

# SKILLSkickstart

SKILLS DEVELOPMENT TRAINING

## Become a Skills Development Facilitator

US 15217- Develop an organisation training & development plan, NQF 5, credits 6,  
US 15232 - Coordinate planned skills development interventions in an organisation, NQF 5, credits 6,  
US 15227 – Conduct skills development administration in an organisation NQF 4, credits 4,  
Thrive Accreditation Nr. ETDP 10081

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

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

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.



# SKILLSkickstart

## SKILLS DEVELOPMENT TRAINING

### COURSE PROGRAMME

#### 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 on you
3. Overview and discuss the reasons and necessity for the South African Qualifications Authority and the National Qualifications Framework
4. Fully understand unit standards – their content, structure and relevance
5. Understand NQF-based assessment – methods, tools and competency (more on this in our assessor Course)
6. Discuss the various Setas 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
2. Understand the relationship between competency profiling, job descriptions, performance management and career guidance
3. Reconcile appropriate information systems
4. Advise on learning interventions and identify resources for you to use
5. Change management – how to convince your organisation it's worth it
6. Understand the requirements and responsibilities of Seta provider accreditation and how to use it your company's benefit
7. Implement quality assurance practices, thereby ensuring training quality and required outcomes of education & training are achieved
8. Reconcile required data with your Human Resources & Training information systems



# SKILLSkickstart

SKILLS DEVELOPMENT TRAINING

## Day 3: Individual Issues

1. Develop and consolidate a Workplace Skills Plan and an Annual Training Report for the company
2. Determine strategic priorities and learning interventions
3. Link your Workplace Skills Plan to your Employment Equity Plan and your BEE scoring
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



# SKILLSkickstart

SKILLS DEVELOPMENT TRAINING

## REGISTRATION FORM

Please complete this registration form & send it to [bongie@thrive.co.za](mailto:bongie@thrive.co.za) no later than week prior to the training start date. Earlier is better!

Course Detail	
Training course attending	Skills Development Facilitator Course
Date of training	
Would you like the POE assessment (@R1500 ex VAT) to be included in the invoice? If so, for how many learners?	
Delegate Information	
Full name (Delegate one)	
E-mail address	
Cell number	
Full name (Delegate two)	
E-mail address	
Cell number	
SETA Information	
To which SETA does your organization belong?	
Are you currently using the skills development element of the B-BBEE codes?	
Company Information – for invoicing purposes	
Company name	
VAT number	
Contact person	
Contact number	
Special Requirements	
Dietary requirements (e.g. Vegetarian. Strict Halaal & Kosher available at an additional cost.)	
Learning requirements (e.g. Dyslexia, visually impaired, hearing impaired etc.)	



# SKILLSkickstart

## SKILLS DEVELOPMENT TRAINING

## Terms and conditions

### Training Venue

[Benvenuto Conference Centre](#) (just off the N1 in Randburg) - 1 Pitsani Road, Kelland, Randburg.

### Entry Requirements

Entry requirements are a Matric or NQF level 4 equivalent qualification. Entry requirements make provision for RPL (recognition of prior learning) where no formal qualification is in place - please contact us for queries. Classes are conducted in English and learners are expected to be proficient in this language. By completing this registration form, these entry requirements are acknowledged.

### Class Times & Dress Code

Classes begin promptly at 8h30. Although some days may finish earlier, expect the training day to end around 16h30. The actual length of the class is more determined by the class participation - if there is *enthusiastic* interaction and discussion the class may run later. You are welcome to wear your most casual office/business clothing.

### Payment

The cost is R5 450 (ex VAT) per person, including the venue, refreshments and manual. Optional POE assessment against all 3 unit standards is available @ R1 500 (ex VAT). Strict Halaal & Kosher meals subject to additional cost as supplied by approved provider and not the venue – please enquire with us as these costs are subject to change per certified supplier used. Payment is required prior to start of the course, via EFT. Payment enquiries to [Ingrid van Heerden](#).

Your seat will **only** be confirmed upon receipt of payment – please pay no later than 1 week before the training start date so that we can confirm numbers with the venue for catering and seating purposes. Should you cancel less than a week before the course, you will still be liable for the total cost of the course – you are welcome to re-book on a course date more suitable to you (within a one year period from the date of your original booking). Should you cancel more than a week before the course, we will refund you 50% of the invoice paid.

### Special and Particular needs

Special and particular needs include but are not limited to physical disabilities, chronic diseases, illiteracy, culture, religion, spiritual needs, age, gender and language. All needs will be accommodated wherever possible. Learners must please communicate any special needs that might affect their ability to participate to the facilitator prior to the training taking place, ensuring enough time for arrangements to be made.

