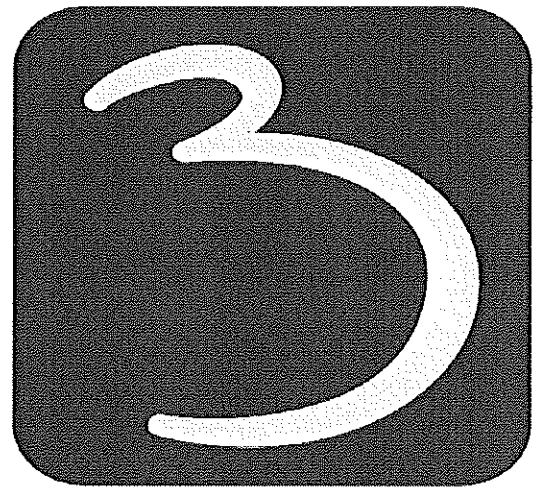
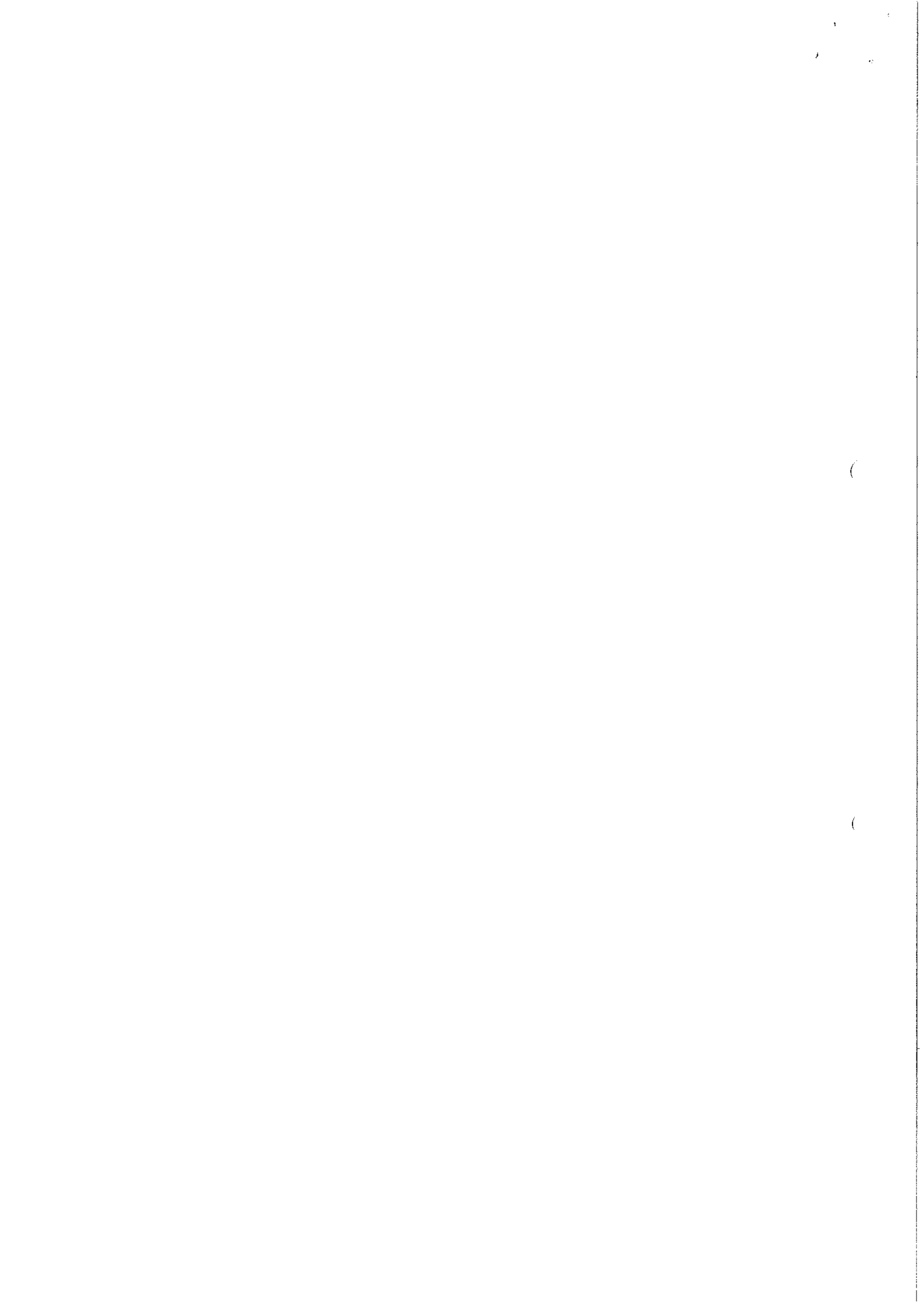


