

SKILLS DEVELOPMENT FACILITATION

MXA in Collaboration with Virago

Background:

This SDF course contains many more unit standards than other SDF courses on offer. Part of this is because the course is registered with the services SETA. As such, participants will not only be equipped as Skills Development Facilitators in the public sector, but will also be equipped for the private sector. Much emphasis is placed on ensuring that the learners achieve the requirements for registration with the South African Board of Personal Practitioners which will ensure the application of best practice and professional recognition as a Skills Development Practitioner. Delegates who achieve the required unit standards will thus be able to provide value and professionalism to their functions.



Course set-up & Design:

This course is run over a 4 week period. It starts with a week's training at the MXA venue followed by a two week gap where learners are required to work on their workplace assignment. During the final week learners return to the MXA venue for a second week's worth of training.

Entrance Requirements:

Participants who wish to be assessed must have Matric (FETC or equivalent qualification), and/or 5 years of relevant work experience. Learners should also be competent in Communication (NQF 4) and Computer Literacy (NQF 3). For those who do not want to be assessed there are no entry requirements.

"The team from MXA are very thorough & extremely knowledgeable. The programme is very stimulating & has given me a wealth of knowledge"

Anushka Makka,
uThungulu District Municipality

Content & Approach:

This ten day course is aimed at providing Human Resource and Skills Development managers within the public sector, the skills and expertise to competently manage the Skills Development Functions of a Department, Municipality or District.

The course makes extensive use of interactive training which draws on existing knowledge and experience to enable participants to effectively engage with municipal skills development planning. The course therefore provides an important basis from which to effectively manage the submission of Workplace Skills Plans which supports the IDP and report on annual training.

Outcomes:

Upon completing this course, the participants should be able to:

- Have an overview of the Skills Development Act, Employment Equity Act and other relevant legislation;
- Describe and explain the functions of a skills development facilitator;
- Develop an organisational and personal development plan;
- Conduct analysis to determine outcomes of learning skills development;
- Co-ordinate planned skills development interventions;
- Conduct skills development administration; and
- Provide information and advice regarding skills development and related issues.
- Advise and manage the effective implementation of a Quality Management System (QMS) for Skills Development and training.

Accreditation:

Virago Consulting cc is accredited by the South African Board of Personnel Practitioners (SABPP). This training is aligned to the following unit standards:

Module 1

- 15217 – Develop an organisational training and development plan
- 15218 – Conduct an analysis to determine outcomes of learning for skills development and other purposes

Module 2:

- 15232 – Coordinate planned skills development interventions in an organisation
- 15228 – Advise on the establishment and implementation of a quality management system for skills development practices in an organisation
- 15227 – Conduct skills development administration in an organisation
- 252041 – Promote a learning culture in an organisation.
- 15221 – Provide information and advice regarding skills development and related issues.

Competent participants will receive a certificate of competence and gain 37 credits at an NQF Level 5, on the National Record of Learners Database.

Important Information:

Venue

The MXA training venue at 195 Umhlanga Rocks, Durban North, KZN. Alternatively with a group of 15 or more learners in your area interested in doing the training, we could run it at a venue that suits you. Please call us to discuss the option that suits you.

Cost

R16 000 inclusive of VAT (includes 10 days of training, lunch, teas and the processes for judging competence to be awarded the relevant credits).

Registration

A maximum of 25 places is available. Payments to: Std Bank cheque account 051276577, Musgrave Rd Branch;
Reference: Surname/ organisation/ municipality/ dept. Please fax/ email a proof of payment.

Closing Date

The **closing date for registration forms is 1 week before the commencement of the training.** Participants will be notified on this day if the workshop is cancelled.

Contact

Sne Makhanya, sne@mxaco.za or Bakhetsile Dlamini, bk@mxaco.za
 Tel: 031 811 6855 / 031 563 4335

Accommodation

Limited accommodation at the venue is available at Tudor House Inn R550 per night (including dinner, bed and breakfast). See www.tudorhouseinn.co.za, or call 031 811 5394 / 072 563 7621

To Register, please fill in the form below and fax it back to MXA

Name:	Designation:
Title:	Organisation / Municipality:
Postal Add:	Telephone:
Email:	Cell phone:
Fax:	Municipal Order Number:
ID Number:	VAT Number:
Highest Level of Education:	Special Dietary Requirements:
Details of person who will process payment: (Name, email, phone/fax number)	
Please describe your previous experience in Skills Development Facilitation	