

Empower the SDF to facilitate skills and personal development for employees in the workplace



TRAIN TO BECOME A SAQA ACCREDITED **SKILLS DEVELOPMENT FACILITATOR**

Learn about the history and context of skills development legislation and related documents practically applied in the workplace



Do you struggle to complete your annual Workplace Skills Plan and Training report (WSP&R)?
Are you able to claim back levies paid?

ATTEND THIS CUTTING EDGE WORKSHOP

TIME: 8:30 – 16:30 daily

DURATION: Total of 6 days

2 Workshops of 3 days each (6 weeks interval between the 2 workshops)

Workshop 1: Background on SAQA; Understanding learning;

Needs analysis & Skills planning

Interval - 6 weeks (Completion of practical assignments to prepare for workshop 2)

Workshop 2: Skills Development planning, compiling a WSP & ATR;

SDF administration

Who should attend?

Skills Development Facilitators ■ Training Managers ■ Training Committee members

ACCREDITED TRAINING ALIGNED TO
SAQA UNIT STANDARDS



For more information contact:

Sanette Wevell

Tel: 015 307 1418

Cell: 083 4545 405

Email: headoffice@ncl.co.za

SKILLS DEVELOPMENT FACILITATOR WORKSHOP

THE COURSE IS BASED ON THE FOLLOWING UNIT STANDARDS:
114924; 123396; 15218; 15232; 15217 and 15227

PURPOSE

The practitioner who has achieved these unit standards will be able to facilitate skills and personal development for employees within a workplace. This competence is core to ETD practice and provides a basis for the further development of the learner's development facilitation skills.

WORKSHOP SPECIFIC OUTCOMES

The objective of this skills programme is to equip facilitators to comply with the specific outcomes as listed below:

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.
5. Plan, organise a skills analysis process
6. Conduct an analysis to determine outcomes of learning needed for formal recognition
7. Identify and prioritise learners` learning requirements
8. Plan and organise learning interventions
9. Coordinate learning interventions
10. Review and report on learning interventions.
11. Collate and store data related to skills development
12. Provide information related to skills development
13. Contribute to the improvement of systems and procedures related to processing skills development data.
14. Advise on the establishment and implementation of a quality management system for skills development practices in an organisation

LEARNING ASSUMED TO BE IN PLACE

Practitioners applying to enter a learning programme for this ETD standard - or applying to be assessed against this ETD standard - are assumed to have a qualification or equivalent competence in an occupation in which they will practice this ETD competence.

This standard describes the ETD competence, which will be needed for them to facilitate targeted skills development in relation to their occupational competence.

FACILITATION METHODOLOGY

Learners are required to participate fully in group and individual learning activities throughout the workshops. Learners are also encouraged to identify and express their specific learning needs and to contribute freely from their own experience. During the 2 workshops, the facilitator also focuses on change management and motivational aspects, as we've identified these issues as key areas of SAQA and implementing the NQF.

ASSESSMENT METHODOLOGY

During the workshop, participants will start to complete a Portfolio of Evidence for assessment against Unit Standards: 114924; 123396; 15218; 15232; 15217 and 15227. Each participant will also be expected to complete the portfolio at home, and submit within 24 weeks (6 months) after the last day of training.

As soon as a learner is found to be competent and NCL received the statements of results from the ETDP SETA, we will issue the necessary certificate on NQF level 4/5/6. (30 credits).



