

Handout 9 – Example of Information Management System

DOCUMENTS	MUST BE KEPT BY WHOM	HOW MUST IT BE STORED	HOW LONG MUST IT BE STORED	WHO MAY HAVE ACCESS TO THE DOCUMENTS
Registration of Skills Development committee members; minutes and agendas of meetings, any other correspondence	Name of the SDF	1. Must be stored electronically. 2. Hard copies must also be stored.	3 years	SDF, Skills Development Committee, training department; admin assistant
SDF registration documents: correspondence with SETA in this regard	Name of the SDF	3. Backup copies of the electronically information must also be kept (See your organisation policy in this regard.	Forever	SDF, Skills Development Committee, admin assistant
Correspondence with SARS regarding the SDL (copies of EMP 101, 102 and 103)	Name of the SDF		Forever	SDF, Skills Development Committee, admin assistant; finance department

Information collected during the skills audit (competencies; employee profiles; interview notes; the questionnaires that were completed; skills requirements and skill profiles; training needs identified; training interventions identified; resource requirements)	Name of the SDF	<p>1. Must be stored electronically.</p> <p>2. Hard copies must also be stored.</p> <p>3. Backup copies of the electronically information must also be kept (See your organisation policy in this regard.</p>	3 years	SDF, Skills Development Committee, training department; admin assistant; managers
Sector Skills priorities	Name of the SDF		2 years	SDF, Skills Development Committee, training department; admin assistant; managers
Information that was provided training providers in terms of different interventions	Name of the SDF		2 years	SDF, Skills Development Committee, training department; admin assistant; managers
Information on planned intervention (costs; duration; unit standards; etc)	Name of the SDF		2 years	SDF, Skills Development Committee, training department; admin assistant; finance department

All training priorities	Name of the SDF		2 years	SDF, Skills Development Committee, training department; admin assistant
Training budget and reports on actual spending of costs	Name of the SDF		5 years	SDF, Skills Development Committee, training department; admin assistant; finance department
WSPs and ATRs that were submitted to the relevant SETA	Name of the SDF		3 years	SDF, Skills Development Committee, training department; admin assistant; managers
Documents of logistical arrangements regarding the venues, transport and accommodation, etc)			2 years	SDF, Skills Development Committee, training department; admin assistant; managers
Attendance registers, registration forms; programme booking forms			5 years	SDF, Skills Development Committee, training department; admin assistant; managers

Assessment results			5 years	SDF, Skills Development Committee, training department; admin assistant; managers
Learning/training interventions reviews and evaluation forms			3 years	SDF, Skills Development Committee, training department; admin assistant; managers