



DEVELOPING HRD IMPLEMENTATION PLANS FOR THE PUBLIC SERVICE

PURPOSE

To capacitate SDF's and HRD practitioners / managers to do better planning re the development of their employees and to compile their own departmental HRD plans (in accordance with the Public Service HRD Strategic Framework). Further to ensure well developed departmental HRD implementation plans that contribute to the compilation of departmental Human Resource Plans.

TARGET GROUP

This course is intended specifically for learners in senior and middle management in the Public Service who are involved in the development of Annual HRD Implementation Plans. It will be especially useful to skills development facilitators, training managers and human resource development practitioners.

MINIMUM REQUIREMENTS FOR ENROLMENT

It is assumed that the learner has the following knowledge and skills:

- Communication at NQF Level 4 (Matric or National Senior Certificate).
- Mathematical Literacy at NQF Level 4 (Matric or National Senior Certificate).

LEARNING OUTCOMES

By the end of this course participants should be able to:

- Explain the role of a strategic plan in the achievement of an organisation`s mandate;
- Explain the role of a strategic human resource plan in enabling an organization to reach its deliverables;
- Discuss the importance of integrated human resource planning;
- Develop a human resource intervention to meet changing or emerging needs;
- Conduct an analysis to identify and define the skills requirements of the organisation;
- Analyse current skills and develop skills profile of the organisation;
- Define training and development needs and establish priorities; and
- Develop a training and development plan.

ACCREDITATION

This course is accredited and aligned to SAQA Unit Standard ID 259143, NQF level 6, titled “Demonstrate knowledge and insight into the relationship between strategic human resource planning and an organisation’s strategic planning” Credits: 4 and Unit Standard ID 15217, NQF 5, titled “Develop an organisational training and development plan” Credits: 6. A Certificate of Competence will be issued upon successful completion of the course, including the summative assessment.

ASSESSMENT APPROACH

The course follows an integrated assessment approach, which comprises of:

- Pre-attendance Reading and Activity;
- Practical work-based assignment - The work-based assignment constitutes a number of workplace activities, which will allow the participant to apply knowledge and skills gained in the workplace; and
- Summative Assessment: The work-based assignment should be packaged in the form of a Portfolio of Evidence. A qualified assessor will assess the Portfolio of Evidence. The Portfolio of Evidence will then be verified by an internal and external moderator. Participants have six (6) weeks to complete the workplace assignment and submit a Portfolio of Evidence.

DURATION

This course is presented over 5 working days.