## Contents

**WELCOME TO THE 2017 UCT STAFF LEARNING AND DEVELOPMENT RESOURCE GUIDE** .......................... 1

**THE STAFF LEARNING AND DEVELOPMENT FUNDING POLICY** .................................................. 2

**COMMUNICATION AND INTERPERSONAL SKILLS** ............ 3
- Creating Professional Agendas and Minutes 3
- Customer Service Skills 4
- Effective and Speedy Reading 5
- Facilitation Skills 6
- Presentation Skills 7
- Technical and Business Writing 8
- Writing Development Coaching Programmes 9
  - Servicing Officers’ Programme 9
  - English Writing Coaching 9
  - Writing Buddies Workshop 9
  - Writing Funds Workshop 9

**COMPUTER RELATED SKILLS & ONLINE RESOURCES** . 10
- Basic Computer Literacy 10
- GIS Training via ESRI’s Virtual Campus 11
- ICTs Training 12
- Learn Online 13
- Lynda.com 13
- Downloadable Microsoft Office Manuals 13
- Microsoft Imagine Academy 13
- SAP 14
- SAP Training – Finance Module 14
- Student Systems Training for UCT Staff 15
- Vula Basic Training 16

**HEALTH AND SAFETY SKILLS** ............................... 17
- Safety, Health and Environment (SHE) Workshops 17
- Emergency Training 17
- Fire Safety Training 17
- Formal Safety Training 17
- SHE Workshops 17
- SHE Online Learning (Vula) 17
- Workplace Specific Training 17

**INSTITUTIONAL KNOWLEDGE** ................................. 18
- Benefit Information Sessions 19
- Development Dialogue Training 20
- Discover the Resources at Your Library 21
- Employment Equity and Recruitment 21

**GOVERNANCE, MANAGEMENT AND DECISION-MAKING AT UCT** 22
- Hemis: An Overview and the State Funding of UCT 23
  - Part One: Hemis - An Overview 23
  - Part Two: Hemis and the State Funding of UCT 23
- Hemis: Student and Qualification Reporting 24
- Introduction to UCT for New Staff 25
- Position Descriptions: Position Analysis, Design and Description Writing 26
- Retirement Information Session 27
- Retirement Seminar (UCTRF) 28

**BASIC EDUCATION** ............................................. 29
- ABET: Get Certificate 29
- Amended Senior Certificate (Grade 12/Matric) 30

**MANAGEMENT AND LEADERSHIP SKILLS** ............... 31
- Cape Higher Education Consortium (CHEC) 31
- Creating the Leading Edge (CLE) Programme 31
  - Personal Leadership (Leadership – Part 1) 31
  - The Higher Education Sector: A Broad Overview 32
  - Goal Setting, Feedback and Coaching (Leadership – Part 2) 32
  - Building the Team (Leadership – Part 3) 32
  - Basic Financial Management 32
  - Project Management 33
  - Labour Law for Leaders 33
  - Effective Communication 33
- First Line Management Programme 34
- Helping Supervisors and First Line Managers Manage 35
- HERS-SA Academy 2017 36
- HERS-SA Mini Academy 2017 37
- LEAD Q 38
- Mentoring Skills for Leaders 39
- Organisational Health: Managing the Medico-Legal Minefield 40

**PERSONAL/SELF LEADERSHIP SKILLS** ..................... 41
- Assertiveness @ Work 41
- Career Management 42
- Introduction to Money Management: Managing Money, Debt & Wealth 43
- Managing Stress 44
- Money Sense 45
- Work Q 46

**PLANNING, ORGANISING AND IMPLEMENTING** .......... 47
- Project Management: An Introduction 47

**RECOGNITION OF PRIOR LEARNING (RPL) PROGRAMMES** . 48
- Certificate in Business Administration 48
- Certificate in Management 49

**RESEARCH SUPPORT SKILLS** ............................... 50
- Emerging Researcher Programme (ERP) 50
- Induction Course on the Administration of Research Contracts 51
- Induction / Refresher Course on Research Contracts, Intellectual Property, Research Funds Management and Administration (RCIPs) 52
- Electronic Research Administration (eRA) System Training 53

**RESOURCE MANAGEMENT** .................................. 54
- Understanding Basic Accounting Concepts 54

**TEACHING AND LEARNING** ................................. 55
- Cape Higher Education Consortium (CHEC) 55
- Quality Teaching in Higher Education (QTHE) Programme 55
  - Teaching and Learning in Higher Education (TALHE) 55
  - Recognition of Prior Learning (RPL) in Higher Education 56
  - Multimodal Pedagogies and Post-Qualitative Scholarship in Higher Education Teaching and Learning 56
  - Assessment in Higher Education 57
- Centre for Innovation in Learning and Teaching 58
- New Academic Practitioners’ Programme (NAPP) 59
- Supporting Emerging Academics’ Teaching (S.E.A.TEACH) Programme 60
- Teaching Observation (TO) 61
- Teaching with Technology 62
- The Open Educational Resources (OER) UCT Project 63
- The Short Course on Teaching (TSCOT) 64

**TECHNICAL AND SCIENTIFIC SKILLS** .................... 65
- Technical and Workshop Skills 65

**OTHER RESOURCES** .......................................... 66
- Centre for Extra-Mural Studies 66
- Continuing Professional Development (CPD) 67
- Organisational Development 68
- UCT Law @ Work 69
- Funding Formal Development 70
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 Development Dialogue 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 2).

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 [http://www.hr.uct.ac.za](http://www.hr.uct.ac.za).

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

1. **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. BCom, Diploma in Human Resources)

2. **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. 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 “achievable” (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 a logical and meaningful manner.

OUTCOMES
• Ability to generate agendas and minutes relevant to the department with context that informs decisions taken or reviewed; as well as 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 the 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 a 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/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.

DATES
• Group 1: 1 September 2017
• Group 2: 21 November 2017

TIME
• 09h00 – 13h00
CUSTOMER SERVICE SKILLS

This two-day workshop provides the skills and knowledge to enable you to provide customer satisfaction and is ideal for staff members who deal with both internal customers and external customers.

OUTCOMES
- Identify customer needs in the context of your work environment
- Interact with customers
- Manage customer queries and complaints

WHO SHOULD ATTEND?
Anyone wanting to improve the quality of service they offer to both internal and external customers.

DATES
- Group 1: 5 & 6 April 2017
- Group 2: 30 & 31 May 2017
- Group 3: 16 & 17 August 2017

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/calendar](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](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.
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.

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/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.

DATES
• 21 & 22 September 2017

TIME
• 08h45 – 16h00
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 scenarios.

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 the preparation of learners and the learning environment
• Understand the principles of adult learning
• Understand the meaning of a learner centred 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.

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.

