



# Skills Development Practitioner 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	Analyse and implement (or oversee the implementation of) the relevance of sections from legislation to the organisation, such as those relating to skills development, the National Qualifications Framework, employment, occupational health and safety, labour relations and/or employment equity and describe the compliance requirements for an organisation. (Note: 'Organisation' includes an SME or consultancy in the rest of the document.)			
2	Calculate the expected cost of skills development interventions for an organisation/business unit or SME and/or compile a budget for skills development.			
3	Calculate and report on the Return of Investment (ROI) of skills development interventions to an organisation.			
4	Collate and provide information and/or proposal/plan regarding Employment Equity (EE) and EE demographics to an organisation, to support the achievement of equity targets.			
5	Complete the skills development planning and reporting process for an organisation.			
6	Co-ordinate and submit the information from a division/business unit of an organisation for incorporation into the skills development planning and/or reporting process.			
7	Perform the role of the Skills Development Facilitator for an organisation/business unit.			
8	Provide accurate information relating to skills development in HR and/or organisational planning sessions.			
9	Identify international skills development trends, and analyse how these could impact the organisation.			
10	Perform a leading role in the committees dealing with skills development, Employment Equity and/or HR.			
11	Develop policy and guidelines relating to skills development for implementing codes of good practice that are integrated into broader organisational quality management systems.			
12	Plan, manage and/or co-ordinate learnership/ apprenticeship and/or internship programmes in an organisation.			
13	Conduct training needs analyses and/or skills audits to determine the human capital requirements, skills gaps and or training and development needs in an organisation.			
14	Compile the prescribed skills development plans and reports and submit them to the relevant authority, e.g. the Mandatory Grant application.			
15	Coordinate, monitor and guide the implementation of the organisation's skills development plans.			
16	Compile job profiles and/or job descriptions and/or provide advice to management on these areas.			
17	Align the personal development of staff to HR and organisational strategies.			
18	Liaise with SETAs, sector/industry bodies and/or other external bodies regarding skills development opportunities and requirements within a sector.			
19	Align the naming conventions of job and posts in the organisation structure in terms of the applicable occupational framework.			
20	Compile and submit plans and reports to management for approval and implementation.			
21	Monitor and enforce adherence to administrative procedures relating to skills development information in the Quality Management System.			
22	Advise management and/or relevant forums on the requirements for Employment Equity and B-BBEE and on maximum benefits to the organisation from legal compliance.			
23	Compile the Employment Equity forms and submit then to the Department of Labour.			



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	<b>I am able to:</b>	<b>Rating (0 – 5)</b>	<b>Evidence available (Y / N)</b>	<b>No. of year's experience</b>
24	Manage the income and expenses from funds relating to skills development interventions in accordance with internal and external requirements and procedures, including issues relating to SETA grants.			
25	Coordinate, monitor and quality control the implementation of skills development interventions to ensure adherence to internal and external specifications and requirements.			
26	Proactively solve problems within our sphere of influence in accordance with relevant policies and procedures.			
27	Build and maintain relationships with service providers, relevant statutory organisations such as SETAs and relevant networks such as industry associations or professional bodies.			
28	Give input into relevant industry events.			