

inscape design college

standard conditions of employment

These conditions apply to all employees except where indicated otherwise.

DEFINITION

A 'Lecturer' is a person who instructs, provides tuition to students and assesses their work. The terms 'Staff' and 'Employee' are used interchangeably.

LEGAL REQUIREMENTS

Employees agree to comply with the legal requirements governing the provision of information for the Receiver of Revenue and other statutory bodies.

Staff, except contract staff, will submit a completed an IRP2 and a copy of their identity document or passport to INSCAPE within one month of commencement of employment. Contract staff will provide INSCAPE with an invoice before payment may be made.

INTELLECTUAL PROPERTY

All staff, including contract staff, are expected to contribute to the development and improvement of INSCAPE course material.

All course material prepared for INSCAPE, whether or not employees were involved in its production, is the property of INSCAPE. In all other respects, the conditions of the Copyright Act are applied to the works described above.

PROFESSIONAL CONDUCT

Developing students to achieve their potential as professionals is the primary goal of this college. To this end, staff will honour the following requirements:

Staff shall promote the reputation of the college, its lecturers and students to ensure and enhance the credibility of the qualifications earned by its students;

Acknowledging that the creative arts is a subjective field, lecturers encourage students to explore the richness of diversity in opinion, and support one another by discouraging students from 'playing one lecturer up against another' or undermining one another's competence or reputation;

Lecturers collaborate with colleagues to advance the college principle of 'relevance through

integration' by developing and delivering project briefs which integrate a variety of learning material;

Instructions received from the Programme Coordinator shall be followed;

Recognising the possibility that their integrity may become compromised by familiarity, lecturers do not become involved with students on a personal level;

Matters of a confidential nature (e.g. salary...) shall not disclosed to students, other members of staff or persons outside the college;

Matters of an internal nature (eg: teaching methods, lecturing capacity...) shall not be made public and in particular not be disclosed to competitors of this college.

HOURS OF SERVICE

Lecturers are expected to deliver lectures at the times specified in the Letter of Appointment or Fixed Term Contract but they may be called upon to attend meetings, training or other events outside lecture times. Certain lectures may take the form of on-site training off INSCAPE premises.

Staff must make themselves available for staff meetings, developmental workshops and the like on at least one occasion per month outside normal lecturing hours. Such meetings may be of up to four hours in duration and may also occur once during each holiday.

Lecturers will be expected to make themselves available for strategy and progress meetings typically during working hours but under extraordinary circumstances, during a weekday evening or on a Saturday. Staff will be asked to make themselves available on special occasions like year-end functions, exhibitions and open days which will fall out of normal working hours.

INTERNAL PROCEDURES

Lecturers will instruct and tutor students in the discipline for which they have contracted in the subject areas as agreed to from time to time. Student work will be routinely assessed as a part of the learning process.

The delivery and assessment procedures to be followed are detailed in the "College Handbook" which is revised and amended from time to time.

This Handbook also provides the philosophy, policies and principles of the college with regard to matters relating to interaction with students. The procedures outlined in the "College Handbook" form part of the "Standard Conditions of Employment".

DUTIES

Due to the nature, size, structure and operational requirements of the College, staff will be expected to perform general and other duties from time to time which might not be specifically mentioned in the Letter of Appointment or Fixed Term Contract, although such duties will be relative to the nature of Inscape's business.

SELF DEVELOPMENT

It is a condition of our accreditation by the HEQC that lecturers hold a qualification higher than that of the course that they teach and at a minimum design lecturers must hold a relevant degree. Lecturers who do not meet this requirement must ensure that they do so within one year of employment.

All INSCAPE staff accept the need for continuous improvement of their discipline-related knowledge and skills and endeavour to constantly improve themselves in these areas. INSCAPE may on occasions provide staff training, which employees are expected to undertake.

LEAVE

Annual leave is calculated per completed year of service. Twelve consecutive working days of the leave are taken over the year-end break and the balance by mutual agreement.

As there is adequate opportunity for annual leave outside term, and because it would be disruptive to students, lecturers do not take leave during term.

Sick leave shall be calculated in accordance with the provisions of the Basic Conditions of Employment Act.

GRIEVANCE PROCEDURE

This is provided for in the Labour Relations Act (No. 66 of 1995) as amended and the recommended procedures shall be followed.

DISCIPLINARY PROCEDURES

This is provided for in the Labour Relations Act (No. 66 of 1995) as amended and the recommended procedures shall be followed.

NOTICE OF TERMINATION OF CONTRACT

Notice by either party must be given in writing and is based on the calendar month (i.e. from month end to month end). Notice may not be given so that employment ends at the end of January of any year.

RESTRAINT OF TRADE

Employees may not accept employment with another private college offering the same courses as INSCAPE, within the Gauteng province, while employed by INSCAPE or within 12 months of termination of the contract of employment, without written agreement from INSCAPE.

Employees are not entitled to disclose information of any nature obtained by virtue of their employment with INSCAPE to any person.

ADDRESS

Staff members agree that the address provided in the Letter of Appointment or the Fixed Term Contract will be used as *domicilium citandi et executandi* and should the address change during the term of their appointment, INSCAPE shall be advised of the change of address.

CONFIRMATION OF APPLICATION INFORMATION

INSCAPE is entering into this employment agreement with yourself on the information that you have provided to us in relation to your skills, abilities, qualifications and job-related personal details.

Should it be ascertained, at any stage during your employment, that such information was in any way whatsoever misrepresented, the college reserves the right to withdraw from this agreement and your services may be summarily terminated.

VARIATION

These Standard Conditions may be amended by INSCAPE from time to time.

GENERAL

In all other respects, employment is subject to the conditions of any Acts in force at present or in the future governing the activities/practices of INSCAPE.

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