



## **DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC**

Registration number: 2002/031756/08

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 WORKPLACE SKILLS PLAN (WSP)**

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Approved
Dates of amendments	2013
Review date	2017

## **WORKPLACE SKILLS PLAN (WSP)**

### **1. INTRODUCTION**

Skills development has to address the needs of the Institution, Higher Education and Training with the purpose of addressing the needs of the social context and the South African society. A skilled and capable workforce can contribute to the workplace and society.

The workplace skills plan consists of two legs. The first is the skills required and the second skills development.

### **2. SKILLS REQUIRED**

The first skills required, is defined by the content and output of specific job descriptions of personnel. With regard to skills required, distinction are also made between administrative and supportive staff on the one hand and academic staff on the other.

The differentiation in skills must lead to differentiation and complementation of work at the workplace. This leads to workload sharing and to a situation that all personnel have more or less the same workload with regard to different skills and potential.

### **3. SKILLS DEVELOPMENT**

The Workplace Skills Plan of the Afrikaanse Protestantse Akademie also includes skills development. Staff development for full-time lecturers include: Attending of workshops and seminars; involvement in Master's and Doctoral studies by students at state universities as co-promoters (and in doing so became acquainted with standards and procedures at the mentioned universities) and publishing of peer reviewed articles. External examiners enrich our standards of lecturing.

Administrative and support personnel is of critical importance to the program. Intensive internal training for the development of skills necessary takes place on a regular and continuous basis. Where changes in workload takes place time to get use to that and to master the skills required are given on a very understandable and adequate basis. It must be mentioned that our administrative and support staff are well qualified or well experienced.

Skills development form an integral part of the Institution. Skills development happens on a continuous basis through short courses and internal development on a wide range of matters e.g.

- Communication
- Computer and information technology
- Teaching and learning
- Assessment
- Problem-solving, etc.

Skills development do not only support but also enhance quality in the Institution.

### **4. SKILLS DEVELOPMENT PROGRAM**

Where and whenever the need for skills development are identified, heads of departments or management after decision of the relent authority arrange for skills development.