

**MATCH AND PLACE**

**CONDITIONAL PLACEMENT OF STAFF NOT MEETING THE MINIMUM  
QUALIFICATION REQUIREMENTS**

Principles:

**1. Time to complete studies**

The placement letter of staff refers to a reasonable time to obtain the appropriate, **relevant** qualification and that this matter must be discussed with your manager.

**1.1 Academic staff:**

In the Policy on Appointments, Promotions and Duties of the Academic and Higher Education Development Support Staff the following regarding time is stated (p 26):

**“IMPLEMENTATION OF PHASE-IN PERIOD**

*These qualifications shall apply to all new placements with immediate effect.*

*Current staff members shall be subject to a phase-in period. The deadlines are as follows:*

*- Junior Lecturers currently not in possession of a three-year degree plus honours or a four-year qualification, have time to register for a B Tech/honours degree by no later than 2010, to be completed by the end of 2014.*

*- Lecturers/HEDS staff currently not in possession of a master’s degree have time to register for a master’s degree by no later than 2010, to be completed by 2014.*

*- Senior Lecturers/HEDS senior staff currently not in possession of a Doctoral Degree or recognised terminal qualification has time to register for the relevant qualification no later than 2010, to be completed by 2015.*

*Should staff members not meet the required deadlines, their career development would be jeopardised as opportunities for promotion would be limited.”*

## **1.2 Administrative staff**

A reasonable time is indicated as **double** the minimum time allocated to obtain a qualification because of part-time studies.

The following arrangement will be implemented for administrative staff members that were appointed on condition that they have to obtain a one year relevant qualification (equal to NQF 5). A one year qualification NQF level 5 in the administration field of study is not offered as an accredited qualification by any higher education institution.

Therefore staff members placed with this condition should be exempted from conditional appointment after successful completion of the first year of a three year relevant qualification.

This exemption will also apply to current part-time or contract staffs who applies for permanent positions in TUT (i.e. staff who have successfully completed one year of a relevant three year qualification will be considered for a position which requires a one year qualification at NQF level 5).

## **2. PERSONAL DEVELOPMENT PLAN (PDP)**

Every staff member to compile a PDP for 2010 and discuss with his/her manager (see the attachment)

## **3. ANNUAL REVIEW**

Annual review of individual progress to be performed in November.

## **4. DATA NEEDED**

Data per Faculty/ Directorate for academic and non-academic staff can be requested from Human Resources (R.van Heerden)

Detail data per Faculty/ Directorate to be completed as per attachment

We suggest a detail data per faculty/ directorate to be completed – (see attachment 2)

## **5. RESOURCES**

Currently no additional funds are available and Faculties/ Directorates will have to plan according to current SLE allocations and budgets.

## **6. NON COMPLIANCE**

It is an operational requirement of the university that each incumbent of a position meets the minimum qualification requirement as per the job profile of that post. Therefore should the relevant qualification not be obtained within the prescribed timelines the university would have to follow action in terms of the procedures described in terms of the section 189 of the Labour Relations Act (Act 66 of 1995).

The Department of Higher Education and Training is strongly opposed to Institutions that keep “under qualified” staff in academic divisions. The Department of Higher Education and Training will not hesitate to close down the operations of University should this practice persist.