

WORKPLACE SKILLS PLANNING, TRAINING NEEDS ANALYSIS

& SKILLS DEVELOPMENT LEGISLATION POLICY UPDATE

2026

Strengthening Compliance.
Building Capability.
Driving Workplace
Transformation.



◆ YOUR SEMINAR CONDUCTORS: ◆



MIKE TIGER

Mike Tiger is an accomplished Skills Development Facilitator with many years' experience consulting on learning and development for over 2,000 employees at a South African public health entity. As a National Training Manager, he ensured legislative compliance and cost-effective skills development. He served on the Employment Equity and Skills Development Committee for nine years.

Currently an ASDSA Board and EXCO member, he is a registered External SDF with multiple SETAs. Mike holds an NQF Level 6 National Certificate in OD-ETDP and a Business Studies qualification. As an Independent SDF, he provides impactful skills development solutions.



Over 2,000 employees developed



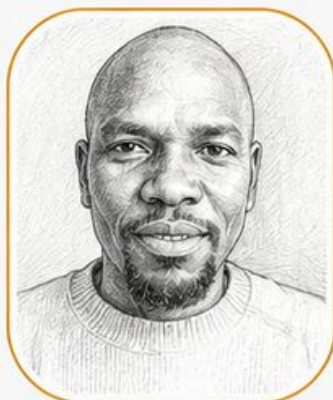
Legislative compliance expert



9 years on Employment Equity & Skills Development Committee



Registered External SDF with multiple SETAs



MLAMULI NKOMO

Mlamuli Nkomo is an experienced professional with over 15 years in the Skills Development and Employment Equity sector. His work focuses on fostering partnerships that link education, training, and workplace transformation to national development priorities.

With a background in Psychology and Literature, Mlamuli brings a people-centred and analytical perspective to policy implementation, organisational learning, and leadership capacity-building. He has worked and trained extensively with public and private sector stakeholders to design and manage impactful skills programmes that promote equity, employability, and sustainable workforce growth across South Africa.



15+ years in Skills Development & Employment Equity



Partnerships for education, training & workplace transformation



People-centred, analytical approach to policy & organisational learning



Driving equity, employability & sustainable workforce growth



21-22
OCTOBER 2026



**HOLIDAY INN
SUNNYSIDE
JOHANNESBURG**



& VIRTUAL



THIS REGISTRATION FORM IS EDITABLE
Delegates can complete and sign electronically for a fast, easy and paperless registration process.



COMPLETE • SIGN • SUBMIT
Electronically for Paperless Registration



WORKPLACE SKILLS PLANNING, TRAINING NEEDS ANALYSIS & SKILLS DEVELOPMENT LEGISLATION POLICY UPDATE 2026

21-22 OCTOBER 2026 | HOLIDAY INN SUNNYSIDE JOHANNESBURG & VIRTUAL



Join us for an engaging and interactive 2-day workshop designed to empower Human Resources Practitioners, Skills Development Facilitators, and related professionals with a deep understanding of South Africa's evolving skills development landscape — including the integration of Employment Equity Amendments into Workplace Skills Planning (WSP).



Workplace Skills Plans are essential tools for identifying a company's training priorities, outlining development interventions, and ensuring alignment with national transformation objectives. The annual submission of a WSP is mandatory for legislative compliance and access to SETA grants. Beyond compliance, a well-designed WSP serves as a bridge between Skills Development, Employment Equity, and BBBEE, helping organisations drive inclusive growth and equitable workforce development.

SEMINAR FEATURES:



COMPREHENSIVE LEGISLATIVE OVERVIEW:

Gain a thorough understanding of the Skills Development Act (SDA), Skills Development Levies Act (SDLA), National Qualifications Framework Act (NQFA), Broad-Based Black Economic Empowerment (BBBEE), and Employment Equity Act (EEA).



EMPLOYMENT EQUITY AMENDMENTS & SKILLS PLANNING INTEGRATION:

Understand how recent Employment Equity Amendments reshape workforce planning and how to integrate these changes into your WSP to align training priorities with transformation targets.



ROLES AND RESPONSIBILITIES:

Clarify the functions, duties, and responsibilities of Skills Development Facilitators (SDFs), HR professionals, and Skills Development Committees in promoting compliance and transformation.



WSP AND ATR MASTERY:

Learn to compile and submit compliant, insightful WSPs and Annual Training Reports (ATRs) that meet SETA requirements and reflect both organisational and legislative objectives.



NEEDS ANALYSIS AND SKILLS AUDITS:

Conduct data-driven training needs analyses and skills audits to identify gaps, inform targeted interventions, and strengthen equity outcomes.