Training and Development Policy



***Boxing
South
Africa***



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1. Introduction

Boxing South Africa was established in terms of the South African Boxing Act (2001). It is mandated to administer professional boxing, recognize amateur boxing, create and ensure synergy between professional and amateur boxing, and promote engagement between associations of boxers, managers, promoters and trainers. Boxing South Africa also considers applications for licenses from all stakeholders in professional boxing, sanctions fights, implements the relevant regulations, and trains boxers, promoters, ring officials, managers and trainers."

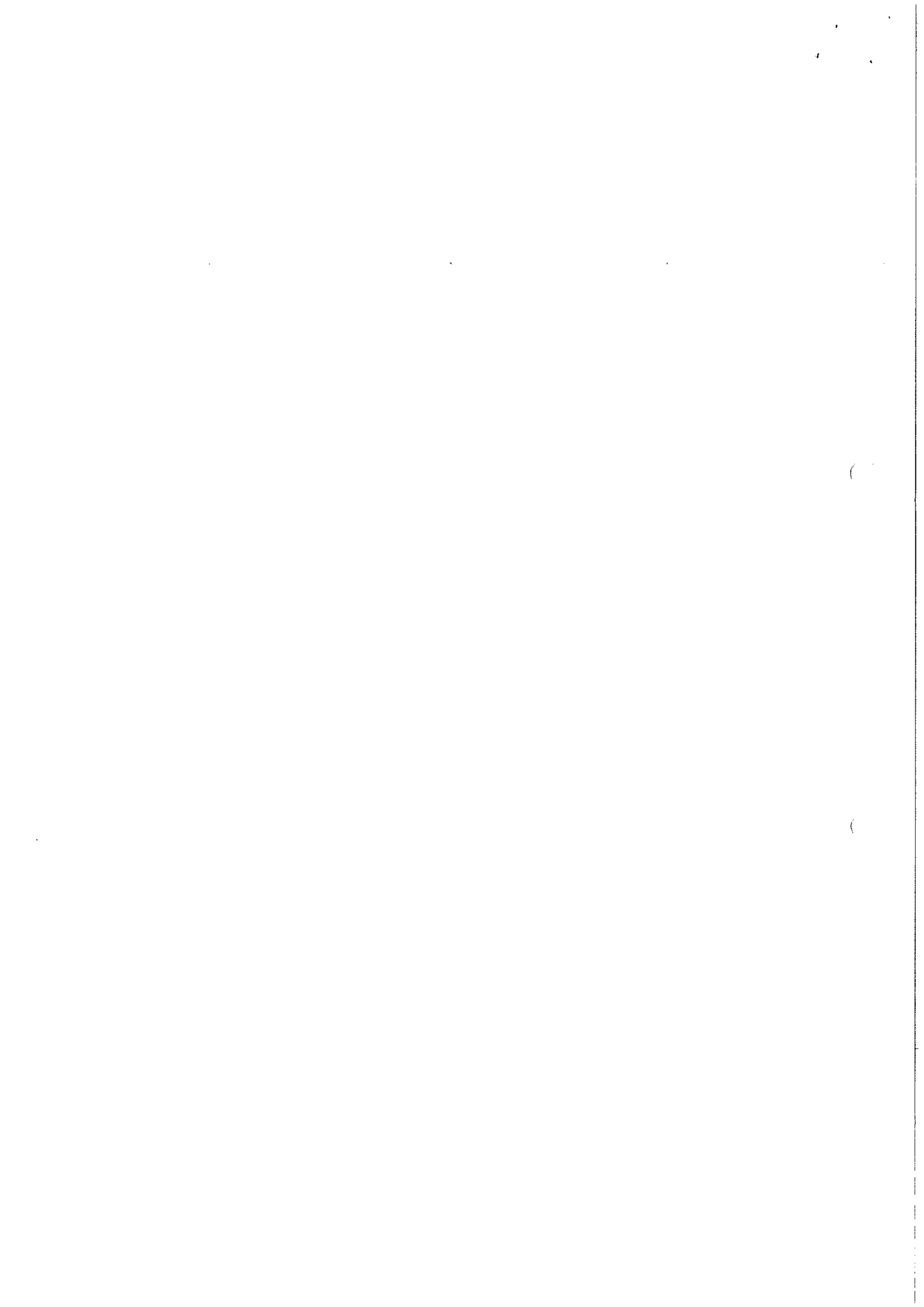
The office of Boxing SA (BSA) is the office of the Public entity, which although it does not serve as a practical training ground aspires to have all its stakeholders (Staff, Board and the licensees) professionally qualified and trained. A lack of an ongoing (a) academic, and (b) training and development progress during the service of BSA tends to limit the degree of responsibility that a BSA staff or licensee can assume and the office therefore requires that all stakeholders must clearly demonstrate a commitment to their studies or training by achieving satisfactory progress.

