



The Services Sector  
Education and Training Authority

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**DATE**

### **CRITERIA FOR THE APPOINTMENT OF THE 2006 PREFERRED EXTERNAL SDF LIST**

The SSETA is in the process of re-evaluating our current preferred external SDF list. With the rapidly changing Skills Development arena it has become necessary to set new criteria to ensure that we maintain our quality processes.

We have therefore updated our current Preferred External SDF list on our website and now named it the "INTERIM PREFERRED EXTERNAL SDF LIST", effective the 24<sup>th</sup> of July 2006. The new criteria that needs to be met is as set out below:

All existing external SDF's on the Interim Preferred External SDF List will be given a period of 6 months from 24 July 2006 to comply with our 2 main criterions. Should the external SDF not be able to comply within the six month period he/she will be removed from the list.

**The criteria that external SDF's should meet are:**

#### **Criteria 1:**

Every external SDF must be certificated either after:

- Completing the SDF training successfully through one of the 6 intakes of SDF Training as provided by the Service SETA.
- Or after being through a successful RPL process,
- Or even after having successfully completed SDF training through another accredited provider.
- Should the external SDF be certificated against 6 unit standards then he/she would also meet the first criteria.

#### **Criteria 2:**

As an external SDF you must have assisted a member company of the Service SETA through obtaining their STAR 1 status through our 3 star grading system.

We would also want each SDF that does meet the criteria as set out above whether it is immediately or within the 6 month period to sign a Code of Good Practice which is on our website under the SDF menu under Preferred External SDF's ([www.serviceseta.org.za](http://www.serviceseta.org.za)) along with the Star 1 requirements.

It is also highly recommended that you become a member of the ASDFSA – Association of Skills Development Facilitators of South Africa.

**The benefits of being a member of the ASDFSA are:**

- You will receive updated information on Skills Development as a member of the organization.
- You will receive exposure as an external SDF due to the networking you will do.
- First hand knowledge of new trends in Skills Development.
- You will also be made aware of new applicable legislation.
- You will be invited to attend workshops, conferences, seminars, etc as a member, which will contribute to your Continuous Professional Development.

**The advantages of becoming a preferred external SDF with the Service SETA are:**

- You would receive “free” marketing by having your name on our website.
- You would also be able to give a statement of quality to your clients as you would have met our criteria, which are all qualitative.
- The Service SETA would utilize your services for any of our projects should the need arise.

To assist you further the Service SETA also has an RPL process available to our levy paying members. If you would like to partake of this process all you would have to do, is speak to your Service SETA member company and ask them to allow you to do the RPL process with their SDL number. Should you be acting, as their external SDF. I am sure the member company will not have an issue with this.

For further information on the training interventions please access our website [www.serviceseta.org.za](http://www.serviceseta.org.za) and go to the SDF menu.

**All original applications should be sent to Bibi Moosa in Johannesburg and her contact details are:**

**Bibi Moosa**  
**SDF's – Levies & Grants Department**  
**15 Sherborne Road**  
**Ristone Office Park**  
**Parktown**  
**Tel: 011 276 9600**  
**Fax: 011 276 9648**  
**Email: [bibim@serviceseta.org.za](mailto:bibim@serviceseta.org.za)**

Should you need any further assistance or details please do not hesitate to contact us.

Kind regards,

**Bibi Moosa**  
**SDF's**  
**Levies & Grants**