BUILDING STRATEGIC PARTNERSHIPS:

Explore collaboration opportunities with TVET colleges, universities, and industry partners to enhance training relevance and employability.



PRACTICAL IMPLEMENTATION:

Discover strategies for implementing workplace learning programmes, redesigning job profiles in line with EE requirements, and aligning Skills Development, Employment Equity, and BBBEE for maximum organisational impact.



By attending, you'll gain critical insights, practical tools, and an opportunity to exchange ideas with peers, ensuring a well-rounded and action-oriented learning experience.

Don't miss this opportunity to develop a compliant, transformative, and high-impact Workplace Skills Plan that advances both your company's growth and South Africa's equity goals.



WHO SHOULD ATTEND?

- HR Practitioners & Managers
- Skills Development Facilitators (SDFs)
- Training Managers & Coordinators
- Employment Equity Practitioners
- Learning & Development Professionals
- Line Managers & Supervisors
- Members of Skills Development Forums
- Consultants & Compliance Officers
- Anyone involved in Workforce Planning and Skills Development



WHAT YOU WILL TAKE AWAY

- ✓ Understand key legislation and recent EE Amendments impacting skills development
- ✓ Integrate EE requirements into your Workplace Skills Plan
- ✓ Develop compliant, strategic and impactful WSPs and ATRs
- ✓ Strengthen alignment between Skills Development, Employment Equity and BBBEE
- ✓ Access practical tools, templates and examples

**REGISTER 5,
6TH ATTENDS
FOR FREE!**



SECURE YOUR SEATS TODAY!

Invest in your team. Drive compliance.
Build an inclusive, future-ready workforce.

COMPLY. DEVELOP. TRANSFORM. GROW.

DAY 2:

SKILLS DEVELOPMENT LEGISLATION & POLICY UPDATE 2025



WELCOME AND REGISTRATION



08:45 AM
REGISTRATION



09:00 AM
WORKSHOP
COMMENCES



BREAKS AND NETWORKING



10:00 AM
TEA BREAK



1:00 PM
LUNCH



3:00 PM
END OF DAY

“
INVEST IN SKILLS
TODAY, EMPOWER
TOMORROW.”



WORKSHOP PROGRAMME OUTLINE



1



SECTION 1: NAVIGATING SKILLS DEVELOPMENT LEGISLATION

- Gain a solid grounding in the national framework that governs skills development in South Africa.
- Introduction to the National Qualifications Framework (NQF)
- Overview of the NQF Act, Skills Development Act (SDA), Skills Development Levies Act (SDLA), and Employment Equity Act (EEA)
- Understanding how these laws collectively shape workplace learning and transformation

2



SECTION 2: LEGISLATIVE UPDATES – FROM SETA TO QCTO: UNDERSTANDING THE TRANSITION

- The continued role of SETAs until 2024
- The emergence of the Quality Council for Trades and Occupations (QCTO)
- Transitioning from legacy qualifications to occupational qualifications

3



SECTION 3: QUALIFICATION STRUCTURES

- Current qualification structure under SETAs
- Unit standards, credits, and qualification pathways
- Future qualification formats under the QCTO
- Understanding NQF levels and occupational certificates

4



SECTION 4: SKILLS DEVELOPMENT COMMITTEE ESSENTIALS

- Functions, duties, and responsibilities of committee members
- The importance of committed participation and accountability in driving training outcomes

5



SECTION 5: PRACTICAL SKILLS DEVELOPMENT APPLICATION

- How to develop Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs)
- The role and accountability of the Skills Development Facilitator (SDF)
- Linking training implementation to business performance and compliance

6



SECTION 6: INTEGRATING SKILLS DEVELOPMENT, EMPLOYMENT EQUITY (EE) AND BBBEE

- Understanding the interconnection between the three pillars of transformation
- How Skills Development drives EE and BBBEE scorecard improvements
- Designing training interventions that address equity targets and sustainable empowerment
- Aligning talent development strategies with national transformation objectives

7



SECTION 7: INTEGRATING NEW AMENDMENTS INTO WSPS AND TRAINING PLANS

- Overview of the latest Employment Equity Amendments and their implications for workforce planning
- How to embed EE objectives into WSPs and ATRs
- Translating legislative updates into actionable training priorities
- Aligning your organisation's transformation strategy with SETA and QCTO requirements

8



SECTION 8: ENHANCING THE WORKPLACE AS A LEARNING ENVIRONMENT

- Conducting skills audits and training needs analyses
- Identifying and bridging critical and scarce skills gaps
- Creating a culture of continuous learning and development

9



SECTION 9: RECOGNITION OF PRIOR LEARNING (RPL)

- Understanding the RPL process and eligibility criteria
- Benefits of recognising informal and experiential learning
- Steps for implementing RPL in your organisation

10



SECTION 10: AI IN LEARNING & DEVELOPMENT

- Exploring how AI is transforming learning and development
- Using AI tools to personalise learning and improve outcomes
- Ethical use of AI and preparing your workforce for the future

NEW!

