



Fully-accredited Service Provider with the ETDP SETA, No ETDP 0394

## SKILLS DEVELOPMENT FACILITATOR (SDF)

The Skills Development Act of 1998 brought into being the new function of Skills Development Facilitator, a person who is qualified or experienced at NQF level 5 or above (i.e. post-Matriculation), and who is responsible, within an organization, for developing that Company's annual Workplace Skills Plan, and for managing the financial Skills Development Levy refund process on behalf of the business.

The person needs to be computer-literate, to understand the nature of the business, and to have access to both employees and management at every level of the business. The job requires good inter-personal and communication skills, and the ability to keep track of a wide range of training and financial records, using computer technology

*The SDF programme is aimed at providing appropriate theoretical and practical training interventions to enable individuals to effectively execute the role of the Skills Development Facilitator and is based on the outcomes of the following unit standards, which are covered in an intensive small-group training intervention:*

1. "Promote a learning culture in an organization" NQF 5 (5 credits) - US 252041
2. "Provide information & advice regarding skills development & related issues" NQF5 (4 credits) US 15221
3. "Coordinate planned skills development interventions in an organization" NQF 5 (6 credits) US 15232.
4. "Develop an organizational training and development plan" NQF 5 (6 credits) - US 15217.
5. "Advise on the establishment and implementation of a new quality management system for skills development practices in an organization" NQF5 (10 credits) - US 15228.
6. "Conduct skills development administration in an organization" NQF 4 (4 credits) - US 15227.

*Experienced facilitators conduct the workshops and the theoretical components are further enhanced by the introduction of practical examples of the different tasks of the assessor as well as templates of documentation to be used during the assessment process.*

Assessment requirements are:

- A knowledge questionnaire, and
- Completion of a detailed portfolio of evidence

Candidates registering for the Skills Development Facilitator programme are requested to take note that the course requires about 200 hours of "workplace learning" after the training, in which candidates have to develop and gather documentary evidence in order to demonstrate their individual competence. This evidence must be generated and collected in a real workplace environment over a period of up to 12 months, and cannot be reduced to a theoretical textbook exercise. This means that candidates who are unemployed are not going to be able to meet this requirement unless they can gain access to an organization which will allow them to work on their premises and make use of organizational information. Edutel cannot take on the responsibility of finding suitable employment opportunities for candidates.

### HOW THE TRAINING PROCESS WORKS

1. Registration for training in one of the venues nationwide with the Edutel Office @ 011 760 4252
2. Complete the 4 -day training, which includes assistance with the building of your Portfolio of Evidence.
3. Complete the portfolio of evidence within one year of the training. The portfolio will include the Knowledge Questionnaire.
4. Submit the portfolio for assessment
5. Successful candidates' results are submitted to the ETDP SETA
6. Certificates of Competence are issued to competent Learners
7. SDF's then register themselves with the particular SETA in which they will be functioning
8. All NQF credits for competent learners are registered on the National Learner Records Database (NLRD) for future reference, and credit for further training in future.

please visit our website:

<http://www.edutel.co.za>

### COST

**4 Day Workshop - R8 250.00**

The course fee includes the study material, training, portfolio building and assessment. Lunch and refreshments are included.

Accommodation or travelling arrangements and expenses are the responsibility of the candidate.

### FURTHER ENQUIRIES

Jenny: 011 760 4251 : E-mail: [workshops@edutel.co.za](mailto:workshops@edutel.co.za)