DATES

• 31 July, 1 & 2 August 2017 (2 ½ days)

TIME

• 09h00 – 16h00 (31 July & 1 August)
• 09h00 – 13h00 (2 August)
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

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.

WHO SHOULD ATTEND?

Any staff member who is required to present to an audience, in either a formal or informal context.

DATES

• 25 & 26 July 2017

TIME

• 09h00 – 16h00
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 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
• Develop graphics and place them effectively
• 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.

BOOKING AND FURTHER INFORMATION
• This course is run by ICTS.
• The costs for 2017 are advertised on the ICTS course calendar (https://ictsapps.uct.ac.za/cbs/). In order to book, use the online booking system on the ICTS web site at https://ictsapps.uct.ac.za/cbs/book.php 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.

DATES AND TIME
• The dates and times are advertised on the ICTS course calendar at https://ictsapps.uct.ac.za/cbs/
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.

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

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.

ENGLISH WRITING COACHING

OBJECTIVE
• To improve basic English writing skills required in the workplace at UCT.

WHO SHOULD ATTEND
• UCT staff, whose first language is not English and are interested in improving their written English skills.

APPROACH AND METHODOLOGY
• Small groups (maximum 6) interact in a non-threatening environment to improve basic writing skills.
• Modules offered include: email communication and basic workplace notices. Participants are required to commit to a 4-session programme, which includes workplace application, feedback and assessment.

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
• Small groups (maximum 6) interact in a non-threatening environment to improve on their writing skills.
• 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.

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.

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

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.
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
• 7 Mar, 14 Mar, 28 Mar, 4 Apr, 2 May, 9 May, 16 May, 23 May, 30 May, 6 Jun, 13 Jun, 20 Jun, and 27 Jun 2017

GROUP 1 TIME
• 09h00 - 12h30

GROUP 2 DATES
• 9 Mar, 16 Mar, 30 Mar, 6 Apr, 4 May, 11 May, 18 May, 25 May, 1 Jun, 8 Jun, 15 Jun, 22 Jun, and 29 Jun 2017

GROUP 2 TIME
• 12h30 - 16h00

GROUP 3 DATES

GROUP 3 TIME
• 09h00 - 12h30

GROUP 4 DATES

GROUP 4 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/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.
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 facilitate access for users interested in obtaining GIS technical certifications from the comfort of their 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) Membership in UCT’s ESRI training organisation. Please sent an email to uct-gis@uct.ac.za to receive an invitation and accept it using your ESRI Global account (see step 1)
- Certain introductory courses and topical webinars are entirely free and do not require membership to the UCT training organisation.
- 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
**ICTS TRAINING**

ICTS offers relevant, practical and customised courses to enable you to get the most out of ICTS-supported software.

Plan your learning path by selecting courses from the ICTS Training calendar or by visiting our training pages on the ICTS website: [www.icts.uct.ac.za/ICTS-training](http://www.icts.uct.ac.za/ICTS-training)

Our wide range of offerings includes instructor-led courses and seminars.

- **Courses** are practical, hands-on sessions with up to 20 people per class working on PCs in the ICTS Training room.
- **Seminars** are practical demonstrations and discussions aimed at larger interest groups. These sessions are normally held at your own venue on campus.

**CUSTOMISED TRAINING COURSES**

- Upon request, ICTS also offers on-site seminars and customised courses in response to the specific training needs of a department. You provide the venue and facilities and we provide the trainer. A flat rate of R600.00 per hour is charged, regardless of the size of the group.
- The training team will help you to identify any skills gaps and will customise training to address your department’s needs. For more information, go to [www.icts.uct.ac.za/Customised_training](http://www.icts.uct.ac.za/Customised_training)

**SELF-TRAINING RESOURCES**

- Online learning gives you the freedom to learn at your own pace from your desk at work, from home or anywhere that you have access to the internet. Visit our self-training resources page for a list of online training resources.

**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**

- A nominal fee is charged for ICTS courses. Please consult the Training Calendar for course fees. For customised training, a flat rate of R600 per hour is charged – regardless of the size of the group.

**BOOKING AND FURTHER INFORMATION**

- In order to book, please use the online booking system at [online booking system](http://www.icts.uct.ac.za/ICTS-training).
- If you have any other questions, please read our frequently asked questions page.
- For additional information, please contact the Training Co-ordinator at [icts-training@uct.ac.za](mailto:icts-training@uct.ac.za) or 021 650 5392.
LEARN ONLINE

LYNDA.COM

- Lynda.com is an online subscription library that teaches the latest software tools and skills through high-quality instructional videos taught by recognised industry experts. It is designed for all levels of learners and is available whenever you’re ready to learn. You can also view it on your iPhone, iPad, Android phone or tablet, or other mobile devices.
- Please note that you are required to set up your Lynda.com profile when you access Lynda for the first time. The next time you need to access it; if you’re already logged in to another of UCT’s Single Sign-On services (such as Vula), you won’t have to enter your login credentials. Simply navigate to http://lynda.uct.ac.za and you will be taken to your lynda.com profile. UCT Staff members can also book by e-mail, to attend Lynda training at the ICTS Lynda labs.

DOWNLOADABLE MICROSOFT OFFICE MANUALS

The following manuals are also available in PDF format for you to save, download and print:
- Microsoft Word 2007 Intro
- Microsoft Word 2007 Advanced Thesis Writing
- Microsoft Word 2010 and 2013 Intro & Advanced
- Microsoft Excel 2007, 2010 & 2013
- Microsoft PowerPoint 2007, 2010 & 2013
- Microsoft Project 2010 Intro & Advanced
- Microsoft Outlook 2013
- To access these manuals, login to Vula (http://vula.uct.ac.za), go to My Workspace, then LearnOnline on the left menu bar.

MICROSOFT IMAGINE ACADEMY

- The 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 today’s technology-based workplaces. The Microsoft Imagine Academy aims to bridge the gap between the education and business sectors, by providing staff and students with fundamental technology skills in the various Microsoft applications that are commonly used in today’s technology-based knowledge economies.
- To get more information on how to access the Microsoft Imagine Academy modules, please click here.

FURTHER INFORMATION

- LearnOnline is administered by the UCT Centre for Innovation in Learning and Teaching (CILT), CHED. For more information, please contact CILT at help@vula.uct.ac.za.

PROFESSIONAL DEVELOPMENT SEMINARS AND WORKSHOPS

- For teaching with technology and other professional development seminars and workshops, please visit the CILT events webpage at: http://www.cilt.uct.ac.za/cilt/teaching-technology.
SAP TRAINING – FINANCE MODULE

Training is provided in the form of practical lab based courses, or via an online platform. UCT instructors present these courses either individually (online) or in groups, which are limited to 16 participants. Training is only available to current UCT staff members who require access to SAP Finance in terms of their job description/role.

