



Skills Development Technician Application Form

Please complete the following self-assessment, by rating your abilities for each of the criteria listed in the table on a scale of 0-5. Where 0 = no experience in this area; 5 = I have extensive experience, and can provide evidence of my competence.

	I am able to:	Rating (0 – 5)	Evidence available (Y / N)	No. of year's experience
1	Perform basic administrative tasks related to skills development in an organisational context, such as assisting to obtain information from employees for categorising jobs and functions/tasks into an occupational framework. (Note: 'Organisation' includes an SME or a consultancy.)			
2	Implement/ identify sections from legislation relevant to the organisation, such as those relating to skills development, the National Qualifications Framework, employment, occupational health and safety, labour relations and employment equity.			
3	Summarise and communicate information relating to the legislative framework governing skills development and related matters accurately and clearly.			
4	Assist in the collection of data to populate reports relating to skills development and Employment Equity.			
5	Participate in conducting a training needs analysis and/or skills audit in an organisation.			
6	Provide input into an organisation's training and development plan.			
7	Administer the skills development plans and reports for an organisation using templates and guidelines.			
8	Record administrative information and statistics for plans and reports relating to skills development using appropriate technology.			
9	Provide information regarding skills development and related issues in response to enquiries.			
10	Conduct skills development administration in an organisation.			
11	Record information on the implementation of skills development interventions in an organisation.			
12	Record information needed for reporting on Employment Equity.			
13	Record information related to the monitoring and maintenance of the Quality Management System relating to skills development.			
14	Perform administrative functions in relation to skills development, business consulting, human resources or related areas in an organisation.			
15	Perform administrative functions in respect of records relating to contracts, programmes, projects and/or services provided.			
16	Support managers in the administration of contracts, programmes and/or projects.			
17	Keep record of and inform supervisors/ managers about matters requiring attention.			
18	Arrange meetings, workshops and/or other events.			
19	Collect and record data associated with projects and/or project deliverables.			
20	Track and record the work of contractors and/or service providers and report on deviations to requirements .			
21	Respond to inquiries relating to contracts, programmes, projects and/or services provided, and refer issues to other persons/divisions, where necessary.			
22	Perform general administrative tasks in an organisation.			
23	Solve problems within own area of responsibility applying prescribed systems, processes and procedures.			
24	Participate in committees dealing with staff development where required.			
25	Liaise with service providers and relevant statutory organisations such as SETAs and SARS.			