



## Overview

This **Skills Development Facilitator** course will equip learners with the required knowledge and skills to **identify training needs**, draw up **Work Place Skills Plans** and **Annual Training Reports**. This course will give you a good comprehension of the **National Qualifications Framework (NQF)** and will help you to develop your skills and will be a good start in acquiring a variety of qualifications within the fields of Education Training and Development Practices and Human Resource Development.

## Features and Benefits

1. This course is accredited with **ETDP SETA** upon successful completion of your **Portfolio of Evidence (PoE)** for **Unit Standard 15221, 15217, 15218, 15227, 15232**.
2. Get **5 days – 8 weeks** access to your course via our **online Learning Platform** that includes, extra resources, questionnaires and much more.
3. SDF's will **gain confidence** and enhance their practical skills.
4. Becoming an SDF for your company can **save external training** costs to your company
5. As an accredited SDF you can **earn an income** by offering workshops & consultation services to your clients.

## Course Prerequisites

- Learner should have a good comprehension of English, Computer Literacy, Mathematical Literacy and good Communication skills.

## What you get

**On completion learners will earn:**

- **Certificate of Completion** from **Learnforward**
- **Certificate of Competency** from **ETDP SETA** upon successful completion of the PoE process (Moderated and found competent)

*Note: All certificates are electronically issued.*

## Duration

**Online/E-Learning or distance**, Mentored Learning

**5 days to 8 weeks** Self-paced, access anytime, anywhere via our distance or online Learning Platform.

## Payment Options

50% deposit of the course fees.

50% balance when you are submitting your PoE.

## Course Accreditations

**Accredited By**

**ETDP SETA: ETDPO11592**

**Unit Standards**

**US15221, NQF5, Credits 4,  
US15217, NQF5, Credits 6,  
US15218, NQF6, Credits 4,  
US15227, NQF4, Credits 4,  
US15232, NQF5 Credits 6**



## Course Outline

### **Module 1: Understand the Context of Skills Development in SA**

- Outcomes-based Education and Training
- Provide legislation, learning and assessment information related to skills development
- Advise an organisation concerning the alignment of skills development practices

### **Module 2: Conduct an Analysis to Determine Outcomes of Learning for Skills**

- Development and other purposes
- Plan and organise the analysis process.
- Conduct the analysis
- Identify the current and required skills
- Establish the learning requirements
- Establish and agree skills priorities

### **Module 3: Create a Workplace Skills Plan**

- Understand the context and requirements of a Workplace Skills Plan (WSP)
- Create a matrix for WSP information -Develop the WSP

### **Module 4: Coordinate Planned Skills Development**

- Interventions in an Organisation
- Plan and organise learning interventions
- Coordinate learning interventions
- Review and report on learning interventions

### **Module 5: Conduct Skills Development Administration in an Organisation**

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



## Delivery Methods

- Distance Learning
- Online Self-paced



## Outcomes and Objectives

### **Understand the function of a Skills Development**

- Understand the context of skills development in South Africa
- Understand outcomes – based education and training
- Understand the structures involved in skills development
- Provide information and advise that is relevant to the need of an organisation
- Context of a Learning needs analysis
- Conducting an analysis
- Identifying current and required skills
- Establish learning requirements
- Establish and agree skills priorities
- Understand the context and requirements of a Workplace Skills plan
- Creating a matrix for WSP information
- Develop a Workplace Skills Plan
- Develop an Annual Training report
- Plan and organise a learning intervention
- Coordinate Learning interventions
- Review and report learning interventions
- Collate and store data related to skills development
- Provide information related to skills development data
- Contribute to the improvement of systems and procedures related to the processing of data

For more information, please contact us:

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