

## The Skills Development Facilitators Code of Good Practice

The MICT SETA Skills Planning Division has designed the following Code of Good Practice to fall in line with organisations' policies and procedures in order to efficiently and effectively carry out training and development plans in the organisation.

Employers will be required to ensure that the areas below are addressed in order to provide for a quality learning environment:

- Skills Levies are paid within the legislated time frames.
- Ensure that organisational learning is in line with the scarce and critical skills needs of the MICT sector.
- Ensure that the learning environment is conducive for learning prior to learners being sent on training internally and externally.
- Large and Medium employers (organisations with 50 and more employees) must ensure that a Training Committee is in place and in line with the Training Committee requirements as detailed in the SDF Reference Manual.
- A minimum of 2% is spent on Training and Development Initiatives (where possible), over and above the 1% of skills levies paid to the South African Revenue Services (SARS).
- Training and development is fair to all employees and in accordance with the national equity targets.
- All employees are to be given opportunities to grow and learn as part of a learning organisation.
- Provision of learning must be carried out by an Accredited Training Provider in the case of NQF registered programmes.
- Ensure that the proper Information Management Systems are in place to track and record learning within the organisation.
- Ensure that learner credits are loaded on to the relevant SETA Upload System on completion of each learning programme.

- Ensure that staff has been consulted (at all levels) in relation to the WSP and ATR development (especially on planning for learning) before the submission is made.
- Ensure that Workplace Skills Plans (WSPs) and Annual Training Reports (ATRs) are completed and submitted in accordance with legislated timeframes.
- Ensure formal acknowledgement to those learners who have been found competent through awards.

#### ACKNOWLEDGEMENT

I, ..... hereby acknowledge that I have read the Skills Development Facilitators' Code of Good Practice and agree to uphold the ethical standards contained therein to the best of my ability and knowledge.

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Signature

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Date