WHO SHOULD ATTEND?

• 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, finance 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

• SAP Finance training is offered regularly, every month from February to November, provided there are more than four bookings. Online CO training can be facilitated, via the course instructor, at a convenient time to the trainee.

BOOKING AND FURTHER INFORMATION

• These courses are 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://icts.uct.ac.za/modules.php?name=News&file=article&sid=87 or by contacting the Course Administrator at fnd-finance@uct.ac.za or on 021 650 2111.
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.
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 towards providing a basic 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 staff who require basic skills and knowledge to be able to use Vula for course and/or research administration purposes.

OUTCOMES

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

COURSE COSTS

Free to UCT staff.

BOOKING AND FURTHER INFORMATION

- Please visit http://www.cilt.uct.ac.za/cilt/events/cilt-events-calendar for workshop details and to book.
- For more information, please contact the Vula Help Desk: help@vula.uct.ac.za or (021) 650-5500.
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.

EMERGENCY TRAINING

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

FIRE SAFETY TRAINING

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

FORMAL SAFETY TRAINING

 Formal training sessions have momentarily been suspended until full operations resume on Campus. The 2017 Safety Training Schedule will be communicated to Line managers and their staff via email and VULA notifications once the schedule is available.

SHE WORKSHOPS

1. 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
2. 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
3. SHE for HOD’s: (2hrs) What every HOD should know about Safety, Health and Environment. The HOD or Manager is made aware of his/her legal responsibilities towards SHE Management
4. SHE Induction: (2hrs) Compulsory for any new staff member (Section 13 of the OHS Act of 1993)

SHE ONLINE LEARNING (VULA)

1. Applied Risk Assessment: (1hr x6) Asynchronous sessions introducing the basics of risk assessment. Can be completed as a single half day session or as 6 separate contact sessions over a period of time
2. Introduction to Office Ergonomics: (1hrs) Overview of Ergonomics and best practices to ensure overall wellbeing in the work environment
3. SHE Induction: (15min x4) Compulsory for any new staff member (Section 13 of the OHS Act of 1993)
4. Safety for Students: (15min x4) All students are informed of general and specific hazards on campus, and the relevant safety procedures and support

BOOKING AND FURTHER INFORMATION

- These courses are run by the Safety, Health and Environment department.
- To book a workshop/training 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 not 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.

WORKPLACE SPECIFIC TRAINING

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

The Human Resources Department runs benefit information sessions for all 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
- 3 or 10 January 2017
- 7 or 14 February 2017
- 7 or 14 March 2017
- 4 or 11 April 2017
- 2 or 9 May 2017
- 6 or 13 June 2017
- 4 or 11 July 2017
- 1 or 8 August 2017
- 5 or 12 September 2017
- 3 or 10 October 2017
- 7 or 14 November 2017
- 5 or 12 December 2017

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.

TIME
- 10h00 – 12h00

VENUE
- The sessions are held in the Bremner Building
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
- 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: 27 Feb ’17 (09:00 – 11:00)
- Group 2: 27 Feb ’17 (13:00 – 15:00)
- Group 3: 24 Mar ’17 (09:00 – 11:00)
- Group 4: 24 Mar ’17 (13:00 – 15:00)
- Group 5: 10 Apr ’17 (09:00 – 11:00)
- Group 6: 10 Apr ’17 (13:00 – 15:00)
- Group 7: 15 May ’17 (09:00 – 11:00)
- Group 8: 15 May ’17 (13:00 – 15:00)
- Group 9: 18 Jul ’17 (09:00 – 11:00)
- Group 10: 18 Jul ’17 (13:00 – 15:00)
- Group 11: 21 Aug ’17 (09:00 – 11:00)
- Group 12: 21 Aug ’17 (13:00 – 15:00)
- Group 13: 13 Sep ’17 (09:00 – 11:00)
- Group 14: 13 Sep ’17 (13:00 – 15:00)
- Group 15: 24 Oct ’17 (09:00 – 11:00)
- Group 16: 24 Oct ’17 (13:00 – 15:00)
- Group 17: 27 Nov ’17 (09:00 – 11:00)
- Group 18: 27 Nov ’17 (13:00 – 15:00)

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.
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 Theresa Schoeman, Undergraduate User Support Services, at the Chancellor Oppenheimer Library on 021 650 2052 or at Theresa.schoeman@uct.ac.za
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.
• For more information on course dates and times contact Cheryl Vallay on 021 650 2767 or email cheryl.vallay@uct.ac.za.
GOVERNANCE, MANAGEMENT AND DECISION-MAKING AT UCT

Facilitated by the Registrar’s Office, 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.

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.

DATE
• 19 October 2017

TIME
• 09h00 – 12h30
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 provide a valuable internal resource for statistical information on student enrolments and performance and staffing profiles. This first part of this course provides an introduction to key structures and concepts within the HEMIS (Higher Education Management Information System) submissions. It looks at the origins of the data from transactional sources.

COURSE OUTLINE:
- 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

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.

COURSE OUTLINE:
- A: How UCT generates block grant funding through teaching inputs, and research outputs;
- B: How UCT gets earmarked funding and for what this is given;
- C: The system of infrastructure grants for capital projects;
- D: Exploration of what other sources of revenue UCT has; and
- E: How revenues from the block grant and from tuition fees are attributed to faculties.

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.
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. 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 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 as well as the attributes of each
- 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.

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.

DATE
- 21 July 2017

TIME
- 09h00 – 12h30
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 Development Dialogues 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
- Interact with other new staff at UCT

WHO SHOULD ATTEND?
- All staff new to UCT.

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.

DATES
- Group 1: 9 February 2017
- Group 2: 23 March 2017
- Group 3: 26 April 2017
- Group 4: 16 May 2017
- Group 5: 22 June 2017
- Group 6: 27 July 2017
- Group 7: 29 August 2017
- Group 8: 20 September 2017
- Group 9: 25 October 2017
- Group 10: 22 November 2017

TIME
- 09h00 – 16h00
This one day workshop is aimed at staff who are involved in the writing of Position (or Job) Descriptions. Position (or Job) descriptions form the basis of the employment contract between UCT and a staff member. They enable the structuring and managing of positions in a uniform, factual, effective and efficient way. They underpin and support many human resources and people management processes and practices such as Recruitment and selection, Performance management, Remuneration, Rewards and recognition and Training, Development and Skills planning. A position description is also a legal requirement.

Every position should have a position description. Typically, a position is analysed and/or designed, written and/or reviewed before recruitment, when a new position holder starts or when substantive functions are added or removed from a position. A position description is a living document and must be reviewed and updated regularly. At the very least it should be reviewed every 3-4 years.

