



TRAINING COMMITTEE

TOR & POLICY GUIDELINES

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COMMITTEE ESTABLISHED ito Clause 13.7 & 13.8 of the SASS Constitution.

1. INTRODUCTION / BACKGROUND

Training is one of the main objectives of SASS and it is a function that can be more effective with the assistance of a standing committee, overseeing the training function.

SASS receives grants from SASSETA and the committee can manage the annual submissions and training funds.

2. PURPOSE

The training Committee seeks to assist the Executive Committee to conduct training for SASS members and thereby contribute to fulfil the training mandate of SASS.

It will also oversee the training budget and improve the SASSETA grants by updating the database of sheriffs with SASSETA.

3. SCOPE OF APPLICATION

3.1 Beneficiaries: Sheriffs, Deputies and office staff.

3.2 Areas of interventions:

- Interaction with SASS and SODESTA members to establish training needs
- Conduct and facilitate training for members (physical and virtual) and explore electronic platforms
- Develop training material:
 - o For specific training events

- Standing training modules covering basic topics, including “beginner” modules for incoming sheriffs and staff
- Interaction with 45Degrees, SASSETA consultant
- Manage training budget and keep record of all expenses
- Establish and expand pool of facilitators and identify external facilitators
- Attend to training impact assessment / receive feedback from beneficiaries on training initiatives
- Interaction with the SABFS for the following purpose:
 - Share/utilize existing training material
 - Interact with SABFS training committee on various levels and maintain healthy relationship
 - Obtain input from SABFS on specific areas where training is required
 - Recommend to Exco to liaise with the SABFS and its training manager on the accreditation of training courses, in line with SETA requirements

4. MANNER OF INTERVENTION

The Training Committee will identify areas of training and arrange physical and virtual training events for SASS and SODESTA members.

The committee will also attend to developing the necessary training material.

Facilitators: SASS members and outsourced

On the financial front, the Committee will review the database at SASSETA and expand the list of SDL paying SASS members that will increase SETA funding.

The committee will liaise with the consultant (45Degrees or any other) to optimize grants and will attend to the annual submission of WSP (workplace skills plan).

5. THE CONSTITUTION OF THE COMMITTEE

A chairperson / convener with additional members with specific areas of responsibility.

6. ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS (if applicable)

1. Chairperson: convening of meetings and administration of the committee (Petro)
2. Training material (Andy)
3. Facilitation (Martin)
4. Strategic advice and assistance (Marks and Tumi)
5. SODESTA member (to be identified)
6. SASS members on provincial level that can connect the committee with members on ground level (to be identified)

7. MONITOR AND EVALUATE EFFECTIVENESS

Members of this committee must regularly evaluate their previous work to ensure that work delivered is valuable and implemented effectively and achieves the goal.

Provide regular feedback to National EXCO.