11



SECTION 11: BUILDING STRATEGIC PARTNERSHIPS

- Collaborating with TVET colleges, universities, and industry bodies
- Leveraging partnerships to meet training targets and improve employability outcomes
- Case studies of successful industry-education collaborations



Join us for an engaging and comprehensive workshop designed to equip you with the knowledge and tools necessary for effective skills development and legislative compliance in South Africa.



WORKPLACE SKILLS PLANNING, TRAINING NEEDS ANALYSIS & SKILLS DEVELOPMENT LEGISLATION POLICY UPDATE 2026

21-22 OCTOBER 2026 | HOLIDAY INN SUNNYSIDE JOHANNESBURG & VIRTUAL



Join us for an engaging and interactive 2-day workshop designed to empower Human Resources Practitioners, Skills Development Facilitators, and related professionals with a deep understanding of South Africa's evolving skills development landscape — including the integration of Employment Equity Amendments into Workplace Skills Planning (WSP).



Workplace Skills Plans are essential tools for identifying a company's training priorities, outlining development interventions, and ensuring alignment with national transformation objectives. The annual submission of a WSP is mandatory for legislative compliance and access to SETA grants. Beyond compliance, a well-designed WSP serves as a bridge between Skills Development, Employment Equity, and BBBEE, helping organisations drive inclusive growth and equitable workforce development.

SEMINAR FEATURES:



COMPREHENSIVE LEGISLATIVE OVERVIEW:

Gain a thorough understanding of the Skills Development Act (SDA), Skills Development Levies Act (SDLA), National Qualifications Framework Act (NQFA), Broad-Based Black Economic Empowerment (BBBEE), and Employment Equity Act (EEA).



EMPLOYMENT EQUITY AMENDMENTS & SKILLS PLANNING INTEGRATION:

Understand how recent Employment Equity Amendments reshape workforce planning and how to integrate these changes into your WSP to align training priorities with transformation targets.



ROLES AND RESPONSIBILITIES:

Clarify the functions, duties, and responsibilities of Skills Development Facilitators (SDFs), HR professionals, and Skills Development Committees in promoting compliance and transformation.



WSP AND ATR MASTERY:

Learn to compile and submit compliant, insightful WSPs and Annual Training Reports (ATRs) that meet SETA requirements and reflect both organisational and legislative objectives.



NEEDS ANALYSIS AND SKILLS AUDITS:

Conduct data-driven training needs analyses and skills audits to identify gaps, inform targeted interventions, and strengthen equity outcomes.



BUILDING STRATEGIC PARTNERSHIPS:

Explore collaboration opportunities with TVET colleges, universities, and industry partners to enhance training relevance and employability.



PRACTICAL IMPLEMENTATION:

Discover strategies for implementing workplace learning programmes, redesigning job profiles in line with EE requirements, and aligning Skills Development, Employment Equity, and BBBEE for maximum organisational impact.



By attending, you'll gain critical insights, practical tools, and an opportunity to exchange ideas with peers, ensuring a well-rounded and action-oriented learning experience.

Don't miss this opportunity to develop a compliant, transformative, and high-impact Workplace Skills Plan that advances both your company's growth and South Africa's equity goals.



WHO SHOULD ATTEND?

- HR Practitioners & Managers
- Skills Development Facilitators (SDFs)
- Training Managers & Coordinators
- Employment Equity Practitioners
- Learning & Development Professionals
- Line Managers & Supervisors
- Members of Skills Development Forums
- Consultants & Compliance Officers
- Anyone involved in Workforce Planning and Skills Development



WHAT YOU WILL TAKE AWAY

- ✓ Understand key legislation and recent EE Amendments impacting skills development
- ✓ Integrate EE requirements into your Workplace Skills Plan
- ✓ Develop compliant, strategic and impactful WSPs and ATRs
- ✓ Strengthen alignment between Skills Development, Employment Equity and BBBEE
- ✓ Access practical tools, templates and examples

**REGISTER 5,
6TH ATTENDS
FOR FREE!**



SECURE YOUR SEATS TODAY!

Invest in your team. Drive compliance.
Build an inclusive, future-ready workforce.

COMPLY. DEVELOP. TRANSFORM. GROW.