This workshop will guide you through the process of analysing, design and writing position descriptions, providing you with some very practical tools and techniques.

OUTCOMES
- Understand the various needs for and uses of a position description
- Understand the need for and principles of position design
- Learn various techniques and tools for job analysis
- Learn how to structure and write a job description
- Understand the requirements of the UCT format or template

WHO SHOULD ATTEND?
- Line Managers, Supervisors, HR Practitioners, and anyone required to write position descriptions
RETIEMENT 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

• 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
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?
• All staff who are planning for and/or considering their retirement.

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

DATES
• Please refer to our website for details www.uctrf.co.za
ABET: GET CERTIFICATE

This ABET GET Certificate is a literacy programme and is for people who want to achieve an NQF level 1 qualification. Completing this course will ensure your eligibility into the Senior Certificate (Matric) programme.

The qualification aims to:
- Give recognition to learners who achieve and meet the necessary requirements and competencies
- Provide a solid foundation of general education learning which will help prepare learners and enable them to access further education and training
- Promote lifelong learning to enable learners to continue with further learning
- Prepare learners to contribute better in society and the workplace

OUTCOMES

The qualification aims to equip learners to:
- Develop and apply relevant skills, knowledge and attitudes
- Function better in and contribute to the world of work
- Become more aware of issues relating to diversity, inclusivity, cultural values, human rights, gender, development and change
- Develop an appreciation for lifelong learning
- Function better as a citizen in South Africa
- Become more aware of critical ethical issues
- Develop study skills to be able to access further learning

WHO SHOULD ATTEND?

- Staff members who would like to improve their fundamental basics in education and training
- This programme is suitable for those staff who currently do not meet the minimum entry requirements for the Matric Qualification (i.e. have an educational level less than a Standard 7 / Grade 9)
- On successfully completion of the ABET GET Certificate these staff would then meet the minimum entry requirements for a Matric Programme
- (i.e. the ABET GET Certificate is a bridging programme for those not meeting the Matric minimum entry requirements)

DATES AND TIMES

- This is a 12 month qualification – August 2017 to July 2018
- Lectures will be every Monday to Thursday, from 16:30 to 19:30

VENUE

- Cambria House

PRE-REQUISITES

In order to take part, you must:
- Be 16 years or older
- Must be permanently employed
- Passed Grade 7 (Standard 5) OR Passed ABET Level 3
- Have a certified copy of your SA ID book
- Non-South African Citizens: Copy of passport/visa/or study permit
- Have proof of address
- Have a motivation from your line manager
- Complete the course entry assessment

As part of your application, you will need to submit copies of all of the above listed documentation.

APPLICATION PROCESS

- Applications can be made in writing to Jessica Selfe: Jessica.selfe@uct.ac.za
- Applications can be made in person to: Jessica Selfe
  Staff Learning Centre
  Cambria House
  Stanley Road
  Middle Campus
- Limited spaces available

FURTHER INFORMATION

- These qualifications are funded by the Staff Education Bursary Scheme and participants will therefore be required to sign a ‘Bursary Agreement’ (HR186).
- Please contact Jessica Selfe with any queries Jessica.selfe@uct.ac.za or 021 650 5041.
AMENDED SENIOR CERTIFICATE (GRADE 12/MATRIC)

The Amended Senior Certificate (Grade 12/Matric) is suitable for adult learners and will provide them with the skills to perform tasks at a higher level as well as to participate in lifelong learning. This qualification will give learners the tools to be gainfully employed in the world of work as well as the opportunity to enter Higher Education institutions.

The qualification aims to give learners the skills to:
• Creatively identify and solve problems, evaluate information, organise and manage activities
• Communicate effectively with others as a member of a group or team
• Be culturally sensitive across a range of social circumstances
• Identify and solve problems in an organised, responsible manner
• Organise, analyse and evaluate information and make informative decisions

OUTCOMES
After completing the qualification the learners will be able to:
• Enter Higher Education institutions
• Manage and organise various activities
• Interact and communicate effectively with others
• Participate responsibly in the life of a community
• Evaluate information gathered through observation
• Demonstrate understanding and application of the range of knowledge and skills

WHO SHOULD ATTEND?
• Staff members who wish to obtain a Senior Certificate (Matric/Grade 12)

PRE-REQUISITES
In order to take part, you must:
• Be 21 years old or older
• Must be permanently employed
• Have a certified copy of your SA ID book or study permit
• Non-South African Citizens: Copy of passport/visa/
• Have proof of address
• Passed Grade 9 (Standard 7) OR Passed GETC: ABET Level 4 Certificate OR NQF Level 1 Qualification (with 2 official languages) OR Have passed some subjects at Matric / Grade 12 level
• A copy of your highest level of education (minimum of Grade 9/Standard 7)
• Have a motivation from your line manager
• Complete the course entry assessments
• As part of your application, you will need to submit copies of all of the above listed documentation.

APPLICATION PROCESS
• Applications can be made in writing to Jessica Selfe: Jessica.selfe@uct.ac.za
• Applications can be made in person to: Jessica Selfe
  Staff Learning Centre
  Cambria House
  Stanley Road
  Middle Campus
• Limited spaces available

FURTHER INFORMATION:
• These qualifications are funded by the Staff Education Bursary Scheme and participants will therefore be required to sign a ‘Bursary Agreement’ (HR186).
• Please contact Jessica Selfe with any queries Jessica.selfe@uct.ac.za or 021 650 5041.

DATES AND TIMES
• This is a 24 month qualification – August 2017 to July 2019
• Lectures will be every Monday to Thursday, from 16:30 to 19:30

VENUE
• Cambria House
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.

The CLE programme is a 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 enrol for one or any number of modules subject to their development needs.

The 4 universities, under the auspices of the Cape Higher Education Consortium (CHEC), offer a programme of short courses each year for academic staff and interested staff should look up the 2017 programme entitled ‘Creating the Leading Edge (CLE)’ on the CHEC website [www.chec.ac.za](http://www.chec.ac.za).

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.

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.

The following core modules will run in 2017:

**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

- 7-9 March 2017 (2.5 days)

VENUE

- EERU Centre, UWC
**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**
20 April 2017

**VENUE**
ICT Centre, CPUT, Bellville

**GOAL SETTING, FEEDBACK AND COACHING (LEADERSHIP – PART 2)**

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

**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**
20-22 June 2017 (3 days)

**VENUE**
ICT Centre, CPUT Bellville
MANAGEMENT AND LEADERSHIP SKILLS

CREATING THE LEADING EDGE (CLE) PROGRAMME (CONTINUED)

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
• 22-24 Aug 2017 (3 days)

VENUE
• ICT Centre, CPUT, Bellville

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

DATE
• 11-12 Sept 2017 (2 days)

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
• 21 & 28 Sept 2017 (2 days)

VENUE
• Devon Valley Hotel, Stellenbosch

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 2017. 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 jessica.selfe@uct.ac.za or 021 650 3812.
FIRST LINE MANAGEMENT PROGRAMME

This programme is designed to empower and equip supervisors and first line managers with the knowledge, skills, attitudes and values required to operate confidently as managers and to respond to the challenges of the environment and the changing world of work.