At the outset it should be noted that the office of BSA is not accredited to offer any trainings neither studies that the employees and licensees will enrol for. However, the office will assist in offering informal trainings for its licensees and the office is to engage an accredited professional institution for formal training of the staff and licensees. The same applies to the refresher courses that the employees shall be required to enrol for. BSA staff shall for a formal training or professional studies enrol at a relevant accredited professional institution.

2. Terms and definitions

3. Objectives of the policy

The objectives of the policy are to regulate the academic progress that an employee and/or licensee are required to achieve when participating in the service of Boxing SA. The policy is aimed at assisting the stakeholders and the administrator in determining what the notion of satisfactory academic progress entails and will provide guidance on the procedures that should be followed where no progress has been achieved. To ensure effective and efficient use and value for money allotted to BSA by National Lottery Fund Board.



4. Application and implementation

4.1 This policy will be implemented with immediate effect (2009 Academic year) and will be applicable to all employees and licensee regardless of their specific academic option chosen.

4.2 To some extent application of this policy in terms of both the licensees and staff it shall be limited, in instances such as: (a) shall not apply to non formal training and/or workshop offered by the office of BSA, and (b) shall not be applicable to non formal training and/or workshop attended by staff.

5. Training and development/Academic progress

As was stated in paragraph 2.1 above, it's a requirement for participation in the training and development/academic programme that each employee and licensee continuously achieves a satisfactory academic progress during his/her period of study/training. Satisfactory academic progress for purposes of this policy implies that a licensee or an employee must at least comply with the following requirements, while still busy with the academic requirements of his/her service contract:

