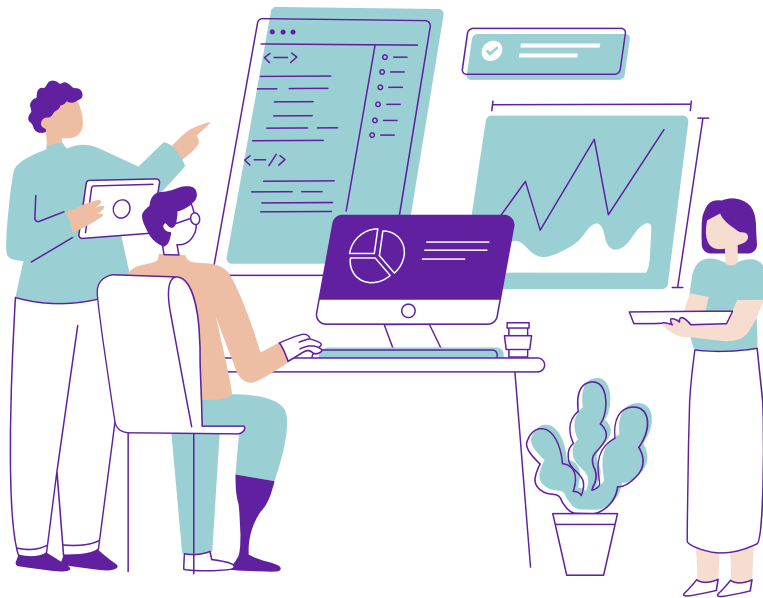




**eSDF**

YOUR DIGITAL SKILLS  
DEVELOPMENT  
FACILITATOR



**Compiling a Work Skills Plan (WSP) and Annual Training Report (ATR) is a frustrating task; it can be a complex and laborious process involving an array of compliance related challenges.**

**Remove your frustrations, automate your SDF processes.**

# What is eSDF?

As an online system, this tool will help you to manage the training activities of your clients, including planning, execution, and reporting. In essence, eSDF assists skills development facilitators to effectively manage all training related activities within their client base.

Through eSDF you develop a pre-approved data base consisting of all trainees, all training providers, and all pre-approved training courses. The central repository (library) consists of all evidence needed to meet SETA and BEE requirements.

The system assists SDF's to also meet compliance in terms of internal training requests, subsequent approvals, scheduling, automated notifications, and progress measurement.

## The Ultimate Training Management System

eSDF's specific functionality includes:

- 1** Making available pre-approved trainees/employees, pre-approved training providers and pre-approved training courses.
- 2** Manage compliance deadlines and oversee BEE criteria.
- 3** Overseeing BEE related projects and required evidence.
- 4** Running training processes ranging from a training request to successful completion.
- 5** Producing accurate Work Skills Plans (WSPs) and Annual Training Reports (ATRs) as well as meeting your SETA requirements.

# Training Management challenges

Training management is a complex process, embedded in specific challenges:

- Incomplete and inaccurate records
- Missing evidence
- Captured on various systems and spreadsheets

BEE & Compliance Management could potentially involve the following administration hiccups:

**1**

Providing evidence that BEE requirements are being met.

**2**

Missing compliance renewals, i.e. expiry dates and deadlines.

**3**

SETA grant management  
(from SETA allocations to a money-in-the-bank reality)

**4**

Producing viable compliance training options.

**5**

Broad range of evidence is required.



# How can eSDF help you?

## Satisfy SETA & BEE requirements:

Gain direct access to a pre-approved list of trainees, training providers, as well as training courses that includes the required accreditation reviews and evidence required for compliance audits and BEE requirements.

## Meet compliance requirements:

Do not miss your compliance certificate deadlines and receive automated notifications outlining your essential training requirements 30 days in advance. In addition, you will be able to send notifications to line managers informing them that employees will be absent for specified training activities.

## Adhere to Required Company Processes & Budgets:

Line managers are required to follow certain pre-defined processes to request training, achieve required approvals, and measure training-in-progress.

## Compile Automated ATR & WSP Reports:

Collate WSP and ATR reports of YTD training activities in a format acceptable to your specific SETA.

eSDF will enable you to compile the following reports:



**1**

SETA specific WSPs.

**2**

SETA specific ATRs.

**3**

BEE Skills Development Reports.

**4**

SETA Grant Funding Reports.

**5**

Customised Training Reports.

# Contact Us

Phone

+27 (012) 997 0037

E-mail

[nandi@esdf.co.za](mailto:nandi@esdf.co.za)

Address

58 Hesketh Drive, Moreleta Park,

Pretoria

