ENJO Consultants (Pty) Ltd

Prospectus

Document Version 2

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Company Overview

ENJO Consultants (Pty) Ltd (Pty) Ltd is a provider of educational and training services which focus on meeting training needs in a large variety of sectors. Since the inception of ENJO Consultants, we have been driven by a passion of making a difference in the training and development environment. From our humble beginnings in 2007, we have grown from offering only 3 accredited programmes to now offering a large variety of skills programmes and 12 full qualifications in different sectors. (ETDP SETA, SABPP, MICT SETA and QCTO).

Our personal touch, commitment to offering quality targeted training solutions to clients as well as our continuous quality assurance resulted in credibility amongst our clients, ETQAs and various other professional bodies. Our growth was built on the credibility our commitment to offering quality targeted training solutions instilled in our clients and the various ETQAs and quality assurance bodies.

Our expertise and experience in the training field has equipped us to assist our clients with their unique set of training and educational requirements. Whatever your particular training need, be it design and development of learning material, workshops or training, we are able to assist.

What We Do

- Accredited Training & Non-accredited Workshops
- Skills Development

Our Mission

To meet the targeted training needs of businesses, corporates and individuals at the highest quality possible whilst maintaining affordability.

Our mission statement reflects this:
"To render quality services and affordable training".

Our Vision

"To play a leading role in the development of Practitioners in Education Training and Development within all the sectors in Africa and South Africa".

We will achieve this by rendering services and training to the best of our ability at the best price and quality possible. We have chosen to build a business in our field of expertise and believe we have the knowledge and experience to assist you to achieve success.

Milestones

- On 18 January 2007 John Sandys started ENJO Consultants (Pty) Ltd.
- On the 19 February 2011 John made a commitment with Unashamedly Ethical and runs the business based on these principles.
- In November 2013 ENJO Consultants (Pty) Ltd received their accreditation with the EDP SETA offering facilitators, assessors and moderators training.
- During 2014 ENJO Consultants (Pty) Ltd extended their scope with the ETDP SETA offering two qualifications namely the National Certificate in Early Childhood Development Level 4, and the National Certificate in Occupational Directed Educational Training Practices Level 4. We were also accredited with various skills programmes, design and develop learning material, skills development facilitator, coaching and mentoring just to mention a few.
- 2015 was a year of many achievements, on the 12 May 2015 were awarded accreditation with SACE allowing us to offer teachers 10 CPTD points for each of the following programmes moderator training programme, conduct outcomes-based assessment, coaching and mentoring programme, facilitate learning using a variety of given methodology and designing and developing assessments.

- In July 2015 ENJO Consultants (Pty) Ltd received their accreditation with MICT SETA for End User Computers Level 3.
- Currently our EDTP ODETDP skills programmes will allow you to complete your National Certificate in Occupational Directed Educational Training Practices Level 5.
- We are awaiting final approval from the ETDP SETA for the National Diploma in Occupational Directed Educational Training Practices Level 5, and various skills programmes linked to the National Certificate in Occupational Directed Educational Training Practices Level 6.
- In February 2016 we achieved our accreditation with the SABPP for the National Diploma Human Resource Management level 5 and the National Certificate Human Resource Management level 4.
- August 2016 ENJO Consultants (Pty) Ltd converted from a CC to a PTY Ltd.
- Various QCTO Qualifications were approved during 2019 and the firt quarter of 2020.
- July 2022 ENJO Consultants received accreditation from SERVICES SETA for Real Estate level 4

Service & Training Delivery

Training & Skills Development Personnel

All of ENJO Consultants (Pty) Ltd training personnel are subject matter experts in their fields and are registered with the relevant SETA's ETQA's to perform their daily functions and have experience in the training field.

ENJO Consultants (Pty) Ltd Accreditations

Accreditations, Registrations & Facts

Why is accreditation important when choosing a training provider?

