



The Skills Development Facilitator's Summit 2016

13-14 June 2016, Protea Hotel OR Tambo

A good SDF analyses the skills requirements within an organisation, coordinates the execution of the Personal Development Plans of employees and monitors the implementation of the Workplace Skills Plan and reports accordingly

This Conference will be packed with Policy Issues, Case Studies, Expert Presentations & Discussions on these themes:

- **Professional Development Programmes for SDFs**
- **Learn on Skills Development Policy Frameworks**
- **Understanding Skills Development and The Bottom Line**
- **Assist the employer and employees to develop a Workplace Skills Plan which complies with the requirements of the SETA**
- **Advise the employer on the implementation of the Workplace Skills Plan**
- **Assist the employer to draft an Annual Training Report on the implementation of the Workplace Skills Plan**
- **Advise the employer on the quality assurance requirements set by the SETA**
- **Understand Legislation that impacts on Skills Development**

Researched & Developed
By:



Human Resources Officials , Skills Development Facilitator /Practitioner, Enterprise Resource Planner, Human Resource Planner, Skills Development Strategist , Training Analyst, Workforce Planning Analyst

WHO SHOULD
ATTEND?



Day 1-13 June 2016

08:15 Registration and Morning Refreshments 08:40 Chairman Opening Remarks

09:00: Overview of the legislative Framework for skills development

- The 3 Sub Frameworks,3 Quality Councils, SAQA, and the NQF,SETAs and quality assurance of training providers
- Professional bodies and their quality assurance role
- Relationship between the NSDS and the HRDS

09:40: Overcoming challenges of establishing effective working relationship with SETAs

- Serving 2 masters(Employer and SETA)
- The role of employers on SETA Boards
- Strategies to “marry” the skills priorities of the employer and the SETA
- The role of the SDF in relation to the SETA
- Aligning staff training records to SETA reporting requirements
- Tips for establishing successful relationship with the SETA

Lynette Bezuidenhout : General Manager(Mobile Agri skills Development and Training)

10:20: Plenary Discussion

10:30: Morning Tea Break

11:00: Practical strategies for turning the workplace into a learning space

- DHET & SETA priorities for learning programs
- The SETA Grant system
- Introducing work integrated learning programs(Learnerships, apprenticeships, internships and WIL)
- Overview of the 2015 DHET recommendations on changes to the NSDS1V and the SETAs

DHET Representative

11:45: Plenary Discussion- Tackling The Real Problems That Face SDF's In The Workplace

12:00: The SDF and the HR Manager

- Interdependence and differences
- Achieving integration and synergy between the roles
- The SDF Role in implementing quality management systems for skills development
- Strategies for improving the working relationship

Charmaine Hannan- Managing Director-Human Resources and Skills Market

13:00: Networking Luncheon

14:00: Implications of equity policies driving skills development

- Employment equity, gender equity and disability equity
- BBBEE and skills development
- The BBBEE scorecard

Gizelle McIntyre-Director: Institute for People Development

15:00: Capacity building of the SDF

- Key competencies of the SDF
- Unit standards of the training of the SDF
- Professionalising the SDF
- The role of the ASDSA

Gill Connelan: Chairperson-ASDSA

16:00: Closing Remarks and End of Day 1

Day 2 - 14 June 2016

Skills Development Training The Trainer Workshop

Facilitator: Suzanne Hattingh, Managing Director- Learning for performance improvement

08:00: Morning refreshments

08:30: Introduction

•**Consolidation of and concerns arising from Day 1**

08:40: Skills Planning Strategies for an unpredictable future

- The realities of the new world of work
- Challenges for skills planning
- Skills development strategies for the new world of work

09:20: Conducting an Organisational Skills Audit

- Difference between the Skills Audit and Training Needs Analysis
- Reasons for and benefits of a Skills Audit
- Steps in the Organisational Skills Audit

10:00 Morning Break and Refreshments

10:20: Conducting a Training Needs Analysis (TNA)

- Planning the purpose and scope of the TNA
- Links between the Training Needs Analysis and related processes
- Effective use of Interviews and Questionnaires during the TNA
- Selecting staff development interventions and training providers

12:00: Compiling an internal Staff Performance Improvement Plan and the WSP

- Relationship between the TNA Report, Staff Performance Improvement Plan and the WSP
- Purpose and content of the Staff Performance Improvement Plan

12:30: Promoting and Evaluating the Impact of Skills Development

- Monitoring and quality assuring implementation
- Supporting staff with learning transfer
- Evaluating quality, relevance and the impact of skills development

12:50: Closure and Certificates

13:00: Lunch

About Your Day 2 Workshop Conductor: Suzanne Hattingh

Suzanne has managed the LPI consultancy for more than 15 years. She has developed in-depth knowledge and extensive practical experience through a wide range of HRD projects across the country, and she is regularly invited to share her expertise in radio and television broadcasts.

