

POLICY: COURSES AND WORKSHOPS

AIM:

This policy is aimed at giving educators and support staff the opportunity to attend courses and workshops in order to empower them to perform their duties to the best of their abilities.

COURSES

- The School Management creates opportunities for educators and non-academic educators to stay informed regarding their activities.
- The School Management requires its employees to attend these courses and workshops.
- The employer can determine any time for the presentation of these workshops or courses.
- According to the School Management school holidays are a privilege, not a right; courses presented during weekends and holidays have to be attended.
- Dates of courses should be announced to staff members as soon as they are received from the Department.
- Staff members who attend courses or workshops should report back to the rest of the staff within two days.
- Documents received at courses should be copied for other staff members, e.g. from the same learning area, and the office.
- Those who attended courses should apply skills and information in practice.
- Transport should be provided by the school for staff members who attend courses or workshops.
- Staff members who use their own vehicles to transport other staff members to courses should be remunerated at a tariff determined by the School Management.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____

