on 021 650 4478 or at marilyn.wilford@uct.ac.za.

Institutional Knowledge

EMPLOYMENT EQUITY AND RECRUITMENT

Essential for all staff serving on selection committees.

OUTCOMES

Understand how the recruitment and selection process interfaces with the University's employment equity objectives

WHO SHOULD ATTEND?

All staff serving on selection committees.

BOOKING AND FURTHER INFORMATION
- This course is run by the Transformation Services Office and the Staff Recruitment and Selection Office of the Human Resources Department.
- Courses are held in Boardroom 501, 5th Floor, Masingene Building, Middle Campus.
- To book, contact Cheryl Vallay (021 650-2767) or email Cheryl.Vallay@uct.ac.za.
- For more information, contact Cheryl Vallay (021 650-2767) or email Cheryl.Vallay@uct.ac.za.

Institutional Knowledge

GOVERNANCE, MANAGEMENT AND DECISION-MAKING AT UCT

Facilitated by the Registrar, this half-day course looks at how some key decisions are made and who makes them, introducing you to the legislation, the governance structures and processes.

OUTCOMES
- A grounding in the legislation (HE Act and UCT's Institutional Statute)
- Knowledge of how UCT is organised in faculties and CHED, in academic departments, and with the support of the Libraries and ICTS, and the PASS Departments
- An understanding of how the University's governance structures work, and an introduction to where delegated powers lie
- Knowledge of the different roles of the Council, Senate, Institutional Forum, SRC, Faculty Boards and Committees, and how these are made up
- An outline of management structures and roles

WHO SHOULD ATTEND?
Anyone who services a committee or serves on a committee and needs to understand the committee's place in the system or works at UCT and needs to understand how decisions are made and by whom.

DATE:
25 July 2016

TIME:
09h00 – 12h30

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812

Institutional Knowledge

HEMIS: AN OVERVIEW AND THE STATE FUNDING OF UCT

PART ONE: HEMIS - AN OVERVIEW

HEMIS stands for the Higher Education Management Information System, into which all HE institutions are required to report on an annual basis. We report on three areas: student enrolments, staff, and buildings and space. Then in addition we report on research publications. Our annual HEMIS submissions determine our subsidy income and also provide the Department of Higher Education and Training with the key data they need in order to review institutional plans and objectives. The research output, student and staff submissions are audited, and are a valuable internal resource for statistical information on student enrolments and performance and staffing profiles.

This first part of this course provides an introduction of key structures and concepts within the HEMIS (Higher Education Management Information System) submissions. It looks at the origins of the data from transactional sources. It will cover:

A: Reports on the course catalogue: the qualifications UCT offers and the courses offered towards these qualifications.

B: Reports on applicants, students, and qualifiers, and the definitions used in these reports

C: Research output reporting

D: HEMIS HR Reporting

E: Reporting on the space inventory and on space utilisation.

OUTCOMES
Understand, interpret, and use HEMIS data in managing your areas

WHO SHOULD ATTEND?
- Deputy Vice-Chancellors, Executive Directors, Deans, Deputy Deans and senior PASS staff. Faculty Managers, Faculty and Departmental Administrators, Human Resources staff, IDP staff, Properties and Services staff, Media Liaison staff.
- All staff involved in HEMIS returns should attend this course annually.

PART TWO: HEMIS AND THE STATE FUNDING OF UCT
Our annual HEMIS submissions determine our subsidy income and also provide the Department of Higher Education and Training with the key data they need in order to review institutional plans and objectives. The student and staff submissions are audited, and provide a valuable internal resource for statistical information on student enrolments and performance and staffing profiles.

OUTCOMES:
This course provides an outline of
- How UCT generates block grant funding through teaching inputs, and research outputs;
- How UCT gets earmarked funding and for what this is given;
- The system of infrastructure grants for capital projects;
- Exploration of what other sources of revenue UCT has; and
- How revenues from the block grant and from tuition fees are attributed to faculties.

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

WHO SHOULD ATTEND?
Deputy Vice-Chancellors, Executive Directors, Deans, Deputy Deans and senior PASS staff. Faculty Managers, Faculty and Departmental Administrators, Human Resources staff, IDP staff, finance area managers, members of faculty budget groups, Properties and Services staff, Media Liaison staff.

All staff involved in HEMIS returns should attend this course annually.

PLEASE NOTE:
HEMIS: A Primer (compiled by Hugh Amoore) is essential preparatory reading for this course

DATE:
18 March 2016

TIME:
09h00 – 12h30

Institutional Knowledge

HEMIS: HR HEMIS REPORTING

This half-day course covers key structures, roles, processes and procedures for the collection of human resources HEMIS (Higher Education Management Information System) data from line managers. It also covers key structures, roles and concepts within the Human Resources HEMIS (Higher Education Management Information System) submissions.

This interactive training session aims to introduce (or refresh) participants to the key HEMIS concepts behind HEMIS HR data collection and reporting. It provides guidance for HR Generalists in interpreting and explaining the data collection rules to line managers (HODs of academic departments and heads of PASS departments) and completing the HEMIS HR data collection spread sheet. It will therefore cover the HEMIS PCS (programme classification structure), CESMs (Classification of Educational Subject Matter), HEMIS personnel categories, the HEMIS concept of a full-time equivalent staff member and the particular challenges of HEMIS reporting for staff employed under the UCT/PGWC and UCT/NHLS agreements.

OUTCOMES
- Understand key structures, roles, processes and procedures for the collection of Human Resources HEMIS (Higher Education Management Information System) data from line managers
- Understand the Human Resources HEMIS (Higher Education Management Information System) submissions

WHO SHOULD ATTEND?
HR Client Services, HR Administrators, HR Systems staff, departmental administrators, IPD staff, faculty academic administration staff and Property and Services space administrators involved in HEMIS reporting and other work. This course is for staff new to HR HEMIS reporting. Those who are familiar with reporting who should attend annually, as a refresher.

DATES:
17 October 2016

TIME:
09h00 – 12h30

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Institutional Knowledge

HEMIS: STUDENT AND QUALIFICATION REPORTING

HEMIS stands for the Higher Education Management Information System, into which all HE institutions are required to report on an annual basis. We report on three areas: student enrolments, staff, and buildings and space. Then in addition we report on research publications. Our annual HEMIS submissions determine our subsidy income and also provide the Department of Higher Education and Training with the key data they need in order to review institutional plans and objectives. The research output, student and staff submissions are audited, and are a valuable internal resource for statistical information on student enrolments and performance and staffing profiles.

This half-day course describes the process whereby UCT submits its inventory of courses, qualifications and detailed student information to the Department of Education's HEMIS (Higher Education Management Information System) database.

OUTCOMES
- An appreciation of the important HEMIS files: on qualifications; on courses, and on students and of the attributes of each that HEMIS defines and requires us to provide
- An understanding and explanation of key concepts and abbreviations (e.g. FTE credit values for courses, HEMIS and HEQF levels, HEQSF credit values, CESMs) and the relationship between HEMIS and HEQSF attributes of qualifications and of courses.
- The importance of an accurate qualification and course inventory
- The importance of accurate student records
- An appreciation of the HEMIS defined student data attributes and how we collect this data
- The significance of HEMIS credit values and CESM categorisation in the determination of input and output subsidy.

WHO SHOULD ATTEND?
Deputy Deans, faculty academic administration, IPD staff, admissions office staff, student records, student system and support staff.

DATES:
23 May 2016

TIME:
09h00 – 12h30

Institutional Knowledge

HIGHER EDUCATION POLICIES

This half-day workshop engages with the impact of national policies on actual activities at UCT, both Academic and PASS, in an interactive way. The workshop is designed around particular problems or issues of interest to participants attending the workshop (participants will be asked for their areas of interest). Information about policies relevant to the participants will be provided. In addition, a high-level summary of national and institutional policies (with hyper-links) will be provided to enable participants to read more about the policies at their leisure.

OUTCOMES
Knowledge of the key elements of major policies impacting on higher education institutions

WHO SHOULD ATTEND?
Faculty or departmental administrators, programme conveners and first year course conveners.

DATE:
26 October 2016

TIME:
09h00 – 13h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Institutional Knowledge

INTRODUCTION TO UCT FOR NEW STAFF

Orientation is essential for new staff, and this programme introduces new staff to UCT. All new staff members are strongly encouraged to attend this programme within three months of commencing employment.

This programme is just one component of orientation and induction. Further induction and orientation also takes place in the department and team. All new staff should also attend the Benefit Information Sessions.

New academic staff will particularly benefit from also attending the New Academic Practitioners Programme (NAPP). NAPP is designed to provide a programme of professional development for new full-time academics at UCT in their roles as researchers, educators and members of the UCT academic community.

New PASS staff will particularly benefit from also attending the Personal Performance System workshop.