5.1 Study on an annual basis during the period of his/her service

5.2 Attend all lectures presented for the relevant course, where applicable

5.3 Submitting all assignments, where applicable

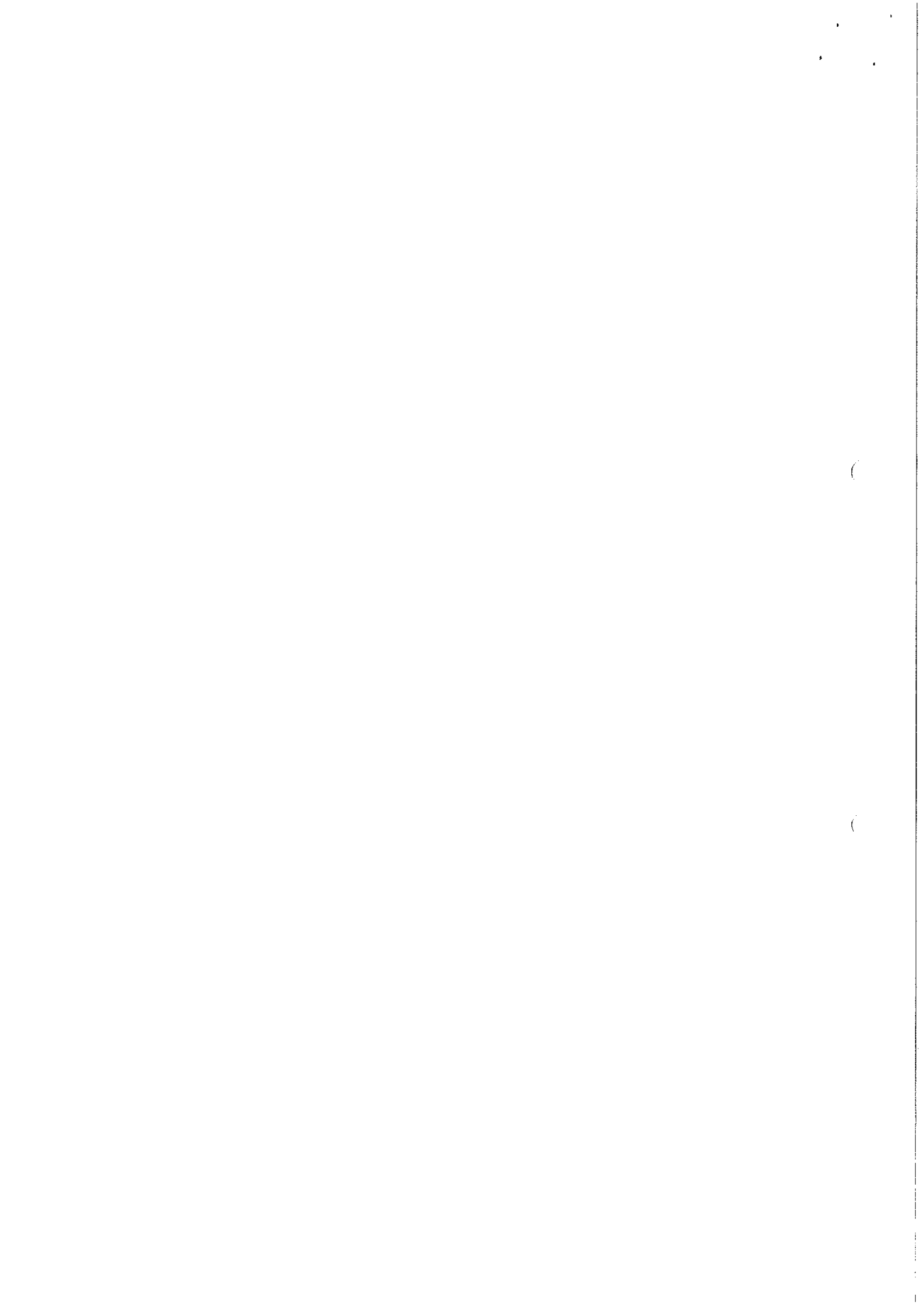
5.4 Writing all prescribed tests, where applicable

5.5 Writing all prescribed exams. It the responsibility of the employee or the licensee to provide the office with the exam results within seven days after the results have been made available by the relevant institution.

5.6 Full participation in all applicable study support or training and development classes

5.7 One academic year achievement in compulsory. However achieving at least one year of academic progress during two calendar years of study is acceptable.

5.8 Final qualification and/or training examinations required by the relevant institution are excluded from the above



6. Responsibility of administration office

The Administrator and the relevant line management should be conscious of their duties towards the training and development of the employees and the licensees and should encourage academic progress by the following:

- 6.1 Discussing what constitutes academic progress with each employee or licensee at the inception of the training and development contract
- 6.2 Provide suitable training and academic support programme(s) for employees and licensees
- 6.3 Subject to operational requirements, consider allowing time off where necessary, to enable employees to attend the lectures
- 6.4 Granting reasonable study and examination leave (Subject to operational requirements)
- 6.5 Taking into account the employees academic progress in the development and remuneration of the employees
- 6.6 Examination marks, where applicable.
- 6.7 If the Administrator and/or line manager does not comply with their responsibilities as stated above appropriate disciplinary action may be instituted against such Administrative Officer and/or line manager



7. Implication of non achievement

- 7.1 All the employees and/or licensees will be evaluated by the Administrative officer on quarterly basis to ascertain whether satisfactory academic progress has been achieved, advice from the relevant professional institution must be considered. Progress report must be used to evaluate the progress.
- 7.2 Compliance with the requirements expounded in paragraph 4.1.1 to 4.1.6 which will be assessed by way of attached academic progress report, will be traced to individual performance review and the performance appraisals. Non-compliance with the said requirements may result in either corrective action or remedial steps being taken against the relevant employee and/or licensee, depending on the circumstance of each case.
- 7.3 Noncompliance might also lead to review and/or termination of the training and development contract.
- 7.4 All employees and/or licensees will be entitled to lodge an appeal against the decision of the office to cancel the training and development contract if the rules of the relevant professional institution provide for such appeal procedure. However, pending the outcome of the appeal, the office's decision to terminate the study contract will stand.

