

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 a Workplace Skills Plan, 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 interpersonal 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 organisation" NQF 5 (5 credits) US 252041.
2. "Provide information & advice regarding skills development & related issues" NQF 5 (4 credits) US 15221.
3. "Coordinate planned skills development interventions in an organisation" NQF 5 (6 credits) US 15323.
4. "Develop an organisational 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 organisation" NQF 5 (10 credits) US 15228.
6. "Conduct skills development administration in an organisation" 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

**Fully accredited Service Provider  
with the ETDP SETA  
Accreditation number ETDP9997**



Candidates who register for the Skills Development Facilitator programme are requested to take note that the course requires 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 organisation which will allow them to work on their premises and make use of organisational information. Edutel cannot take on the responsibility of finding suitable employment opportunities for candidates.

### HOW THE TRAINING PROCESS WORKS

1. Regular training workshops are conducted, virtually and at Edutel venues in Roodepoort/Durban/Cape Town.
2. Edutel reserves the right to postpone/cancel a workshop should the number of bookings not justify the presentation of the workshop.
3. Registration for training: for a booking form, please see contact details below.
4. Complete the 4-day training, which includes assistance with the building of your Portfolio of Evidence.
5. Complete the Portfolio of Evidence within one year of the training. The Portfolio will include a Knowledge Questionnaire.
6. Submit the Portfolio for assessment.
7. Successful candidates' results are submitted to ETDP SETA.
8. Certificates of Competence are issued to competent learners.
9. SDFs then register themselves with the particular SETA in which they will be functioning.
10. All NQF credits for competent learners are registered on the National Learner Records Database (NLRD) for future reference, and credit for further training in the future.

#### JOHANNESBURG

Cnr Ontdekkers Road &  
Crane Avenue  
Horison, Roodepoort  
(011) 760-4251

#### CAPE TOWN

1st Floor, Nobel Park  
Shopping Centre  
Old Paarl Road, Bellville  
(021) 945- 4830

#### DURBAN

Mansion House, 5th Floor  
12 Joe Slovo Street  
Durban, 4001  
(031) 305- 2850

### COST

4 Day Workshop R7 799.00  
The course fee includes the study material, training, portfolio building and assessment.

### PLEASE VISIT OUR WEBSITE

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

### FURTHER ENQUIRIES

Ishmael Nelushi: 011 760 4251  
E-mail: workshops@edutel.co.za

### MODE OF DELIVERY

A blended mode of delivery includes contact and/or online training with support sessions for distance learners.

## SCHEDULE REFLECTING THE DISCOUNT ON THE 2ND, 3RD AND 4TH WORKSHOP

Enrol for more than one skills programme and receive a **10% discount** on the 2nd, 3rd or 4th workshop.

WORKSHOP	DURATION	NORMAL COST	AFTER DISCOUNT
Assessor Training	3 Days	R4 999	R4 499
Moderator Training	3 Days	R4 499	R4 050
Facilitator Training	3 Days	R5 699	R5 130
Skills Development Facilitator	4 Days	R7 799	R7 020
Design and Develop a Learning Programme	4 Days	R6 850	R6 165

### TERMS AND CONDITIONS APPLY

- Should you enrol for the combo course, the fee must be paid immediately as per the Enrolment Form.
- Courses cannot be transferred to other parties.
- Courses must be completed within a 12-month period.



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