

National Certificate: ODETDP Level 6

SAQA Qualification 50331

National Certificate: Occupationally Directed Education, Training and Development Practices NQF Level 06, 187 Credits

Accreditation

ENJO Consultants are accredited with the ETDP SETA to offer this programme.
Accreditation Number: ETDP10602

Overview

The SAQA Qualification 50331, National Certificate: Occupationally-Directed Education Training and Development Practices (ODETDP Level 6 National Certificate) is for those who wish to build a career in training and education in any field. Those who have already completed the ODETDP Level 5 National Diploma, SAQA Qualification 50333, can add to the certificate by adding the balance of the unit standards to obtain this certificate. This certificate will enable a person to achieve recognition for Occupationally Directed Education and Development competencies at a high level without having to acquire a Degree in ETD. This Certificate includes competencies across all the ETD roles, with the opportunity to specialise at a high level in two or more of the following roles:

- Design and develop learning programmes and processes;
- Facilitate and evaluate learning;
- Engage in and promote assessment practices;
- Conduct skills development facilitation;
- Quality Assurance
- Develop standards and qualifications,
- Evaluate and promote education training and development
- Guide learners
- Research

What does an ODETD Practitioner do?

An ODETD Practitioner on NQF level 6:

- Is a practitioner that is involved in skills development and training in the workplace.
- Can perform the duties of a Skills Development Facilitator:
 - Promote a learning culture in an organisation.
 - Advise and assist the organisation in the design and implementation of their Quality Management System (QMS).
 - Doing skills audits.
 - Planning skills development interventions.
 - Compiling the Workplace Skills Plan (WSP) and Annual Training Report (ATR).
- Facilitate training.
- Coach and mentor learners and employees in the workplace.
- Conduct assessments.
- Conduct moderation.
- Advise and support learners in the workplace.
- Design and develop training and assessment material.

ENJO Consultants (Pty) Ltd

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: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng
enjo_50331_cert_odetdp_l6_v1 Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC

Who should complete this training?

- Those wishing to obtain a formal SAQA registered qualification on an NQF level 6 certificate in education and training in the workplace.
- Those people in the workplace that have qualifications and/or experience in a specific field but would like to get involved in training and career development of others.
- Trainers and Facilitators.
- Assessors.
- Needs analysts.
- Learner and Learning Supporters.
- Skills Development Facilitators.
- Learning Material Designers and Developers.
- Training coordinators.
- Training Administrators and Managers
- Those seeking a career in education.
- Employees in the Training and HR Department.
- Standards Writers and Qualification Designers.
- Education, Training and Development (ETD) Managers

What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • A SAQA registered qualification on an NQF 6 level. • A qualification that is credible, relevant and transferable. • An opportunity to follow a career in training in the work environment. • Opportunities for promotion and specialisation within the training environment. • Opportunity to register as an assessor, moderator, facilitator and SDF with various SETAs. • Gaining knowledge and skills in the following areas: <ul style="list-style-type: none"> – Facilitation and Assessment – Moderation – Learner Support – Design and Development of Learning Material – Skills development facilitation – Quality Assurance • Improves employability and/or change in career. 	<ul style="list-style-type: none"> • Have a qualified ODETD practitioner. • Having qualified training personnel ensures that money spent training other employees in the company is well spent. • Plan, develop and design own training material. • Plan, develop, facilitate, assess and moderate training internally. • Develop and implement a QMS • Use assessments during recruitment of new employees. • Identify and address skills gaps. • Involvement in learnerships/apprenticeships • Recognition of Prior Learning (RPL) assessments • Improved BEE scorecard • An informed HR and Training Department • Compliance with the Skills Development legislation • Employers who are registered to claim skills levies can claim skills levies when enrolling their staff on this training programme.

How does one become an ODETD Practitioner?

You need to:

- Enrol for the ODETD Practitioner training.
- Either attend the different skills programmes making up the full qualification.
- Alternatively, complete the programme through distance learning.
- Compile and submit portfolios of evidence for assessment.
- Qualify as an ODETD Practitioner.
- Register with the relevant SETAs.

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What are the entry requirements?

- Communication Level 5
- National Certificate or Diploma at level 5 in any field.
- It is assumed that practitioners have expertise in the subject/occupation field in which they intend to provide education, training and development, at a level required to engage meaningfully in ETD within that field.

