

# ETDP Registered Skills Programmes

## Skills Committee Training

### PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip Skills Development Committees with the necessary knowledge, skills and attitudes to conduct effective training committee meetings and ensure the effective implementation of the Workplace Skills Plan as prescribed by legislation.

### PROGRAMME OUTCOMES

On completion of the programme the committee member will be able to:

- Demonstrate understanding of the outcomes-based education and training approach within the context of the National Qualifications Framework.
- Provide information and advice regarding skills development and related issues
- Co-ordinate planned skills development interventions in an organisation

### PROGRAMME OUTLINE

- Outcomes-based Education and Training
- Implementing the new legislation within an organisation
- Provide information and advice regarding skills development and related issues
- Skills Development Committee role and functions
- Co-ordinate planned skills development interventions in an organisation

### LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should be competent in Communication, Mathematical Literacy and Computer Literacy at NQF Level 4.

### RECOGNITION OF PRIOR LEARNING (RPL)

RPL against these unit standards are allowed. Application forms are available from our offices.

### METHODOLOGY

**Training Programme Duration:** 3 Days

**Assessment:** Portfolio of Evidence will be submitted within four weeks of completing the training. Assessment activities include evaluating all documentation produced during the operational functioning of the committee's tasks.

**Certification:** This includes obtaining endorsement from the ETDQA.

#### Unit Standard(s):

- 263976 - Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework
- 15221 - Provide information and advice regarding skills development and related issues
- 15232 - Co-ordinate planned skills development interventions in an organisation

**NQF Level:** 5

**Credits:** 15

### BENEFITS

- Competent SD Committee members
- Effective and productive SD Committee
- Reduced grievances
- Clearly identifiable training needs and career paths
- Improved opportunities to claim skills grants
- Effective implementation and co-ordination of all types of interventions (including learnerships)