



THRIVE LEARNING FACILITATION

SKILLS DEVELOPMENT FACILITATOR COURSE OUTLINE

*“Education is the most powerful weapon which you can use to change the world.”
- Nelson Mandela*

Unit standards that this course is aligned to:

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|-----------------|---|
| US 15217 | - Develop an organization training & development plan, NQF 5, 6 credits, |
| US 15232 | - Coordinate planned skills development interventions in an organization, NQF 5, 6 credits, |
| US 15227 | - Conduct skills development administration in an organization, NQF 4, 4 credits. |

The 3-day action packed programme has been designed to equip learners with the tools, knowledge and skills they need to be effective Skills Development Facilitators in their workplaces. This highly interactive programme has been designed to achieve the following outcomes:

- ❖ **Legislation**
 - Fully understand and communicate the philosophy of the Skills Development Act and strategy, and its impact on your organisation

- ❖ **Plan and Prepare for Skills Development**
 - Understand and anticipate any forthcoming changes to the Seta and SAQA landscape: QCTO, new NQF levels and structures

- ❖ **Compile the compliant WSP and ATR**
 - Define a full, relevant skills development process within your company, ensuring maximum benefit for all stakeholders.

- ❖ **Implement**
 - Implement and facilitate skills development practices including coordination, quality assurance and education.

Thrive Accreditation Nr. ETDp 10081





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A highly interactive and participatory workshop which includes the use of workmats, templates and activities; allowing the Learner to draw their own conclusions and create their own learning path. This ensures outcomes-based, adult learning with an emphasis on integration and understanding. Learners will be able to implement Skills Development in a strategic, integrated way in order for the benefits of the Skills Development Act to be unlocked.

DAY 1: National Issues	
1.	Know and understand the Skills Development Act of 1998 and the various role players in its implementation.
2.	Gather and review the National Skills Development Strategy and understand how this impacts you.
3.	Overview and discuss the reasons and necessity for the South African Qualifications Authority and the National Qualifications Framework.
4.	Forthcoming changes to this environment – including QCTO, new NQF structures and the implications for us as SDF's
5.	Fully understand unit standards – their content, structure and relevance, as well as NQF-based assessment – methods, tools and competency.
6.	Discuss the various Seta's and their role in Skills Development and quality assurance – including their grant claim processes, training provider accreditation and Learnerships.
DAY 2: Company Issues	
1.	Learn how to develop and manage skills development strategies in your environment through competency profiling, job descriptions, performance management and career guidance.
2.	Change management – how to convince your organisation it's worth it
3.	Understand the requirements and responsibilities of Seta provider accreditation and how to use it your company's benefit.
4.	Implement quality assurance practices, thereby ensuring training quality and required outcomes of education & training are achieved.
5.	Discuss Learnerships and how they can be used to meet your learning priorities
DAY 3: Individual Issues	
1.	Develop and consolidate a Workplace Skills Plan and an Annual Training Report for the enterprise
2.	Determine strategic priorities and learning interventions
3.	Link your Workplace Skills Plan to your Employment Equity Plan
4.	Consultation and agreement amongst stakeholders
5.	Understand and prepare for what is required for your portfolio of evidence and subsequent assessment against the SDF unit standards.