



# WORKPLACE SKILLS PLANNING & SKILLS AUDITS CONFERENCE 2022

Researched by

  
**SkillingsA**  
RESEARCH | CONSULT | TRAIN

**24-25 March 2022 | Garden Court Hotel OR Tambo , Johannesburg & Virtual**

## Developing a meaningful and professional Workplace Skills Plan:

WSPs are intended to document skills needs in a company and to describe the range of skills development interventions that the company will use to address these needs. A WSP must be developed and submitted every year in order to comply with current legislation.

By complying with requirements, a company is granted access to the various SETA grants available for skills training. Compiling a meaningful WSP which takes into consideration the needs of the company, the employees or learners as well as EE considerations is of vital importance to ensure training is offered that is beneficial and meaningful to all. By including the correct training interventions that are aligned to specific needs in the WSP you are more likely to be able to recoup some of the rapidly diminishing skills levies.

The purpose of this 2-day public conference is to assist HR Practitioners, Skills Development Facilitators and other interested parties to understand their role and to help them in the development of a meaningful and professional plan that will meet both SETA , EE and workforce requirements. A meaningful and professional WSP requires the inclusion of information gained from a variety of sources including learners, managers, training staff, SETA's and Industry players.

The objective of the conference will be to deal with the various topics outlined while at the same time encourage open dialogue and exchange between the delegates. Due to the variety of SETA's and varying requirements the workshop will be conducted on a generic basis and assistance will be offered to deal with individual problems and concerns as far as possible.

### CONFERENCE HIGHLIGHTS

1

Conducting  
a Skills  
Audit /  
Training  
Needs  
Analysis

2

The Role of  
the SDF &  
Accessing  
SETA  
funding

3

Unpacking  
Recognition  
Of Prior  
Learning  
(RPL)

4

Integrating  
Skills  
Development  
, Employment  
Equity &  
BBBEE

5

E-Learning  
Interventions

**Day 1- 24 March 2022**

**08:30 Registrations & Morning Refreshments**

**08:50 Chairperson Opening Remarks & House Keeping Rules**

**09:00 Understanding the Training & Development landscape**

- Legislative frameworks
- Unpacking the National Qualification Frameworks (NQF)
- The role of the QCTO
- How do SETAs fit in ?
- Training Providers
- The Skills Development committee
- The SDF



**Des Squire , Amsi & Associates**

**10:40 Tea Break**

**11:00 Integrating Skills Development, BBBEE and Employment Equity**

- How does Skills Development Fit into B-BBEE
- Understanding the Skills Development Score Card element
- Accredited vs Non-accredited programmes
- Evidence required for the scorecard
- Skills Development & Employment Equity



**Tania Rhode , Founder and Director , Workplace Skills Development**

**11: 40 Serving Two Masters : Unpacking the role of the Skills Development Facilitator (SDF)**

- Meeting SETA requirements
- Does scarce and critical skills identified by your SETA cover your organizational needs ?
- Serving organizational skills needs
- Overcoming challenges of accessing various SETA grants , mandatory and discretionary grants
- Workplace Skills Plans & Annual Training Reports
- Relationship with Skills Development committee
- Record keeping and learner management



**Mike Tiger , Training Specialist**



**12:20 Innovative e-Learning Solutions for a futuristic workforce**

- Innovation and digital transformation in training
- Return on experience
- Leadership experience
- Learning Agility



**Barry Vorster - VSLS Human Capital Consulting**

**13:00 Lunch**

**14:00 Making Recognition of Prior Learning (RPL) Work for Your Organisation**

- fast tracking workers through the skills recognition process
- reduction in costs of training
- Accelerates learning in the workplace
- reduction in down-time while workers are in training
- efficient identification of 'skills gaps' allowing for more focused training
- RPL has the potential to break down the traditional barriers to education and training.
- It saves time and money by avoiding duplication of learning.
- RPL has the ability to promote a positive learning culture.



