

TRAINING AND DEVELOPMENT POLICY

REVIEWED AND APPROVED BY SKILLS AND EMPLOYMENT EQUITY COMMITTEE ON THE 12TH NOVEMBER 2012

PURPOSE

Ramsay Webber Attorneys recognises that the competence of its human resources is a critical factor for its future progress and prosperity. It further recognizes that in order to meet the skill challenges in the company, it is strategically necessary to invest in the education, training and skills development of its employees

This policy intends to facilitate the achievement of four key outcomes:

1. To implement the company's vision of a competent workforce that continuously meets productivity and customer service targets
2. To support the implementation of the company's Affirmative Action and Economic Empowerment initiatives
3. To show a return on Investment in education, training and development
4. To contribute to the development of a pool of skilled South African workers to support National Economic and Skills Development strategies

ALIGNMENT WITH NATIONAL LEGISLATION AND STRATEGIES

The companies education, training and development strategies and activities are aligned to both the spirit and the provisions of:

- The Skills Development Act and The Skills Development Levies Act
- The South African Qualifications Authority Act
- The Employment Equity Act
- The Broad Based Black Economic Empowerment Act
- The National Skills Development Strategy
- Strategies of the SASS SETA Training and Development Authority

SCOPE

The policy guidelines refer only to existing employees except in the case where Section 18(2) learnerships / bursaries are made available to pre-employed or unemployed youth.

Ramsay Webber Attorneys will continuously develop its human and intellectual capital by equipping employees with competencies that are based on its strategic business goals as well as specific job requirements. All education, training and development interventions shall be aligned to business needs and strategies; comply with relevant legislation and meet the highest possible quality standards.

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Ramsay Webber Attorneys will act to retain its skilled employees by ensuring that all aspects of its Training Management policies and procedures meet best practice criteria and quality standards.

All employees, supervisors and managers shall be informed and kept up to date in respect of current education, training and development legislation, strategies and structures in order to facilitate their appropriate participation in learning interventions. New employees shall be so informed in terms of the company's Induction Programme.

Education and Study Assistance

Any employee who wishes to obtain a Further or Higher Education and Training Certificate that is not a specific requirement of his/her current position, may be eligible to apply for a study loan in terms of the company's Study Assistance Policy.

Ramsay Webber Attorneys will base its compensation structure on occupational levels, that is, on the value of the job to the company and not on the qualifications of employees. However, the company may consider a pay-for-skills structure for employees in the lower occupational levels.

Training and Development

Ramsay Webber Attorneys will apply agreed processes to periodically identify its skills priorities and training needs

A performance management system will provide relevant information for the identification of training needs for each department for the training year. Staff will be encouraged to participate in training and development interventions through the Performance Management System. All training gets approved by the Skills and Equity Manager and the Skills and Equity Committee. The Skills and Equity Manager signs off the Workplace Skills Plan and Annual Training Report

The main purpose of training and development shall be to ensure that the company's human resources have the competencies necessary to meet performance and quality standards in their current jobs. However, training and development interventions shall also be planned so as to develop individual employees' career and personal potential in order to meet their growth needs as well as the future human resource needs of the company.

Ramsay Webber Attorneys recognises the links between broad-based black economic empowerment, affirmative action and skills development and shall take all reasonable steps to provide for the preferential development of previously disadvantaged employees (especially black employees; black women employees and employees with disabilities) in order to promote them into senior positions on merit.

The company will allocate financial resources towards training and development and shall decide the amount and type of resources on an annual basis. All training and development budgets shall be developed in consultation with the Skills Development Facilitator who shall ensure that the Skills and Equity Committee has had reasonable opportunity to provide input to the budgets.

Learnerships / Bursaries / Internships

Ramsay Webber Attorneys will take all reasonable steps to prepare its workplaces for learners and to ensure that sufficient numbers of department heads are trained as workplace coaches, mentors and assessors in order to ensure successful workplace-learning experiences for learners.

The company will make all reasonable and cost-effective efforts to ensure that all employees are fully competent in their jobs and that they are equipped with relevant job qualifications.

The company will make all reasonable and cost-effective efforts to offer relevant learnership and internship opportunities to pre-employed or unemployed youth. These interventions shall be carefully planned in order to ensure that the company's resources are not overloaded.

Quality Management

The company will give preference to learning programmes that are based on unit standards and that lead to credits on the National Qualifications Framework. Attendance of such courses shall be confirmed by the Skills and Equity Manager after due consideration of the entry requirements and the planned outcomes.

Any employee who attends any learning programme offered by the company shall agree that the intervention is relevant, shall commit to implementing the new or improved skills and knowledge on the job and shall agree to any terms and conditions prior to attending such learning programme.

Assessment of Learning

Ramsay Webber Attorneys will give preference to learning programmes that are based on unit standards and recognises that the achievement of qualifications and credits towards qualifications always involves some form of assessment. In respect of job-related and approved skills programmes, learnerships and internships, reasonable time to complete workplace assignments shall be granted at the discretion of the mentor/ manager and reasonable time off work to prepare for and/or carry out the requirements for formative or summative assessments shall be granted by the mentor/ manager up to the maximum allowed for study leave. Any additional time required may be dealt with according to the annual leave, special leave and/or unpaid leave procedures as appropriate.

Recognition of Prior Learning

Ramsay Webber Attorneys recognizes the value of the principle of Recognition of Prior Learning for the development of previously disadvantaged individuals and also for equipping all employees with qualifications relevant to their occupational category and level.

The company shall make all reasonable and cost-effective efforts to recognise the prior learning and experience of previously disadvantaged employees as well as those employees who are embarking on unit standard-based learning programmes.

Skills Development Levy and Grants

Ramsay Webber Attorneys acknowledges the value to its own development and that of its employees in co-operating fully with its nominated Sector Education and Training Authority and shall ensure that it participates in all relevant grants and training opportunities. The company is registered with the SASS SETA

Ramsay Webber Attorneys will comply with SETA requirements and shall make all reasonable and cost-effective efforts to obtain the highest possible rebate on the Skills Development Levy. The Skills Development Facilitator shall ensure that the full Mandatory Grant is received for each levy-year and shall maximise all appropriate opportunities for Discretionary grants and other training opportunities offered by the Sector Education and Training Authority.

Such grants shall be allocated to a separate account and the use of the monies shall be agreed, on an annual basis in arrears, between the Skills and Equity Manager, the Skills and Equity Committee and Senior Management.

All levy payments and grants received shall be monitored and the Skills Development Facilitator shall ensure that the company receives all monies due to it.

The Skills & Employment Equity Committee (SEC)

Ramsay Webber Attorneys will formally constitute a Skills and Employment Equity Committee that consists of representatives across all occupational as required by relevant legislation for consultation on all matters related to training and skills development.

Outsourced Training Providers and Assessors

Preference shall be given to fully accredited Training Providers who have aligned their training material to unit standards and who are able to provide proof of accreditation before any agreement is finalised. Any use of training courses or Training Providers not aligned to unit standards must be fully motivated to and approved by the Skills and Equity Manager Manager.

All appointments shall be made in terms of the company's procurement guidelines and training records shall be kept for a minimum of 3 years

Reporting

The Skills and Equity Manager will provide progress reports, as required, to management and the Skills and Equity Committee

The Skills Development Consultant will provide annual reports, as required by SASS SETA on or before 30 June each year