



People Management and Development Services

Registration Number: CK 2004/034969/23

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ETDP SETA Accreditation Number: ETDP 10102
Services SETA Accreditation Number: 2172



SDF Programme

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Your goal. Our drive.



Members: T.S Ventouris, C.D. Pretorius (Ms)



SDF - Skills Development Facilitator Programme - See SDF1; SDF2; SDF3; SDF4 and SDF5

Purpose**Overall Purpose of this programme:**

This Skills Programme will be useful to people who are involved in conducting needs analysis, the development and implementation of training and development plans for organisations, sourcing providers, and evaluating training.

This Skills Programme will provide a qualification to register as a Skills Development Facilitator.

SDF1 - Develop an Organisational Training and Development Plan

SAQA US ID: 15217**Unit Standard Title :Develop an organisational training and development plan****NQF Level: 5****Credits: 6****Duration:1 Day**

Purpose**About the programme**

This programme is intended for persons who are involved in the development and implementation of training and development plans for organisations. The Unit Standard will be especially useful to skills development facilitators, training managers and human resource development practitioners.

People credited with this Unit Standard are able to:

1. Analyse current and required skills
2. Develop a skills profile and define a skills gap
3. Establish skills priorities
4. Develop a training and development plan.

SDF2 - Conduct a Skills Development Analysis

SAQA US ID: 15218

NQF Level: 6

Unit Standard Title :Conduct an analysis to determine outcomes of learning for skills development and other purposes

**Credits: 4
Duration:1 Day**

Purpose

About the programme

This programme is intended for persons who conduct an analysis to determine outcomes of learning for the purposes of defining skills needs at organisational level and/or to identify assessment standard titles at industry or sub-sector level. The Unit Standard will be especially useful to skills development facilitators, training managers and human resource development practitioners.

People credited with this Unit Standard are able to:

1. Plan, organise a skills analysis process
2. Conduct an analysis to determine outcomes of learning needed for formal recognition
3. Produce and verify a matrix of outcomes.

SDF3 - Conduct Skills Development Administration in an Organisation

SAQA US ID: 15227

NQF Level: 4

Unit Standard Title :Conduct skills development administration in an organisation

**Credits: 4
Duration:1 Day**

Purpose

About the programme

This programme is intended for persons who support, or seek to support, skills development facilitation. The Unit Standard will be especially useful to human resource development officers who plan to take on skills development facilitation roles.

Persons credited with this Unit Standard are able to:

1. Collate and store data related to skills development
2. Provide information related to skills development
3. Contribute to the improvement of systems and procedures related to processing skills development data.

SDF4 - Implement Quality Management Systems for Skills Development

SAQA US ID: 15228

NQF Level: 5

Unit Standard Title :Advise on the establishment and implementation of a quality management system for skills development practices in an organisation

**Credits: 10
Duration:1 Day**

Purpose

About the programme

This programme is intended for persons who are involved in the development and implementation of training and development plans for organisations. The Unit Standard will be especially useful to skills development facilitators, training managers and human resource development practitioners.

People credited with this Unit Standard are able to assist an organisation in:

1. The identification and interpretation of quality assurance requirements for skills development practices
2. The design of a quality management system for skills development practices
3. The development of effectiveness indicators for skills development practices
4. The implementation and improvement of a quality management system for skills development practices.

SDF5 - Coordinate Planned Skills Development Interventions in an Organisation

SAQA US ID: 15232

NQF Level: 5

Unit Standard Title :Coordinate Planned Skills Development Interventions in an Organisation

**Credits: 6
Duration:1 Day**

Purpose

About the programme

This programme is intended for persons who oversee or manage education, training and skills development within organisations according to agreed development plans. The Unit Standard will be especially useful to skills development facilitators, training managers and human resource development practitioners.

People credited with this Unit Standard are able to:

1. Identify and prioritise learners` learning requirements
2. Plan and organise learning interventions
3. Coordinate learning interventions
4. Review and report on learning interventions.

Course Content

Module 1: The National Skills Development Strategy

1. Definition of Terms
2. The Skills Revolution – How it all started
3. National Skills Development Strategy
4. Proposed objectives for NSDS 2005 - 2009
5. Checklist to implement the Skills Development Strategy in the organisation

Module 2: Understanding Legislation

1. The Process of developing legislation
2. South African Qualifications Authority Act
3. Skills Development
4. Skills Development Levies Act
5. Employment Equity Act
6. White Paper on Education and Training
7. Labour Relations Act
8. Basic Conditions of Employment Act
9. Occupational Health and Safety Act

Module 3: The NQF and the Role of the SDF

1. The National Qualifications Framework
2. The Role of SAQA
3. Other NQF Bodies
4. Who benefits from the NQF?
5. Roles and responsibilities of the SDF
6. The Training Committee

Module 4: Analysing Needs and Planning Skills Development

1. Skills Planning
2. Conducting a skills analysis
3. SWOT analysis
4. Analyse current skills and develop a skills profile
5. Developing the training plan for the organisation
6. The Workplace Skills Plan
7. Biographical Data
8. WSP Administration

Module 5: Co-ordinate Skills Development Interventions

1. Education Training and Development (ETD)
2. Compiling learner profiles
3. Planning and co-ordinating learning interventions
4. Outcomes based education and training (OBET)
5. Reviewing and reporting on learning interventions
6. Learnerships
7. Skills programmes and Qualifications
8. Recognition of Prior Learning and Assessment
9. Selecting Providers
10. Monitoring learning interventions
11. Kirkpatrick's evaluation model
12. Skills matrix

Module 6: Advise on the establishment and implementation of a QMS for Skills Development in an organisation

1. Quality Assurance in Education and Training
2. Terms and definitions
3. Purpose of a quality management system
4. Development process for QMS
5. Effective policies and procedures
6. The Quality Management Manual
7. Evaluating a system
8. Types of Quality Management Systems

Module 7: Skills Development Administration

1. Introduction
2. Managing Data
3. Training Records
4. Your Reporting Clients
5. ETQA requirements
6. The National Learner Record Database