

# SKILLS DEVELOPMENT FACILITATION PRACTITIONER

Course Code: SDFP010 | NQF Level 5  
| 40 Credits | 3 Months

Build the skills to drive workplace training,  
development, and organisational growth.



## QUALIFICATION OVERVIEW

The Skills Development Facilitation Practitioner Skills Programme equips individuals with the practical knowledge and competencies required to coordinate and support workplace skills development initiatives. The programme focuses on aligning training and development strategies with organisational objectives and regulatory compliance requirements.

Learners will gain an understanding of workplace training planning, SETA processes, learning and development needs analysis, and skills development reporting within organisational environments.

### **WORK OPPORTUNITIES**

This programme is suitable for:

- HR officers and managers involved in training
- Skills Development Facilitators (SDFs)
- Training and development coordinators
- Individuals aiming to register as SDFs with SETAs
- Professionals responsible for Workplace Skills Plans (WSP) and Annual Training Reports (ATR)

# ACCREDITATION & ENTRY REQUIREMENTS

## ACCREDITATION

- Quality Council for Trades and Occupations (QCTO)
- Development Partner: HWSETA
- SP-220321 (Curriculum 97154-000-00-00)
- NQF Level 5
- 40 Credits

## DURATION

- 3 Months

## ENTRY REQUIREMENTS

- NQF Level 4 with Communications

## WHY STUDY THIS PROGRAMME?

- Develop workplace training coordination skills
- Gain knowledge of SETA compliance and reporting
- Support organisational skills development initiatives
- Build a career in learning and development

# TOPICS COVERED

## CONTENT

Learners will develop competencies in the following areas:

- Understanding the legal and regulatory framework for skills development in South Africa
- Conducting learning and development needs analyses
- Planning and reporting on workplace training and development
- Facilitating SETA grant submission processes
- Aligning training plans with organisational goals and compliance requirements

# ASSESSMENTS & CERTIFICATION

## ASSESSMENTS

**Students are required to complete:**

- 2 Formative Assessments
- 2 Summative Assessments
- 1 Practical Assessment
- 1 Workplace Logbook
- 1 Final Integrated Assessment

## CERTIFICATE AWARDED

Upon successful completion, learners will receive an:  
Occupational Skills Programme  
Certificate: Skills Development  
Facilitation Practitioner

Take the next step towards becoming a qualified Skills Development Facilitation Practitioner.

## CONTACT DETAILS:



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