The focus of this course is to assist participants to enhance their interpersonal skills by understanding their own manner of relating to others, identifying their needs for improvement and developing techniques for building and managing relationships.

OUTCOMES
- Understanding self and others (module 1)
- Understanding the function of management (module 2)
- Building commitment with individuals and teams (module 3)
- Decide on priorities and manage self (module 4)

WHO SHOULD ATTEND?
- Team Leaders, Supervisors and First Line Managers.
- This programme is useful for those supervisors, team leaders and first line managers who intend completing the Certificate in Management Programme offered via Recognition of Prior Learning (RPL) in 2018.

COURSE STRUCTURE:
- The full duration of this programme is 8 days. This programme consists of 4 modules. Each module is a 2 day workshop.

PRE-REQUISITES
In order to apply for selection, you must:
- currently be in a team leader, supervisory or first line management position at UCT
- must also have at least three years’ experience in a team leader, supervisory or first line management role
You will need to provide proof of the above when applying.

SELECTION PROCESS
- There is a selection process for participation in this programme. Interested staff must apply to the Staff Learning Centre by booking by the closing date. Those who have booked will then be sent further information about the selection process.
- Preference will be given to those who have no other qualification higher than NQF level 4.

OUTCOMES
- Understanding self and others (module 1)
- Understanding the function of management (module 2)
- Building commitment with individuals and teams (module 3)
- Decide on priorities and manage self (module 4)

WHO SHOULD ATTEND?
- Team Leaders, Supervisors and First Line Managers.
- This programme is useful for those supervisors, team leaders and first line managers who intend completing the Certificate in Management Programme offered via Recognition of Prior Learning (RPL) in 2018.

COURSE STRUCTURE:
- The full duration of this programme is 8 days. This programme consists of 4 modules. Each module is a 2 day workshop.

PRE-REQUISITES
In order to apply for selection, you must:
- currently be in a team leader, supervisory or first line management position at UCT
- must also have at least three years’ experience in a team leader, supervisory or first line management role
You will need to provide proof of the above when applying.

SELECTION PROCESS
- There is a selection process for participation in this programme. Interested staff must apply to the Staff Learning Centre by booking by the closing date. Those who have booked will then be sent further information about the selection process.
- Preference will be given to those who have no other qualification higher than NQF level 4.

OUTCOMES
- Understanding self and others (module 1)
- Understanding the function of management (module 2)
- Building commitment with individuals and teams (module 3)
- Decide on priorities and manage self (module 4)

WHO SHOULD ATTEND?
- Team Leaders, Supervisors and First Line Managers.
- This programme is useful for those supervisors, team leaders and first line managers who intend completing the Certificate in Management Programme offered via Recognition of Prior Learning (RPL) in 2018.
HELPING SUPERVISORS AND FIRST LINE MANAGERS MANAGE

This workshop is designed to equip supervisors and first line managers with the knowledge and skills to better manage and support their teams.

OUTCOMES
- Understanding the relationship between stress and performance in the workplace
- Managing one’s own stress
- Managing the balance between care, concern and productivity

WHO SHOULD ATTEND?
- Team Leaders, Supervisors and First Line Managers.

COURSE STRUCTURE:
- This is a 1 day course.

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.

DATES
- Group 1: 23 February 2017
- Group 2: 10 March 2017
- Group 3: 17 March 2017
- Group 4: 3 April 2017
- TIME:
  - 09h00 – 16h00
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.

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

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.

DATES

• To be confirmed.
MANAGEMENT AND LEADERSHIP SKILLS

HERS-SA MINI ACADEMY 2017

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 PROGRAM FUNDING
- The Staff Learning Programme will provide funding for three 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.
- Places on these courses are limited and in high demand. The closing date for bookings is 31 March 2017. 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 or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za or 021 650 3812.

DATES
- To be confirmed.
LEAD Q

This two day programme provides team leaders, supervisors and first line managers with the tools and knowledge to improve employee engagement and to better interact with their team members.

Lead Q provides team leaders, supervisors and first line managers with the attitude and skillset to step up their performance as leaders and become active drivers of engagement in the organisation, in turn leading to a positive impact on organisational performance, staff turnover and employee wellbeing.

This programme is best suited to those in first level leadership roles who wish to develop personal leadership traits. By booking for this course, you are agreeing to attend both days.

OUTCOMES
• Understanding employee engagement
• Inspiring your team
• Supporting your team
• Understanding the importance of upwards and downwards feedback and information
• Creating involvement within teams
• Understanding the importance of recognition

WHO SHOULD ATTEND?
• Team Leaders, Supervisors and First Line Managers

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.

DATES
• Group 1: 10 & 11 May 2017
• Group 2: 12 & 13 June 2017
• Group 3: 12 & 13 July 2017
• Group 4: 24 & 25 August 2017
• Group 5: 11 & 12 September 2017
• Group 6: 5 & 6 October 2017
• Group 7: 16 & 17 November 2017

TIME
• 09h00 – 16h00
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 mind-set

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

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.

DATES
• Group 1: 27-29 March 2017
• Group 2: 27-29 June 2017
• Group 3: 16-18 October 2017
• Group 4: 28-30 November 2017

TIME
• 09h00 - 16h00
• 09h00 – 13h00 on day three
ORGANISATIONAL HEALTH: MANAGING THE MEDICO-LEGAL MINEFIELD

Managing the Medico-Legal Minefield helps managers deal with tough issues that they face on a regular basis. The main areas of focus are in managing sickness absenteeism, understanding the incapacity process to handle underperformance due to ill health or injury and substance abuse issues.

We also deal with traditional healers’ sick certificates. The training is through active participation using quizzes and case studies and drawing on your own experiences to find solutions. Time is also spent on understanding the rights and responsibilities of all stakeholders with these matters.

BOOKING AND FURTHER INFORMATION

- This course is run by Organisational Health, Human Resources Department.
- For more information, please contact 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.

**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.

**DATES**

- 7 & 8 August 2017

**TIME**

- 09h00 – 16h00
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.

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.

DATES
- 1 & 2 June 2017

TIME
- 09h00 – 16h00
INTRODUCTION TO MONEY MANAGEMENT: MANAGING MONEY, DEBT & WEALTH

This half-day workshop serves as an introduction to understanding basic money management, empowering you to take ownership of, and to better manage, your day to day banking, debt, and wealth. This workshop is presented by Capitec and Sanlam.

