



SHORT COURSES AT THE UNIVERSITY OF PRETORIA

Delivering proactive and relevant responses to industry- and sector-specific skills development needs

Presented by

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Executive Manager: Training Solutions

— *Shifting knowledge to insight* —

SHORT COURSES AT THE UNIVERSITY OF PRETORIA



**Gordon Institute
of Business Science**
University of Pretoria

Business school

E|ENTERPRISES
University of Pretoria

All faculties

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Institutional Policy Framework

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1

INSTITUTIONAL POLICY FRAMEWORK AND INSTITUTIONAL SUPPORT

- Executive
- Faculties and departments
- Support services

2

GOVERNANCE STRUCTURES

- Implementation
- Monitoring
- Reporting

3

STRONG COMMERCIAL APPROACH

- Non-subsidised
- Full cost (entity)
- Full cost
(products and services)

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UP REGULATION

The regulation provides a framework to regulate the development and delivery of short courses in order to protect the University's integrity and reputation, and to ensure that participants/clients get value for their money.

FORMAL DEGREE PROGRAMMES AND RESEARCH

Like formal programmes and research activities, short courses form an integral part of the business of the University.

SHORT COURSES AND PROFESSIONAL TRAINING

The regulation is accorded the same status, and is enforced in the same ways, as UP policies that govern teaching and learning, research and community engagement functions of the institution.

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UP REGULATION

The intention is, inter alia, to organize the management and execution of short courses to the benefit of UP, its staff and the community at large.

SHORT COURSES AND PROFESSIONAL TRAINING

Short courses are mainly characterised by the following criteria:

- Short courses do not qualify for government subsidies.
- A certificate of attendance or certificate of completion (respectively) may be issued by Enterprises UP on behalf of UP.
- Typical duration of short courses varies from a few hours to a year.
- Short courses are offered at commercial rates.
- The University earns 3rd stream income from the presentation of short courses.

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UP REGULATION

Short courses may be presented in various forms and for different categories of persons, institutions, communities or large enterprises.

Tailor-made solutions may be developed and presented on request to companies and government departments.

IN-HOUSE
(COMPANY-
SPECIFIC) OR
PUBLIC
AUDIENCES

CPD
CONTINUING
PROFESSIONAL
DEVELOPMENT
ACTIVITIES

CREDIT AND
NON-CREDIT-
BEARING
SHORT COURSES

MODULAR
PROGRAMMES,
SEMINARS AND
WORKSHOPS

ONLINE
COURSES
AND
WEBINARS

TAILOR-MADE
TRAINING
SOLUTIONS

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UP REGULATION

Staff members are allowed to take part in the design, development and presentation of short courses with Enterprises UP, subject to certain conditions.

APPROVAL BY FACULTY

Not permitted to present short courses as external work for their own account or through any other entity.

77

academic departments were represented in 2016.

197

academic experts participated as course leaders in 2016.

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UP REGULATION

The point of departure is to provide an equitable financial dispensation for all the parties involved: the University, staff, academic units and Enterprises UP.

BUSINESS
MODEL DIFFERS
FROM FORMAL
ACTIVITIES

COMMERCIAL
VALUE RETAINED
BY UP AND
ENTERPRISES UP

A policy of full-cost applies to all short courses. The income that is earned through the presentation of short courses should cover all costs.

Neither the University nor Enterprises UP provides any subsidy for commercial activities (financial, infrastructure, resources and the like).

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Governance and Coordination

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GOVERNANCE AND COORDINATION

ENTERPRISES UP

A central structure, **Enterprises University of Pretoria (Pty) Ltd** has been established and vested with the authority to govern and coordinate all short course offerings of the University of Pretoria.

WHOLLY
OWNED BY THE
UNIVERSITY OF
PRETORIA

AIM

- Coordination
- Management
- Administration
- Presentation

REPORTS TO
A BOARD OF
DIRECTORS

The vision, mission and objectives of Enterprises UP are aligned to those of the University of Pretoria.

COMMITMENT

Policy and regulations for short courses

Financial management and administration of all activities are dealt with by the Enterprises UP information system. (Financial statements are audited annually.)

