

Staff Learning & Development

Resource Guide For Academic & Pass Staff



Welcome to the UCT Staff Learning and Development Resource Guide

This guide is a listing of all learning and development resources available to all UCT staff at UCT.

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, Office of Inclusivity and Change, 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 how 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 (KPA's), setting objectives, selecting competencies, and drawing up a 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. Each course page includes details on how to book and/or who to contact for more information about the course.

What can I do if the course I need is not listed here?

The UCT centres of learning or the internal 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 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.



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](#). In summary, there are two main types of learning and development that UCT may support:

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. B Com, Diploma in Human Resources).

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:

- If the development is formal, it is funded from departmental / faculty budgets and a bursary agreement is signed; or
- 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. Development of these does ensure that UCT has a larger pool of competent and qualified people to recruit from. Some courses contained in this guide may be developmental.

Developmental Learning and Development is funded in one of three ways:

- By you; or
- By the Staff Education Bursary Scheme if you are undertaking formal development through an institution other than UCT/UWC and a Bursary Agreement is signed; or
- 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:

- By you; or
- Through Staff Tuition Rates should you undertake formal development through UCT / UWC.

Make your next move count

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Amended Senior Certificate (Matric)

Staff interested in completing their Matric or Grade 12 qualification can enquire and/or enrol through a community-based college or an accredited learning provider of their choice.

This 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 an Amended Senior Certificate qualification, 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 enrol?

Individuals who wish to obtain a Matric/Grade 12 qualification, and who have obtained at least a Standard 7/Grade 9 certificate.

The Amended Senior Certificate qualification is a NQF Level 4 qualification designed specifically for adult learners who wish to achieve their Matric or Grade 12.

Typical prerequisites

The typical prerequisites for this qualification are:

- Be 21 years old or older
- Have a certified copy of your SA ID book
- Non-South African Citizens: Copy of passport/ visa/ or study permit
- 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)
- A copy of your highest level of education (Grade 9/ Standard 7)
- And, if applicable complete the necessary course entry assessments

These prerequisites may differ depending on the learning provider. Staff are to obtain the specific requirements from their community-based college or learning provider.

Further information

- Staff enrolling in an Amended Senior Certificate can apply to the
- [Staff Education Bursary Scheme](#) for funding support for this qualification.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

General education and training certificate (ABET GET Certificate)

Staff interested in completing their GETC qualification can enquire and/or enrol through a community-based college or an accredited learning provider of their choice.

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 enrol?
- Individuals who would like to improve their fundamental basics in education and training
- This qualification is suitable for individuals currently do not meet the minimum entry requirements for a Matric qualification

The GETC qualification is an ABET Level 4 / NQF Level 1 qualification designed specifically for adult learners who wish to access further learning.

Typical prerequisites

The typical prerequisites for this qualification are:

- Be 16 years or older
- 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
- Complete the course entry assessment

These prerequisites may differ depending on the learning provider. Staff are to obtain the specific requirements from their community-based college or learning provider.

Further Information

- Staff enrolling in a General Education and Training Certificate can apply to the
- [Staff Education Bursary Scheme](#) for funding support for this qualification.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Customer service skills

This course is designed to create awareness of the importance of your role in providing consistent quality service to meet customer expectations. The course follows a skills-based approach and is ideal for staff members who deal with both external and internal customers.

Outcomes

- Understand the difference between an external and internal customer
- Understand what is meant by quality service
- Understand the benefits of internal customer care – for your team, your manager, and other departments at UCT
- Understand the importance of your job role in the service chain

Who should attend?

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

Dates & Times

[CLICK HERE](#) to view the course schedule.

Venue

Cambria House, Middle Campus.

ETDP SETA funding

To qualify for ETDP SETA funding, the following documents are required:

- Certified copy of ID
- Completion of the ETDP SETA training forms

The ETDP SETA forms will be shared with you once your registration is confirmed. These documents are to be submitted electronically or handed-in on the first day of the course.

Booking and Further Information

- This course is co-funded by the ETDP SETA and the Staff Learning Centre.
- By registering for this course you are agreeing to attend all sessions and submit all necessary supporting documents to qualify for the ETDP SETA funding.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments.
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Facilitation skills

This workshop will highlight the difference between facilitating and presenting and will cover the facilitation process and skills. The workshop provides a safe space where you can practice your facilitation skills and receive feedback from peers.

Outcomes

- Differentiate between presenting and facilitating
- Understand and apply adult learning principles to a facilitation process
- Understand and apply the facilitator core competencies to a facilitation process
- Explore strategies for confirming a facilitation brief and planning a session
- Explain group dynamics and how these may impact a facilitation process
- Create an environment which supports active participation and removes blocks to participation
- Explain the facilitator's role in managing the process
- Create strategies to encourage dialogue between participants
- Understand the phases of facilitation and demonstrate what to do in each phase
- Understand and explain the impact of words, tone, and body language on participants
- Apply a range of skills for managing various responses of the group
- Apply strategies for recording group discussions
- Build and use a Facilitator's Toolbox
- Practice facilitating during the workshop to develop competence

This virtually facilitated workshop series is intended for people who facilitate in a variety of formal and informal contexts in socio-cultural, learning, and workplace scenarios.

Who should attend?

Anyone required to facilitate learning through group sessions and facilitate group workshops.

Recommended prerequisite course

[Zoom Essential Training](#) (Course ID 26001).

This self-paced eLearning course can be accessed via SuccessFactors Learning. Click on the course name above for direct access to the course content.

Dates & times

[CLICK HERE](#) to see if the course schedule is available.

Booking and Further Information

- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- [CLICK HERE](#) to add the course to your My Learning Assignments.
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Presentation Skills

This virtually facilitated workshop series equips you with the skills to successfully prepare and deliver a presentation.

The workshop 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 presentation and will receive feedback to guide you in building a development plan to ensure the transfer of learning to your work environment.

Outcomes

- Clarify the purpose of your presentation
- Plan and organise your presentation to meet the aim and audience needs
- Deliver a presentation demonstrating an understanding of:
 - The structure of a presentation
 - The impact of words, tone, and body language on your audience
 - How to gain and maintain audience attention
 - How to adjust to the audience
- The role, appropriateness, advantages, and disadvantages of the various manual and electronic visual aids
- Selecting the most appropriate visual aids to meet your purpose
- A range of techniques for managing own fear and stage fright
- A range of actions to manage audience interaction

Who should attend?

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

Recommended prerequisite course

[Zoom Essential Training](#) (Course ID 26001).

This self-paced eLearning course can be accessed via SuccessFactors Learning. Click on the course name above for direct access to the course content.

Dates & times

[CLICK HERE](#) to see if the course schedule is available.

Booking and Further Information

- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- [CLICK HERE](#) to add the course to your My Learning Assignments.
- Adding the course to your My Learning Assignments indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

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 a 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 basic 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 blended virtual instruction and self- directed learning 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 one-and-a-half-hour session, two weeks after the course, in which documentation projects are presented to the class.

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.

Dates and time

The dates and times are advertised on the ICTS course calendar at

<https://ictsapps.uct.ac.za/cbs>

Booking and further information

- This course is run by ICTS.
- To view the course schedule and costs see SuccessFactors Learning, which is accessible to UCT staff as well as T1 and T2 contractors. Alternatively, send an email to icts-training@uct.ac.za or jenny.wood@uct.ac.za.
- 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: Services > Training and open the link to [Technical and Business Writing](#)) or by contacting the Content Architecture team, Systems Division at jenny.wood@uct.ac.za or on 021 650 4335.

Writing Development Coaching Programmes

ENGLISH FOR EVERYONE WORKSHOPS

Objective

To build confidence and to improve basic English writing and computer skills required in the UCT workplace.

Who should attend?

UCT staff, whose first language is not English and are interested in improving both their English and basic computer skills.

Approach and Methodology

- Small groups (maximum 6), interactive sessions
- Modules offered include: basic email communication, using word documents for workplace reports and notices.
- Participants are required to commit to a 6-session programme, which includes workplace application, feedback, and individual assessment.

Dates & Times

[CLICK HERE](#) to view the course schedule.

ENGLISH WORKPLACE COMMUNICATION: PROFESSIONAL EMAILS

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.

These courses aim to improve the written language skills of UCT staff through workplace mentorship, coaching, training, and consultancy services. The courses have an emphasis on support for staff members for whom English is a second language.

Approach and Methodology

- Individual and small-group coaching.
- Modules offered include: email communication, writing letters, memoranda, reports, and proposals.
- Participants are required to commit to a
- 6-session programme, which includes workplace application, feedback, and assessment.

Dates & Times

[CLICK HERE](#) to view the course schedule.

SERVICING OFFICER PROGRAMME

Objective

To improve quality and effectiveness of servicing officers' skills.

Who should attend?

- Current UCT servicing officers
- Prospective servicing officers

Approach and Methodology

- Small group coaching, 6 two-hour sessions.
- Coaching which includes individual assessment, feedback, and ongoing support.
- Interactive sessions focus on group and individual needs and a range of committees.

Dates & Times

[CLICK HERE](#) to view the course schedule

Booking and Further Information

- These courses are funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

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Computer Literacy – Computers For Beginners

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.

Dates & times

[CLICK HERE](#) to view the course schedule.

Venue

Cambria House Computer Lab.

ETDP SETA funding

To qualify for ETDP SETA funding, the following supporting documents are required:

- Certified copy of ID
- Completion of the ETDP SETA training commitment & POPI forms

These forms will be shared with you once your registration is confirmed and are to be electronically submitted / handed-in on the first day of the course.

Booking and Further Information

- This course is co-funded by the ETDP SETA and the Staff Learning Centre.
- By registering for this course, you are agreeing to attend all sessions and submit all necessary supporting documents to qualify for ETDP SETA funding.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments.
- Adding the course to your My Learning Assignments indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

GIS Training Via The ESRI Academy

The University of Cape Town has access to the ESRI Academy online training facility, as part of our academic license.