**Janine Connor, RPL Advisor/Practitioner, RapidRPL**

**15:00 The Future Of Work And Learning & Development**

- upskill and reskill their workforce
- continuous learning and ongoing training
- blended learning
- diversity and inclusion



**Sifikile Zondi, Learning & Development, SNG Grant Thornton**

**Open Discussion : Managing your training budget and getting ROI**





Day 2-25 March 2022

## Skills Auditing & Training Needs Analysis As The Foundation For Workplace Skills Planning



Facilitated By: Jennifer van den Berg & Vicky Rheeder, HR Skills Market

### 09:00: Beginning of Workshop

Defining a skills audit and the purpose thereof

Diagnosis of current skills audit processes measured against best practice guidelines

Costs and Benefits of Skills Audits in the Workplace

Understanding the concept, “competence”

- Practical Competence
- Foundational Competence
- Reflexive Competence

### 10:00-10:30: Tea Break

Techniques for Conducting a Skills Audit

- Panel approach
- Consultant approach
- One-on-one approach
- Alternative approaches

Skills Audit Rating Scale Evidence

- Types of evidence
- Evaluation of evidence

11:30:

Pitfalls to avoid in conducting a Skills audit

Skills audit implementation in different organizations

Skills auditing process

- Determine Skills Requirements and Compiling the Skills Matrix
- Audit actual skills
- Determine development needs and plan for training/restructuring
- Reporting Skills Audit Results

12:30: End of Conference and Networking luncheon



# Registration Form

## Workplace Skills Planning & Skills Audit 2022

24-25 March 2022, Garden Court Hotel OR Tambo & Virtual  
Registration Fees | Face 2 Face, R9 999.00 | Virtual , 4 999.00  
E-mail booking form to : [info@skillingsa.co.za](mailto:info@skillingsa.co.za)

**Make a mark on your choice** : **Face 2 Face | Virtual**

- **Fees do NOT include accommodation**
- **Delegates will get the conference recording as well as hand-outs.**

### DELEGATE NOMINATIONS

1. Mr./Ms./Mrs./Dr: .....  
Email: .....  
Tel: ..... Cell: .....
2. Mr./Ms./Mrs./Dr: .....  
Email: .....  
Tel: ..... Cell: .....
3. Mr./ Ms./Mrs./Dr: .....  
Email: .....  
Tel: ..... Cell: .....
4. Mr./Ms./Mrs./Dr: .....  
Email: .....  
Tel: ..... Cell: .....
5. Mr./Ms./Mrs./Dr: .....  
Email: .....  
Tel: ..... Cell: .....

### DELEGATE APPROVAL (PLEASE REGISTER ME/US )

**Signatory must be authorized to sign on behalf of contracting organization**

Name: .....  
Position: .....  
Organisation: .....  
VAT:.....Tel: .....  
Invoice Address: .....  
Signature:..... Order No: .....  
Date :.....

**This booking form is invalid without a signature**

### BANKING DETAILS

Account Name: SkillingSA (PTY) Ltd  
Bank: FNB, The Glen Branch  
Branch Code: 259605, Account No: 62726914684

### How to Register

Registration can only be done by completing THIS registration form, signing it and e-mailing to [info@skillingsa.co.za](mailto:info@skillingsa.co.za)

**Do note: No booking will be accepted, or invoice issued until the duly completed registration form is received!**

### TERMS AND CONDITIONS

Accepted applications to attend the SkillingSA training course ("Event") are in every case subject to these terms and conditions:

**Payment Terms** – Payment is due in full upon completion and return of the registration form. Due to limited conference space we advise early registration and payment to avoid disappointment. Admission to the conference will be refused if payment has not been received.

Orders from Public institutions will be accepted.

**Delegate Cancellations** – must be received by SkillingSA in writing and must be addressed to the Customer Services Manager at [info@skillingsa.co.za](mailto:info@skillingsa.co.za)

Cancellations received 10 working days before Event start-date, entitle the cancelling delegate to a full credit of amounts (credit to attend future event – not refund monies) paid to date of cancellation which may only be redeemed against the cost of any future SkillingSA Event, within one year from date of such cancellation;

Any cancellations received less than 10 working days before the Event start-date, do not entitle the cancelling delegate to any refund or credit note and the full fee must be paid;

Nonattendance without written cancellation, the Customer Services Manager, is treated as a cancellation with no entitlement to any refund or credit.

**Speaker Changes** – Occasionally it is necessary for reasons beyond our control to alter the content and timing of the program or the identity of the speakers.

If SkillingSA cancels an Event, delegate payments at the date of cancellation will be credited to a SkillingSA Event (such credit is available for up to one year from the date of cancellation). If SkillingSA postpones an Event, delegate payments at the postponement date will be credited towards the rescheduled Event. If the delegate is unable to attend the rescheduled Event, the delegate will receive a full credit of amounts paid up to the date of postponement which may only be redeemed against the cost of any future SkillingSA Event (and such credit will be available for one year from the date of postponement). No cash refunds whatsoever are available for cancellations or postponements.

**Warranty of Authority** – The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to SkillingSA for payments falling due pursuant thereto should such warranty be breached