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***PROTOCOL AND CONDITIONS FOR THE ADMINISTRATION AND GRANTING OF AD HOC FUNDING FOR STAFF DEVELOPMENT PURPOSES***

***NATURE AND PURPOSE OF THE AD HOC TRAINING FUND***

1. This budget is used to pay for *ad hoc* staff training and development.
2. *Ad hoc* training **does not** refer to training courses which may form part of Rhodes University’s formal Staff Development Programmes. These courses are normally offered free of charge; nor does it refer to, formal education leading to a qualification e.g. Bachelor of Commerce Degree. There is a Continuing Education Fund for this purpose.
3. This budget is only for ***Council funded support staff*** which includes permanent full-time staff, full-time staff on contracts longer than a year and part-time staff both permanent and on contracts for longer than a year. Line managers may motivate for staff who are on contract for less than a year but not less than 4 months to make use of Ad hoc funding.
4. Academic staff wishing to attend training to do with research e.g. a research methodology course should contact the Research Office. Academic staff wishing to attend training or conferences to do with teaching should contact CHERTL.

***PRINCIPLES GOVERNING THE ALLOCATION OF THESE FUNDS***

1. The University will give priority to paying for training that is related to the individual’s current job and that addresses a particular development need of that individual.
2. A staff member’s individual development plan and job profile must accompany the application for Ad hoc funding. Ad Hoc Funding requests that are not accompanied by job profiles and individual development plans will not be considered. .
3. The fund considers the following costs associated with training (as funding is limited you are requested to endeavour to submit the most cost effective options): -
   1. The registration and course fee (please ask whether you are eligible for a discount, as there are service providers who offer discounts for staff in Education and/or if more than one person from an organisation is attending the training) ;
   2. Travel to the training and back. -
   3. Subsistence allowance -
   4. Where an individual is staying with family or friends, the subsistence per night can be claimed. The University encourages staff to stay in Bed and Breakfast establishments rather than hotels as these are generally less expensive. However, should an individual be staying at the hotel where the conference is being held, this will obviously cut down on the expense of having to hire car and;
   5. Any other reasonable costs associated with attending the training.
4. Whilst no upper limit is set on the allocation of funds to any one staff member for any one course/workshop, due consideration will be given to:
   1. Whether a more cost effective alternative can be found. Where a more cost effective option exists the decision is likely to default to this and/or only the lesser cost will be reimbursed (example, if it more cost effective to stay in a B&B than it is to claim subsistence and you choose to stay with family or friends you will only be able to claim the lesser amount);
   2. Where the training is to be conducted. Due to the costs associated with travel and accommodation, staff members are encouraged to attend training courses and programmes in the Eastern Cape region. With regards to travel and accommodation, we will in all instances seek to ensure that the most cost effective option is utilised. Note, this does not always means that staying with family and friends is the most cost effective option. ;
   3. The importance of the training to the applicant’s job performance; and
   4. Whether previous applications for funding from this budget have been successful. Due to limited funding, there is a need to provide opportunities to other staff who may not yet have benefited from the fund.
5. Funds are usually approved and paid at the discretion of the Deputy Director: Human Resources or his/her designate.

***CONDITIONS ASSOCIATED WITH THE PAYMENT OF TRAINING***

Funds will only be approved contingent on the conditions below being agreed to by the individual staff member: -

1. The staff member has to submit a full motivation (see Application for Ad Hoc Training Form) when requesting funds for training. Please note that retrospective applications where individuals have been on the training and now wish to claim for their expenses will not normally be considered.
2. To ensure the transfer of training back into the workplace, the staff member together with his/her immediate supervisor or manager (who may be the Head of Department/Division/Institute) have to be clear on how the training is going to benefit the individual and division/department/section/unit. This development plan will include:
   1. The relevance of the training course to the individual’s job and personal development;
   2. The benefits that the individual intends to gain from the training; and personal job-related goals set by the applicant to allow for the application of the skills and/or knowledge gained as a result of the training. These may include keeping abreast of new developments in a field, initiating a new project or work task, taking on new job responsibilities, working to a particular standard, involvement in an ongoing project or a change in certain work behaviours.
3. The applicant’s immediate supervisor or manager will also be responsible for discussing the training with the applicant after the individual’s attendance to discuss how what has been learnt can be introduced or implemented back into the workplace.
4. Where the content covered in the training can be shared with other staff members, the individual may be asked to do so.
5. Should a staff member fail to attend training that has been booked and paid for and the individual is unable to provide a valid reason for his/her non-attendance, he/she will be liable for the costs associated with the training.
6. Should the staff member fail to meet these commitments, further applications for funds will not be favourably considered.

***PROCESS OF APPLYING FOR FUNDS***

1. Access the application for Ad Hoc Funding form from the HR website here: <http://www.ru.ac.za/staffdevelopment/funding/adhoctrainingfund/>
2. Read through all the information in this document thoroughly.
3. Discuss the matter with your immediate supervisor or manager. Get his/her support in completing this form. Make sure that s/he is aware that s/he will also be responsible for ensuring the implementation of the training in the workplace. If your immediate supervisor or manager is not the Head of Department/Division/Institute, the Head will also have to sign this form. **Please do not send this form to HR without the signature of your manager and/or head of division/department. This delays the approval of the application unnecessarily.**
4. Ensure that all the necessary documentation is attached, i.e. (but not limited to) the training course or conference promotional material/pamphlet/letter/advert, your job profile and your individual development plan. If these are not attached it is likely to delay the consideration of your application.
5. A completed *Application for Ad hoc Training Funds* formmust be submitted either to the Assistant to the Deputy Director: HR at least 2 weeks (preferably longer) before the training/conference is due to start and/or be paid. This is to ensure timeous payment.
6. The result of your application will be communicated to you in writing and the financial arrangements will then be made by the Assistant to the Deputy Director: HR.
7. Should you require assistance, please do not hesitate to contact either the Assistant to the Deputy Director: HR.

***Last updated January 2014.***