



PO Box 245
Gallo Manor
2052

Tel (011) 253-7300
Fax (011) 253-7333
Email: liezlg@foodbev.co.za

SKILLS DEVELOPMENT FACILITATOR REGISTRATION FORM

1. PERSONAL DETAILS

1.1 Name: _____

1.2 Highest Education level attained: _____

1.3 Current Occupation: _____

1.4 ID Number: _____

1.5 Experience relevant to Skills Development Facilitator Role & Duration:

ROLE	DURATION

2. INFORMATION ON EMPLOYER / COMPANY / COMPANIES FOR WHICH REGISTRATION SOUGHT (Please include Levy Number)

2.1 Name of Company / Companies: _____

2.2 Position in Company / Consultant acting for Employer (if Consultant, go to 2.3)

2.3 If consultant, how many employers are he/she representing in the role of Skills Development Facilitator?

2.4 SDF Function to be performed in respect of:

- Single establishment
- Single branch of company
- Multiple branches of company
- Multiple companies

2.5 Have you already developed a Workplace Skills plan for the Employer / Company for the previous year?



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Yes: No:

2.6 Total employment of Company: _____

3. APPOINTMENT PROCEDURE

3.1 Please indicate how appointed to SDF position

Appointed by Employer
Nominated by employees

Other: _____

4. GENERAL

4.1 Name of SETA to which Company is affiliated: _____

4.2 Is there a training committee or other committee in the Company to which you report?

4.3 Are you replacing a SDF? _____

4.3.1 If yes – please provide name of previous SDF.

4.4 Contact details

Company

Tel: _____

Fax: _____

Postal Address: _____

Self (if other than company)

Tel: _____

Cell: _____

Fax: _____

Email _____

5. ROLES AND FUNCTIONS OF THE SKILLS DEVELOPMENT FACILITATOR

Each employer, after consultation with the workforce, must designate at least one **skills development facilitator**. For multi-site or large organizations, more than one facilitator might be appropriate. Small employers, with less than 50 employees or with a sales turnover less than that specified in Schedule 4 to the Employment Equity Act (Act



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55 of 1998), may wish to designate a skills development facilitator jointly. Employers should provide the skills development facilitator with the resources, facilities and training to enable her / him to perform the role.

The functions to be performed by a skills development facilitator are to:

- Assist the employer and employees to develop the workplace skills plan
- Advise the employer and employees on the implementation of the workplace skills plan
- Assist the employer to draft the annual report on the implementation of the workplace skills plan
- Advise the employer of any quality standards set by the SETA
- Act as a contact person between the employer and the SETA, and
- Serve as a resource with regard to all aspects of skills development

If a skills development facilitator leaves the organization, or for any other reason ceases to perform the role, the employer should designate another skills development facilitator and inform the appropriate SETA

6. AUTHORISATION

I _____ in my capacity as _____, hereby duly
(Name) (Designation)
authorize the above-mentioned person to fulfill the roles, functions and responsibilities
of a Skills Development Facilitator.

Signed: _____

Date: _____

Submit to:

Corporate Services Manager or
Skills Development Coordinator
FOODBEV SETA
Fax: (011) 253 7333
Address: PO Box 245
Gallo Manor
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