



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Implement Skills Development For Workplace Learning And Organisational Transformation Training

Business, Commerce and Management Studies / Generic Management

Unit Standard 116926 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the competencies to implement skills development strategies that align with workplace learning and organisational transformation goals. Participants will learn to design, facilitate, and evaluate learning interventions that support skills planning and contribute to a culture of continuous improvement. The course is aligned with the SAQA unit standard 116926 and focuses on practical application within the South African legislative framework.

Category	Business, Commerce and Management Studies
Subfield	Generic Management
Unit Standard	116926
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the legislative and regulatory framework governing skills development in South Africa.
- Develop a workplace skills plan that aligns with organisational transformation objectives.
- Implement learning interventions that address identified skills gaps and support workplace learning.
- Evaluate the effectiveness of skills development interventions against set criteria.
- Facilitate the integration of learning into workplace practice to enhance performance.
- Apply quality assurance principles to skills development processes.

WHO SHOULD ATTEND

- This course is designed for training managers, skills development facilitators, HR practitioners, and anyone responsible for implementing skills development initiatives within their organisation.

COURSE OUTLINE

Day 1: Foundations of Skills Development and the National Qualifications Framework (NQF)

- Overview of the South African skills development landscape
- NQF levels, credits, and qualifications
- Key pieces of legislation and their implications for organisations
- Roles and responsibilities of SETAs, QCTO, and SAQA
- Types of workplace learning programmes

Day 2: Organisational Transformation and the Skills Development Imperative

- B-BBEE codes and the Skills Development scorecard
- Employment Equity Plan and skills development alignment
- Skills development as a driver for transformation
- Case studies: successful transformation through learning
- Cost-benefit analysis of skills development initiatives

Day 3: Conducting a Skills Audit and Identifying Training Needs

- Methods for skills auditing: surveys, interviews, performance data
- Mapping current skills against job profiles and NQF levels
- Identifying critical and scarce skills
- Engaging stakeholders in the needs analysis process
- Reporting and presenting audit results

Day 4: Designing and Developing a Workplace Skills Plan (WSP)

- Components of a compliant WSP
- Aligning WSP with organisational strategy and transformation goals
- Choosing learning interventions: learnerships, skills programmes, short courses
- Budgeting for skills development
- WSP submission process and timelines

Day 5: Implementing Learning Programmes and Managing Stakeholders

- Implementation planning and project management
- Selecting and contracting training providers
- Communication strategies for internal stakeholders
- Learner support mechanisms: mentoring, coaching, and study leave
- Overcoming common implementation challenges

Day 6: Assessment, Moderation, and Recognition of Prior Learning (RPL)

- Assessment principles: validity, reliability, fairness, and practicability
- Moderation processes and roles of internal and external moderators
- RPL policy and procedures
- Designing assessment instruments for workplace learning
- Recording and reporting assessment outcomes

Day 7: Monitoring, Evaluation, and Reporting on Skills Development

- M&E; frameworks: logic models, indicators, and data sources
- Measuring return on investment (ROI) and return on expectation (ROE)
- Reporting formats: WSP annual reports, training registers, and impact assessments
- Continuous improvement through feedback loops

- Compliance reporting for SETA and B-BBEE purposes

Day 8: Managing Learnerships, Apprenticeships, and Internships

- Learnership agreements, stipends, and tax implications
- Apprenticeship frameworks and trade testing
- Internship programmes and graduate development
- Roles of the employer, training provider, and SETA
- Case studies: effective management of learnerships

Day 9: Strategic Integration and Practical Application

- Aligning skills development with HR, transformation, and business strategy
- Building a learning culture and sustaining momentum
- Preparing for B-BBEE skills development verification
- Ethical practices in skills development: fairness, transparency, and equity
- Final assessment and action planning

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **12 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
04 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	17 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	18 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Mauritius
10 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa
12 Aug 2026	24 Aug 2026	On-Campus	Abu Dhabi, UAE

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 116926) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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