



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This practical course, which is unit standard based, is aimed at individuals wishing to work as Skills Development Facilitators (SDFs) in organisations of any size and in any sector in South Africa.

It covers the fundamental skills needed by SDFs including identifying training needs, developing Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs), SETA reporting, understanding the National Qualifications Framework (NQF) and the legislative compliance requirements in the Education, Training and Development (ETD) and Skills Development sector.

The Unit Standards can be used towards qualifications in the fields of ETD and Human Resources Development.

Target Audience

The course is aimed at HR and HRD Managers, Skills Development Committee members, those involved in learnerships and Managers, Line Managers, educators, and trainers responsible for skills development in Outcomes-based Education.

Entry Requirements

To qualify, delegates must be competent in Communication and Mathematical Literacy at NQF Level 3.

Additional Requirements

- You will need access to appropriate workplace activities to complete the practical components of the course.
- Active support by your manager.
- Access to a PC, software and the internet for course assignments.

Education & Training

Skills Development Facilitator

ETDP SETA Statement of Results

ODP ID:	ETDP-SDF
NQF Level:	5
Credits:	29

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

- Attend all scheduled sessions.
- Demonstrate theoretical and practical understanding of course content.
- Complete and present practical assignments.
- Participate in group activities and discussions.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results: Skills Development Facilitator, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the course, you will be able to:

- Develop a training and development plan for an organisation.
- Conduct a skills analysis to determine learning outcomes for skills development.
- Coordinate planned skills development interventions.
- Conduct skills development administration.
- Promote a learning culture in an organisation.
- Provide information and advice on skills development and related issues.
- Communicate effectively using visual, mathematical and spoken and written skills.
- Work with others and in teams.
- Organise and manage self and own activities responsibly and effectively.
- Identify and solve problems.
- Collect, analyse, organise and critically evaluate information, using science and technology.



Course Content

ODP: Skills Development Facilitator Accreditation Body: ETDP SETA

US ID: 15217	NQF Level: 5	Credits : 6
US ID: 15218	NQF Level: 6	Credits : 4
US ID: 15232	NQF Level: 5	Credits : 6
US ID: 15227	NQF Level: 4	Credits : 4
US ID: 252041	NQF Level: 5	Credits : 5
US ID: 15221	NQF Level: 5	Credits : 4

US: Develop an Organisational Training and Development Plan

- Conduct an analysis to identify and define skills requirements
- Analyse current skills and develop a skills profile of an organisation
- Define training and development needs and establish priorities
- Develop a training and development plan

US: Determine Learning Outcomes for Skills Development and other Purposes

- Plan and organise a skills analysis process
- Conduct the skills analysis

US: Coordinate planned skills development interventions in an organisation

- Identify and prioritise learner learning requirements
- Plan and organise learning interventions
- Coordinate learning interventions
- Review and report on learning interventions

US: Conduct 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 systems and procedures related to processing skills development data

US: Promote a Learning Culture in an Organisation

- Investigate and analyse the status of the learning culture in an organisation
- Develop strategies to promote a learning culture
- Implement strategies to promote a learning culture

US: Provide Information and Advice on Skills Development and Related Issues

- Provide information and advice on legislation related to skills development
- Provide information and advice on learning and assessment
- Provide advice to an organisation on promoting skills development



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