OUTCOMES
- Understand UCT's history
- Learn more about UCT, its departments, faculties, research units and people
- Understand the administrative and academic structures of UCT
- Understand UCT's governance system
- Understand some of the challenges for UCT and higher education
- Understand UCT's mission and strategy
- Understand UCT acronyms
- Understand the available support for staff through Human Resources
- Understand the available support for staff through Safety, Health and Environment
- Understand the available support for staff through ICTS
- Understand the available support for staff through the Transformation Services Office
- Bus tour to discover the physical orientation of the university campuses
- Interact with other new staff at UCT

WHO SHOULD ATTEND?
All staff new to UCT.

DATES:
- Group 1: 10 March 2016
- Group 2: 20 May 2016
- Group 3: 21 July 2016
- Group 4: 8 September 2016
- Group 5: 17 November 2016

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Institutional Knowledge

RETIREMENT INFORMATION SESSION

The UCTRF will present an information session for the benefit of all members of the Retirement fund.

THIS SESSION WILL DEAL WITH ASPECTS OF:
- The effect of your DPA % on all your Fund benefits and ultimately your retirement savings
- The benefits of saving more towards retirement from a young age vs starting 20 years into your employment (by example)
- Increasing savings towards your retirement
- Adding additional contributions to your retirement savings
- Any questions you may have

WHO SHOULD ATTEND?
All members of the retirement fund.

DATES:
to be advised – please refer to our website for details
www.uctrf.co.za

TIME:
09h00 – 13h00

BOOKING AND FURTHER INFORMATION
- This course is run by the UCT Retirement Fund Office
- More information can be found at www.uctrf.co.za or by contacting our offices on (021) 6502934 or by email to uctrf-enquiries@uct.ac.za

Institutional Knowledge

RETIREMENT SEMINAR (UCTRF)

This one-day seminar is for all staff planning for retirement, irrespective of age, but especially for those for whom retirement is imminent. The seminar explores the various aspects to consider when planning for retirement.

OUTCOMES
- Identifying your financial planning requirements
- Understanding UCT's contribution to your retirement as well as Investment options
- Medical Aid options at retirement
- Understanding the tax implications of financial decisions
- Understanding estate planning and drawing up a will
- Preparing for your physical and emotional well-being

WHO SHOULD ATTEND?
Anyone thinking about or planning for retirement

DATE: to be advised – please refer to our website for details www.uctrf.co.za

BOOKING AND FURTHER INFORMATION
- This course is run by the UCT Retirement Fund Office
- More information can be found at www.uctrf.co.za or by contacting our offices on (021) 6502934 or by email to uctrf-enquiries@uct.ac.za

Literacy

ABET

While an ABET programme is not offered on-site at the Staff Learning Centre, Human Resource Development may provide financial support for staff members who wish to undertake ABET training at an Adult Learning Centre.

BOOKING AND FURTHER INFORMATION
- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Management and Leadership Skills

CAPE HIGHER EDUCATION CONSORTIUM (CHEC) - CREATING THE LEADING EDGE (CLE) PROGRAMME

Middle managers are a valued and essential resource in higher education (HE). To meet the challenges of the complex and changing HE environment in South Africa, these managers need continuing professional development. Many staff development needs are generic, and regional collaboration in the provision of training events to meet such generic needs will form the foundation for the development of a strong HE region in a restructured national system.

This is the fourteenth cycle of this very successful regional development programme for middle managers working in higher education institutions (HEIs). It has been developed by and for the HEIs in the Western Cape and is presented under the auspices of the Cape Higher Education Consortium (CHEC). The programme is designed to meet the needs of middle managers and to create effective networks of key managers in the Western Cape.

The programme is for academic Heads of Departments, Research Group Heads, and Support/ Professional staff managers. (Graduate or graduate equivalent, over 5 years work experience, new managers or experienced managers).

The programme is presented in modular form. The core modules constitute a comprehensive management development programme based on the essential competencies all leaders and managers need. A CHEC certificate, recognised by all the HEIs in the region, is presented to those who successfully complete all of the core modules. However managers not wishing to attend all the core modules, may enroll for one or any number of modules subject to their development needs.

Interested staff should complete a nomination form. Forms are available from the Human Resources Department (Staff Development section) of each HEI in the region. The forms should be completed and returned to your staff development /training section.

The following modules will run in 2016:

CORE MODULES:

BASIC FINANCIAL MANAGEMENT

This module will provide managers with the basics of financial accounting, financial analysis and management accounting in order to apply these skills to the efficient financial management of a department, cost centre or faculty. The content will cover the fundamentals including understanding and identifying the components of a balance sheet, income statement and cash flow statement, financial analysis, understanding the difference between capital and revenue, budgeting, break even analysis and cost of capital, financing techniques and working capital management. Participants will learn how to prepare operating and capital budgets and apply these to the effective management of their own institutions.
DATE: 16 – 18 May 2016 (3 days)
VENUE: ICT Centre, CPUT Bellville

BUILDING THE TEAM *(Leadership – Part 2)*

In this module the key principles of group dynamics will be explored i.e. roles, patterns in group behaviour, and the group as a system. We will look at team development, building and sustaining healthy teams, power and rank, managing diversity in teams and finally managing conflict in teams.

OUTCOMES:
- determine whether a given group is functioning as a team or not
- determine the stage of team development and take appropriate action for that stage
- monitor and ensure that the team is functioning healthily
- assist the team to divide roles appropriately
- prevent power and rank differences from unnecessarily fuelling workplace conflict
- enter into a conflict resolution process and assist others to resolve conflict

DATE: 12 & 13 April 2016
VENUE: ICT Centre, CPUT Bellville

EFFECTIVE COMMUNICATION

While senior management define strategy and delineate policy, the middle manager is tasked with implementation. Effective communication, both on an organisational level as well as a personal level, is central to success.

OUTCOMES:
- An ability to plan and implement effective communication structures and processes within organisations.
- An ability to write well structured 'business' letters, emails and reports
- A clear understanding of how to plan, prepare and deliver an effective presentation.
- An ability to evaluate a successful presentation.

DATE: 7 & 14 September 2016 (2 days)
VENUE: : Devon Valley Hotel, Stellenbosch

Management and Leadership Skills

GOAL SETTING, FEEDBACK AND COACHING
(Leadership – Part 3)

Competencies and understanding acquired in Leadership Parts 1 will be applied to work on analysing problems, setting work objectives, facilitating change, giving feedback and coaching.

OUTCOMES:
- Agree meaningful, challenging and achievable goals
- Coach individuals to ensure their success and growth
- Give feedback that supports continuous improvement and growth

DATES: 22 – 24 August 2016 (3 days)
VENUE: EERU Centre, UWC

LABOUR LAW FOR LEADERS

An overview of labour law in South Africa will be given. However, this is a practical module designed to equip the participant with skills regarding the role of that of an initiator and/or chairperson at a disciplinary or poor performance hearing. The module will cover the following topics:

- The difference between misconduct and incapacity
- The Code of Good Practice: Dismissal
- Procedural and Substantive fairness
- Strategising the case
- How to gather facts and information – the investigation
- Preparing an opening and closing statement
- Rules of evidence – dealing with evidence and admissibility
- How to examine and cross examine
- Pitfalls within the process – how to address
- Poor performance management – counselling as joint problem-solving
- Preparing for the performance hearing

DATE: 28 & 29 September 2016 (2 days)
VENUE: ICT Centre, CPUT, Bellville

PERSONAL LEADERSHIP (Leadership – Part 1)

The purpose of this module is to establish a solid foundation for any leader – how to lead oneself to be personally effective. The module will explore personal insight, personal positioning and personal planning.

- Accepting responsibility for one's own life, what has to be achieved and how to live it; confronting oneself with care; recognising and acknowledging one's own emotions; recognising that "true" power is internally referenced.
- Acknowledging the behaviours and emotions of others and having an awareness of the impact on oneself; being aware of the impact of one's own emotions and behaviours on others; being mindful of the use of positional/external power.
- Having a clear personal vision; setting personal goals for development and changes needed in one's own life; being aware of the need for action.

DATES: 29 – 31 March 2016 (2.5 days)
VENUE: EERU Centre, UWC

PROJECT MANAGEMENT

The work of the middle manager is increasingly taking the form of projects, be it managing a small project team or being part of project team. This module will introduce the middle manager to some key practical tools and develop competencies in the use of these tools. Each of the following phases of a project will be covered: Justify, Plan, Activate, Control, End (commonly referred to as the JPACE system). The module will end by exploring how change affects staff and how to manage effective change.

