



Skills Development for EE / Training Committees

Suitable for:
EE Committee members, Line Managers, HR Practitioners, Shop Stewards

Course duration: 1 day

NQF level: 4

Course objective:

This course will equip your SDF's and EE / Training Committee members with the necessary knowledge and skills to meet all the legislative requirements of the Skills Development Act and Skills Development Levies Act.

Course content and outcomes:

- **Understanding the structures & relationships between SAQA and SDA legislation**
 - The NQF: principles, objectives, levels and fields of learning
 - SAQA: standards setting and quality assurance
 - The Skills Development Act and Skills Development Levies Act
 - The role of SETA's and ETQA's
 - Latest legislation and changes to Skills Development
- **Assessment & the NQF**
 - Understanding Unit Standards and Qualifications
 - Defining competence and forms of assessment
 - Recognition of prior learning
- **Developing the strategic role of the SDF**
 - The functions of the SDF and SDF Unit Standards
- **Developing the strategic role of the Training Committee**
 - The role of the Training Committee
 - Constitution of the Committee
 - Scope and objectives of the Committee
- **Developing and implementing the WSP**
 - Understanding the development of a skills plan
 - Completing and submitting the documentation
 - Reporting on training implemented (ATR)
 - OFO codes & Occupational Categories
- **Levies, grants and Seta interventions**
 - Payment of levies and claiming grants
- **Learnerships**
 - Understanding, implementing and managing learnerships



Contact us to register or arrange in-house training:

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