



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 Legislation Analysis and Workplace Application

Business, Commerce and Management Studies / Public Administration

Unit Standard 242899 · NQF Level 4 · 4 Credits · 1 Day

COURSE OVERVIEW

This course provides a comprehensive analysis of South African skills development legislation, including the Skills Development Act, Skills Development Levies Act, and the National Qualifications Framework Act. Participants will learn to interpret and apply these laws in the workplace to drive compliance, optimise skills development initiatives, and leverage grants and levies effectively.

Category	Business, Commerce and Management Studies
Subfield	Public Administration
Unit Standard	242899
Accreditation	SAQA Accredited · NQF Level 4 · 4 Credits
Duration	1 day
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Analyse the key provisions of the Skills Development Act and Skills Development Levies Act.
- Apply the principles of the National Qualifications Framework (NQF) to workplace learning programmes.
- Evaluate the role of Sector Education and Training Authorities (SETAs) in skills development.
- Implement a workplace skills plan (WSP) and annual training report (ATR) in compliance with legislation.
- Demonstrate understanding of the grant and levy system to maximise organisational benefits.
- Assess the impact of skills development legislation on employment equity and transformation.

WHO SHOULD ATTEND

- This course is designed for HR practitioners, training managers, skills development facilitators, and anyone responsible for workplace skills planning and implementation in South Africa.

COURSE OUTLINE

Day 1: Skills Development Legislation and Workplace Application

- Overview of the Skills Development Act (No. 97 of 1998) and its amendments.
- The Skills Development Levies Act (No. 9 of 1999) and levy/grant system.
- Roles and functions of SETAs, QCTO, and National Skills Authority.
- Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs): requirements and submission.
- Skills development committees and stakeholder engagement.
- Learnerships, skills programmes, and apprenticeships: legal framework and implementation.
- Non-compliance consequences: penalties, levies, and reputational risk.
- Practical case study: analysing a sample WSP and ATR for compliance gaps.

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 **4 NQF credits** at **NQF Level 4**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 12,800.00	R 12,800.00
1	In-House	R 16,600.00	R 16,600.00
1	On-Campus (Pretoria)	R 19,200.00	R 19,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	03 Aug 2026	On-Campus	Mauritius
04 Aug 2026	04 Aug 2026	On-Campus	Cape Town, South Africa
05 Aug 2026	05 Aug 2026	On-Campus	Dubai, UAE
06 Aug 2026	06 Aug 2026	On-Campus	Pretoria, South Africa
06 Aug 2026	06 Aug 2026	On-Campus	Lagos, Nigeria
07 Aug 2026	07 Aug 2026	On-Campus	Johannesburg, South Africa
10 Aug 2026	10 Aug 2026	On-Campus	Cape Town, South Africa
11 Aug 2026	11 Aug 2026	On-Campus	Dubai, 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 242899) 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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