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Key considerations that drive the execution of our training mandate:

1

INSTITUTIONAL
REPUTATION AND
ACCOUNTABILITY

- Quality considerations
- Supporting vision and mission of UP

2

FLEXIBILITY AND ABILITY
TO RESPOND SWIFTLY
TO INDUSTRY NEEDS

- Business sustainability
- Consistency in third stream revenue

3

MANAGING EXPECTATIONS
OF INDIVIDUALS,
EMPLOYERS AND
STAKEHOLDERS

- Access
- Credit accumulation and transfer

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GOVERNANCE AND COORDINATION

Enterprises UP must ensure that policies governing all aspects of documentation for short courses, and a secure system and process, is in place to ensure the integrity of the academic recording process for all short courses.

POLICY

- UP Regulation
- Company Policies
- Contributor Agreements

- Course process
- Event process
- Delegate process
- Assessment process
- Certification

PROCESS

SYSTEM

- Enterprises UP Management Information System

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Vision

To be the training and research partner of choice by translating the quality, relevance and impact of the academic and research-intensive outputs of the University of Pretoria into all-inclusive solutions for our clients.

Mission

We create a hub for the development, implementation, management and governance of the business activities of the University of Pretoria.

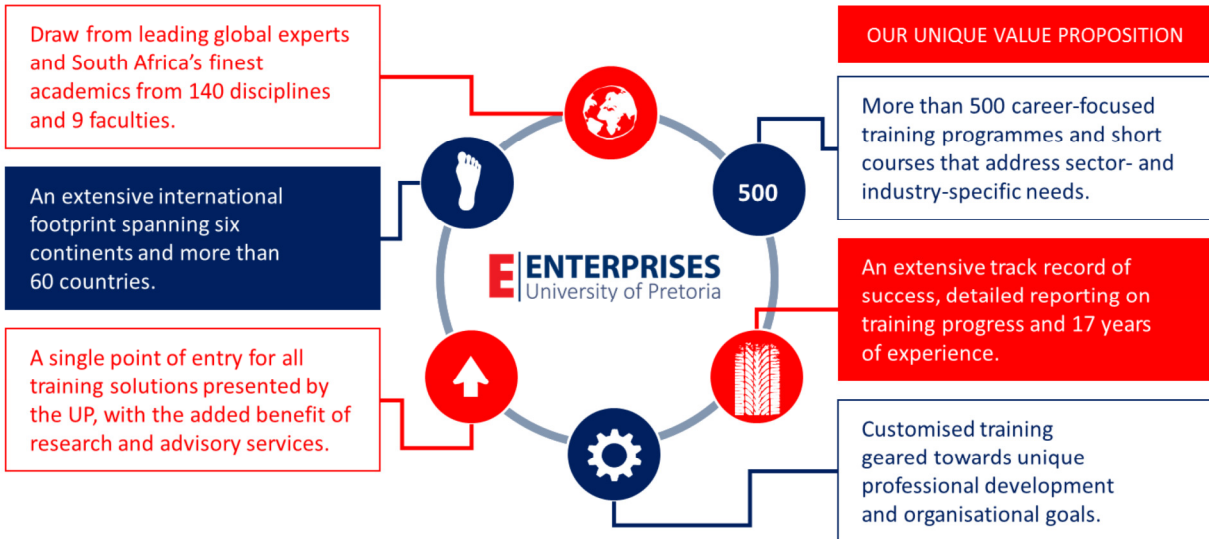
We respond to each opportunity with a bold joint enterprise, providing access to a multidisciplinary range of training and research skills.

Values

- We cherish our partnership with the University of Pretoria.
- We believe that our training and research solutions can re-energise organisations by creating vision, certainty and strategic intent.
- We foster an enterprise-led approach to bringing relevant and sustainable solutions to our clients and we commit ourselves to the task of contributing to organisational excellence.
- We recognise that we must offer solutions that contribute to employment, development and economic growth in South Africa.

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GOVERNANCE AND COORDINATION



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To achieve this, Enterprises UP entrenches the capacity for:

1

FLEXIBILITY

Being able to generate innovative solutions.

2

AGILITY

Being proactive and able to respond in time.

3

VARIETY

Being able to provide a choice or products/delivery.

4

QUALITY

Being reputable and having a sense of stature.

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Course Design, Development and Approval

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TARGETED TRAINING

Short courses are presented in various forms and for different categories of **persons** and/or **institutions**, **communities**, **large enterprises** and **government departments**.

TRAINING AND
RESEARCH
SOLUTIONS
MADE TO
MEASURE

MODES OF DELIVERY

- Face-to-face
- Fully online
- Blended
- Distance

ACCESS TO ALL
140 ACADEMIC
DEPARTMENTS
ACROSS ALL
9 FACULTIES

*Subject matter experts
are responsible for the
development, quality
assurance and delivery
of short courses.*

*Flexibility is built into the design and
development of short courses to
allow for their customisation to
particular client organisations.*

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ACADEMIC OVERSIGHT

Design and development of courses are the responsibility of academic departments that exert academic oversight over the process and methodology.

PLANNING AND
EXECUTION
WITH COURSE
LEADER

WRITTEN
AGREEMENT
WITH CLEAR
EXPOSITION OF
RESPONSIBILITIES

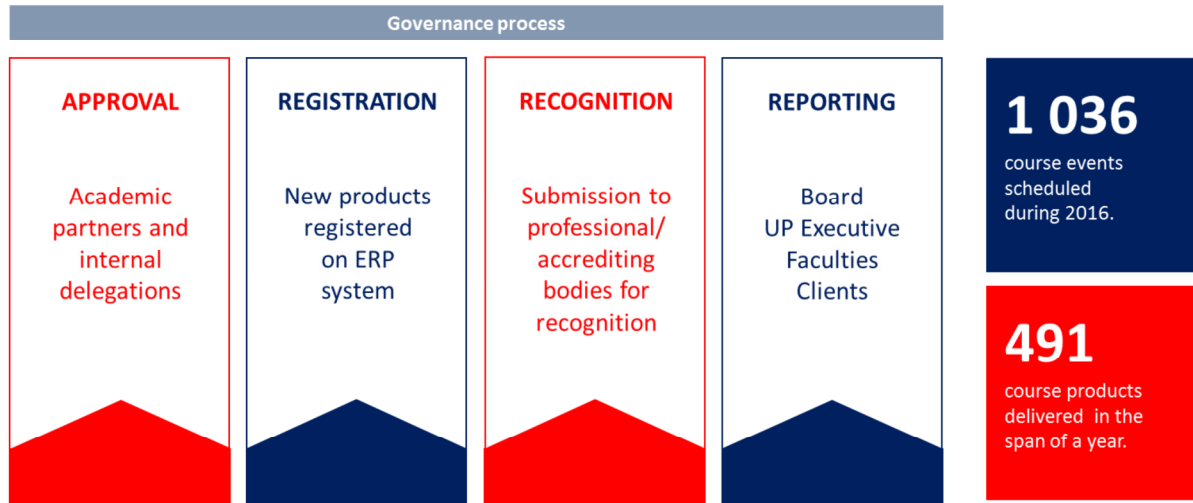
APPROVAL

The academic approval and quality assurance of any short course occurs in accordance with the process that UP and/or a faculty may prescribe from time to time.

It could include submission to a faculty's programmes committee and to a University-wide validation committee.

