

Skills Development Facilitation

1. Overview

This programme is designed to enhance the competencies of Skills Development Facilitators (SDFs), HR practitioners, and training coordinators in advising on, planning, and coordinating skills development initiatives in alignment with organisational and national priorities.

Participants will gain practical skills in identifying training needs, developing training and development plans, providing guidance on legislation and best practices, and evaluating the effectiveness of learning interventions within a workplace context.

2. Programme Outcome:

- Offer informed advice and guidance on skills development legislation and systems
- Perform skills analyses and interpret results to guide training plans
- Design strategic organisational training and development plans
- Organise and manage learning interventions in alignment with WSPs and SETA requirements
- Assess learning interventions using recognised evaluation tools and methodologies

Qualification:	Certificate of Completion
Duration:	4-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0217
SAQA US:	15221, 15218, 15217, 15232, 123397
NQF Level:	5
Credits:	30
Entry Requirements:	Communication & Mathematical Literacy at NQF 4
Training Options:	Online - Each participant will receive the programme materials and resources are emailed to the participants. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. Blended - Blended learning combines both online and face-to-face training Participants receive the learning material by email to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions. Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.
Minimum Participants Required:	(1) Online, (1) Blended & (1) Face-to-Face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(15221 US):** Provide information and advice regarding skills development and related issues
- **(15218 US):** Conduct an analysis to determine outcomes of learning for skills development and other purposes
- **(15217 US):** Develop an organisational training and development plan
- **(15232 US):** Coordinate planned skills development interventions in an organisation
- **(123397 US):** Evaluate a learning intervention using given evaluation instruments

4. Topics

- Module 1: Providing Skills Development Advisory Support
- Module 2: Conducting Skills Needs Analysis
- Module 3: Planning Training and Development Programmes
- Module 4: Coordinating Skills Development Interventions
- Module 5: Evaluating Learning Programmes

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation