



DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC

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Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

Registration Certificate No. 1999/HE08/001

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INSTITUTIONAL POLICY ON

STAFF DEVELOPMENT AT

DIE AFRIKAANSE PROTESTANTSE AKADEMIE

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved
Dates of amendments	15 November 2012
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STAFF DEVELOPMENT POLICY

1. Introduction

This document summarises the complete package of procedures, stipulations and requirements that academic and other staff have to familiarise themselves with.

Staff development refers to the range of activities that improve as an individual staff member's skills and knowledge in ways that improve their ability to undertake their job and which increase job satisfaction, performance and staff retention. Activities include: tertiary qualifications; training courses, workshops and programmes; coaching; mentoring; conferences.

2. Requirements

- All academic staff members have to be in possession of a relevant academic qualification higher than the exit level of the programme.
- All other staff must be competent in the field of their employment and be willing to enhance their skills through training, courses and workshops.
- The majority of full-time academic staff must have at least two years of teaching experience in a recognised higher education institution in relevant areas to the programme.
- In case of a professional qualification, a sufficient number of the academic staff must have relevant professional experience.
- The learning programme must be designed by qualified and experienced academic staff. They may utilize part-time tutors as facilitators of learning.
- Academic staff must be competent to apply the assessment policies of the institution. Some of the academic staff who is responsible for the programme, must have at least two years experience in student assessment at the exit level of the specific programme.
- All academic staff should have experience in research on postgraduate level. At least some of the staff should have experience in his/her relevant field of teaching. The research profile of the staff should include recognised research outputs.

3. Development

- On-going professional development and training of staff as assessors in accordance to the requirements of SAQA must be in place.
- New staff members have to participate in orientation and induction opportunities.
- The Institution makes provision for regular staff development. This is achieved by *i.a.* short courses, national and international conferences in relevant academic fields. In doing this, they remain up to date with the latest international trends and findings.
- Feedback by the applicable professional bodies where ex-students are employed, is gained from time to time so that the Institution can ascertain whether the staff complies with the requirements of those bodies. This may result in changes in certain fields of the programme.
- Staff competence is also build by discussion groups on the webpage.
- It is expected from the head of each Department of the Institution's programmes, that he/she heads a workgroup in the field of his/her speciality. In these groups research/development is deemed very high.
- Sufficient staff must be trained, with regular intervals in all aspects of occupational safety in the workplace and have a valid medical emergency certificate (CPR or Level 1 first aid).

