

Skills Development Programme

Introduction

The purpose of this programme is to equip Skills Development Facilitators (SDF) with the necessary knowledge, skills and attitudes to facilitate the skills development processes in the selected workplace(s) as prescribed in the Skills Development Act, 1998.

A strategic framework of organisations, legislation, regulations and policies has been established for this purpose. Within this framework, the key role of the SDF has been created. This person is usually an employee in a company/organisation. Specific skills are needed by the SDF to fulfill his/her designated role successfully.

This programme has been designed and developed by Aquarius Skills Solutions.

Programme Outcomes

By the end of this programme learners will be able to:

- Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework
- 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
- Advise on the establishment and implementation of a quality management system for skills development practices in an organisation
- Conduct skills development administration in an organisation

Programme Outline

- Module 1: Introduction of the NQF
- Module 2: Conduct a Skills Audit
- Module 3: Develop a Workplace Skills Plan
- Module 4: Implement the Workplace Skills Plan
- Module 5: Implement a Quality Management System
- Module 6: Conduct Skills Development Administration

Methodology

Training Programme Duration: 5 Days

Formative Assessment: Learners complete a Knowledge Questionnaire after completion of the programme and take part in group exercises which form part of the assessment

Assessment: The learner submits a Portfolio of evidence within 4-6 weeks after completion of the programme.

NQF Level: 5 35 credits

Target Group

- Competent SDF's
- Reduced grievances
- Clearly identifiable training needs and career paths
- Improved opportunities to claim skills grants
- Effective implementation and coordination of
- Learnerships



Benefits

- Competent SDF's
- Reduced grievances
- Clearly identifiable training needs and career paths
- Improved opportunities to claim skills grants
- Effective implementation and coordination of learnerships.

