

Division of Human Resources	Standard Operating Procedure (SOP) for Professional Training and Development	QUALITY SYSTEM PROCEDURE
Revision No:00	Issue No:01	Page 1 of 3
Originator: HRPPD	Approval: DHR	Effective Date: 01 January 2020



## 1. PURPOSE

- 1.1. To ensure that staff identified for professional training and development attend such training to meet the goals and performance standards set for the College/Division.

## 2. SCOPE

- 2.1. Applies to all FNU staff

## 3. REFERENCES AND APPLICABLE DOCUMENT

- 3.1. FNU HR Policy – Industrial Attachment and Professional Development Policy

## 4. DEFINITION AND ABBREVIATION

- 4.1. Administration – College / Division Executive Officer, Administrator  
4.2. HRPPD – HR People Performance & Development  
4.3. IRO – Internal Requisition Order  
4.4. Onedrive – FNU365, HRPPD sharepoint  
4.5. PF – Personnel File  
4.6. PMP – Performance Management Plan  
4.7. PTD – Professional Training & Development  
4.8. Section head – Vice Chancellor, Pro-VCs, Deans, Divisional Directors, Registrar  
4.9. Supervisor – Managers, head of departments/schools

## 5. RESPONSIBILITY

- 5.1. Application – Staff  
5.2. Processing – College/division administration  
5.3. Approvals – Supervisor, head of section

## 6. PROCEDURE

### 6.1. External training nominations -

- 6.1.1. External training for staff professional development will be identified from the PMP where the supervisor will nominate the staff to attend.
- 6.1.2. Staff will fill the [training nomination form](#) provided on FNU website and attach a copy of the budget (course fee, per diems, overseas travel allowances, visa fees), course outline for the training course that he/she is required to attend. The application will be submitted to the college/division administration via email with the recommendation and a position cover plan from the supervisor at least:
- 6.1.2.1. for courses within Fiji - 10 working days prior to course start date, or  
6.1.2.2. for courses overseas - 15 working days prior to course start date.
- 6.1.3. College/division administration will acknowledge the application, verify staff eligibility from [HR FAQ – PTD](#) online (external training nominations) and submit the application to head of section for approval.

Division of Human Resources	Standard Operating Procedure (SOP) for Professional Training and Development	QUALITY SYSTEM PROCEDURE
Revision No:00	Issue No:01	Page 2 of 3
Originator: HRPPD	Approval: DHR	Effective Date: 01 January 2020



- 6.1.4. If the application is declined, the college/division administration will advise the staff via email.
- 6.1.5. If the application is approved, the college/division administration will –
  - 6.1.5.1. raise an IRO to Finance Division for payment of fees and release of other required expenses.
  - 6.1.5.2. enrol the staff with the training organisation via email,
  - 6.1.5.3. advise HRCB via email [HR-Compensation&Benefits@fnu.ac.fj](mailto:HR-Compensation&Benefits@fnu.ac.fj) of staff's approved PTD to be updated on HRIS,
  - 6.1.5.4. request HRPPD to prepare a visa support letter for staff if required for overseas travels,
  - 6.1.5.5. email a copy of the application to HRAT ([hrat@fnu.ac.fj](mailto:hrat@fnu.ac.fj)) to update staff's PF, and
  - 6.1.5.6. update the PTD summary on sharepoint for respective College/Division.
- 6.1.6. Once staff receive the approval, he/she can start preparing to attend the training course/programme.
- 6.1.7. The college/division administration will note on the exception report the date(s) or time the staff attended the training course/programme.

## 6.2. Internal training nomination

- 6.2.1. Internal training for staff will be identified by the head of section and PMP where staff will be nominated to attend.
- 6.2.2. The college/division administration will identify training organisation to provide the training for the staff and source course details and quotation for head of section's approval. College/division administration will compile a training proposal and include the training budget to be allocated from respective College/Division's PTD budget.
- 6.2.3. Once head of section approves the training proposal, college/division administration will notify staff through email details of the course that staff are required to attend and attach the [internal training nomination form](#) for staff to fill.
- 6.2.4. Staff will receive email notification, download, complete the internal training nomination form and submit to college/division administration together with their supervisor's approval at least 10 working days before course start date.
- 6.2.5. College/division administration will compile all forms received and submit to head of section for final approval.
- 6.2.6. College/division administration will –
  - 6.2.6.1. prepare all logistics for the training and confirm training request with the training vendor,
  - 6.2.6.2. Organise catering for the training if required,
  - 6.2.6.3. raise an IRO to Finance Division for payment of course fees and other related expenses, and
  - 6.2.6.4. send LPO or confirmation of payment of fees to training vendor, and
  - 6.2.6.5. update the PTD summary on sharepoint for the respective College/Division.
- 6.2.7. College/division administration will distribute the training evaluation forms to all participants towards the end of the training session and collect them after the training ends.
  - 6.2.7.1. Copies of the training evaluation forms are to be submitted to HRPPD.

Division of Human Resources	Standard Operating Procedure (SOP) for Professional Training and Development	QUALITY SYSTEM PROCEDURE
Revision No:00	Issue No:01	Page 3 of 3
Originator: HRPPD	Approval: DHR	Effective Date: 01 January 2020



## 7. DOCUMENTATION

No.	Type of Record	Retention Length	Location	Responsibility
1.	Training nomination forms, Email correspondences, course details, quotes, invoices; Training evaluation forms	6 years after staff is no longer employed by the University.	Soft copy Hard copies – PF Soft copies – sharepoint: HRPPD	College/division administration HRAT HRPPD
2.	Visa support letters	6 years after staff is no longer employed by the University.	Soft Copy - One Drive – HRPPD sharepoint: <a href="https://fnu365.sharepoint.com/sites/HRPeoplePerformanceandDevelopment">https://fnu365.sharepoint.com/sites/HRPeoplePerformanceandDevelopment</a> Hard copy – PF (HRAT Office)	HRPPD HRAT
3.	PTD summary report for respective College/Division	6 years.	Soft Copy - One Drive – HRPPD sharepoint, College/Division PTD Summary: <a href="https://fnu365.sharepoint.com/sites/HRPeoplePerformanceandDevelopment">https://fnu365.sharepoint.com/sites/HRPeoplePerformanceandDevelopment</a>	HRPPD