

Handout 3: Example of a Skills Audit Feedback Report

ISSUES ADDRESSED	SUMMARY OF FINDINGS
When was the audit conducted?	
Who was involved in the process? (Names and titles)	
SETA identified skills priorities:	
What skills did the SETA identify nationally?	
Which of the priorities that were identified by the SETA is relevant to the organisation's needs?	
Who are the employees that need skills as identified by the SETA? (Names)	
The learning culture of the organisation:	
What is the current situation regarding learning and development in the organisation?	

What is the general feeling of the employees in the organisation regarding training and development?	
What are the reasons for them being positive towards training and development?	
What are the reasons for them being negative towards training and development?	
Technology and processes:	
Does the organisation plan to implement any new processes?	
Does the organisation plan to implement any new technology?	
Are there any new skills that the employees will have to obtain? Name them.	
What training and development will have to take place to address these new skills needed?	
Employment equity:	

Are there any new skills needed to reach the targets of the Employee Equity plan?	
Are there any new skills needed to reach the targets of succession plans?	
Who are the employees that will need these skills? (Names)	
Employee movements:	
Are there any promotions, appointments, retirements or resignations that will take place in the near future?	
Are there any new skills that employees will need due to these movements?	
Who are the employees that will need these skills? (Names)	
Learner ships:	
Are there learner ships needed in the organisation?	

Signature of SDF: _____ Date: _____

Example of summary report on the skills audit

SURNAME	INITIAL	JOB TITLE	Budgeting skills		Negotiating skills		Project management		Excell		Policy knowledge	
			R	A	R	A	R	A	R	A	R	A
Marais	A	Manager	X		X			X		X		X
Sekhute	T	Manager		X	X		X			X	X	
Mamaregane	L	Accountant		X			X			X		X
Roelofse	R	Secretary								X	X	
Moloi	T	Secretary							X			
Van Niekerk	M	Secretary							X			
TOTAL			1		2		2		2		2	

Legends: R = Required skills

A = Actual skills