Addis Ababa University
Office of Community Service
Training Policy (Draft)

1. General

Policy Title: **Training Policy**

Policy File Number:

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Purpose: The purpose of this training manual is to make the community training procedures of AAU as clear and useful as possible. It is intended to provide trainers with appropriate direction and guidelines in connection with provision of procedures and reporting mechanisms that should be uniform throughout the University.

This training policy manual is an official directive of the AAU. It will also serve as an official document for the Office of Community Services (OCS), training unit and the respective coordinators and officers under OCS, Colleges and schools/institutes.

Relevant to: All academic units and collaborating Diaspora and Alumni Institutions

Relevant Legislations: Relevant national legislations, Higher Education Proclamation 650/2009, and AAU senate legislation on education and research.

Approved by: AAU President

Authorized by: AAU Board

Related Guidelines:

Related Forms:

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1. The Rationale of the Policy

Ethiopia is now-a- days found in a state of continuous changes and in demand of huge number of trained labor force. AAU in this regard is contributing its share in the process of producing this labor force and strives to bring about and lead the development agenda through capacity building. Unless and otherwise there is a well structured training policy which can guide the community at large, it will not be possible able to fight poverty and inequality. It is due to this fact that this policy becomes necessary and comes into being. It is also imperative to find alternative financing schemes to the University in order to run programs which go in line with the changing world. After all it is one of the compelling missions of AAU that it serves the community, which is basis of its existence.

2. Policy Statement

It is the policy of AAU to provide continuous high quality training and development services to improve the skills and competences of its community that will contribute to the national development endeavors. In this regard, AAU is committed to provide up to the standard trainings and to continually improve its training services inline with the different development agenda and the changing contexts of the country. Hence, this document is prepared to explain the basic training guidelines, procedures and responsibilities of concerned offices i.e. units within the University and institutions outside the University, for supporting trainees' requests for participation in training in a manner consistent with relevant sections of appropriate memoranda of understanding and the operational needs. This can be done through intensive advocacy works both at the University level and at the community at large.

3. Definitions of Training:

In this policy, training is broadly defined as any form of professional or technical services rendered through the appropriate University channel [department/institute/school] to any organization or group of individuals. It may consist the following features:

o   Training is an organized procedure for developing skills, knowledge, abilities in the operation of specific jobs. It can be undertaken by University staff in their field of expertise and

experience and by other associate members outside of the University, for which financial returns will be provided.

o Training is a learning process that involves the acquisition of knowledge, sharpening of skills, concepts and rules.

o Trainings provided by the University can be pro-actively planned or on the basis of requests of the clients.

o In general, training is a short term contractual agreement which makes use of University's resources and brings extra work and benefits for the University faculty and other stakeholders.

4. Policy Guidelines

This training policy of AAU, therefore, will have the following brief guidelines

4.1. Trainees could be both from inside and outside the University.

    4.1.1. This can be done through public announcement

    4.1.2. Selection of trainees should be done based on changes trainees will bring about in the community

4.2. Use all the media and means to advertise available services and invite the concerned parties.

4.3. Expert selection should be based on merits and expertise and experience in relation to the training.

4.4. Trainings should be provided on modular approach. As much as possible it should be team based with a combination of senior and junior experts.

4.5. Both the trainers and the trainees should be evaluated in each training program.

4.6. Successful trainees will be provided with certification.

4.7. Generally, short term training period should not exceed 6 months

4.9. Certification

    4.9.1. Trainees should attend at least 90% of the total time allotted to get certified.

    4.9.2. Signature on all certificates should be made by the Community Services Director and the Training Officer

4.10. Any income generated from the provision of any training services by the University should be distributed according to the following scheme:

    4.10.1   75 % of the gross income is payable to faculty members providing the training

4.10.2 5% of the gross income is payable to the university, university unit, a group of faculty members, or an individual who solicited or implored the training project

    4.10.3   10 % of the gross income is payable to OCS

4.10.4   10 % of the total amount of income is payable to AAU.

5. Policy Procedures

Every training program that will be provided by the University should be in line with the University's training objectives and policies. To do this, the following important procedures must be incorporated.

Part I. Before Training Delivery

1. **Service Initiation**

    Service initiation by the Community Service Directorate should make social, organizational and career development agenda to provide training provision.

    Service can be initiated on the basis of request or call for technical and financial proposal by interested organizations, groups or individuals

2. **Announcement of proactively planned training programs**
    All types of the available trainings should be advertised to the community widely.

3. **Expert Identification**
    Expert identification for trainings should be sufficiently advertised by all means and merit-based selection should be carried out.

4. **Syllabus**
    Development of training syllabi is an important and integral part of training programs. For every training syllabus should be prepared as per the contract agreement and must obtain approval of the Director of Community Services and Vice President for External Relations, Strategic Planning and Partnerships. Syllabi should include content, objectives, method, required resources and minimum admission requirement and level of certification. In case of training service requested by clients, all candidate trainees selected by the client will be enrolled in the training program.

5. **Module Development and Evaluation**

Merit-based selection of trainers can be conducted from among AAU faculty members or outside in case AAU does not have the expertise. An expert or group of experts will then be responsible for the preparation of training module. The prepared training module will be evaluated by a panel of assessors selected by the Director of Community Services.

6. **Site Selection**

The training site should be where it is most convenient for the client and feasible for implementation.

7. **Trainee Recruitment and Admission**

Generally, the selection of trainees rests on the client. However, as this is also academic exercise, the Office of Community Services and trainers jointly advise the client on the minimum requirements of candidate trainees.

8. **Forwarding Syllabi and Modules**

Syllabi and modules along with training schedules will be provided to the trainees in printed and/or electronic version.

9. **Orientation**

The trainees shall be given a brief orientation about the training program.

Part II. During Training Period

1. **Distribution of Materials**

All the training materials (schedules, modules, syllabi and other supplementary equipments) will be supplied to the trainees during the progress of the training.

2. **Training Evaluation**

Depending on the length of the training program, the entire training should be evaluated at least twice during the training period. One should be made (for training that takes more than one month) in the middle another will be made at the end.

Part III. After Training Period

1. **Evaluation of trainees**

   At the end of the training programs trainees will be evaluated as to their performance, attendance, participation and fulfillment of the stated training objectives and requirements.

2. **Evaluation by trainees**: trainees will be requested to assess the relevance of the program they went-through and can provide comments for future improvement.

3. **Certification**

   For those who meet the minimum requirement of the training certification will be provided.

4. **Payment Mode**

   The training officer prepares the payment list for approval by the Director of the Community Services.

   4.2. The University pays the trainer/s/ in either of the two ways:

   4.2.1. Through the processed checks

   4.2.2. Directly forwarding to the bank account/s/ of the trainer/s/.

   In both cases the income generated from the training service is subject to income tax.

   4.3. AAU is not required to cover any costs of the trainees, unless otherwise that the training is part of a sponsorship package that AAU provides in part or in whole as its positive gesture in its commitments to serve the community.

6. **Legal aspects of the policy**

   6.1. Failure to deliver the training as per the contract agreement will be dealt with as per the terms stated in the same agreement and the University regulation.

   6.2. Any unforeseen damages and extra costs incurred upon AAU as a result of breaching contract agreements by the client shall be compensated by the client on the basis of negotiation between AAU and the client.