

Skills Programme	<h1>SP-220321</h1>	NQF Level 05, 40 Credits
	<h2>Skills Development Facilitation Practitioner (SDF)</h2>	Accreditation <i>Quality Council for Trades and Occupations (QCTO)</i> <i>Accred No: 07-QCTO/SDP241023044504</i>

Entry Requirements

- NQF Level 4

Who should complete this training?

- Those wish to obtain certification as a Skills Development Facilitation Practitioner (SDFP).
- Those who need with their particular SETA or the QCTO as SDF.
- Human resource management or human development personnel.
- Those who are involved in training and skills planning, workplace skills planning, skills levy claims.
- Those working towards SAQA 101321, Occupational Certificate: Training and Development Practitioner.



A Skills Development Facilitation Practitioner (SDF) plans for, conducts and administers skills development planning in an occupational context. The skills set derived from this skills programme is needed in organisations to support skills development within the legislative environment which is highly regulated and constantly changing. Skills Development Facilitation Practitioner skills set is intended to develop competencies for employees located in the human resource management or human development space within an organisation to ensure that effective skills development is driven within an organisation.

Components Covered

Knowledge Component

242401-001-KM-01: The Statutory Learning and Development Environment. NQF Level 5, 8 Credits

KM-01-KT01: The Statutory Framework that Governs the South African Qualification Authority.

KM-01-KT02: The Statutory Framework that Governs the Skills Development Environment.

KM-01-KT03: The Statutory and Regulatory Framework that Governs Skills Development Funding.

KM-01-KT04: National Occupational Skills Development Structures, Policies and Priorities.

242401-001-KM-06: Workplace Learning and Development Planning, Evaluation and Reporting. NQF Level 5, 8 Credits

KM-06-KT01: Workplace learning and development planning.

KM-06-KT02: Learning program sourcing, evaluation and selection.

KM-06-KT03: Workplace learning and development reporting.

Application Component

242401-001-PM-02: Plan, Conduct and Report on a Learning and Development Needs Analysis. NQF Level 5, 16 Credits

PM-02-PS01: Provide information and advice concerning occupational learning.

PM-02-PS02: Collect, analyse data and report on workplace learning and development needs.

PM-02-PS03: Develop a workplace learning and development plan.

PM-02-PS04: Monitor the implementation of a workplace learning and development plan.

PM-02-PS05: Conduct learning and development administration and reporting.

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

242401-001-WM-02: Conduct Skills Development Facilitation (SDF) Processes as Required for Mandatory Grant Payments. NQF Level 5, 8 Credits

WM-02-WE01: Complete an assignment in an authentic work environment on skills development facilitation processes under the guidance of a subject matter expert.

Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)

Analyse learning and development needs, within an occupational context, compile learning and development plans and reports and guide stakeholders on learning and development trends, practices and quality assurance.

- Learning priorities are established by means of a structured and valid process within the contextual requirements.
- Data is collected, collated, analysed, interpreted and the findings presented, in terms of the contextual requirements.
- Consultative processes are facilitated, documented and reported on, as an integral component of the skills development facilitation processes.
- Information and advice on skills development issues is presented and aligned with current skills development practices and requirements.
- Learning is promoted in line with individual and organisational needs, using appropriate and effective communication techniques.
- Learning and development reporting complies with the regulatory requirements of a specific sector education and training authority.
- Ethical conduct is displayed through the adherence to quality and regulatory practices when compiling learning and development plans and reports.

Duration and Methods of Completion

Method	Duration	Comments
1. Class Attendance A portfolio of evidence is to be completed after the training and 3 months will be granted to complete the portfolio of evidence (PoE)	5 Days	<ul style="list-style-type: none"> • Attendance dates to be selected from the training schedule. • Classes are from 08:00 to approximately 15:30 / 16:00
2. Online Virtual Attendance A portfolio of evidence is to be completed after the training and 3 months will be granted to complete the portfolio of evidence (PoE)	5 Days	<ul style="list-style-type: none"> • Attendance dates to be selected from the training schedule. • Classes are from 08:00 to approximately 15:30 / 16:00
3. Distance Learning (Self-Study)	3 Months the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> • The learning material will be provided to the learner upon enrolment.

Learning Material and Templates

The learning material consists of:

- Learner Guide
- Various Templates are included
- Portfolio of Evidence

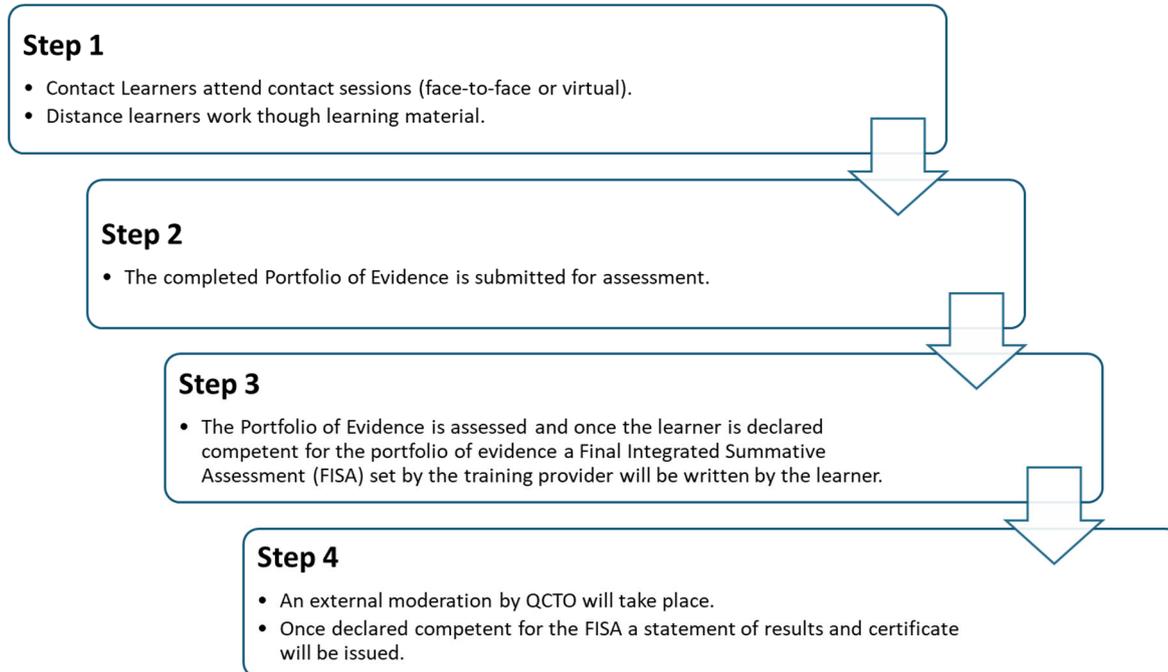
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Assessment, Verification and Certification



Employment Opportunities

Successful completion may lead to opportunities for employment and self-employment in the highly legislated and regulated Skills Development arena. Public and private organisations employ Skills Development Facilitation Practitioners on a full time and or project by project basis.

Further Learning

Further learning that can be considered are:

- **Full Qualification:**
 - SAQA 101321, Occupational Certificate: Training and Development Practitioner NQF Level 05, 190 credits.
 - ENJO Consultants are accredited to offer the above qualification.
- **Skills Programmes:**
 - Learning and Development Facilitator
 - Assessment Practitioner, NQF Level 5, Credits 20
 - Work Based Learning and Development Practitioner, NQF Level 5, Credits 30

OFO Code 242401 - Training and Development Professional (Training and Development Practitioner)

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