

Skills Development Facilitator (SDF) Training Programme

Unit Standards & Outcomes:

- Multiple – please see page 4.
- Total Credits: 39 Credits

Programme Accreditation:

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602

Overview

The Skills Development Facilitator (SDF) Training Programme is an accredited, credit bearing training programme which is ideal for those who wish to manage skills development within an organisation. This programme equips those involved with Skills Development Levy (SDL) claims and Workplace Skills Plan

(WSP) and will allow them to register with the relevant SETA as a SDF. Learners will gain an understanding of promoting a learning culture within an organisation, analysing skills required as well as recommending a skills quality management system.

What Does a Skills Development Facilitator Do?

- Performs skills audits in a company.
- Identifies and addresses skills gaps of employees.
- Advises role players of skills development opportunities in relation to qualifications registered by SAQA.
- Compiles a skills development plan for the company.
- Implements, compiles and submits the Workplace Skills Plan (WSP) to the relevant SETA.
- Liaises with the relevant SETA.
- Helps company claim relevant Skills Levies and Skills Development Grants.
- Investigate, plan, coordinate, review and report on learning interventions.
- Oversees the training processes.
- Conducts skills development administration within the organisation.
- Compiles an Annual Training Report (ATR) for submission to the relevant SETA.

Who Should Attend the Training?

- Personnel involved in workplace skills planning and skills levy claims.
- SDF's who wish to register with a SETA or ETQA.
- Skills Development Facilitators
- HR Personnel and Managers.
- Training Managers.
- Career Planners.
- Managers & Supervisors.
- SDF Consultants.
- Those working towards an Occupationally Directed Education Training and Development Practices (ODETDP) Qualification.

What Are the Benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • Equips the Skills Development Facilitator with the necessary skill and knowledge to function as SDF • Builds credits towards ODETDP Levels 5 and 6. • Improves employability • Ability to register with a SETA / ETQA as SDF • Can freelance as a registered independent SDF 	<ul style="list-style-type: none"> • Have a registered/qualified SDF in-house • Submit annual WSP and ATR • Identify and address skills gaps and implement skills development • In-house link between the company and SETA • Able to claim Levies - access skills development fund (Grants)

ENJO Consultants (Pty) Ltd

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Accreditations: QCTO | ETDP SETA | MICT SETA | Services SETA | SABPP

Entry Requirements?

- NQF Level 4 or Grade 12

Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

Method	Duration	Comments
1. Class Attendance Portfolio of Evidence (PoE) completion after the training.	5 Days	<ul style="list-style-type: none"> • Presented at ENJO Consultants, Centurion. • Attendance dates to be selected from the training schedule. • Training can also be presented at the client site for groups (please contact us for a quote for this option).
2. Online Virtual Attendance Portfolio of Evidence (PoE) completion after the training.	5 Days	<ul style="list-style-type: none"> • Training is presented live via a platform such as Zoom or MS Teams. • Attendance dates to be selected from the training schedule. • Training can also be presented for groups for a client (please contact us for a quote for this option).
3. Distance Learning (Self-Study) 3 months will be granted for the completion of the portfolio; however, the portfolio can be submitted sooner if completed.	3 Months	<ul style="list-style-type: none"> • The learning material will be provided to the learner upon enrolment. • Although the distance learning option is offered, class or virtual attendance is highly recommended.
4. Recognition of Prior Learning (RPL).		<ul style="list-style-type: none"> • Qualifying persons can complete this training programme as RPL. • A RPL Portfolio will be completed.

Learning Material and Templates

The learning material consists of:

- Learner Guide
- Various Templates and Examples are included in the Learner Guide
- Portfolio of Evidence

Does One Need to Write Exams?

No, one does not need to write exams, the Portfolio of Evidence will be assessed to determine competence.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

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Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- Once the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and Certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

Where Does the Class Attendance Training Take Place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings & Enquiries

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NOTE:

- The Skills Development Facilitator Training Programme can be completed on its own.
- It also forms part of a variety of full qualifications.
- Full qualifications presented by ENJO Consultants containing this training programme:

Qualification ID	Qualification Title	NQF Level	Credits
50334	National Certificate: Occupationally-Directed Education Training and Development Practices	5	120
50333	National Diploma: Occupationally-Directed Education, Training and Development Practices	5	151
50331	National Certificate: Occupationally-Directed Education, Training and Development Practices (Advanced Certificate)	6	261

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Skills Development Facilitator (SDF) Training Programme Unit Standards & Outcomes

SAQA US ID	Unit Standard Title	NQF Level	Credits	Outcomes
Study Unit 1				
15221	Provide information and advice regarding skills development and related issues	5	4	<ol style="list-style-type: none"> 1. Provide information and advice on legislation related to skills development. 2. Provide information and advice concerning learning and assessment. 3. Provide advice to an organisation concerning the promotion of skills development
Study Unit 2				
252041	Promote a learning culture in an organisation	5	5	<ol style="list-style-type: none"> 1. Investigate and analyse the status of the learning culture within the organisation. 2. Develop strategies for the promotion of a learning culture within the organisation. 3. Implement strategies to promote a learning culture.
Study Unit 3				
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4	<ol style="list-style-type: none"> 1. Plan and organise the analysis process. 2. Conduct the analysis. 3. Develop and verify a matrix of outcomes.
Study Unit 4				
15217	Develop an organisational training and development plan	5	6	<ol style="list-style-type: none"> 1. Conduct an analysis to identify and define the skills requirements of the organisation. 2. Analyse current skills and develop skills profile of the organisation. 3. Define training and development needs and establish priorities. 4. Develop a training and development plan.
Study Unit 5				
15227	Conduct skills development administration in an organisation	4	4	<ol style="list-style-type: none"> 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.
Study Unit 6				
15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation.	5	10	<ol style="list-style-type: none"> 1. Assist in the identification and interpretation of quality assurance. 2. Plan and prepare to assist in the design and establishment of a quality management system. 3. Assist in the design of a quality management system for skills development practices.
Study Unit 7				
15232	Coordinate planned skills development interventions in an organisation	5	6	<ol style="list-style-type: none"> 1. Review and report on learning interventions. 2. Plan and organise learning interventions. 3. Coordinate learning interventions. 4. Review and report on learning interventions.
Total number of credits: 39				

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