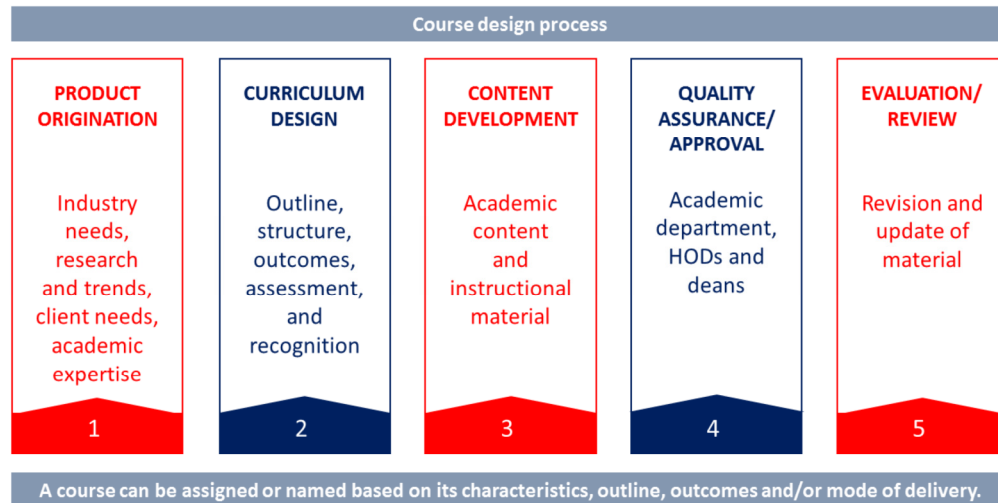
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COURSE DESIGN, DEVELOPMENT AND APPROVAL

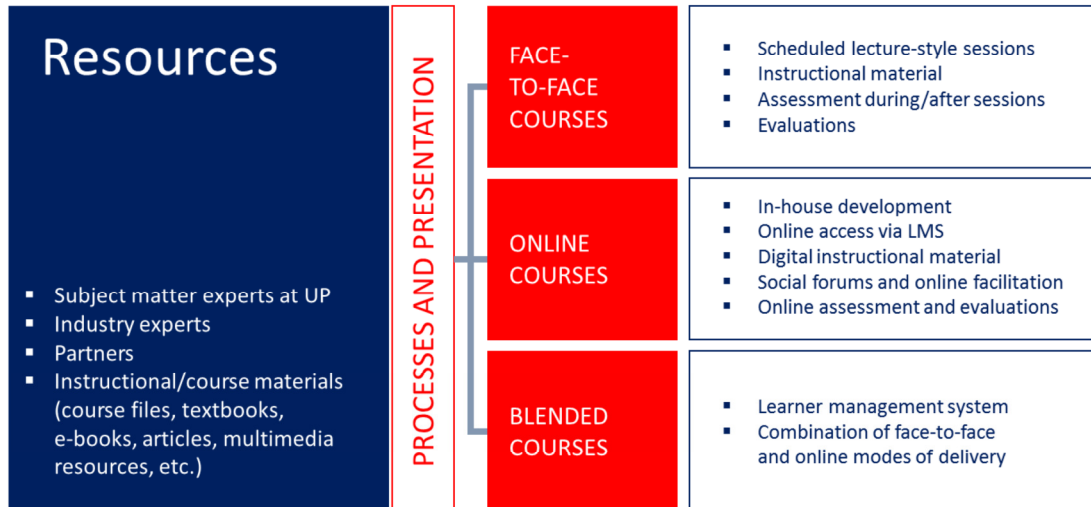


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COURSE DESIGN, DEVELOPMENT AND APPROVAL



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Marketing, Recruitment and Registration of Participants

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TRADEMARKED MARKETING

All short courses are marketed and presented under the **trademark of Enterprises UP**, as approved by the University.

Participants are registered on Enterprises UP's own **course management system** (separate from that of the University).

MANAGEMENT SYSTEM

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MARKETING, RECRUITMENT AND REGISTRATION OF PARTICIPANTS



ENTERPRISES
University of Pretoria

Shift to training and research solutions made to measure.

Partner with Enterprises University of Pretoria to make the shift towards integrated training, research and advisory services by collaborating with world-class experts to create all inclusive corporate solutions.

TRAINING SOLUTIONS **RESEARCH SOLUTIONS**

Training programmes and short courses
Online and CPO courses
Customised courses for corporate training
Face-to-face courses from the University of Pretoria

Applied research
Industry services
Specialised services
Direct access to experts from the University of Pretoria

You have a plan.
We have a way to make it happen.
Ask us how.

Send the top email ENTERPRISES followed by #askusaboutit, your name and email to askus@enterprisesup.ac.za with #askusaboutit in the subject line.

