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## SDF Continuous Professional 2008 Development Registration

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**Personal Details:**

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Surname	
First name	
Initials	
Work telephone	
Cell phone	
Email	
Fax	

*Please ensure that you complete all relevant documentation and submit these via fax, email or hand delivery at the workshop.*

### CHECKLIST OF DOCUMENTS TO SUBMIT FOR THE PROGRAMME

Info to be submitted	Page no.	Submitted		Comment
		Y	N	
Company Information	2			
Member of ASDFSA	2			
Self evaluation	3 & 4			
CV	4			
SDF training record	4			
Code of Conduct	5			
Planning sheet	6			

Thank you for your interest in this exciting development towards your professional development as a value – added resource in the organisation.





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### Company Information

Company Name: \_\_\_\_\_

Company SDL number: 

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Company address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact numbers: (t) \_\_\_\_\_ (f) \_\_\_\_\_

SIC Code: \_\_\_\_\_

Are you a member of ASDFSFA (Association for Skills Development in South Africa)?

YES

NO

If yes, please supply your membership no. \_\_\_\_\_

If no, please confirm if you would like to receive information about membership of the professional body.

Yes, please send me more information.  YES

No, I do not wish to join at present.  NO

You may also visit the ASDFSFA website at [www.asdfsfa.co.za](http://www.asdfsfa.co.za)

#### **For information about the programme:**

Contact **Chris Bekker** Email [chris@eclipse1.co.za](mailto:chris@eclipse1.co.za)

Tel (021) 6850451

Cell 072 506 2921

#### **For information about registration and administration:**

Contact **Juanita Gordon** Email [Juanita@eclipse1.co.za](mailto:Juanita@eclipse1.co.za)

Tel: (021) 6850451

Fax: (021) 6850454

**Website:** [www.asdfsfa.co.za](http://www.asdfsfa.co.za)





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Please answer the following questions:

1. As an SDF, how do you add value to the organisation/s that you serve?

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2. What impact have skills development interventions had in the organisation/s that you served in 2007?

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3. When you consult with line management, what consulting style do you follow?

- a) **Expert style**, where the cause and solution of a problem is identified by you; or
- b) **Pair-of-hands style**, where the cause and solution of a problem is identified by the client and you become an implementer of the decisions and is a "pair of hands" to the client; or
- c) **Collaborator style**, where you and the client are viewed as equal partners in diagnosing the problem and determining the solution.

Please indicate which style you follow and provide an explanation of why you adopt that style:

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and





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4. a) What change management process have you implemented in respect of skills development in the organisation/s which you serve?

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b) What change management process are you currently employing in the organisation/s which you serve?

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c) What new change management process(es) do you want to implement in this year?

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5. What is your current knowledge level with regard to the Organising Framework for Occupations (OFO's)?

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## CODE OF CONDUCT

(Based on code of conduct of the Association for Skills Development Facilitation in South Africa)

### 1. Preamble

The purpose of this code is to provide a code of conduct that is appropriate in ensuring high levels of service to our clients and employers. It is paramount that the skills development facilitators ensure that the provisions of this code are adhered to at all times.

### 2. Values

The participants in the CPD programme will subscribe to the following core values:

- Professionalism
- Integrity
- Honesty
- Client focus
- Quality
- Participants must perform their functions in good faith, giving full effect to the obligations and spirit of the Skills Development Act and any relevant related legislation and/or regulation.
- Representatives are to abstain from any conduct or interests etc. that may conflict with relevant legislation and/or regulatory framework.
- Members must sign and adhere to this Code of Conduct

### 3. Code of conduct

The "Workplace Skills Planning" process is about engagement between employer and employee caucuses within companies that are registered with SETAs, with the skills development facilitator acting as a "process engineer" rather than as a participant. The workplace skills plan (WSP) itself is simply a "Minute of Agreement" that results from proper process. The quantitative components of the WSP apply to all sizes of companies, while the qualitative aspects apply to all sizes of companies requiring learnership or other discretionary funding from the SETA with which they are registered.

#### Areas of conduct in relation to professional behaviour

As a participant in the CPD programme, I will abide by the following -

- I will be honest when submitting progress and activity reports.
- I will discharge my duties with diligence and punctuality.
- I will not profit from confidential information acquired from member companies while engaged with a member company or after termination of my relationship with such company.
- I will act at all times in the interest of the member company in relation to the relevant SETA and other members.
- I will contribute meaningfully, with the full mandate of my constituencies, at all times.
- I will endeavour to promote a culture of consensus at all times.

### 4. Conclusion

I, ....., representative of the ..... SETA, hereby agree to abide by the preceding Code of Ethics as based on the Code and Good Practice of the Association for Skills Development Facilitation in South Africa.

Signature:.....

Signed at.....this .....day  
of.....200...



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Best wishes and we will see you at the workshops!

A handwritten signature in black ink that reads "Gill Connellan".

Gill Connellan



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*and*

