

Skills Development Committee Training Course

1 Day Course

Module 1: The Employment Equity Act (EEA)

- What is the Employment Equity Act?
- Why is the Employment Equity Act important?
- Relevance of the Employment Equity Act

Module 2: The Skills Development Landscape in South Africa

- Skills Development situation in South African
- The transformational process in South Africa
- South African Qualifications Authority (SAQA)
- What is a National Qualifications Framework (NQF)?
- The Skills Development Act (SDA)
- Skills Development Levies Act (SDLA)
- Labour Relations Act (LRA)
- Basic Conditions of Employment (BCEA)
- Employment Equity Act (EEA)

Module 3: The National Qualification Framework and the Quality Council for Trades and Occupations

- The National Qualification Framework (NQF)
- Objectives of the NQF
- The NQF Framework Structure and Levels Descriptors (Levels and descriptors)
- The Quality Council for Trades and Occupations (QCTO)
- Functions and role of the QCTO
- Relationship with other Sub-Frameworks
- Assessment Quality Partners (AQP) and the QCTO (functions and qualification assessment specifications)
- Sector Education and Training Authority (SETA)
- Functions of a SETA versus functions of an Assessment Quality Partners (AQP) and the QCTO
- QCTO changes as of June 2023

Module 4: Qualifications and the National Qualification Framework (NQF)

- Qualifications and Unit Standards on the NQF
- Fundamental, Core and Elective Components of Qualifications
- The relationship between Learning Programmes, Unit Standards and Assessment Activities
- The QCTO and Qualifications (National Skills Certificate/ Raising the level of quality assurance/ Legacy and QCTO Qualifications)

Module 5: Skills Development Levies, PIVOTAL Programmes, Learnerships, Internships, Skills Programmes and Short Courses

- Skills Development Levies
- PIVOTAL programmes
- Learnerships
- Internships
- A Skills Programme
- A Short Course
- Regulations regarding monies received by a SETA and related matters

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Module 6: Recognition of Prior Learning (RPL)

- Benefits of the RPL process
- How does SAQA acknowledge RPL?
- RPL and the Council on Higher Education (CHE)
- Credit Accumulation and Transfer work (CAT)

Module 7: The Workplace Skills Plan (WSP) and Annual Training Report (ATR)

- Identifying Scarce Skills against current Occupations
- Workplace Skills Plans (WSP)
- The Annual Training Report (ATR)
- The role of the Skills Development Facilitator (SDF)

Module 8: Skills Development Committees

- The Training Committee or Workplace Forum
- Consultation with employees
- Composition of the training committee or forum
- Role of the training committee or forum
- Constitution of the training committee or forum
- The primary functions of the of the training committee or forum
- Quality management
- Promoting skills development within the workplace

Purpose of the course:

South Africa has a comprehensive system for skills development, particularly through the Skills Development Act, the establishment of the Sector Education and Training Authorities (SETAs) and the Quality Council for Trades and Occupations (QCTO).

The course is intended to equip the Skills Development Committee or Forum or members with a good understanding of skills development and the need for workplace implementation of skills development initiatives. The need for a skills development committee is a requirement in terms of current SETA regulations and must be in place when applying for SETA discretionary funding.

Upon completion of the course delegates should have a thorough understanding of:

- The importance and relevance of the Employment Equity Act towards skills development
- The current skills development landscape and legislation in South Africa
- The role of the National Qualification Framework (NQF), Quality Council for Trades and Occupations (QCTO); South African Qualifications Authority (SAQA) and Assessment Quality Partners (AQP)
- Functions of SETA's, ETQA's/ QAP's and the QCTO
- Qualifications and the National Qualification Framework (NQF)
- Key concepts of education and training like Skills Development Levies, PIVOTAL Programmes, Learnerships, Internships, Skills Programmes and Short Courses
- The role of Recognition of Prior Learning (RPL)
- The Workplace Skills Plan (WSP) and Annual Training Report (ATR)
- The consultation process, establishment and composition of a training committee/ workplace forum
- The constitution of the training committee/ workplace forum
- The roles and duties of the training committee/ workplace forum
- Promoting of skills development

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The course will be useful for:

- Skills Development Facilitators (SDF's)
- Members of the Skills Development Committee
- Members of the Employment Equity Committee
- HR manager and HR department staff
- Senior managers wishing to get a better understanding of skills development
- Union representatives
- Learners
- Any person interested in skills development

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