Accreditation guarantees the following:

- ENJO Consultants (Pty) Ltd has gone through a rigorous process of compiling, and implementing a QMS (Quality Management System) that was verified and approved by the relevant Quality Assurance Bodies as listed below.
- The training material used by ENJO Consultants (Pty) Ltd is aligned with the unit standards and qualifications registered on the NQF. The material was thus verified and approved by the ETQAs (Education and Training Quality Assurers) of the different SETAs.
- ENJO Consultants (Pty) Ltd uses only qualified and registered training and assessment personnel.
- ENJO Consultants (Pty) Ltd training premises and administration services have been approved by the ETQA.
- Assessment results of learners are verified by the ETQAs and uploaded on the NLRD (National Learner Record Database). This means that all successful learners will be awarded the relevant credits for the unit standards.
- Learners thus accumulate credits towards full qualifications.
- Statement of results are issued once the ETQA has finalised their processes.

Who is ENJO Consultants (Pty) Ltd accredited with?

- Education, Training and Development Practices Sector (ETDP SETA) Accredited ETDP10602.
- Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) Accredited ACC/2015/07/0048.
- Quality Council for Trades and Occupations (QCTO) Accredited QCTOSDP00180907-1302.

Other important affiliations/registrations

ENJO Consultants (Pty) Ltd is further registered, and approved with other professional bodies as well. These registrations guarantee that ENJO Consultants (Pty) Ltd provide assurance of quality and may also have further benefits for learners:

- ENJO Consultants (Pty) Ltd has committed itself to ethical business practices through Unashamedly Ethical.

Skills Development and Training

Benefits to Employer and Individuals

Skills development and training has benefits for the employer, the employee and those wishing to secure employment or wishing to work independently. We will firstly focus on the general benefits of skills development for the employer in general and then look at the benefits for individuals.

Why should employers become involved in skills development and training?

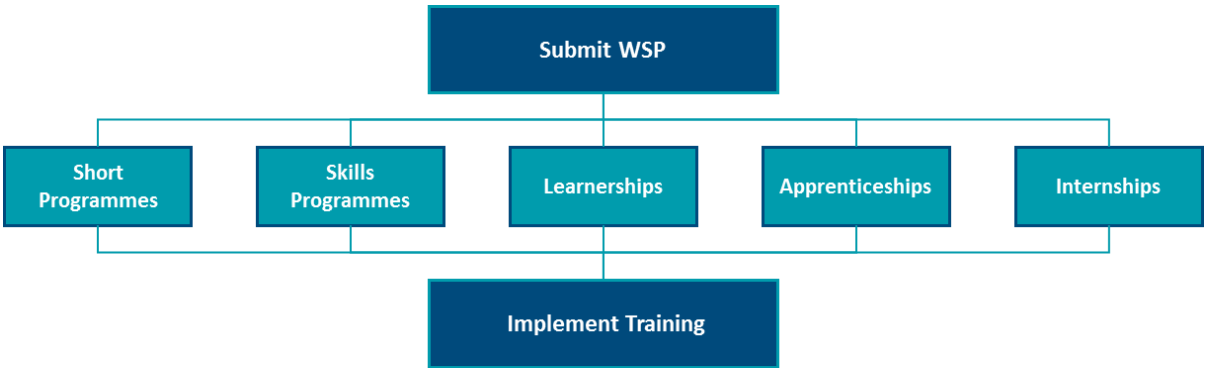
The majority of employers are compelled by Legislation to get involved in skills development. They must:

- Pay skills levies.
- Participate in skills development and training.
- Comply to B-BBEE requirements.

The Workplace Skills Plan

Skills Development Levies, Skills Development and Training and B-BBEE go hand in hand. It is therefore important for employers to understand this, as this would enable them to benefit from investing in skills development and training. Employers who have employees must:

- Pay 1% of their payroll to SARS towards the Skills Development Levies fund.
- Appoint a SDF (Skills Development Facilitator).
- Submit a WSP (workplace skills development plan).
- Implement skills training and development through skills programmes, learnerships, internships and pivotal training for both employees and the unemployed.
- Submit an ATR (annual training report).