OUTCOMES

• Learn more about transactional banking and the banking environment
• Understand the long term impact of debt
• Learn about aspects related to wealth creation and wealth management
• Understand how to improve your financial status through better money management

WHO SHOULD ATTEND?

• Anyone interested in improving their money management skills.

COURSE STRUCTURE:

• This is a ½ day 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/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.

DATES & TIMES:

• Group 1: 22 March 2017 (09:00 – 12:00)
• Group 2: 22 March 2017 (13:00 – 16:00)
• Group 3: 4 April 2017 (09:00 – 12:00)
• Group 4: 4 April 2017 (13:00 – 16:00)
• Group 5: 8 May 2017 (09:00 – 12:00)
• Group 6: 8 May 2017 (13:00 – 16:00)
• Group 7: 29 May 2017 (09:00 – 12:00)
• Group 8: 29 May 2017 (13:00 – 16:00)
• Group 9: 26 June 2017 (09:00 – 12:00)
• Group 10: 26 June 2017 (13:00 – 16:00)
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: 20 & 21 April 2017
• Group 2: 3 & 4 July 2017
• Group 3: 26 & 27 September 2017
• Group 4: 23 & 24 November 2017

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/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.
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.

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.

DATES
• Group 1: 4 & 5 September 2017
• Group 2: 14 & 15 November 2017

TIME
• 09h00 – 16h00
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 to 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.
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, processes and 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.

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.

DATES
- Group 1: 8, 9 June and 23 June 2017
- Group 2: 11, 12 October and 20 November 2017

TIME
- 09h00 – 16h00
RECOGNITION OF PRIOR LEARNING (RPL) PROGRAMMES

CERTIFICATE IN BUSINESS ADMINISTRATION

This Recognition of Prior Learning (RPL) process is aimed at those who have worked in administration for many years, but have no formal qualifications in their area of expertise.

RPL is a process whereby your prior learning can be formally recognised in terms of registered qualifications and unit standards, regardless of where and how the learning was attained. The process of RPL identifies what you know and can do, and then assesses your knowledge, skills and experience against specific standards and assessment criteria for a particular qualification. Participants submit evidence that they have the knowledge, skill or experience required. This evidence takes the form of knowledge questions, assignments, observations and various workplace activities and tasks. In this way, you can be credited for skills, knowledge and experience built up through formal, informal and non-formal learning that occurred in the past.

In this RPL process, the successful participant will be able to demonstrate knowledge, skill or experience in:
• Record management
• Comprehension of written and verbal texts
• Business writing
• Problem solving
• Ethics
• Cultural awareness and customer service
• Self-management and self-development
• Project teamwork
• Business policies and procedures
• Budgeting

Participants submit evidence that they have the knowledge, skill or experience required. This evidence takes the form of knowledge questions, assignments, observations and various workplace activities and tasks. The dates and plan for the process are clearly outlined and you will be required to manage your time carefully. This process takes between eight and ten months, and attendance at all meetings and completion of all required work is compulsory. Participants will be required to sign a ‘Bursary Agreement’ (HR186).

OUTCOMES
• This RPL process, if you are found competent, will result in a Further Education and Training Certificate in Business Administration Services (ID 61595, 140 Credits) at NQF Level 4. This qualification is for anyone who is involved in any business administration function within the university.

WHO SHOULD PARTICIPATE?
• This process is aimed at those who have been administrators for many years, but have no formal qualifications in their area of expertise.

PRE-REQUISITES
• In order to take part, you must:
• Have completed and passed Grade 12
• Be able to communicate in two of South Africa’s official languages
• Have at least 3 years’ experience in an administrative role at UCT
• You will need to provide proof of the above when applying.

SELECTION PROCESS
• There is a selection process for inclusion on this process. Interested staff must apply to the Staff Learning Centre for inclusion in the selection process by booking by the closing date. Those who have booked will then be sent further information about the selection process.
• Preference will be given to those who have no other qualification higher than NQF level 4.

DATES AND TIMES

<table>
<thead>
<tr>
<th>SESSION</th>
<th>PURPOSE OF SESSION</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Course Overview</td>
<td>22 February 2017</td>
<td>09:00 – 16:00</td>
</tr>
<tr>
<td>Module 1</td>
<td>Briefing</td>
<td>14 March 2017</td>
<td>13:00 – 16:00</td>
</tr>
<tr>
<td>Module 1</td>
<td>Submission of Work</td>
<td>13 April 2017</td>
<td>13:00 – 16:00</td>
</tr>
<tr>
<td>Module 2</td>
<td>Briefing</td>
<td>04 May 2017</td>
<td>13:00 – 16:00</td>
</tr>
<tr>
<td>Module 2</td>
<td>Submission of Work</td>
<td>07 June 2017</td>
<td>13:00 – 16:00</td>
</tr>
<tr>
<td>Module 3</td>
<td>Briefing</td>
<td>14 July 2017</td>
<td>13:00 – 16:00</td>
</tr>
<tr>
<td>Module 3</td>
<td>Submission of Work</td>
<td>10 August 2017</td>
<td>13:00 – 16:00</td>
</tr>
<tr>
<td>Module 4</td>
<td>Briefing</td>
<td>08 September 2017</td>
<td>13:00 – 16:00</td>
</tr>
<tr>
<td>Module 4</td>
<td>Submission of Work</td>
<td>04 October 2017</td>
<td>13:00 – 16:00</td>
</tr>
</tbody>
</table>

Learning Centre for inclusion in the selection process by booking 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 run by the Staff Learning Centre, Human Resources.
• In order to express interest and to initiate the applications process, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/calendar. The closing date for bookings is 31 January 2017.
• For more information contact the Staff Learning Centre at jessica.selfe@uct.ac.za or 021 650 3812.
RECOGNITION OF PRIOR LEARNING (RPL) PROGRAMMES

CERTIFICATE IN MANAGEMENT

This Recognition of Prior Learning (RPL) process is aimed at those who have worked in first line management for many years, but have no formal qualifications in their area of expertise.

RPL is a process whereby your prior learning can be formally recognised in terms of registered qualifications and unit standards, regardless of where and how the learning was attained. The process of RPL identifies what you know and can do, and then assesses your knowledge, skills and experience against specific standards and assessment criteria for a particular qualification.

Participants submit evidence that they have the knowledge, skill or experience required. This evidence takes the form of knowledge questions, assignments, observations and various workplace activities and tasks. The dates and plan for the process are clearly outlined and you will be required to manage your time carefully. This process takes between eight and ten months, and attendance at all meetings and completion of all required work is compulsory.

Participants will be required to sign a ‘Bursary Agreement’ (HR186).

