



# 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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