

The Compiling of Workplace Skills Plans and Annual Training Reports Course

Skills development has become a strategic priority for enterprises wishing to attain or retain an acceptable B-BBEE level and also meet the requirements of the Skills Development Act. The Workplace Skills Plan (WSP) and the Annual Training Report (ATR) are fundamental to the establishment of a demand-led skills development system which is reactive to the economic and social needs of South Africa.

1 Day Course

Course content

The purpose of workplace skills planning is to outline how organisations will address their training and skills development requirements. WSPs support employers in the recognition and implementation of various skills development programmes such as learnerships and internships to deal with skills gaps within a company.

Module 1: Introduction

- Providing insight to make training more effective
- Ensuring training is focused on the right areas

Module 2: How to compile and execute a proper training needs analysis to submit your annual Workplace Skills Plan

- Compiling and submitting the WSP
- Understand Short and Long-Term Business Goals
- Identify the Desired Performance Outcomes
- Establish and Prioritize a Solution
- Compile the WSP for review

Module 3: How to develop your training plan using different funding models

- Creating a training budget plan
- The National Skills Fund (NSF) – Overview
- Skills Development Levy
- Mandatory grants
- Discretionary Grants

Module 4: Annual Training Report regulations and grant details

- Challenges in workplace skills planning
- The Skills Development Act 97 of 1998
- Skills Development Levy Act 9 of 1999
- Sector Education Training Authorities
- South African Qualifications Authority (SAQA) Act (Act 58 of 1995)
- Quality Council for Trades and Occupations – QCTO

Module 5: Pivotal Training Plans and Pivotal Training Reports

- Plan for Training Evaluation
- Identify Trainable Competencies
- Prioritize Training Needs
- Determine How to Train
- Conduct a Cost Benefit Analysis

Module 6: The role of the Skills Development Facilitator and Skills Committee in the compiling of Workplace Skills Plan plans and the submission of the Annual Training Report

- Registering a Skills Development Facilitator (SDF)
- Setting up a Training Committee
- Skills Auditing

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Module 7: Creating your own talent pool through training

- Finding the skills gap
- Evaluate Competencies
- Human resource planning
- Determine Performance Gaps
- Job and competence profiling

Module 8: Accredited vs non-accredited training

- Prioritizing training needs
- Streamlining solution development
- Types of Accreditations
- How relevant is accreditation
- Can non accredited courses be claimed back

Module 9: Difference between learnerships, internships, and apprenticeships

- Type of training provided to trainees
- Learnership programs
- What is Internship
- Comparison of Key Differences

Module 10: Understand requirements to claim Skills Development spend

- Making the case for workplace skills planning
- Steps on how to claim

Purpose of the course:

In accordance with the Skills Development Act, all registered employers with an annual payroll exceeding R500 000 are required to pay skills development levies and subsequently submit a Workplace Skills Plan (WSP) and an Annual Training Report (ATR).

These submissions are to be made annually to the relevant Sector Education and Training Authorities (SETA) before the deadline of 30 April each year. For most South African companies, compiling their annual Workplace Skills Plan (WSP) and submitting their Annual Training Report (ATR) is one of the biggest priorities – and often a difficult challenge.

The Workplace Skills Plan (WSP) outlines the existing skills shortage in a company and describes the steps a company will take to address the shortage through various training initiatives. The Annual Training Report (ATR) documents the progress made in implementing the previous year's WSP.

Workplace skills plans (WSP) document skills needs in an organisation and describe the range of skills development interventions that an organisation will use to address these needs. Businesses are required to report against their WSP in an Annual Training Report (ATR) that shows how they have addressed the priority skills defined in their WSP.

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Benefits of attending the course:

By correctly submitting the WSP and ATR, businesses will benefit in the following ways:

- Qualify to claim back a 'mandatory grant' of 20% of your Skills Development Levy (SDL);
- Maximising points earned under the Skills Development priority element for BEE;
- Highlighting skills gaps in your organisation - the difference between the skills required for a job and the skills employees actually possess;
- Implementing training to minimise these skills gaps; and
- Applying for 'discretionary grant' funding to address 'critical and scarce skill shortages' identified in your industry

The benefits of workforce planning include:

- Having a clear and concise strategic workforce direction for the company.
- Ensure all workforce requirements are directly aligned with the company's business plans.
- Enable the best decisions in terms of how to structure the organization and deployment of the workforce.

The Plan seeks to address any skills gaps identified through:

- Skills audit
- The performance management system
- Succession planning initiatives
- Any new process or technology changes planned for the forthcoming year

The course will be useful for managers at all levels including:

- Skills Development Facilitators (SDFs)
- HR manager and HR department staff
- Members of the Skills Development committee
- Members of the EE committee
- Senior managers and other persons wishing to get a better understanding of skills development
- Union reps

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