



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 Programme Stakeholder Advisory

Business, Commerce and Management Studies / Public Administration

Unit Standard 242877 · NQF Level 5 · 8 Credits · 5 Days

COURSE OVERVIEW

This course equips participants with the knowledge and skills to provide expert advice to stakeholders on the management of skills development programmes. It covers the regulatory framework, strategic alignment, and best practices for effective implementation and evaluation. By the end, learners will be able to guide organisations in optimising their skills development initiatives.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242877
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 and regulatory framework governing skills development in South Africa.
- Evaluate the strategic alignment of skills development programmes with organisational goals.
- Advise stakeholders on the design, implementation, and evaluation of skills development initiatives.
- Apply quality management principles to ensure continuous improvement of skills development programmes.
- Demonstrate effective communication strategies when engaging with stakeholders on skills development matters.

WHO SHOULD ATTEND

- This course is designed for training managers, HR practitioners, skills development facilitators, and anyone responsible for advising stakeholders on skills development programme management within their organisation.

COURSE OUTLINE

Day 1: Foundations of Skills Development and Stakeholder Advisory

- Overview of skills development in South Africa
- Key stakeholders: SETAs, employers, employees, training providers, and government
- Introduction to the Skills Development Act and Skills Development Levies Act
- Understanding the NQF and its levels
- The role and responsibilities of a stakeholder advisor
- Ethical considerations in advisory roles

Day 2: Stakeholder Engagement and Communication Strategies

- Stakeholder analysis and mapping tools
- Communication styles and cultural sensitivity
- Active listening and feedback techniques
- Facilitation skills for meetings and workshops
- Conflict resolution and negotiation basics
- Record-keeping and reporting requirements

Day 3: Skills Development Planning and Implementation

- Skills needs assessment methodologies
- Components of a Workplace Skills Plan
- Annual Training Report submission process
- Linking skills development to business strategy
- Monitoring and evaluation of training programmes
- Continuous improvement in skills development

Day 4: Compliance, Quality Assurance, and Advisory Best Practices

- SETA compliance and audit readiness
- Quality assurance frameworks (SAQA, QCTO, ETQA)
- Learnerships, apprenticeships, and internships: design and implementation
- Recognition of Prior Learning (RPL) processes
- Advisory best practices and case studies
- Handling non-compliance and remedial actions

Day 5: Strategic Advisory, Integration, and Capstone

- Strategic alignment of skills development with business goals
- Cost-benefit analysis of training interventions
- Reporting and presenting advisory findings
- Measuring return on investment (ROI) of skills development
- Developing an advisory toolkit
- Capstone exercise: stakeholder advisory simulation

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 242877) 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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