



## **Training Development and Facilitation**

The Master Builders Association (MBA) promotes the use of skilled and trained artisans in order for its members to deliver a quality product in the building industry. In recent times, the MBA has recognised that the level of skills in the building industry has declined substantially for a number of reasons. To this end, the MBA has created a Training Department to promote and develop skills training in the building industry.

The current Skills Development Facilitation Service to promote Skills Development entails:

1. Recruit employers to participate in CETA Grant Systems.
2. Arrange appointment as Skills Development Facilitator with CETA.
3. Facilitation of the planning.
4. Assisting companies in completing documentation for registration as well as the implementing of learnerships, skills programmes, internships, apprenticeships, Trade Testing or any other training programmes.
5. Assist the company with the preparation of the Annual Training Report (ATR).
6. Advise the company of any quality standards set by CETA.
7. Provide a reliable data backup system of WSP and ATR stored off site and kept for a period of at least 5 years.
8. Act as the contact person between the company and CETA.
9. Serve as a resource for the company with regard to all aspects of skills development.
10. Problem solving/advising Companies and Individuals on training matters and career guidance.
11. Assist Companies with CETA Invoicing System.
12. Populating and regulating a Matrix for Learning programmes registered and completed together with collecting certified copies of qualifications/Registration documents for Data Base.