IMSIMBI

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Imsimbi Training proudly presents

Skills Development & Training Management – 2 DAYS

Imsimbi Training is a fully accredited training provider with the Services Seta, number 2147, as well as a Level 1 Contributor BBBEE company and 51% black owned.

SERVICES SETA

This course is accredited by the Services Seta and material covers unit standards 252029 at NQF level 5 worth 8 credits.

COURSE OBJECTIVES

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. Most organizations are involved in skills development and training programmes for their staff. This course enables organizations and individuals to develop a professional approach to skills development and career development in organizations. 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; SARS tax rebates
- Assessment; Recognition of Prior Learning
- Outcomes-Based Education (OBE)
- Unit Standards; Qualifications; Learnerships
- Skills development programme; 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
- Record the Results of the Training Needs Analysis and 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 ito 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