8. Conclusion

- 8.1 It is anticipated that the above provisions would clarify the requirements of the office that the employees and/or licensees should achieve satisfactory academic progress.
- 8.2 In the event of any further uncertainty pertaining to this policy, the employees and/or licensees are encouraged to discuss such uncertainties with their line manager and the Administrator.

9. Approval and implementation

- 9.1 This policy is effective from the date of approval by the Chairperson of the Accounting authority.
- 9.2 The CEO will be responsible for implementation and monitoring of the policy.
- 9.3 The policy will be reviewed on an annual basis and revision thereto must obtain Board approval.



10. Level of approval

Dr P Ngatane

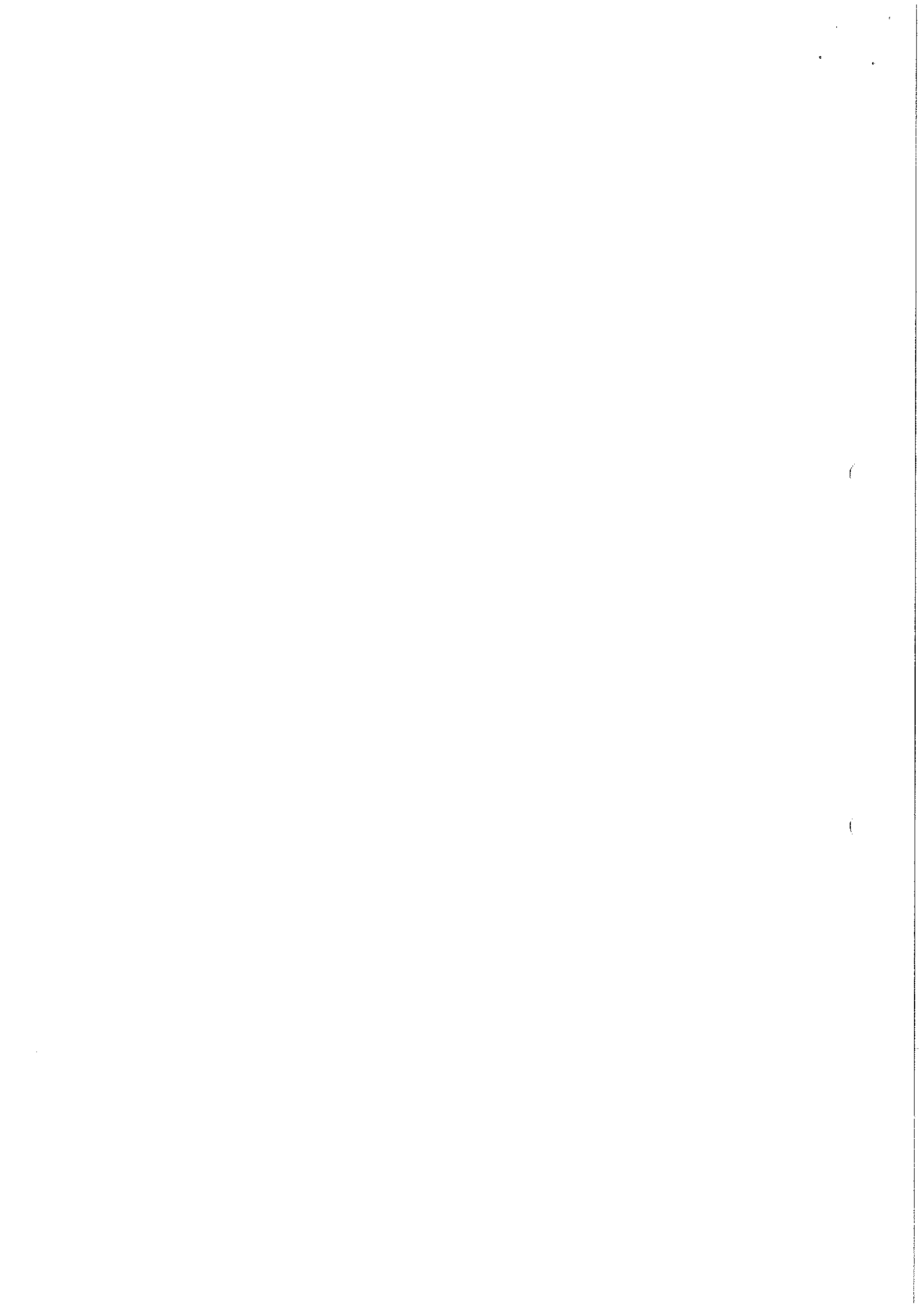
Board Chairperson



Signature

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Date



ANNEXURE A

REPORT: ACADEMIC PROGRESS (EMPLOYEES AND/OR LICENSEES)

