

## National Certificate: ODETDP Level 4

SAQA Qualification 50332

National Certificate: Occupationally-Directed  
Education Training and Development Practices  
NQF Level 04, 120 Credits

### Accreditation

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

### Overview

This is an entry-level qualification, and the first in a series, which leads to levels 5 and 6 Qualifications for those who want to enter the field of Education, Training and Development (ETD). Learners of this qualification will have the opportunity to build on this qualification via the certificate or diploma in ODETDP at level 5. This qualification makes it possible for practitioners to increase their employment prospects, and at the same time provide a means whereby organisations can appoint practitioners in line with proven competencies. Education, Training and Development is also a priority area within the South African context and is supported by legislation, national policies and strategies.

Given the high priority of education, training and development within the South African context, and in particular the emphasis on skills development, trainers are required in all fields of learning. Much of the contribution to skills development is through ETD practitioners who need to have essential knowledge and practical skills in ETD, as defined by this qualification.

### What does an ODETDP Practitioner on Level 4 do?

An ODETDP Practitioner on NQF level 4:

- Is a practitioner that is involved in skills development and training in the workplace.
- Performs administrative duties relating to training courses and skills development.
- Recruits and selects candidates to fill defined positions.
- Assists and supports learners to manage their learning experience.
- Performs one-to one training on the job.
- Assists candidates in the preparation and presentation of evidence for assessment.
- Conducts targeted training and development.
- Identifies and responds to learner with special needs and learning barriers.

### Who should complete this training?

- Those wishing to obtain a SAQA registered qualification 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.
- 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.

### ENJO Consultants (Pty) Ltd

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## What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> <li>• A SAQA registered qualification</li> <li>• A qualification that is credible, relevant and transferable</li> <li>• An opportunity to follow a career in training in the work environment.</li> <li>• Opportunities for promotion and specialisation within the training environment.</li> <li>• Once the learner has obtained this qualification further education can be pursued such as ODETDP Level 5.</li> <li>• Opportunity to register as an assessor, moderator, facilitator and SDF with various SETAs</li> <li>• Gaining knowledge and skills in the following areas:               <ul style="list-style-type: none"> <li>– Communication</li> <li>– Numeracy</li> <li>– Administration and Recruitment</li> <li>– Training and Development</li> <li>– Learner Support</li> </ul> </li> <li>• Improves employability</li> <li>• Change in career focus</li> </ul>	<ul style="list-style-type: none"> <li>• Have a qualified ODETDP practitioner</li> <li>• In-house planning and administration of training</li> <li>• Use assessments during recruitment of new employees</li> <li>• Identify and address skills gaps</li> <li>• Involvement in learnerships/apprenticeships</li> <li>• Recognition of Prior Learning (RPL) assessments</li> <li>• Improved BEE scorecard</li> <li>• An informed HR Department</li> <li>• Compliance with the Skills Development legislation</li> <li>• Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.</li> </ul>

## How does one become an ODETDP Practitioner?

You need to:

- Enrol for the ODETDP NQF Level 4 Practitioner training.
- The qualification can be enrolled for in its entirety or per module.
- Complete the modules making up the full qualification.
- Modules will be assessed as modules are handed in and the results uploaded to ETDP SETA as learners are found competent.
- Compile and submit portfolios of evidence for assessment
- Qualify as an ODETDP Practitioner

## What are the entry requirements?

- Communication at NQF level 3 or equivalent (Grade 10).
- Mathematical Literacy at NQF level 3 or equivalent (Grade 10).

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## What does the ODETDP Level 4 Certificate programme entail?

The unit standards for the ODETDP qualification, ID 50332, NQF level 4 have been grouped together into skills programmes that focus on the different areas within the qualification. The unit standards have been grouped together in modules as indicated below:

Type	ID	Title	NQF Level	Credits
<b>Module 1: Communication Skills 1 (29 Credits)</b>				
Fundamental	<a href="#">119457</a>	Interpret and use information from texts	3	5
Elective	<a href="#">110506</a>	Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication	4	4
Fundamental	<a href="#">119465</a>	Write/present/sign texts for a range of communicative contexts	3	5
Fundamental	<a href="#">119459</a>	Write/present/sign for a wide range of contexts	4	5
Fundamental	<a href="#">119471</a>	Use language and communication in occupational learning programmes	4	5
Fundamental	<a href="#">119467</a>	Use language and communication in occupational learning programmes	3	5
<b>Module 2: Communication Skills 2 (15 Credits)</b>				
Fundamental	<a href="#">119462</a>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5
Fundamental	<a href="#">119469</a>	Read/view, analyse and respond to a variety of texts	4	5
Fundamental	<a href="#">119472</a>	Accommodate audience and context needs in oral/signed communication	3	5
<b>Module 3: Numerical Skills (16 Credits)</b>				
Fundamental	<a href="#">9015</a>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Fundamental	<a href="#">9016</a>	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
Fundamental	<a href="#">7468</a>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
<b>Module 4: Training Administration and Recruitment of Candidates (16 Credits)</b>				
Elective	<a href="#">12140</a>	Recruit and select candidates to fill defined positions	5	9
Core	<a href="#">123393</a>	Carry out course administration	3	3
Elective	<a href="#">15227</a>	Conduct skills development administration in an organisation	4	4
<b>Module 5: Training and Development Skills Programme 1 (18 Credits)</b>				
Elective	<a href="#">114924</a>	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5
Core	<a href="#">117865</a>	Assist and support learners to manage their learning experiences	4	5
Core	<a href="#">117877</a>	Perform one-to-one training on the job	3	4
Core	<a href="#">12544</a>	Facilitate the preparation and presentation of evidence for assessment	4	4
<b>Module 6: Training and Development Skills Programme 2 (26 Credits)</b>				
Core	<a href="#">117870</a>	Conduct targeted training and development using given methodologies	4	10
Core	<a href="#">123396</a>	Define target audience profiles and skills gaps	4	6
Core	<a href="#">10294</a>	Identify and respond to learners with special needs and barriers to learning	5	10
<b>Total Number of Credits</b>				<b>120</b>

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## 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.

## 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 any 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.

## 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.
- 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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