WORKSHOP 1

DAY 1

Section 1 US 114924

Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework:

1. Explain the outcomes-based approach to education and training
2. Describe the national qualifications framework
3. Describe and explain standards
4. Describe and explain national qualifications
5. Develop a broad plan for implementing the NQF within an organisation

DAY 2

Section 2 US 123396

Define target audience profiles and skills gaps plan:

1. Prepare to profile learners and carry out a basic skills audit.
2. Profile learners
3. Carry out a basic skills audit
4. Compile a report on the target audience profile and skills gaps

DAY 3

Section 3 US 15218

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

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

WORKSHOP 2

DAY 1

Section 4 US 15232

Co-ordinate planned skills development interventions in an organisation:

1. Identify and prioritize learner's learning requirements
2. Plan and organize learning interventions
3. Co-ordinate learning interventions Review and report on learning interventions

DAY 2

Section 4 US 15217

Develop an organisational training and development plan (WSP and ATR):

Analyse current and required skills:

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

DAY 3

Section 5 US 15227

Conduct skills development administration in an organisation:

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

Why choose us?

Experience & reliability - 15 years of successful training

Quality service - as per SAQA requirements

Flexibility - Training is flexible. From small group training at head office, to in-house training at your workplace for groups (4 or more depending on the location) and corporate groups of up to 25.



Sanette Wevell

Director of Quality Assurance

Cell: 083 454 5405

Email: headoffice@ncl.co.za

Sanette is a qualified EDT Practitioner that has 15 years experience in facilitation and assessment as well as managing and co-ordinating various training projects. She was contracted by the ETDP SETA as an Accreditation Facilitator and Learning Programme Evaluator. These services included assisting emerging providers to obtain accreditation status as training providers. Through her assistance, numerous organisations obtained full accreditation status and registered on the ETDP SETA list of accredited training providers. She was a founding member of Ndzalama Competency Learning and has been facilitating ETDP accredited courses on NQF level 4-6 since 2002. She has 15 years experience as a Skills Development Facilitator (SDF) and also facilitates the SDF course. Her passion is to help with the ongoing development of ETDP-Practitioners - enabling them to fulfil their potential and to progress in their careers - through innovative training and development interventions.



Ferdie Wevell

Director of Finance & Marketing

Cell: 072 792 2987

Email: ferdie@ncl.co.za

Ferdie is a qualified accountant with experience covering a diverse field of expertise from agriculture, education, training to financial management. Being a financial manager, he knows the “ins and outs” of running a business. His approach to training and development was mainly matured in his season at The King Court in Modjadjiskloof. Exposure to this unique education environment, as educator and vice principal, convinced him that a caring and gentle but bold approach to training is the way forward. He believes that most equipping should take place within a strong family culture. Unfortunately, many individuals did not have this privilege at home growing up. Ndzalama Training would therefore like to address this need by expanding their unique business culture into all geographical areas and training fields. Ndzalama Training will therefore be an educational ‘home’ for all.

NCL LEARNER ENROLMENT FORM

Please complete this document and fax together with your proof of payment to the administrator at 015 307 1419 **3 working days** before the commencement date of the course.

Please enrol me for the **SDF WORKSHOP**. I accept that this workshop will not automatically lead to certification, but that I will have to be assessed on a Portfolio of Evidence, (cost included in workshop) to be completed within 6 months of completing the workshop.

(Please fill in print)

Location / Town of training:	
Training date: Workshop 1	_____ (day) _____ (month) 201_
Training date: Workshop 2	_____ (day) _____ (month) 201_
Title:	
Surname:	
Full Names:	
ID number:	
Company Name (if applicable):	
Cellular number:	
E-Mail Address:	
Telephone Number:	
Fax Number:	
Any food allergies / requests:	

BANKING DETAILS:

Fees to be deposited or electronically transferred into our bank account **before** the workshop

Account holder: Ndzalama Training		
ABSA Bank	Branch Code: 334-349	Account No: 4056767175

Details of payment *(Cheques deposits are only accepted by prior arrangement)*

Date of payment	Payment method: tick (✓) appropriate method
____ / ____ / 201____	EFT <input type="checkbox"/> Cash <input type="checkbox"/> Deposit Other _____
Additional information regarding payment:	

Please send us a copy of your deposit slip / **proof of payment** to headoffice@ncl.co.za or fax to 015 307 1419

Name of candidate

Signature of candidate