DATE: 7 – 9 June 2016 (3 days)
VENUE: ICT Centre, CPUT, Bellville

THE HIGHER EDUCATION SECTOR: A BROAD OVERVIEW

This key module sets the context in which managers in HE must operate. The module is recommended for managers who are new to the HE environment or for those who have never been formally inducted regarding the issues in HE.
The module will explore the challenges facing HE both internationally and in South Africa (particularly after the 2015 student protests). The South African regulatory maze will be simplified. Taking an HE institution from its mission to on-the-ground management will be debated with the use of case studies. Issues such as governance, transformation, community service, quality assurance, research, information management and performance indicators for higher education will be covered

DATE: 21 April 2016
VENUE: ICT Centre, CPUT, Bellville

Management and Leadership Skills

ELECTIVE MODULE:

TRANSFORMATION: THE ROLE OF MIDDLE MANAGERS IN IMPLEMENTING CHANGE

Much has been written and said about the ever-changing world of leadership in organisations and the need to constantly develop new competencies to navigate through often uncharted territory. This program focuses specifically on the role of managers in dealing with Transformation in organisations and aims to deliver the following key outcomes:

- A clear understanding of the key concepts such as Transformation, Change and Transition;
- Exploring different types of Change and appropriate management responses;
- Models and frameworks for managing Transformation and Change;
- Understanding the competencies required to manage organisational Transformation effectively, and
- Developing the required skills to manage Transformation.

DATES: 11 & 12 October 2016 (2 days)
VENUE: ICT Centre, CPUT, Bellville

WHO SHOULD ATTEND?
Academic and PASS middle managers in job grades PC10 to PC13 (heads of departments, divisions, schools, units, research groups). Participants should be graduates (or graduate equivalent), with over five years total work experience.

SELECTION PROCESS
For those wishing to attend any number of the modules, there is a selection process for inclusion on this year's program. Interested staff are to apply to the Staff Learning Centre for inclusion in the selection process by booking for the program by the closing date. Those who have booked will then be sent further information about the selection process, and at this point can indicate which modules they wish to attend.

BOOKING AND FURTHER INFORMATION
- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- Places on these courses are limited and in high demand. The closing date for bookings for all modules is 28 February 2016. Late applications may be accepted subject to places being available..
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information, on the CHEC website at www.CHEC.ac.za, or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Management and Leadership Skills

HERS-SA ACADEMY 2016

HERS-SA is a registered non-profit organisation that has a long track record of supporting the career advancement of women in higher education since 2000.

The Andrew W. Mellon Foundation funded the first HERS-SA program in 2000. Over the next four years, 73 women travelled from South Africa to attend a HERS Summer Institute in the USA at Wellesley College and to gain exposure to administrative practice at several U.S. colleges and universities. HERS-SA participants were mentored by women leaders at the host institutions in the USA, where programmes focused on strategic planning, change leadership, human resource development and institutional effectiveness. In 2002, HERS-SA shifted its emphasis to offer an Academy for women leaders in Cape Town, South Africa. Today, HERS-SA is a recognised brand whose programmes continue to receive the support of the majority of higher education institutions located in South Africa and internationally.

During each September, HERS-SA hosts a six-day residential Academy for women working in the higher education sector. The HERS-SA Academy offers a unique opportunity to women to shape their own programme to suit their development needs. The delegates will enjoy hearing from plenary speakers chosen for their Higher Education expertise and participate in professional development workshops and breakaway group activities to both encourage benchmarking between institutions and to facilitate formal networking. Evening dinners offer further informal networking opportunities enhanced by the contribution of an opening dinner guest speaker. Delegates, who have attended a HERS-SA

Academy or a residential programme offered by HERS in the USA, are also eligible to register for any annual HERS-SA mini-Academy.

Women who have participated in the academies have gone on to occupy senior leadership positions in higher education, HERS-SA is proud to have as part of its alumnae the Minister of Science and Technology, Naledi Pandor, two Vice-Chancellors, Deans, Head of Departments and other women in support services leadership positions.

The Academy will be held in Cape Town, details to be confirmed.

For more information please visit the HERS-SA website at WWW.HERS-SA.ORG.ZA, or contact the Staff Learning Centre

STAFF LEARNING PROGRAM FUNDING

The Staff Learning Programme will provide funding for six delegates. This funding includes all academy costs, materials, refreshments, lunches and official programme dinners. This funding does not include any travel and accommodation costs. In order to apply for Staff Learning Program Funding, interested staff need to follow the application and selection process outlined below. Staff who have their own funding (either personal or department/faculty funding), may register directly with HERS-SA on their website at www.hers-sa.org.za.

APPLICATION AND SELECTION PROCESS

There is a selection process for Staff Learning Program funding for this course. Potential recipients are invited to apply for selection by booking for the course by the closing date. Those who have booked will then be sent further information about the selection process.

BOOKING AND FURTHER INFORMATION
- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
  The closing date for bookings is 31 May 2016.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information, or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

WHO SHOULD ATTEND?
Women in PC10-13, or Senior Lecturer and above posts who:
- Currently hold a senior management position in a HE institution
- Wish to prepare for a senior management position in a HE institution
- Are keen to develop strategic management skills
- Would benefit from the opportunity to reflect on their own professional development
- Would value the opportunity to meet and network with other senior women employed in HE in Southern Africa and in other international institutions

DATES: 4 – 9 SEPTEMBER 2016

ICT Centre, CPUT, Bellville.

Management and Leadership Skills

HERS-SA MINI ACADEMY 2016

Annually, a three and half-day mini-academy is hosted for HERS-SA alumnae. In response to feedback received from alumnae who have attended the prestigious HERS-SA seven-day residential programme, this mini-academy has been designed to provide a suite of intense workshops to both support the career development aspirations of women and to strengthen their leadership capacities within the higher education context.

The three and half day mini-academy programme has been carefully designed to develop the knowledge and skills of delegates in the following core areas:

- Mapping leadership development
- Engaging individual and institutional diversity
- Understanding the higher education environment
- Planning and leading change

The mini-academy will provide delegates with invaluable networking opportunities with other women in higher education and as well as access to role models. Registration for the mini-academy is available to a maximum number of forty delegates to enhance the effectiveness of smaller workshops and break-away group activities

WHO SHOULD ATTEND?

Women in PC10-13, or Senior Lecturer and above posts who:

- Have attended a HERS-SA academy or a HERS sister programme offered in the United States of America
- Currently hold a senior management position in a HE institution
- Wish to prepare for a senior management position in a HE institution
- Are keen to develop strategic management skills
- Would benefit from the opportunity to reflect on their own professional development
- Would value the opportunity to meet and network with other senior women employed in HE in Southern Africa and in other international institutions

STAFF LEARNING PROGRAMME FUNDING

- The Staff Learning Programme will provide funding for four delegates. This funding includes all academy costs, materials, refreshments, lunches and official programme dinners. This funding does not include any travel and accommodation costs. In order to apply for Staff Learning Program Funding, interested staff need to follow the application and selection process outlined below.
- Staff who have their own funding (either personal or department/faculty funding), may register directly with HERS-SA on their website at www.hers-sa.org.za.

APPLICATION AND SELECTION PROCESS

There is a selection process for Staff Learning Program funding for this course. Potential recipients are invited to apply for selection by booking for the course by the closing date. Those who have booked will then be sent further information about the selection process

DATES:

To be confirmed

BOOKING AND FURTHER INFORMATION

- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking
- More information can be found at the HERS-SA website at www.hers-sa.org.za or by contacting the Staff Learning Centre at hrstafflearningcentre@uct.ac.za or 021 650 3812

Management and Leadership Skills

MENTORING SKILLS FOR LEADERS

This two-day and a half day course is aimed at those who support, coach, mentor, manage or supervise others. It is of particular value to supervisors and managers. The course explores the necessary skills, tools and knowledge to adopt a coaching and mentoring approach into your style of managing or supporting others.

OUTCOMES
- Understand your own behaviour and the behaviour of others
- Explore the similarities and differences between coaching and mentoring
- Explore how coaching and mentoring fits into the roles and responsibilities of managers
- Develop mentoring skills
- Explore feedback techniques and models
- Discuss how skills and tools can be applied in a specific context
- Practice applying tools and techniques for effective mentoring
- How to lead with a mentoring mindset

WHO SHOULD ATTEND?
Supervisors, managers, educators, student advisors, HR practitioners.

DATES:
- Group 1: 24-26 February 2016
- Group 2: 13-15 April 2016
- Group 3: 25-27 May 2016
- Group 4: 22-24 June 2016
- Group 5: 27-29 July 2016
- Group 6: 24-26 August 2016
- Group 7: 28-30 September 2016
- Group 8: 19-21 October 2016
- Group 9: 23-25 November 2016

TIME:
- 09h00 – 16h00
- 09h00 – 13h00 on day three

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Management and Leadership Skills

ORGANISATIONAL HEALTH: HELPING MANAGERS MANAGE

Run by the Organisational Health division of Human Resources, this workshop provides the manager with tools and knowledge to manage staff.

Tailored workshops are also available.

DATES:
- 17 March 2016
- 23 June 2016

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by Organisational Health, Human Resources Department.
- Course dates to be confirmed with Gaynor May at 021 650 3519 or Gaynor.may@uct.ac.za
- For bookings, please contact Gaynor May at 021 650 3519 or Gaynor.may@uct.ac.za
- For more information, please contact Ashley Taylor at 650 2154 or Ashley.Taylor@uct.ac.za, or Susan Williams at 021 650 4376 or susan.williams@uct.ac.za.

