

SAQA 101321

Occupational Certificate: Occupational Certificate Training and Development Practitioner

NQF Level 05
190 Credits

Duration
18 Months Part-time

Accreditation

Quality Council for Trades and Occupations
(QCTO). Accred No: 07-QCTO/SDP110822-7183

Who is this training for?

Companies

- Companies wishing to upskill staff.
- Companies wishing to optimise their SDL refunds.
- Companies wishing to maximise their BEE points through learnerships.
- Learnership Registration No: 32Q320041211905

And

- Those seeking a formal, accredited qualification in Education, Training and Development.
- Those who wish to pursue a career in Training and Development.
- Facilitators, Assessors
- Training Managers
- Skills Development Facilitators
- Individuals who wish to improve their skills set and employability.

Entry Requirements

NQF Level 4/Grade 12 with Proficiency in English.



Overview

The SAQA Qualification 101321, Occupational Certificate Training and Development Practitioner, NQF Level 5 is a qualification that equips the learner to follow a career in training and development. The development of the national skills base within South Africa, as supported by legislation, national policies and strategies is an undisputed priority. Equitable human development that supports an inclusive economic growth path, addresses recognised skills shortages and a reduction in high levels of unemployment, will only be achieved through an educated, skilled and capable South African workforce.

Many of the skills development priorities are met through the efforts of learning and development practitioners, and this qualification addresses the key competencies of such practitioners. The qualification further supports the continued development of key established employment opportunities associated with occupationally directed education and training, including, skills development facilitation, assessment practitioners and Skills Development Facilitator (SDF) practitioners as part qualifications.

The qualification also places emphasis on the educational strategy that provides learners with real-life work experiences where they can apply knowledge and technical skills and develop their employability through work-based learning. This qualification recognises the need for qualified practitioners that are competent in planning and facilitating work-based learning interventions, as a part qualification. This will achieve the need for qualified persons who are able to support workplaces and learners with the implementation of work experience components of learnerships, internships and apprenticeships.

The qualification is designed to meet the competency profile of persons delivering learning and development services, at the interface of the delivery of learning and development services within the occupational qualification framework. This recognises a further need for professional development at higher levels of learning and development research, planning, design and impact assessment.

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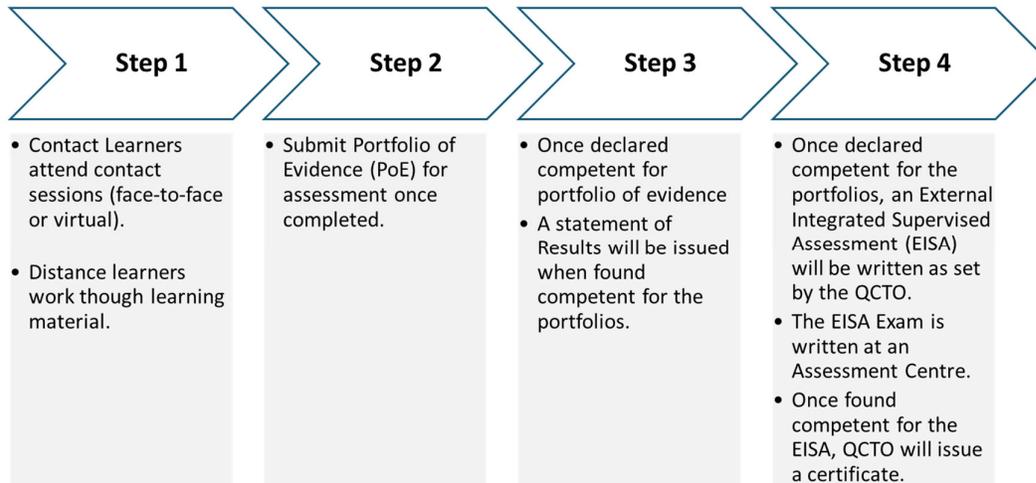


Accreditations: QCTO | ETDP SETA | MICT SETA | Services SETA | SABPP

Once Qualified, Qualified Persons will be Able To:

- Co-ordinate learning within an occupational context.
- Establish and refine learning and development needs within occupational contexts.
- Conceptualise, plan and implement occupationally relevant learning and development interventions.
- Facilitate learning in a variety of occupational contexts.
- Evaluate the impact of learning and development interventions within an occupational context.

