

CapaBuil (CB) Life Long Learning (Triple L) Policy

The CB Triple L Policy

A POLICY FOR EMPOWERMEMNT AND LIFE LONG LEARNING FOR OUR CLIENTS

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Introduction

This policy is aimed at guiding our clients to sensitize their staff (people) to commit to Life Long Learning (Triple L) in order to become more Productive and Successful.

This Policy will be used by CapaBuil as a key driver for purposeful direction towards improving productivity of our clients. Within the Life Long Learning (Triple L) principle, CapaBuil will undertake the following;

- a) Support and encourage investment in lifelong learning among our clients.
- b) Provide a wide range of learning and training opportunities both in terms of content and delivery for our clients and partners;
- c) Develop and roll out for Our Clients and Partners assistance for developing and maintaining the professional competence necessary to deliver high performance productivity in ethical confines

Every individual and organization should take interest in and prioritize staff development in order to enhance customer value creation and profitability as well as general stakeholder value enhancement.

Triple L is a core ingredient for organizations that not only want to predict the future but event go further and dictate the future. It's a conscious choice that should be made by any institution interested in developing problem solvers as well as innovators that will drive the new business trends of the future.

Triple L refers to learning programs that develop and maintain competencies, technical and professional to empower Professionals and Knowledge Workers to be more productive and successful.

Triple L emphasize that any aspirations you may have as a professional must be accompanied by commitment to ethical values. Aspirations without a value system may lead to counterproductive outcomes. The Triple link between assets; Market Realities and Aspirations must therefore be pillared by a strong commitment to ethical values. We deliver professional ethics as part and parcel of our training programs to foster and fortify our position as guardians of client and public interest.

The world is changing fast. Our Triple L policy takes into account the fact that you can immerse yourself in what is changing, but you will only see the opportunities to

leverage change in novel ways if you can escape the shackles of tradition. "This is how we do things around here" syndrome. We discourage our clients and partners from viewing what is changing through the lens of what already is.

Our Triple L programs have a clear unequivocal message. Whether or not you succeed in escaping the past is, in a way, quite irrelevant. The future's going to get invented, with you or without you. That's why Capable was established. So that you will always be part of the learning and change journey. Don't be left behind!!

CapaBuil will support professionals seeking to fulfill professional development requirements by various professional bodies. We have installed capacity to tailor make precise programs for your specific needs to ensure you remain in good standing with your professional body.

Promotion of Lifelong Learning

All Professionals and Knowledge Workers have an obligation to develop and maintain their professional competence, relevant to the nature of their work and professional responsibilities. This obligation applies to all Professionals and Knowledge Workers, irrespective of their industry.

CapaBuil undertakes to support your training and learning needs as an individuals as well as organizations. Give us a call to discuss a solution that meets your specific situation.

Access to Training Opportunities

CAPABUIL runs a standard annual program. Please download our calendar from the home page of the website. Programs are delivered in pristine 5 star settings within cities where we have advertised to run the courses. The objective is to ensure we enhance learning by providing not only relevant learning topics but also an appropriate and conducive environment to support concentration. Where clients request for in house training, they have the option to provide a training venue or leave it to us to determine and select an appropriate training venue. Kindly visit www.capabuil.com to view your opportunities for learning and growth. Our aim is to help you achieve your goals for life long learning.

Relevance

Triple L contributes to the competence of Professionals and Knowledge Workers and therefore acceptable Triple L activities are expected to develop the professional knowledge, professional skills and professional values, ethics and attitudes of the professional, relevant to their current and future work and professional responsibilities.

Therefore, CapaBuil will undertake learning needs assessments on clients at all training sessions to accurately predict and deploy training courses that meet their current and future knowledge and skills requirements.

Measurement

CapaBuil is interested not only in clients receiving quality training but we are keen to track individual and organization change resulting from participation in our Triple L programs. We don't emphasize sale of certificates to our clients. We are interested in behavior change, improved performance, more productivity for our clients. These are the things we give you at CapaBuil. Certificates are just papers and will never be the true indicator for competency. We do however recognize every single hour you spend with us as this goes to count for your professional learning hours by your respective professional bodies. Where need be, we shall assist our clients to track their professional learning hours.

Triple L Approach

We deliver practical knowledge and case study based training that offers an equivalent of 7 hours of professional learning Credit hours per day. Therefore a two day training will earn you 14 hours. We will provide evidence of attendance by issuing a certificate of participation to enable you claim you're your professional learning hours.

Monitoring and Enforcement

CapaBuil programs supports professional bodies' initiatives to ensure their members remain competent and meet their professional obligations fully. Bodies like the

For example, the Institute of Certified Public Accountants of Kenya (ICPAK), Rwanda (iCPAR), Tanzania (NBAA), Uganda (ICPAU) and other Accountancy Institutes across Africa and the world over have clearly outlined obligatory requirements for their members in this regard. These members are compulsorily required to attend and meet what is called Continuous Professional Development (CPD) requirements. CapaBuil will support such professionals and others to meet their professional obligations.

Our Clients and Partners should send a report or returns to their professional bodies detailing the Triple L programmes they have undertaken at any point in time.

Some Professional bodies have provisions for online logging of those hours to facilitate hassle free update of your records.

Examples of learning programs include recognized by some professional bodies include;

- Participation in courses, conferences, seminars
- Self-learning modules or organized on-the-job training for new software, systems, procedures or techniques for application in professional role
- Published professional or academic writing
- Participation and work on technical committees
- Teaching a course or Triple L session in an area related to professional responsibilities
- Formal study related to professional responsibilities
- Participation as a speaker in conferences, briefing sessions, or discussion groups
- Writing technical articles, papers, books
- Research, including reading professional literature or journals, for application in a professional role
- Professional re-examination or formal testing

One single, repetitive activity, for example, teaching introductory accounting to different audiences, will not constitute a member's total Triple L activity.

Conclusion

Please contact your respective professional body for information on Life Long Learning Requirements. We will be pleased to assist in developing such frameworks for professional bodies that do not have such policy frameworks in place. Those without membership in professional bodies should contact us directly to discuss learning solutions that will ultimately make the difference and you will **Become more Productive and Successful.**