DELEGATE BOOKING FORM

WORKPLACE SKILLS PLANNING, TRAINING NEEDS ANALYSIS & SKILLS DEVELOPMENT LEGISLATION POLICY UPDATE 2026



DATES:
21–22
OCTOBER
2026



VENUE:
HOLIDAY INN
SUNNYSIDE
JOHANNESBURG
& VIRTUAL

BOOKING FEES (VAT INCLUDED)

FACE-TO-FACE

R 9,999.00

VIRTUAL

R 7,999.00

SPECIAL GROUP OFFER

REGISTER 5 DELEGATES – 6TH DELEGATE ATTENDS FREE

Applicable to delegates from the same
organisation submitted on one registration form.

INCLUDED IN THE FEE



Workshop
Manual



Templates &
Practical Tools



Presentation
Slides



Attendance
Certificate



Workshop
Recording



Refreshments
& Lunch
(Face-to-Face
Delegates)



Networking
Opportunities

ACCOMMODATION NOT INCLUDED

DELEGATE NOMINATIONS

1	Name & Surname: _____ Job Title: _____	Email Address: _____ Contact Number: _____
2	Name & Surname: _____ Job Title: _____	Email Address: _____ Contact Number: _____
3	Name & Surname: _____ Job Title: _____	Email Address: _____ Contact Number: _____
4	Name & Surname: _____ Job Title: _____	Email Address: _____ Contact Number: _____
5	Name & Surname: _____ Job Title: _____	Email Address: _____ Contact Number: _____
6 (FREE)	Name & Surname: _____ Job Title: _____	Email Address: _____ Contact Number: _____

DELEGATE APPROVAL: PLEASE REGISTER ME / US / THEM

Authorised signatory must be authorised to sign on behalf of contracting organisation

Authorised Signatory: _____	Invoice Address: _____
Designation: _____	_____
Organisation: _____	_____
VAT Number: _____	_____
Telephone: _____	Purchase Order Number (Optional): _____
Email: _____	Date: _____
Signature: _____	



BANKING DETAILS

- Account Name: SkillingSA (Pty) Ltd
- Bank: FNB
- Branch Code: 250655
- Account Number: 62726066064
- Reference: Invoice Number



IMPORTANT

No booking will be accepted or invoice
issued until the duly completed
registration form is received.



HOW TO REGISTER

Registration can only be confirmed
upon receipt of a completed and
signed registration form.



Email:
info@skillingsa.co.za



Telephone:
010 012 6691



Mobile:
083 446 8533



TERMS & CONDITIONS



PAYMENT TERMS

- Payment due upon registration.
- Early registration is advised due to limited seating.
- Public sector purchase orders accepted.
- Entry may be refused where payment arrangements have not been confirmed.



DELEGATE CANCELLATIONS

- Cancellations must be submitted in writing.
- More than 15 working days before the event: Full credit valid for 12 months.
- Less than 15 working days before the event: Full registration fee payable.
- Non-attendance constitutes cancellation.



EVENT CHANGES

- Programme, speakers and timings may change.
- If cancelled, delegates receive a full credit.
- If postponed, registration transfers automatically.



WARRANTY OF AUTHORITY

The signatory confirms authority to register and accepts personal liability for payment if this is breached.



MEDIA CONSENT

By attending, you grant permission for photos/videos to be used in SkillingSA marketing. If concerned, please notify us at registration.



THIS REGISTRATION FORM IS EDITABLE

Delegates can complete and sign electronically for a fast, easy and paperless registration process.



COMPLETE • SIGN • SUBMIT

Electronically for Paperless Registration



21–22 OCTOBER 2026



HOLIDAY INN SUNNYSIDE JOHANNESBURG & VIRTUAL



REGISTER 5 DELEGATES –
6TH ATTENDS FREE

ABOUT US



At **SkillingSA**, we strive to provide the latest research and knowledge on the key issues impacting businesses and organizations in South Africa. Our main focus is to host high quality conferences and seminars, offering unique insights and networking opportunities to professionals across various industries.



Our team of experts is passionate about knowledge sharing and delivering innovative solutions that drive positive change in the business environment.



We are dedicated to creating platforms that bring together top executives, thought leaders, and industry experts to share their knowledge, insights, and experiences.



Get in touch with us today to learn more about our services and how we can support your organization.



**Empowering knowledge.
Strengthening connections.
Driving growth.**

SkillingSA is your trusted partner for high-impact conferences and meaningful professional connections.



LET'S CONNECT

 083 446 8533 | 010 012 6691
 admin@skillingsa.co.za
 www.skillingsa.co.za

FOLLOW US

