



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

Skills Development Proposal Evaluation

Business, Commerce and Management Studies / Public Administration

Unit Standard 242871 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the skills to critically evaluate skills development proposals against organisational and legislative requirements. Participants will learn to assess alignment with the National Skills Development Strategy, Sector Skills Plans, and Workplace Skills Plans, ensuring effective use of training resources. The course also covers ethical considerations and quality assurance in proposal evaluation.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242871
Accreditation	SAQA Accredited · NQF Level 5 · 8 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Evaluate skills development proposals against relevant legislation, including the Skills Development Act and Skills Development Levies Act.
- Analyse proposals for alignment with organisational strategic objectives and workplace skills plans.
- Assess the quality and feasibility of proposed training interventions, including provider accreditation and learning methodologies.
- Apply criteria to determine the cost-effectiveness and return on investment of skills development proposals.
- Demonstrate the ability to provide constructive feedback on proposals to stakeholders.
- Implement ethical practices in the evaluation and selection of skills development proposals.

WHO SHOULD ATTEND

- This course is designed for training managers, skills development facilitators, HR practitioners, and anyone responsible for evaluating or approving skills development proposals within their organisation.

COURSE OUTLINE

Day 1: Introduction to Skills Development and Proposal Evaluation

- Overview of the National Qualifications Framework (NQF) and SAQA
- Skills Development Act and Sector Education and Training Authorities (SETAs)
- Key terminology: learnerships, skills programmes, and apprenticeships
- Stakeholders: employers, training providers, and learners
- Introduction to proposal evaluation criteria: relevance, feasibility, and impact

Day 2: Understanding Proposal Components and Evaluation Criteria

- Anatomy of a proposal: executive summary, objectives, methodology, budget
- Evaluation criteria: alignment with skills development priorities
- Assessing training needs analysis and target groups
- Reviewing learning outcomes and assessment strategies
- Budget evaluation: cost-effectiveness and value for money

Day 3: Advanced Evaluation Techniques and Quality Assurance

- Evaluating learning materials: relevance, accuracy, and inclusivity
- Assessing provider accreditation and track record
- Quality assurance: SETA requirements and SAQA guidelines
- Scoring rubrics and weighting criteria
- Case study: evaluating a multi-year skills programme proposal

Day 4: Practical Application – Evaluating Real-World Proposals

- Hands-on evaluation of anonymised real proposals
- Using evaluation templates and scoring sheets
- Writing evaluation reports and feedback
- Group discussions on evaluation challenges
- Ethical considerations in proposal evaluation

Day 5: Integration, Review, and Assessment

- Full-cycle proposal evaluation simulation
- Presentation of evaluation results
- Peer review and feedback sessions
- Recap of legislative and quality assurance frameworks
- Final assessment: evaluate a proposal independently

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 **8 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
03 Aug 2026	07 Aug 2026	On-Campus	Cape Town, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Mauritius
03 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Lagos, Nigeria
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa

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 242871) 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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