

## National Certificate: ODETDP Level 5

### SAQA Qualification 50334 National Certificate: Occupationally-Directed Education Training and Development Practices NQF Level 05, 151 Credits

#### Accreditation

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

### Overview

The SAQA Qualification 50334, National Certificate: Occupationally-Directed Education Training and Development Practices (ODETDP Level 5 Certificate) is for those who wish to build a career in training and education in any field who has little or no previous exposure to Education and Training or as a starting point for a career in training and education. This qualification is also for those who have been working in the field of training and education and wish to obtain a formal qualification.

Places of work who are involved in skills development of their staff will greatly benefit from having employees who are equipped with this qualification. Skills shortages can be met directly by ETDP practitioners who involved in the training and education of the workforce.

### 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.

### 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
- Assessors.
- Learner and Learning Supporters.
- Skills Development Facilitators.
- Learning Material Designers and Developers.
- Training coordinators.

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- but would like to get involved in training and career development of others.
- Trainers and Facilitators.
  - Training Administrators and Managers
  - Those seeking a career in education.
  - Employees in the Training and HR Department..

## 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 the full diploma on Levels 5 or 6 qualifications.</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>– Facilitation and Assessment</li> <li>– Learner Support</li> <li>– Design and Development of Learning Material</li> <li>– Skills development facilitation</li> </ul> </li> <li>• Improves employability.</li> <li>• Change in career focus.</li> </ul>	<ul style="list-style-type: none"> <li>• Have a qualified ODETD practitioner.</li> <li>• Having qualified training personnel ensures that money spent training other employees in the company is well spent.</li> <li>• Plan, develop and design own training material.</li> <li>• Plan, develop, facilitate, assess and moderate training internally.</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 and Training 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 enrolling their staff on this training programme.</li> </ul>

## 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.

## 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.

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## What does the ODETDP Level 5 Certificate programme entail?

The unit standards for the ODETDP qualification, ID 50334, NQF level 5 have been grouped together into skills programmes that focus on the different areas within the qualification as set out below:

Type	ID	Title	NQF Level	Credits
<b>Module 1: Communication (10 Credits)</b>				
Fundamental	<a href="#">115789</a>	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts.	5	5
Fundamental	<a href="#">115790</a>	Write and present for a wide range of purposes, audiences and contexts.	5	5
<b>Module 2: Facilitator (10 Credits)</b>				
Core	<a href="#">117871</a>	Facilitate learning using a variety of given methodologies.	5	10
<b>Module 3: Assessor (15 Credits)</b>				
Core	<a href="#">115753</a>	Conduct outcomes-based assessment.	5	15
<b>Module 4: Moderator (10 Credits)</b>				
Elective	<a href="#">115759</a>	Conduct moderation of outcomes-based assessments.	6	10
<b>Module 5: Design &amp; Develop Learning Material (45 Credits)</b>				
Core	<a href="#">123397</a>	Evaluate a learning intervention using given evaluation instruments.	5	10
Elective	<a href="#">123401</a>	Design outcomes-based learning programmes.	6	15
Elective	<a href="#">123394</a>	Develop outcomes-based learning programmes.	5	10
Elective	<a href="#">115755</a>	Design and develop outcomes-based assessments.	6	10
<b>Module 6: Skills Development Facilitator (39 Credits)</b>				
Elective	<a href="#">15217</a>	Develop an organisational training and development plan	5	6
Elective	<a href="#">15218</a>	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4
Core	<a href="#">15221</a>	Provide information and advice regarding skills development and related issues	5	4
Elective	<a href="#">15227</a>	Conduct skills development administration in an organisation	4	4
Elective	<a href="#">15228</a>	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10
Elective	<a href="#">15232</a>	Coordinate planned skills development interventions in an organisation	6	6
Elective	<a href="#">252041</a>	Promote a learning culture in an organisation	5	5
<b>Module 7: Learner Support (22 Credits)</b>				
Core	<a href="#">263976</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="#">117874</a>	Guide learners about their learning, assessment and recognition opportunities.	5	6
Core	<a href="#">123396</a>	Define target audience profiles and skills gaps.	4	6
<b>Total Number of Credits</b>				<b>151</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 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.

## 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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