How is this Qualification Completed?



- **Contact Sessions (Study Schools)**
 - Face-to-face contact sessions or virtual contact sessions.
 - Attendance dates to be selected from the training schedule.
- **Distance Learning (Self Directed Study)**
 - Learners will go through the study material on his/her own.
- **Recognition of Prior Learning (RPL)**
 - Qualifying learners may be able to complete the qualification as RPL.
- **Company Bookings and/or Learnerships**
 - Qualifications can be presented as learnerships.
 - Contact Session dates can also be scheduled specifically for companies who do group bookings.
 - Individual staff members and smaller groups can be slotted in as per the training schedule.
- **Support**
 - Support is available via MS Teams, email, phone or by an appointment.

What is Included in this Training Programme?

- Learning Material consisting of the following per module:
 - Learner Guide
 - Portfolio of Evidence
- Assessment as following:
 - One (1) initial assessment per portfolio
 - Two (2) remedial assessments should remediation be necessary
- External Moderation/Verification
- Certification for competent learners

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Programme Structure

Exit Level Outcomes

1. Analyse learning and development needs, within an occupational context, compile learning and development plans and reports and guide stakeholders on learning and development trends, practices, and quality assurance.
2. Schedule, coordinate implements and evaluate an occupationally relevant learning and development intervention.
3. Coordinate and manage learning and development within an occupational context.
4. Facilitate learning in an occupational context utilising adult learning principles and techniques.
5. Plan, implement and evaluate work-based learning interventions in an occupational context.
6. Plan and conduct assessments in a variety of occupational contexts.

Module 01	The Statutory Learning and Development Environment		NQF Level 5	8 Credits
Knowledge Component	242401001-KM-01	The Statutory Learning and Development Environment	5	8
	KM-01-KT01	The Statutory Framework that Governs the South African Qualification Authority		
	KM-01-KT02	The Statutory Framework that Governs the Skills Development Environment		
	KM-01-KT03	The Statutory and Regulatory Framework that Governs Skills Development Funding		
	KM-01-KT04	National Occupational Skills Development Structures, Policies and Priorities		
Module 02	Manage Learning and Development		NQF Level 5	28 Credits
Knowledge Component	242401001-KM-02	Learning and Development Management Functions	5	8
	KM-02-KT01	Learning and Development Management Concepts		
	KM-02-KT02	Learning and Development Intervention Planning and Co-Ordination		
	KM-02-KT03	Learning and Development Quality Management Concepts		
	KM-02-KT04	Learning and Development Procurement Concepts and Practices		
	KM-02-KT05	Communication and Reporting within Learning and Development Management		
	KM-02-KT06	Learning and Development Ethics		
Application Component	242401001-PM-01	Manage and Coordinate Logistics, Facilities and Financial Resources	5	8
	PM-01-PS01	Develop a Management Plan for a Learning Intervention		
	PM-01-PS02	Comply with Established Quality Assurance Requirements		
	PM-01-PS03	Establish Contractual Relationships with Stakeholders		
	PM-01-PS04	Compile Communication for Information Sharing		
Work Experience Module	242401001-WM-01	Conduct Learning and Development Management Practices	5	12
	WM-01-WE01	Complete an assignment in an authentic work environment on learning and development management practices under the guidance of a subject matter expert		
	WM-07-WE01	Plan for and conduct an impact evaluation under the guidance of a subject matter expert		
Module 03	Organisational Learning and Development Needs Analysis		NQF Level 5	36 Credits
Knowledge Component	242401001-KM-03	Organisational Learning and Development Needs Analysis	5	8
	KM-03-KT01	Research Principles and Applications		
	KM-03-KT02	Organisational Learning and Development Needs Analysis Concepts		
Application Component	242401001-PM-03	Plan the Delivery of an Occupational Learning Intervention	5	16
	PM-03-PS01	Plan the Delivery of a Learning Intervention		
	PM-03-PS02	Evaluate and Adapt the Learning Resources for the Delivery of the Learning Intervention		
Work Experience Module	242401001-WM-03	Conduct Learning and Development Planning and Implementation Processes	5	12
	WM-03-WE01	Complete an assignment in an authentic work environment on learning and development planning and implementation processes under the guidance of a subject matter expert		
Module 04	Learning and Development Facilitator (4 Days Contact Session)		NQF Level 5	28 Credits
Knowledge Component	242401001-KM-04	Facilitation of Learning in an Occupational Contexts	5	8
	KM-04-KT01	Principles and Models for Facilitation Planning and Preparation		
	KM-04-KT02	Facilitation Principles, Techniques and Tools		
	KM-04-KT03	Evaluating, Reviewing and Reporting on Facilitation		

