



SKILLS DEVELOPMENT FACILITATOR

Skills Programme

(SAQA 15217, 15218, 15232, 15227, 252041, 15221 – NQF 5, 29 Credits)

INTRODUCTION

The National Skills Development strategy, plan and legislation was created to facilitate the upliftment of all South Africans with employable skills, knowledge and values. This program has been designed to translate this national vision into relevant building blocks for any organisation and their HR department.

This program is relevant to those HR practitioners that are looking for skills and knowledge in efficiently managing and administering effective skills development in their organisation and sector, and translating organisational strategies into realistic development plans.

It will be especially useful to Human Resource Development officers who have taken on skills development facilitation roles and include Skills Development Facilitators, Training Managers and Human Resource Development practitioners.

COURSE OBJECTIVES

- Provide information and advice regarding skills development, related issues and current legislation
- Promote a learning culture within an organisation
- Conduct an effective needs analysis
- Develop an organisational training and development plans
- Coordinate planned skills development interventions
- Conduct skills development administration

COURSE OUTLINE

Providing information and advice regarding skills development and related issues

- Advise on the alignment of skills development practices
- Advise on the promotion of skills development

Promoting a learning culture in an organisation

- Investigate and analyse the status of the learning culture
- Develop and implement strategies for the promotion of a learning culture

Completing Skills Analysis

- Plan, organise and conduct a skills analysis process
- Produce and verify matrix of outcomes
- Analyse current and required skills in line with organisational strategies

Developing Organisational Training and Development Plans

- Develop a skills profile and define a skills gap
- Establish skills priorities
- Develop training and development plans

Coordinating planned skills development interventions in an organisation

- Identify and prioritise learners' learning requirements
- Plan and organise learning interventions
- Review and report on learning interventions

Conducting skills development administration in an organisation

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