To ensure that the employer can improve his B-BBEE scorecard, the following applies:

- Training is aimed at black people and not only black employees, in other words unemployed black people should also be included in the WSP.
- Bonus points can be earned for absorbing unemployed black learners into the workforce.

The pre-requisites for the points being awarded are:

- Workplace Skills Plan (WSP) approved by SETA.
- Annual Training Plan (ATP) approved by SETA.
- Implementation of priority skills programme generally, but specifically for black people.
- PIVOTAL report approved by SETA.

The Different Training Programmes

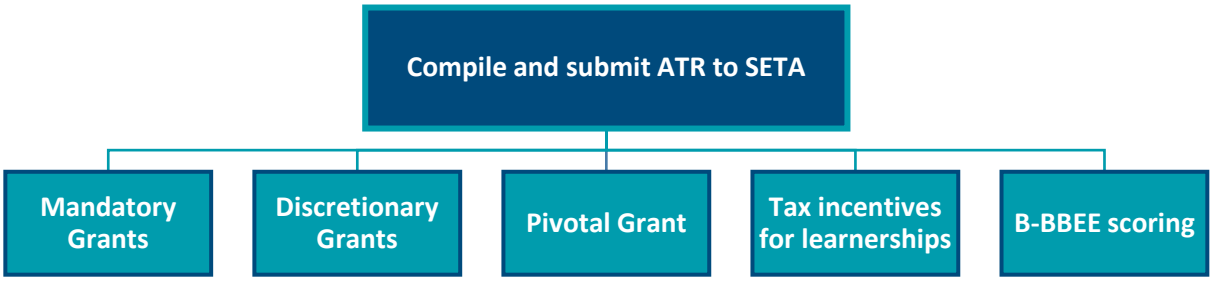
The different training programmes that could be included in training could be:

- Short programmes.
- Skills programmes.
- Learnerships.
- Apprenticeships, and.
- Internships.

Short Programmes	Are non-credit bearing programmes that can be based on work related skills and/or knowledge. (Non-accredited training – attendance certificate issued)
Skills Programmes	Are credit-bearing programmes that are based on registered unit standards or clusters of unit standards that are registered on the NQF.
Learner ships/ Apprenticeships	Are instructional and work-based learning programmes that require a formal contract. It involves institutional instruction together with structured supervised experiential learning in the workplace. The learning in the workplace could involve coaches, mentors and assessors.
Internships	Mixed mode delivery with institutional instruction as well as supervised learning in an appropriate workplace or simulated work environment. Learners who have completed their formal studies at further and higher institutions of learning could also do an internship to gain experiential knowledge in the workplace.

Skills Development and Training and the Annual Training Report

Training should be conducted as planned in the WSP as submitted to the SETA. The employer then has access to the following grants and tax incentives.



Overall benefits to the Employer

Upon Submission of WSP, Implementation of Training and Submission of ATR	B-BBEE Scorecard: 20 Points Priority Element – Skills Development
• Access to compulsory grants for submission of the WSP. • Access to discretionary grants for the implementation of the WSP. • Tax incentives are applicable at the registration of learners for learnerships and also for the completion of learnerships. • PIVOTAL grants for offering qualified learners the opportunity to gain experience in the workplace.	• 8 points if 6% of skills development expenditure is spent on black people. • 4 points if 0.3% of Skills development expenditure is spent on black employees with disabilities. • 4 points if the number of black employees involved in learnerships/ apprenticeships and internships are 2.5% of the total number of employees. • 4 points if the number of unemployed black people in learnerships, apprenticeships and internships should constitute 2.5% of the total number of employees. • Bonus points by absorbing 100% of the black people into the industry at the end of the learnership programme.

Further benefits include:

- Better skilled workforce.
- Improved productivity.
- Affordable skills development options.
- Customised skills training.
- Skills development advice and support.
- The ability of immediate implementation of newly acquired skills and knowledge in the workplace.

