

Skills Development Facilitator

OUTCOMES

This workshop empowers delegates to:

- Provide information and advice regarding skills development
- Promoting a learning culture in an organisation
- Conduct a training needs analysis
- Develop a training and development plan
- Coordinate skills development interventions
- Develop and implement an administration system to manage skills development
- Develop and establish a Quality Management System

Who should attend?

- Skills Development Facilitators
- HRD Managers / Supervisors
- Training Coordinators / Practitioners

Duration

4 Days

NQF Alignment

- SAQA Unit Standards: 15221, 15218, 15217, 15232, 15227, 15228, 252041 (39 credits on NQF Levels: 4, 5 and 6)
- Entry Requirements: Communication (Languages) on NQF Level 4 (Grd 12)

TRAINING CONTENT

- Skills Development Legislative Framework; Occupational Qualifications Framework; OFO Codes; QCTO; Learnerships; Apprenticeships; Skills Programmes; Discretionary Grant Funding Opportunities.
- Roles and responsibilities of the Skills Development Facilitator
- Organisational commitment to skills development
- Creating a learning culture
- The Business Planning process and Skills Development
- Setting up and maintaining a Training Committee
- Identify training, education and skills development needs
- Identify and implement training interventions
- Prepare a Workplace Skills Plan in accordance with SETA requirements
- Develop a system to administer training and skills development initiatives
- Prepare and implement an organisational training schedule
- Prepare an Annual Training Report in accordance with SETA requirements
- Review the effectiveness and impact of training interventions
- Develop and implement a Quality Management System