We can 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

- If you are interested in undertaking an ESRI Virtual Campus training course you will require 3 things:
 1. A free ESRI Global account. You can create one at <https://accounts.esri.com/signup>
 2. Access to the relevant software, and the internet. To apply for a software license please complete the following form: <https://forms.gle/bcLDPjJ7cwqy6iEV9> (You will need to be signed into Google using your UCT credentials to access the form) or contact us at uct-gis@uct.ac.za
 3. Membership in UCT's ESRI training organisation. Please send an email from your UCT account to uct-gis@uct.ac.za to receive an invitation. Accept it using your ESRI Global account (see step1). Certain introductory courses and topical webinars are entirely free and do not require membership to the UCT training organisation.
- You can reach the ESRI Academy via <http://www.esri.com/training/main>
- We recommend the free [Getting Started with GIS](#) course.

ICTS Training

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

Our wide range of offerings include instructed courses and seminars.

- **Online information sessions** – on the latest features of the applications we train, as well as technology for the knowledge worker.
- **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 venue or as an online session.

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.

The training team will help you to identify any skills gaps and will customise training to address your department's needs.

SELF-TRAINING RESOURCES

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

Venue

The ICTS Training rooms are situated on Level 1, in the Wilfred and Jules Kramer Law Building, Middle Campus.

Course costs

- A nominal fee is charged for ICTS courses, these fees are listed per course on [SuccessFactors Learning](#).
- A flat rate of R600 per hour is charged for customised training (regardless of the size of the group)

Booking and Further Information

- Register or express your interest in this course via [SuccessFactors Learning](#).
- More information contact the ICTS Training team at 021 650-5392 or via email at icts-training@uct.ac.za

SAP Systems Training – Finance

Training is provided in the form of practical online courses. UCT instructors present courses and group sizes are limited to 15 participants. Training is only available to current UCT staff members who require access to SAP in terms of their job description/role.

Who should attend?

- SAP training is provided for UCT staff in line with their current job requirements.
- 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 the [ServiceNow](#) portal 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.

Dates

SAP training takes place every month from February to November, provided there are more than four bookings.

Booking and Further Information

- This course is 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 as soon as their staff numbers are active.
- More information can be found at <http://www.icts.uct.ac.za/SAP-training> 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 Office 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 [SuccessFactors Learning](#) 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. Register or express your interest in these courses via [SuccessFactors Learning](#).
- For more information please contact the SSS office at sss-staff@uct.ac.za.
- SSS website at www.sss.uct.ac.za.

Critical Diversity

This course aims to increase self-awareness and levels of consciousness while supporting participant's ability to work within and contribute to a diverse and inclusive workspace.

Diversity refers to patterns of social difference. The foremost terms shaping discourses and policies related to diversity include race, ethnicity, religion, gender, disability, sexuality and age. Critical diversity acknowledged the role of power in constructing difference, and the unequal symbolic and material value of different locations. This approach locates difference within a historical legacy, as learned or an outcome of social practice, and an engagement with the transformation of these oppressive systems

Outcomes

At the end of the session, participants will:

- Understand what critical diversity is and how it manifests at an individual and institutional level.
- Be able to identify personal prejudices and discriminatory beliefs and know how to manage and respond to biases and prejudices.
- Be able to implement practical strategies to help deal with diversity in their workspace.

Who should attend?

The session is open to all staff members, but is particularly useful to transformation committee members, researchers interested in critical diversity and staff members involved in teaching and learning tasks.

The session can be offered in person and digitally.

Dates & Times

[CLICK HERE](#) to view the course schedule

Venue

To be confirmed on registration.

Booking and Further Information

- This course is offered by the Office of Inclusivity & Change (OIC).
- [CLICK HERE](#) to register or add the course to your My Learning Assignments.
- Adding the course to your My Learning Assignments indicates your interest to attend a future class.
- For any queries, please contact Cheryl Vallay at cheryl.vallay@uct.ac.za or on 021 650 2767

Disability Awareness & Sensitivity Training

The focus of this course is to assist participants to enhance their interpersonal skills by understanding their own manner of relating to persons with disabilities, identifying own needs for improvement and developing techniques for creating an inclusive environment.

Outcomes

- Understanding Disability
- Gaining knowledge on the types of Disabilities:
- Visible and Invisible disabilities
- Understanding the importance of Disability Disclosure and Confidentiality
- Understanding the importance of Disability Inclusion
- Understanding the concept of Reasonable Accommodation
- Creating an inclusive environment

Who Should Attend?

Deans, Heads of Departments, Course Convenors, Lecturers, Tutors, and PASS Staff.

This programme is designed to empower and equip UCT staff from all Faculties and Departments with the knowledge, skills, attitudes, and values required to promote disability inclusion within all aspects of the UCT environment.

Dates & Times

[CLICK HERE](#) to view the course schedule.

Venue

These are virtually facilitated sessions.

Booking and Further Information

- Registrations are done via SuccessFactors Learning.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments.
- Adding the course to your My Learning Assignments indicates your interest to attend a future class.
- For any queries, please contact Cedric Williams at disabilityservice@uct.ac.za or on 021 650 2427.

Mental Health Awareness – The Mind@Work

This course aims to equip line managers and supervisors with the knowledge and skills to better understand mental illness in the workplace.

Course Objectives

- Managers understand the key issues associated with mental illness.
- Managers can identify decreased work performance
- Managers know how to discuss issues with the employee
- Managers know how to refer cases
- Managers know how to deal with accommodation of employees with mental illness

Scope of training

- Understand the key issues of mental illness such as the size of the issue, the impact on performance, stigma, the complexities of managing cases.
- Issues of managing mental illness – balance between care & concern and productivity
- Relevant legal precedents associated with discrimination/mental health/incapacity
- Use of mediation to find solutions to accommodate people with mental illness
- Return to work issues – assessing readiness to return to work, graded return to work.
- Incapacity management of mental illness
- Resources available in the workplace and other resources.

Approach

- Presentation of key information
- Use of individual experiences
- Simple case studies driving much of the discussion
- Workbooks with ready reference information.

Facilitators

Dr Tony Davidson – Occupational Health Consultant
Siham Boda – Lawyer with Mediation Skills
Karen Theunissen – Occupational Therapist

Who Should Attend?

All supervisors and line managers.

Dates

TBC

Time

TBC

Venue

TBC

Booking and Further Information

- This course is funded by the Staff Wellness.
- For more information and to book, contact Gaynor Perkeur at gaynor.perkeur@uct.ac.za or on 021 650 3519.

Unconscious Bias Training

The session creates an opportunity to increase self-awareness about your implicit or unconscious bias based on race, religion, gender and levels of consciousness to change your behaviour and better enable an inclusive academic and work environment at UCT.

It is designed to equip staff members with the knowledge of unconscious biases; while understanding the impact of bias upon each during our daily interactions and decision-making; and at the same time develop skills to minimise the impact of unconscious bias.

Outcomes

At the end of the session, participants will:

- Understand what unconscious bias is and how it manifests in both the individual and institution.
- Be able to identify personal unconscious biases and know how to manage inappropriate behaviours that it can create.
- Be able to implement practical strategies to help deal with unconscious bias in their workspace.

Course Structure

During the session, participants will have an opportunity to complete the online UCT Bias and Inclusivity Training tool to support the process of self-awareness. Developed by the Faculty of Commerce, the tool contributes to UCT's institutional praxis.

The primary objective is to provide you with an opportunity to understand your blind spots in order to influence your own behaviour change.

This will be followed by structured discussions on various issues related to unconscious bias, practical activities to illustrate key points and strategies to address it. At the end of the session, participants are encouraged to identify personal learning and aimed action to achieve back in their respective workspaces.

Who Should Attend?

All staff members.

Dates & Times

[CLICK HERE](#) to view the course schedule.

Venue

To be confirmed on registration.

Booking and Further Information

- This course is offered by the Office of Inclusivity & Change (OIC).
- [CLICK HERE](#) to register or add the course to your My Learning Assignments.
- Adding the course to your My Learning Assignments indicates your interest to attend a future class.
- For any queries, please contact Cheryl Vallay at cheryl.vallay@uct.ac.za or on 021 650 2767



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Adobe Learn (Adobe TV)

Adobe Learn has the online resources you need to improve your Photoshop, Acrobat, InDesign, and Dreamweaver skills.

Whether you're a beginner or an expert in using Adobe products the online TV network offers how-to training videos, useful tips and tricks, the latest information on Adobe products and services and ideas on what other Adobe users are doing.

You can either watch episodes online or save them to your computer using the Adobe Media Player software. Adobe Learn also gives you the option to share and post videos on your blog.

Adobe products are widely used by a variety of audiences. Content is divided up into channels for photographers, designers, video professionals and developers – making it easier for you to find the information you need.

Accessing The Online Learning Content

- To access the online learning materials, visit helpx.adobe.com/creative-cloud/tutorials-explore.html

Coursera

Coursera is a social entrepreneurship company that partners with top universities around the world to offer free online courses. The technology allows the best lecturers to teach any number of students across the globe.

UCT does not have a site license for Coursera. You can, however, sign up for this resource by creating an account in your personal capacity. Once you have an account, you will be able to access a wide range of courses.

Courses are offered in a wide range of topics, spanning Humanities, Medicine, Biology, Social Sciences, Mathematics, Business, Computer Science, and many others.

You can watch lectures taught by world-class lecturers, learn at your own pace, test your knowledge, and reinforce concepts through interactive exercises. You also join a global community of thousands of students learning alongside you. The courses are based on sound pedagogical foundations that will help you master new concepts quickly and effectively. This includes:

- Mastery learning to make sure that students have multiple attempts to demonstrate their new knowledge,
- Interactivity to ensure student engagement and to assist long-term retention, and
- Frequent feedback sessions so that students can monitor their own progress and know when they've really mastered the material.

