



IMSIMBI

TRAINING

UNLEASHING YOUR POTENTIAL



Imsimbi Training proudly presents

Skills Development Facilitator – 4 DAYS

Imsimbi Training is a fully accredited training provider with the ETDP Seta, number ETDPS1348, as well as a Level 1 Contributor BBBEE company and 51% black owned.

This course is accredited by the ETDP SETA, and material covers unit standards 15221,15218,15217,15232,252041and 15227 at NQF levels 4 - 6 worth 29 credits.



COURSE OBJECTIVES

Imsimbi Training's Skills Development Facilitator (SDF) course will equip learners with the required knowledge and skills to identify training needs, draw up Workplace Skills Plans and Annual Training Reports.

The broad aim of this course is to introduce participants to key knowledge, attitudes and skills pertaining to skills development in South Africa. The course focuses on skills development in the business environment and enables organizations and individuals to develop a professional approach to skills development and career development. It also ensures a comprehensive approach is followed when dealing with talent management and the career progression of employees. This course will be useful for Skills Development professionals and Skills Development Facilitators.

COURSE OUTLINE

Module 1:

Skills Development legislation and Terminology

- Skills development legislation
- South African Qualifications Authority Act (No 58 of 1995)
- Skills Development Act (No. 97 of 1998)
- Employment Equity Act
- Broad-based Black Economic Empowerment Act (BBBEE Act)
- Skills Development Levies Act (No. 9 of 1999)
- Skills Development Structures
- SAQA



- SETA
- Department of Higher Education
- Skills Development Mechanisms
- National Skills Development Strategy
- National Qualifications Framework (NQF)
- WSP
- ATR
- Claiming skills levy rebates
- Assessment
- Recognition of Prior Learning
- Outcomes-Based Education (OBE)
- Unit Standards
- Qualifications
- Learnerships
- SARS tax rebates
- Skills development programmes
- Sector and workplace skills plans

Module 2:

Analysing Education, Training and Development Needs of employees

- Human Resource Development Principles and Role
- Other HRD Roles
- Techniques for Conducting Training Needs Analysis
 - Determine the Skills Gaps and Training Needs of Staff
- Identifying Individual and Team Training Needs
- Training Needs Assessment Techniques
 - Integrate the Results from Performance Appraisals



- Recording the Results of the Training Needs Analysis
- Record the Development Needs of Staff
- Relate the Development needs to the Career Development Paths
- Link the Development Needs to the Talent Management Strategy
- Communicate the Report on the Training Needs Analysis

MODULE 3:

Compiling a Skills Development Plan for a Unit/Organisation

- Motivate the Types of Learning Programmes Described in the Plan
- Main Features of Different Types of Learning Programmes
- Main Features of Different Delivery Modes of Learning Programmes
- Link the Objectives and Outcomes of the Planned Learning Programmes
- Stipulate the Responsibilities for the Implementation of the Plan
- Motivate the Role of the Unit Manager into Talent Management and People Development

Module 4:

Managing the Implementation of the Personal Development Plans for a Unit/Organisation

- Monitor the Implementation of the PDP
- Analyse Implementation Reports
- Integrate the Evaluation of Learners and Other Parties into Final Evaluation Report
- Manage the Implementation of the PDP of a Unit
- Return on Investment ROI
- The five levels of evaluation ROI of effectiveness of training



COURSE OUTCOMES

At the end of this learning programme, the learners will be able to:

- Provide information and advice regarding skills development and related issues
- Conduct an analysis to determine outcomes of learning for skills development and other purposes
- Develop an organisational training and development plan
- Coordinate planned skills development interventions in an organisation
- Promote a learning culture in an organisation
- Conduct skills development administration in an organisation
- Compile the Workplace Skills Plan