Management and Leadership Skills

ORGANISATIONAL HEALTH: MANAGING THE MEDICO-LEGAL MINEFIELD

Run by the Organisational Health division of Human Resources, this workshop provides the manager with tools and knowledge to manage staff who are often absent due to health-related issues.

Tailored workshops are also available.

DATES:
- 21 April 2016
- 16 August 2016

TIME:
09h00 – 14h00

BOOKING AND FURTHER INFORMATION
- This course is run by Organisational Health, Human Resources Department.
- For more information, please contact Ashley Taylor at 650 2154 or Ashley.Taylor@uct.ac.za, or Susan Williams at 650 4376 or susan.williams@uct.ac.za.

Personal/Self Leadership Skills

ASSERTIVENESS @ WORK

A two-day workshop where you learn how to manage high-stress or high-emotion encounters by developing the knowledge and skills needed to assert yourself effectively.

You learn about the difficulties you may face when communicating with others, when trying to create an impact or persuade others to see your point of view. The programme also addresses cognitive and emotional barriers to assertiveness.

OUTCOMES
- Explore your rights and responsibilities during interactions
- Become more self-confident
- Explore the benefits that you, your team and UCT will experience if you act in a more assertive way
- Identify various obstacles that make it difficult for you to assert yourself
- Maintain the balance between being soft on people and hard on results
- Use the right words, tone of voice and body language to get your message across
- Experiment with helpful tools and techniques
- Apply the principles of assertiveness in different difficult situations

WHO SHOULD ATTEND?
Anyone who wants to become more appropriately assertive.

DATES:
- Group 1: 11 & 12 May 2016
- Group 2: 5 & 6 October 2016

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Personal/Self Leadership Skills

CAREER MANAGEMENT

A two-day workshop that assists you in managing your career.

The workshop will benefit mid-career individuals by providing an opportunity to reflect on your career to date and plan for future career growth. You will also benefit through the early identification of important career constructs that will enable you to plan your career paths.

OUTCOMES
- By the end of the module, you will have explored
- Work centrality
- Career and life stages
- Career anchors
- Difference between work content and work context
- How to combine self-awareness with career planning
- Work personality (using the MBTI – a psychometric tool designed to measure preferences in how people perceive the world and make decisions)
- Competencies
- CV and interview preparation
- Future career actions

WHO SHOULD ATTEND?
Mid-career individuals (eight to ten years' work experience) who are thinking of moving into managerial or specialist roles.

DATES:
Group 1: 25 & 26 April 2016
Group 2: 5 & 6 May 2016

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Personal/Self Leadership Skills

MANAGING STRESS

This two-day programme is designed to help you become aware of the role of stress in your life, help you to identify your optimum stress levels and provide you with tools to manage your stress effectively. The programme goes beyond the transfer of knowledge and skills regarding stress, and addresses the underlying perceptions and attitudes that contribute to stress levels.

OUTCOMES
- Understand the nature of stress
- Identify the stress in your life
- Understand the symptoms of stress
- Be able to deal with stress positively
- Understand the sources of job stress and how they apply to you
- Understand the consequences of high stress levels on your work
- Analyse your work and pinpoint the high stress areas
- Take positive action to deal with the work stress
- Be able to reclaim your work space
- Take charge of your work patterns
- Manage your time more effectively
- Identify stress in others

WHO SHOULD ATTEND?
Anyone who wants to manage stress more effectively.

DATES:
- Group 1: 18 & 19 April 2016
- Group 2: 6 & 7 June 2016

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Personal/Self Leadership Skills

MONEY SENSE

This two-day workshop is designed to empower you to take ownership of your personal finances by providing essential knowledge and skills about money management. It also addresses underlying values and attitudes towards money and possessions, as these shape spending patterns. As a result, you will feel more in control of your finances and be able to plan proactively to reach short- and long-term goals

Please note that this course is not a financial planning program. Should your needs be more advanced (such as retirement financial planning or investment advice), we advise that you make use of a Financial Planner.

OUTCOMES
- Understand the role of money in building a quality life
- Understanding how to manage your money to make ends meet
- Apply guidelines for buying wisely
- Understand the role of credit
- Apply constructive ways to deal with debt
- Understand how to make your money grow
- Understand estate planning

WHO SHOULD ATTEND?
Anyone wanting to improve his or her personal financial management skills.

DATES:
- Group 1: 30 & 31 May 2016
- Group 2: 31 October & 1 November 2016

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Personal/Self Leadership Skills

WORK Q

This programme provides the tools and learning environment to allow you to effectively deal with the personal barriers that block growth and proactive development.

This programme is best suited to those in more junior roles who wish develop personal leadership traits. By booking for this course, you are agreeing to attend all three days.

OUTCOMES
- Have greater self-esteem and more self-confidence
- Take personal responsibility for your growth and development
- Build and maintain positive relationships, both within and outside the workplace
- Experience personal empowerment, productivity and success
- Build a plan of action to improve your quality of life
- Build personal leadership traits (self-esteem, strengths, goals, positivity)
- Understand relationships in emotional wellbeing and success

WHO SHOULD ATTEND?
Anyone wanting to empower themselves and develop personal leadership abilities.

DATES:
- Group 1: 14, 15 & 16 March 2016
- Group 2: 5, 6 & 7 September 2016
- Group 3: 24, 25 & 26 October 2016

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Planning, Organising and Implementing

PROJECT MANAGEMENT: AN INTRODUCTION

This course is designed to enhance and develop your capacity to manage both your projects and yourself better. You are introduced to fundamental processes, tools and techniques required to manage a project. The course also focuses on understanding requirements, working with key stakeholders, understanding roles, delegating and communicating tasks, and self-organising and planning.

This interactive course extends over a three-day period, initially a two-day workshop with a one-day follow-up a few weeks later. Participants are required to work on a scenario project with other participants in small teams. Sufficient time is provided during the course to complete the majority of the project work.

By booking for this course, you are agreeing to attend all three days, work with your task team and complete the assigned scenario project task. The intention of working in this way is to simulate project team interaction and effectively support individuals as they deal with the challenges that emerge.

OUTCOMES
- An understanding of fundamental project management skills, tools and processes, techniques
- An understanding of delegation, management and communication skills appropriate for projects
- An understanding of stakeholder analysis
- An understanding of how to scope a project, the required resources and define roles
- An understanding of risk analysis and post project implementation review processes
- The scoping and needs analysis of live project within the context of a department
- Individual and group input to a scenario or department specific project

WHO SHOULD ATTEND?
Anyone Involved in or has access to planning and running projects, or anyone wanting to develop a project management approach to work in unit or area of work.

DATES:
- Group 1: 7 & 8 April & 13 May 2016
- Group 2: 3 & 4 May & 3 June 2016

TIME:
09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/booking.
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

Research Support Skills

EMERGING RESEARCHER PROGRAMME (ERP)

Based in the Research Office, the ERP is a research-mentoring programme that aims to build research capacity in academic staff members. It consists of two streams: the SET stream is for science, engineering and the health sciences and SSLH is for social sciences, law, humanities, commerce and social science-related branches of health sciences and engineering.

The ERP offers individual and small group mentoring and seminars and workshops on a range of topics related to research and publishing. The programme also offers modest grants for research related activities.

OUTCOMES
It aims to assist academics to:
- Attain higher degrees (Masters and PhD)
- Write for publication
- Develop funding proposals
- Achieve NRF rating

WHO SHOULD ATTEND?
The seminars and workshops are open to all academic staff members who recognise the need to build their personal research capacity. Permanent academic staff are eligible for the grants.

DATES:
Ongoing throughout the year. Programmes are made available to participants for each semester

BOOKING AND FURTHER INFORMATION
- This course is run by the Research Office.
- More information can be found at http://www.researchoffice.uct.ac.za/research_development/erp/overview/ or by contacting Thando Mgqolozana on x 4153 or at Thando.Mgqolozana@uct.ac.za.

Research Support Skills

INDUCTION COURSE ON THE ADMINISTRATION OF RESEARCH CONTRACTS

Research Contracts and Intellectual Property Services (RCIPS) supports UCT's research activities by providing training and information sessions to new finance administrators who administer the Research Contracts for their particular area.

OUTCOMES
- An insight of the Life Cycle from the Proposal / Agreement stage to the close out of the project and the various supportive roles the various Central Finance departments play to ensure a successful conclusion of the project
- An overview of roles and responsibilities the various stakeholders within Central Finance play.
- An understanding of the contracts approvals process at UCT, as well as levels of contract and authorised signatories
- An understanding of the Contract administration process at UCT that takes place before and after the contract has been signed
- Some understanding of the forms required from the various departments in order to expedite payments / invoices.

