

# ABOUT THE SDF COURSE

## AN OVERVIEW OF THE COURSE

The course will begin with a five-day workshop during which you will begin to acquire the competencies listed below. After the workshop has ended you will spend a further 250 hours (approximately) completing follow-up assignments and workplace-based activities. In other words, you will be required to devote a total of about 290 hours to this course, either in the workshop or carrying out follow-up assignments.

## ENTRY-LEVEL REQUIREMENTS

In order to successfully complete this course it is recommended that you have Communication at NQF Level 4 and Computer Literacy at NQF Level 3.

## THE TARGET AUDIENCE

This course is aimed at learners who: (a) meet the entry-level requirements described above; (b) are human resource development officers who plan to take on skills development facilitation roles.

## PURPOSE AND SCOPE OF THE COURSE

Learners who have achieved this learning programme will be confident to function in any organization as a Skills Development Facilitator (SDF). They can register with the relevant SETA as a Skills Development Facilitator. This is a person whose position has been established through the Skills Development Act (SDA).

This SDF Programme is intended for persons who support, or seek to support, skills development facilitation.

The qualifying learner will be able to:

- Provide information and advice regarding skills development and related issues
- Develop an organisational training and development plan
- Conduct an analysis to determine outcomes of learning for skills development and other purposes
- Coordinate planned skills development interventions in an organisation
- Conduct skills development administration in an organisation
- Promote a learning culture in an organisation

## RELEVANT UNIT STANDARDS

This course will be based around the following Unit Standards:

US ID	Unit Standard Title	NQF Level	Credits
15221	Provide information and advice regarding skills development and related issues	5	4
15217	Develop an organisational training and development plan	5	6
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4
15232	Coordinate planned skills development interventions in an organisation	5	6
15227	Conduct skills development administration in an organisation	4	4
252041	Promote a learning culture in an organisation	5	5
<b>Total Credits</b>			<b>29</b>

## THE WORKSHOP COMPONENT OF THE COURSE

By the end of the workshop you will be able to:

### **Module One: US 15221: Provide information and advice regarding skills development and related issues**

SO1: Legislation relative to skills development is identified and outlined in terms of purposes and key elements

SO2: Provide information and advice concerning learning and assessment

SO3: Provide advice to an organisation concerning the promotion of skills development

### **Module Two: US 15217: Develop an organisational training and development plan**

SO1: Conduct an analysis to identify and define the skills requirements of the organisation

SO2: Analyse current skills and develop skills profile of the organisation

SO3: Define training and development needs and establish priorities

SO4: Develop a training and development plan

### **Module Three: US 15218: Conduct an analysis to determine outcomes of learning for skills development and other purposes**

SO1: Plan and organise the analysis process

SO2: Conduct the analysis

SO3: Develop and verify a matrix of outcomes

#### **Module Four: US 15232: Coordinate planned skills development interventions in an organisation**

SO1: Identify and prioritise learners' learning requirements

SO2: Plan and organise learning interventions

SO3: Coordinate learning interventions

SO4: Review and report on learning interventions

#### **Module Five: US 15227: Conduct skills development administration in an organisation**

SO1: Collate and store data related to skills development

SO2: Provide information related to skills development

SO3: Contribute to the improvement of systems and procedures related to processing skills

#### **Module Six: US 252041: Promote a learning culture in an organisation**

SO1: Investigate and analyse the status of the learning culture within the organisation

SO2: Develop strategies for the promotion of a learning culture within the organisation

SO3: Implement strategies to promote a learning culture

### **THE SKILLS DEVELOPMENT FACILITATOR**

A Skills Development Facilitator (SDF) is an individual nominated by the organisation to serve as a liaison between the Seta and the company.

### **APPOINTMENT OF SKILLS DEVELOPMENT FACILITATOR**

- Every employer must appoint/nominate an employee or any other person who is formally contracted to the employer as a Skills Development Facilitator.
- Employees with fewer than 50 employees or with a turnover less than that specified in Schedule 4 to the Employment Equity Act, 1998 (Act 55 of 1998) may jointly appoint a Skills Development Facilitator.
- The employer must submit to the Seta the name and contact details of the person who is to serve as Skills Development Facilitator.
- If the Skills Development Facilitator leaves the employer's service, the employer must forthwith:
  - Appoint/nominate a new Skills Development Facilitator; and
  - Submit the name and contact details of the new facilitator to the Seta
- A Seta may publish criteria for the appointment/nomination of Skills Development Facilitators.

## **FUNCTIONS TO BE PERFORMED BY THE SKILLS DEVELOPMENT FACILITATOR**

The functions of a Skills Development Facilitator are to:

- assist the employer and employees to develop a Workplace Skills Plan which complies with the requirements of the Seta
- 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 which complies with the Seta's requirements
- advise the employer on the quality assurance requirements set by the Seta
- act as a contact person between the employer and the sector Seta and
- serve as a resource with regard to all aspects of skills development

The employer must provide the Skills Development Facilitator with the resources, facilities and training necessary to perform the functions set out in sub-item.

**Duration: 5 days**

**Cost per Learner: R7 500**

**Training Venue:** Pitt Institute, 44 Summit Road, Beacon Bay, East London, 5241