Accessing The Online Learning Content

- To access the Coursera online learning materials visit coursera.org

FutureLearn

FutureLearn offers you a powerful new way to learn online. Every course has been designed according to principles of effective learning, through storytelling, discussion, visible learning, and using community support to celebrate progress.

Each partner university has designed a complete learning experience, presented by leading academics in their field. Rather than broadcast long classroom lectures, ideas are introduced via high quality videos and articles. You can then discuss what you've learned, testing your new knowledge with interactive quizzes that offer helpful responses and the opportunity to try again if an answer is wrong. Every course tells a story, step by step, with challenges and helpful tips along the way, to test and build your understanding.

Using FutureLearn

- To access the FutureLearn online learning materials visit futurelearn.com
- Courses offered by UCT on the FutureLearn platform: www.futurelearn.com/partners/university-of-cape-town

Khan Academy

The Khan Academy is a non-profit organisation hosting more than 4,000 video tutorials in subjects like mathematics, healthcare, medicine, finance, chemistry, biology, astronomy and more.

The site, which aims to provide high quality education for anyone, anywhere, is backed by industry heavyweights such as Bill Gates and Google.

Accessing The Online Learning Content

- To access the Khan Academy online learning materials visit www.khanacademy.org.

LinkedIn Learning

LinkedIn Learning is an online subscription library that teaches the latest software tools and skills through high-quality instructional videos prepared by recognised industry experts.

LinkedIn Learning is available to all UCT staff members and students. It is designed for all levels of learners and is available whenever you're ready to learn. You can view it from a PC, on your iPhone, iPad, Android phone or tablet, or another mobile device.

Accessing The Online Learning Content

- Access recommended LinkedIn Learning courses via [SuccessFactors Learning](#).
- Or visit the full library at lil.uct.ac.za

Benefit Information Sessions

The Human Resources Department runs benefit information sessions once a month, usually on the first Tuesday each month.

New staff are encouraged to attend a session prior to or as near as possible after their start date at UCT so that they can make informed decisions with regards to the benefits listed below.

These sessions cover the following topics that are of interest to new staff:

- Retirement Benefits – UCTRF Principal Officer or Deputy Principal Officer
- Healthcare Benefits and options – Healthcare Specialist

Who Should Attend?

All staff new to UCT or staff whose contracts require membership on the university's retirement fund and/ or medical aid

You are encouraged to watch the videos at uctrf.co.za/uctrf/new-member-sessions, both if you are unable to attend the information session or prior to attending the session. This link also contains videos regarding the various components of the retirement fund.

Dates

(Virtual Sessions, held via MS Teams 10:00 - 12:00)

- 7 January 2025
- 4 February 2025
- 4 March 2025
- 1 April 2025
- 6 May 2025
- 3 June 2025
- 1 July 2025
- 5 August 2025
- 2 September 2025
- 2 October 2025
- 4 November 2025
- 2 December 2025

Dates

(In-Person Sessions, held in the Pifer Room, 1st Floor, Bremner Building 10:00 - 14:30)

- 4 August 2025
- 1 September 2025
- 6 October 2025
- 1 December 2025

Register for a session by contacting the Appointments Office, details included below.

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 at Cheryl.samuel@uct.ac.za. She can also be contacted if you require more information about the sessions on X2196.

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.

The training 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 and Academic staff who manage PASS staff.

Dates & Times

[CLICK HERE](#) to view the course schedule.

Booking and Further Information

- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments.
- Adding the course to your My Learning Assignments indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Disability Policy Training

The Disability Policy Training sessions aim provide participants with the knowledge and understanding of the UCT Disability Policy in order to encourage implementation and disability disclosure.

The sessions introduce participants to the terms, definitions, and principles related to the Disability Policy as well as the approach of UCT to disabilities in the workplace.

Outcomes

- UCT Disability Policy awareness
- Understanding the UCT principles and practices as related to Disabilities in the workplace
- Understanding the importance of Disability Disclosure and Confidentiality
- Creating an inclusive environment

Who Should Attend?

Deans, Heads of Departments, Course Convenors, Lecturers, Tutors, and PASS Staff.

Dates & Times

[CLICK HERE](#) to view the course schedule.

Venue

These are virtually facilitated sessions.

Booking and Further Information

- Registrations are done via SuccessFactors Learning.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments.
- Adding the course to your My Learning Assignments indicates your interest to attend a future class.
- For any queries, please contact Cedric Williams at disabilityservice@uct.ac.za or on 021 650 2427.

Discover the Resources at Your Library

- Learn to use Primo, the world class information- finding solution, to discover all of UCT Libraries' information collections using a range of devices.
- Primo is a one-stop searching solution for scholarly resources such as print and electronic books and journals, articles, thesis, dissertations, media resources, digital collections and course reserve (short loan) material.
- Browse and search UCT Libraries' digital collections.
- Develop efficient and effective Internet searching skills for research purposes.
- Use RefWorks and Endnote, UCT's reference management programme.
- Search ZivaHub, UCT's institutional data repository, for datasets uploaded by other UCT staff and students.
- Training can be tailored to suit the needs of individuals or groups.

Who Should Attend?

UCT staff and students using the Libraries' information resources for research purposes.

Booking and Further Information

- This course is run by the Library.
- More information can be found at www.lib.uct.ac.za or by contacting Nuroo Davids, Undergraduate Support Librarian, at the Chancellor Oppenheimer Library on 021 650 5305 or at nuroo.davids@uct.ac.za
- uct.primo.exlibrisgroup.com/discovery/search?vid=27UCT_INST:27UCT&sortby=rank

Fundamentals of Employment Equity

This Employment Equity (EE) and Recruitment eLearning course aims to provide course participants with the understanding of how the recruitment and selection process interfaces with the University's EE objectives.

This course introduces the participants to the Employment Equity Act of South Africa in particular, the Employment Equity regulations and the Discrimination and Harassment prohibitions.

Course Outline

The following topics are covered in this self-directed eLearning course:

- The historical legacy of unfair discrimination
- The legal basis for affirmative action in South Africa
- Employment Equity and the University's strategic vision for the future
- Implementing the UCT Employment Equity Policy
- Building the Employment Equity Plan
- Implementing the Employment Equity Plan
- Understanding Bias
- Initiating a Recruitment & Selection Process
- Selecting, Appointing, and Reporting

Who Should Complete the Course?

- Members of Recruitment & Selection Committees
- HODs
- Deans

Further Information

- This course is offered by the Office of Inclusivity & Change (OIC).
- [CLICK HERE](#) to access the self-directed eLearning course.
- For any queries, please contact Cheryl Vallay at cheryl.vallay@uct.ac.za or on 021 650 2767

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HEMIS: An Overview and the State Funding of UCT

The Higher Education Management Information System (HEMIS) incorporates annual submissions of all Higher Education institutions' data. The data incorporates Student, Staff, Space, Research Publication and Post-Doctoral components. These submissions are a statutory requirement that is used to inform National Academic Policies and determine subsidy funding.

Within the institution, the data forms a valuable resource for statistical analysis of student enrolments & performance, staff profiles and physical space planning. This course introduces key structures and concepts as well as the explanation of subsidy calculation which is based on the student submission.

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, and 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.*

Dates & Times

[CLICK HERE](#) to view the course schedule.

Booking and Further Information

- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments.
- Adding the course to your My Learning Assignments indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

POPIA Workshop Series

The Protection of Personal Information Act (POPIA) came into full force on 1 July 2021. This means that all UCT staff must treat the personal information of, for example, students, alumni, staff, vendors, research participants, visitors and members of the public with care!

These workshops are aimed at staff that handle personal information to perform their duties. That is most of us! You can attend any combination of the sessions, but it is recommended that you attend Understanding POPIA if you have never attended any introductory sessions before.

These workshops are presented by Elizabeth de Stadler from Novation Consulting.

BIO OF FACILITATOR

Elizabeth founded Novation in 2013 with a simple mission: to turn compliance on its head and shake the nonsense out of its pockets. She is a rehabilitated attorney specialising in compliance and risk management strategy, plain language drafting, and privacy law.

She prides herself on bringing a fresh perspective to compliance issues. She happens to have a Masters (cum laude) in Consumer Law. She has written and contributed to many books and thought leadership articles and is regularly interviewed and quoted in media on various technology-related topics.

She is an in-demand speaker at corporates, as well as local and international events.

Her popular training sessions - designed to wrangle the legalese from legal departments -

Dates and topics

Workshop 1:

Understanding POPIA: A general overview and Q&A session

Workshop 2:

POPIA for researchers

Workshop 3:

New rights in terms of POPIA

Workshop 4:

When can you share personal information?

Workshop 5:

When the POPIA hits the fan: Who is going to jail?

Workshop 6:

Securing personal information: The basics

These workshops are offered via MS Teams.

See the next two pages for more detail about each topic.

Popia Workshop Series (continued)

UNDERSTANDING POPIA: A GENERAL OVERVIEW AND Q & A SESSION

This introductory workshop will provide you with a high-level understanding of POPIA and when it applies. The workshop will include some practical tips on how to recognise POPIA red flags and what to do when you do. You will be able to submit questions before the sessions.

Outcomes

- What is personal information?
- Who is protected by POPIA?
- A high-level overview of POPIA principles?
- What are POPIA red flags?
- Who you should call
- Q and A

Who Should Attend

Any staff who control large personal information datasets or who handle personal information to perform their duties.

Date

TBC

Time

TBC

POPIA FOR RESEARCHERS

POPIA has implications for all research involving human research participants. POPIA is not a threat to research activities, because it balances the right to privacy against the public interest in research activities. However, research activities must be assessed to make sure that the impact on research participants is properly managed by researchers. We will also cover the draft ASSAf Code of Conduct for Research (CoC).

Outcomes

- What does POPIA and CoC say (and not say) about research?
- How to assess whether your research is high risk
- How anonymous is anonymous enough?
- Storing and securing research data: Do's and don'ts
- Sharing research data with other institutions or open access repositories
- What to do if you are uncertain
- Q and A

Who Should Attend

Researchers, principal investigators, study leaders and members of research ethics committees.