She has been actively involved in HRD, skills development, learnership and NQF projects since the inception of the new system, with a range of clients in the private and public sector. She has wide experience on practical implementation and national policy-making level.

Suzanne is the author of many publications, implementation guidelines and learning materials on HRD, skills development, learnerships, the NQF, the learning organisation, impact evaluation, entrepreneurship, local economic development, organisational design, B-BBEE and Human Resource Management.

She has a BA degree and Higher Education Diploma from the University of KwaZulu-Natal, and an Honours in HRD from the University of Johannesburg.

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REGISTRATION FORM -Michelle

Registration Fees

2 Day Conference, R 7 499.00 + (14% VAT 1049.86)=
ZAR 8 548.86

This fee does NOT include accommodation

DELEGATE NOMINATIONS

1. Mr./Ms./Mrs./Dr:
Email:.....
Tel: Cell:
2. Mr./Ms./Mrs./Dr:
Email:.....
Tel: Cell:
3. Mr./ Ms./Mrs./Dr:
Email:.....
Tel: Cell:
4. Mr./Ms./Mrs./Dr:
Email:.....
Tel: Cell:
5. Mr./Ms./Mrs./Dr:
Email:.....
Tel: Cell:

DELEGATE APPROVAL (PLEASE REGISTER ME/US)

Signatory must be authorized to sign on behalf of contracting organization

Name:
Position:
Organisation:
VAT:.....Tel:
Invoice Address:
Signature:..... Order No:
Date :

This booking form is invalid without a signature

BANKING DETAILS

Account Name: MHLABA GLOBAL IMPACT PROJECT (PTY) Ltd
Bank: FNB, Braamfontein Branch
Branch Code: 251905, Account No: 623 51433918

How to Register

Registration can only be done by completing THIS registration form and faxing to: 086 547 3937 or by e-mail to info@mgip.co.za

Do note: No booking will be accepted or invoice issued until the duly completed registration form is received!

TERMS AND CONDITIONS

Accepted applications to attend the MGIP training course ("Event") are in every case subject to these terms and conditions:

Payment Terms – Payment is due in full upon completion and return of the registration form. Due to limited conference space we advise early registration and payment to avoid disappointment. Admission to the conference will be refused if payment has not been received. Orders from Public institutions will be accepted.

Delegate Cancellations – must be received by MGIP in writing and must be addressed to the Customer Services Manager at info@mgip.co.za

Cancellations received 10 working days before Event start-date, entitle the cancelling delegate to a full credit of amounts (credit to attend future event – not refund monies) paid to date of cancellation which may only be redeemed against the cost of any future MGIP Event, within one year from date of such cancellation;

Any cancellations received less than 10 working days before the Event start-date, do not entitle the cancelling delegate to any refund or credit note and the full fee must be paid;

Nonattendance without written cancellation, the Customer Services Manager, is treated as a cancellation with no entitlement to any refund or credit.

Speaker Changes – Occasionally it is necessary for reasons beyond our control to alter the content and timing of the program or the identity of the speakers.

If MGIP cancels an Event, delegate payments at the date of cancellation will be credited to a MGIP Event (such credit is available for up to one year from the date of cancellation). If MGIP postpones an Event, delegate payments at the postponement date will be credited towards the rescheduled Event. If the delegate is unable to attend the rescheduled Event, the delegate will receive a full credit of amounts paid up to the date of postponement which may only be redeemed against the cost of any future MGIP Event (and such credit will be available for one year from the date of postponement). No cash refunds whatsoever are available for cancellations or postponements.

Warranty of Authority – The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to MGIP for payments falling due pursuant thereto should such warranty be breached