WHO SHOULD ATTEND?
New finance staff and those who feel they need to refresh their knowledge regarding administration of Research Contract within UCT.

DATES:
- Group 1: 16 March 2016
- Group 2: 14 September 2016

TIME:
13h00 – 16h00

VENUE:
Seminar Room, RCIPS

BOOKING AND FURTHER INFORMATION
This course is run by Research Contracts and Intellectual Property Services. More information can be found at www.rcips.uct.ac.za or by contacting bianca.daniels@uct.ac.za or on 021-650-4317.

Research Support Skills

INDUCTION / REFRESHER COURSE ON RESEARCH CONTRACTS, INTELLECTUAL PROPERTY, RESEARCH FUNDS MANAGEMENT AND ADMINISTRATION (RCIPS)

Research Contracts and Intellectual Property Services (RCIPS) and the Central Research Finance Office (CRF) invite all new academics / researchers to attend a half day course on Research Contracts, Intellectual Property and Research Fund Management and Administration as it relates to the University of Cape Town.

Note: The course is not exclusively for new staff – all academic staff and research administrators are welcome. A course for administrators will be presented later this year.

SESSIONS:
RESEARCH CONTRACTS
This session will inform participants about the delegation of authority framework, the procedures and processes that are followed and the principles of the "full cost model" on which the project budgets may be based.

INTELLECTUAL PROPERTY
Key aspects of the IP policy will be highlighted. An overview of the UCT patenting process will be presented – right from initial intervention disclosure, through the management of the patent portfolio and on to licensing and spin-off business creation. Important requirements of the Intellectual Property Rights from Publicly Financed R&D Act (IPR Act) which impact the UCT Research Community on a day to day basis will be discussed; especially relevant background for discussions with potential funders.

RESEARCH FUND MANAGEMENT AND ADMINISTRATION
The different types of Research Funds on the SAP system will be overviewed (e.g. "spend and claim") and fund management will be discussed, along with the definition of full cost and preparation of full cost budgets for research, VAT applied in a university environment (0, 7 and 14%) and bridging finance.

OUTCOMES
- An understanding of the contract approvals process at UCT, as well as levels of contract and authorised signatories
- An appreciation of the difference types of contract that are entered into, such as Research Contracts, Material Transfer Agreements, Confidentiality Agreements, Consortium Agreements
- An understanding of the different types of Research Funds, Fund Management, full cost budgets and VAT issues
- A working knowledge of the UCT Intellectual Property Policy

BOOKING AND FURTHER INFORMATION
- This course is run by Research Contracts and Intellectual Property Services. More information can be found at www.rcips.uct.ac.za or by contacting bianca.daniels@uct.ac.za or on 021-650-4317.
- Free parking: Shoprite roof directly opposite

- An understanding of forms of intellectual property, and methods for its protection
- IP ownership and options for commercialisation
- An overview of the Intellectual Property Rights from Publicly Financed R&D Act

WHO SHOULD ATTEND?
New academic staff and those needing an IP and Contracts 'refresher'. Principal Investigators and new Fund Managers.

DATES:
- Group 1: 16 March 2016
- Group 2: 14 September 2016

TIME:
09h00 – 12h00

VENUE:
Seminar Room, RCIPS

Research Support Skills

INTEGRATED RESEARCH MANAGEMENT APPLICATION (IRMA) AND PUBLICATION COUNT OVERVIEW

Facilitated through the Research Office, training covers key concepts for collecting and collating accredited publications for onward submission to the Department of Higher Education and Training (DHET) for government subsidy. The sessions are done either at individual or faculty level.

OUTCOMES
- Loading publications on IRMA for the Publication Count and UCT Research Report
- Understanding DHET policies for submission of accredited research output for government subsidy
- Understanding what is required as evidence of publisher's peer re-view process for accredited books and refereed proceedings

WHO SHOULD ATTEND?
Anyone servicing the publication count process and who has access to IRMA. Faculty level group sessions can be arranged through the Research Office between July and September. One- on- one session can be arranged through the Research Office.

DATES:
Ongoing throughout the year. A programme is made available to participants for each semester.

BOOKING AND FURTHER INFORMATION
- These courses are run by the Research Office.
- More information is available at http://www.researchoffice.uct.ac.za/publication_count/irma/ or by contacting Ronel de Swart at ronel.deswart@uct.ac.za or rea-irma@uct.ac.za or on 021 650 2892.

Resource Management

SAP SYSTEMS TRAINING

Training is provided in the form of practical lab based courses. UCT instructors present courses and group sizes are limited to 16 participants. Training is only available to current UCT staff members who require access to SAP in terms of their job description/role.

WHO SHOULD ATTEND?

Anyone who needs to understand basic accounting concepts in relation to their functional requirements at UCT.

The objective of the Finance Department is to develop the SAP skills of permanent and long-term contract staff whose jobs require access to SAP. Training is compulsory for these staff members and access to SAP is contingent on attendance at training courses. If your application for access to SAP is successful, you will be booked on the relevant courses depending on the access required.

SAP access for staff members on short-term contracts (less than 3 months) is not normally approved. However, if considered essential, line managers may motivate for short-term contract staff to attend SAP training.

Existing SAP users who would like refresher training may apply via e-mail to attend any of the regular courses that are in line with their current job requirements (i.e. the SAP authorisations they already have). Course size is however limited and priority is given to new users applying for access. A waiting list will be kept.

We are unfortunately only able to provide SAP training for UCT staff in line with their current work requirements.

DATES:

There is SAP training every month from February to November, provided there are more than four bookings.

TIME:

09h00 – 16h00

BOOKING AND FURTHER INFORMATION
- This course is run by the Finance Department.
- Please ensure that new staff do not miss the start of the training cycle by submitting their applications for access to SAP two weeks prior to the training date (you can apply on behalf of new staff before they arrive).
- More information can be found at http:// www.icts.uct.ac.za/modules.php?name=News&file=article&sid=87 or by contacting the Course Administrator at fndfinance@uct.ac.za or on 021 650 2111.

Resource Management

UNDERSTANDING BASIC ACCOUNTING CONCEPTS

This workshop provides UCT finance administrators with an understanding of the basic concepts and principles of accounting.

This is a four day workshop structured as two days per week over two weeks. By booking for this course you are agreeing to attend all four days

OUTCOMES
- Apply the fundamentals of general accounting concepts.
- Prepare a financial statement
- Understand audit requirements
- Integrate these applications specifically into the accounting processes and transactions at UCT

WHO SHOULD ATTEND?
Anyone who needs to understand basic accounting concepts in relation to their functional requirements at UCT.

PRE-REQUISITES
The completion of the Overview of SAP reporting at UCT and Basic Funds Reporting courses (refer to the ICTS website www.icts.uct.ac.za) is a pre-requisite for this course. You must be a SAP user.

DATES:
- Group 1: 9, 10, 16 and 17 May 2016
- Group 2: 3, 4, 10 and 11 October 2016

BOOKING AND FURTHER INFORMATION
- This course is run by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program.
- In order to book, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/calendar
- More information can be found at http://www.hr.uct.ac.za/hr/learning/staff_programme/information or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812

Teaching and Learning

CAPE HIGHER EDUCATION CONSORTIUM (CHEC) – QUALITY TEACHING IN HIGHER EDUCATION (QTHE) PROGRAMME

Internationally and in South Africa, emphasis is increasingly being placed on the professional development of lecturers with regards to teaching, curriculum design and assessment. The changing profile of our student populations, changes in the modern communications technologies, the increasing pressure on academics as well as the greater spotlight on student success and relevance, provide impetus for the trend towards support for the professional development of lecturers. The Cape Higher Education Consortium (CHEC) is offering 4 short courses for lecturers in the Western Cape during 2016.

The courses provide a unique opportunity for academics from the higher education institutions in the Western Cape to come together in a relaxed and supportive atmosphere to learn, discuss and benefit from the valuable experiences of peers and expert facilitators from the four institutions in our region. All participants will receive a certificate from CHEC on successful completion of each course. However, at this stage, the courses are not formally accredited.

The cost varies per short course (this will be paid centrally by your university, but please note that the fee will be charged to your department's budget if you are absent or if you cancel within a week of the course starting). Academic staff may enroll for just one, or any number of the courses.

The following modules will run in 2016:

DESIGNING LEARNING WITH TECHNOLOGIES

This short course, which will be offered in March/April 2016, will give participants an experience of how to design learning with technologies in higher education. In the course, participants will have the opportunity to analyse their current context in relation to pedagogic problems, their students' learning needs and technologies available to both students and educators, in order to design a small-scale technology-enhanced learning intervention. The course's primary focus is on designing an intervention thinking about the affordances of technologies for the particular context and challenges that the lecturer faces in order to enhance student learning. As part of experiential learning, each participant will become a competent user of at least one technology tool suitable to the context in which they work, design and present a prototype of the small-scale technology-enhanced learning intervention to their peers and the facilitators and to reflect on their intervention from both theoretical and practice-based perspectives.

