

SELF ASSESSMENT QUESTIONNAIRE FOR SKILLS DEVELOPMENT PRACTITIONERS AND ADMINISTRATORS



Competency profiles for skills development practitioners and skills development administrators have been registered on the Organising Framework for Occupations. Our revised programme will address the competencies required in the tasks identified by industry for these occupations.

This questionnaire will assist you with the decision to register as a "new/inexperienced" (Workshop 1) or "advanced/senior" (Workshop 2) skills practitioner for the ongoing CPD programme.

Please answer all the questions in as much detail as possible. They have been designed to assist us with the ongoing professional development skills of skills practitioners.

Note: If you are working for a number of different companies, choose the company where you have the greatest experience and knowledge.

FAX NUMBER: (021) 685 0454 TEL NUMBER: (021) 685 0451

EMAIL ADDRESS juanita@eclipse1.co.za

Your Name

Telephone number(s)

Email Address:

1) Demographic profile for equity statistical purposes

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>		
Race	White <input type="checkbox"/>	Black <input type="checkbox"/>	Col. <input type="checkbox"/>	Asian <input type="checkbox"/>

2) Tick the boxes which best describe your role.

Internal/External SD Practitioner	Internal <input type="checkbox"/>	External <input type="checkbox"/>	N/A <input type="checkbox"/>
Internal/External SD Administrator	Internal <input type="checkbox"/>	External <input type="checkbox"/>	N/A <input type="checkbox"/>

3) Indicate your role in skills development?

a) Choose one of the three options below:

Fully occupied in all aspects of skills development.

Partially occupied in skills development.

Only do skills development when workplace skills plans are due.

b) Choose one of the three options below:	
My role is more administrative than consulting.	
I consult with clients/employer(s) mostly. Administration as a support to the consulting role.	
My role is partly administrative and partly consultative.	

4) What is the size of the division/department/organisation you represent?	
1 - 5 employees	
6 - 15 employees	
16 - 50 employees	
51 - 150 employees	
150 employees +	

5) How long have you been working in skills development?	
a. < One year	
b. One - 5 years	
c. More than 5 years	

Comment:

6) How many workplace skills plans have you completed?	
a. None (still in the process/have no active clients)	
b. 1 - 5	
c. 5+	
d. I am not involved in completing the WSP.	

7) Is there a training/equity committee in place?					
Equity committee		Training committee		Combined committee	
Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Yes	<input type="checkbox"/>
No	<input type="checkbox"/>	No	<input type="checkbox"/>	No	<input type="checkbox"/>

8) Do you have a role on the training committee?
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Yes Please give details: _____

No _____

9) How would you rate your ability to develop wsp and implementation reports?			
Poor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Good <input type="checkbox"/>	Advanced <input type="checkbox"/>
10) How would you rate your ability to implement a quality assurance process to track actual training and development activities against the workplace skills plans?			
Poor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Good <input type="checkbox"/>	Advanced <input type="checkbox"/>
11) How would you rate your ability to engage with employer/client?			
Poor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Good <input type="checkbox"/>	Advanced <input type="checkbox"/>

Comments:

12) In your role as skills development practitioner/administrator, you may need to advise or facilitate many training and development initiatives. It is also very likely that you will need to offer advice or input on these matters. In light of this, what is your knowledge and understanding of the following:			
Competence Profiling on Organising Framework for Occupations (OFO)			
Poor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Good <input type="checkbox"/>	Advanced <input type="checkbox"/>
Return on Training Investment			
Poor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Good <input type="checkbox"/>	Advanced <input type="checkbox"/>
Strategic Alignment of Performance to Business Objectives			
Poor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Good <input type="checkbox"/>	Advanced <input type="checkbox"/>
Occupational Awards & Continuing Professional Development Programmes			
Poor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Good <input type="checkbox"/>	Advanced <input type="checkbox"/>
Project Administration and Support			
Poor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Good <input type="checkbox"/>	Advanced <input type="checkbox"/>

13) What continuous professional development content do you require for personal development?

