



ETD Practitioner Toolkits

Toolkit 3: Skills Development Facilitator Toolkit

PURPOSE OF THE TOOLKIT

The purpose of this toolkit is to provide SDF's with best practices electronic templates to successfully facilitate skills development processes according to the Skills Development Act and Skills Development Levies Act. This toolkit will enable the SDF to conduct training needs analysis throughout the development of Personal Development Plans (PDIs) for all the employees. This process will be conducted on an annual basis following the development of the business plan and will inform the drafting of the ETD budget. This will result in the annual Workplace Skills Plan (WSP). The assessment of the individual training needs will be conducted on an on-going basis as part of the performance reviews.

This toolkit has been designed and developed by Khulisane Academy as an aid and time saver for the ETD practitioner. Templates are easy to edit in a word format. Your order number will become part of your access to further updates which will be available on a regular basis.

TOOLKIT CONTENT

Included in this electronic toolkit are the following templates:

- Learning culture audit template
- SDF project plan template
- Outcomes analysis template
- Skills matrix template
- Job Profile template
- Skills audit template
- Skills development monthly implementation review template

WHO WILL BENEFIT FROM THIS TOOLKIT?

- Skills development practitioners
- Training/HR managers who are responsible for facilitating the skills development process within their companies

HOW DO I GET ONE?

Complete an order form send to you via email or place your order on our website. Wait for the invoice. Make payment and allow us two weeks for delivery or pick up.

PRICE

- R5 700.00 (incl. VAT)
- R150 to deliver per address