

# 101321

## Occupational Certificate: Occupational Certificate Training and Development Practitioner

NQF Level **05**

Credits: 190  
Duration: 18 Months  
Type: Occupational Certificate

**Accreditation**  
Quality Council for Trades and  
Occupations (QCTO)  
Accred No: QCTOSDP00180907-1302

### Entry Requirements

- NQF Level 4/Grade 12 with Proficiency in English.

### Who should complete this training?

- Those seeking a formal qualification in Training and Education
- Facilitators
- Assessors
- Training Managers
- Skills Development Facilitators
- Designers of learning material



Once qualified, you will be able to:

- Co-ordinate learning within an occupational context.
- Establish and refine learning and development needs within occupational contexts.
- Conceptualise, plan and implement occupationally relevant learning and development interventions.
- Facilitate learning in a variety of occupational contexts.
- Evaluate the impact of learning and development interventions within an occupational context.

### Overview

The SAQA Qualification 101321, Occupational Certificate Training and Development Practitioner, NQF Level 5 is a qualification that equips the learner to follow a career in training and development. The development of the national skills base within South Africa, as supported by legislation, national policies and strategies is an undisputed priority. Equitable human development that supports an inclusive economic growth path, addresses recognised skills shortages and a reduction in high levels of unemployment, will only be achieved through an educated, skilled and capable South African workforce.

Many of the skills development priorities are met through the efforts of learning and development practitioners, and this qualification addresses the key competencies of such practitioners. The qualification further supports the continued development of key established employment opportunities associated with occupationally directed education and training, including, skills development facilitation, assessment practitioners and Skills Development Facilitator (SDF) practitioners as part qualifications.

The qualification also places emphasis on the educational strategy that provides learners with real-life work experiences where they can apply knowledge and technical skills, and develop their employability through work-based learning. This qualification recognises the need for qualified practitioners that are competent in planning and facilitating work-based learning interventions, as a part qualification. This will achieve the need for qualified persons who are able to support workplaces and learners with the implementation of work experience components of learnerships, internships and apprenticeships.

The qualification is designed to meet the competency profile of persons delivering learning and development services, at the interface of the delivery of learning and development services within the occupational qualification framework. This recognises a further need for professional development at higher levels of learning and development research, planning, design and impact assessment.

### ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543  
Web: www.enjoconsultants.co.za | Email: training@enjconsultants.co.za  
Co Reg No: 2016/345549/07

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

## Exit Level Outcomes

1. Analyse learning and development needs, within an occupational context, compile learning and development plans and reports and guide stakeholders on learning and development trends, practices and quality assurance.
2. Schedule, coordinate implements and evaluate an occupationally relevant learning and development intervention.
3. Coordinate and manage learning and development within an occupational context.
4. Facilitate learning in an occupational context utilising adult learning principles and techniques.
5. Plan, implement and evaluate work based learning interventions in an occupational context.
6. Plan and conduct assessments in a variety of occupational contexts.

## Programme/Curriculum Structure

- **Knowledge Module**
  - The statutory learning and development environment. NQF Level 5, Credits 8
  - Learning and development management functions. NQF Level 5, Credits 8
  - Organisational learning and development needs analysis. NQF Level 5, Credits 8
  - Facilitation of learning in an occupational contexts. NQF Level 5, Credits 8
  - Assessment principles and practices. NQF Level 5, Credits 4
  - Workplace learning and development planning, evaluation and reporting. NQF Level 5, Credits 8
  - Work based learning. NQF Level 5, Credits 6
- **Practical Skills Module**
  - Manage and coordinate logistics, facilities and financial resources. NQF Level 5, Credits 8
  - Plan, conduct and report on a learning and development needs analysis. NQF Level 5, Credits 16
  - Plan the delivery of an occupational learning intervention. NQF Level 5, Credits 16
  - Facilitate different methodologies, training styles and techniques within an occupational learning context. NQF Level 5, Credits 12
  - Facilitate experiential work based learning. NQF Level 5, Credits 8
  - Plan and conduct the assessment of learner competencies. NQF Level 5, Credits 8
  - Evaluate the impact of learning within an occupational context. NQF Level 5, Credits 8
- **Work Experience Module**
  - Conduct learning and development management practices. NQF Level 5, Credits 12
  - Conduct skills development facilitation (SDF) processes as required for mandatory grant payments. NQF Level 5, Credits 8
  - Conduct learning and development planning and implementation processes. NQF Level 5, Credits 12
  - Facilitate an occupational learning session. NQF Level 5, Credits 8
  - Facilitate a work based learning and development process. NQF Level 5, Credits 8
  - Conduct assessments of learner competence. NQF Level 5, Credits 8
  - Conduct an evaluation of the impact of learning within an occupational context. NQF Level 5, Credits 8

## How is this qualification completed?

- Training is provided to individuals or to corporates.
- Complete the different modules, (knowledge Practical and Workplace) making up the full qualification.
- Compile and submit portfolios of evidence (PoE) for each module and submitted for assessment.
- This qualification can be completed as following:

### ENJO Consultants (Pty) Ltd

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543  
 Web: [www.enjoconsultants.co.za](http://www.enjoconsultants.co.za) | Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)  
 Co Reg No: 2016/345549/07



Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

- **Study Schools & Self-Study**
  - This qualification can be completed either through a combination of attending study schools and self-study.
  - Study Schools can be presented as live streamed classes or attendance of the study schools.
- **Distance Learning**
  - Learners will go through the study material on his/her own.
- **Recognition of Prior Learning (RPL)**
  - Qualifying learners may be able to complete the qualification as RPL.
- **Learnerships**
  - Qualifications can be presented for corporates as learnerships.
- **Support**
  - Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.

## What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

## Does one need to write exams?

- At the time of writing this brochure a Final Integrated Summative Assessment (FISA) was not required by the QCTO and the qualification can be achieved by completing the portfolios of Evidence successfully.
- Should the QCTO introduce FISA Exams, clients will be responsible for the cost thereof.

## What is included in this training programme?

- Learning Material consisting of the following per module:
  - Learner Guide.
  - Portfolio of Evidence.
- Assessment as following:
  - One (1) initial assessment per portfolio.
  - Two (2) remedial assessments per portfolio per learner should remedial assessments be necessary.
- External Moderation/Verification
- Certification: Once declared competent, the QCTO will issue a *Statements of Results (SoR)*

## 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

Email: [training@enjoconsultants.co.za](mailto: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](http://www.enjoconsultants.co.za) | Email: [training@enjoconsultants.co.za](mailto:training@enjoconsultants.co.za)  
 Co Reg No: 2016/345549/07

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng