

CHEMICAL INDUSTRIES EDUCATION AND TRAINING AUTHORITY (CHIETA)

Learning and Development Policy

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CHIETA HEAD OFFICE:

Tel: 087 944 4377 | 010 590 3081 | 011 628 7000
72 New Road, Glen Austin AH (Grand Central),
Midrand, 1685

WESTERN CAPE

Tel: 021 551 1113/4 | 087 944 4377
Unit B2, Cnr Race Course & Omuramba Roads,
Montague Gardens, 7441

KWAZULU-NATAL

Tel: 031 368 4040 | 087 944 4377
1 The Boulevard, Westway Office Park, Block D,
Westville, Durban, 3630

PORT ELIZABETH

Tel: 041 509 6478 | 087 944 4377
Struanway Block E, New Brighton,
Port Elizabeth, 6001

1. PURPOSE

- 1.1 The CHIETA is committed to providing learning and development opportunities for staff at all levels and in all roles. Employees need to replenish their knowledge and acquire new skills to do their jobs better. The CHIETA wants employees to feel confident about improving efficiency and productivity, as well as finding new ways towards personal development and success.

2. OBJECTIVE

- 2.1 To provide the guiding principles and criteria framework for the support of employees' learning and development.
- 2.2 To integrate all CHIETA learning opportunities and benefits available to employees and bring awareness for employee development.
- 2.3 To support the attainment of knowledge and skills of employees to improve the capacity for effective performance.
- 2.4 To support CHIETA Succession Planning Frameworks and career development initiatives for employees.
- 2.5 The Learning and Development Policy determines the management of Skills Development Interventions for employees of the CHIETA.
- 2.6 As a Skills Development authority, we lead by example, in establishing a culture of lifelong learning.

3. SCOPE

- 3.1 Applies to all employees of the CHIETA.
- 3.2 Study assistance will be considered and granted based on affordability to all employees of the CHIETA who are studying towards credit bearing full qualifications. (i.e., certificate, undergraduate and postgraduate diplomas & degrees relevant and supportive of organisational and business needs).
- 3.3 The policies distinguish between generic training offered for all CHIETA staff, on the job training and short training courses linked to Personal Development Plans (PDP's) and credit bearing full qualifications.

4. DEFINITIONS AND TERMS

- 4.1 **Study Assistance** means a bursary amount paid on behalf of the employee to the registered institution towards their studies.

- 4.2 **Employee** means any person, excluding an independent contractor, who works for another person or for the State and who receives, or is entitled to receive, any remuneration; and any other person who in any manner assists in carrying out or conducting the business of CHIETA.

CHIETA CATEGORY EMPLOYEES

- 4.2.1 Executive Managers to CEO are employed on fixed term contract up to 31 March 2025 and/or 5 years.
- 4.2.2 Cleaners up to Managers are employed for the duration of the NSDP up to 31 March 2030.
- 4.2.3 Temporary Employees are employed for a specific project or a short period and termination occurs through the effluxion of time on the specified date indicated in the contract of employment.
- 4.2.4 Interns who are employed for a period of 24 months and the termination occurs at the end of that period.
- 4.3 **Line Manager** means an employee's immediate supervisor.
- 4.4 **MANCO** means Management Committee of the CHIETA.
- 4.5 **Post graduate means** studies after obtaining the first degree.
- 4.6. **Undergraduate studies** mean academic studies that can be categorized as basic studies offered at an institution of higher learning.
- 4.7. **Credit bearing** means full qualifications certificate, undergraduate and postgraduate diplomas & degrees.
- 4.8. **Application form** means the study assistance application form.
- 4.9. **Personal Development Plan (PDP)** means an individual plan highlighting developmental areas, forthcoming from the CHIETA's Performance Management process on relevant training solutions within specific timeframes to address developmental areas identified.
- 4.10. **HR** means the CHIETA Human Resources unit.
- 4.11. **NQF** means National Qualifications Framework.
- 4.12. **SAQA** means South African Qualifications Authority.
- 4.13. **WSP** means Workplace Skills Plan.
- 4.14. **ATR** means Annual Training Report.
- 4.15. **Employment Equity Plan** means the Organization's plan, which includes setting out the steps they intend taking to achieve employment equity targets, over the next one to five years.

- 4.16. **Annual Training Plan** means the planned training the organisation intends to offer to its Employees within the specific financial year.
- 4.17. **SETA** means Sector Education and Training Authority.
- 4.18. **HRIS** means Human Resources Information System (in this case VIP Training Module)

5. POLICY STATEMENT

5.1 IDENTIFYING & REPORTING ON TRAINING NEEDS

5.1.1 Identifying Training needs:

- a) The Company encourages employees to develop themselves and to attend courses that will improve their competencies and abilities at work in the immediate and mid-term future. Skills Development as a principle is first and foremost the responsibility of each employee of the CHIETA.
- b) The employee and his/her immediate supervisor or manager share prime responsibility with regards to identifying training needs and ensuring that these are met.
- c) Training needs identification is an integral part of a continuous and dynamic performance management process within the CHIETA.
- d) The Human Resources Department will assist managers to conduct a training needs analysis to provide individual development requirements, and a development plan will then be provided as informed by the staff members performance assessment and competency profile framework.
- e) Training and development interventions will be based on a detailed assessment of the individual employee and the CHIETA needs.
- f) Training should be aimed at developing the relevant competencies required for effective job performance, career development and succession planning processes within the CHIETA.
- g) Training should be aligned and supportive to the CHIETA's strategic plan and defined deliverables as approved by the CHIETA Governing Board.

5.1.2 Individual needs analysis

- a) Individual training and development needs will be assessed against the position requirements as per the job profile and the employee's performance contract.

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- b) Individual needs will be identified during informal performance discussions and formal performance reviews. The sessions will take place in a consultative manner between the employee and the manager. Personal Development Plans will be compiled to address the employee's skills gap.
- c) Appropriate training interventions will be identified to address the development area.
- d) Manager and the employee, with support of HR, are responsible for the implementation of the employee's PDP.

5.1.3 Organisational needs analysis

- a) HR will conduct an annual skills gap analysis to identify the skills and knowledge required for future operations or activities.
- b) Needs will be identified and an annual training plan will be developed and implemented by HR
- c) Skills matching process will assist the CHIETA to focus on skills areas that need development, which is an integral part of succession planning.

5.1.4 Annual Training Plan, WSP and ATR

- a) The annual training plan will be captured on the HR Information system.
- b) The generic training plan with the generic organisational capacity building initiatives will be placed on the HR information portal.
- c) The development and implementation of annual training plans will be done in consultation with the Employment Equity Committee.
- e) The WSP and ATR will be compiled and submitted in line with the ETDP SETA guidelines and requirements.
- f) The information to be used for the WSP and ATR will be drawn from the CHIETA HR Information System.

5.2 LEARNING INTERVENTIONS

5.2.1 Skills Training

- a) From time-to-time management may recommend that an employee undertakes further capacity building on short courses inclusive of seminars, workshops, and conferences to assist and build capacity in specific focal area relating to a staff member's work responsibilities.

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- b) Such studies must be authorised by a Line Manager and are fully sponsored by the CHIETA
- c) **All skills and studies are subject to a budget or availability of funds for this purpose.**

5.2.2 Learnerships and skills programmes

- a) CHIETA will develop employees through Learnerships, and skills programmes as offered by the ETDP SETA and in accordance with SETA policy and procedures.

5.2.3 Mentorship

- a) Where needed and feasible line management can allocate a mentor to a staff member to assist with on-the-job capacity building and learning.
- b) The mentor must be an experienced staff member that can add meaningful value and impact to the development of a staff member within specific functional areas.
- c) A structured mentorship agreement and development plan must be agreed by both parties with proper oversight, monitoring and progress reporting by the relevant Business Unit Executive Manager and HR.

5.2.4 Professional Bodies Memberships

- a) CHIETA will consider paying for annual subscription of staff to professional bodies and alumni associations if it will have a dual benefit for advancing the professionalism of an occupation within CHIETA and support the positive enhancement of a staff members' profile and professional career.

5.2.5 Study Assistance

- a) Study assistance fund is to assist Employees who are studying towards credit bearing full qualifications.
- b) The study assistance budget does not form part of the annual training and development budget. Payments towards institutions will be made from a separate budgeted item.
- c) Employees studying towards credit bearing full qualifications will be allocated as per the funding amount which is in line with the Grants Policy (Bursaries) covering tuition and books. (See attached Annexure A: Grants Policy)
- d) Thesis and dissertation editing services will be allocated funding to a maximum of R 30 000.00 per annum.

- e) Depending on the availability of funds, applications for top up funding can be opened at the end of the financial year. Staff members who were funded for that financial year will be eligible to apply for top up.

5.3 STUDY ASSISTANCE GUIDELINES

5.3.1 Application & Allocation Criteria

- a) Employees must have successfully completed the probation period.
- b) The identified institution for further studies must be reputable, accredited, and registered.
- c) The qualification to be studied must be relevant to the CHIETA operations and in line with the applicant's Personal Development Plan (PDP).
- d) Should an employee wish to pursue a course of study not in line with their current position, the employee will be requested to provide a motivation for career change, provided that such career change is in the interest of the CHIETA.
- e) The CHIETA will not cover accommodation and travelling costs associated with studies.

5.3.2 Payment of Study Fees

- a) Payment shall only be affected on approved study and on receipt of a statement of account from the tertiary institution to which the employee is registered. It is the responsibility of the employee to obtain the statement and send it to the HR department timeously.
- b) The approved study assistance amount shall be paid directly to the tertiary institution.
- c) The amount payable to the academic institution covers registration fees, tuition fees and prescribed books. Employees are obliged to submit a letter from the tertiary institution indicating the list of prescribed books and related costs.
- d) CHIETA will not pay for failed modules / subjects or supplementary examinations. An employee will be responsible for the payment and continuation of failed modules.

5.3.3 Employee Obligation

- a) Any Employee granted study assistance must complete his/her course in accordance with the duration of the study, as prescribed by the study institution.

- b) The Employee should submit the study results to the HR department within one month after receiving it from the academic institution. Failure to do so may result in the CHIETA not affording the employee further study assistance.
- c) Any employee who has been offered study assistance will be obliged to employment contract obligations. Should the employee be in breach of the contract, all moneys paid towards the studies will be recovered.
- d) An Employee's intention to change the study institution, course or field of study originally approved, will be subject to approval by MANCO. The Employee will be liable for any costs incurred by this change.
- e) The HR Department should be informed in advance of any unforeseen circumstances that may cause the Employee to extend his/her study duration. The request shall be subjected to MANCO approval.
- f) Employees receiving study assistance will be obliged to produce a statement of results at the end of each study year.

5.3.4 Termination/ Withdrawal and Work Back Period

- a) In the event that an Employee's termination of employment contract occurs prior to the completion of the study period, he or she will be liable to reimburse the CHIETA pro-rata depending on the amount at the time still outstanding. **Continuation of the study assistance can only be approved by MANCO upon motivation by the employee.**
- b) In the event where an Employee elects not to continue with his/her studies whilst still in the employ of the CHIETA, the money shall become immediately repayable using pro-rata system.
- c) Where, an Employee fails to perform at the expected academic standard unless it is due to extenuating circumstances the study assistance will be discontinued. The continuation of the study assistance can only be approved by MANCO.
- d) In the event where study obligations cannot be fulfilled owing to death or incapacity due to any mental or physical disability any liability for the outstanding monies, **shall lapse or be indirect upon the submission of the proof of the conditions of the disability by a medical practitioner.** Deferment of studies will only be considered provided sufficient grounds exist and approved by MANCO.

- e) The study assistance shall be withdrawn as a result of the Employee's failure to sit for examinations without good reason or upon de-registration of the studies. Employee will be required to pay back the study assistance amount in full.
- f) Employees shall be required to complete a work back period apportioned to length of study.
- g) The work back period is calculated from the date of registration for staff in the categories: 4.2,1 to 4.2.2. The work -back period for employees under categories 4.2.3 and 4.2.4 should be within the contractual period.
- h) Should the Employee resign before the completion of the full work back period the taxable portion that arises in terms of the income tax laws will be deducted from the final termination package.
- i) The recoverable amount shall be apportioned based on the remaining calendar months in the study year.
- j) Employees who are studying will still be expected to perform their duties optimally.

5.3.5 Study Leave

- a) Employee will receive one day paid leave for each day of exams plus an equivalent amount of days for preparation of the examination.
- b) In the event where Employees need to be released for block studies, for example Managerial and Executive Studies an extra five days will be granted on top of the ten days given for normal study leave, the rest of the remaining days will be offset from the Employee's annual leave.
- c) If the Employee does not have annual leave unpaid leave rules will apply.

5.4 GUIDELINES FOR TRAINING

5.4.1 Application & Allocation Criteria

- a) Employees' training needs will be identified through an organizational and individual training needs analysis.
- b) Training applied for must be aligned with an Employee personal development plan and approved by the line manager.

5.5 PROCUREMENT OF TRAINING

5.5.1 Procurement of Training

- a) CHIETA will only make use of accredited service providers who have complied with the CHIETA supply chain processes to conduct planned/identified training.
- b) HR will coordinate generic training for all staff; individual training coordination will be arranged by the individual using the procurement for training guidelines.

6. ASSOCIATED POLICIES

- 6.1 CHIETA Conditions of Service Policy
- 6.2 CHIETA Recruitment and Selection Policy
- 6.3 CHIETA Performance Management Policy
- 6.4 CHIETA Grievance Policy
- 6.5 CHIETA Grievance Procedure
- 6.6 CHIETA Disciplinary Policy
- 6.7 CHIETA Disciplinary Procedure
- 6.6 CHIETA Employment Equity Policy

7. EFFECTIVE DATE, DATE OF APPROVAL VERSION CONTROL AND QUALITY ASSURANCE

Approved by CHIETA Governing Board on:
24 March 2022
Effective Date:
1 April 2022
Next Review Date:
1 April 2023
Version Control:
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Annual Quality Assurance
Executive Manager: Corporate Services