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Application Component	242401001-PM-04	Facilitate Different Methodologies, Training Styles and Techniques within an Occupational Learning Context	5	12
	PM-04-PS01	Plan and Prepare to Facilitate a Learning Intervention		
	PM-04-PS02	Facilitate the Learning Intervention		
	PM-04-PS03	Reflect on the Effectiveness of Own Facilitator Role		
Work Experience Module	242401001-WM-04	Facilitate an Occupational Learning Session	5	8
	WM-04-WE01	Facilitate a Contextualised Learning and Development Session under the Guidance of a Subject Matter Expert		
Module 05	Assessment Practitioner		NQF Level 5	20 Credits
Knowledge Component	242401001-KM-05	Assessment Principles and Practices	5	4
	KM-05-KT01	Assessment Practices, Methods and Concepts		
	KM-05-KT02	Evidence Collection and Recording Concepts and Principles		
	KM-05-KT03	Evidence Evaluation Concepts and Principles		
	KM-05-KT04	Assessment Administration and Regulatory Practices		
Application Component	242401001-PM-06	Plan and Conduct the Assessment of Learner Competencies	5	8
	PM-06-PS01	Prepare for Assessment		
	PM-06-PS02	Conduct the Assessment		
	PM-06-PS03	Report and Record Assessments		
	PM-06-PS04	Review Assessments		
Work Experience Module	242401001-WM-06	Conduct Assessments of Learner Competence	5	8
	WM-06-WE01	Plan for and Conduct an Assessment of Three Candidates Under the Guidance of a Subject Matter Expert		
Module 06	Skills Development Facilitation Practitioner (SDF) Training		NQF Level 5	32 Credits
Knowledge Component	242401-001-KM-06	Workplace Learning and Development Planning, Evaluation and Reporting	5	8
	KM-06-KT01	Workplace learning and development planning		
	KM-06-KT02	Learning program sourcing, evaluation and selection		
	KM-06-KT03	Workplace learning and development reporting		
Application Component	242401001-PM-02	Plan, Conduct and Report on a Learning and Development Needs Analysis	5	16
	PM-02-PS01	Provide Information and Advice Concerning Occupational Learning		
	PM-02-PS02	Collect, Analyse Data and Report on Workplace Learning and Development Needs		
	PM-02-PS03	Develop a Workplace Learning and Development Plan		
	PM-02-PS04	Monitor the Implementation of a Workplace Learning and Development Plan		
	PM-02-PS05	Conduct Learning and Development Administration and Reporting		
Work Experience Module	242401-001-WM-02	Conduct Skills Development Facilitation (SDF) Processes as Required for Mandatory Grant Payments	5	8
	WM-02-WE01	Complete an assignment in an authentic work environment on skills development facilitation processes under the guidance of a subject matter expert		
Module 07	Work Based Learning		NQF Level 5	30 Credits
Knowledge Component	242401001-KM-07	Work Based Learning	5	6
	KM-07-KT01	Delivery models (learnerships, internships, experiential learning, apprenticeships)		
	KM-07-KT02	Planning and scheduling work-based learning		
	KM-07-KT03	Facilitation of work based learning		
	KM-07-KT04	Evaluation of learner progression		
Practical Skills Module	242401001-PM-05	Facilitate Experiential Work Based Learning	5	8
	PM-05-PS01	Develop an experiential work based learning plan and implementation schedule		
	PM-05-PS02	Conduct a task focused learning session		
	PM-05-PS03	Establish a mentorship relationship		
Practical Skills Module	242401001-PM-07	Evaluate the Impact of Learning within an Occupational Context	5	8
	PM-07-PS01	Measure and evaluate the impact of learning and development on work processes		
	PM-07-PS02	Report on the results achieved		
Work Experience Module	242401001-WM-05	Facilitate a Work Based Learning and Development Process	5	8
	WM-05-WE01	Facilitate the implementation of a work based learning and development intervention under the guidance of a subject matter expert		

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