



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

SKILLS DEVELOPMENT FACILITATOR (SDF)

This skills programme provides the learner with the knowledge, skills, attitudes and values to conduct and perform skills development in South Africa.



Unit Standard
Aligned



SETA
Accredited



Outcomes
Based

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standards:

DEVELOP AN ORGANISATIONAL TRAINING AND DEVELOPMENT PLAN (US: 15217)

NQF Level 5
6 Credits

COORDINATE PLANNED SKILLS DEVELOPMENT INTERVENTIONS IN AN ORGANISATION (US: 15232)

NQF Level 5
6 Credits

PROVIDE INFORMATION AND ADVICE REGARDING SKILLS DEVELOPMENT AND RELATED ISSUES (US: 15221)

NQF Level 5
4 Credits

CONDUCT SKILLS DEVELOPMENT ADMINISTRATION IN AN ORGANISATION (US: 15227)

NQF Level 4
4 Credits

PROMOTE A LEARNING CULTURE IN AN ORGANISATION (US: 252041)

NQF Level 5
5 Credits

CONDUCT AN ANALYSIS TO DETERMINE OUTCOMES OF LEARNING FOR SKILLS DEVELOPMENT AND OTHER PURPOSES (US: 15218)

NQF Level 6
4 Credits

TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- individuals who are involved in the development and implementation of training and development plans within organisations;
- individuals who intend to conduct analyses to determine outcomes of learning for the purposes of defining skills needs at organisational level or to identify assessment standard titles at industry or sub-sector level;
- individuals who oversee or manage education, training and skills development within organisations according to agreed development plans;
- individuals who are involved in some capacity in human resource development; and
- individuals who support, or seek to support, skills development facilitation.

BENEFITS

The benefits of this skills programme include:

- improved skills development administration;
- ability to develop a Workplace Skills Plan (WSP) and Annual Training Report (ATR); and
- effective coordination of skills development interventions.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Contact Us

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PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- 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;
- provide information and advice regarding skills development and related issues;
- conduct skills development administration in an organisation; and
- promote a learning culture in an organisation.

ENTRY REQUIREMENTS

The credit calculation in the relevant unit standards is based on the assumptions that learners are competent in:

- communication (NQF level 4);
- mathematical literacy; and
- computer literacy (NQF level 4).

DURATION

Five day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in these Unit Standards the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

Programme Outline

Learning Unit One

Skills Development and Related Issues

- The new educational system
- The National Qualifications Framework (NQF)
- Unit standards and qualifications
- Implement the NQF within an organisation
- The skills development facilitator
- Skills development levies
- The National Skills Strategy

Learning Unit Two

Perform a Skills Audit and Develop a Workplace Skills Plan

- Skills development
- Set up the training committee
- Register the employer for skills development levy purposes
- Conduct a skills audit
- Interventions and resource requirements
- Skills priorities
- The training and development plan/ Workplace Skills Plan (WSP)

Learning Unit Three

Conduct Skills Development Administration and Report on Skills Development Activities

- Plan and organise learning interventions
- Review and report on learning interventions
- The Annual Training Report (ATR)
- Information management systems

Learning Unit Four

Promote a Learning Culture in an Organisation

- Organisational change and learning
- Learning culture
- Learning needs analysis
- Indicators of the status of learning and the learning culture
- Organisational and individual goals
- Objectives of promotion strategies
- Strategic choice and organisational culture
- Strategy implementation and evaluation