

97154

**Occupational Certificate:
Occupational Trainer**

NQF Level 04

Credits: 124
Duration: 1 Year
Type: Occupational Certificate

Accreditation
Quality Council for Trades and
Occupations (QCTO)
Accreditation No: QCTOSDP00180907-1302

Entry Requirements

- NQF Level 4/Grade 12 with Proficiency in English.

Who is this training for?

- Those seeking a formal qualification in Training and Education
- Facilitators (Train-the-Trainers)
- Occupational Trainers
- Assessors



Overview

The purpose of the 97154, Occupational Certificate: Occupational Trainer, NQF Level 4 is to prepare persons to plan, prepare for, coordinate, implement and evaluate learning programmes to achieve occupational trainee competence. This qualification is an excellent choice for those who wish to pursue a career in occupational training and facilitation.

Skills and Knowledge Gained by A Person Who Have Acquired This Qualification

The Occupational Trainer is a qualified technical or occupational expert who is equipped with the ability to deliver training in their specific field of expertise. The qualified learner will be able to:

- Build and maintain the quality of provision of workplace training, given the important role it has to play more broadly within occupational training.
- In doing so raise the status of those who facilitate learning in an industry or trade context.
- Begin a process for the on-going professional development of occupational education and training practitioners.

Exit Level Outcomes

- Establish the profile, special needs and barriers to learning of learners within the specified requirements of the training programme.
- Prepare, adapt and align learning materials and resources for a training intervention in the workplace.
- Deliver training, evaluate and report on a learning intervention in the workplace.
- Gather evidence and make assessment decisions using given assessment tools.

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07
Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion

Physical Address: Building No 8, Ground Floor, Central Office Park, 257 Jean Avenue, Die Hoewes, Centurion, 0157

Programme/Curriculum structure

Knowledge Module (48 Credits)

- Introduction to occupational training
- Learning theories, concepts and principles
- Training needs concepts
- Training methods, techniques and resources
- Training delivery
- Evaluation of competence

Practical Module (36 Credits)

- Align learning intervention to the needs of participating learners
- Evaluate available learning resources and aids, and adapt for specified training scenarios
- Plan, conduct, evaluate and report on learning interventions
- Use given assessment instruments to conduct and record competence evaluations

Workplace Module (40 Credits)

- Learner training needs establishment processes
- Pre-programme delivery planning and scheduling processes
- Workplace learning intervention delivery, evaluation and reporting processes
- Learner competence evaluation and workplace evaluation administration processes

Methods of Completion

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

- **Class Attendance (Contact Sessions)**
 - 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.
- **Recognition of Prior Learning (RPL)**
 - Qualifying learners may be able to complete the qualification as RPL.
- **Learnerships**
 - Qualifications can be presented for corporates as learnerships.

When can I enrol/book for training?

- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants
- Distance Learning can be enrolled for at any time.

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07
Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion

Physical Address: Building No 8, Ground Floor, Central Office Park, 257 Jean Avenue, Die Hoewes, Centurion, 0157

What do you receive when attending this training programme?

- Learner Guide
- Portfolio of Evidence
- Assessment
- External Moderation/Verification
- Certificate once declared competent

Does one need to write exams?

- A portfolio of evidence (PoE) will be completed for each module and submitted for assessment.
- Yes, one does need to write a Final Integrated Summative Assessment (FISA), once found competent on all the modules of this training programme.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

How do I know that ENJO Consultants Occupational Trainer qualification is recognised?

- ENJO Consultants are accredited with the Quality Council for Trades and Occupations (QCTO) to offer this qualification: Accreditation No: QCTOSDP00180907-1302
- On successful completion of the programme, ENJO Consultants will upload your results onto the QCTO database and you will receive the relevant certificate.
- The QCTO 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.

Where does the training take place?

- Distance/RPL learners do not need to attend training classes.
- 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

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

Email: training@enjoconsultants.co.za

Tel: (012) 667-1985 / Cell: 084 620 0437

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07
Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543
Web: www.enjoconsultants.co.za | Email: info@enjoconsultants.co.za



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion

Physical Address: Building No 8, Ground Floor, Central Office Park, 257 Jean Avenue, Die Hoewes, Centurion, 0157