

SDF (SKILLS DEVELOPMENT FACILITATOR) TRAINING

6 Days

(Part of National Certificate: Occupationally Directed Education Training and Development Practices NQF 5)

1. UNIT STANDARDS

- 15217 – Develop an organizational training and development plan
- 15218 – Conduct an analysis to determine outcomes of learning for skills development and other purposes
- 15221 – Provide information and advice regarding skills development and related issues
- 15227 – Conduct skills development administration in an organization
- 15228 – Advise on the establishment and implementation of a quality management system for skills development practices in an organization
- 15232 – Coordinate planned skills development interventions in an organisation

2. TARGET AUDIENCE

This programme would be useful to people who are involved in the development and implementation of training and development plans for organisations. This will be especially useful to Skills Development Facilitators, Training Managers and Human Resource Development Practitioners.

3. PROGRAMME OUTLINE

Module 1: Develop an Organisational Training and Development Plan

Conduct a skills assessment/analysis
Develop skills profile of the organisation.
Assessment Methods
Define training and development needs and establish priorities.
Develop a training and development plan.

Module 2: Outcomes of Learning

Plan and organise the analysis process.
Conduct the analysis.
Develop and verify a matrix of outcomes.

Module 3: Provide Advice & Information

Legislation related to skills development.
Learning and Assessment.
Promotion of Skills Development.

Module 4: Administration of Skills Development

Collate and Store data
Systems and Procedures related to processing skills.

Module 5: Quality Management System (QMS)

Identification and Interpretation of QMS.
Design and Establishment of a QMS
Implement of QMS

Module 6: Coordinate planned Skills Development Interventions in an organisation

Identify and Prioritise learners' learning requirements.
Plan and organise learning interventions.
Coordinate learning interventions.
Review and report on learning interventions.

Growing People...Building Talent...Creating Leaders

Accreditation and Certifications

Microsoft, CompTIA, Certipoint, Pearson Vue, CerNexus, ICDL, ICB, IMM, MICT, MerSeta, BankSeta, Fasset, W&R, ETDP, ServiceSeta, LGSeta & Growing...

4. TRAINING METHODOLOGY

A highly practical and experiential workshop facilitated by an expert industry ODETDP facilitator. Learners are encouraged to complete formative and summative assessments in class and portfolio's need to be submitted 4 weeks after training.

Upon course completion, a report will be provided with the facilitator's feedback on the delegate's performance which identifies areas for further development.

5. THE NEXT STEP

On successful completion of a formal Portfolio of Evidence (PoE) credits are gained towards the following qualification:

[National Certificate: Occupationally Directed Education Training and Development Practices NQF 5](#)

You might also be interested in the following courses.

[Moderator](#)

[Train-the-Trainer](#)

[Assessor](#)

To access our public schedule, [click here](#)

For in-house or customised training requirements get in touch [here](#)

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