14) Are you now or have you been a member of a standard generating body (SGB) or a CEP (Community of Expert Practitioners)?

Please give details:

15) What access do you have to the strategic business objectives of the organisation?

Poor	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Good	<input type="checkbox"/>	Advanced	<input type="checkbox"/>
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16) How would you rate the overall level of commitment to the skills development process in the workplace?

Poor	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Good	<input type="checkbox"/>	Advanced	<input type="checkbox"/>
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17) How would you rate the level of knowledge of the skills development process within the organisation(s)?

Poor	<input type="checkbox"/>	Moderate	<input type="checkbox"/>	Good	<input type="checkbox"/>	Advanced	<input type="checkbox"/>
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Please comment in detail:

General info

18) Do you have access to the internet?	
i. On a daily basis	
ii. On a weekly basis	
iii. Other	

Are you registered for internet networking?

Linkedin

Xing

Skype

Other

Do you have any additional continuous professional development needs? Please list these below.

The competency profiles for skills development practitioners and skills development administrators listed below have been registered on the Organising Framework for Occupations. The Professional Body (ASDFSA) will develop relevant occupational awards based on these competence profiles. Please choose the relevant options from both the task lists below.

TASKS IDENTIFIED BY INDUSTRY: **Skills Development Administrator**

19) What do you do in the workplace? <i>(Extract from registered OFO competence profile).</i>	Most	Often	Some times	Never
1. Administering paperwork associated with contracts, programs, projects and services provided				
2. Advising managers on matters requiring attention and implementing their decisions				
3. Arranging meetings and workshops				
4. Collecting data associated with projects undertaken, and reporting on project deliverables				
5. Completing and reviewing contracts, programs, projects and services				
6. Coordinating work by contractors and reporting on variations to work orders				
7. Responding to inquiries and resolving problems concerning contracts, programs, projects and services provided, and persons affected				
8. Supporting contract, programme and project managers in the administration of contracts, programmes and projects to ensure that goals are met				
9. Complete and submit reports pertaining to skills development				
10. Perform general administrative tasks				

Please list your alternative or additional primary duties:

TASKS IDENTIFIED BY INDUSTRY: **Skills Development Practitioner**

20) What do you do in the workplace? (Extract from registered OFO competence profile).	Most	Often	Some times	Never
1. Conducting skills audits and training needs analysis, plan and conduct a skills needs analyses and identify skills gaps - align needs and gap analyses to the human capital requirements				
2. Develop and implement organisation's Workplace Skills Plan and ensures submission of related reports (annual training report)				
3. Structuring and advising Management and Line about Job profiles				
4. Ensuring organisational and personal developments are strategically aligned				
5. Liaising with SETAs and other governing bodies regarding skills development opportunities and requirements within a sector aligned to the NSDS				
6. Calculating and reporting on skills development return on investment, compiles the skills development budget, based on the WSP				
7. Informing and assisting in the process of ensuring sustainable human capital development				
8. Aligning the naming convention of job and posts in the organisation structure in terms of the Organising Framework for Occupations.				
9. Submitting all plans and feedback to management for approval and implementation and ensures all administration related to skills development is kept up to date in terms of the Quality Management System.				
10. Advising management on the requirements for Employment Equity and BBBEE suggesting options that will ensure maximum benefits to the organisation and legal compliance. May also compile the Employment Equity forms and submit to the Department of Labour.				
11. Project managing discretionary grants ensuring that providers meet deliverables, learners are sourced and are coping and the timeous submission of claims to SETAs to ensure full refunds				

Please list your alternative or additional primary duties:

Please indicate your preference of continuous professional development.

I would like to attend the following programme: *(See CPD calendar which has been sent to you in the updated pamphlet).*

Workshop 1 (New/inexperienced)

Workshop 2 (Advanced/Senior)

Both workshop 1 & 2

Thank you for your time. We sincerely appreciate it.

Please send the completed form to
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Enquiries and additional information

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