A. PARTICULARS OF EMPLOYEE AND/OR LICENSEE

Employee/Licensee:

Employee/Licensee No:

Business Unit:

Period of employment: From _____ To _____

Period of review:

Manager/Reviewer:

B. PURPOSE

The purpose of this academic progress report is to assist the Administrator in evaluating the academic progress of the employee and/or licensee as contemplated by paragraph 5.1.7 of the employee and/or licensee academic progress policy of the office of Boxing SA. The academic progress of the employee and/or licensee should be evaluated on quarterly basis. During these evaluations the Administrator should have formal discussions with the employee indicating to the Administrator any possible deficiencies in his/her academic progress. The Employee and /or licensee should also be given sufficient opportunity to state his/her case and to provide reasons for his/her non achievement of satisfactory academic progress.

The Administrator and the employee should develop appropriate action plans in an endeavour to remedy these deficiencies. It's further imperative that this academic progress report be completed during every evaluation session conducted by the Administrator. Where the employee and/or licensee did not achieve at least one year of academic progress during two calendar years, advice and support should first be obtained from Human Resource: Employment Law and Relations before any decisions are taken regarding the constitution of termination of the training contract. In the event of uncertainties pertaining to the evaluation of the academic progress of the employee, the Administrator should approach HR in time for advice.

C. EVALUATION QUESTIONNAIRES

1. Is the employee currently registered at a relevant tertiary institution?
2. If no, detailed reasons must be furnished for why registration did not take place.
3. Did employee or licensee attend the lectures presented for the course, where applicable?
4. If not, detailed reason must be furnished.
5. Did the employee submit all prescribed assignments, where applicable?
6. If not, detailed reasons must be furnished.
7. Did employee/licensee write all prescribed test, where applicable?
8. If not, detailed reasons must be furnished.
9. Did the employee participate in all applicable study support programmes?
10. If not, detailed reasons must be furnished.
11. Did the employee pass all the attempted modules at the end of the first academic year?
12. If not, detailed reasons must be furnished.
13. Were the implications of non achievement of one year academic progress during two calendar years communicated (i.e. termination of training and development contract as contemplated by par 5.3 of the academic progress policy) and was a formal warning letter issued to the employee in this regards? Or did the employee achieve at least one year academic progress during the two calendar years of study?
14. If not, detailed reasons must be furnished.

