



INSTITUTE OF
PEOPLE DEVELOPMENT

This programme is aimed at those candidates that already have a baseline competence in Learning & Development (L&D) practices. A minimum of two years' work experience in general management, Human Resource Development and L&D is therefore recommended. The programme enables specialisation in the skills planning role, including Skills Development Facilitation. The programme may also be taken as part of a full generalist qualification at NQF SAQA I.D 50334.

For more information or to find out about our training schedule, contact us:



(011) 315 2913



enquiries@peopledev.co.za



www.peopledevelopment.co.za

Needs Analysis & Skills Planning

NQF Level 5: 35 Credits

This skills programme equips existing or prospective Skills Development Facilitators with the competence to:

- Establish training committees and other workplace structures required to undertake skills planning
- Facilitate strategic planning processes to identify the skills needs within their organisation
- Conduct skills audits (or supervise audits) to identify the training requirements of the organisation
- Develop workplace skills plans that reflect both organisational and ETQA requirements as well as report on these as per their SETA requirements
- Manage the achievement of the workplace skills plans through outsourcing training effectively and assisting in the establishment of in-house training as required

Participants in the programme review existing skills planning processes and requirements in their organisations as well as broader organisational strategic objectives.

They work together in developing the systems and tools required to facilitate development of workplace skills plans.

Unit standards awarded upon successful completion of this learning programme

123396	Define target audience profiles and skills gaps 06 credits
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes 04 credits
15217	Develop an organisational training and development plan 06 credits
15232	Coordinate planned skills development interventions in an organisation 06 credits
252041	Promote a learning culture in an organisation 05 credits
15221	Provide information and advice regarding skills development and related issues 04 credits
15227	Conduct skills development administration 04 credits





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Needs Analysis and Skills Planning Programme Structure

Planning Phase

Selection,
Enrolment,
Learning Contract



Terms of
Participation
agreed to

Delivery Phase

ONLINE COURSE
Needs Analysis
and Skills Planning



Online Learner Support
Sessions



Learner Guidance and Support

Evaluation Phase

Integrated
Assessment
(including
fundamentals)



Moderation



Certification

Note: Unit standards remain applicable for the registration period of the qualification.

Credits: 120 per year

Facilitation language: English

Course Delivery: Self-directed online learning

Duration: Up to 1 year



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