The course will be limited to 25 participants. The minimum requirements for participation would be a basic knowledge of technologies for teaching and learning e.g. use of productivity tools such as word processing, presentation tools, a learning management system, or some interest in Web 2.0 tools.

BOOKING AND FURTHER INFORMATION
- This course is funded by CHED.
- More information can be obtained from Avrill Dawson on x 3478 or at Avrill.Dawson@uct.ac.za

COURSE STRUCTURE AND DATES:
- Two full-day face-to-face sessions (8 hours): 2 March & 23 March 2016
- One half-day face-to-face session (6 hours): 6 April 2016
- Three online sessions of at least 120 minutes each (9, 16, 30 March 2016)
- Self-study (24 hours)

VENUE:
ICT Centre, CPUT Bellville Campus
FEE:
R2000 per person for all the sessions

CONVENOR:
Prof Vivienne Bozalek   Email: vbozalek@gmail.com

FACILITATORS:
Prof Vivienne Bozalek (UWC), Dr Marijke du Toit (UWC), Ms Daniela Gachago (CPUT), Ass. Prof. Eunice Ivala (CPUT); Ms Linda Manashe (CPUT), Mr Ian Schroeder (UCT), Mrs Tabisa Mayisela (UCT), Dr Faiq Waghid (SU)

Teaching and Learning

ASSESSMENT

Short tasks looking at affordances of technologies, student learning needs etc (Tasks prior to start of course & during course)

Presentation and submission of teaching and learning case study using technology with explanation of the background, intended outcomes, the challenge, the established practice, the impact and affordances of the emerging technologies, description of intervention, key points for effective practice and conclusions and recommendations.

TASKS/ASSIGNMENTS

- Task 1 : 6 May 2016
- Task 2 : 11 May 2016
- Task 3 : 18 May 2016
- Task 4 : Completion of case study template
  25 May 2016
- Task 5 : Presentation of case study including reflection
  3 June 2016

RECOMMENDED READINGS:

Anderson, T & Elloumi, F (Eds) (2004). Theory and Practice of Online Learning. Athabasca University,(online book). Available: http://cde.athabascau.ca/online_book/

Bates, T. (2014) Teaching in a Digital Age. Available: http://opentextbc.ca/teachinginadigitalage/

Bower, M (2008) Affordance Analysis – matching learning tasks with learning technologies, Education Media International, 45(1), 3–15.

Brown, C. & Gachago, D. (Eds.) (2013). Emerging technologies in Higher Education - a guide for South African Higher Education practitioners. Cape Town: University of Western Cape. Available online: http://emergingicts.blogspot.com/p/guide.html

Dabbagh, N & Bannan-Ritland, B (2005) Online learning: Concepts, strategies and application. Upper Saddle River, New Jersey: Pearson. Companion website: http://www.prenhall.com/dabbagh/ollresources/

Mehlenbacher, B 2010. Instruction and Technology: Designs for everyday learning. MIT

Sharples, M., McAndrew, P., Weller, M., Ferguson, R., FitzGerald, E., Hirst, T., Mor, Y., Gaved, M. and Whitelock, D. (2012). Innovating Pedagogy 2012: Open University Innovation Report 1.Milton Keynes: The Open University Available from http://www.open.ac.uk/personalpages/mike.sharples/Reports/Innovating_Pedagogy_report_July_2012.pdf

Sharples,M; Adams, A.; Ferguson, R.; Gaved, M.; McAndrew, P.; Rienties, B.; Weller, M. and Whitelock, D. 2014. Innovating pedagogy 2014: Open University Innovation Report 3. Milton Keynes: The Open University.
Available: http://www.open.ac.uk/iet/main/files/iet-web/file/ecms/web-content/Innovating_Pedagogy_2014.pdf

Siemens, G & Tittenberger, P (2009). Handbook of Emerging Technologies for Learning. Available: http://www.umanitoba.ca/learning_technologies/cetl/HETL.pdf   (Accessed 26 August 2009)

Veletsianos, G. (ed.) (2010). Emerging Technologies in Distance Education, (online book). Edmonton: AU Press. Available: http://www.aupress.ca/books/120177/ebook/99Z_Veletsianos_2010-Emerging_Technologies_in_Distance_Education.pdf (accessed 1 November 2011)

Weller, M. (2011). The Digital Scholar: How Technology is Transforming Scholarly Practice. Bloomsbury Academic. Available: http://www.bloomsburyacademic.com/view/DigitalScholar_9781849666275/chapter-ba-9781849666275-chapter-013.xml (accessed 1 November 2011)

Teaching and Learning

REFLECTING ON CURRICULUM TRANSFORMATION

The notion of 'transformation' is everywhere in South Africa: frequently invoked, but little explored, particularly in the context of the undergraduate curriculum. Many colleagues have been involved in processes of curriculum development and renewal following the establishment of the Higher Education Qualifications Sub-Framework in 2013. There have been calls for curricular 'reform' and 'transformation', proposals for 'flexible' degrees and diplomas, and new policies around the regulation (and potential funding) of workplace based learning. In this short course we will consider the highly topical issue of curricular 'transformation' – whether it is cast in terms of the employability of graduates, the development of critical thinking, innovation or entrepreneurship abilities, or the attainment of 'graduate attributes'. This course would be appropriate for academic staff who have been involved in curriculum development over the past years and would welcome a space to engage with colleagues in a critical reflection on these issues and processes. The course would also be appropriate for academic staff who are preparing to teach on new or revised programmes in 2017.

COURSE STRUCTURE AND DATES:
- 06 Oct: 15h00 – 17h00: The curriculum under pressure
- 13 Oct: 15h00 – 17h00: Curriculum and concept mapping
- 20 Oct: 15h00 – 17h00: Possibilities of curricular flexibility
- 03 Nov: 09h00 – 17h00: Candidates' presentations: mapping your (transformed) curriculum

VENUE:
ICT Centre, CPUT Bellville Campus; SARETEC Conference centre, CPUT Bellville Campus, for presentations on 3 November 2016.

FEE: R1800
CONVENOR:
Prof Chris Winberg (CPUT) Email: winbergc@cput.ac.za

CO-FACILITATORS/GUEST PRESENTERS:
Mr Andre Daniels (UWC), Dr Cecilia Jacobs (SU), Prof Vivienne Bozalek (UWC), Dr Bernie Millar (CPUT), Prof Suellen Shay (UCT), Prof Wendy Woodward (UWC).

ASSESSMENT
Candidates will be asked to make a brief presentation (either individually or with a colleague who is teaching on the same programme) on the 2 Nov; presentations will be assessed by a panel. The presentation could take the form of a poster presentation or a PowerPoint (or other) presentation. Facilitators will be available to provide formative feedback in preparation for your presentation during the week of 24 October 2016. Candidates will be awarded CHEC certificates as explained above.

WHO SHOULD ATTEND?
Lecturers

SELECTION PROCESS
There is a selection process for inclusion on this course. Interested staff should apply directly to CHEC for inclusion in the selection process by completing the application form, by the closing date (early 2016). The application form is available on the CHEC website at www.chec.ac.za

SUGGESTED READING

Land, R. & Meyer, J. 2003. Threshold Concepts and Troublesome Knowledge: linkages to ways of thinking and practising within the disciplines. ETL Project 4 Report. Available at: http://www.etl.tla.ed.ac.uk/docs/ETLreport4.pdf

Millar, B. & Hovgaard, E. 2013. Creating a curriculum for workplaces under pressure. Paradigms, 18: 15-20. Available at https://www.cput.ac.za/storage/services/fundani/paradigms_journal_18.pdf

Shay, S. 2012. Conceptualizing curriculum differentiation in higher education: a sociology of knowledge point of view. British Journal of Sociology of Education, 34(4): 563-582.

Wang, C-L 2015. Mapping or tracing? Rethinking curriculum mapping in higher education, Studies in Higher Education, 40:9, 1550-1559.

Winberg, C., Engel-Hills, P., Garraway, J. & Jacobs, C. 2013. Professional knowledge and the purpose of professional higher education. Kagisano 9 (The Aims of Higher Education): 164-191. Available at: http://www.che.ac.za/sites/default/files/publications/kagisano9.pdf

Teaching and Learning

RESEARCH ON TEACHING AND LEARNING: PREPARING FOR YOUR PROPOSAL

This short course is for academics who are faced with questions about how to improve or make their teaching more effective; who would like to learn more about documenting their teaching practices (for example for portfolio purposes); are curious about understanding some aspect of their teaching practice, and more specifically, for those who would like to learn how to prepare for a more systematic research proposal on teaching and learning. The course is interactive and experiential with the focus on building a proposal over a series of activities based on key tasks of the proposal. Participants will engage with some of the main issues that would need to be considered when embarking on educational research projects. It is intended for both novice and more experienced researchers who would like to try out different approaches to research on teaching. Since Google Docs will be used on the course, it is a requirement that participants come to the course with a Google Account.

