

<b>Qualification</b>	<h1>SAQA 50333</h1>	<b>NQF Level</b> <span style="font-size: 2em;"><b>05</b></span>
	<b>National Diploma:</b> Occupationally-Directed Education Training and Development Practices	Credits: 247 Duration: 2 Year Type: National Diploma
		<b>Accreditation</b> Education, Training and Development Practices Sector (ETDP SETA) Accreditation No: ETDP10602

## Purpose

SAQA 50333, National Diploma: Occupationally-Directed Education Training and Development Practices is for those who wish to build a career in training and education in any field. Those who have already completed SAQA Qualification 50334, can add to the certificate by adding the balance of the unit standards to obtain this diploma.

## Skills and Knowledge Acquired

This qualification addresses general competences across eight key ETD roles and provides an opportunity for learners to specialise in four key areas in line with possible career opportunities or areas of interest. Recipients will thus meet the general requirements of the following key roles, with the opportunity to specialise in any of the following roles:

- Design and develop training and assessment material.
- Facilitate learning (train-the-trainer).
- Engage in and promote assessment practices.
- Provide learning support to learners and organisations;
- Conduct Skills Development Facilitation:
  - Promote a learning culture in an organisation.
  - Advise and assist the organisation in the design and implementation of a Quality Management System (QMS).
  - Doing skills audits.
  - Planning skills development interventions.
  - Compiling the Workplace Skills Plan (WSP) and Annual Training Report (ATR).
- Develop standards and qualifications;
- Manage and administer education training and development;
- Engage in general management activities.

## Entry Requirements

- NQF level 4 or Grade 12.

## Who is This Training For?

- Those wishing to obtain a SAQA registered qualification in education and training.
- Those people in the workplace that have qualifications and/or experience in a specific field but would like to get involved in training and career development of others.
- Trainers, Facilitators and Assessors.
- Learner and Learning Supporters.
- Skills Development Facilitators.
- Learning Material Designers and Developers.
- Standards Writers and Qualification Designers.
- Education, Training and Development (ETD) Managers.
- Training and HR Department Employees.
- Those who have been working in the field of training and education and wish to obtain a formal qualification.

## Exit Level Outcomes

1. Communicate in a variety of ETD settings.
2. Design and develop learning programmes and processes.
3. Facilitate and evaluate learning.
4. Engage in and promote assessment practices.
5. Provide learning support to learners and organisations.
6. Conduct skills development facilitation.
7. Define standards and qualifications.
8. Manage and administer education training and development.
9. Engage in general management activities.



## ENJO Consultants (Pty) Ltd

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## What Does this Qualification Entail?

The unit standards have been grouped together into modules (skills programmes) that focus on the different areas within the qualification as set out below:

Type	ID	Title	NQF Level	Credits	Credits per Module
<b>1<sup>st</sup> Year</b>					
<b>Module 1: Understanding Outcomes Based Education</b>					
Core	<a href="#">263976</a>	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.	5	5	5
<b>Module 2 (A): Communication &amp; Presentation Skills I</b>					
Fundamental	<a href="#">115789</a>	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts.	5	5	10
Fundamental	<a href="#">115790</a>	Write and present for a wide range of purposes, audiences and contexts.	5	5	
<b>Module 3: Facilitator Training Programme</b>					
Core	<a href="#">117871</a>	Facilitate learning using a variety of given methodologies.	5	10	10
<b>Module 4: Assessor Training Programme</b>					
Core	<a href="#">115753</a>	Conduct outcomes-based assessment.	5	15	15
<b>Module 5: Moderator Training Programme</b>					
Elective	<a href="#">115759</a>	Conduct moderation of outcomes-based assessments.	6	10	10
<b>Module 6: Learner Support Training Programme</b>					
Core	<a href="#">117865</a>	Assist and support learners to manage their learning experiences.	4	5	17
Core	<a href="#">117874</a>	Guide learners about their learning, assessment and recognition opportunities.	5	6	
Core	<a href="#">123396</a>	Define target audience profiles and skills gaps.	4	6	
<b>Module 7: Design &amp; Develop Learning Material Training Programme</b>					
Core	<a href="#">123397</a>	Evaluate a learning intervention using given evaluation instruments.	5	10	45
Elective	<a href="#">123401</a>	Design outcomes-based learning programmes.	6	15	
Elective	<a href="#">123394</a>	Develop outcomes-based learning programmes.	5	10	
Elective	<a href="#">115755</a>	Design and develop outcomes-based assessments.	6	10	
<b>Module 8: Skills Development Facilitator Training Programme</b>					
Elective	<a href="#">15217</a>	Develop an organisational training and development plan	5	6	39
Elective	<a href="#">15218</a>	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4	
Core	<a href="#">15221</a>	Provide information and advice regarding skills development and related issues	5	4	
Core	<a href="#">15227</a>	Conduct skills development administration in an organisation	4	4	
Elective	<a href="#">15228</a>	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10	
Elective	<a href="#">15232</a>	Coordinate planned skills development interventions in an organisation	6	6	
Elective	<a href="#">252041</a>	Promote a learning culture in an organisation	5	5	

