

SKILLS DEVELOPMENT COURSE: SKILLS DEVELOPMENT FACILITATOR (SDF)

COURSE SPECIFICATIONS

| | |
|-----------------------|---------------------------|
| Course Code: | SDF-SDF |
| Course Length: | 5 Days |
| Start Time: | 08:30 |
| End Time: | 15:30 |
| Available for: | Local or On-Site Training |

PURPOSE

This skills program is for people who are tasked with the duty to ensure that Skills Development within an organisation is structured and sustainable.

TARGET AUDIENCE

This course is designed for all employees in a Skills Development Planning.

PREREQUISITES

Successful completion of the Conduct Outcomes Based Assessments (Assessor) and Conduct Moderation of Outcomes Based Assessments (Moderator) courses.

LEARNING OUTLINE

1. Develop a Training & Development Plan (WSP/ATR)
 - a. Conduct an analysis to identify and define the skills requirements of the organisation
 - b. Analyse current skills and develop skills profile of the organisation
 - c. Define training and development needs and establish priorities
 - d. Develop a training and development plan
2. Conduct/Coordinate the Facilitation of Training (Roll-Out)
 - a. Identify and prioritise learners' learning requirements
 - b. Plan and organise learning interventions
 - c. Coordinate learning interventions
 - d. Review and report on learning interventions
3. Conduct Administration of the Skills Development System

- a. Collate and store data related to skills development
- b. Provide information related to skills development
- c. Contribute to the improvement of systems and procedures related to skills development
4. Promote Learning in a Learning Organisation
 - a. Investigate and analyse the status of the learning culture within the organisation
 - b. Develop strategies for the promotion of a learning culture within the organisation
 - c. Implement strategies to promote a learning culture
5. Develop and Maintain the Skills Development Quality Management System (QMS)
 - a. Assist in the identification and interpretation of quality assurance
 - b. Plan and prepare to assist in the design and establishment of a quality management system
 - c. Assist in the design of a quality management system for skills development practices
 - d. Assist in the development of effectiveness indicators for skills development practices
 - e. Assist in the establishment of a quality management system for skills development practices
 - f. Assist in the implementation and improvement of a quality management system for skills development

INCLUDES THE FOLLOWING

1. Course Material
2. Notes
3. PoE (*if applicable*)

For local training at a Onetrust training venue:

1. Refreshments
2. Lunch

**Catering is the responsibility of the client for on-site training.*

CERTIFICATION

Currently, this course is only available for non-accredited training, and therefore candidates will receive a Certificate of Training/Attendance, as no form of assessment will take place.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.) We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes.

CONTACT DETAILS

Further enquiries may be directed to:

ONETRUST TRAINING SOLUTIONS (PTY) LTD

Vanderbijlpark | South Africa

Tel: +27 16 982 1651

Cell: +27 83 565 0915

Email: admin@otts.co.za