Maximum number of participants: 30

COURSE STRUCTURE AND DATES:
- 5 face-to-face contact teaching sessions – 9h00 to 13h00 on 5, 12,19, 26 May and 2 June 2016.
- Online assignments between sessions
- Participants will be required to work on a research proposal in a series of sub-tasks;
- Self-study (20 hours)

VENUE:
ICT Centre, CPUT Bellville Campus

FEE: R2000

CONVENOR:
A/Prof Lucia Thesen (UCT) Email: lucia.thesen@uct.ac.za.

FACILITATORS:
Prof Viv Bozalek (UWC), Dr Arona Dison (UWC), A/Prof James Garraway (CPUT), Ms Nicoline Herman (SU), Prof Chris Winberg (CPUT), Dr Lynn Coleman (CPUT), Dr Moeain Arend (UCT).

ASSESSMENT
Short tasks which are cumulative and work towards building a research proposal in teaching and learning. This includes a preparatory task before starting the course.
Feedback to peers on their writing
Active participation in face-to-face and online tasks
Summative assessment task – research proposal on teaching and learning 2500 – 3000 words. Due Date: 8th June 2016 (completed research proposal)

REQUIRED READING
Cousin, Glynis. 2008. Researching learning in higher education: An introduction to contemporary methods and approaches. London: Routledge.

Herrington, J., McKenney, S., Reeves, T. and Oliver, R. 2007. Design-based research and doctoral students: Guidelines for preparing a dissertation proposal. In C. Montgomerie & J. Seale (Eds.),Proceedings of World Conference on Educational Multimedia, Hypermedia and Telecommunications 2007 (pp. 4089-4097). Chesapeake, VA: AACE. Original article available here: http://ro.ecu.edu.au/ecuworks/1612

Maxwell, J.2008. Designing a qualitative study. In: Bickman, L & Rog, D.J The Sage handbook of applied social research methods, London: Sage. Available online: http://www.corwin.com/upm-data/.

Somekh, Bridget and Lewin, Cathy. 2005. Research methods in the social sciences. London: Sage.

RECOMMENDED READING
Brew, A. 2006. Research and teaching: Beyond the divide. Basingstoke: Palgrave Macmillan.

Norton, L.S. 2009. Action research in teaching and learning: A practical guide to conducting pedagogical research in universities. London and New York: Routledge.

Orlich, Donald and Shrope, Nancy. 2012. Developing a winning grant proposal. Routledge.

Macfarlane, Bruce. 2010. Values and virtues in qualitative research. In: Maggi Savin-Baden and Claire Howell Major (Eds) New approaches to qualitative research. New York: Routledge. Chapter 3. Pp. 19 – 36.

We will also develop a glossary of research terms.

Teaching and Learning

WORKING ACROSS TRANSITIONS AND BOUNDARIES BETWEEN WORK/SOCIETY AND FORMAL HIGHER EDUCATION

This course is intended for university lecturers who have a particular interest in understanding and researching relationships and transitions between university and work. Thus lecturers who would benefit from this course could be those who work in professional education generally or who have a particular interest in internships/work-based learning, service learning or recognition of prior learning.

Universities and workplaces (and here we also include societal organisations) in general can be said to serve different purposes (for example production/improvement vs. learning) and thus have different kinds of skilled personnel, organisational structures, resources and lines of authority. As such they are quite different organisations or, in activity theory terms, activity systems. Activity theory is thus a powerful analytic framework for examining differences or boundaries between university and work systems. It can also be used to highlight difficulties students may experience in transitioning between these systems, and how such transitions may be enhanced.

The course is limited to 30 participants.

COURSE STRUCTURE AND DATES:
- 5 two hour sessions: 15h30 to 17h30 on 27 July, 3 August, 10 August, 17 August, 24 August 2016.

VENUE:
ICT Centre, CPUT Bellville Campus

FEE: R 1 550
CONVENOR:
A/Prof James Garraway   Email: garrawayj@cput.ac.za

FACILITATORS:
Dr. Antoinette Smith-Tolken (SUN), Mr. Alan Ralphs (UWC), Prof Chris Winberg (CPUT).

COURSE TASKS AND ASSIGNMENTS
A reflective account of 3000 words of learning through practice, transitions between university and work/society or working across boundaries using an activity framework. There will also be short, formative tasks after each session.

KEY REFERENCES
Billet, S. 2009. Realising the educational worth of integrating work experiences in higher education. Studies in Higher Education, 3(7): 827-843.

Blackler, 2009. Cultural-historical activity theory and organization studies. In A. Sannino, H. Daniels and K. Gutierrez (Eds.), Learning and Expanding with activity theory, 19-39. Cambridge: Cambridge University Press.

Edwards, A. 2005. Let's get beyond community and practice: the many meanings of learning by participating. The Curriculum Journal Vol. 16, No. 1, March 2005, pp. 49 – 65.

Engestrom, Y. 2001. Expansive Learning at Work: toward an activity theoretical reconceptualization. Journal of Education and Work, Vol. 14, No. 1

Engestrom, Y. and Sannino, A. 2010. Studies in expansive learning. Educational Research Review, 5, 1-24.

Eraut, M. 2004. The transfer of knowledge between settings. In H. Rainbird, A. Fuller & A. Munro (Eds.), Workplace learning in context, 201-221. London: Routledge.

Konkola, R., Tuomi-Gröhn, T., Lambert, P. and Ludvigsen N. 2007. Promoting learning and transfer between school and workplace. Journal of Education and Work 20(3): 211–228.

Le Maistre, C., and Paré, A. 2004. Learning in two communities: The challenge for universities and workplaces. Journal of Workplace Learning, 16(1/2): 44-52.

Tuomi-Gröhn, T. and Engeström, Y. 2003. Conceptualising transfer: From standard notions to developmental perspectives, in T. Tuomi-Gröhn and Y. Engeström (Eds.), Between school and work: New perspectives on transfer and boundary-crossing, 19- 38). Oxford: Elsevier Science.

Teaching and Learning

CENTRE FOR INNOVATION IN LEARNING AND TEACHING

The Centre for Innovation in Learning and Teaching (CILT) strengthens UCT educators' capacity to respond to teaching and learning challenges and opportunities through formal programmes, workshops, seminars, short courses, offering grants and supporting open education activities and resources.. CILT staff also become involved in design and teaching partnerships with UCT educators to support particular kinds of learning or address specific challenges that rise in courses. More information about CILT activities and offerings can be found at http://www.cilt.uct.ac.za/.

NEW ACADEMIC PRACTITIONERS' PROGRAMME (NAPP)

NAPP is a collaborative induction and transitioning programme for new academic staff with less than 5 years' experience in higher education. As a professional development programme, NAPP offers an overview and insight into the structural and cultural opportunities and challenges at UCT, with a view to developing academics' ability, in their roles as researchers, teachers and members of the UCT academic community, to exercise their agency in meaningful ways.

The NAPP programme consists of a two and a half-day residential retreat plus two full-day teaching and learning workshops spread out over a semester. NAPP runs in the first semester of 2016 and is repeated with a new cohort in the second semester.

With a keen curriculum focus on teaching, learning and assessment, participants identify a teaching project to explore as part of a critical reflection journey. Self-identified challenges include large class teaching, teaching with technology, multiple literacies, transformation challenges, assessment practices, and discipline-specific projects. As a holistic programme of professional development, NAPP is a great networking opportunity, and through a community of practice model, it equips new academic staff with the necessary resources and skills in order that they might fulfil their responsibilities as academics with confidence.

WHO SHOULD ATTEND?
New academics at UCT.

DATES:
This course is offered in the first semester and repeated in the second.

BOOKING AND FURTHER INFORMATION
- NAPP convenor: Dr Kasturi Behari-Leak (kasturi.behari-leak@uct.ac.za).
- More information can be found at http://www.cilt.uct.ac.za/cilt/new-academicpractitioners-programme or contact Avrill Dawson, on x3478 or at Avrill.Dawson@uct.ac.za

Teaching and Learning

SUPPORTING EMERGING EDUCATORS' TEACHING (S.E.A.TEACH) PROGRAMME

s.e.a.TEACH offers participants an opportunity to develop their teaching practice through exposure to the scholarship of learning and teaching in higher education, to engage in reflective practice in a supportive, collaborative environment, and to construct a teaching portfolio. Teaching portfolios include items like teaching philosophy statements, peer and expert observations, and evidence of innovative teaching.

Over the course of an academic year, participants attend six modules: Focusing on the higher education context, Learning theories, Teaching approaches, Literacy in higher education, Assessment, and Evaluation. The programme, which is voluntary and a free development opportunity, has run in various formats in order to respond most flexibly to the needs of participants.

