

Skills Programme	<h1>SP-220322</h1>	NQF Level 05, 30 Credits
	<h2>Work Based Learning and Development Practitioner</h2>	Accreditation <i>Quality Council for Trades and Occupations (QCTO)</i> <i>Accred No: 07-QCTO/SDP260525084041</i>

Entry Requirements

- NQF Level 4

Who should complete this training?

- Coaches and Mentors.
- Those who are involved in coaching and mentoring as part of their duties.
- Those involved in learnerships, internships, experiential learning and apprenticeships.
- Those working towards SAQA 101321, Occupational Certificate: Training and Development Practitioner.
- Facilitators, Trainers, Lecturers, Assessors & Moderators.
- Training Managers.



This skills programme recognises the need for qualified practitioners that are competent in planning and facilitating work-based learning interventions. Within the scope of human development there is justifiable space for Work Based Learning and Development Practice, because of the nature of the context within the South African environment which favours skills development on the BEE score card. Companies stand to gain incentives and favourable tax gains because of the extent to which a company invests in its workers and works towards the improvement of their skills and competencies. Work Based Learning and Development Practitioners can assist in this process.

Employers may participate in a grant disbursement scheme which encourages workplace learning, this is better coordinated by a qualified Work Based Learning and Development Practitioner to maximise on the opportunity and build human capacity for economic advancement. There is no similar skills programme registered on the NQF.

Qualified Practitioners will be able to support workplaces and learners with the implementation of work experience components of learnerships, internships and apprenticeships and support organisational growth and career development in general. Society will benefit because existing employees and incoming new employees will be supported to reach potential, grow and develop for the retention of skills and growth of the economy.

The Work-Based Learning and Development Practitioner Programme is designed to prepare individuals to plan, facilitate, and evaluate work-based learning interventions. This programme is ideal for those who wish to enhance their ability to support and guide learners in occupational contexts.

Coaching and Mentoring are integral components of this programme, enabling participants to build strong, supportive relationships with learners.

This skills programme equips practitioners to support workplaces and learners with the implementation of work experience components of learnerships, internships, and apprenticeships, thus supporting organisational growth and career development.

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

Components Covered

Knowledge Component

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.

242401001-KM-07, Work Based Learning, NQF Level 5, Credits 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 Component

242401001-PM-05, Facilitate Experiential Work-Based Learning, NQF Level 5, Credits 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

Application Component

242401001-WM-05, Facilitate a Work-Based Learning and Development Process, NQF Level 5, Credits 8

- WM-05-WE01: Facilitate the Implementation of a Work-Based Learning and Development Intervention Under the Guidance of a Subject Matter Expert

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

- **Facilitate learning in an occupational context utilising adult learning principles and techniques.**
 - 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 are 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 when organisational procedures are followed.
- **Plan, implement and evaluate work-based learning interventions in an occupational context.**
 - Work based learning opportunities in work processes, are identified and aligned with learning outcomes required from the learners (including, but not limited to interns, students, mentees, coaches, employees, and apprentices).
 - Work based learning is integrated with work processes through collaboration with stakeholders, to ensure minimal disruption.

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

- Learning is formulated as specific learning activities and associated targets and standards through a facilitated, collaborative process.
- Learner performance is evaluated and decisions on further development are made in accordance with evaluation reports.
- Learning evidence collection methods, tools and instruments are selected to meet contextual requirements.
- Documentation and records are completed and maintained in accordance with quality management system requirements.
- Interactive coaching sessions are structured, the delivery monitored and feedback evaluated.
- Planning of resources and logistics is conducive to efficient and effective learning.
- Facilitation of learning is aligned to adult learning principles and techniques.
- Barriers to learning are dealt with, in the delivery of the learning intervention.

