

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY**  
**PROFESSIONAL DESIGNATION:**  
**SD.Tech - Skills Development Technician**

DESIGNATION ID	DESIGNATION TITLE	
493	SD.Tech - Skills Development Technician	
PROFESSIONAL BODY	DESIGNATION STATUS	
<a href="#">ASDSA - Association for Skills Development in South Africa</a>	Reregistered	
SAQA DECISION NUMBER	REGISTRATION START DATE	REGISTRATION END DATE
SAQA 10120/18	2018-03-09	2023-03-09

***DESCRIPTION***

The Skills Development Technician (SD.Tech ) is the administrator supporting the planning, implementation and monitoring of the organisational training strategy. The main role of the SD.Tech is to ensure that a paper trail is generated for all the activities related to the planning, implementation, monitoring and reporting on the training strategy. Without the critical skills of the competent individual, the organisation would not be able to manage learning and development activities nor submit a plan or report to management or to a SETA.

The designation is therefore aimed at certifying the applied competence of this individual. Thus, instilling confidence from the employer/client that the administrative support required for successful implementation of the organisational training strategy will be executed by the incumbent.

Some of the professional services, among others, that the SD.Tech renders are to:

- Maintain an organisation training and development plan.
- Maintain learner records and provide reporting from the learner record system, including from a learner management system.
- Liaison with external vendors to support learning and development implementation.
- Provide information and advice regarding skills development and related issues.
- Promote a learning culture in the organisation.
- Conduct skills development administration in an organisation.
- Coordinate planned skills development interventions in an organisation.

***AWARDING CRITERIA***

For the Professional Designation to be awarded, professionals must comply with the following minimum requirements:

***Underlying Registered Qualification or Part Qualification:***

Competency against a cognate NQF Level 4 qualification (minimum of 120 credits) in a field relevant to administration..

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***Experiential Learning or Experience***

Must have completed at least 3 years as administrator in the fields of business consulting or human resources or related environments.

***Designation Competencies***

- Administer organisational skills development plans and reports using templates and guides.
- Capture skills development data for planning and reporting.

- Coordinate skills development opportunities.
- Liaise with appointed vendors and contractors based on Workplace Skills Plan.

***Designation RPL Statement***

This Designation may be awarded through Recognition of Prior Learning.

***RETAINING CRITERIA***

In order to ensure the currency of professional knowledge and to retain the Professional Designation, the professional must comply with the following minimum requirements:

***Code of Conduct***

The professional must adhere to the Professional Body Codes of Conduct and Ethics.

***Continuing Professional Development (CPD)***

The professional is required to accumulate 30 CPD points annually by completing a range of activities from categories as approved by the ASDSA. The ASDSA determines the value of the points for each activity.

The professional must submit a record card annually in the format determined by the ASDSA and will be required to keep a record of supporting evidence for audit purposes. This is undertaken when the professional first achieves the designation. The professional may be required to provide proof to ASDSA of their CPD activities.

***Fees***

Ensure that the annual membership and designation renewal fee is paid.

**PROFESSIONAL DESIGNATION PROGRESSION PATHWAY**

(The Designation being reported on here is shown in italics.)

<b>Sequence</b>	<b>Designation ID</b>	<b>Designation Title</b>
1	493	<i>SD.Tech - Skills Development Technician</i>
2	<a href="#">494</a>	SD.Pr - Skills Development Practitioner
3	770	SD.Mas - Skills Development Master

**PROFESSIONAL BODY WEB ADDRESS:**

For more information on this Professional Designation, please visit [www.asdsa.org.za](http://www.asdsa.org.za)