



Policy Title	LOU Policy on Staff Training and Development
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Owner:	Lumina Open University (LOU)
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1.0 Introduction

Training typically refers to structured educational programmes designed to enhance the knowledge, skills, and competencies of employees. Training activities may include degree programmes, short courses (online or in-person), workshops, seminars, conferences, and hands-on practical exercises aimed at supporting the vision and mission of the university and promoting the success and well-being of its staff. The Directorate of Staff Training and Development is shouldered with the responsibility of training staff in Lumina Open University (LOU) under the directive of the Vice-Chancellor.

Training aims to support the vision and mission of the institution by fostering continuous learning, promoting excellence in teaching and research, ensuring compliance with policies and regulations, and enhancing the overall effectiveness and well-being of the university community.

2.0 Purpose

The purpose of training is to support the professional growth, performance, and success of the University staff while advancing the University's vision, mission, goals, and objectives. The purpose includes:

- **Skill Development:** Lumina Open University supports continuous skill enhancement for its staff to adapt to evolving job demands and responsibilities.
- **Professional Development:** To ensure staff remain current in their fields and deliver effectively, Lumina Open University provides opportunities for all employees to pursue growth within their respective professions.
- **Enhanced Performance:** Lumina Open University invests in staff training to improve job performance and overall effectiveness in the workplace.

- **Adaptation to Change:** Training programs are designed to help staff adapt to evolving technologies, regulatory updates, policy changes, and shifting institutional priorities.
- **Promotion of Institutional Values:** Staff training fosters a culture rooted in excellence, integrity, diversity, and inclusion. It ensures that individual actions and behaviors align with the University's core values and strategic goals.
- **Compliance and Risk Management:** Training ensures that Lumina Open University staffs are well-versed in relevant laws, regulations, and best practices for conducting academic and operational activities effectively and responsibly.
- **Student Success:** Faculty and staff training directly enhances student outcomes by improving teaching quality, academic advising, support services, and the overall learning experience. Well-prepared personnel play a vital role in boosting student retention, achievement, and satisfaction.
- **Innovation and Research Excellence:** Training cultivates an environment that supports innovation and research excellence by providing faculty and researchers with the necessary skills, tools, and knowledge to conduct impactful research, secure funding, and share their findings effectively.

3.0 Scope

The training at Lumina Open University (LOU) spans a wide range of areas, addressing the academic, administrative, professional, and personal development needs of staff. Below are key categories of training offered:

- **Academic Training:** These programs are designed to strengthen teaching and learning practices, focusing on areas such as curriculum design, assessment strategies, academic advising, and effective

classroom management. Training also extends to specific academic disciplines, research methodologies, and scholarly writing.

- **Professional Development:** This category of training aims to enhance the skills and competencies required for various roles within the University. It includes sessions on administrative procedures, project management, leadership development, effective communication, conflict resolution, and student support services.
- **Technology Training:** With the growing role of technology in higher education—especially within an Open and Distance Learning (ODL) context—these programs equip staff with the knowledge and skills to use digital tools effectively. Training covers learning management systems, academic software, productivity tools, data analysis programs, and best practices in cybersecurity and digital communication.
- **Diversity, Equity, and Inclusion (DEI) Training:** These initiatives aim to foster a university culture that embraces diversity, ensures equity, and promotes inclusion. Training includes awareness workshops, sensitivity sessions, and practical strategies for creating inclusive teaching and work environments.
- **Research Training:** Lumina Open University offers training in research methodologies, grant proposal writing, publication ethics, and the responsible conduct of research. These programs are designed to strengthen research capabilities and support a culture of research excellence.
- **Continuing Education and Lifelong Learning:** The University supports ongoing professional growth by offering non-degree programs, workshops, seminars, conferences, and certificate courses. These opportunities enable staff to update existing skills or explore new areas of interest in alignment with lifelong learning goals.

4.0 Definition

Training refers to organized educational programs and activities aimed at improving employees' knowledge, skills, competencies, and overall professional growth. These programs are customized to meet specific needs and goals, covering a wide spectrum—from academic and research-related skills to administrative processes, technological proficiency, and personal development.

5.0 Principles

The guiding principles, philosophies, and core values of Lumina Open University (LOU) shape the design, implementation, and evaluation of its training programs. These principles support the holistic development of staff and contribute to the overall success of the University.

- **Lifelong Learning:** LOU is committed to fostering a culture of continuous learning and professional growth among faculty, staff, and students throughout their academic and career journeys.
- **Student-Centeredness:** The University places a strong emphasis on student success by providing training that enhances teaching quality, academic advising, and student support services, ultimately enriching the overall student experience.
- **Excellence and Innovation:** LOU strives for excellence in all training endeavors by nurturing innovation, creativity, and ongoing improvement to meet the evolving needs of the University community.
- **Diversity and Inclusion:** Training programs are designed to promote awareness of cultural diversity, equity, and inclusion. They aim to eliminate bias, foster social justice, and create inclusive and respectful learning and working environments.

- **Academic Integrity:** LOU upholds the highest standards of ethical behavior and professionalism in all training activities, emphasizing honesty, accountability, and respect for intellectual property.
- **Collaboration and Collegiality:** Training encourages teamwork, cross-disciplinary collaboration, and a supportive work culture that strengthens professional relationships across the University.
- **Adaptability and Flexibility:** Recognizing the dynamic nature of higher education, LOU designs training programs that are responsive to emerging trends, diverse learning preferences, and the changing needs of staff and students.
- **Research and Evidence-Based Practice:** Training initiatives are grounded in empirical research and best practices, ensuring relevance, quality, and pedagogical soundness in program content and delivery.
- **Community Engagement and Service:** LOU actively engages with society through outreach, advocacy, service-learning, and training initiatives that address social issues and promote civic responsibility.

6.0 Policy Statements

This policy highlights the University's dedication to investing in its human capital while fostering a culture of lifelong learning and continuous improvement. Through the strategic planning, implementation, and evaluation of training initiatives, the University seeks to strengthen staff skills, enhance performance, and improve overall effectiveness—ultimately advancing its mission of academic excellence and meaningful service to society.

- Upon assuming duty, academic staffs holding a Master's degree are required to pursue a Ph.D. program in their relevant field of study.
- Qualified and deserving administrative and technical staff holding a first degree may be granted sponsorship to pursue higher degrees relevant to their job responsibilities.

- Qualified staffs who meet the criteria may receive sponsorship to attend seminars, workshops, conferences, and short courses, enabling them to benefit from expert insights and group discussions in areas pertinent to their duties.
- Lumina Open University (LOU) will establish a Staff Development Scheme to support the continuous training and retraining of staff. Sponsorship for seminars, workshops, colloquia, and refresher courses will also fall under this scheme.
- Staff may not be approved for sponsorship training, aside from in-house workshops, seminars, or conferences, until after their probation period has been completed.
- Staffs are entitled to a maximum of one external training, conference, or workshop every two years, except for academic staffs who have evidence of presenting papers at such events.
- In-house training programs, such as seminars, workshops, and departmental meetings, will be organized to promote staff development.
- Senior academic and non-teaching staff, including those holding the rank of Senior Lecturer and Principal Assistant Registrar or higher, may be granted sabbatical leave to enhance their academic and professional knowledge.
- The University does not provide training for first-degree programs but offers support for professional non-degree programs relevant to staff duties, as outlined in Section 5 of the Rules and Regulations Governing the Conditions of Service for Senior Staff at Lumina Open University (LOU).
- While the University is committed to sponsoring staff for postgraduate programs, priority will be given to courses offered by Open and Distance Learning institutions.
- If a course of study is available at Lumina Open University, staff will not be sponsored to attend other universities for the same program.

- A staff member undergoing development will ensure that their supervisor submits an annual progress report to the University. This report will be reviewed by the Senate Research and Publications Committee and is required for the continued release of funds from the scheme.
- Staff approved for training, whether fully sponsored or with salary payments, must commit to serving the University for at least the same duration as the training period, as stipulated in the bond form, before leaving or seeking further training or leave of absence opportunities.
- Any staff member approved for training must complete the necessary bond forms, which can be obtained from the Registrar's office.

