

ATR-8 Development and Consultative Process (1 April 2007 – 31 March 2008)

It is recommended that organisations with more than 50 employees establish a Training /Skills Development Committee. It is incumbent upon the SDF to ensure that all levels of the organisation are represented in the Committee. It is important that employees are consulted about the person designated as SDF. Employees should also be informed of the ATR and the implementation of the ATR. This committee should reflect the interests of employees from all occupational categories in the organisation's workforce.

ATR -8.1	1. What process was used to develop the ATR?	
ATR-8.2	Training / Skills Development Committee	
ATR -8.3	Employees were consulted	
ATR -8.4	Employees were not consulted	
ATR -8.5	Other e.g. Performance Appraisal System, Please Specify	
ATR -8.6	Should you wish to expand on your choice above, please do so	
ATR -8.7	2. What Did the ATR assist the organization in achieving its Employment Equity Plan goals? YES/NO The organization is not required to submit Employment Equity	
ATR -8.8	Should you wish to expand on your choice above, please do	
ATR -8.9	3. Did the Training/Skills Development Committee review the ATR (if applicable)? If not, what arrangements were made to ensure that employees were consulted with respect to the ATR?	
ATR -8.10	4. So you have difficulty planning employment equity and affirmative action in your organization? Please describe your aims and challenges, if applicable, in this regard.	
ATR -8.11	5. Please identify the areas in which you have experienced skills gaps. Skills gaps occur when the deficiencies in the skills of your current staff inhibits optimal functioning. For example, IT may have changed the way in which work was traditionally done. Some of the workforce for example, may lack the requisite IT skills.	
ATR -8.12	6. If you have identified more than one skills gap, clearly indicate possible reasons for each skills gap as the reasons for skills gaps may differ.	
ATR-8.15	SDF Signature	
ATR -8.16	Authorized Signatory Signature	