



Specialised



# Skills Development Legislation and Review

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1 Day Course



Classroom or Virtual  
Blended Training



## About the Course

 **Classroom:** R 4, 650 Excl. VAT | **Virtual Training:** R 3, 950 Excl. VAT

Are you aware that companies with more than 50 employees are required to have a training committee? In addition, it is essential that all relevant parties are up to date with current legislation and all related requirements.

This **Skills Development Legislation and Review** course is intended to be interactive and will equip delegates with the skills and knowledge necessary to deal with skills development as intended by legislation.

It will also provide delegates with an understanding of the essentials of Occupationally Directed Education Training and Development (ODETD) practices as well as an update on all current legislation and how this may impact their business environment.

By attending this course, you will gain an understanding of how you can develop a “culture of learning” in your organisation as well as clarifying the importance of the Skills Development committee and how they can support and enhance the effort of the HR Division as a whole.



[View Public Dates](#)



1 Day



Accessible from any Location on any Device



Certificate of Attendance

## What you will learn

- Brief overview and revision of the Skills Development Act, Skills Development Levies Act and the NQF Act and the impact they have on your organisation
- Reviewing the Employment Equity Act in relation to Skills Development
- Understanding changes to legislation – SETA’s and the Quality Council for Trades Occupations (QCTO) and the effect this will have on your Skills Development strategy
- Explaining the functions, duties and responsibilities of the Skills Development Committee and why you need to have one in place
- Introducing the proposed new structure of qualifications and why it matters
- Examining SDF Qualifications and the importance of the role of the SDF
- Developing the workplace as a place of learning – conducting skills audits and identifying skills gaps to develop a successful Skills Development plan
- Understanding Recognition of Prior Learning (RPL) and the many benefits to both employers and employees
- How to choose the right training provider for your organisation

## Who should attend

HR Personnel, Training Managers, Skills Development Consultants, Skills Development Facilitators, Business Owners, Managing Directors, General Managers, B-BBEE Consultants, Finance Managers

## Course Programme Agenda

### An Introduction to Skills Development

- What is a National Qualifications Framework, and the NQF Act?
- Examining the Skills Development Act and its impact on workplace learning
- Detailing the Skills Development Levies Act and the role it plays in funding for the development of workforce
- Understanding Mandatory and Discretionary Grants, and the process you need to follow to claim yours
- Defining the Employment Equity Act and the effect it has on employment policy and practice

### Recent Changes to Skills Development Legislation

- Detailing the role of the three Quality Councils
- Examining the specific role of the Quality Council for Trade Occupations
- What are the latest developments with regards Skills Development and the QCTO?

### Qualifications and the NQF

- What does a qualification on the NQF look like?
- Understanding unit standards and their associated assessment criteria (legacy qualifications)
- Examining qualifications as defined by the QCTO (new format) and how the level of quality assurance will be raised
- Identifying the levels of the NQF

### Overview of Employment Equity and Skills Development Forums

- Understanding the need for EE and Skills Development Forums and what their functions are
- Detailing the functions, duties and responsibilities of the Skills Development Forum
- Examining the process of employee consultation, as well as the selection of employee representatives
- Is it still a requirement of the various SETA's that companies have a training committee?

### Putting Skills Development to Work

- Explaining the purpose of the Workplace Skills Plan
- Detailing how you go about compiling a Workplace Skills Plan
- Examining the role of the Skills Development Facilitator

### The Workplace as a Place of Learning

- Identifying and assessing your training needs
- Understanding the importance of a Skill Audit and how you go about conducting one
- Introducing the various approaches to learning at work
- Developing a company specific 'Corporate Qualifications Framework' (CQF)
- Detailing a Seven Step Development Plan to ensure you successfully achieve your Skills Development goals

### Recognition of Prior Learning

- Understanding RPL and the benefits to you as an employer
- What are the benefits of RPL for employees?
- Examining the changes to RPL as related to QCTO qualifications

### Job Profiles and "Organising Framework for Occupations"

- Understanding the importance of and main objective of job profiles
- What is the OFO?
- Examining the impact of the OFO on your organisation

## About your Course Facilitator

**Des Squire** is qualified and registered as a Skills Development Facilitator, Assessor, Moderator, Facilitator and Verifier. He has also recently completed his advanced studies as an Occupationally Directed Education Training and Development practitioner.

Des is passionate about education and training and in the development of workers and adult learners in particular. He has been involved in the training industry for the past 20 years and is a regular facilitator for Labour Guide, as well as a major contributor on skills development forums such as Skills Universe and Skills Portal.



## Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



### Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

\*Classroom training (Johannesburg only) and Blended / Virtual Training (nationwide) is available.



### Onsite / In-House Training

Have a group of delegates and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

\*Classroom training (nationwide) and Blended / Virtual Training (nationwide) is available.

Blended training is available on these popular platforms:



## Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Provides a Great Networking Opportunity

## Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



### CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email [cassidy@cbm-training.co.za](mailto:cassidy@cbm-training.co.za). Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



## Interested? Here's the Next Step



### SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

Work out a Cost Estimate

Request a Quotation



### HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent *(available during business hours only)*.

Alternatively, call us on +27 (0)11 454 5505 or email [info@cbm-training.co.za](mailto:info@cbm-training.co.za).

## ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

## GET IN TOUCH

+27 (0)11 454 5505

[info@cbm-training.co.za](mailto:info@cbm-training.co.za)

[www.cbmtraining.co.za](http://www.cbmtraining.co.za)

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