

# 50332

## Further Education and Training Certificate: Occupationally-Directed Education Training and Development Practices

NQF Level **04**

Credits: 120  
Duration: 1 Year  
Type: Certificate

**Accreditation**  
Education, Training and Development  
Practices Sector (ETDP SETA)  
Accreditation No: ETDP10602

### Entry Requirements

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

### Who should complete this training?

- Those wishing to obtain a SAQA registered qualification in education and training in the workplace.
- Those entering the field of education.
- Entry Level Trainers and Facilitators.
- Junior Training Officers.
- Training Administrators
- Learner Support Staff
- ETDP / Training Coordinators



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 ODETD 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.

### Skills and Knowledge Acquired by a Qualified ODETD Practitioner on NQF Level 4

An ODETD 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.
- Contribute to Human Resource Management Practices.
- 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 training and development.
- Identifies and responds to learner with special needs and learning barriers.
- Coach and mentor learners and employees in the workplace.

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## What does the ODET 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.

Type	ID	Title	NQF Level	Credits	Total Credits
<b>Module 1: Understanding Outcomes Based Education</b>					
Elective	<a href="#">263976</a>	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.	5	5	5
<b>Module 2: Communication Skills 1 - First Language</b>					
Fundamental	<a href="#">119469</a>	Read/view, analyse and respond to a variety of texts	4	5	20
Fundamental	<a href="#">119471</a>	Use language and communication in occupational learning programmes	4	5	
Fundamental	<a href="#">119462</a>	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5	
Fundamental	<a href="#">119459</a>	Write/present/sign for a wide range of contexts	4	5	
<b>Module 3: Communication Skills 2 - Second Language</b>					
Fundamental	<a href="#">119472</a>	Accommodate audience and context needs in oral/signed communication	3	5	20
Fundamental	<a href="#">119457</a>	Interpret and use information from texts	3	5	
Fundamental	<a href="#">119465</a>	Write/present/sign texts for a range of communicative contexts	3	5	
Fundamental	<a href="#">119467</a>	Use language and communication in occupational learning programmes	3	5	
<b>Module 4: Numerical Skills</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	16
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 5: Training Administrator</b>					
Core	<a href="#">123393</a>	Carry out course administration	3	3	7
Elective	<a href="#">15227</a>	Conduct skills development administration in an organisation	4	4	
<b>Module 6: Assist Learners</b>					
Core	<a href="#">117865</a>	Assist and support learners to manage their learning experiences	4	5	11
Core	<a href="#">123396</a>	Define target audience profiles and skills gaps	4	6	
<b>Module 7: Identify and measure the factors that influence productivity</b>					
Elective	<a href="#">114878</a>	Identify and measure the factors that influence productivity	4	10	10
<b>Module 8: Facilitation Skills</b>					
Core	<a href="#">117870</a>	Conduct targeted training and development using given methodologies	4	10	10
<b>Module 9: Coaching &amp; Mentoring</b>					
Elective	<a href="#">114215</a>	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path	4	3	7
Core	<a href="#">117877</a>	Perform one-to-one training on the job	3	4	
<b>Module 10: Facilitate the preparation and presentation of evidence for assessment</b>					
Core	<a href="#">12544</a>	Facilitate the preparation and presentation of evidence for assessment	4	4	4
<b>Module 11: Manage Inclusive / Special Needs Education</b>					
Core	<a href="#">10294</a>	Identify and respond to learners with special needs and barriers to learning	5	10	10
<b>Total Credits</b>					<b>120</b>

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## How is this qualification completed?

Training is provided to individuals or to corporates. This qualification can be completed as following:

- **Class Attendance**
  - This option is available to corporates for groups.
- **Distance Learning**
  - This option is available to corporates and individuals.
- **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.

## When can I enrol/book for training?

- Training can be enrolled for at any time of the year.

## Does one need to write exams?

No, one does not need to write exams, the portfolio will be assessed to determine competence.

## Assessment, Verification and Certification

- The Portfolios of Evidence will be assessed by a registered assessor.
- Each module will be assessed as it is completed.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- On successful completion of all the modules, 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 as well as a certificate.

### Bookings and Enquiries

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ENJO ODETDP 50332 Cert L4  
Brochure v 2020-03

ETDP SETA: ETDP10602 | MICT SETA: ACC/2015/07/0048 | SABPP: 58116L125EC | QCTO: QCTOSDP00180907-1302

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## ODETDP 50332: Additional Information

### Articulation Options

Learners can move **horizontally** by achieving the credits specified in the following qualifications:

- National Certificate: ECD Level 4, 58761
- FETC: Development Practice Level 4, 67509
- National Certificate: ABET Practice Level 4, 20838

Learners can move **vertically** by using this qualification as the basis for the following qualifications:

- National Certificate ODETD Level 5, 50334
- Diploma ODETD Level 5, 50333
- Professional Diploma Level 5, 20478
- Diploma ABET Practice Level 5, 20159
- Higher Certificate ECD Level 5, 64649
- Diploma ECD Level 5, 64650
- Diploma Development Practice Level 5, 49710

### International Comparability

The SAQA Qualification document for this qualification states the following:

“International qualifications were examined to ensure that the qualification structure and unit standards proposed are comparable in terms of level, scope of qualifications, and competencies covered. Qualifications and/or programmes from the United Kingdom, United States of America, Australia and New Zealand were selected based on proven best practice within the field of Education and Training. The findings regarding comparisons within each country are as follows:

United Kingdom: The FETC ODETD matches very closely in terms of qualification purpose, structure and outcomes with the Institute of Training and Occupational Learning (ITOL) Certificate in Training and Occupational Learning; CIPD Certificate in Training Practice; St Martins College Certificate in Development Training and the City and Guilds International Awards NVQ levels 1-4 new approved Learning and Development Units (EMPTNTO). Further favourable comparisons were found in terms of NVQ Level 3 - in Training and Development awards; Training Award (D32); Deliverer Award; Assessor Award (D32, D33); NVQ Level 4 - in Training and Development awards: Human Resource Development; International Teaching and Training Awards (IVQ) - Levels 1 - 2. The FETC ODETD compared very well with the structure of the new NVQ Learning and Development Standards as follows:

- Learning and Development
- Direct Training and Support
- Learning and Development
- Management of Learning and Development Provision
- Co-ordination of Learning and Development Provision

United States of America: The FETC ODETD compares favourably in terms of purpose, entry level and outcomes with the ASTD (American Society for Training and Development) Training Certificate Programme.

Australia: The FETC ODETD has a very close match in terms of the key roles and levels with the Southern Cross University Graduate Certificate of Vocational Education and Training and the AQF Certificate IV in Assessment and Workplace Training.

New Zealand: Comparisons against the Christchurch College of Education Certificate in Adult Literacy Tuition and the NZQA National Certificate in Adult Education and Training (Level 4) revealed that the New Zealand counterparts are at a slightly higher level than the FETC ODETD, but cover the same key roles and competencies.

#### Summary concerning comparability

The FETC ODETD compares favourably with a wide selection of international qualifications as identified above. Where outcomes or competencies are identified within the international qualifications, they are generally quite comparable to the South African qualifications in terms of levels and range of competencies covered.”

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