

# Skills Development Facilitator



26 July 2023



Virtual Class

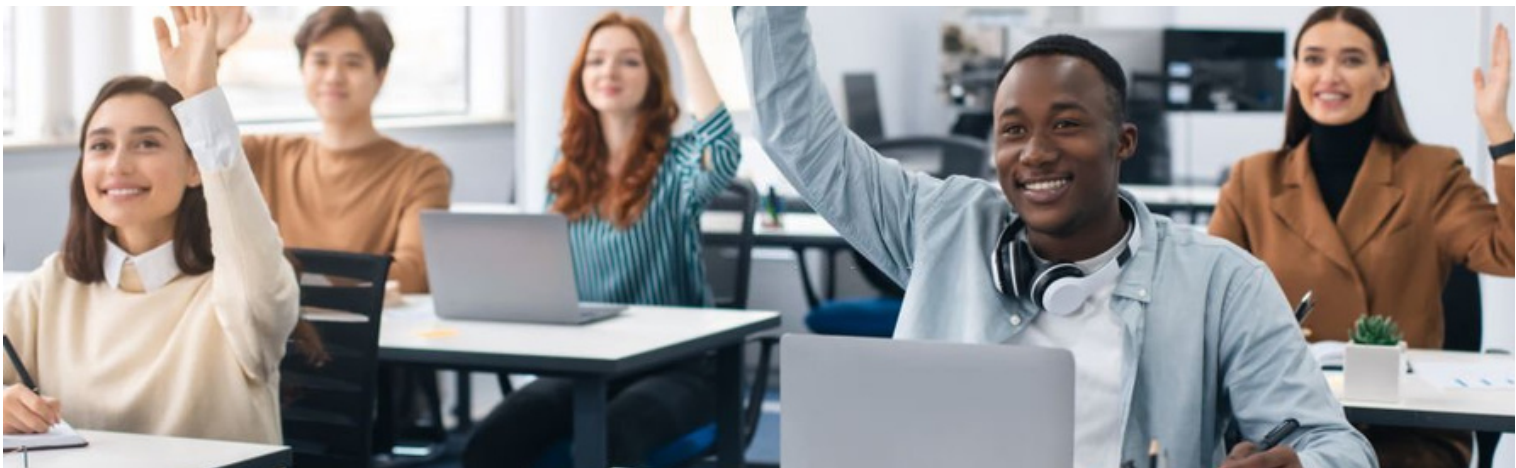
Many businesses pay their Skills Development Levies as required by the law. They invest time and money to develop their workforce and yet, do not know how to claim back the cash portion for their efforts. It is the duty of the Skills Development Facilitator to analyse the needs of the organisation and develop and draw up a suitable skills development plan.

The short course is aimed at providing hands-on, practical outcomes based information to skills development facilitators, human resource managers/practitioners. It is the Skills Development Facilitators responsibility to ensure that the skills development plan is followed and properly administrated. The responsibility of a Skills Development Facilitator is great and thus they need to meet a high standard of criteria.

## Course Overview

Occupationally Directed Education, Training and Development Practices (ODETDP) NQF 5, SAQA ID 50334. Suitably qualified ETD Practitioners are required by organizations in order to enhance their productivity. This qualification aims to provide the foundation, or the initial skills required for an individual in an organization to conduct staff development successfully.

- Key Competencies
- Communicate in ETD settings
- Design and Develop learning programme
- Facilitate and evaluate learning
- Assessment Practices
- Career Development and Learning Support
- Skills Development Facilitation (SDF)



## ACCREDITATION



## Module 1: Skills Development legislation and Terminology

- Skills development legislation
- South African Qualifications Authority Act (No 58 of 1995)
- Skills Development Act (No. 97 of 1998)
- Employment Equity Act
- Broad-based Black Economic Empowerment Act (BBBEE Act)
- Skills Development Levies Act (No. 9 of 1999)
- Skills Development Structures
- SAQA
- Learnerships
- SARS tax rebates
- National Skills Development Strategy
- National Qualifications Framework (NQF)

- WSP
- ATR
- Claiming skills levy rebates
- Assessment
- Recognition of Prior Learning
- Outcomes-Based Education (OBE)
- Unit Standards
- Qualifications
- Skills development programmes Sector and workplace skills plans
- SETA
- Department of Higher Education
- Skills Development Mechanisms

## Module 2: Analysing Education, Training and Development Needs of employees

- Human Resource Development Principles and Role
- Other HRD Roles
- Techniques for Conducting Training Needs Analysis o Determine the Skills Gaps and Training Needs of Staff
- Identifying Individual and Team Training Needs
- Training Needs Assessment Techniques o Integrate the Results from Performance Appraisals
- Recording the Results of the Training Needs Analysis
- Record the Development Needs of Staff
- Relate the Development needs to the Career Development Paths
- Link the Development Needs to the Talent Management Strategy
- Communicate the Report on the Training Needs Analysis

## Module 3: Compiling a Skills Development Plan for a Unit/Organisation

- Motivate the Types of Learning Programmes Described in the Plan
- Main Features of Different Types of Learning Programmes
- Main Features of Different Delivery Modes of Learning Programmes
- Link the Objectives and Outcomes of the Planned Learning Programmes
- Stipulate the Responsibilities for the Implementation of the Plan
- Motivate the Role of the Unit Manager to Talent Management and People Development

## Module 4: Managing the Implementation of the Personal Development Plans for a Unit/Organisation

- Monitor the Implementation of the PDP
- Analyse Implementation Reports
- Integrate the Evaluation of Learners and Other Parties into Final Evaluation Report
- Manage the Implementation of the PDP of a Unit
- Return on Investment ROI
- The five levels of evaluation ROI of effectiveness of training

## Course Outcomes

**At the end of this learning programme, the 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
- Coordinate planned skills development interventions in an organisation
- Promote a learning culture in an organisation
- Conduct skills development administration in an organisation
- Compile the Workplace Skills Plan

