



(SKILLS DEVELOPMENT)

SKILLS GAP/NEEDS ANALYSIS



01

We will compare **skills in place** with **skills required** (based on various criteria such as B-BBEE, Employment Equity, Operational requirements, Personal Development Plans, SWOT, PESTEL etc).

Present **outcome of Skills Gap/Needs Analysis** i.e. Provide a 'birds-eye view' of actual required training

02



SKILLS MATRIX

TRAINING AND DEVELOPMENT PLAN



03

Unique Plan based on Skills Matrix findings i.e. projected/planned training. Source Accredited Training Provider.

Report to SETA on planned training - Result of Training and Development Plan i.e. **finalised planned training** Submission to SETA by no later than **31st April**

04



WORKPLACE SKILLS PLAN (WSP)

SKILLS DEVELOPMENT

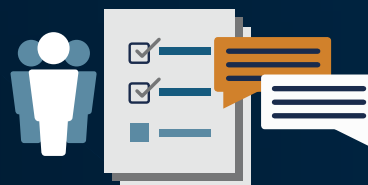


05

Implementation of WSP - Bursaries, Internships, Apprenticeships, Learnerships, Skills programmes, Short Courses, Internal Training

50+ employees must appoint Training Committee to monitor and evaluate progress made on WSP. Committee to meet on a Quarterly basis. Feedback/progress report to management.

06



TRAINING COMMITTEE

ANNUAL TRAINING REPORT (ATR)



07

Report to SETA on actual training provided, for both employed and unemployed, in line with WSP. Submission to SETA by no later than **31st April**