What is the duration?

- One year for the full certificate.
- Alternatively, it can be completed on a modular basis.

What does the ODETDP Level 6 Certificate programme entail?

The unit standards for this diploma have been grouped together into modules (skills programmes) that focus on the different areas within the qualification as set out below:

Type	ID	Title	NQF Level	Credits	Credits per Module
Module 1: Facilitator Training Programme (10 Credits)					
Core	117871	Facilitate learning using a variety of given methodologies.	5	10	10
Module 2: Assessor Training Programme (15 Credits)					
Core	115753	Conduct outcomes-based assessment.	5	15	15
Module 3: Moderator Training Programme (10 Credits)					
Elective	115759	Conduct moderation of outcomes-based assessments.	6	10	10
Module 4: Skills Development Facilitator Training Programme (39 Credits)					
Elective	15217	Develop an organisational training and development plan	5	6	39
Elective	15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4	
Core	15221	Provide information and advice regarding skills development and related issues	5	4	
Elective	15227	Conduct skills development administration in an organisation	4	4	
Integrated	15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10	
Elective	15228	Coordinate planned skills development interventions in an organisation	6	6	
Elective	252041	Promote a learning culture in an organisation	5	5	
Module 5: Design & Develop Learning Material Training Programme (45 Credits)					
Core	123397	Evaluate a learning intervention using given evaluation instruments.	5	10	45
Elective	123401	Design outcomes-based learning programmes.	6	15	
Elective	123394	Develop outcomes-based learning programmes.	5	10	
Elective	115755	Design and develop outcomes-based assessments.	6	10	
Module 6: Guide Learners (6 Credits)					
Core	117874	Guide learners about their learning, assessment and recognition opportunities.	5	6	6
Module 7: Complete a Research Assignment (20 Credits)					
Fundamental	10301	Complete a research assignment	6	20	20

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Type	ID	Title	NQF Level	Credits	Credits per Module
Module 8: Quality Assurance and Quality Management System (QMS) (24 Credits)					
Elective	123392	Design and develop instruments to evaluate education, training and development	6	12	24
Elective	123391	Develop education, training and development (ETD) policies and procedures for an organisation	6	12	
Module 9: Evaluation and Monitoring (13 Credits)					
Elective	117856	Define standards for assessment, education, training, and development	6	8	13
Elective	123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use	6	5	
Module 10: Outcomes Based Training & Understanding NQF (5 Credits)					
Core	263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.	5	5	5
				Total Credits	187

I have credits towards this qualification and a statement or results, does it count?

Those who have completed some modules contained in this qualification are welcome to request a custom quote for the modules that wish to complete by emailing us a request for such a quote along with their statement of results.

How is this qualification completed?

This qualification can be completed either through class attendance, distance learning or RPL. Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance. Training can be provided to individuals or to corporates.

How will assessment take place?

A portfolio of evidence (PoE) will be completed for each module and submitted for assessment. Portfolios for each module will be assessed and the results uploaded to ETDP SETA as the learner hands in the portfolio for assessment. This means that the learner does not need to wait to complete the full qualification before assessment and certification takes place. A certificate and a statement of results will be issued per module to competent learners as the portfolios are assessed and verified.

On completion of all the portfolios of evidence for this qualification, a Final Integrated Summative Assessment (FISA) will need to be completed.

When can I enrol/book for training?

- Those wishing to attend training at ENJO Consultants can enrol for the various training programmes according to the training schedule as suited and may start at any time of the year.
- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants
- Distance learners can enrol at any time.

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How do I know that ENJO Consultants ODETDP training is recognised?

- ENJO Consultants are accredited with the ETDP SETA to offer this qualification: Accreditation No: ETDP10602.
- On successful completion of the programme, ENJO Consultants will upload your results onto the ETDP database and you will receive a certificate.
- The ETDP SETA 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.
- The South African Council for Educators (SACE) endorses the ENJO Consultant training and awards CPTD points for educators who complete the Facilitator, Assessor, Moderator training, Design and Develop Learning Material as well as the Coaching and Mentoring Training Programme.
- ENJO Consultants has established itself as a reputable targeted training solutions provider amongst various corporates and ETQAs.

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

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

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