

Skills Development Facilitator (SDF) Training Programme

Duration: 5 Days

Total Credits: 39

Unit Standards: Please see page 4.

Programme Accreditation:

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602
- SA Board for People Practices (SABPP) Accredited: 58116L125EC

Overview

The *Skills Development Facilitator (SDF) Training Programme* is an accredited, credit bearing training programme which is ideal for those who wish to manage skills development within an organisation. This programme equips those involved with Skills Development Levy (SDL) claims and Workplace Skills Plan (WSP) and will allow them to register with the relevant SETA as a SDF. Learners will gain an understanding of promoting a learning culture within an organisation, analysing skills required

as well as recommending a skills quality management system.

What does a Skills Development Facilitator do?

- Performs skills audits in a company.
- Identifies and addresses skills gaps of employees.
- Advises role players of skills development opportunities in relation to qualifications registered by SAQA.
- Compiles a skills development plan for the company.
- Implements the Workplace Skills Plan (WSP).
- Compiles and submits an annual Workplace Skills Plan (WSP) to the relevant SETA.
- Liaises with the relevant SETA.
- Helps company claim relevant Skills Development Grants.
- Investigate, plan, coordinate, review and report on learning interventions.
- Oversees the training processes.
- Conducts skills development administration within the organisation.
- Compiles an Annual Training Report (ATR) for submission to the relevant SETA.

Who should attend the training?

- Those involved in workplace skills planning and skills levy claims.
- SDF's wishing to register with a SETA.
- Skills Development Facilitators
- SDF Consultants
- HR Personnel and Managers
- Training Managers
- Managers & Supervisors
- Career Planners
- Those working qualifications of which this training programme forms part of.

What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • Qualification as SDF • Builds credits towards full qualifications of which this training programme is part of. • Improves employability • Can freelance as a registered independent SDF 	<ul style="list-style-type: none"> • Have a registered/qualified SDF in-house • In-house link between the company and SETA. • Registered employers to claim skills levies are able to claim skills levies for this training. • Improved BEE scorecard

ENJO Consultants (Pty) Ltd

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How does one become a Skills Development Facilitator?

- Attend an accredited *Skills Development Facilitator (SDF) Training Programme*.
- Qualify as a Skills Development Facilitator.
- Register as a Skills Development Facilitator with the relevant SETA(s).

What are the entry requirements?

- NQF Level 4 or Grade 12

How is this training programme completed and what is the duration?

- This qualification can be completed either through class attendance, distance learning or RPL.
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Training is provided for corporates and individuals.

What does the class attendance for this training programme entail?

- A 5-day interactive training programme.
- Following the 5-day class attendance learners will need to submit a Portfolio of Evidence (PoE) within 3 months after the training for assessment (portfolios may be submitted sooner if completed).

What does the distance learning for this training programme entail?

- Learners will be required to work through the Learner Guide and Portfolio of Evidence.
- The learner will be required to submit the Portfolio of Evidence for assessment within 3 months after receiving the learning material (portfolios may be submitted sooner if completed).

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes and contains the following:
 - various questions and activities which are completed by the learner.
 - evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

Does one need to write exams?

No, one does not need to write exams, the Portfolio of Evidence will be assessed to determine competence.

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Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and Certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

Is the ENJO Consultants' SDF training recognised and accredited?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme. Accreditation No: ETDP10602.
- ENJO Consultants are also accredited with the SA Board for People Practices (SABPP). Accreditation No: 58116L125EC.
- Accreditation can be verified by the relevant ETQA/SETA.

Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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Training Programme Outline & Unit Standards

SAQA US ID	Unit Standard Title	NQF Level	Credits	Description
Study Unit 1				
15221	Provide information and advice regarding skills development and related issues	5	4	<ol style="list-style-type: none"> 1. Provide information and advice on legislation related to skills development. 2. Provide information and advice concerning learning and assessment. <i>(Skills grants are discussed in this section)</i> 3. Provide advice to an organisation concerning the promotion of skills development.
Study Unit 2				
252041	Promote a learning culture in an organisation	5	5	<ol style="list-style-type: none"> 1. Investigate and analyse the status of the learning culture within the organisation. 2. Develop strategies for the promotion of a learning culture within the organisation. 3. Implement strategies to promote a learning culture.
Study Unit 3				
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4	<ol style="list-style-type: none"> 1. Plan and organise the analysis process. 2. Conduct the analysis. 3. Develop and verify a matrix of outcomes.
Study Unit 4				
15217	Develop an organisational training and development plan	5	6	<ol style="list-style-type: none"> 1. Conduct an analysis to identify and define the skills requirements of the organisation. 2. Analyse current skills and develop skills profile of the organisation. 3. Define training and development needs and establish priorities. 4. Develop a training and development plan. <i>(OFO Codes, WSP and ATR's are discussed in this section)</i>
Study Unit 5				
15227	Conduct skills development administration in an organisation	4	4	<ol style="list-style-type: none"> 1. Collate and store data related to skills development. 2. Provide information related to skills development. 3. Contribute to the improvement of systems and procedures related to processing skills.
Study Unit 6				
15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation.	5	10	<ol style="list-style-type: none"> 1. Assist in the identification and interpretation of quality assurance. 2. Plan and prepare to assist in the design and establishment of a quality management system. 3. Assist in the design of a quality management system for skills development practices.
Study Unit 7				
15232	Coordinate planned skills development interventions in an organisation	5	6	<ol style="list-style-type: none"> 1. Review and report on learning interventions. 2. Plan and organise learning interventions. 3. Coordinate learning interventions. 4. Review and report on learning interventions.
Total number of credits: 39				

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