

Specification for one day physical training for one person.

The service provide must be able to deliver this training before or on the **25th of March 2025**.

Venue: Around Pretoria and surrounding areas or QCTO premises

NATURE OF SERVICE	DESCRIPTION
Request to appoint a service provider to assist with the training of workplace skills planning is to outline how organisations will address their training and skills development requirements. WSPs support employers in the recognition and implementation of various skills development programmes such as learnerships and internships to deal with skills gaps within a company.	MODULE 1: INTRODUCTION • Providing insight to make training more effective • • Ensuring training is focused on the right areas MODULE 2: HOW TO COMPILE AND EXECUTE A PROPER TRAINING NEEDS ANALYSIS TO SUBMIT YOUR ANNUAL WORKPLACE SKILLS PLAN/ATR (THIS MUST BE A PRACTICAL DEMONSTRATION) • Compiling and submitting the WSP • Understand Short and Long-Term Business Goals • Identify the Desired Performance Outcomes • Establish and Prioritize a Solution • Compile the WSP for review MODULE 3: HOW TO DEVELOP YOUR TRAINING PLAN USING DIFFERENT FUNDING MODELS • Creating a training budget plan • The National Skills Fund (NSF) – Overview • Skills Development Levy • Mandatory grants

- Discretionary Grants

MODULE 4: ANNUAL TRAINING REPORT REGULATIONS AND GRANT DETAILS

- Challenges in workplace skills planning
- The Skills Development Act 97 of 1998
- Skills Development Levy Act 9 of 1999
- Sector Education Training Authorities
- South African Qualifications Authority (SAQA) Act (Act 58 of 1995)
- Quality Council for Trades and Occupations – QCTO

MODULE 5: PIVOTAL TRAINING PLANS AND PIVOTAL TRAINING REPORTS

- Plan for Training Evaluation
- Identify Trainable Competencies
- Prioritize Training Needs
- Determine How to Train
- Conduct a Cost Benefit Analysis

MODULE 6: THE ROLE OF THE SKILLS DEVELOPMENT FACILITATOR AND SKILLS COMMITTEE IN THE COMPILING OF WORKPLACE SKILLS PLAN PLANS AND THE SUBMISSION OF THE ANNUAL TRAINING REPORT

- Registering a Skills Development Facilitator (SDF)
- Setting up a Training Committee
- Skills Auditing

MODULE 7: CREATING YOUR OWN TALENT POOL THROUGH TRAINING

- Finding the skills gap
- Evaluate Competencies
- Human resource planning

- Determine Performance Gaps
- Job and competence profiling

MODULE 8: ACCREDITED VS NON-ACCREDITED TRAINING

- Prioritizing training needs
- Streamlining solution development
- Types of Accreditations
- How relevant is accreditation
- Can non accredited courses be claimed back

MODULE 9: DIFFERENCE BETWEEN LEARNERSHIPS, INTERNSHIPS, AND APPRENTICESHIPS

- Type of training provided to trainees
- Learnership programs
- What is Internship
- Comparison of Key Differences

MODULE 10: UNDERSTAND REQUIREMENTS TO CLAIM SKILLS DEVELOPMENT SPEND

- Making the case for workplace skills planning
- Steps on how to claim