

SAQA

# 118774

## Occupational Certificate: Learning and Development Advisor

NQF Level 07

Credits: 190  
Duration: 12 - 18 Months

Full Qualification

### Accreditation

Quality Council for Trades and Occupations (QCTO)  
Accreditation No:  
07-QCTO/SDP150124040340

### Entry Requirements

- Certificate: Occupationally-Directed Education, Training and Development Practices, NQF Level 6, or;
- National Diploma in Human Resources Management or Human Resources Development at NQF Level 6, or;
- Occupational Certificate in related field of study at NQF Level 6 in the Learning and Development field.

Curriculum Code: 242401002



### Purpose

The purpose of qualification SAQA 118774, Occupational Certificate Learning and Development Practitioner, NQF Level 7 is to prepare one to function as a Learning and Development Advisor. A Learning and Development Advisor research, plans, designs, develops, implements, monitors, evaluates, verifies and manages the quality of learning and development interventions, to ensure management and staff acquire the required competencies to meet organisational strategic objectives.

Those qualified will be able to:

- Consult and guide management on the alignment of learning and development with national and organisational strategic objectives.
- Examine and review statutory compliance, organisational policies and procedures applicable to skills development
- Evaluate and review organisational skills development practices within the organisation.
- Monitor and report learning and development quality continuously.
- Evaluate the design and development of learning materials and supplementary aids for learning and development interventions.
- Validate and report on the learning and development processes and interventions.

### Rationale

Learning and Development (L & D) plays a vital role in assisting organisations to provide a dynamic, effective and capable workforce to achieve organisational strategic goals and objectives. Learning and development processes are critical processes for enhancing productivity and organisational performance. The role of the Learning and Development Advisor is to ensure that investments in learning and development address business capability and individual needs are appropriate, efficient and cost-effective and aligned to support business plans.

The qualification is aimed at learning and development professionals working at a strategic level, who are expected to evaluate the learning and development outcomes in an organisation to ensure that the learning and development interventions are aligned with business needs as well as evaluate and validate the effectiveness and efficiency of investments in learning and development.

### ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07  
Tel: (012) 667-1985 | Cell: 064 545 7436  
Web: [www.enjoconsultants.co.za](http://www.enjoconsultants.co.za) | Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)



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

The qualification will develop the learner's understanding and critical analysis of organisations' learning and development related activities in terms of their effectiveness. Learners will be able to develop and implement creative L & D strategic solutions that drive organisational performance as well as monitor and perform the ongoing evaluation of training quality and advise management on ongoing improvement.

Qualifying learners will work as independent or employed Learning and Development Advisors, supporting organisations in meeting their learning and development goals. Qualified learners will find employment in private companies and government entities.

## Qualification Components

### • Knowledge Module (39 Credits)

- 242401-002-00-KM-01, Learning and Development in a Knowledge Economy, Level 7, 5 Credits.
- 242401-002-00-KM-02, Impact of Organisational Development and Change on Learning and Development, Level 7, 6 Credits.
- 242401-002-00-KM-03, Leading and Managing Skills Development Function, Level 8, 10 Credits.
- 242401-002-00-KM-04, Managing Learning and Development Suppliers, Level 7, 10 Credits.
- 242401-002-00-KM-05, Career and Succession Planning, Recognition of Prior Learning (RPL) and Talent Management, Level 6, 8 Credits.

### • Practical Skills Module (84 Credits)

- 242401-002-00-PM-01, Promote Best Practices in Learning and Development Interventions, Level 8, 24 Credits.
- 242401-002-00-PM-02, Evaluate and Report on the Efficiency and Effectiveness of Learning and Development Interventions in an Organisation, Level 7, 25 Credits.
- 242401-002-00-PM-03, Perform Quality Assurance on Learning Provision, Assessment and Moderation Practices, Level 7, 15 Credits.
- 242401-002-00-PM-04, Consult, Validate, And Recommend the Appointment of Skills Development Providers for Learning and Development Provisioning and of Accreditation, Level 7, 10 Credits.
- 242401-002-00-PM-05, Promote Career and Succession Planning, Talent Development and Management in an Organisation, Level 6, 10 Credits.

### • Work Experience Module (72 Credits)

- 242401-002-00-WM-01, Learning and Development Improvement Processes, Level 8, 15 Credits.
- 242401-002-00-WM-02, Learning and Development Effectiveness and Efficiency Monitoring Processes, Level 7, 16 Credits.
- 242401-002-00-WM-03, Validation of Learning and Development Practices and Processes, Level 7, 8 Credits.
- 242401-002-00-WM-04, Skills Development Providers' Accreditation and Appointment Processes, Level 7, 25 Credits.
- 242401-002-00-WM-05, RPL Processes and Practices, Level 7, 8 Credits.

## Exit Level Outcomes

1. Analyse, interpret, and apply the skills development legislation, strategy and policies to ensure organisational learning and development compliance.
2. Evaluate the effectiveness of leadership and management of learning and development practices.
3. Investigate and validate learning and development processes, provider and stakeholder engagement.
4. Contribute to the organisation's branding, imaging and promotional materials for L & D marketing.

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## How is this Qualification Completed?

Step 1	Step 2	Step 3	Step 4
<ul style="list-style-type: none"> <li>Contact Learners attend contact sessions (face-to-face or virtual).</li> <li>Distance learners work through learning material.</li> </ul>	<ul style="list-style-type: none"> <li>Submit Portfolio of Evidence (PoE) for assessment once completed.</li> </ul>	<ul style="list-style-type: none"> <li>Once declared competent for the portfolio(s), the training provider will issue a statement of results.</li> <li>This is a pre-requisite to complete the EISA.</li> </ul>	<ul style="list-style-type: none"> <li>Training Provider applies to QCTO for the student to complete the EISA.</li> <li>Once found competent for the EISA, QCTO will issue certification.</li> </ul>

## Methods of Completion

- Blended**
  - A blended approach which combines attending study schools and self-study.
  - Study Schools can be attended as face-to-face classes or virtual attendance via MS Teams.
- Distance Learning (Self-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.
- Corporate Training / Onsite Training**
  - Qualifications can be presented for groups at the client site. Please request a quote for this option.

## Articulation

This qualification provides opportunities for horizontal and vertical articulation options.

- Horizontal Articulation:**
  - Advanced Diploma in Human Resources Management, NQF Level 7.
- Vertical Articulation:**
  - Postgraduate Diploma in Adult and Community Education and Training, NQF Level 8.

## Where Does the 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.

### Bookings and Enquiries

Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)  
Tel: (012) 667-1985 / Cell: 084 620 0437

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