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Type	ID	Title	NQF Level	Credits	Credits per Module
<b>2<sup>nd</sup> Year</b>					
<b>Module 2 (B): Communication &amp; Presentation Skills III</b>					
Fundamental	<a href="#">115791</a>	Use language and communication strategies for vocational and occupational learning	5	5	10
Fundamental	<a href="#">115792</a>	Access, process, adapt and use data from a wide range of texts	5	5	
<b>Module 9: Define standards for assessment, education, training, and development</b>					
Elective	<a href="#">117856</a>	Define standards for assessment, education, training, and development	6	8	8
<b>Module 10: Evaluation &amp; Promotion of Training Providers and Programmes</b>					
Elective	<a href="#">123400</a>	Evaluate and promote education training and development (ETD) providers, services and products for organisational use	6	5	5
<b>Module 11: Manage Inclusive / Special Needs Education</b>					
Core	<a href="#">10294</a>	Identify and respond to learners with special needs and barriers to learning	5	10	10
<b>Module 12: Facilitate the transfer and application of learning in the workplace</b>					
Core	<a href="#">123398</a>	Facilitate the transfer and application of learning in the workplace	5	5	5
<b>Module 13: Team Dynamics &amp; Development Training Programme</b>					
Elective	<a href="#">15224</a>	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	5	4	16
Core	<a href="#">252037</a>	Build teams to meet set goals and objectives	5	6	
Core	<a href="#">252043</a>	Harness diversity and build on strengths of a diverse working environment	5	6	
<b>Module 14: HR Management in Education Training Programme</b>					
Elective	<a href="#">10171</a>	Manage the capture, storage and retrieval of human resources information using an information system	5	3	12
Elective	<a href="#">12140</a>	Recruit and select candidates to fill defined positions	5	9	
<b>Module 15: Conflict Management Training Programme</b>					
Elective	<a href="#">114226</a>	Interpret and manage conflicts within the workplace	5	8	8
<b>Module 16: Productivity Improvement Training Programme</b>					
Elective	<a href="#">114884</a>	Co-ordinate the improvement of productivity within a functional unit	4	8	8
<b>Module 17: Project Management Fundamentals</b>					
Elective	<a href="#">10146</a>	Supervise a project team of a developmental project to deliver project objectives	5	14	
<b>*First Year (Modules 1 - 8) Credits</b>					<b>151</b>
<b>Second Year (Modules 2B and 9 - 17) Credits</b>					<b>96</b>
<b>Total Year 1 and 2 Credits</b>					<b>247</b>

\* The first year of 50333 National Diploma ODETDP is equivalent to 50334 National Certificate ODETDP. Those who have achieved the 50334 National Certificate ODETDP can enrol for the second year of the 50333 National Diploma ODETDP providing that a sufficient number of credits were obtained. Training can be enrolled for as following:

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## How is this Qualification Completed?

This qualification can be completed as following:

- **Class Attendance**
  - This option is available to corporates and individuals.
- **Online Virtual Class Attendance**
  - This option is available to corporates and individuals.
- **Distance Learning**
  - This option is available to corporates and individuals.
- **A combination of distance learning and class attendance/virtual attendance**
  - Delegates may choose to complete some modules as distance learning, some modules as class attendance and some modules as virtual attendance.
  - Delegates may notify ENJO Consultants of their selection of modules for a custom quote.
- **Recognition of Prior Learning (RPL)**
  - Qualifying learners may be able to complete the qualification as RPL.
- **Learnerships**
  - Qualifications can be presented for as registered learnerships.
- **Support**
  - Support is available to learners via MS Teams, email, phone or setting up an appointment to meet with one of our facilitators for guidance.

## 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.



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