Date

TBC

Time

TBC

Booking and Further Information

- These workshops are funded by the UCT POPIA unit and are offered at no cost to UCT staff members.
- Ask your POPIA question by sending an email to popia@uct.ac.za

Popia Workshop Series (continued)

NEW RIGHTS IN TERMS OF POPIA

POPIA has given all individuals and organisations new privacy rights. It is important to understand these rights for yourself, but also so you know what to do when you receive a 'data subject request' from, for example, students, alumni, staff, vendors, research participants, visitors and members of the public

Outcomes

- What is a data subject request and where to find UCT's privacy notices
- The right to access personal information (but be careful!)
- Correcting or deleting personal information: Some tips
- The right to object or withdraw consent: It is very limited
- Will POPIA stop spam? Probably not.
- The right to complain to the Information Regulator
- Q and A

Who Should Attend

Anybody and everybody! We all have these new rights.

Date

TBC

Time

TBC

WHEN CAN YOU SHARE PERSONAL INFORMATION?

In a post-POPIA world, the University has to be very careful when sharing personal information with individuals or organisations outside of the University. We even have to be careful when we share personal information between different business units within the University. Careless sharing of personal information is one of the most common POPIA complaints. What does being careful when you share mean?

Outcomes

- When are you allowed to share personal information with outsiders? A quick checklist.
- What contracts need to be in place first?
- When is it okay to share personal information with others in the University?
- When can you use personal information you already have for a new purpose?
- How to share personal information securely.
- Q and A

Who Should Attend

Any staff who may find themselves on the receiving end of a request for personal information.

Date

TBC

Time

TBC

Booking and Further Information

- These workshops are funded by the UCT POPIA unit and are offered at no cost to UCT staff members.
- Ask your POPIA question by sending an email to popia@uct.ac.za

Popia Workshop Series (continued)

WHEN THE POPIA HITS THE FAN: WHO IS GOING TO JAIL?

If the worst come to worst and the University has a data breach, or someone lodges a complaint, what are the consequences? Are there steps we can take now to mitigate those consequences?

Outcomes

- What are the different things that can go wrong?
- What are the consequences of non-compliance with POPIA?
- What can we do to mitigate these consequences?
- When can the University get fined?
- When can the VC go to jail?
- When can a staff member be disciplined for non-compliance?
- Q and A

Who Should Attend

Staff who are responsible for compliance and legal related activities.

Date

TBC

Time

TBC

SECURING PERSONAL INFORMATION: THE BASICS

Hardly a day goes by without data breaches or cybercrime being in the news. What are the simple behavioural changes that all staff can commit to in order to protect themselves and the University.

Outcomes

- How do security incidents happen? Some statistics.
- What is a staff member responsible for?
- What are the things we can all do to secure information?
- It is not all about cyber. Physical security is important too.
- Q and A

Who Should Attend

Anybody and everybody! We all have responsibilities to keep information secure.

Date

TBC

Time

TBC

Booking and Further Information

- These workshops are funded by the UCT POPIA unit and are offered at no cost to UCT staff members.
- Ask your POPIA question by sending an email to popia@uct.ac.za

Retirement 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:

- Understanding your Benefit Statement
- Contributions
- Death Cover
- Investments
- Information Sources
- Any questions you may have

Who Should Attend?

Anyone who wants to improve their understanding of the UCTRF.

Dates, Times & Venues

- 20 October 2025 (12:30 - 13:30)
Kramer LT3 (hybrid session)
- 21 October 2025 (10:00 - 12:00)
Tenet
- 23 October 2025 (13:00 - 15:00)
Worcester BKH, 4th Floor, Brewelskloof Hospital
- 27 October 2025 (09:00 - 12:00)
Philippi Village
- 29 October 2025 (14:00 - 15:00)
GSB

Booking and Further Information

- An invitation will be sent to all members of the UCTRF prior to the Retirement Information Session.
- More information can be found at www.uctrf.co.za or by contacting our offices on (021) 650 2934 or submit comment or questions via [this form](#).

UCTRF Member Education Workshops

Dates and Details

The UCTRF will hold a series of 1-hour Member Education Workshops.

The following 4 workshops will be held on 8 July 2025 (in English) and will be repeated on 15 July 2025 (in isi-Xhosa);

Workshop Topics:

1. Managing your Money
2. Funding for your Future
3. Wills and nomination of your beneficiaries
4. Factors that Influence your Fund Growth

Members may attend any of the 4 sessions on either date.

In addition, Alexforbes will be available between 09:00 – 15:00 on both days to assist members with registration to AF Connect, or if they want to update their beneficiaries on AF Connect.

Booking and Further Information

- An invitation will be sent to all members of the UCTRF prior to the Workshops. Booking is essential. Registration is limited to the first 300 delegates for each workshop.
- More information can be found at www.uctrf.co.za or by contacting our offices on (021) 650 2934 or via [this form](#).

Sexual Misconduct Policy Training

The aim of this course is to create awareness and to educate participants on the Sexual Misconduct Policy and the role of the OIC as a service provider to you as a line manager, ally, colleague, or as a survivor yourself. The course will also cover how to manage the classroom and workplace environment if there is an incident of sexual misconduct, how and when to report it and/or how to offer support to your team.

Outcomes

- Understanding of the OIC
- Knowledge about the referral to formal processes and the departments responsible
- Participants will gain an in-depth understanding of what constitutes sexual misconduct
- Participants will be able to identify forms of support and services available to you
- Knowledge on how to report an incident (sexual offence and/or GBV) to the OIC
- Knowledge and understanding of UCT reporting processes of sexual misconduct to the OIC and other departments that manage the formal processes
- Knowledge and understanding of external reporting processes of sexual offences with the assistance of the OIC
- Knowledge on the OIC Survivor Support Services
- Knowledge on how to create and maintain a workplace environment free of sexual misconduct –creating a safer and inclusive space
- Understand how to manage the workplace environment when sexual misconduct occurs
- Develop concrete actions to intervene during instance of sexual misconduct
- How to support a survivor of sexual violence in the workplace

This self-paced eLearning course is designed to empower and equip staff members with information and knowledge about the categories of sexual misconduct in the university and how to receive survivor support and related gender-based violence services from the Office for Inclusivity & Change (OIC).

Target Audience

All staff members, team leaders, supervisors, first line managers, university leadership.

This course is useful for those who require further information and understanding on sexual misconduct in the workplace and UCT reporting processes; the OIC encourages all staff members, supervisors, team leaders, first line managers, and university leaders to complete this eLearning course.

This course may be beneficial to staff who may be exposed directly or indirectly to sexual misconduct and/or are expected to implement measures involving sexual misconduct accommodations.

Course Materials

This is a self-paced eLearning course and is available via the SuccessFactors Learning platform. The course material is available in three languages, to access the course, click on your preferred language below.

- [English course materials](#)
- [isiXhosa course materials](#)
- [Afrikaans course materials](#)

Further Information

- This course is offered by the Office of Inclusivity and Change (OIC)
- For any queries, please contact Cheryl Vallay at cheryl.vallay@uct.ac.za or on 021 650 2767

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CAPE HIGHER EDUCATION CONSORTIUM (CHEC)

Creating the Executive-Edge (CEE) Programme

The Creating the Executive-Edge Programme (CEE) has been developed by and for the universities in the Western Cape and is presented under the auspices of the Cape Higher Education Consortium (CHEC).

The programme is designed to meet the strategic needs of senior and executive management in HEIs.

The value of the CEE programme lies in the development of strategic leadership who values transformation, communication and performance engagement. To this, the programme follows a framework for human-centric leadership in turbulent times.

Target Audience

- The CEE is intended for senior and executive management in HEIs, at the levels of deans, executive deans, and executive or senior directors
- This programme is for you if you are in a leading and executive position where strategic decisions must be made, and you are required to be the change agent taking on different leadership roles and responsibilities that require of you a deep sense of self understanding before being able to manage and lead people that report to you.

The Cape Higher Education Consortium proudly invites you to the Creating the Executive- Edge Programme, a new senior-management capacity development programme.

Programme Outline

Programme Modules	Facilitator/s
CEE Programme Orientation Session	All Facilitators & All Participants
CEE 1: Systems Thinking in HE: The Nature of the Beast in Higher Education	Prof Sanchen Henning
CEE 2: Personal Mastery	Kim Everitt
CEE 3: Leaders as Change Agents in the New Higher Education Context	Prof José Frantz
CEE 4: Leadership and Strategy in the New Context	Dr Drikus Kriek

For more information on the modules, and to register, visit the course page by clicking on the course title(s) above.

Booking and Further Information

- These courses are funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- Register or express your interest in these courses via [SuccessFactors Learning](#).
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

CAPE HIGHER EDUCATION CONSORTIUM (CHEC)

Creating the Leading-Edge (CLE) Programme

The Creating the Leading-Edge Programme (CLE) has been developed by and for the universities in the Western Cape and is presented under the auspices of the Cape Higher Education Consortium (CHEC).

The programme is designed to meet the management capacity development needs of academic and administrative middle managers and to create effective networks of key managers in HEIs. The value of the CLE lies in the identification and development of training courses that address cutting-edge needs for the academic and support management function. Courses are annually reviewed and renewed to ensure that the contents and context remains relevant to the middle manager. The focus of the CLE is on engagement and dialogue and participants are encouraged to participate in the discourse to share experiences and build mental models of implementation in their respective work environments. This in turn, provides a strong foundation for the Western Cape and the South African national education system in building an innovative regional higher education system.

USAf Endorsement

The CLE is endorsed by Universities South Africa for its relevance and responsiveness to developing and supporting the leadership and management knowledge and skills required, for greater efficiency and effectiveness in the systems, processes, people, and technology requirements of our universities.

