



## Skills Development Facilitator Services



### WHAT DOES A SDF DO?

- ✓ A skills development facilitator is responsible for the planning, implementation and reporting of training in an organisation, with Seta- related duties.

## Course Outline

### SERVICES WE OFFER:

- Registration of organisation with the relevant and correct SETA
- Conducting a Skills Audit
- Completing the Workplace Skills Plan (WSP)
- Completing the Annual training report (ATR)
- Submitting the WSP and ATR to the relevant STA annually on the 30th June
- Managing the pay back of Mandatory Grants from the SETA to the company
- Pivotal funding training management
- Applying for funding from the SETA for sponsored training
- Project Managing all training interventions with the organisation
- Record keeping of training interventions with the organisation
- Record keeping of training within the organisation
- Representing the company at SETA Stakeholder meetings
- Facilitation of training committee meetings and EE committee meetings
- Record keeping of Training committee meetings



### **WHAT IS SETA?**

It is a Sector Education and Training Authority responsible for that particular sector training.

### **WHAT IS THE FUNCTION OF SETA?**

- To develop the Sector Skills Plan
- Identify, Design, Promote and register Learnerships and training programmes
- Be accredited as an Education and Training Quality Authority for Standards and Qualifications
- Disburse skills development levies in the form of grants

### **HOW MUCH WILL THIS COST?**

Please enquire by emailing [saryx@training.com](mailto:saryx@training.com) as pricing will be dependent on your workforce structure and your company's specific needs.

