**INVITATION TO REGISTER FOR THE RPL advisor AND SDF TRAINING WORKSHOPS**

1. The Fibre Processing and Manufacturing (FP&M) SETA extends an invitation to: FP&M sector skills development levy paying firms, TVET Colleges and accredited skills development providers to nominate education, training and development practitioners (ETDPs) to attend the RPL Advisor and SDF Training programmes. The programmes will be conducted between **April 2017 and June 2017**.
2. Organizations can nominate delegates for the training per province. Based on the number of responses, a limit per company might be implemented to ensure that all stakeholders have an opportunity to attend the training.
3. This programmes are offered **and funded by the FP&M SETA**. (Travel and parking costs is for the learner’s own cost)
4. Deadline for submission of bookings is the **13th of April 2017,** further details on logistics (venue, etc.) to be provided by the training provider.

**Application Process**

The FP & M SETA has appointed accredited training providers to implement the training and applications should be sent **directly** to the training providers copying an FP & M representative as follows;

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| **Programme** | **RPL ADVISOR Training** | **SDF Training** |
| **Training Provider** | **Networx for Career Development** | **DEE’s Training (PTY) LTD** |
| Project Manager | **Elanie Raath****011 431 4430 / 076 593 7787** | **Buhle Mdakane****011 431 0550 / 063 775 8924** |
| E-mailfor applications | **projects@networxgroup.co.za** | **buhle@deestraining.co.za** |
| E-mails to be copied | Kehilwek@fpmseta.org.za | Kehilwek@fpmseta.org.za |

**Booking Form**

Stakeholders are requested to indicate the province, number of delegates and programme/s they wish to enrol for, using the following the table below; further details will be requested by the training providers.

|  |  |
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| **Booking details**  |  |
| Company name: |  |
| Company contact person: |  |
| Telephone numbers: |  |
| Cell phone numbers: |  |
| Email address: |  |
| **Province** | **Number of Delegates** | **Programme (RPL /SDF)** **Please indicate** |
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**Dates for the RPL Training Programme**

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| **Province** | **Training Dates** |
| **Group 1** | **Northern Cape** | **24 – 26 April 2017** |
| **Limpopo** |
| **North West** |
| **Free State** |
| **Group 2** | **Gauteng** | **3 – 5 May 2017** |
| **Kwa-Zulu Natal** |
| **Western Cape** |
| **Mpumalanga** |
| **Eastern Cape** |
| **Group 3** | **Gauteng** | **24 – 26 May 2017** |
| **Kwa-Zulu Natal** |
| **Western Cape** |
| **Mpumalanga** |
| **Eastern Cape** |

**COURSE OUTLINE**

**Develop, support and promote RPL practices**

**Based on Unit Standard 116587**

**NQF level 7**

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| **Course objectives** |
| Recognition of Prior Learning in South Africa has, unlike similar initiatives in other countries, a very specific agenda. RPL is meant to support transformation of the education and training system of the country. This calls for an approach to the development of RPL policies and practices that explicitly address the visible and invisible barriers to learning and assessment. Such an approach generates the commitment of all role players to remove learning barriers and build a visible, usable and credible system as an effective and creative vehicle for lifelong learning. It is important that consensus be generated around the criteria and support systems within which the integrity and quality of all assessments will be protected." The implementation of RPL is achieved through ensuring quality assurance and benchmarking of RPL overseen by SAQA and the three Quality Councils: CHE; Umalusi & QCTO.This unit standard aims to recognize the expertise of people who have a deep understanding of outcomes-based assessment in general, and of the complexities concerning the initiation and implementation of RPL policies and practices in particular. Such people are able to promote an awareness of RPL-related issues and provide RPL advice and support, at systems and strategic level, to a range of people/bodies, including assessors, moderators, evidence facilitators, assessment designers, teachers, trainers, managers, organisations, institutions, companies and enterprises. |
| **Workshop outcomes**  |
| People credited with this unit standard are able to: * + - Demonstrate understanding of the conceptual underpinnings and purposes of the recognition of prior learning,
* Investigate current RPL practice and opportunities in an organisation or sector,
* Develop RPL policies, procedures and plans for an organisation,
* Provide RPL advice and support, and
* Promote RPL practices.
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| **Target Group** |
| The course is designed for the following people:* Teachers / Educators / lecturers and trainers
* HR and HRD practitioners, Line staff such as supervisors / managers responsible for assessment / learnerships / apprenticeships in the workplace
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| **Duration** |
| The course runs over a total of 3 days |

**Dates for the SDF Training Programme**

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| **Province** | **Training Dates** |
| **Group 1** | **Durban (Kwa-Zulu Natal)** | **15 – 19 May 2017**  |
| **Cape Town (Western Cape)** |
| **Group 2** | **Pietermaritzburg (Kwa-Zulu Natal)** | **08 – 12 May 2017** |
| **Nelspruit (Mpumalanga)** |
| **Group 3** | **Johannesburg and Pretoria (Gauteng)** | **29 May – 02 June 2017** |

**COURSE OUTLINE**

**Skills Development Facilitator (SDF)**

**(US: 15221, 15218, 15217, 15227 &15232)**

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| **Course Objectives** |
| This ETDP SETA accredited programme provides learners with the opportunity to analyse and implement the skills development needs of an organisation. It is focused on the skills development requirements of organisations and the abilities and knowledge needed to administer, analyse, implement, report and review skills development interventions. A competent learner will be able to; * Have an understanding of the Skills Development Act, Employment Equity Act and other relevant legislation
* Describe and explain the functions of a skills development facilitator
* Develop an organisational development plan
* Conduct an analysis to determine the outcomes of all skills development interventions within the organisation
* Coordinate planned skills development interventions in the organisation
* Conduct skills development administration; and
* Provide information and advice regarding skills development and related issues
 |
| **Course Overview** |
| Module1 – The Skills Development Environment - US15221Module 3 - Skills Development Administration – US15227Module 4 - Skills Analysis – US15218Module 5 - Workplace Skills Planning – US15232Module 6: Developing Training and Development Plans – 15217 |
| **Target Audience** |
| * Skills Development Facilitators, Training managers,
* Human Resource Development Practitioners, ETD Practitioners
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| **Duration** |
| The course runs over a total of 5 days |
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