

# Skills Development Facilitators

The Role of the SDF and New Developments in Skills Development

## FREE Fasset Lifelong Learning Event

|                      |                      |
|----------------------|----------------------|
| <b>Date:</b>         | 30 March 2010        |
| <b>To:</b>           | Miss Farhana Bhamjee |
| <b>Organisation:</b> | Fasset               |
| <b>Fax Number:</b>   | (011) 476 5756       |

### Dear Miss Farhana Bhamjee

Fasset invites registered members to join us in a one-day workshop that will cover the role and main functions of the Skills Development Facilitator (SDF), as well as recent changes and new developments in the skills development environment. The role of an SDF is critical if an organisation is to have an effective skills development strategy.

### Course Outline

Intended as an *intermediate* session for SDFs, the workshop will provide an overview of all aspects pertinent to the SDF and will cover the following topics and new developments:

- Understanding skills development legislation e.g. Skills Development Act (as amended)
- Understanding current and new legislation, structures and institutions that govern Skills Development such as the South African Qualifications Authority (SAQA), National Qualifications Framework (NQF), the Quality Council for Trades and Occupations (QCTO) and the Organising Framework for Occupations (OFO)
- Utilising Seta benefits, Seta initiatives, paying levies and receiving grants
- The strategic role of the SDF
- Developing and implementing a Workplace Skills Plan (WSP)
- Understanding, implementing and managing learning programmes e.g. learnerships, assessment and the NQF

### Training Provider: Fasset

**Cheryl James** is the Chief Executive Officer (CEO) of Fasset, and has been involved in education, training and skills development in the financial and accounting sector for the last 20 years. She has participated in a number of best practice initiatives and innovative solutions to solve skills shortages in the accounting sector. Cheryl has represented South Africa on two international bodies, namely the World Association of Co-operative Education and the International Federation of Accountants Education Committee. She holds a B.Com, H.Dip.Ed (PG), B.Ed from the University of the Witwatersrand (WITS) and an MBA (with distinction) from the University of Pretoria (GIBS).

**Nadine Kater** is the Chief Operating Officer (COO) and Director of the Education and Training Quality Authority (ETQA) / Learnerships division at Fasset. Her responsibilities include overseeing the ETQA and Learnerships process as well as the overall operations at the Seta. Nadine manages the strategic planning process and all statutory reporting requirements. She holds a B.Com from the University of Johannesburg (formerly RAU), H.Dip.Ed (PG) from WITS, is registered as a Project Management Professional (PMP) from the Project Management Institute (PMI) and an MBA from the University of Pretoria (GIBS).

**Lauren Derman** is the Director of Skills Planning at Fasset. Her responsibilities include managing the grants department and overseeing the research function at Fasset. She also oversees the Adult Basic Education and Training (ABET), lifelong learning and Skills Development Facilitators (SDFs) area at the Seta. She holds a B.Soc.Sci and B.Soc.Sci (Hons) from the University of Cape Town (UCT) and a Masters degree in Psychology from the University of Natal (Pietermaritzburg).

### Please Note

1. It is the role of the Skills Development Facilitator (SDF) to distribute this invitation to relevant individuals in the organisation who may benefit from this training.
2. Confirmation of registration together with an agenda and a map will be provided per fax or e-mail. If, by chance, you do not receive confirmation, please contact the Fasset Call Centre on 086 101 0001 to confirm that you are registered. If you register and are unable to attend, or wish to be replaced by a colleague, please notify the Call Centre at least seven days before the event to enable Fasset to manage numbers and prevent wastage.
3. Any venue with less than 14 registrations will be cancelled and delegates notified in writing.
4. While every effort is made to pre-plan training events, delegates are accommodated on a first-come-first-served basis when registering. Where we are unable to accommodate you at your venue of choice, you will be contacted to confirm another acceptable venue.
5. Fasset reserves the right to refuse late-comers or delegates who book after the deadline.
6. Travel will not be reimbursed for this event.

086 101 0001  
fassetcallcentre@fasset.org.za  
www.fasset.org.za

Fasset is the Sector Education and Training Authority for Finance, Accounting, Management Consulting and Other Financial Services.

