

SDF Practitioner Skills Programme

SP-220321

Level 5, 40 credits

Accredited by the QCTO: 07-QCTO/SDP151024085941



SKILLS PROGRAMME PURPOSE

Skills Development Facilitation Practitioners are needed in organisations to support skills development within the legislative environment, which is highly regulated and constantly changing.

The purpose of this Skills Programme is to develop competencies for employees located in the human resource management or development space, to ensure that effective skills development is driven within the organisation. A SDF Practitioner plans for, conducts and administers skills development planning in an occupational context.

SKILLS PROGRAMME OUTCOMES

On the successful completion of this programme learners will be able to analyse learning and development needs, within an occupational context, compile learning and development plans and reports and guide stakeholders on learning and development trends, practices and quality assurance., to ensure that:

- Learning priorities are established by means of a structured and valid process within the contextual requirements
- Data is collected, collated, analysed, interpreted and the findings presented, in terms of the contextual requirements
- Consultative processes are facilitated, documented and reported on, as an integral component of the skills development facilitation processes
- Information and advice on skills development issues is presented and aligned with current skills development practices and requirements
- Learning is promoted in line with individual and organisational needs, using appropriate and effective communication techniques
- Learning and development reporting complies with the regulatory requirements of a specific sector education and training authority
- Ethical conduct is displayed through the adherence to quality and regulatory practices when compiling learning and development plans and reports

WHO SHOULD ATTEND?

Any person who wishes to improve their knowledge and skills within the skills development facilitation practices environment.

DURATION OF TRAINING

Contact Session: 5 x Interactive Days
(Refer overleaf for more detail)

MACCAUVLEI ENTRY REQUIREMENTS

NQF Level 4 with Communications (or equivalent)

TRAINING APPROACH

Learners will be expected to attend a contact session) during which both Knowledge and Practical Skills Components will be covered and formative and internal summative assessments will be conducted.

Contact sessions, whether face-to-face or via an online medium, such as Zoom/MS Teams, will be interactive and based on Maccauvlei's HEAD- HEART- HANDS APPROACH.

CERTIFICATION

On the successful completion of ALL Components and associated assessments that make up this Skills Programme, learners will be required to write a Final Integrated Summative Assessment (FISA) in order to achieve competence.

The FISA will be a practical written assessment integrating the relevant Exit Level Outcomes of the Skills Programme.

On successful completion of the FISA, a Certificate will be awarded (See overleaf for a more detailed breakdown)

ARTICULATION & PROGRESSION

The learner who successfully completes this skills programme has an opportunity for further learning, with the following as options:

Occupational Qualification:

SAQA QUAL ID 101321, Occupational Certificate: Training and Development Practitioner, NQF Level 5, Credits 190*.

Skills Programmes:

- Assessment Practitioner, NQF Level 5, Credits 20
- Learning and Development Facilitator, NQF Level 5, Credits 36
- Work Based Learning and Development Practitioner, NQF Level 5, Credits 30

*The learner can apply for RPL when registering for the Level 5 Occupational Qualification: L&D Practitioner.

Contact Details

For registration forms or more detail please contact us:

Telephone: +27 (0) 11 439 3900 • E-mail: info@maccauvlei.co.za • website: www.maccauvlei.co.za

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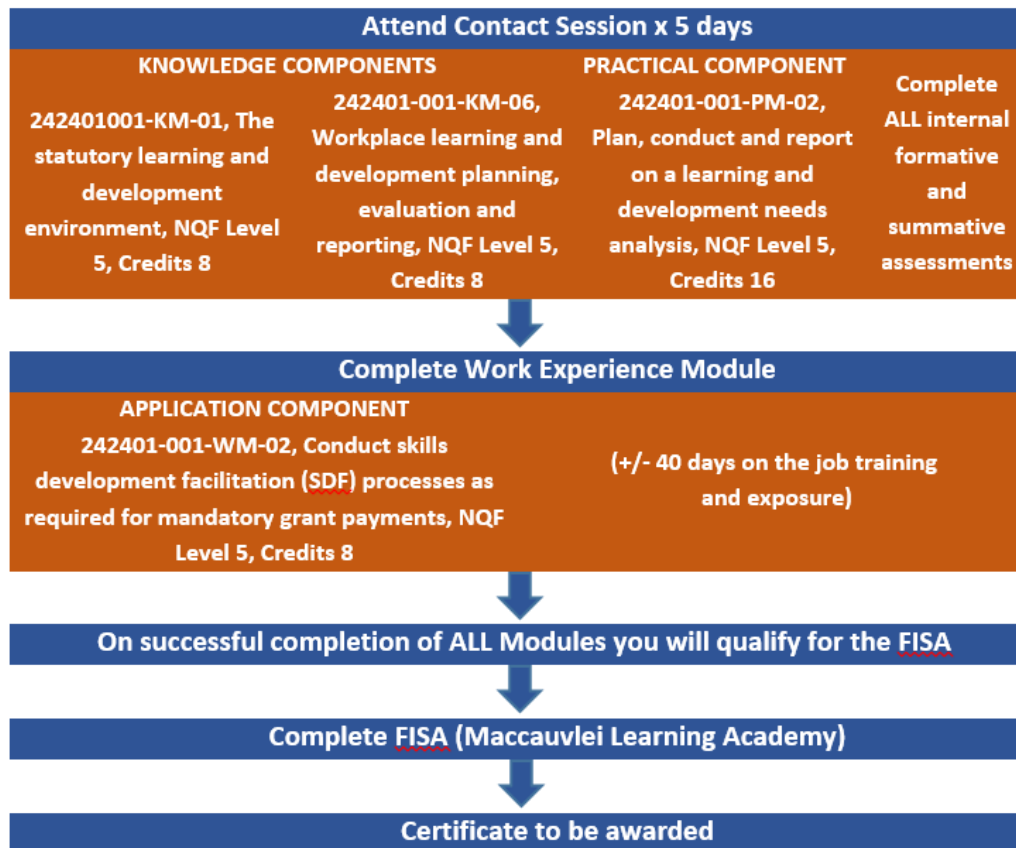
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CURRICULUM STRUCTURE & WORKFLOW: SP 220321 – SKILLS DEVELOPMENT FACILITATION PRACTITIONER



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