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[enterprisesup.ac.za](https://www.enterprisesup.ac.za)

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Course Categories Corporate Training Continuing Professional Development (CPD) Professional Online Development (POD)

Short courses presented by leading experts from the University of Pretoria

Enterprises University of Pretoria

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@enterprisesup.ac.za
#Pretoria

Shift to training solutions made to measure
Business, Financial Sciences and Economic Programmes

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[END CLIP MORE](#)

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Certified Associate in Project Management (CAPM®) Preparatory Workshop
Presented by the Graduate School of Technology Management, University of Pretoria

26-28 June 2017 | 20-22 November 2017

Professionals who would like to build on their knowledge of project management or pursue it as a potential career path are invited to attend the Certified Associate in Project Management (CAPM®) Preparatory Workshop. The workshop prepares and assists you to become CAPM® certified. This certification is an asset that will distinguish you in the job market and enhance your credibility and effectiveness working on or with project teams. Project management is a rapidly growing profession. With the CAPM, you'll be on the fast track to many new and exciting career opportunities.

Workshop topics

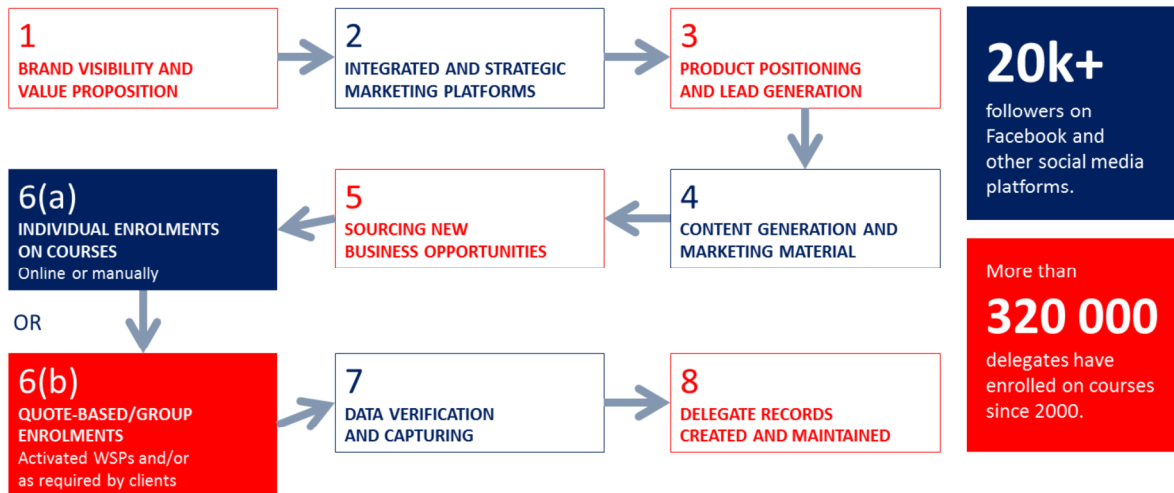
- Project management processes
- Project integration management
- Project scope management
- Project time management
- Project cost management
- Project quality management
- Project human resources management
- Project communications management
- Project risk management
- Project procurement management
- Project stakeholder management

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MARKETING, RECRUITMENT AND REGISTRATION OF PARTICIPANTS



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PARTICIPANT LIFECYCLE

Short course participants are registered with Enterprises UP on its own course management system and according to processes separate from those of the University.