Target Audience

The programme is specifically designed for academic heads of departments, heads of research entities, and support/professional staff managers. Typically, the selected candidate will have at least a post graduate qualification with more than 5-years work experience.

The CLE Programme is for you if:

- You are a director, manager, Head of Department
- You are new to the position and require information and engagement about managing in a HE setting
- You want to hone-in on your skills as a manager because you have a 'mostly academic background'
- You are just curious about cutting-edge information in the HE sector
- You sometimes don't understand how to translate the strategies and plans in your domain
- You have completed parts of the Programme before, but you are interested in the new

The Cape Higher Education Consortium proudly invites you to the Creating the Leading-Edge programme, a middle-management capacity development programme.

courses and new developments

Programme Outline

Programme Modules	Facilitator/s
CLE Programme Orientation Session	All Facilitators & All Participants
<u>CLE 1: The Higher Education Strategic Space</u> <ul style="list-style-type: none"> • Operational Excellence in HE • University Financial Planning & Risk • University Governance 	Prof Rene Pellissier Prof Stan du Plessis Nikile Ntsababa
<u>CLE 2: Creating a Thriving Work Environment</u> <ul style="list-style-type: none"> • Performance Engagement, Success Planning & Transformation • Leading in Employee Relations • Effective Communication Strategies for the HE Manager 	Ms Amanda Glaeser Ms Vanessa Pather Dr Phumzile Mmope
<u>CLE 3: Technology and Innovation Perspectives</u> <ul style="list-style-type: none"> • Design Thinking in HE • Digital Transformation in HE • Leading Through Creativity, Problem-Solving, Entrepreneurship 	Prof Rene Pellissier Prof Walter Claassen Ms Henra Meyer

For more information on the modules, and to register, visit the course page by clicking on the course title(s) above.

Booking and Further Information

- These courses are funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- Register or express your interest in these courses via [SuccessFactors Learning](#).
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.

First Line Management Programme

The focus of this programme is to assist participants to enhance their interpersonal skills by understanding self and others, building collaborative relationships and creating an environment in which others thrive in a changing world of work.

Programme Structure

This virtually facilitated programme is offered in modular format and covers the following topics:

- 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)

Each module is conducted over series of four 4-hour workshops (equivalent to a 2-day workshop per module). Course participants are required to commit to the full programme.

Who Should Attend?

Supervisors, Team Leaders, and First Line Managers.

Recommended Prerequisite Course

- [Zoom Essential Training](#) (Course ID 26001)

This self-paced eLearning course can be accessed via SuccessFactors Learning. Click on the course name above for direct access to the course content.

This entry-level management programme is designed to empower and equip team leaders, supervisors, and first-line managers with the knowledge, skills, attitudes, and values needed to confidently lead and manage as they face challenges and deliver results.

Recommended Additional Learning

[Learning MURAL for Collaboration \(Course ID 23001\)](#)

The facilitator of the First Line Management programme makes use of the virtual collaboration tool MURAL. As part of the programme, the facilitator will cover a basic introduction that covers how to use this tool. For delegates wanting to expand on this learning, we recommend the self-paced eLearning course 'Learning MURAL for Collaboration'. Click on the course name above for direct access to the course content.

Dates & Times

This course is offered as a Virtual Workshop Series via Zoom. [CLICK HERE](#) to view the course schedule

ETDP SETA Funding

To qualify for ETDP SETA funding, the following documents are required:

- Certified copy of ID
- Completion of the ETDP SETA training forms

The ETDP SETA forms will be shared with you once your registration is confirmed. These documents are to be submitted electronically or handed-in on the first day of the course.

Booking and Further Information

- This course is co-funded by the ETDP SETA and the Staff Learning Centre.
- By registering for this course you are agreeing to attend all sessions and submit all necessary documents to qualify for ETDP SETA funding.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

HERS-SA Academy

HERS-SA was founded in 2003 to address the critical shortage of women in senior positions in Higher Education, a major area of concern within the sector.

The organisation has been providing professional and leadership development opportunities for women in Higher Education in South Africa at its Academy for 19 years, and has had over 1500 women to date attend this prestigious leadership development programme.

During each September, HERS-SA hosts a week-long 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 by selecting to participate in a range of plenary sessions, development workshops, breakaway activities and attending talks by well-known leaders in Higher Education and other sectors.

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 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 International Relations and Co-operation, Dr Naledi Pandor, two Vice-Chancellors, Deans, Head of Departments, and other women in support services leadership positions.

The 2023 Academy will be held in Cape Town at the Doubletree by Hilton Hotel, Upper Eastside, Woodstock.

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 Programme 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 registering for the course by the closing date. Those who have booked will then be sent further information about the selection process

Dates

[CLICK HERE](#) to view the academy schedule

Booking And Further Information

- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments
- More information can be found at the [HERS- SA website](#) or by contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Introduction To Mentoring – Preparing To Be Mentor

Outcomes

- Understand your own behaviour and the behaviour of others
- Understand what is meant by mentoring
- Use a mentoring approach to leading others in a managerial or supervisory role
- Develop mentoring skills
- Explore feedback techniques and models
- Apply tools and techniques for effective mentoring
- How to lead with a mentoring mindset
- Use practical tools to set up the mentoring relationship
- Extend your support network of like-minded UCT colleagues

Who Should Attend?

Managers, supervisors, team leaders, educators, academic supervisors.

Virtual Workshop Series

– Dates & Times

This course is offered as a Virtual Workshop Series via an online platform (Zoom/MS Teams), split into 5 half- day sessions.

Dates and times to be confirmed.

This online course is aimed at those who want to improve their skills to mentor, manage or supervise others. The course explores the necessary skills, tools and knowledge to adopt mentoring approach to working with, and supporting, others.

Booking and Further Information

- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- To express your interest in this course, and to ensure that you are notified once the dates and times have been confirmed, add this course to your 'My Learning Assignments' on SuccessFactors Learning.
- [CLICK HERE](#) to add the course to your My Learning Assignments
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Lead-Q

LeadQ 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 employee engagement in the organisation, in turn leading to a positive impact on organisational performance, staff turnover, and employee wellbeing.

This course 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 all sessions in the workshop series.

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

Prerequisite Course

[WorkQ \(Course ID 7015\)](#)

Registrations for WorkQ are done via SuccessFactors Learning. Click on the course name above to view the course dates and register for WorkQ.

This course 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.

Dates & Times

[CLICK HERE](#) to view the course schedule

Venue

Cambria House, Middle Campus

ETDP SETA Funding

To qualify for ETDP SETA funding, the following supporting documents are required:

- Certified copy of ID
- Completion of the ETDP SETA learnership forms

The ETDP SETA forms will be shared with you once your registration has been confirmed. These documents are to be submitted electronically or handed-in on the first day of the course.

Booking and Further Information

- This course is funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Certificate In Business Administration

This certificate programme is aimed at those who have worked in administration but have no formal qualifications. It is an opportunity for staff members in administration to gain a Further Education and Training (FET) Certificate in Business Administration.

The programme is a combination of workshop attendance and the completion of a portfolio of evidence for the purpose of RPL (Recognition of Prior Learning).

Outcomes

The successful participant will be able to demonstrate knowledge, skill, and experience in:

- Workplace communication
- Build relationships and care for customers
- Business administrative systems and processes
- Problem solving and decision making within a team context
- If you are found competent this will result in a Further Education and Training (FET) Certificate in Business Administration (Qualification ID 61595) at NQF Level 4.

Who Should Participate?

This RPL qualification is aimed at staff who have some experience in an administrative role.

Qualification Entry Requirements

- A minimum of a Grade 10 / NQF Level 2 qualification
- Be able to communicate in two of South Africa's official languages
- Have at least 2 years' total work experience
- Have completed the prerequisite online course (see prerequisite course)
- Be able to commit to the full programme
- Participants will be required to sign a Bursary Agreement (HR186)
- You will need to provide proof of the above when applying.

Prerequisite Course

- [Zoom Essential Training](#) (Course ID 26001)

This is a self-paced eLearning course and can be accessed via SuccessFactors Learning. Click on the course name above for direct access to the course content.

Selection Process

1. There is a selection process for inclusion in this RPL process. Preference will be given to staff who have no other qualification higher than NQF Level.
2. Interested staff must apply for inclusion in the selection process by registering by the closing date. Those who have who have registered will then be sent further information about the entry requirements and selection process.

Virtual Workshop Series Dates & Times

[CLICK HERE](#) to view the course schedule

ETDP SETA Funding

To qualify for ETDP SETA funding, the following supporting documents are required:

- Certified copy of ID
- Certified copy of Highest Qualification
- Completion of the ETDP SETA learnership forms

The ETDP SETA forms will be shared with you once your registration has been confirmed. These documents are to be submitted electronically or handed-in on the first day of the course.

Booking and Further Information

- This course is co-funded by the UCT Staff Learning Centre and the ETDP SETA.
- By registering for this course, you are agreeing to attend all sessions and submit the necessary supporting documents to qualify for ETDP SETA funding.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Certificate in Management

The programme is a combination of workshop attendance and the completion of a portfolio of evidence for the purpose of RPL (Recognition of Prior Learning).

Outcomes

The successful participant will be able to demonstrate knowledge, skill, and experience in:

- Applying Leadership Concepts in a Work Context
- Motivating and Building a Team
- Managing Expenditure against a Budget
- Achieving Service Excellence for both Internal and External Clients
- Performance Management and Achieving Objectives

If you are found competent this will result in a Further Education and Training (FET) Certificate in Generic Management (Qualification ID 57712) at NQF Level 4.

Who Should Participate?

This RPL qualification is aimed at staff who have some experience in a supervisory role (first line managers, team leaders, or supervisors).

Qualification Entry Requirements

- Grade 10 / NQF Level 2 qualification
- Be able to communicate in two of South Africa's official languages
- Have at least 2 years' total work experience
- Have completed the prerequisite online courses (see prerequisite courses)
- Participants will be required to sign a Bursary Agreement (HR186)
- You will need to provide proof of the above when applying.

