SKILLS DEVELOPMENT COMMITTEE (SDC)

A Skills Development Committee is a selected group of people from within an organisation that help to create, write and implement the Workplace Skills Plan for that organisation.

Output of SDC

- Identify strategic training objectives of the organisation
- Make Recommendations on the training and development needs of employees
- Support and provide assistance to the SDF in the development of the Workplace Skills Plan and the annual training report in line with SETA requirements
- Gather information from employees in the workplace on training needs
- Give feedback to employees in the workplace
- Provide Accurate training records
- Continuously track training progress
- Ensure appropriate training providers sourced.
The Skills Development Committee members will have the ability to:

- Contribute towards the identification of accurate training priorities for their organisation
- Support the Skills Development Facilitator in gathering and disseminating accurate information about skills development issues within the organisation
- Support the Skills Development Facilitator in establishing and continuously improving the learning culture within the organisation

The Skills Development Committee members will have knowledge of:

- Skills Development concepts and practices
- The various Acts prescribing their existence and defining their activities
- The outputs of the Committee
- The roles and responsibilities of individual members of the Committee
- The process to be followed in the identification of the training priorities as it relates to the specific organisation’s needs and challenges
- The various components, which will result in successfully establishing and continuously improving a learning culture inside the particular organisation.

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SKILLS DEVELOPMENT FACILITATOR

As set out in the Organising Framework for Occupations version 12, a Skills Development Facilitator (SDF) is a person who "Analyses the skills requirements within an organisation and coordinates the execution of the personal development plans of employees, monitors the implementation of the workplace skills plan and reports accordingly' (OFO Number :242302)

THE ROLE OF THE SKILLS DEVELOPMENT FACILITATOR IS TO:

- Study and analyse the various jobs performed in an establishment by various means, including interviews with workers, supervisors and management, and writing detailed job or occupation descriptions from information obtained
- Prepare occupational information or working on occupational classification systems
- Advise and work on these areas and on other aspects of job and occupation analyses in fields such as personnel administration, workforce research and planning, training and other occupational information and vocational guidance as might be required.
- Study and advise individuals on employment opportunities, career choices and further education or training that may be desirable in terms of the company need and the career path chosen by individual employees.
- Identify by means of a professional needs analysis the training needs and requirements of individuals within the company.
- From this it is easy to see that a professionally qualified SDF is responsible for much more than just completing the Annual training report and the Workplace skills plan.
- A professionally qualified SDF should be involved in all areas for which they have been trained and HR managers should ensure the SDF is allowed to perform in these areas if the desired company results are to be achieved.
- A professional SDF should be qualified as such and should have achieved competency in the following Unit Standards at least
  - Advising on and implementation of Quality management Systems for skills development
  - Conducting analysis to determine outcomes of training.
  - Conducting skills development administration
  - Coordinating skills development interventions
• Utilise their skills in advising others on outcomes based education within the context of the NQF Developing the organisations training and development plans.

• Should the SDF be qualified as required and if their skills and abilities are utilised correctly and constructively then their role will be sustainable and they will be placed in an invaluable position and will most certainly add value to any organisation.

• SDF’s who study the six unit standards outlined would be more qualified to complete the functions of a professional SDF.

• The SDF’ should work in close association with the skills Development forum as well as the EE forum and should keep the forum members advised and updated on progress made in relation to the training needs of employees and the overall training and progression planning objectives of the company. It stands to reason therefore that the SDF should be a member of these forums.