

UNATHI NDUBELA

CURRICULUM VITAE

♀ Female

📍 Centurion, Gauteng, South Africa

☎ 061 400 4735

✉ ndubelau@yahoo.com

🚗 Code 8 Driver's Licence | Own Transport

✓ Willing to Relocate

🔗 LinkedIn: [linkedin.com/in/unathi-ndubela/](https://www.linkedin.com/in/unathi-ndubela/)

Training and Development Manager | Skills Development | SETA & QCTO Compliance | Project, Training & Programme Management | LMIS | Workforce Development.

EXECUTIVE SUMMARY

Strategic and results-driven Training and Development Manager with over 18 years of experience in skills development, training operations, and organisational capability building across multiple industries.

Highly experienced in managing end-to-end training functions, including SETA/QCTO accreditation, learnerships, discretionary grants, workforce planning, and quality management systems (QMS). Proven ability to lead multidisciplinary teams, manage large-scale training projects, and align learning strategies with organisational goals.

Strong expertise in LMIS management, stakeholder engagement, compliance, and project execution, with a track record of improving training delivery, ensuring audit readiness, and driving continuous improvement initiatives.

Recognised for delivering impactful learning solutions, managing budgets, and building sustainable skills pipelines that support long-term organisational growth.

PROFESSIONAL EXPERIENCE

CSG Group (Foods, Skills, Cleaning & Security)

Training and Development Manager

April 2018 – November 2025

RESPONSIBILITIES:

Leadership & Team Management:

- Lead and manage teams of facilitators, assessors, moderators, and administrative staff.
- Oversee HR functions including recruitment, performance management, disciplinary processes, and leave management.
- Drive talent attraction, retention, and succession planning initiatives.

Learning Strategy & Programme Development:

- Conduct training needs analysis and develop skills development pipelines.
- Design and implement learning programmes aligned to organisational objectives.

- Develop and implement Personal Development Plans (PDPs) across all regions.

Project & Budget Management:

- Manage training projects from initiation to completion.
- Develop and manage annual departmental budgets.
- Allocate resources for facilitation, assessment, and moderation activities.

SETA / QCTO Compliance & Accreditation:

- Ensure compliance with SETA and QCTO requirements.
- Manage accreditation and re-accreditation processes.
- Coordinate SETA audits and site visits to maintain accreditation status.
- Apply for discretionary grants and manage funding submissions.

Quality Management Systems (QMS):

- Implement and maintain QMS in line with regulatory requirements.
- Develop policies, procedures, SOPs, and training documentation.
- Monitor QMS performance and recommend continuous improvements.
- Ensure successful external moderation and audit outcomes.

Stakeholder & Client Management:

- Maintain strong relationships with clients and stakeholders.
- Conduct monthly and annual performance review meetings.
- Ensure delivery of high-quality training and customer satisfaction.

Reporting & Compliance:

- Compile monthly, quarterly, and annual training reports.
- Monitor performance metrics and training effectiveness.
- Report to executive leadership on QMS performance and improvements.

Previous Roles (Multiple Organisations)**Senior Project Supervisor | Project Manager | Accreditation Officer | Project Administrator**

September 2006 – April 2018

RESPONSIBILITIES:

(Companies include training and development institutions and consulting firms)

Project Coordination & Administration:

- Managed training projects end-to-end, including planning, execution, and reporting.
- Coordinated logistics such as venues, travel, and accommodation.
- Scheduled facilitators and training sessions.

Skills Development & SETA Processes:

- Managed learner registrations on SETA systems and LMIS platforms.
- Compiled and submitted WSP & ATR reports.
- Coordinated external moderation and ensured compliance with training plans.

Accreditation & Quality Assurance:

- Developed and aligned training material with unit standards.
- Managed accreditation submissions and stakeholder engagement with SETAs.
- Conducted internal audits to ensure compliance with quality standards.

Financial & Resource Management:

- Managed budgets and controlled project costs.
- Maintained financial oversight for training programmes.

Stakeholder Engagement:

- Provided regular feedback to clients and stakeholders on learner progress.
- Facilitated learner support and engagement sessions.

EARLY CAREER PROGRESSION

Nelson Mandela Bay Municipality - Site Agent / Engineer's Representative | 2001 – 2002

Uhambiso Consulting Engineers Graduate Technician | 2005 – 2006

EDUCATION

- **BCom Honours (In Progress)**, Regent Business School | 2025 – Current
 - **BCom (Risk, Project & Business Management)**, Regent Business School | 2022
 - **Advanced Project Management**, University of South Africa | 2018
 - **Diploma in Information Technology**, CTI | 2004
 - **National Diploma Civil Engineering (Incomplete)**, 1998 – 2000
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CERTIFICATIONS

- Generic Management Level 4 (2018)
 - SAGE Skills Training (2017)
 - Food Hygiene Management – OHS & Quality (2017)
 - Assessor & Moderator Certification (2015)
 - Skills Development Facilitator (2016)
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KEY ACHIEVEMENTS

- Successfully led and managed multi-regional training operations.
 - Maintained SETA accreditation compliance with successful audit outcomes.
 - Secured and managed discretionary grants and funding applications.
 - Improved training delivery through implementation of structured QMS systems.
 - Developed and implemented Workplace Skills Plans (WSP) aligned to business strategy.
 - Enhanced learner performance tracking through LMIS system optimization.
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SKILLS AND COMPETENCIES

Learning & Development:

- Skills Development & Learnerships
- Training Needs Analysis
- Gap Analysis
- Workplace Skills Plans (WSP) & ATR Reporting
- SETA & QCTO Compliance
- Accreditation & Re-accreditation

Leadership & Strategy:

- Strategic Planning
- Stakeholder Management
- Team Leadership & Performance Management
- Talent Management & Succession Planning

Project & Operations Management:

- Project Management (End-to-End)
- Budgeting
- Resource Planning & Allocation
- Operational Coordination

Systems & Technical:

- LMIS (Learning Management Information Systems)
- Virtual Learning Systems
- MS Project
- A+ & Network+

Personal Attributes:

- Strong Leadership & People Management
 - Excellent Communication & Negotiation Skills
 - Analytical & Strategic Thinking
 - High Attention to Detail
 - Results-Oriented
 - Adaptable & Resilient
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REFERENCES ARE AVAILABLE ON REQUEST

Further information, details or documents will be provided with pleasure on request. Declaration: I hereby give my consent to keep my CV and contact me for any future opportunities in your organization.