BOOKING AND FURTHER INFORMATION
- More information can be found at http://www.cilt.uct.ac.za/cilt/seateach or by contacting Shanali Govender, on x4673 or at shanali.govender@uct.ac.za

Teaching and Learning

TEACHING OBSERVATION (TO)

TO opportunities are offered to new and established educators as an additional evaluative tool. TO facilitates a peer review process using feedback to deepen insight on classroom practice and practical teaching challenges within the context of a changing higher education environment. Based on a reflective model of pedagogic practice, teaching and reflections are designed as a supportive engagement; each observation is followed up with consultation and written report, offering a lens to shape and fine tune teaching practice further.

BOOKING AND FURTHER INFORMATION
- TO co-ordinator: Dr Kasturi Behari-Leak. More information can be obtained from Avrill Dawson on x 3478 or at Avrill.Dawson@uct.ac.za

Teaching and Learning

TEACHING WITH TECHNOLOGY

The Centre for Innovation in Learning and Teaching (CILT) works with UCT educators to develop capacity to teach effectively with technology. CILT hosts workshops and seminars to raise educators' awareness of the ways in which educational technology can be used for teaching and learning. Faculties or departments can also request workshops and seminars that are tailored to their discipline. CILT can become involved in design and teaching partnerships with UCT educators who want to put their learning from the workshops and seminars into practice. Up to date information about upcoming events can be found at http://www.cilt.uct.ac.za/cilt/teaching-technology.

CILT offers start up grants from the Mellon Foundation to educators to support the use of educational technology in their teaching. Educators can use these grants to address particular teaching and learning challenges faced by themselves or their students. More information can found at http://www.cilt.uct.ac.za/grants.

BOOKING AND FURTHER INFORMATION
- More information can be found by contacting Ian Schroeder on x4493 or at ian.schroeder@uct.ac.za.

Teaching and Learning

THE OPEN EDUCATIONAL RESOURCES (OER) UCT PROJECT

The Open Educational Resources (OER) UCT project, currently run in the Centre for Innovation in Learning and Teaching (CILT) at UCT, aims to showcase the teaching efforts of UCT academics by encouraging the publication of resources as OER. CET and OpenUCT offer grants to educators and/or students to support the development of new teaching resources or the preparation of existing teaching resources for sharing as Open Educational Resources. More information can found at http://open.uct.ac.za/.

THE SHORT COURSE ON TEACHING (TSCOT)

This aims to help academics at UCT develop ways of designing, delivering and evaluating their courses and their teaching, and to address a self-identified challenge in their teaching. TSCOT is designed for lecturers who wish to work together in a small group over a semester to interrogate and improve an aspect of their teaching practice. Using a mixture of weekly meetings and seminars, one to one consultations, peer and teaching observations, this course is offered in the first semester and repeated in the second.

The Open Educational Resources (OER) UCT project, currently run in the Centre for Innovation in Learning and Teaching (CILT) at UCT, aims to showcase the teaching efforts of UCT academics by encouraging the publication of resources as OER. CET and OpenUCT offer grants to educators and/or students to support the development of new teaching resources or the preparation of existing teaching resources for sharing as Open Educational Resources. More information can found at http://open.uct.ac.za/.

BOOKING AND FURTHER INFORMATION
- Convenor: Dr Kasturi Behari-Leak.
- More information can be obtained via email kasturi.behari-leak@uct.ac.za or extension 3490

Technical and Scientific Skills

TECHNICAL AND WORKSHOP SKILLS

Human Resources Development offers further opportunities to develop various technical skills such as welding, refrigeration and electrical compliance required within a workshop environment.

Other Resources

CENTRE FOR EXTRA-MURAL STUDIES

The Centre for Extra-Mural Studies (EMS), located within the Centre for Higher Education Development, offers public and continuing education courses which are intended to widen access to high-quality, mainly tertiary level, education at UCT.

There are a range of courses organised throughout the year which are aimed at different constituencies, including courses of broad interest for the general public (for instance the Summer School) and courses customised for specific organisations or groups.

The 2016 programme will include the regular Summer School in January which offers over 50 courses and lectures on a variety of general interest topics (Monday 18 January to Friday 29 January 2016). See www.summerschool.uct.ac.za. Reduced fees for UCT staff and students may be available for courses run through the EMS.

The EMS also designs customised courses for groups upon request, where the learners' needs are considered in the construction of the curriculum. The EMS is able to draw upon a wide range of expertise linked with the University to provide an appropriate learning experience for organisations.

For more information about these courses, please visit the website at www.ched.uct.ac.za/ched/ems, e-mail ems@uct.ac.za or call 021 650 2888.

Other Resources

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

The Continuing Professional Development (CPD) Programme is affiliated to the Faculty of Engineering and the Built Environment at the University of Cape Town. A team of dedicated staff organise short courses, workshops and small conferences, which provide a means for the ongoing education of professionals and technical staff, outside of the formal academic courses offered at UCT for degree purposes.

Although many of the courses are specifically designed for professionals, students and the public will greatly benefit from attending many of the CPD courses.

Generally there are no formal academic qualification entrance requirements to CPD courses. In some cases, some prerequisite knowledge may be required. A certificate of attendance or of successful completion (where an examination is passed) is normally issued.

In terms of the agreements between the Engineering Council of South Africa (ECSA) and other international engineering bodies, South African registered professionals will be obliged to keep abreast of developments and knowledge in their fields of expertise in order to maintain and demonstrate their competence. As from January 2006, all ECSA registered persons are required to undertake and record CPD activities as a prerequisite to renewal of their professional registration.

The CPD unit at the University of Cape Town is accredited to run courses that will be acknowledged for obtaining CPD credits. The lecturers involved in the programmes are all experts in their fields.

- For further information on courses offered by the CPD programme, please visit the website www.cpd.uct.ac.za or
- Email Heidi Tait or Sandra Jemaar at ebe-cpd@uct.ac.za.

Other Resources

ORGANISATIONAL DEVELOPMENT

Organisational development is a planned institution-wide effort to increase effectiveness and efficiency, and to enable UCT to achieve its strategic goals. It is an ongoing, systematic process of implementing effective institutional change.

OBJECTIVE

As objectives of organisational development vary from one situation to another. Most programs are tailored to meet the requirements of a particular situation. All organisational development programs aims to achieve the following objectives:

- Create and foster awareness and alignment of the institution's vision, mission and strategic objectives.
- Assisting staff to confront daily challenges and solve problems instead of avoiding them.
- Strengthening inter-personal trust, cooperation and communication for the successful achievement of institutional goals.
- Encouraging every individual to participate in the process of solution planning, thus making them feel responsible for the implementation of the plan.

LIST OF INTERVENTIONS.

The support is offered through workshops, one-on-one and group coaching/meetings/information sharing sessions, as well as Faculty/Department-specific interventions, including:

- Mentoring Skills for leaders. Please refer to the Mentoring workshop information on page ??
- Engaging performance through Development Dialogue workshops. Please refer to the Development Dialogue information on page?
- Change Management. Please consult with your human resource practitioner. (HRP)
- Teaming sessions. Please consult with your human resource practitioner. (HRP)
- Objective setting session. Please consult with your human resource practitioner. (HRP)

BOOKING AND FURTHER INFORMATION
- This service is offered by the Staff Learning Centre, Human Resources.
- For more information, please contact your dedicated human resource practitioner.

COURSE COSTS
All courses are free of charge. Where possible, Organisational Development will design and facilitate interventions free of charge. Where the Organisational Development Department cannot facilitate a session, the Faculty / Department may be liable for the cost of an external facilitator. Some interventions may also attract a venue and catering costs.

Other Resources

UCT LAW @ WORK

The Faculty of Law's Professional Development Project offers seminars, lectures and short courses of postgraduate standard.

For more information on the professional development short courses, please visit the law@ workwebsite www.lawatwork.uct.ac.za or contact the Faculty of Law Professional Development Project, Iréna Wasserfall, Manager: Professional Development Project at irena.wasserfall@uct.ac.za

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Other Resources

FUNDING FORMAL DEVELOPMENT

STAFF EDUCATION BURSARY SCHEME (SEBS)

- The Staff Education Bursary Scheme (SEBS) is designed to assist permanent, full or part-time, PASS staff members who wish to undertake formal, developmental learning and development at institutions other than UCT and UWC, in order to enhance their career at UCT.
- Bursaries are awarded in the amount of 75% of the cost of registration and tuition fees, up to a maximum of R5 000, subject to budget being available.
- Application must be made and approved prior to embarking on such a course of study. A limited number of bursaries are available each year.
- Further information can be found at http://www.hr.uct.ac.za/hr/learning/funding/policy

STAFF TUITION RATES (STR)

- Each eligible staff member qualifies for staff tuition rates for himself/herself and his/her spouse or life partner, and child(ren) if the child(ren) is/are financially dependent on the staff member. The staff tuition rate varies from 25% to 75% of the normal fee.
- Further information can be found at http://www.hr.uct.ac.za/hr/benefits/remuneration/staff_tuition_rates