

## Teaching and Learning Capability Definitions

### **Curriculum Management**

All activities aimed at educators and administrators collaborating on the creation, development, design, review, approval, assessment, and refinement of curriculum content to achieve desired student outcomes.

### **Student Recruitment**

All activities aimed at planning and delivering campaigns and events that aim to recruit and convert undergraduate and postgraduate students to the organization.

### **Student Admissions**

All activities aimed at managing student applications, placement offers and quotas.

### **Student Enrollment**

All activities aimed at ensuring that students are fully-enrolled at the program and course level.

### **Student Assessment**

All activities aimed at assessing whether a student has achieved the learning outcomes of the curriculum.

### **Student Conferral and Commencement**

All activities aimed at conferring degrees (and other awards) to students who have qualified appropriately and hence become graduates.

### **Student Academic Advising**

All activities aimed at ensuring academic advice is provided for students, including insight, direction, and planning of their academic career.

### **Teaching & Learning Delivery**

All activities aimed at delivering a learning experience to students of the organization and enabling them to engage with learning in the subjects as described in the curriculum. This includes the delivery of teaching activities, as well as other activities that support a meaningful learning environment.

### **Student Financial Aid**

All activities aimed at providing monetary support to help fund education expenses.

### **Student Accounts**

All activities aimed at managing and monitoring financial processes associated with student accounts for education expenses, including those completed by the Bursar and Cashier offices.

### **Student & Academic Administration**

All activities aimed at managing academic policies, regulations, scheduling and related customer feedback.

### **Student Support Services**

All activities aimed at facilitating students' academic success, personal development, and overall well-being throughout their academic journey.

## Finance Capability Definitions

### Financial Planning & Analysis

What the organization does to facilitate communicating financial information about the organization to various stakeholders, such as investors, creditors, government entities, and the general public. It involves the preparation and dissemination of financial statements, which provide a summary of an organization's financial performance and position.

### General Ledger Management

What the organization does to establish and maintain a record-keeping system of the organization's transactions, all debits, and credits.

### Treasury Management

What the organization does to manage organizational holdings, with the ultimate goal of managing liquidity and mitigating operational, financial, and reputational risk.

### Tax Management

What the organization does to administer the taxation affairs.

### Procurement Management

What the organization does to identify and source goods and services an organization acquires.

### Asset Management

What the organization does to manage the lifecycle of physical assets.

### Accounts Payable

What the organization does to manage the payment of current debts and liabilities of the institution.

### Accounts Receivable

What the organization does to receive and manage the receipt of payments and funds related to externally sponsored grants and contracts.

## Advancement Capability Definitions

### Advancement

All activities aimed at engaging external audiences to promote the university and its accomplishments for fundraising efforts and other university assistance.

### Alumni Relations

All activities aimed at Alumni engagement ensuring the organizations alumni is fully involved in the life of the institution as valued supporters, advocates, and lifelong learners who contribute to, and benefit from, connections to each other and to the organization.

## Human Resources Capability Definitions

### **Talent Acquisition**

What the organization does to hire the highest qualified talent to meet current and future business needs.

### **Workforce Training & Development**

What the organization does to integrate employees into the organization, track performance, and provide opportunities for professional growth.

### **Workforce Performance Management**

What the organization does to manage employee productivity, impact, and alignment with business.

### **Workforce Relations Management**

What the organization does to ensure that the organization's decisions and actions comply with labor laws and employee contractual agreements.

### **Human Resource Support**

What the organization does to provide assistance and support to staff to resolve issues impacting work responsibilities and provides advisory services to front-line managers in workforce management issues.

### **Remuneration & Benefits Management**

What the organization does to manage the overall remuneration or rewards that an employee receives for their work, including all forms of compensation.

### **Workforce Resource Management**

What the organization does to allocate work amongst the employees and administer employee transitions.

### **Workforce Planning**

What the organization does to forecasts workforce requirements and recommends workforce structuring and recruitment strategies.

### **Organizational Design**

What the organization does to define the structures, roles, and practices of the institution and to ensure that the organization's compliance.