

Skills Programme	SP-220321 Skills Development Facilitation Practitioner (SDF)	NQF Level 05
		40 Credits
		Accreditation Quality Council for Trades and Occupations (QCTO) Accred No: 07-QCTO/SDP241023044504 Accreditation Unique ID: SDP241023044504

Entry Requirements

- NQF Level 4

Who should complete this training?

- Those wish to obtain certification as a Skills Development Facilitation Practitioner (SDF).
- Those who are involved human resource management or human development.
- 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. A learner who achieves competencies for this skills programme will be able to plans for, conducts and administers skills development planning in an occupational context.

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.

ENJO Consultants (Pty) Ltd

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PM-02-PS04: Monitor the implementation of a workplace learning and development plan.
PM-02-PS05: Conduct learning and development administration and reporting.

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

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

Method	Duration	Comments
1. Class Attendance	5 Days	• 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	5 Days	• 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)	8 Weeks the portfolio can be submitted sooner if completed.	• 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)	8 Weeks the portfolio can be submitted sooner if completed.	• Qualifying persons can complete this training programme as Recognition of Prior Learning (RPL). • A RPL Portfolio will be completed

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Learning Material and Templates

The learning material consists of:

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

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 skills programme; compiles a report and if needed, contacts the learner for additional evidence.
- An online Final Integrated Supervised Assessment (FISA) will be written prior to submitting the results to the QCTO to finalise the certification process.
- 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 submit the results to the QCTO for finalisation.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

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

Bookings & Enquiries

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

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