

50331

National Certificate:

Occupationally-Directed Education Training and Development Practices

NQF Level 06

Credits: 187
Duration: 1 Year
Type: **Advanced Certificate**

Accreditation
Education, Training and Development
Practices Sector (ETDP SETA)
Accreditation No: ETDP10602

Entry Requirements

- Minimum of a National Certificate or Diploma at level 5 or higher in any field.
- It is assumed that practitioners have expertise in the subject/occupation field in which they intend to provide education, training and development, at a level required to engage meaningfully in ETD within that field.

Who is this Training For?

- Those wishing to obtain a SAQA registered qualification in education and training in the workplace.
- This qualification is for those who are qualified at Certificate, Diploma or Degree level within the Higher Education and Training (HET) band in an academic or occupational area, and wish to act in a variety of Education, Training and Development (ETD) related roles at a high level.



Workplace education, training and development are carried out to a large degree by people who are qualification in their subject area, but little or no formal qualifications in the educational field. This qualification will meet the demand for quality Education Training and Development practices at a high level.

Candidates for this advanced certificate will gain recognition for the essential competencies required at levels 5, 6 and 7 as represented by this qualification. This particular qualification will fill a vital gap within the ODETD field, serving a similar need to the Post Graduate Certificates and Diplomas in Education. This qualification will also be very useful for Further Education and Training (FET) College lecturers who may not have formal ETD qualifications, as well as for high level Skills Development Facilitators.

Skills and Knowledge Acquired

This Certificate includes competencies across all the ETD roles, with the opportunity to specialise at a high level in two or more of the following roles:

- Learning Design and Development
- Learning Facilitation
- Assessment
- Strategic Management
- Quality Assurance
- Standards Setting and Qualification Design
- Skills Development Facilitation

Exit Level Outcomes

1. Analyse needs and plan and design learning.
2. Facilitate learning in routine and complex situations.
3. Engage in and promote assessment practices.
4. Facilitate and manage skills development in an organisation.
5. Define and evaluate standards.
6. Evaluate Human Resource Development interventions.

ENJO Consultants (Pty) Ltd

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What does the ODETDP Level 6 Certificate Programme Entail?

The unit standards for this advanced certificate have been grouped together into modules (skills programmes).

Type	ID	Title	NQF Level	Credits	Credits per Module
Module 1: Understanding Outcomes Based Education					
Core	263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.	5	5	5
Module 2: Complete a Research Assignment					
Fundamental	10301	Complete a research assignment.	6	20	20
Module 3: Facilitator Training Programme					
Core	117871	Facilitate learning using a variety of given methodologies.	5	10	10
Module 4: Assessor Training Programme					
Core	115753	Conduct outcomes-based assessment.	5	15	15
Module 5: Moderator Training Programme					
Elective	115759	Conduct moderation of outcomes-based assessments.	6	10	10
Module 6: Guide Learners					
Core	117874	Guide learners about their learning, assessment and recognition opportunities.	5	6	6
Module 7: Design & Develop Learning Material Training Programme					
Core	123397	Evaluate a learning intervention using given evaluation instruments.	5	10	45
Elective	123401	Design outcomes-based learning programmes.	6	15	
Elective	123394	Develop outcomes-based learning programmes.	5	10	
Elective	115755	Design and develop outcomes-based assessments.	6	10	
Module 8: Skills Development Facilitator Training Programme					
Core	15217	Develop an organisational training and development plan.	5	6	39
Core	15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes.	6	4	
Core	15221	Provide information and advice regarding skills development and related issues.	5	4	
Elective	15227	Conduct skills development administration in an organisation.	4	4	
Elective	15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10	
Elective	15232	Coordinate planned skills development interventions in an organisation.	6	6	
Elective	252041	Promote a learning culture in an organisation.	5	5	
Module 9: Define standards for assessment, education, training, and development					
Core	117856	Define standards for assessment, education, training, and development.	6	8	8
Module 10: Evaluation & Promotion of Training Providers and Programmes					
Elective	123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use.	6	5	5
Module 11: Quality Assurance and QMS					
Elective	123391	Develop education, training and development (ETD) policies and procedures for an organisation.	6	12	12
Module 12: Design and develop instruments to evaluate education, training and development					
Core	123392	Design and develop instruments to evaluate education, training and development.	6	12	12
				Total	187

How is this qualification completed?

- **Class Attendance**
 - This option is available to corporates and individuals.
- **Distance Learning**
 - This option is available to corporates and individuals.
- **Recognition of Prior Learning (RPL)**
 - Qualifying learners may be able to complete the qualification as RPL.
- **Support**
 - Support is available via MS Teams, email, phone or meeting with a facilitator for guidance.

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I Have Credits Towards This Qualification and a Statement of Results, Does it Count?

Those who have completed some modules contained in this qualification are welcome to request a custom quote for the modules that wish to complete by emailing us a request for such a quote along with their statement of results.

When can I enrol/book for training?

- Training can be enrolled for at any time of the year.

Does one need to write exams?

No, one does not need to write exams, the portfolio will be assessed to determine competence.

Assessment, Verification and Certification

- The Portfolios of Evidence will be assessed by a registered assessor.
- Each module will be assessed as it is completed.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- On successful completion of all the modules, ENJO Consultants will upload your results onto the ETDP database and you will receive a certificate.
- The ETDP SETA will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits you have earned as well as a certificate.

Articulation

118774, Occupational Certificate: Learning and Development Advisor, NQF Level 7

Where Does the Class Attendance Training Take Place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

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