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LOCAL GOVERNMENT SETA
P O BOX 1964
BEDFORDVIEW
2008

TEL: (011) 456 8579
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REGISTRATION FORM – SKILLS DEVELOPMENT FACILITATOR

1. Organisational Detail

Name of Organisation:	
Physical Address:	
Postal Address:	
Province	
Contact Name:	
Tel:	
Fax:	
Email:	
Skills Development Levy (SDL) number	

2. Banking Details (Required for Electronic Transfer of Grant Disbursements)

Name of Bank	
Address of Bank	
Account Number	
Branch Code	

3. Main business activity (use SIC Code):

.....

4. Total employment (defined as total workforce in respect of which skills development levies have been paid to SARS):

.....
5. Total annual payroll for the end of the previous financial year:

.....

6. Name(s) of the Skills Development Facilitator(s) (SDF) and or Responsible Person:

.....
.....

7. Date appointed or nominated:

8. Contact Details of Skills Development Facilitator(s) and or Responsible Person:

Name:	
Tel:	
Fax:	
Email:	
Cellular:	

Name:	
Tel:	
Fax:	
Email:	
Cellular:	

9. Appointed/Nominated and Authorised By (Training Committee):

Name	Constituency	Contact Number	Signature

10. Workplace Skills Plan will be developed in respect of (Name of organisation/s)

.....
.....
.....

11. Total number of employees in respect of whom the Workplace Skills Plan will be developed

.....

12. Resume of Skills Development Facilitator

12.1 Highest Qualification:

12.2 Career History: (Please provide information from most recent position to earliest)

Employer	Designation	Employment Period

13. Current Job Content

Please provide a concise description of what your current work entails:

14. Training Committee

Please indicate if the organisation has established a Training Committee to whom you report

Yes

No

15. Composition of the Training Committee

If a Training Committee has been established in your organisation, please indicate the number of members as well as the capacity in which they serve on the Training Committee (e.g. 3 members from SAMWU, 2 SALGA, 1 Management, etc)

Number of Members	Constituency	Capacity

Who can be appointed as a Skills Development Facilitator?

- an employee
- A Skills Development Facilitator formally contracted to the employers; or
- A Skills Development Facilitator who is jointly contracted by the employer and a number of other employers to meet the skills development needs of that group or organisations

What are the Role and Functions of the Skills Development Facilitator?

- Assist the employer and employees in the development of a workplace skills plan, which complies, with the requirements of the SETA and the National Skills Authority. The implication is that he/she will be able to gather, facilitate and analyse information in relation to the workplace skills plan which will meet the needs of individual learners, the organisation, the sector and national skills priorities
- Advise the employer on the implementation of the workplace skills plan
- Assist the employer with the drafting of an annual training report against the approved workplace skills plan (and which complies with the requirements of the National Skills Authority)
- Advise the employer on quality assurance requirements as set by the SETA
- Serve as contact person between the employer and the SETA

If you have any further queries, please contact the SETA at 011 - 456 8579