

## **STAFF DEVELOPMENT POLICY**

### **1. INTRODUCTION**

- 1.1 The Legal Assistance Centre believes that proper utilisation of its human resources is very important for the achievement of its objectives. The Centre is committed to building the capacity of all its employees to become multi-skilled and efficient in their particular areas of work and interest. To this end, the Centre commits itself to creating a conducive environment in which staff members can improve their skills and knowledge by engaging in informal and formal studies. **Such trainings must relate directly to the work of the Centre.**
- 1.2 **Defensive driving courses (to those who just got their license), computer training, completion of grade 12, etc. are part of staff development.**
- 1.3 Before embarking on any training, **training needs assessment will be identified during the annual appraisal by the Manager in consultation with the relevant employee and his / her coordinator. After the assessment, applications for the following year must be submitted before September/October. The application will be sent to the committee for consideration.**
- 1.4 **The committee will comprise of 3 people, who would follow the guidelines when considering applications. Applications and recommendations will be sent to the Director for endorsement. This committee may have meetings twice a year, or on request to consider urgent applications**

### **2. IN-HOUSE TRAINING**

- 2.1 The Centre shall organise and fund in-house training on request from employees. The main aim of such training is to create a better



understanding of the work of the Centre, the social, economic and political environment in which we operate as well as specific skills and knowledge required by the staff to their work better.

- 2.2 This training will be co-ordinated by the various projects or units and will probably be provided by Centre staff, although outside experts may be invited to give specific input. Each unit / project will identify the appropriate training topics, and they will also determine the nature and frequency of training sessions. Each unit/project Co-ordinator will take responsibility for in-house training and will liaise with the Manager in this respect.

### 3. SHORT-TERM EXTERNAL TRAINING

- 3.1 The Co-ordinators, Manager, employee **and the committee on staff development are responsible** for this type of training, which will normally be aimed at addressing particular developmental needs of individuals. Training courses of this type will last for a maximum of **3 (three) months, provided that applications are received (well in advance) 1/2 months in advance.**
- 3.2 Such training will be undertaken through institutions in Namibia, although in exceptional circumstances attendance at courses offered in a country other than Namibia may be considered. Staff will be granted time off to complete their training. The Centre may pay the full training cost or a maximum of 75%, depending on the relevance to the work of the individual **and availability of similar but cheaper courses.**
- 3.3 **When invited to short courses, the committee will follow the guidelines that would consider previous assistance received,**



**period of employment, benefit to the company, transport, S&T, etc.**

#### **4. PART-TIME AND / OR CORRESPONDENCE COURSES**

4.1 The Centre will as far as possible accommodate requests for support to undertake such part-time and/or correspondence courses. The Centre will pay a maximum of 75% of the course fee (including the cost of prescribed books).

4.2 Should the employee not pass a course/subject on the first attempt, he/she will have to pay to repeat the course/subject, should they be inclined to do so, after which he/she may apply again for assistance for further courses.

4.2.1 If an employee abandons such a course he/she will be required to refund the Centre, unless the course is abandoned due to ill health or for another justifiable reason.

**4.2.2 After completion of the course, the employee must work at the centre for the period used to study**

**4.2.3 If an employee leave the centre within the first year after completion of his/her studies, the whole amount contributed to the studies must be refunded to the centre, and from the second year a pro-rate amount will be calculated**

#### **5. FULL-TIME LONG TERM EXTERNAL TRAINING**

5.1 If an employee wants to undertake full-time long-term external training and or studies, (one year or longer), resulting in physical absence from work, the employee must resign.

