

Facilitator Training Programme (Train-the-Trainer)

Overview

This SETA accredited Facilitator Training Programme is ideal for those who wish to learn the methods of facilitating an outcomes-based learning programme and for those wishing to improve their skills as a trainer. These skills can be applied, whether presenting to a group of learners in a classroom situation, mentoring and various modes of presentations. *Please see outcomes and course content on page 4.*

Unit Standard covered in this programme:

- SAQA Unit Standard 117871, Facilitate learning using a variety of given methodologies. NQF Level 5, 10 Credits

Accreditation for this Programme:

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602

Those credited with this programme are able to:

- Facilitate learning using a variety of methodologies.
- Present training in matters in which the Facilitator is qualified.
- Facilitate training to a group or in a one-on-one situation.
- Facilitate outcomes-based learning.
- Uses a variety of methodologies to ensure transfer of skills or knowledge.



Who Should Attend the Training?

- Those who wish to gain a formal and accredited qualification in Facilitating.
- Facilitator and Trainers
- Lecturers, Teachers and Presenters
- Training Managers
- Those involved with training
- This training programme is not subject specific and is suitable to various subject matters and sectors.

Benefits

For the Individual	For the Company
<ul style="list-style-type: none"> • Gains a formal qualification in facilitation/training. • Credits towards a full qualification. • Improves skills in facilitation/training. • Improves employability. • Freelance as an independent Facilitator. • Change in career focus. • Improves facilitation skills. 	<ul style="list-style-type: none"> • Registered/qualified facilitators eliminate the need to employ freelance staff. • Credible outcomes-based in-house training. • Promotes skills development and address skills gaps. • Involvement in learnerships/apprenticeships. • Assist staff and career development. • Improved BEE scorecard. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

ENJO Consultants (Pty) Ltd

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Accreditations: QCTO | ETDP SETA | MICT SETA | Services SETA | SABPP

Entry Requirements

- It is the assumption that learners are already competent in the learning area in which they will provide training.

Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

Method	Duration	Comments
1. Class Attendance Portfolio of Evidence (PoE) building takes place during class.	5 Days	<ul style="list-style-type: none"> Presented monthly at ENJO Consultants, Centurion. Attendance dates to be selected from the training schedule. Training can also be presented at the client site for groups (please contact us for a quote for this option).
2. Online Virtual Attendance Portfolio of Evidence (PoE) building takes place during class.	5 Days	<ul style="list-style-type: none"> Training is presented live via a platform such as Zoom or MS Teams. Attendance dates to be selected from the training schedule. Training can also be presented for groups for a client (please contact us for a quote for this option).
3. Distance Learning (Self-Study) 3 months will be granted for the completion of the portfolio; however, the portfolio can be submitted sooner if completed.	3 months the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> The learning material will be provided to the learner upon enrolment. Although the distance learning option is offered, class or virtual attendance is highly recommended.
4. Recognition of Prior Learning (RPL)		<ul style="list-style-type: none"> Qualifying persons can complete this training programme as RPL. A RPL Portfolio will be completed.

Where Does Face-to-Face 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.

Learning Material and Templates

The learning material consists of:

- Learner Guide (Templates are included in the Learner Guide)
- Portfolio of Evidence

Does One Need to Write Exams?

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

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What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

Assessment and Certification Process & Verification

- Upon receipt of the completed Portfolio of Evidence will be assessed by a registered assessor.
- During assessment the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- Once 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.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and Certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

Is this Training Programme Accredited and Recognised?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme: Accreditation No: ETDP10602.

Bookings & Enquiries

Please contact us for further information, quotes or to make a booking.

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NOTE:

- The Facilitator Training Programme can be completed on its own.
- It also forms part of full qualifications.
- Full qualifications presented by ENJO Consultants containing this training programme:

Qualification ID	Qualification Title	NQF Level	Credits
50334	National Certificate: Occupationally-Directed Education Training and Development Practices	5	120
50333	National Diploma: Occupationally-Directed Education, Training and Development Practices	5	151
50331	National Certificate: Occupationally-Directed Education, Training and Development Practices (Advanced Certificate)	6	261

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Facilitator Training Programme: Unit Standard & Outcomes

The training covers the following registered unit standards:

SAQA US ID:	Title	NQF Level	Credits
117871	Facilitate learning using a variety of given methodologies	5	10

Outcomes

1. **Outcome 1: Plan and Prepare for Facilitation**
Introduction to Learning Facilitation
 - 1.1. Deriving Outcomes from Learning Needs Analysis
 - Process Overview
 - Identifying Learning Needs
 - Levels of Training Needs
 - Different Approaches to Needs Analysis
 - The Performance Gap
 - Conducting the Learning Needs Analysis
 - Formulating Learning Outcomes
 - Bloom's Taxonomy
 - Formulating Learning Outcomes
 - The Employment Equity Act
 - 1.2. Planning for Facilitation
 - Planning for Facilitation
 - The Needs of Learners and Stakeholders
 - Learning Barriers
 - Learning Styles
 - Learning Modalities
 - 1.3. Resources, Location and Personnel
 - Resources
 - Location
 - Personnel
 - 1.4. Preparing Learning Material
 - Learning Material
 - Visual Aids
 - 1.5. Selecting Facilitation Methods
 - Learning Methodologies
 - Selecting the Right Method
 - 1.6. Preparation of the Facilitation Process
 - 1.7. Arranging the Learning Environment
 - Organisational Environment
 - Legislative Requirements
 - Practical Arrangement
 - 1.8. Arranging the Learning Environment
2. **Outcome 2: Facilitate Learning**
 - 2.1. Facilitating Learning
 - The Facilitator's Role
 - Structuring Training Sessions
 - 2.2. Promoting Open Interaction
 - 2.3. Enabling Learners to Draw from and Share Own Experiences
 - Story Telling Sessions
 - Role Plays
 - 2.4. Managing Groups
 - Facilitating Group Training Sessions
 - Group Dynamics
 - Team Roles
 - Balanced Teams
 - Facilitation Strategies and Procedures
 - Activities and Exercises
 - Steps to Manage Group Exercises
 - 2.5. Questioning Techniques
 - Why Do We Ask Questions?
 - Types of Questions
 - Questioning Technique
 - Questioning Guidelines
 - What NOT to do During Questioning
 - Dealing with Questions
 - 2.6. Monitoring Progress
3. **Outcome 3: Evaluate Learning & Facilitation**
 - 3.1. Learner and Stakeholder Feedback
 - Feedback from Learners
 - Sample Evaluation Form
 - 3.2. Recommendations for Improvement
 - Self-Assessment

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