7.0 Policy Implementation

The implementation of the University's Training Policy will involve several key steps to ensure successful execution and alignment with the University's goals and objectives. This approach will enable the University to effectively foster a culture of lifelong learning, professional development, and excellence among its staff.

- The Directorate of Staff Training and Development will gather training needs from various directorates and units and identify appropriate trainers to address these needs effectively.
- The Directorate of Staff Training and Development will prepare an annual training schedule and submit it, along with the required budget, for management approval. The training schedule should clearly outline the type of training, the source of the training, and its anticipated impact on the University's vision, mission, objectives, and core values, contributing to the growth and development of the institution.
- There must be transparency in the process of calling for training, selecting trainers, collecting feedback, and managing the budget.

- The Directorate of Staff Training and Development is required to publish an annual report on staff training, which must include evidence of the training outcomes and their impact on the University.

8.0 Sanctions of Violating this Policy

Sanctions for violating this policy in the university shall be designed to promote compliance, accountability, and the integrity of the training process. Here are some potential sanctions that could be meted out:

- **Verbal Warning:** A verbal warning may be issued for minor or first-time violations of the policy. This serves as an initial reminder of the individual's responsibilities under the policy and emphasizes the importance of compliance.
- **Written Reprimand:** For more serious or repeated infractions, a written reprimand may be issued. This formal notice documents the violation and outlines the potential consequences of further non-compliance.
- **Probation:** Individuals who continue to violate the policy may be placed on probation. During this period, their participation in certain training programs or activities may be restricted. Probation typically includes specific conditions that must be met in order to regain full privileges.
- **Withholding of Benefits:** Individuals found in violation of the policy may have certain benefits, such as access to professional development funds, withheld for a designated period as a consequence of their actions.
- **Training Requirement:** As a corrective measure, individuals who violate the policy may be required to undergo additional training or education in the areas where they failed to comply. This ensures they fully understand their obligations and responsibilities under the policy.
- **Loss of Privileges:** Individuals who repeatedly violate the policy or engage in serious misconduct may lose certain privileges within the university community, such as access to training resources, eligibility for leadership roles, or consideration for promotions or awards.

Exclusions from Sanctions of Violating this Policy.

Exclusions from sanctions for violations of the policy may be considered under certain circumstances where there are mitigating factors or legitimate reasons for non-compliance. These exclusions are intended to promote fairness, flexibility, and recognition of individual situations.

The University will establish clear criteria and procedures for granting exclusions from sanctions, ensuring consistency, fairness, and transparency in the application of the policy. Additionally, individuals requesting exemptions must provide appropriate documentation or justification for their requests. Decisions will be based on objective criteria and in alignment with the University's policies and guidelines. Potential exclusions may include:

- **Medical or Personal Emergencies:** Individuals may be exempted from sanctions if they can demonstrate that their failure to comply with the training policy was due to a medical emergency, personal crisis, or other extenuating circumstances beyond their control.
- **Approved Leave of Absence:** Individuals on approved leave of absence, such as sabbatical, medical leave, or parental leave, may be exempt from training requirements during their absence from the University.
- **Faculty Sabbaticals or Research Assignments:** Faculty members involved in approved sabbaticals or research assignments that require an extended absence from campus may be exempt from certain training obligations, provided alternative arrangements are made to fulfill the requirements during their absence.
- **Waivers or Exceptions:** Individuals may be granted waivers or exceptions from certain training requirements if they can demonstrate that their qualifications, skills, or experiences are equivalent to the objectives of the training policy. Any such waivers or exceptions must be approved through a formal process and properly documented.

- **Temporary Staff or Contractors:** Temporary staff, contractors, or individuals employed on short-term assignments may be exempt from certain training requirements if their tenure with the University is limited or if their roles do not require the same level of training as regular employees.
- **Legal Exemptions:** Individuals may be exempt from training requirements if compliance would conflict with applicable laws, regulations, or contractual obligations. In such cases, the University will ensure that alternative measures are in place to address the underlying objectives of the training policy.

9.0 Policy Alignment

This policy is in alignment with the following:

- The Rules and Regulations Governing the Conditions of Service for Senior Staff at Lumina Open University (LOU).