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**Delegate** - Please complete and fax back a **separate Registration Form for each delegate** to the Call Centre. On-line registration is also available via the website ([www.fasset.org.za](http://www.fasset.org.za) – Events section) to facilitate a faster registration. **Registration for the first workshop closes on 23 April 2010, thereafter, 10 working days before the commencement of each workshop.**

Fax: (011) 388-0601 or (021) 413-0401 or (031) 571-0201.

Telephonic Enquiries: 086 101 0001

The workshop will run for a full day, from 08h00 to 16h00, and will include registration (08h00 to 08h30) and a lunch (12h20 to 13h00).

|  |   |   |  |
|--|---|---|--|
| Organisation Name  |   |   |  |
| Organisation Registration Number (SDL or Other – Compulsory)   |   |   |  |
| Title and Full Name  |   |   |  |
| Job Title  |   | Are you a registered SDF?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you signed a Learnership Agreement?   | <input type="checkbox"/> No <input type="checkbox"/> Yes – specify: |   |  |
| Tel  | ( )   | Fax   | ( )  |
| E-mail   |   |   |  |
| Special dietary requirements<br><i>We will endeavor to accommodate other dietary requirements where possible</i> |   | <input type="checkbox"/> Not Applicable <input type="checkbox"/> Kosher <input type="checkbox"/> Halaal <input type="checkbox"/> Vegetarian |  |

|  |  |     |     |
|--|--|-----|-----|
| Details of person to whom you report in your organisation: |  |     |     |
| Full Name  |  |     |     |
| E-mail   |  | Fax | ( ) |

|  |   |   |                                      |
|--|---|---|--------------------------------------|
| Are you a Fasset member (registered levy payer or non-levy payer)      |   | <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                      |
| If yes, are you:   | <input type="checkbox"/> Levy paying <input type="checkbox"/> Non-levy paying |   |                                      |
| If no, please specify your constituency:                               | <input type="checkbox"/> Professional Body                                    | <input type="checkbox"/> Educational Institution  | <input type="checkbox"/> Trade Union |
|  | <input type="checkbox"/> Non-Fasset member & non-levy payer (SDL exempt)      | <input type="checkbox"/> NGO/CBO  |                                      |
|  | <input type="checkbox"/> Non-Fasset member & levy payer (SDL eligible)        | <input type="checkbox"/> Government   |                                      |
| What professional institute are you a member of, or intending to join? |   |   |                                      |
| Please indicate your level of SDF knowledge/ experience                |   | <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced |                                      |

|   |   |            |  |
|---|---|------------|--|
| The following information is required by the Department of Higher Education and Training for statistical purposes only: |   |            |  |
| Population Group  | <input type="checkbox"/> African <input type="checkbox"/> White <input type="checkbox"/> Coloured <input type="checkbox"/> Indian / Asian |            |  |
| Gender  | <input type="checkbox"/> Male <input type="checkbox"/> Female   | Disability | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| South African Citizen   | <input type="checkbox"/> Yes – South African Identification Number  |            |  |
|   | <input type="checkbox"/> No – Identification Number (SA or Other)   |            |  |

### Dates and Venues

Please refer to the dates and venues and Indicate your choice below (one only). Fasset is, at their discretion, able to extend this event to extra venues, should the demand exist from 14 or more Fasset delegates. Please inform us of your additional venue choice within your preferred province or town, by specifying this below. Delegates will be notified of any additional venues via email or fax.

| Date  | Town         | Venue                      | Time*          |
|---|--------------|----------------------------|----------------|
| 4 May 2010  | Durban       | Gateway 1 on 1             | 08h30 to 16h00 |
| 6 May 2010  | Pretoria     | The Premier Hotel Pretoria | 08h30 to 16h00 |
| 11 May 2010   | Cape Town    | The Pavilion               | 08h30 to 16h00 |
| 13 May 2010   | Johannesburg | Glenhove Conferencing      | 08h30 to 16h00 |
| Other (Please specify preferred town if not included above) |              |                            |                |

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