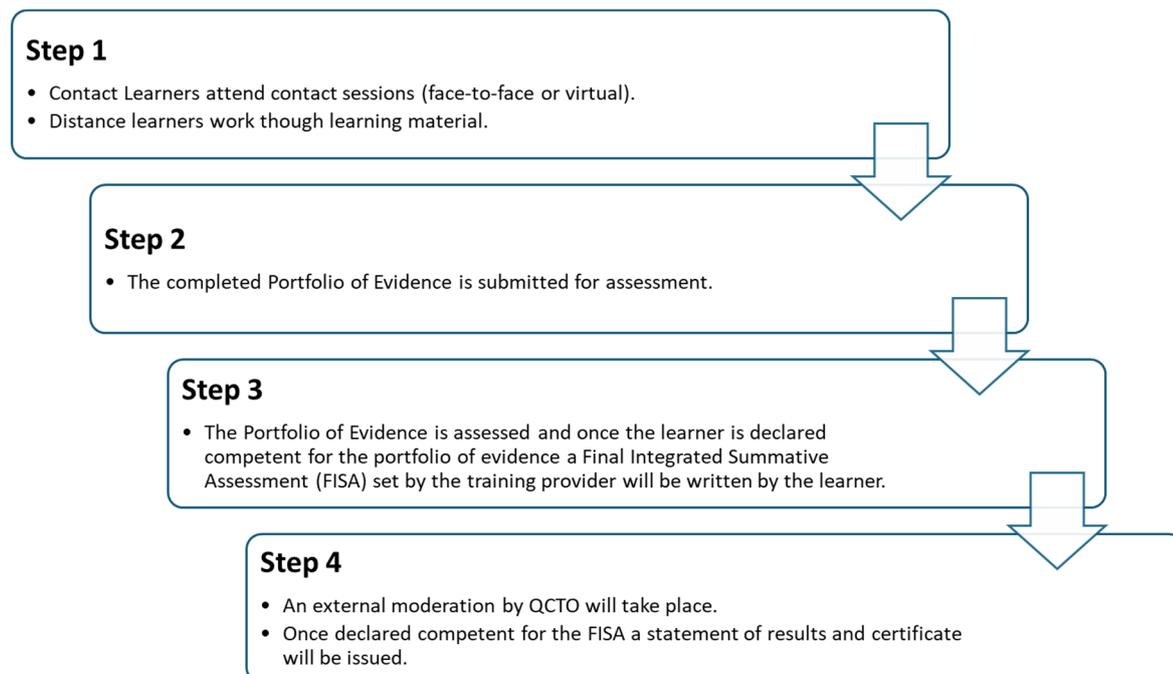
Duration and Methods of Completion

Method	Comments
1. Class Attendance or Virtual Attendance via MS Teams (5 Days) a. The Portfolio of Evidence (PoE) is worked on during attendance. A further 8 weeks will be granted for completion of the portfolio. b. Training includes workplace component	<ul style="list-style-type: none"> • Attendance dates to be selected from the training schedule. • Classes are from 08:00 to approximately 15:30 / 16:00
2. Distance Learning (Self-Study) a. 3 Months will be granted for completion of the portfolio. The portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> • Learning Material will be provided electronically.

Learning Material and Templates

The learning material consists of a Learner Guide, Various Templates are included and a Portfolio of Evidence.

Assessment, Verification and Certification



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

Employment Opportunities

- Opportunities for work can be found at Education, Training and Development Organisations, Institutions or Schools/Colleges where learning is presented.
- Opportunities may also exist where companies offer internships, apprenticeships and learnerships.

Further Learning

Further learning that can be considered:

- **Full Qualification:**
 - SAQA 101321, Occupational Certificate: Training and Development Practitioner NQF Level 05, 190 credits.
 - ENJO Consultants are accredited to offer the above qualification.
- **Skills Programmes:**
 - Learning and Development Facilitator, NQF Level 5, Credits 36
 - Skills Development Practitioner, NQF Level 5, Credits 40
 - Assessment Practitioner, NQF Level 5, Credits 20

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