



Competitive Edge Training & Consulting

Accreditation Number: ETDP 7633

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BACKGROUND INFORMATION TO THE SDF WORKSHOP

Unit Standard Titles:

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|--|----------------------|---------------------|--------------------|
| 1) Provide information and advice regarding skills development and related issues | US ID: 15221 | NQF Level: 5 | Credits: 4 |
| 2) Develop an organisational training and development plan | US ID: 15217 | NQF Level: 5 | Credits: 6 |
| 3) Conduct an analysis to determine outcomes of learning for skills development and other purposes | US ID: 15218 | NQF Level: 6 | Credits: 4 |
| 4) Coordinate planned skills development interventions in an organisation | US ID: 15232 | NQF Level: 5 | Credits: 6 |
| 5) Advise on the establishment and implementation of a quality management system for skills development practices in an organisation | US ID: 15228 | NQF Level: 5 | Credits: 10 |
| 6) Conduct skills development administration in an organisation | US ID: 15227 | NQF Level: 4 | Credits: 4 |
| 7) Promote a learning culture in an organisation | US ID: 252041 | NQF Level: 5 | Credits: 5 |

Combined Credits: 39

Duration of Workshop: 5 days

Entry pre-requisites:

- 1) Must be competent in communication skills at NQF level 4
- 2) Must be competent in mathematical literacy at NQF level 4
- 3) Must be competent in computer literacy at NQF level 4

The purpose of skills development, as provided in the Skills Development Act, 1998, is to develop and improve the skills of the South African workforce. A strategic framework of organisations, legislation, regulations and policies has been established for this purpose. Within this framework, the key role of the Skills development Facilitator has been created. This person is usually an employee in a company/organisation, or an independent person offering their services as a SDF.

The skills development facilitator role is crucial in enabling the raising of skills levels within an organisation. When organisations collectively raise their skills levels it contributes nationally to the overall global competitiveness of the country. The initiation of the Skills Development Levy (SDL) forces companies to employ a skills development facilitator to assist them in the process of skills development, which opens a lot of career opportunities.

The role of the Skills Development Facilitator

The SDF needs specific skills to fulfil the designated role successfully:

- Assist the employer and employees to develop a workplace skills plan
- Submit the workplace skills plan to the relevant SETA.
- Advise the employer on the implementation of the workplace skills plan
- Assist the employer to draft an annual training report on the implementation of the workplace skills plan
- Advise the employer on the quality assurance requirements set by the SETA
- Act as the contact person between the employer and the sector SETA; and
- Serve as a resource with regard to all aspects of skills development.

Who should be trained as a Skills Development Facilitator?

- 1) Individuals who are employed as an internal SDF in an organisation
- 2) Individuals who provide an outsourced service as a SDF
- 3) HRD practitioners
- 4) Individuals who want to equip themselves in order to enter the employment market as a SDF

The cost of the workshop is **R 9 300.00 including VAT per candidate**. If the full amount cannot be paid before the commencement of the workshop, a deposit of R 4 700.00 will be required to reserve your place at this workshop. The balance can be paid off over a period of 3 consecutive months after the end of the workshop.

You are invited to contact our office on the numbers provided above for enrolment forms, schedules or any other information.