



# BCONSULT

Occupational Skills Programme

**SKILLS DEVELOPMENT FACILITATION PRACTITIONER**

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NQF Level 5 | SAQA ID 220321 | 40 Points | 12 Months

## Skills Development Facilitation Practitioner – NQF Level 5

SAQA ID: 220321 | Credits: 40 | Duration: 12-month | QCTO Learnership

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### 1. Course Overview

The Skills Development Facilitator (SDF) Skills Programme is a QCTO-accredited skills programme at NQF Level 5, designed to develop the competencies required to plan, implement, administer, and report on skills development initiatives within an organisation.

The programme responds to the highly regulated and continuously evolving legislative environment governing skills development in South Africa. It equips learners operating within the human resource management or human development environment with the skills necessary to ensure organisational compliance, effective workforce planning, and alignment with national skills development priorities.

This skills programme forms a component of the broader Occupational Certificate: Training and Development Practitioner and contributes credits towards the full qualification.

### 2. Learning Outcomes

Upon successful completion of this skills programme, learners will be able to:

- Interpret and apply the statutory and regulatory frameworks governing skills development in South Africa.
- Conduct learning and development needs analyses within an occupational context.
- Develop, implement, monitor, and report on workplace skills development plans.
- Facilitate skills development processes in support of mandatory grant payments and organisational compliance.
- Administer learning and development documentation and reporting in accordance with legislative requirements.

### 3. A Qualified Learner Will Be Able To:

- Plan, conduct, and administer skills development facilitation within an organisation.
- Provide accurate information and advisory support on occupational learning and development.
- Collect, analyse, and report data related to workplace learning and development needs.

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- Develop and monitor Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs).
- Facilitate skills development processes required for mandatory grant claims.
- Align organisational skills development initiatives with national priorities and BBBEE requirements.
- Apply workplace learning and development policies, procedures, and reporting mechanisms effectively.

### Entry Requirements

The minimum entry requirement for this skills programme is:

- **NQF Level 4 / Grade 12**  
This programme is suitable for individuals currently working in, or aspiring to work in, human resource management, human development, training administration, or skills planning roles.

### 4. International Comparability

While this programme is specifically contextualised to the South African legislative and skills development environment, the competencies developed are aligned with international best practice in workforce development, learning needs analysis, and organisational training planning.

Comparable international roles include Learning and Development Coordinators and Training Administrators, with a strong emphasis on compliance, planning, and reporting within regulated skills development systems.

### 5. Occupational Trainer – NQF Level 4 Certification

- **Skills Programme: Skills Development Facilitator (SDF)**
- **NQF Level: 5**
- **Credits: 40**
- **Accreditation: QCTO**

This skills programme contributes credits towards the **Occupational Certificate: Training and Development Practitioner (NQF Level 5)** and supports progression within the occupational learning and development career pathway.

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### 6. Potential Career Opportunities

On completion of this programme, learners may pursue or enhance careers in roles such as:

- Skills Development Facilitator (SDF)
- Training and Development Administrator
- Learning and Development Coordinator
- Human Resources Development Officer
- Skills Planning and Reporting Officer
- Training Compliance Administrator

The programme also supports career transition into the learning and development field.

### 7. Learning Options

Learning is delivered through a **5-day interactive classroom-based programme**, incorporating:

- Facilitated presentations and discussions
- Practical exercises and role-play
- Applied workplace activities

Additional learning and assessment components include:

- Development and submission of a **Portfolio of Evidence (PoE)** within three months of programme completion
- Workplace-based application under guidance of a subject matter expert
- **Final Integrated Summative Assessment (FISA)**
- Issuing of a certificate and Statement of Results (SoR) upon successful completion

This blended approach ensures learners can effectively apply newly acquired knowledge and skills within an authentic workplace environment.

### Contact Details

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