OUTCOMES

This RPL process, if you are found competent, will result in a National Certificate in Management (ID 83946, 120 Credits), which is at NQF Level 3. This qualification is for anyone who is involved in any first-line management function within the university.

WHO SHOULD PARTICIPATE?

This process is aimed at those who have worked in first line management roles for many years, but have no formal qualifications in their area of expertise.

PRE-REQUISITES

In order to apply for selection, you must:

- have a certified copy of NQF Level 2 or higher (Grade 10, 11 or 12, National Certificate)
- currently be in a line management position at UCT
- must have at least three years’ experience in a first line management role
- You will need to provide proof of the above when applying.

OUTCOMES

This RPL process, if you are found competent, will result in a National Certificate in Management (ID 83946, 120 Credits), which is at NQF Level 3. This qualification is for anyone who is involved in any first-line management function within the university.

WHO SHOULD PARTICIPATE?

This process is aimed at those who have worked in first line management roles for many years, but have no formal qualifications in their area of expertise.

PRE-REQUISITES

In order to apply for selection, you must:

- have a certified copy of NQF Level 2 or higher (Grade 10, 11 or 12, National Certificate)
- currently be in a line management position at UCT
- must have at least three years’ experience in a first line management role
- You will need to provide proof of the above when applying.

BOOKING AND FURTHER INFORMATION

- This course is run by the Staff Learning Centre, Human Resources.
- In order to express interest and to initiate the applications process, please use the online booking system at http://www.hr.uct.ac.za/hr/learning/staff_programme/calendar. The closing date for bookings is 31 January 2017.
- For more information contact the Staff Learning Centre at jessica.selle@uct.ac.za or 021 650 3812.

SELECTION PROCESS

- There is a selection process for inclusion on this process. Interested staff must apply to the Staff Learning Centre for inclusion in the selection process by booking by the closing date. Those who have booked will then be sent further information about the selection process.
- Preference will be given to those who have no other qualification higher than NQF level 4.

DATES AND TIMES:

<table>
<thead>
<tr>
<th>SESSION</th>
<th>PURPOSE OF SESSION</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>Overview</td>
<td>17 February 2017</td>
<td>09:00 – 16:00</td>
</tr>
<tr>
<td>Module 1</td>
<td>Briefing</td>
<td>14 March 2017</td>
<td>09:00 – 12:00</td>
</tr>
<tr>
<td>Module 1</td>
<td>Submission of Work</td>
<td>13 April 2017</td>
<td>09:00 – 12:00</td>
</tr>
<tr>
<td>Module 2</td>
<td>Briefing</td>
<td>04 May 2017</td>
<td>09:00 – 12:00</td>
</tr>
<tr>
<td>Module 2</td>
<td>Submission of Work</td>
<td>07 June 2017</td>
<td>09:00 – 12:00</td>
</tr>
<tr>
<td>Module 3</td>
<td>Briefing</td>
<td>14 July 2017</td>
<td>09:00 – 12:00</td>
</tr>
<tr>
<td>Module 3</td>
<td>Submission of Work</td>
<td>10 August 2017</td>
<td>09:00 – 12:00</td>
</tr>
<tr>
<td>Module 4</td>
<td>Briefing</td>
<td>08 September 2017</td>
<td>09:00 – 12:00</td>
</tr>
<tr>
<td>Module 4</td>
<td>Submission of Work</td>
<td>04 October 2017</td>
<td>09:00 – 12:00</td>
</tr>
</tbody>
</table>

Attendance on all of these dates is compulsory.
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 some branches of health sciences and engineering.

The ERP engages retired or current senior scholars to mentor academics on an individual or group basis and to conduct 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?
- All permanent academic staff members who recognise the need to build their personal research capacity.

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/](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.

DATES
- Ongoing throughout the year. Programmes are made available to participants for each semester.
INDUCTION COURSE ON THE ADMINISTRATION OF RESEARCH CONTRACTS

Research Contracts and Intellectual Property Services (RC&I) 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 2017
- Group 2: 17 August 2017

TIME
- Group 1: 13h00-16h00
- Group 2: 09h00-12h00

VENUE
- Seminar Room, RC&I

BOOKING AND FURTHER INFORMATION
- This course is run by Research Contracts and Intellectual Property Services. More information can be found at http://www.rci.uct.ac.za/ or by contacting bianca.daniels@uct.ac.za or on 021-650-4317.
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 contracts that are entered into, such as Research Contracts, Material Transfer Agreements, Confidentiality Agreements and Consortium Agreements

**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 2017
- Group 2: 17 August 2017

**TIME**
- Group 1: 09h00 – 12h00
- Group 2: 13:00-16:00

**VENUE**
- Seminar Room, RC&I

**BOOKING AND FURTHER INFORMATION**
- This course is run by Research Contracts and Intellectual Property Services. More information can be found at [http://www.rci.uct.ac.za/](http://www.rci.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 the different types of Research Funds, Fund Management, full cost budgets and VAT issues
- A working knowledge of the UCT Intellectual Property Policy
- 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
ELECTRONIC RESEARCH ADMINISTRATION (ERA) SYSTEM TRAINING

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 as well as non-accredited research outputs for the Research Report. The sessions are done either at individual level or by user role.

OUTCOMES
• Loading publications on eRA 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 review process for accredited books and refereed proceedings

WHO SHOULD ATTEND?
• Anyone servicing the publication count process and who has, or requires, access to eRA system.

BOOKING AND FURTHER INFORMATION
• Group sessions or one-on-one sessions can be arranged through the Research Office via this link: http://www.researchsupport.uct.ac.za/eRAsupport. Please select Training.
• More information is available at http://www.researchsupport.uct.ac.za/era-overview
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 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 Finance user.

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.

DATES
• 30, 31 October and 6, 7 November 2017 (4 day programme)

TIME
• 09h00 – 16h00
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) offers various short courses for lecturers in the Western Cape each year. These 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 4 universities, under the auspices of the Cape Higher Education Consortium (CHEC), offer a programme of short courses each year for academic staff and that interested staff should look up the 2017 programme entitled ‘Quality Teaching in Higher Education (QTHE)’ on the CHEC website closer to the end of the year. www.chec.ac.za

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 2017). The application form is available on the CHEC website at www.chec.ac.za

RECOMMENDED READING

The following modules will be run in 2017:

TEACHING AND LEARNING IN HIGHER EDUCATION (TALHE)
This module is intended for university lecturers who have little or no background to teaching in higher education and who would like to learn more about planning, facilitating and evaluating teaching and learning in higher education. The module consists of three sessions that are intended to develop practical teaching skills and promote reflection on practice. In addition to the three sessions a variety of web-based resources are available. Participants are required to complete an assignment during the three weeks when there are no contact sessions, due to the university recess. They are encouraged to contact the facilitators to discuss issues related to their teaching practice and for assistance with and feedback on their course work.
Carnegie Mellon Principles of Teaching: https://www.cmu.edu/teaching/principles/teaching.html


DATES
• 29 March, 19 & 26 April 2017 (3 day programme)

TIMES
• 14h00 – 16h00

VENUE
• ICT Centre, CPUT Bellville Campus

RECOGNITION OF PRIOR LEARNING (RPL) IN HIGHER EDUCATION

This course is intended for lecturers and administrators seeking to professionalize their knowledge about the principles and practices associated with the recognition of prior learning (RPL). The course is designed to provide a solid conceptual framework for understanding the most recent developments of RPL policy and practice in South Africa, and specifically for engaging with RPL as a specialised practice for mediating knowledge and skills recognition across academic and experiential learning contexts.

