

## PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip Skills Development Facilitators (SDF) with the necessary knowledge, skills and attitudes to facilitate the skills development processes in the selected workplace(s) as prescribed legislation.

## PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Provide information and advice regarding skills development and related issues
- Conduct an analysis to determine outcomes of learning for skills development and other purposes
- Develop an organisational training and development plan
- Co-ordinate planned skills development interventions in an organisation
- Conduct skills development administration in an organisation
- Promote a learning culture in an organisation

## PROGRAMME OUTLINE

- The role of the SDF in the new occupational learning system
- Conduct an analysis
- Develop an organisation training and development plan
- Co-ordinate planned skills development interventions in an organisation
- Conduct skills development administration in an organisation
- Promote a learning culture in an organisation

## LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should be competent in Communication, Mathematical Literacy and Computer Literacy at NQF Level 4.

## RECOGNITION OF PRIOR LEARNING (RPL)

RPL against these unit standards are allowed. Application forms are available from our offices.

## METHODOLOGY

**Training Programme Duration:** 5 Days

**Assessment:** Portfolio of Evidence will be submitted within three months of completing the training. Assessment activities include evaluating all documentation produced during the operational functioning of the SDFs' tasks.

**Certification:** This includes obtaining endorsement from the ETDQA.

### Unit Standard(s):

- 15221 - Provide information and advice regarding skills development and related issues, level 5
- 15218 - Conduct an analysis to determine outcomes of learning for skills development and other purposes, level 6
- 15217 - Develop an organisational training and development plan, level 5
- 15232 - Co-ordinate planned skills development interventions in an organisation, level 5
- 15227 - Conduct skills development administration in an organisation, level 4
- 15222/252041 - Promote a learning culture in an organisation, level 5

**Credits:** 29

## TARGET GROUP

- HR Managers
- Training Managers
- Supervisors
- Line Managers
- Trainers/Facilitators/Coaches
- Skills Development Facilitators
- Learning Material Designers
- Moderators

## BENEFITS

- Competent SDF's
- Reduced grievances
- Clearly identifiable training needs and career paths
- Improved opportunities to claim skills grants
- Effective implementation and co-ordination of learnerships