



AFRICAN INSTITUTE OF ENGINEERING AND TECHNOLOGY

Staff Roles & Responsibilities Acknowledgement Form

Prepared and made by: AIET | Internal staff governance and role clarity

ACKNOWLEDGEMENT INSTRUCTION: Each staff member must read the AIET Roles & Responsibilities page, tick the relevant role area below, sign this acknowledgement, and return it to management / HR for filing. If the employee performs duties across more than one department, more than one role area may be ticked.

Employee Details

Employee Full Name		ID / Staff Number	
Position / Job Title		Department	
Campus / Site		Date Issued	
Supervisor / Manager		Date Returned	

Role Area Acknowledged

☐ Executive / College Council / Institutional Governance	☐ Academic Board / Academic Quality / Compliance
☐ Operations / Corporate Services / HR / Facilities	☐ Student Affairs / Admissions / Registrations / Examinations
☐ Engineering Studies / Workshops / Trades	☐ Health & Community Services / HPO / Placements
☐ Reception / Front Office / Enquiries / Records	☐ Finance / Fees / POP / Procurement Support
☐ IT / LMS / Website / Digital Infrastructure	☐ Quality Assurance / Accreditation / Audit Support
☐ Media Team / Marketing / Camera Crew / Content	☐ Library / Books / Printing / Binding
☐ Lecturer / Facilitator / Assessor / Moderator	☐ Other: _____

Employee Acknowledgement

I confirm that I have received access to the AIET Roles & Responsibilities page, have read the general staff standards, have read the section applicable to my role or department, and understand that I am expected to perform my duties professionally, lawfully, safely and in line with AIET policies, management instructions, campus procedures and applicable South African legal and compliance requirements. I understand that role clarity supports accountability, performance management, compliance readiness, student service quality and institutional operations.

Employee Signature		Date	
Management / HR Representative		Date	
Management / HR Signature		Campus	
Witness Name, if required		Witness Signature, if required	

Note: This acknowledgement confirms receipt and understanding of the role requirements. It does not replace the employee contract, workplace rules, disciplinary code, employment law, institutional policies or lawful management instructions.

Staff Acknowledgement Register

Use this register when collecting signed acknowledgements from multiple staff members after induction, role allocation, policy review or staff meeting.

No.	Staff Name	Role / Department	Campus	Signature	Date
1					
2					
3					
4					
5					
6					
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11					
12					
13					
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15					