The module consists of four workshops which are intended to equip participants with the knowledge, skills and reflexive capabilities to engage with the current RPL policies and practices at their own university. The assessment of this module will include a number of formative tasks related to the content of the course, and a final submission in the form of a Learning Portfolio, inclusive of a reflective essay, based on the participant’s own RPL practice (current or simulated) at their university. In addition to the four workshops, mentoring support (online and face-to-face) will be available to participants as they work to complete their learning portfolio.

RECOMMENDED READING
• Cooper, L, and Ralphs (eds.). 2016. RPL as Specialised Pedagogy. HSRC Press, Cape Town (available from www.hsrcpress.ac.za)
• Council on Higher Education. 2016. Policies on the Recognition of prior learning, credit Accumulation and Transfer, and Assessment in higher education. Available at http://www.che.ac.za/media_and_publications/frameworks-criteria/council-higher-education-s-policies-recognition-prior
• Harris, J 2014. “Advances in theorising RPL.” In Handbook of the Recognition of prior Learning – research into practice, by Harris, J, Wihak, C and van Kleef, J. Niace Leicester, UK.
• Shay, S 21012. “Conceptualising curriculum differentiation in higher education: a sociology of knowledge point of view”. In British Journal of Sociology of Education. 34(4): 563-582 DOI:10.1080/01425692. 2012.722285

DATES
• 3, 10, 17 & 24 May 2017 (4 day programme)

TIMES
• 15h300 – 17h30

VENUE
• ICT Centre, CPUT Bellville Campus

MULTIMODAL PEDAGOGIES AND POST-QUALITATIVE SCHOLARSHIP IN HIGHER EDUCATION TEACHING AND LEARNING

This blended learning five-week course on Multimodal Pedagogies and Post-Qualitative Scholarship in Higher Education Teaching and Learning follows on three CHEC courses: Designing Learning with Technologies; Research on Teaching and Learning; and Preparing for your Proposal and Writing for Publication in Educational Research. The course is seen as building on these prior courses and taking them further through thinking about multimodality and post-qualitative research methods. Some aspects of the course will focus on shared reading and learning engagements about multimodal pedagogies and post-qualitative inquiry. In addition to readings, the course will cover experiential and hands-on sessions on multimodal pedagogies and post-qualitative methodologies. The course will be structured in a way that will allow participants to choose to study more in-depth either multimodal pedagogies or post-qualitative inquiry depending on their prior experiences and knowledge.
TEACHING AND LEARNING

QUALITY TEACHING IN HIGHER EDUCATION (QTHE) PROGRAMME (CONTINUED)

RECOMMENDED READING

• MacLure, M. (2013c). Classification or wonder? Coding as an analytic practice in qualitative research.
  - In R. Coleman & J. Ringrose (Eds.), Deleuze and research methodologies (pp. 164–184). Edinburgh: Edinburgh University Press.
• McCombs, M. (2014). The ‘new materialisms’: A thorn in the flesh of critical qualitative inquiry?: In G.S.
• Cannella, M. S. Perez & P.A. Pasque (Eds.), Critical qualitative inquiry: Foundations and futures. Walnut Creek, California: West Coast Press.

DATES

• 31 July – 3 August 2017: Resident Workshop
• 10, 17 & 24 August 2017: Online Assessment
• 31 August 2017: Presentations and feedback (09h00 – 16h00)

VENUE

• ICT Centre, CPUT Bellville Campus

ASSESSMENT IN HIGHER EDUCATION

This short course is intended for new university lecturers, as well as experienced lecturers seeking to professionalize their assessment practices. It provides an introduction to the design and implementation of an assessment system in higher education. The module consists of four workshops which are intended to develop both practical skills and to promote theory-based reflection on assessment practice. The assessment of this module is through a reflective essay in which staff apply assessment principles to interrogate and improve on an assessment task. In addition to the four workshops, participants are encouraged to meet regularly with the university coordinator to discuss issues related to their assessment practice as well as for assistance and feedback on the development of their assessment portfolio.

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

RECOMMENDED READING


DATES

• 13, 20 & 27 September and 4 October 2017 (4 day workshop)

TIMES

• 15h300 – 17h30

VENUE

• ICT Centre, CPUT Bellville Campus
CENTRE FOR INNOVATION IN LEARNING AND TEACHING

The Centre for Innovation in Learning and Teaching (CILT) works with UCT educators to develop capacity to teach effectively and responsively across a wide range of contexts. CILT hosts workshops and seminars to raise educators’ awareness of pedagogical choices, educational technologies and their own teaching practices. 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/events/cilt-events-calendar. 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 be found at http://www.cilt.uct.ac.za/grants

BOOKING AND FURTHER INFORMATION

• More information can be found by contacting the CILT staff development team at: cilt.staffdev@uct.ac.za

Continues on next page
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.

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-academic-practitioners-programme or contact Avrill Dawson, on x3478 or at Avrill.Dawson@uct.ac.za

DATES
• This course is offered in the first semester and repeated in the second.
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. Teaching and Learning

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 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 be 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
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 be 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.

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 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.

BOOKING AND FURTHER INFORMATION

• These courses are 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.
CENTRE FOR EXTRAMURAL STUDIES

The Centre for Open Learning (COL), 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 2017 programme will include the regular Summer School in January which offers over 50 courses and lectures on a variety of general interest topics (Monday 16 January to Friday 27 January 2017). See www.summerschool.uct.ac.za. Reduced fees for UCT staff and students may be available for courses run through the COL.

The COL also designs customised courses for groups upon request, where the learners’ needs are considered in the construction of the curriculum. The COL 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.
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.
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.

OBJECTIVES

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 Skills for Leaders workshop contained in this resource guide.
- 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.
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@work website [www.lawatwork.uct.ac.za](http://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](mailto:irena.wasserfall@uct.ac.za).
FUNDING FORMAL DEVELOPMENT

STAFF EDUCATION BURSARY SCHEME
• 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 R7 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
• 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