Prerequisite Course

[Zoom Essential Training](#) (Course ID 26001)

This is a self-paced eLearning course and can be accessed via SuccessFactors Learning. Click on the course name for direct access to the course content.

This certificate programme is aimed at those who have worked in junior management positions for a few years but have no formal management qualifications. It is an opportunity for staff members in junior management to gain a Further Education and Training (FET) Certificate in Generic Management.

Selection Process

There is a selection process for inclusion in this RPL process. Preference will be given to staff who have no other qualification higher than NQF Level 2. Interested staff must apply for inclusion in the selection process by registering by the closing date. Those who have who have registered will then be sent further information about the entry requirements and selection process.

Virtual Workshop Series – Dates & Times

This course is offered as a Virtual Workshop Series via Zoom. [CLICK HERE](#) to view the course schedule

ETDP SETA Funding

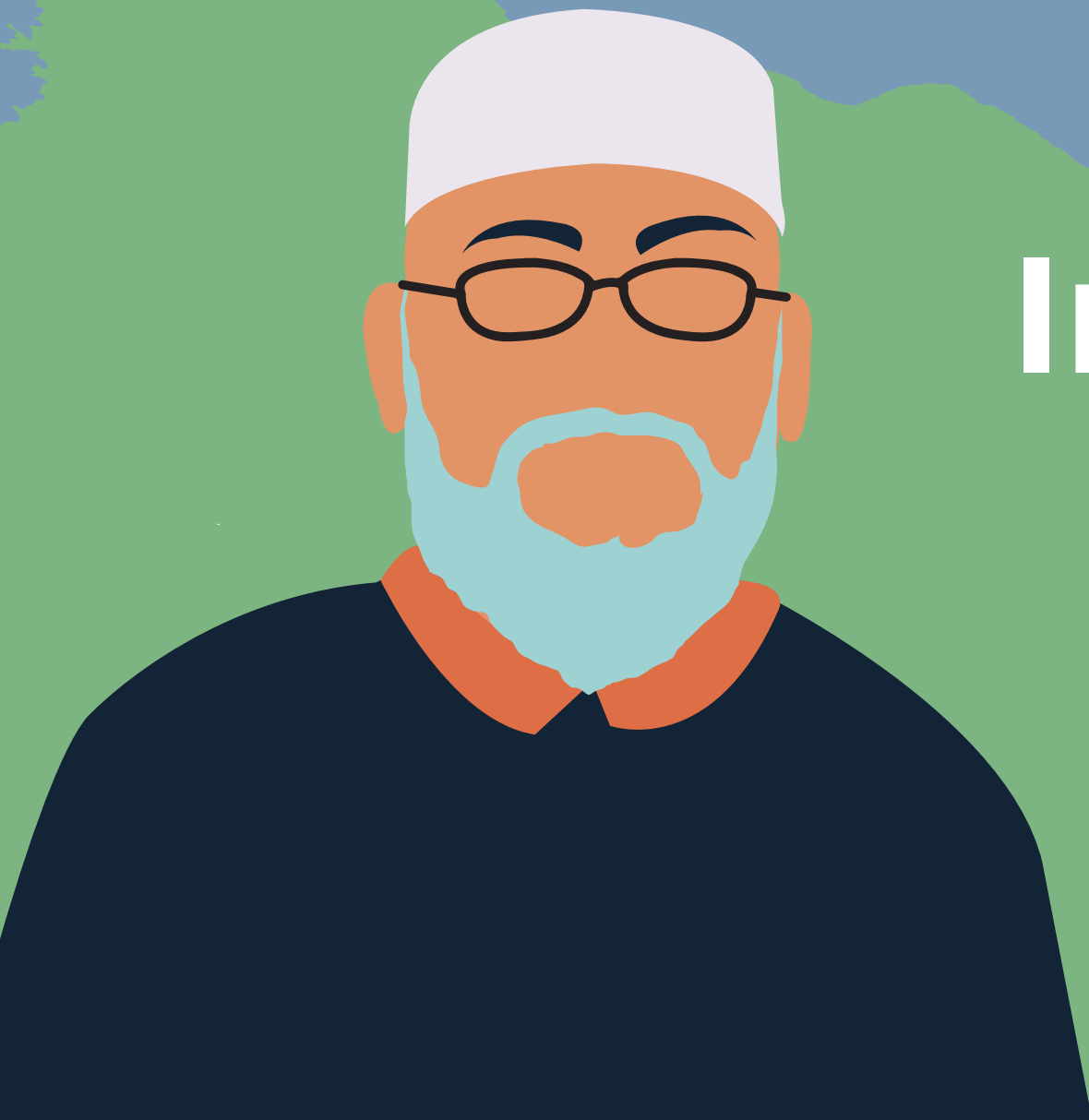
To qualify for ETDP SETA funding, the following supporting documents are required:

- Certified copy of ID
- Certified copy of Highest Qualification
- Completion of the ETDP SETA learnership and POPI forms

These forms will be shared with you on acceptance into the qualification and are to be electronically submitted / handed-in on the first day of the course.

Booking and Further Information

- This course is co-funded by the ETDP SETA and the Staff Learning Centre.
- By registering for this course, you are agreeing to attend all sessions and submit all necessary supporting documents to qualify for ETDP SETA funding.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za



Inspire and motivate your team

#TheRightOpportunity

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 (mainly at lecturer and senior lecturer levels, but not exclusively).

This course consists of two streams: the SET stream is for science, engineering, and the health sciences, and SSLHC is for social sciences, law, humanities, commerce and social science-related branches of health sciences and engineering

The ERP offers face-to-face and/or online training sessions on a range of topics related to research. The programme also offers modest grants for research related activities to those who qualify to the full membership (permanent academic staff members).

Outcomes

It aims to assist academics to:

- Attain higher degrees (Masters and PhD)
- Write for publication
- Locate funding and write winning funding proposals
- Supervise Masters and PhD students to graduation (the basics of good supervision)
- Apply successfully for promotion
- Achieve an NRF rating (upon which, ERP members are considered as established)

Who Should Attend?

All academic staff members who recognise the need to build their personal research capacity.

Dates

Ongoing throughout the year. Programmes are made available to participants for each semester.

Further Information

- Further Information can be found at www.researchsupport.uct.ac.za/emerging-researcher-programme-erp

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.

Booking and Further Information

- Further Information can be found at www.rci.uct.ac.za

Induction / Refresher Course on Research Contracts, Intellectual Property, Research Funds Management and Administration (RC&I)

Research Contracts and Innovation (RC&I) 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.

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 contract that are entered into, such as Research Contracts, Material Transfer Agreements, Confidentiality Agreements, Consortium Agreements
- 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

Who Should Attend?

New academic staff and those needing an IP and Contracts ‘refresher’. Principal Investigators and new Fund Managers.

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.

Booking and Further Information

- Further Information can be found at www.rci.uct.ac.za

Publication Count: Electronic Research Administration (ERA) Systems 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. Group sessions are done by publication count administrator user role.

Key Outcomes

Knowledge on capturing relevant publications on ERA for the Publication Count.

Who Should Attend?

Administrators servicing the publication count process and who has, or requires access to ERA system.

Booking and Further Information

- Visit www.researchsupport.uct.ac.za/contact-publication-count to contact the relevant faculty coordinator or research office team member for more information or bookings.

Responsible Conduct of Research

This online training (created by UCT's Office of Research Integrity) develops skills and provides knowledge and resources to researchers to enable them to navigate the research space in a responsible, ethical and informed way.

The programme is intended to cover a broad range of research integrity and responsible conduct of research topics, to empower researchers and to create a responsible research environment.

Course Details

The following modules are currently available on SuccessFactors:

- [Introduction to Research Integrity](#)
- [Unpacking Research Misconduct and Questionable Research Practices](#)
- [Responsible Authorship and Publication Practices](#)
- [Research Involving Human Participants](#)
- [Managing and sharing Human Research Data](#)

More modules covering additional research integrity topics are currently in development, please login to SuccessFactors to see any new offerings as they become available.

Outcomes

The courses aim to assist researchers to:

- Navigate the research space whilst upholding research integrity principles such as honesty, accountability, professional courtesy and fairness and, good stewardship.
- Understand UCT policies, national regulations and international standards governing responsible research.
- Understand why fostering research integrity is beneficial to individual researchers, the research enterprise and the institution.
- Understand what constitutes research misconduct and questionable research practices, why these are problematic, what impact they can have on your career and how to avoid them.
- Understand responsible authorship and publication practices and developing strategies for managing authorship discussions or disputes.
- Identify low-quality and predatory publications and develop strategies to avoid falling

- victim to problematic publication practices
- Understanding benchmarks for ethical research, the research ethics landscape, assessing ethical risk and, ongoing considerations of ethical matters throughout the life cycle of a research project.
- Understand and apply responsible practices related to research data management, storage, sharing and curating.
- Understand the impact of the Protection of Personal Information Act (POPIA) in research data management.

Who Should Attend?

All researchers, regardless of their career stage, would benefit from engaging with these courses.

Availability

The modules are hosted on SuccessFactors and can be taken at any time.

Booking and Further Information

- To engage with the online modules visit [SuccessFactors Learning](#).
- More information can be found at www.researchsupport.uct.ac.za/researchsupport/integrity/training-education, or by contacting the Office of Research Integrity at research.integrity@uct.ac.za.

Occupational Health, Safety & Environment

The Occupational Health, Safety and Environment training course offerings facilitates the ongoing development of occupational health and safety knowledge and skills to ensure that UCT remains a safe working environment and is compliant with legislative requirements.

Occupational Health, Safety and Environment (OHSE) Training Courses

The OHSE training course offerings have been carefully curated to provide staff with access to a wide range of knowledge and skills on OHSE related topics. These courses are facilitated by a combination of expert UCT Instructors and specialist Industry Training Providers.

These courses are available to all UCT staff.

OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT COURSES

1	OHSE Induction Course for All Staff
2	OHSE Representative Training
3	OHSE First Aid Course
4	OHSE Fire Prevention Training
5	OHSE Evacuation Marshal Training
6	OHSE Hazardous Chemicals (HazChem) Awareness Training
7	OHSE Legal Liability Training

For more information about each of these courses, and/or to register, visit the course page on SuccessFactors Learning by clicking on the course title(s) above.

Booking and Further Information

- These courses are offered by the Safety Health & Environment Office (SHE Office), Properties and Services.
- Should you have any questions about the OHSE courses, contact the SHE Office at ohstraining@uct.ac.za

Lead with confidence and expertise

#TheRightOpportunity



Assertiveness @ Work

This course aims to provide you with the ability to manage high-stress or high- emotion encounters by developing the knowledge and skills needed to assert yourself effectively.

You will 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.

Outcomes

- Become more self-confident
- Express your opinions and views in a firm yet respectful manner
- How to stand up for your rights without violating the rights of others
- 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
- Apply the principles of assertiveness in different difficult situations
- Effectively deal with conflict and confrontation

Who Should Attend?

Anyone who wants to become more appropriately assertive.

Dates & Times

[CLICK HERE](#) to view the course schedule

Venue

Cambria House, Middle Campus

ETDP SETA Funding

To qualify for ETDP SETA funding, the following documents are required:

- Certified copy of ID
- Completion of the ETDP SETA training forms

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Booking and Further Information

- This course is co-funded by the ETDP SETA and the Staff Learning Centre.
- By registering for this course you are agreeing to attend all sessions and submit all necessary supporting documents to qualify for the ETDP SETA funding.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Decide Priorities, Manage Yourself

The workshop focus is to support you in choosing approaches that will help you achieve the results you desire.

Outcomes

- Examine where you are currently placing your time and energy versus your desired results
- Identify time wasters and barriers to effectiveness
- Identify the attitudes, values and behaviours that enhance personal productivity
- Establish well thought-out, realistic goals for your various roles
- Break the procrastination barrier by examining the blockages to personal effectiveness
- Proactively manage the expected outputs of your roles by doing what counts
- Focus on priorities by identifying more critical and less important activities and tasks and adjust priorities when appropriate
- Make preparations by ensuring that required resources, equipment and/or materials are in appropriate locations so that own (and others) work can be done effectively
- Schedule time by allocating time to complete work, co-ordinate own (and others') schedules and avoid conflicts
- Get organised and stay organised
- Manage self-interruptions and other interruptions appropriately
- Create an action plan that supports the habits that will lead to your success

Who Should Attend?

Anyone who would like to manage their priorities more effectively.

Prerequisite Course

- [Zoom Essential Training](#) (Course ID 26001)

This self-paced eLearning course can be accessed via SuccessFactors Learning. Click on the course name above for direct access to the course content.

This virtually facilitated workshop series is designed to create awareness of the personal habits and practices that cause inefficiency.

Dates & Times

This course is offered as a Virtual Workshop Series via Zoom.
[CLICK HERE](#) to view the course schedule

ETDP SETA Funding

To qualify for ETDP SETA funding, the following documents are required:

- Certified copy of ID
- Completion of the ETDP SETA training forms

The ETDP SETA forms will be shared with you once your registration is confirmed. These documents are to be submitted electronically or handed-in on the first day of the course.

Booking and Further Information

- This course is co-funded by the ETDP SETA and the Staff Learning Centre.
- By registering for this course, you are agreeing to attend all sessions and submit all necessary documents to qualify for ETDP SETA funding.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Introduction To Design Thinking – Understanding The Mindset And Practice

This online high-paced introductory experience to design thinking is a great way to explore the human-centred approach to problem solving in a collaborative and creative environment. Participants will work in multidisciplinary teams from various faculties and apply their diverse insights and knowledge to a challenge during the programme.

The best part is that participants gain insight into how design thinking could be practically applied in a wide range of settings, from personal to global, and across disciplines and sectors.

In an uncertain future, design thinking enhances complex problem solving, critical thinking and creativity. Furthermore, it builds confidence when dealing with uncertainty and ambiguity.

Leveraging off its relationship with the Hasso Plattner Institutes at Stanford (d.school) in America and Potsdam (HPI School of Design Thinking) in Germany, the d-school at UCT offers training and capacitation in design-led innovation.

Outcomes/What to expect?

- Exposure to the design thinking process
- Develop empathy for end-users
- Learn to work in multidisciplinary teams
- Learn to develop low-fidelity prototypes.

Dates & Times

[CLICK HERE](#) to view the course schedule

The Hasso Plattner School of Design Thinking at UCT (d-school) offers a free experiential Introduction to Design Thinking into the mindset and practice of design thinking aimed at University of Cape Town staff (both academic and PASS).

Format

This online course is half-day and requires your full attendance as part of the team.

Booking and Further Information

- This course is funded by the Hasso Plattner School of Design Thinking at UCT (d-School).
- [CLICK HERE](#) to register or add the course to your My Learning Assignments. Adding the course to your *My Learning Assignments* indicates your interest to attend a future class. For more information visit www.dschoool.uct.ac.za or contact Rene Rainers at rene.rainers@uct.ac.za
- Check us out on social media
 - » www.facebook.com/dschoolAfrica
 - » twitter.com/dschoolUCT
 - » www.instagram.com/dschooluct
 - » www.linkedin.com/company/19135986/admin

WageWise Financial Education Programme

The WageWise Financial Education Programme is a financial literacy course which aims to equip staff with the necessary knowledge, skills and tools to effectively manage their personal finances.

Course Topics

At this course you will learn about:

- Budgeting
- Payslip deductions
- Credit management
- Credit profiles and over-indebtedness
- Savings

Who Should Attend?

PASS staff, PC01-PC06, who want to improve their financial literacy skills

Course Presenters:

The WageWise Programme is presented by specialist facilitators affiliated with the ASISA Foundation.

Booking and Further Information

This course is funded by the ASISA Foundation and offered at no cost to UCT staff.

Dates & Times

[CLICK HERE](#) to view the course schedule

Venue

Cambria House, Middle Campus

Booking and Further Information

- This course is funded by the ASISA Foundation and offered as part of the Staff Learning Programme.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments.
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

Work-Q

This course will provide you with the tools and learning environment to allow you to effectively deal with the personal barriers that block growth and proactive development.

This course 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 sessions.

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?

Those who want to empower themselves and develop personal leadership abilities

Dates & Times

[CLICK HERE](#) to view the course schedule

Venue

Cambria House, Middle Campus

ETDP SETA Funding

To qualify for ETDP SETA funding, the following documents are required:

- Certified copy of ID
- Completion of the ETDP SETA training forms

The ETDP SETA forms will be shared with you once your registration is confirmed. These documents are to be submitted electronically or handed-in on the first day of the course.

Booking and Further Information

- This course is co-funded by the ETDP SETA and the Staff Learning Centre.
- By registering for this course, you are agreeing to attend all sessions and submit all necessary supporting documents to qualify for ETDP SETA funding.
- [CLICK HERE](#) to register or add the course to your My Learning Assignments
- Adding the course to your *My Learning Assignments* indicates your interest to attend a future class.
- For more information contact the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za

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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.

Booking and Further Information

- Up to date information about upcoming events can be found at: www.cilt.uct.ac.za

CILT Design Studio

Design Studio is an online course created to assist lecturers and teaching staff at UCT who are redesigning their courses for blended or online teaching.

The move to online or blended teaching can be a daunting process. We need to think about ways to translate, transform and transfer our face-to-face courses to flexible teaching mode that is sensitive to our local context. To support this shift, we created the online design studio process to take lecturers through essential activities to re-imagine their course for blended or online modes.

The course provides an experience of learning on Vula while assisting lecturers to design an online course. The course allows participants maximum flexibility to work through the material at their own pace. Some of the course formats are facilitated with live meetups weekly to allow colleagues to interact and share experiences. There is also an entirely self-paced version.

Who Should Attend?

Course convenors, lecturers, and teaching staff.

Course topics

The Design Studio covers core design topics such as learning outcomes, student engagement, developing a course map and assessment planning.

Course Objectives

Teaching staff are supported to produce a course map outlining the learning objectives, detailed learning activities, estimates of learning time and assessment tasks. During the course, participants are also guided on content production and their Vula course site design.

Course Costs

Free to UCT staff.

Booking and Further Information

- Please visit the [Centre for Innovation in Learning and Teaching website](#) for details of upcoming course dates and how to enrol, or email CILT events (cilt.events@uct.ac.za).

Established And Seasoned Academic Practitioners' Programme (ESAPP)

This new programme is focused on enhancing the teaching practices of established or seasoned academics with a focus on post-graduate teaching and supervision pedagogy. ESAPP will draw on established academics' strengths, experiences, and capacities to further enhance and give substantive shape to their teaching aspirations.

ESAPP will focus on academics who have been in HE/ UCT for 5-15 years and who themselves recognise a need for a 'refresher course' on the latest, current and relevant teaching frameworks and curriculum models in relation to Vision 2030 at UCT.

ESAPP will consist of a two-day residential retreat at the beginning of each year. A cohort of 20 academics will be invited to engaged with a series of relevant topics focused on increased contextual and disciplinary understanding and awareness of strategies to exercise their agency in post graduate teaching and supervision pedagogy.

Course topics

Academic identity, positionality, gender, agency, higher education context, assessment, curriculum change, feedback processes, evaluation instruments, on-line pedagogies, transforming and decolonising teacher-student relationships, teaching and learning partnerships, knowledge and affective economy, the university as a public good, mentoring, apprentice versus cohort supervision models, methodologies, social justice and many more.

Who Should Attend?

