



POLICY GOVERNING THE FUNDING OF ACADEMIC, SPORT, ADMINISTRATIVE AND AUXILIARY STAFF LEARNING

Purpose

The purpose of the policy is to provide guidelines for the funding of staff learning at St Benedict's, specifically to ensure consistency in funding and to promote a strong link between learning, further development opportunities and performance to ensure a return on investment for St Benedict's and the staff involved.

Applicable

The policy applies to all permanent, full time academic, sporting, administrative and auxiliary staff members as well as candidates annually contracted in the school's Internship Programme. The policy does not apply to part-time staff or staff paid by external service providers.

Principles

1. In support of professional staff learning and development, St Benedict's Board of Governors offers Staff Education Bursaries.
2. All permanent staff members as well as candidates annually contracted in the school's Internship Programme are eligible to apply for an annual Staff Education Bursary.
3. The bursary covers 50% of annual tuition fees up to an annual maximum of R10 000.
4. To qualify, the course of study must have the following criteria:
 - 4.1. The course is for a sustained period of time;
 - 4.2. The staff member must be able to attend the course in their own time;
 - 4.3. The course must be examined or formally assessed;
 - 4.4. The course must be through a recognised, reputable institution;
 - 4.5. The course is developmental and job-related;
 - 4.6. The course results in a qualification, certificate, degree or diploma;
 - 4.7. The course is approved by the line manager.



5. The funding is done under a bursary agreement and as such is exempt from SARS regulations.
6. The bursary is granted annually. If a course is longer than a year, a staff member is obliged to apply for funding each year. A bursary granted in one year, does not imply that it will automatically be granted in subsequent years.
7. In order to apply for the bursary, a staff member submits "A Letter of Request and Motivation" together with proof of registration and a financial statement to their School Head. School Heads motivate their staff members' requests to the Executive Headmaster who is invested with delegated responsibility to approve or deny the request on behalf of the St Benedict's Board of Governors.
8. The first term Financial Report to the Board of Governors will include a detailed report on the "Funding of Staff Learning and Development". The report should contain – at its very least – the following information:
 - Staff Member's Name
 - School Section
 - Course studied
 - Tertiary Institution or provider
 - Value of Bursary approved
 - How the staff member and St Benedict's will benefit from the awarding of the bursary
9. Should a staff member resign in the year following that in which a bursary was awarded, the Board of Governors reserves the right to convert the bursary into a loan. The repayment period is six months. This caveat does not apply to recently qualified interns for whom the school does not have a permanent post.
10. The bursary will be paid by means of an EFT transfer into the bank account of the learning institution at which the staff member is enrolled. Alternatively, a refund will be paid to a member of staff who is able to furnish St Benedict's with a proof of payment upon successful registration.
11. Proof of successful completion of studies, or of progress, must be supplied within 2 months of completing the course of study or 3 weeks after results become available.
12. Successful completion of the course in the previous year is a pre-requisite for further applications.
13. When a staff member has failed or failed to complete the previous year's studies for which a Staff Education Bursary was granted, no further bursary will be grant for the repeat of the course. The same applies to the unsuccessful completion of single modules, subjects and/or courses.



STAFF DEVELOPMENT

St Benedict's has identified capacity enhancement as a strategic imperative. Central to this is an institutional investment in staff development and enrichment. Each year, a budget is set aside for this purpose and the School Executive identify, approve, plan and manage the development needs and opportunities of the staff.

Individual development opportunities which cost in excess of R10 000 (for example, National and Overseas conferences, short courses etc.) need to be fully motivated by the requesting staff member and will require special approval from the Board of Governors. Requests are forwarded to Heads of Schools who should table the item for discussion at Finance Committee Meetings.

Should a staff member resign in the year following that in which such an extraordinary spend was approved for an individual development opportunity, the Board of Governors reserves the right to convert the cost incurred into a loan. The repayment period is six months.

Policy History

First Draft Date: 7 March 2015
 Author: A C Oosthuysen

Second draft Date: 12 March
 Comments received from M Scholes, A Bollo, D Jeffrey, D Oerson, T Craig

Third draft Date: 26 March
 Incorporation of commentary and discussion at Exco level
 Point #13 expanded.
 Staff Development section added.

Adopted by School Exco Term 2, 2015

First Update Date: January 2017
 Increasing of bursary cover

Second Update Date: 18 February 2022
 Increasing of bursary cover

