



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 Institutions Roles and Functions Advisory

Business, Commerce and Management Studies / Public Administration

Unit Standard 242873 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to advise stakeholders on the roles and functions of institutions participating in skills development within the South African context. It covers the legislative framework, key institutions such as SETAs, QCTO, and NSA, and their interrelationships in the national skills development system.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242873
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

- Analyse the legislative framework governing skills development in South Africa.
- Explain the roles and functions of key institutions including SETAs, QCTO, and the NSA.
- Evaluate the interrelationships between skills development institutions and stakeholders.
- Advise stakeholders on compliance requirements and funding mechanisms.
- Apply knowledge to facilitate stakeholder engagement and decision-making.
- Demonstrate understanding of quality assurance and assessment processes.

WHO SHOULD ATTEND

- This course is designed for skills development facilitators, training managers, HR practitioners, and consultants who need to provide accurate guidance to stakeholders on the skills development landscape.

COURSE OUTLINE

Day 1: Foundations of Skills Development in South Africa

- Overview of the South African skills development landscape
- The Skills Development Act and Skills Development Levies Act
- The National Qualifications Framework (NQF): levels, credits, and articulation
- Role of the Department of Higher Education and Training (DHET)
- Introduction to SETAs: functions and responsibilities
- The Quality Council for Trades and Occupations (QCTO): mandate and scope
- Skills development planning at national and sectoral levels
- Key terminology: learnerships, apprenticeships, skills programmes

Day 2: Roles and Functions of Skills Development Institutions

- Detailed functions of SETAs: skills planning, learning programme management, quality assurance
- The National Skills Fund (NSF): funding mechanisms and project management
- Skills Development Providers (SDPs): registration and accreditation requirements
- Assessment and moderation bodies: roles and responsibilities
- The role of the South African Qualifications Authority (SAQA)
- Advisory bodies: National Skills Authority (NSA) and sector skills committees
- Labour market intelligence and sector skills plans
- Collaboration between institutions: partnerships and coordination

Day 3: Advisory Services and Stakeholder Engagement

- Principles of effective advisory services in skills development
- Stakeholder mapping and engagement strategies
- Conducting needs analysis and skills audits
- Advising on learnerships, apprenticeships, and skills programmes
- Quality assurance advisory: supporting providers and assessors
- Addressing equity and inclusivity in skills development
- Case studies: successful advisory interventions
- Monitoring and evaluation of advisory services

Day 4: Policy Implementation and Compliance

- The Skills Development Act and its amendments: compliance requirements
- SETA grant regulations: mandatory, discretionary, and PIVOTAL grants
- QCTO policies: curriculum development and assessment
- SAQA policies: registration of qualifications and unit standards
- Employment Equity Act and Skills Development linkages
- Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs)
- Quality management systems for skills development providers
- Audits and inspections: preparation and response

Day 5: Strategic Advisory and Practical Application

- Strategic planning for skills development: aligning with national goals
- Developing and presenting advisory reports
- Scenario-based advisory exercises: problem-solving and decision-making
- Ethics and professionalism in skills development advisory
- Emerging trends: digital learning, green skills, and the Fourth Industrial Revolution

- Continuous professional development for advisors
- Course review and integration of key concepts
- Final assessment: advisory plan presentation

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
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Pretoria, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Cape Town, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Mauritius
17 Aug 2026	21 Aug 2026	On-Campus	Dubai, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Pretoria, 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 242873) 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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