

ENABLING A SKILLED AND PROSPEROUS  
AGRICULTURAL SECTOR

# SKILLS DEVELOPMENT FACILITATOR (SDF) REGISTRATION AND INFORMATION MANUAL 2020





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# THE APPOINTMENT OF THE SKILLS DEVELOPMENT FACILITATOR (SDF)

In large organisations, a training or Human Resources (HR) manager may be appointed as an internal SDF, whilst in smaller organisations there is often no dedicated training or HR professional fulfilling this role, therefore a senior manager or company owner will occupy the responsibility. In other instances, the role can also be outsourced to a professional external SDF.

Organisations with less than 50 employees or with a turnover less than that specified in Schedule 4 to the Employment Equity Act, 1998 (Act 55 of 1998) may jointly appoint a Skills Development Facilitator.

In such a case, the employer must submit to the SETA, the name and contact details of the person who is to serve as Skills Development Facilitator. If the Skills Development Facilitator leaves the employer's service, the employer must proceed to appoint or nominate a new Skills Development Facilitator and submit the name and contact details of the new facilitator to the SETA via the Indicium application.

**NOTE:** A SETA may publish the criteria for the appointment or nomination of Skills Development Facilitators.



# FUNCTIONS TO BE PERFORMED BY THE SDF

The responsibilities of an SDF are to:

- Assist the employer and employees to develop a Workplace Skills Plan (WSP) which complies with the requirements of the SETA;
- Submit the WSP to the relevant SETA;
- Advise the employer on the implementation of the WSP;
- Assist the employer to draft an Annual Training Report (ATR) on the implementation of the WSP;
- Advise the employer on the quality assurance requirements set by the SETA;
- Act as a contact person between the employer and the SETA;
- Serve as a resource with regard to all aspects of skills development;
- Communicate SETA initiatives, grants and benefits to the employer;
- Communicate with branch offices, and all employees in the main office and branch offices, concerning events and grants being offered at the SETA.

**NOTE:** The employer must provide the SDF with the resources, facilities and training necessary to perform the functions set out.

An SDF occupies the following roles:

- **Facilitator:** Facilitate the development of an employer's skills development strategy.
- **Expert:** Serve as an expert resource for accrediting the employer as a training provider and for the implementation of appropriate learnerships and skills programmes.
- **Administrator:** Complete and submit the workplace skills plan and annual training report.
- **Advisor:** Advise the employers and employees on the NSDS (National Skills Development Strategy) and on the implementation of its workplace skills plans.
- **Educator and Evaluator:** Assess the skills development needs of the organisation.
- **Mediator:** Serve as a contact person between the employer and the relevant SETA.



# SDF TRAINING

AgriSETA only provides SDF Workplace Skills Plan/Annual Training Report (WSP/ATR) Submission Training, which takes place only once every year, during the Mandatory Grants Annual National Road Show, held during February into March. Currently AgriSETA does not provide any official or accredited Skills Development Training courses.

However, one can contact or visit the SERVICES SETA or ETDP SETA websites for more information related to SDF training courses.

## SDF UNIT STANDARDS

The South African Board of Personnel Practitioners (SABPP) and the ETDP SETA are accredited Education and Training Quality Assurance entities (ETQA), for seven SDF unit standards. As it stands, there are no full qualifications for SDFs. These unit standards fall under a number of qualifications, including:

- National Certificate: Occupationally Directed Education, Training and Development Practices (50331)
- National Diploma: Human Resources Management and Practices (61592)

The seven SDF unit standards are:

- Develop an organisational training and development plan. (15217)
- Conduct an analysis to determine outcomes of learning for skills development and other purposes. (15218)
- Provide information and advice regarding skills development and related issues. (15221)
- Promote a learning culture in the organisation. (15222)
- Conduct skills development administration in an organisation. (15227)
- Advise on the establishment and implementation of a quality management system for skills development practices in an organisation. (15228)
- Coordinate planned skills development interventions in an organisation. (15232)

It is not a requirement that an SDF has to have any formal training to practice as an SDF. You do not have to be a qualified SDF in order to submit grant applications to AgriSETA. It is however advisable to gain the requisite understanding and skills in order to ensure the quality of your submissions.

