

National Diploma: ODETDP Level 5

SAQA Qualification 50333

National Diploma: Occupationally Directed Education, Training and Development Practices NQF Level 05, 241 Credits

Accreditation

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

Overview

The SAQA Qualification 50333, National Diploma: Occupationally-Directed Education Training and Development Practices (ODETDP Level 5 Diploma) 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 Certificate, SAQA Qualification 50334, can add to the certificate by adding the balance of the unit standards to obtain this diploma. This qualification is also for those who have been working in the field of training and education and wish to obtain a formal qualification.

This qualification addresses general competences across eight key ETD roles, and provides an opportunity for learners to specialise in four key areas in line with possible career opportunities or areas of interest. Recipients will thus meet the general requirements of the following key roles, with the opportunity to specialise in four of the roles:

- Design and develop learning programmes and processes;
- Facilitate and evaluate learning;
- Engage in and promote assessment practices;
- Provide learning support to learners and organisations;
- Conduct skills development facilitation;
- Develop standards and qualifications;
- Manage and administer education training and development;
- Engage in general management activities.

What does an ODETD Practitioner do?

An ODETD Practitioner on NQF level 5:

- 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_50333_dip_odetdp_l5_v3.2 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 a diploma level 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 a diploma 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. • Once the learner has obtained this qualification further education can be pursued such as the full diploma on Levels 5 or 6 qualifications. • 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"> – Communication – Facilitation and Assessment – Learner Support – Design and Development of Learning Material – Skills development facilitation • 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. • 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 will be able to 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. (Support will be given electronically, either through skype or e-mail.)
- Compile and submit portfolios of evidence for assessment.
- Qualify as an ODETD Practitioner.
- Register with the relevant SETAs.

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_50333_dip_odetdp_15_v3.2

Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602

MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC

2



What are the entry requirements?

- NQF level 4/Grade 12
- 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?

- Two years for the full diploma.
- Alternatively, it can be completed on a modular basis.

What does the ODETDP Level 5 Diploma 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
Module 1: Communication & Presentation Skills (20 Credits)				
Fundamental	115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts.	5	5
Fundamental	115790	Write and present for a wide range of purposes, audiences and contexts.	5	5
Fundamental	115791	Use language and communication strategies for vocational and occupational learning	5	5
Fundamental	115792	Access, process, adapt and use data from a wide range of texts	5	5
Module 2: Facilitator Training Programme (10 Credits)				
Core	117871	Facilitate learning using a variety of given methodologies.	5	10
Module 3: Assessor Training Programme (15 Credits)				
Core	115753	Conduct outcomes-based assessment.	5	15
Module 4: Moderator Training Programme (10 Credits)				
Elective	115759	Conduct moderation of outcomes-based assessments.	6	10
Module 5: Design & Develop Learning Material (45 Credits)				
Core	123397	Evaluate a learning intervention using given evaluation instruments.	5	10
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: Skills Development Facilitator Training Programme (39 Credits)				
Elective	15217	Develop an organisational training and development plan	5	6
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
Elective	15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10
Elective	15232	Coordinate planned skills development interventions in an organisation	6	6
Elective	252041	Promote a learning culture in an organisation	5	5

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

Type	ID	Title	NQF Level	Credits
Module 7: Learner Support Training Programme (22 Credits)				
Core	263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.	5	5
Core	117865	Assist and support learners to manage their learning experiences.	4	5
Core	117874	Guide learners about their learning, assessment and recognition opportunities.	5	6
Core	123396	Define target audience profiles and skills gaps.	4	6
Module 8: Team Dynamics & Development Training Programme (24 Credits)				
Elective	15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	5	4
Core	252037	Build teams to meet set goals and objectives	5	3
Core	252043	Harness diversity and build on strengths of a diverse working environment	5	3
Elective	10146	Supervise a project team of a developmental project to deliver project objectives	5	14
Module 9: HR Management in Education Training Programme (12 Credits)				
Elective	10171	Manage the capture, storage and retrieval of human resources information using an information system	5	3
Elective	12140	Recruit and select candidates to fill defined positions	5	9
Module 10: Conflict Management Training Programme (8 Credits)				
Elective	114226	Interpret and manage conflicts within the workplace	5	8
Module 11: Productivity Improvement				
Elective	114884	Co-ordinate the improvement of productivity within a functional unit	4	8
Module 12: Specialised Facilitation				
Core	10294	Identify and respond to learners with special needs and barriers to learning	5	10
Core	123398	Facilitate the transfer and application of learning in the workplace	5	5
Module 13: Evaluation and Monitoring				
Elective	117856	Define standards for assessment, education, training, and development	6	8
Elective	123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use	6	5
Total Number of Credits				241

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 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.

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

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.

Email: training@enjoconsultants.co.za

Tel: (012) 667-1985 / Cell: 084 620 0437 / Fax: 086 514 7543

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_50333_dip_odetdp_15_v3.2

Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC

