



# SKILLS DEVELOPMENT FACILITATOR

Empowering Supplier  
Level 2 B-BBEE Contributor  
53% Black Owned  
More than 51% Black Women Owned

**Dates:** 4-5 April 2023 (Part 1) &  
12-13 April 2023 (Part 2)  
**Venue:** Online via Zoom  
**Time:** 09h00 – 16h00  
**Price:** R7 350 (excl. VAT)  
**POE Cost:** R2 100 (excl. VAT)  
Optional – ETDP SETA Accreditation  
OR  
R2 950 (excl. VAT)  
Optional – SABPP Accreditation

All online courses are subject to minimum delegate numbers

#### Who Should Attend:

- Training Managers
- Skills Development Facilitators
- Training Coordinators.

## COURSE OUTLINE

- History of National Qualifications
- Legislation governing Skills Development
- Role of the SETA (Sector Education and Training Authority) and its Sector Skills Plan
- OFO Codes
- Outcomes based learning
- Aligning skills development activities with B-BBEE
- The Skills Gap Analysis
- Source and plan training interventions
- Establishing Skills Development Committees and facilitating the meetings
- Claiming SDL (discretionary and mandatory grants)
- Compiling the Workplace Skills Plan (WSP), Annual Training Report (ATR), Pivotal Plan and report for submission to the relevant SETA
- Learnership advice and assistance

This programme will equip learners with the required knowledge and skills to identify training needs, draw up Workplace Skills Plans and Annual Training Reports as well as implement a Quality Management System in an organisation.

This programme is aligned to the following Unit Standards:

- **Coordinate planned skills development interventions in an organisation**  
(Unit standard 15232 NQF5 – 6 credits)
- **Develop an organisational training and development plan**  
(Unit standard 15217 NQF5 – 6 credits)
- **Conduct an analysis to determine outcomes of learning for skills development and other purposes**  
(Unit standard 15218 NQF6 – 4 credits)
- **Provide information and advice regarding skills development and related issues**  
(Unit standard 15221 NQF5 – 4 credits)
- **Advise on the establishment and implementation of a quality management system for skills development practices in an organisation**  
(Unit standard 15228 NQF5 – 10 credits)

All workshops are offered as customised In-house training that can be presented virtually or on-site. Contact us for more information.

## REGISTRATION FORM

To secure your place at this webinar – please complete and sign the following and email the booking form to Cynthia Streicher: [cynthia@globalbusiness.co.za](mailto:cynthia@globalbusiness.co.za)

Our standard procedure is to acknowledge receipt of registration in writing.

If you have not received same, please contact us to confirm we have received your registration before incurring any additional expenses

<b>Course Name:</b>		<b>SKILLS DEVELOPMENT FACILITATOR</b>				<b>Date:</b>	<b>4,5 &amp; 12,13 April 2023</b>		
East London		Johannesburg		Port Elizabeth		Cape Town		Durban	
<b>Company Name :</b>						<b>Tel No:</b>			
						<b>Fax No:</b>			
<b>Postal Address:</b>						<b>Disability assistance needed:</b>			
<b>Physical Address:</b>						<b>Dietary requirements/ allergies:</b>			
						<b>*Additional costs may be incurred</b>			
<b>Vat no:</b>				<b>Purchase Order No:</b>					
<b>DELEGATE DETAILS</b>									
	<b>Delegate Name</b>	<b>ID Number</b>	<b>Email</b>				<b>Cell No.</b>		
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**Terms and Conditions:** The accepted applications to attend the Global Business Solutions courses are in every case subject to these terms and conditions. **Payment:** Payment must be made in full in advance. \*Quote excludes cost of credit card transactions using PayFast. \*Should you choose to make use of this payment method 4.5% will be added to your invoice in respect of PayFast fees. **Cancellations:** Cancellation must be made in writing and received by Global Business Solutions 5 working days prior to the course start date. Transfer fees may be charged in the case of transfers to another programme. **Any cancellation or transfer instruction received less than 5 days prior to the course/workshop start date, do not entitle the cancelling or transferring delegate to any refund or credit note and the full fee must be paid. Non-attendance on all or any one of the workshop days without written cancellation will result in no entitlement to any refund or credit and the company / delegate will be liable for the full fee.** **Indemnity:** Global Business Solutions is absolved and indemnified against any loss or damage as a result of alteration or cancellation/postponement of any seminar arising from any cause whatsoever, including without limitation, any fortuitous event, Act of God, unforeseen occurrence or any other event that renders performance of the event impracticable or impossible. A "fortuitous event" includes, but is not limited to, war, fire, riots, industrial action, extreme weather or other emergency. **Warranty of Authority:** The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to Global Business Solutions for payments falling due pursuant thereto should such warranty is breached. In the event that Global Business Solutions is obliged to take action against the participant and his/her employer shall be liable for and shall pay all costs, including attorney and client costs and collection commission. I hereby consent to giving my personal information to GBS to use my personal information to store and pass it onto third parties if necessary (CRM, LMS, QCTO, SETA, ETQA, SABPP & DHET). GBS has taken the necessary steps to comply with the provisions of the POPI Act and its regulations by conducting an impact assessment and developing a framework for compliance. In this regard, GBS warrants that it shall not use the information provided herein for purposes other than those set out in our privacy policy. GBS advises that in addition to the fields of information required below to deliver in terms of this agreement, it shall also require learner details in order to comply with the statutory requirements of, inter alia, the Skills Development Act and the systems requirements of our Learner Management System. In the absence of this information, GBS may not be able to deliver against its mandate. Furthermore, by accepting the terms of this agreement, you also understand and accept that GBS may have to further process the personal information received in this and other associated documents by transmitting it to other organisations as may be required such as SETA's, ETQA's, Professional Bodies and the like. In the event that you or any data subject wish to engage with our Information Officer and/ or access our Privacy Policy, please visit our website [www.globalbusiness.co.za](http://www.globalbusiness.co.za)