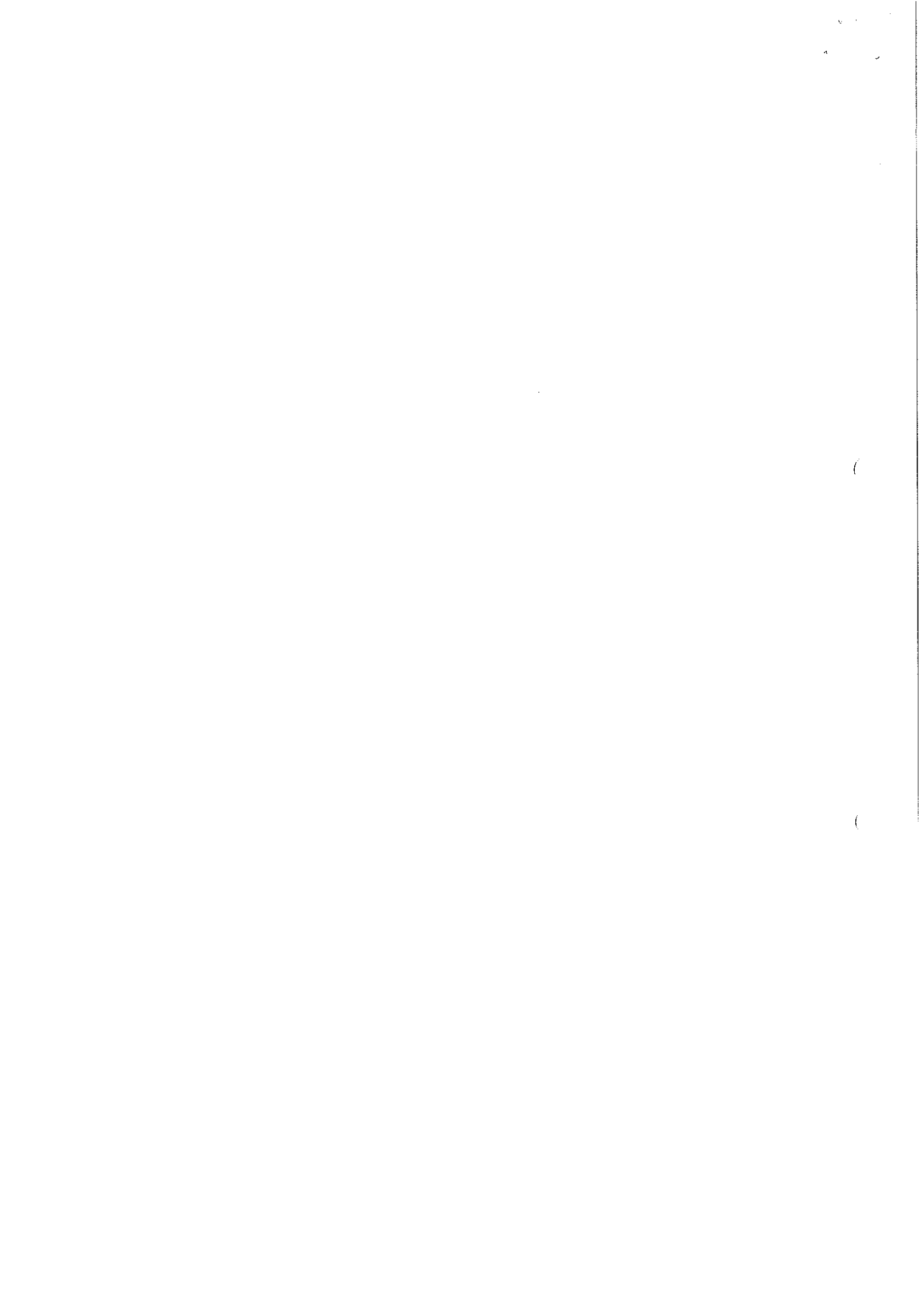
D. EMPLOYEE'S RESPONSE

15. Employee's response to the matters discussed above.

16. Any other matter that the employee wants to bring to the attention of his/her Administrator and/or line manager.

E. POSSIBLE CORRECTIVE ACTION

17. In the event of non-compliance with the aspects stated in paragraph C, and based on the reasons provided for such non-compliance, should corrective action be taken against the employee? (It is the responsibility of the relevant line management to institute appropriate corrective action)



F. AGREED ACTION PLAN TO ADDRESS THOSE MATTERS HINDERING SATISFACTORY ACADEMIC PROGRESS

18. This must be one of the following possible action plans:

- Training
- Guidance and/or counselling
- Termination/Change of course

G. NEXT EVALUATION DATE:

H. SIGNATURES

Employee: _____

Date: _____

Employee's representative: _____

Date: _____

First Reviewer: _____

Date: _____

Second Reviewer: _____

Date: _____

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ANNEXURE B

WARNING LETTER SAMPLE

In terms of paragraph 4.1 of the Boxing SA Office's academic policy, it is a requirement for participation in the training and development programme that each employee continuously achieves satisfactory academic progress. It is therefore, in this regard your attention is specifically drawn to par 4.1.1 – 4.1.7 of the said policy which explains what satisfactory academic progress entails.

Paragraph 6.2 of the aforementioned policy states that the non compliance with the requirements of academic progress as stated in paragraphs 4.1.1 -4.1.6, read with paragraph 4.1.7 may result in either corrective action being taken against the relevant employee.

According to our records your examination/tests/assignments/projects results for the _____ academic period _____ are as follows_____. From these results it has become clear that you have not achieved the academic progress target for academic period _____ of the year_____.

In the light of above you are hereby formally warned that if you do not achieve satisfactory academic progress in the next period (Quarter/ Year)_____ the office will consider terminating your training and development contract with immediate effect, unless you can provide valid reasons for your non-compliance.

If you have any inquiries regarding the above, please do not hesitate to contact_____

