



Pro-Active College®
PUBLIC SERVICES COLLEGE (Pty) Ltd

SKILLS DEVELOPMENT FACILITATOR (SDF)

» TARGET GROUP

This course is designed for the public and private sector and is aimed at:

- individuals who will be utilised as facilitators of learning programmes;
- individuals who will be evaluating learning programmes or courses, whether internally or externally;
- individuals involved in education, training and development;
- individuals who provide guidance and advice to learners/interns about their learning and assessments needs, as well as help them recognise opportunities; and
- individuals who manage or supervise in the workplace.

» BENEFITS

The benefits of this course include:

- the ability to facilitate learning more effectively;
- the ability to understand and address learners needs;
- being able to adjust your facilitating style according to different types of audiences and their learning modalities;
- the development of management and leadership abilities;
- improved competence and motivation of workforce;
- mentoring and coaching abilities; and
- the promotion of organisational values and beliefs.

» ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

This course provides the learner with the knowledge, skills, attitudes and values to conduct and perform skills development in South Africa.



UNIT
STANDARD
ALIGNED



OUTCOMES
BASED

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standard: NO CREDITS

DEVELOP AN ORGANISATIONAL
TRAINING AND DEVELOPMENT
PLAN
(US: 15217)

COORDINATE PLANNED SKILLS
DEVELOPMENT INTERVENTIONS
IN AN ORGANISATION
(US: 15232)

PROVIDE INFORMATION AND
ADVICE REGARDING SKILLS
DEVELOPMENT AND RELATED
ISSUES
(US: 15221)

CONDUCT SKILLS DEVELOPMENT
ADMINISTRATION IN AN
ORGANISATION
(US: 15227)

PROMOTE A LEARNING CULTURE
IN AN ORGANISATION
(US: 252041)

CONDUCT AN ANALYSIS TO
DETERMINE OUTCOMES OF
LEARNING FOR SKILLS
DEVELOPMENT AND OTHER
PURPOSES
(US: 15218)

☎ 0861 727 726

🌐 www.proactivecollege.co.za

@ info@pscollege.co.za

🖥 <https://elearn.connect-pscollege.co.za/>

PROGRAMME OUTCOMES

On completion of this course, learners will be able to:

- develop an organisational training and development plan;
- conduct an analysis to determine outcomes of learning for skills development and other purposes;
- coordinate planned skills development interventions in an organisation;
- provide information and advice regarding skills development and related issues;
- conduct skills development administration in an organisation; and
- promote a learning culture in an organisation.



DURATION

Five-day contact session combined with practical workplace experience.



PORTFOLIO OF EVIDENCE

To be declared competent in these unit standards the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

PROGRAMME OUTLINE

LEARNING UNIT ONE

SKILLS DEVELOPMENT AND RELATED ISSUES

- The new educational system
- The National Qualifications Framework (NQF)
- Unit standards and qualifications
- Implement the NQF within an organisation
- The skills development facilitator
- Skills development levies
- The National Skills Strategy

LEARNING UNIT TWO

PERFORM A SKILLS AUDIT AND DEVELOP A WORKPLACE SKILLS PLAN

- Skills development
- Set up the training committee
- Register the employer for skills development levy purposes
- Conduct a skills audit
- Interventions and resource requirements
- Skills priorities
- The training and development plan/ Workplace Skills Plan (WSP)

LEARNING UNIT THREE

CONDUCT SKILLS DEVELOPMENT ADMINISTRATION AND REPORT ON SKILLS DEVELOPMENT ACTIVITIES

- Plan and organise learning interventions
- Review and report on learning interventions
- The Annual Training Report (ATR)
- Information management systems

LEARNING UNIT FOUR

PROMOTE A LEARNING CULTURE IN AN ORGANISATION

- Organisational change and learning
- Learning culture
- Learning needs analysis
- Indicators of the status of learning and the learning culture
- Organisational and individual goals
- Objectives of promotion strategies
- Strategic choice and organisational culture
- Strategy implementation and evaluation