

Programme Title	Skills Development Facilitator (SDF)
SAQA ID / NQF Level / Credits	US15217, NQF L5, Credits 6. US15218, NQF L6, Credits 4. US15221, NQF L5, Credits 4. US15227, NQF L4, Credits 4. US15232, NQF L5, Credits 6. US252041, NQF L5, Credits 5.
Duration	5 days
Admission Requirements	English Proficiency Grade 12 or NQF Level equivalent
Programme type	Available in Full time and Part time classes

Description

Academy Training Group's Skills Development Facilitator course will equip learners with the required knowledge and skills to identify training needs, draw up Workplace Skills Plans (WSP) and Annual Training Reports (ATR) and implement Quality Management Systems (QMS) in an organization.

It is the Skills Development Facilitator's responsibility to ensure that the skills development plan is followed and properly administrated. They should also implement a quality management system (QMS) for skills development practices in an organization. The responsibility of a Skills Development Facilitator is great and thus they need to meet a high standard of criteria.

Modules

SDF – Skills Development Facilitator

SAQA US ID: 15217 Develop an organizational training and development plan

- Analyze current and required skills
- Develop a skills profile and define a skills gap
- Establish skills priorities
- Develop a training and development plan

SAQA US ID: 15218 Conduct an analysis to determine outcomes of learning for skills development and other purposes

- Plan, organize a skills analysis process
- Conduct an analysis to determine outcomes of learning needed for formal recognition
- Produce and verify a matrix of outcomes.

SAQA US ID: 15221 Provide information and advice regarding skills development and related issues

- Provide information related to skills development, including relevant legislation, learning and assessment,
- Advise an organization concerning the alignment of skills development practices to the information provided; and
- Advise on the promotion of skills development.

SAQA US ID: 15227 Conduct skills development administration in an organization

- Collate and store data related to skills development
- Provide information related to skills development
- Contribute to the improvement of systems and procedures related to processing skills development data.

SAQA US ID: 252041 Promote a learning culture in an organization

- Investigate and analyse the status of the learning culture within the organization.
- Develop strategies for the promotion of a learning culture within the organization.
- Implement strategies to promote a learning culture
- Advise on the promotion of skills development.

SAQA US ID: 15232 Coordinate planned skills development interventions in an organization

- Identify and prioritize learners` learning requirements
- Plan and organize learning interventions
- Coordinate learning interventions
- Review and report on learning interventions.

Certification upon successful completion

- Statement of Results upon successful verification with ETDP SETA after assessment of PoE's.
- Provider Certificate: Skills Development Facilitator Certificate