## THE ASSOCIATION OF SKILLS DEVELOPMENT FACILITATORS OF SOUTH AFRICA (ASDFSFA)

The ASDFSFA is an independent association representing SDFs and their professional development, across sectors and SETAs. The ASDFSFA views skills development facilitation as a strategic business function and SDFs as professionals and aim to support these individuals. Further information about this association and to register with them is available at [www.asdsa.co.za](http://www.asdsa.co.za).

# THE CONSULTATION PROCESS BETWEEN THE EMPLOYER AND EMPLOYEE

An employer with more than 50 employees must take reasonable steps to consult and attempt to reach an agreement on the appointment or nomination of a Skills Development Facilitator, the Workplace Skills Plan and the Annual Training Report.

The employer can go through this process with the following;

- A trade union representative, representing members at the workplace and its employees or representatives nominated by them; or
- The employees or representatives nominated by them.

The employees or their nominated representative with whom an employer consults in terms of sub-item (1), taken as a whole, must reflect the interests of employees from across all occupational categories and levels of the employer's workforce.

Sub-items (1) and (2) do not apply if an employer and a registered trade union have concluded a collective agreement in terms of section 86 (1) of the Labour Relations Act, conferring joint decision-making on a workplace forum in respect of the matters contemplated by sub-item (1).

## SDF REGISTRATION AND ACCESS TO THE SYSTEM

New SDFs need to register on the AgriSETA system (INDICIUM) and upload the SDF appointment or confirmation letter in order for AgriSETA to provide access to the relevant SDF for the specific employer, before completing the Mandatory Grant submission (ATR/WSP).

Existing external/internal SDFs also need to add or register any new clients onto their SDF dashboard by adding the SDL number and uploading the SDF appointment/confirmation letter in order for AgriSETA to approve the relevant SDF for the specific employer before completing the Mandatory Grant submission (ATR/WSP).

## STEPS TO FOLLOW WHEN YOU REGISTER AS AN SDF

### STEP 1:

Go to [www.agriseta.co.za](http://www.agriseta.co.za) and on our homepage click on INDICIUM – SDF/User Login.



OR Go to <https://indicium.agriseta.co.za/Account/Login.aspx>



### STEP 2:

Click on 'Register as a new SDF' on the login screen.

### STEP 3:

Fully complete your personal & contact details as required and press the 'save and proceed' button.

### STEP 4:

Add the relevant SDL number (follow step as indicated).

### STEP 5:

Upload the SDF appointment letter (follow step as indicated).

# FORGOTTEN PASSWORD FUNCTIONALITY

If you have forgotten your username and password, or you are not sure if you have already been registered as an SDF, make use of the forgotten password function. Simply complete your personal ID number and the system will send you an email with your temporary access details immediately.





# SDF APPOINTMENT LETTERS

If you have been appointed as the SDF for an organisation, you are required to supply AgriSETA with an SDF appointment letter. The appointment letter needs to be uploaded onto your SDF profile on Indicum. Please include the relevant SDL number on the letter.

## EXAMPLE OF A PRIMARY SDF APPOINTMENT LETTER



# REGISTRATION FOR SECONDARY SDFs

An organisation may register one or more Skills Development Facilitators on Indicium. The secondary SDF will have access to the organisation's information but will only have viewing and printing rights. This secondary SDF function can be someone who assists the primary SDF.

To register as a secondary SDF follow the normal SDF registration process as prescribed in section above. When compiling the SDF appointment letter please ensure that the letter clearly states SECONDARY SDF and the SDL number is specified.

## EXAMPLE OF SECONDARY SDF CONFIRMATION OF APPOINTMENT LETTER



# MANDATORY GRANTS TEAM AND CONTACT DETAILS



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Mandatory Grants Officer

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Mandatory Grants Officer

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**Mrs Kholofelo Malapane**  
Mandatory Grants Officer

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# NOTES

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