<b><i>I acknowledge that I have read, understood and accept the Terms and Conditions (including Payment Terms) and hereby apply for registration on behalf of myself (if a single delegate) or on behalf of the undermentioned organisation which I am duly authorised to represent.</i></b>		
<b>Name of Organisation:</b>		<b>Date:</b>
<b>Name of person responsible for Payment:</b>		<b>Email:</b>
<b>Job Title (specific):</b>		
<b>Signature:</b>		
<b>FEE EXCLUDING VAT PER DELEGATE (Please select an option)</b>		<b>COST/ DELEGATE</b>
<b>Course Name: Skills Development Facilitator</b>		R7350 (excl. VAT)
<b>Portfolio of Evidence (if applicable) ETDP SETA</b>		R2100 (excl. VAT)
<b>Portfolio of Evidence (if applicable) SABPP</b>		R2950 (excl. VAT)
<b>Please indicate method of payment</b>		EFT      *Credit Card
<b>HOW DID YOU FIND OUT ABOUT THIS COURSE?</b>	<b>E-mail:</b>	<b>Other (Please specify):</b>
	<b>GBS Website:</b>	

## LEARNER DATA REGISTRATION FORM

Each delegate to complete the below form (SETA Requirement). One form per delegate.

<b>Course Name:</b>										
<b>With which Accreditation Body are you registering with for your Portfolio of Evidence (PoE)?</b>										
<b>Services SETA</b>		<b>ETDP SETA</b>		<b>SABPP</b>		<b>QCTO</b>		<b>Other</b>		
<b>Title: Mr Miss Mrs Ms Other</b>						<b>ID Number:</b>				
<b>Full Name and Surname:</b>						<b>Passport Number if not a South African:</b>				
<b>Your Home Physical Address:</b>						<b>Disability Status:</b>				
	<b>City / Province:</b>									
	<b>Code:</b>									
<b>Postal Address:</b> <i>(If different to home address)</i>						<b>Equity:</b>		<b>Asian</b>		
						<b>African</b>		<b>Indian</b>		
	<b>City / Province:</b>					<b>Coloured</b>		<b>White</b>		
<b>Code:</b>										
<b>Company Name:</b>					<b>Your occupation:</b>					
<b>Work Contact Number:</b>					<b>Cellphone Number:</b>					
<b>Work Email Address:</b>					<b>Other Email Address (optional):</b>					
<b>Home Language:</b>					<b>Matriculated School Year:</b>					
<b>Last High (Secondary) School Attended:</b>										
<b>Highest Qualification: Matric</b>		<b>National Certificate:</b>			<b>Diploma:</b>		<b>Degree:</b>		<b>Other:</b>	
<b>Certified Qualification copy attached: Yes No (Reason)</b>										
<b>Certified ID copy attached: Yes No (Reason)</b>										

I hereby consent to giving my personal information to GBS to use my personal information to store and pass it onto third parties if necessary (CRM, LMS, QCTO, SETA, ETQA, SABPP & DHET). GBS has taken the necessary steps to comply with the provisions of the POPI Act and its regulations by conducting an impact assessment and developing a framework for compliance. In this regard, GBS warrants that it shall not use the information provided herein for purposes other than those set out in our privacy policy. GBS advises that in addition to the fields of information required below to deliver in terms of this agreement, it shall also require learner details in order to comply with the statutory requirements of, inter alia, the Skills Development Act and the systems requirements of our Learner Management System. In the absence of this information, GBS may not be able to deliver against its mandate. Furthermore, by accepting the terms of this agreement, you also understand and accept that GBS may have to further process the personal information received in this and other associated documents by transmitting it to other organisations as may be required such as SETA's, ETQA's, Professional Bodies and the like. In the event that you or any data subject wish to engage with our Information Officer and/ or access our Privacy Policy, please visit our website [www.globalbusiness.co.za](http://www.globalbusiness.co.za)

**Your Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_