- Established or seasoned academics (5-15 years) at UCT.
- Academics experiencing challenges with assessment strategies
- Academics who are interested in re-imagining the curriculum in the context of an African HE.
- Academics wishing to build teaching partnerships, team teaching, peer teaching and co-teaching
- Academics wishing to engage with socially just and decolonial pedagogies
- Academics interested in deepening disciplinary teaching practice
- Academics experiencing challenges of diversity in their classrooms and with their students

Convenor

Assoc Prof Kasturi Behari-Leak

Dates

This course will commence at the beginning of the year (residential retreat) and will run in both contact and online modes during the year, culminating with an end-of-year symposium.

Booking and Further Information

- More information can be obtained from Avrill Dawson via email Avrill.Dawson@uct.ac.za or on X5244.

New Academic Practitioners' Programme (NAPP)

NAPP is a collaborative induction programme for new academic staff with less than 5 years' experience, who are transitioning into 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 teachers, researchers 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, learning, assessment, and curriculum workshops, on campus, spread out over a semester. NAPP runs in the first semester and is repeated with a new cohort in the second semester. In light of the university's decision to adopt a blended teaching and learning mode, sections of the NAPP offering will be facilitated in contact and online mode.

With a keen focus on the higher education classroom in the context of transformation, decolonisation and change, NAPP provides a collegial space to have difficult conversations and to collaboratively strategise around issues of power, privilege, positionality and agency in interactions with peers and students.

Participants identify a teaching project at the start of their critical reflection journey. Self-identified challenges include large class teaching, digitally enabled teaching, multiple literacies, transformation challenges, curriculum change, decolonisation, assessment practices, and discipline-specific projects. As a holistic programme of professional development,

NAPP is a great networking opportunity. 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.

Booking and Further Information

- More information can be obtained from Avrill Dawson, on x5244 or at Avrill.Dawson@uct.ac.za

Teaching Observation (TO)

In the context of a complex and changing higher education environment, opportunities are offered to new and established educators to invite a teaching and learning specialist into their classrooms to observe their teaching and use this as the basis for a conversation about strengthening teaching practice.

The TO course runs over six weeks and includes classroom visits, seminars, and consultations. The TO is offered as an additional reflective and evaluative tool to offer an extra set of eyes on teaching practice and to work with student course evaluations on teaching. It can also offer perspectives on how to decolonise teaching and embrace more inclusive, digitally enabled and socially just pedagogies. It is designed to facilitate a collegial peer review process using feedback from classroom observation to deepen insights on practice and practical teaching challenges. Based on a reflective model of pedagogic practice, the course is designed as a supportive and nurturing engagement; each observation is followed up with a consultation and written report, offering a lens to lecturers to shape and fine tune their teaching practice further.

Course Co-Ordinator

Assoc Prof Kasturi Behari-Leak

Booking and Further Information

- More information can be obtained from Avrill Dawson on x 5244 or at Avrill.Dawson@uct.ac.za

Teaching With Technology

The Centre for Innovation in Learning and Teaching (CILT) works with UCT academics and support staff, and students with teaching or tutoring responsibilities 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 academics and tutors who want to put their learning from the workshops and seminars into practice. For the course and learning design process, academics can book a 45-minute online [Hands-on Help consultation](#) with a CILT staff member.

Booking and Further Information

- If you have any questions regarding the CILT events contact cilt.events@uct.ac.za.
- Information about upcoming events can be found at www.cilt.uct.ac.za/cilt/remote-teaching and www.cilt.uct.ac.za/cilt/cilt-events
- CILT also has an online collection of teaching resources and guides available at <https://cilt.uct.ac.za/teaching-resources>

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.

CILT offers advice and/or workshops about OER, copyright and Creative Commons 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. CILT is also supporting the creation and recognition of Open Textbooks (www.dot4d.uct.ac.za/)

Booking and Further Information

- More information can be found at www.cilt.uct.ac.za/cilt/open, or by contacting Glenda Cox at Glenda.cox@uct.ac.za

The Short Course On Teaching (TSCOT)

This short course is shaped around a small group consultancy model of professional development. It brings together a small group of emerging or established lecturers to address a self-identified challenge or opportunity in their teaching.

This approach enables academics to develop ways of deepening perspectives, designing, delivering, and evaluating their courses and teaching in their disciplines, in the context of a complex and changing higher education sector.

The course is designed as a trans-disciplinary offering for lecturers who can work together to explore and improve an aspect of their teaching practice with feedback from facilitators and peers. The TSCOT can also be designed for academics in specific departments and faculties, where it will take a more customised and disciplinary focus. Using a mixture of weekly meetings and seminars, one to one consultations, peer and teaching observations, this course is offered anew every semester. In light of the university's decision to adopt a blended teaching and learning mode, sections of the TSCOT offering will be facilitated in contact and online mode.

Who Should Attend?

Small groups in different departments who want to look at aspects of decolonisation of the curriculum/ courses are welcome to apply.

Course Convenor

Assoc Prof Kasturi Behari-Leak

Booking and Further Information

- More information can be obtained from Assoc Prof Kasturi Behari-Leak via email Kasturi.behari-leak@uct.ac.za or on X3490.

Laboratory Skills

These workshops aim to develop a wide range of knowledge and skills for staff who work in, or for those who aspire to work in, the various UCT laboratories.

The Laboratory Workshop Series

The modules of the laboratory workshop series were first designed and delivered by the Scientific and Technical Officers Association. More recently, the programme modules have been reviewed and updated by expert Instructors from a wide range of disciplines across UCT.

LABORATORY WORKSHOP SERIES - PROGRAMME OUTLINE	
Module 1	Laboratory Health & Safety
Module 2	Autoclaves, Freezers & Gas Cylinders
Module 3	Laboratory Equipment Operation & Maintenance
Module 4	Preparing Chemical Solutions
Module 5	Sterile Laboratory Techniques & Preparation of Culture Media for Bacterial Growth

For more information about each of these courses, and/or to register, visit the course page on SuccessFactors Learning by clicking on the course title(s) above.

Laboratory Health & Safety Courses

In addition to the Laboratory Workshop Series modules, specialists within the Chemistry Health & Safety unit at the Faculty of Science have introduced a number of course offerings that focus on health and safety practices in the laboratory context. These course offerings are outlined in the table below:

LABORATORY HEALTH & SAFETY COURSES	
1	Fundamentals in Laboratory Health & Safety
2	Basic Office & Laboratory Ergonomics & Risk Assessment
3	Laboratory Health & Safety Representative Short Course
4	Laboratory & Research Chemical Safety & Storage

For more information about each of these courses, and/or to register, visit the course page on SuccessFactors Learning by clicking on the course title(s) above.

Booking and Further Information

- These courses are funded by the Staff Learning Centre, Human Resources, as part of the Staff Learning Programme.
- Register or express your interest in these courses via [SuccessFactors Learning](#).

Technical And Workshop Skills

The Staff Learning Centre 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, subject to budget being available, by the Staff Learning Centre, Human Resources, as part of the Staff Learning Program. More information can be found on the [HR Website](#) or by contacting the Staff Learning Centre at hr-stafflearningcentre@uct.ac.za.



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Centre For Extra- Mural Studies

The Centre for Extra-Mural Studies (EMS), 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 programme will include the regular summer School in January which offers over 50 courses and lectures on a variety of general interest topics -. See www.summerschool.uct.ac.za Reduced fees for UCT staff and students may be available for courses run through the EMS.

The EMS also designs customised courses for groups upon request, where the learners' needs are considered in the construction of the curriculum. The EMS is able to draw upon a wide range of expertise linked with the University to provide an appropriate learning experience for organisations.

Further Information

- For more information about these courses, please 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.

Further Information

- For further information on courses offered by the CPD programme, please visit the website www.cpd.uct.ac.za or email Heidi Tait or Gillian Williams at ebe-cpd@uct.ac.za.

Funding Formal Development

STAFF EDUCATION BURSARY SCHEME

The Staff Education Bursary Scheme (SEBS) is designed to assist permanent 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.

Applications must be made and approved prior to embarking on such a course of study. A limited number of bursaries are available each year.

[CLICK HERE](#) for quick access to the Staff Education Bursary Scheme Policy

STAFF TUITION RATES

Eligible staff members qualify for staff tuition rates for study at UCT and UWC for themselves, their spouse or life partner, and children if the children are financially dependent on the staff member.

[CLICK HERE](#) for quick access to the Staff Tuition Rates Policy

Further Information

- Further information can be found on the [HR Website](#).

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:

- Preparing to be a mentor? Please refer to the Introduction to Mentoring workshop contained in this resource guide.
- Engaging performance through Development Dialogue workshops. Please refer to the Development Dialogue information contained in this resource guide.
- Team sessions. Please consult with your Human Resource Business Partner. (HRBP)

Course Costs

The Organisational Development Section can assist with sourcing an appropriate facilitator to work with your team. The Organisational Development Section has limited budget available for these initiatives and the Faculty / Department may be liable for the cost of an external facilitator. Some interventions may also attract a venue and catering costs.

Booking and Further Information

- This service is offered by the Organisational Development and Effectiveness Unit, Human Resources.
- For more information, please contact your dedicated Human Resource Business Partner.

UCT Law @ Work

The Faculty of Law's Professional Development Project is a self-funding unit offering law-related short courses of postgraduate standard.

UCT Law@work presents short courses, online self-paced courses, seminars, and workshops on topical legal issues. We also offer customised courses for various institutions where training is required for groups within those institutions. You are welcome to contact us in this regard.

Booking and Further Information

- For a list of courses, plus access to Law @ work's twitter and facebook pages, visit www.lawatwork.uct.ac.za
- For more information or to be added to our mailing list to receive regular course updates email Donnaleen Coue at don.coue@uct.ac.za



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STAFF LEARNING CENTRE

Organisational Development & Effectiveness, Human Resources

UNIVERSITY OF CAPE TOWN

Private Bag X3, Rondebosch 7701, South Africa

Staff Learning Centre, Cambria House, Middle Campus

E-mail: hr-stafflearningcentre@uct.ac.za

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theearthisround.co.za