1

ENQUIRY

2

ENROLMENT,
SELECTION AND
REGISTRATION

3

TRAINING

4

ASSESSMENT

5

COURSE
EVALUATION
AND FEEDBACK

6

RESULTS AND
CERTIFICATION

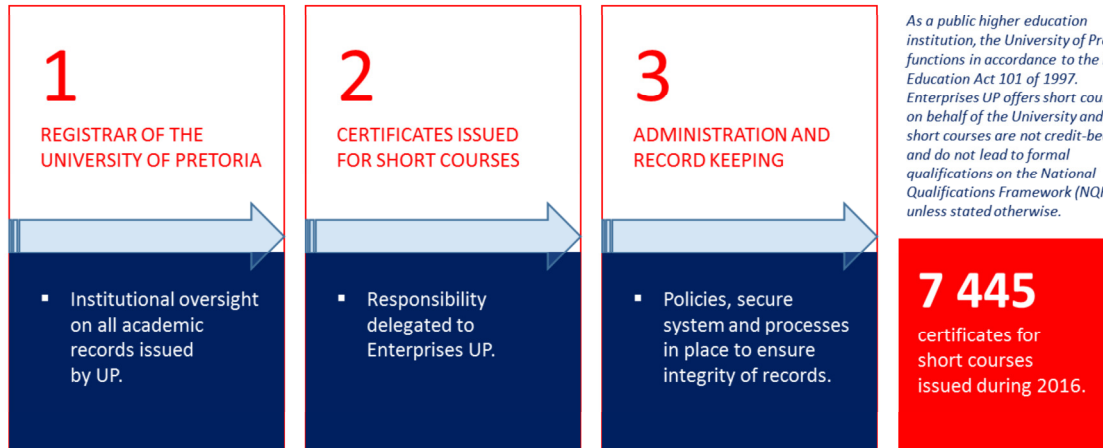
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Assessment, Certification and Records Management

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ASSESSMENT, CERTIFICATION AND RECORDS MANAGEMENT



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RECORDS MANAGEMENT

- Recording of all material related to the course and the delegate
- Central database – ease of retrieving, credible, and accurate
- Regulated by POPI Act and internal policies
- High-level security

PLATFORMS

- Learner Management System (LMS)
- ERP system
- Mobile app

REGULATION

- Assessment policy
- Verification and data integrity
- Records management

14 903

training
assessments
processed in 2016.

Delegates who successfully complete a short course and comply with the related assessment criteria (where applicable) are awarded certificates of successful completion and/or attendance by the University of Pretoria.

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Accreditation and Recognition

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Accreditation of short courses takes place in one or more of the following ways:

UP implicitly endorses all short courses presented through Enterprises UP and for which a UP academic record is issued.

1

Credits towards relevant formal qualifications of UP may, in some cases, be earned on condition that performance has been assessed in the same way and using the same criteria as for the corresponding formal programme.

2

The academic record issued by Enterprises UP may indicate the levels and credits for credit-bearing courses.

3

Enterprises UP can submit applications for continuing professional development (CPD) points and related activities on behalf of UP to relevant professional bodies for recognition.

4

Enterprises UP may obtain accreditation for courses with other accrediting bodies, whether national or international.

5

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**ENFORCING
OBJECTIVES OF
NQF THROUGH
AMENDMENTS
TO GRANT
REGULATIONS**

GOVERNMENT GAZETTE NO 35940, 3 DECEMBER 2012

- Amendments to SETA Grant Regulations for implementation **with effect from 1 April 2013**

- Promote National Qualifications Framework (NQF) **registered and quality assured PIVOTAL programmes** that address priority scarce and critical skills needs identified in sector skills plans.

***PIVOTAL:** Professional, vocational, technical and academic learning programmes that result in qualifications or part qualifications on the National Qualifications Framework*

- **Reduction in mandatory grants** payable to employers from 80% to 20%

- **Increase in discretionary grants** allocated to PIVOTAL programmes to 80% and reduction to 20% for other skills development programmes

- **Increasing pressure for credit accumulation and transfer opportunities from continuing education courses to NQF registered qualifications**

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AMENDED B-BBEE CODES

- The amended codes place a great deal of emphasis on organisations assisting and transferring hard skills (**qualifications and accredited courses**) to black employees and black unemployed persons.
- Little weight (maximum of 15%) is given to soft skills
- The target for skills development spending on black people has increased from 3% of the leviable payroll to 6%.
- Organisations need to take their skills submissions very seriously, as refunds and grants offered by the SETAs can go some way to negating the additional costs associated with the increased targets.
- Companies should make provision for **learnerships, apprenticeships and internships** in PIVOTAL plans. The codes set a target of 2.5% participation in such programmes in respect of an organisation's total number of employees.

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Thank you

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