

Skills Programme	<h1>SP-220319</h1>	NQF Level 05, 36 Credits
	<h2>Learning and Development Facilitator Skills Programme</h2>	Accreditation <i>Quality Council for Trades and Occupations (QCTO)</i> <i>Accred No: 07-QCTO/SDP241023044504</i>

Entry Requirements

- NQF Level 4

Who should complete this training?

- Those wish to obtain certification as a Learning and Development Facilitator.
- Those who are involved in the facilitation as part of their duties with regards to training and education.
- Those working towards SAQA 101321, Occupational Certificate: Training and Development Practitioner.
- Facilitators, Trainers, Lecturers and Presenters
- Assessors, Moderators and Training Managers will also benefit from this skills programme.



A Learning and Development Facilitator plans, selects and adapts learning resources required for the delivery of learning interventions in an occupational context. This skills programme will equip one with the skills set to facilitate training and develop competencies to ensure effective skills development. Those who achieve competencies for this skills programme will be able to plan, select and adapt learning resources required for the delivery of learning interventions in an occupational context. This skills programme replaces the legacy Facilitator Training Programme (Train-the-Trainer).

Components Covered

Knowledge Component

- **242401001-KM-01: The Statutory Learning and Development Environment. NQF Level 5, 8 Credits**
 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.
- **242401001-KM-04: Facilitation of Learning in an Occupational Contexts. NQF Level 5, 8 Credits**
 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.

Application Component

- **242401001-PM-04: Facilitate Different Methodologies, Training Styles and Techniques within an Occupational Learning Context. NQF Level 5, 12 Credits**
 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.
- **242401001-WM-04: Facilitate an Occupational Learning Session. NQF Level 5, 8 Credits**
 WM-04-WE01: Facilitate a Contextualised Learning and Development Session under the Guidance of a Subject Matter Expert.

ENJO Consultants (Pty) Ltd

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



Accreditations: QCTO | ETDPS-SETA | MICT SETA | Services SETA | SABPP

Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)

Plan and Conduct Assessments in a Variety of Occupational Contexts

- Planning of resources and logistics is conducive for efficient and effective learning.
- Preparations for the facilitation of learning is aligned to adult learning principles and techniques.
- Barriers to learning are dealt with, in the delivery of the learning intervention.
- Past experience and prior learning is recognised during the delivery of the learning intervention.
- Guidance and support of learners enables them to define outcomes, clarify issues, manage expectations and identify learning paths and opportunities.
- The facilitation plan and process are adapted to meet contextual and learning dynamics.
- Active learning is facilitated according to contexts and learning styles, by drawing on appropriate learning methodologies.
- Facilitation is conducted in an organised manner that ensures the physical and psycho-social safety of the learners.
- Learner progress and effectiveness of the intervention is measured continuously and feedback is provided.
- The dynamics of the learner group is managed in accordance with contextual requirements.
- Stakeholder feedback is reflected upon and is used to inform areas of continuous personal development and improvement.
- Ethical and professional practice is displayed.

Duration and Methods of Completion

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

Method	Duration	Comments
1. Class Attendance	5 Days	<ul style="list-style-type: none"> • 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	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)	8 Weeks 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)	8 Weeks the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> • Qualifying persons can complete this training programme as Recognition of Prior Learning (RPL). • A RPL Portfolio will be completed

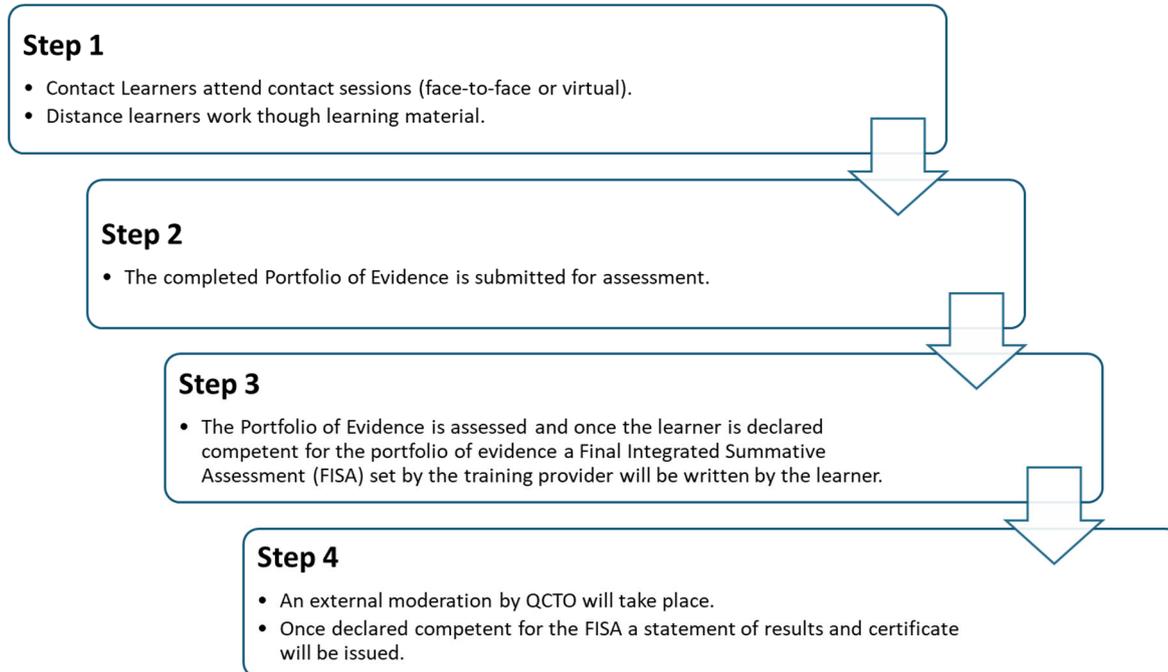
ENJO Consultants (Pty) Ltd

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



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

Assessment, Verification and Certification



Employment Opportunities

Those who complete this Skills Programme may find employment or self-employment opportunities in education, training and development organisations, learning institutions or Skills Development Providers (SDPs) where facilitation skills are required on a full time or project by project basis or freelance.

Further Learning

Further learning that can be considered are:

- **Full Qualification:**
 - SAQA 101321, Occupational Certificate: Training and Development Practitioner NQF Level 05, 190 credits.
- **Skills Programmes:**
 - Assessment Practitioner, NQF Level 5, Credits 20
 - Skills Development Practitioner, NQF Level 5, Credits 40
 - Work Based Learning and Development Practitioner, NQF Level 5, Credits 30

OFO Code 242401 - Training and Development Professional (Training and Development Practitioner)

ENJO Consultants (Pty) Ltd

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



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