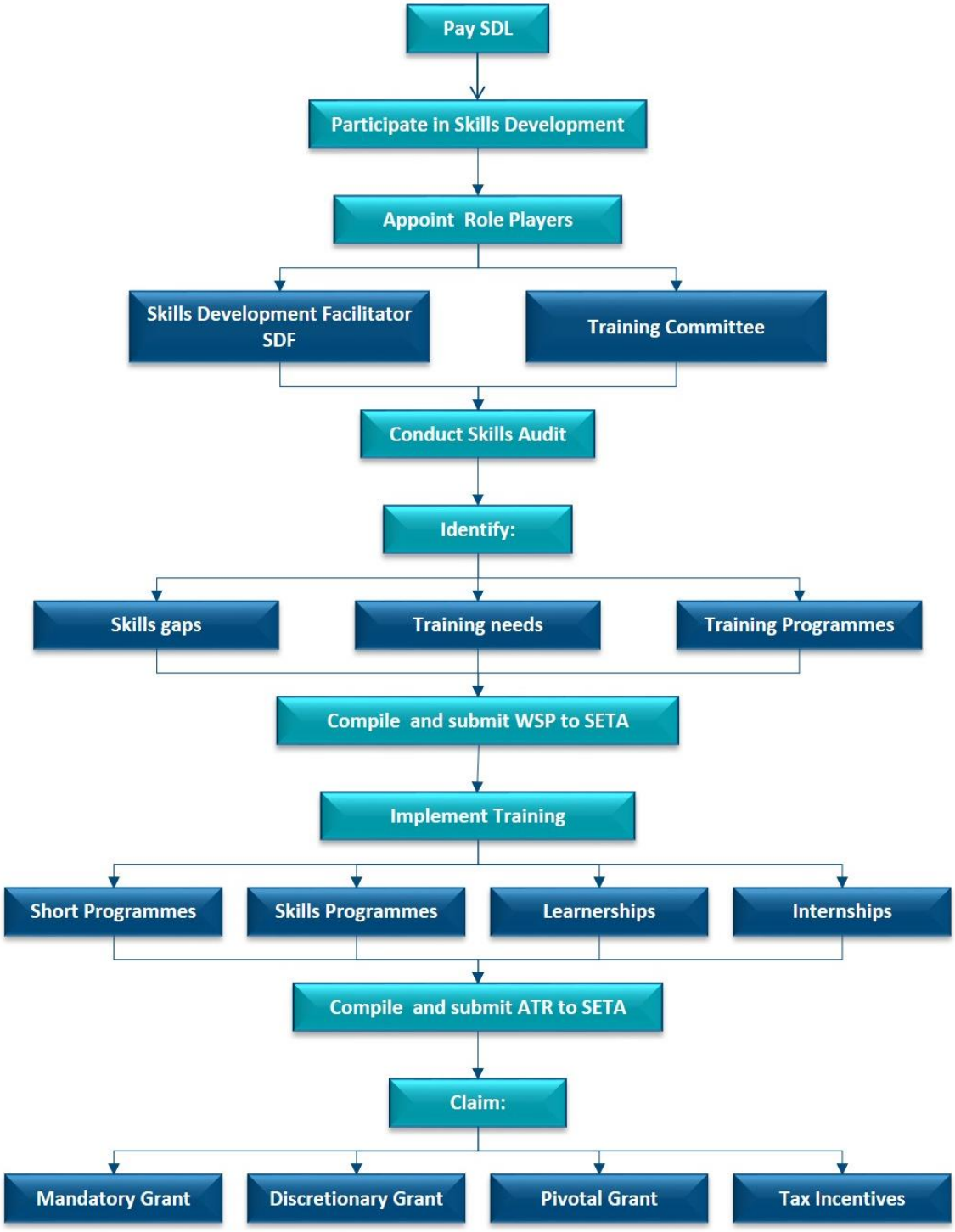
How Can an Employer Get Involved in Skills Development?

Levy-paying employers are encouraged to take skills development within the company seriously to benefit fully from promoting a learning culture. The following steps are proposed:

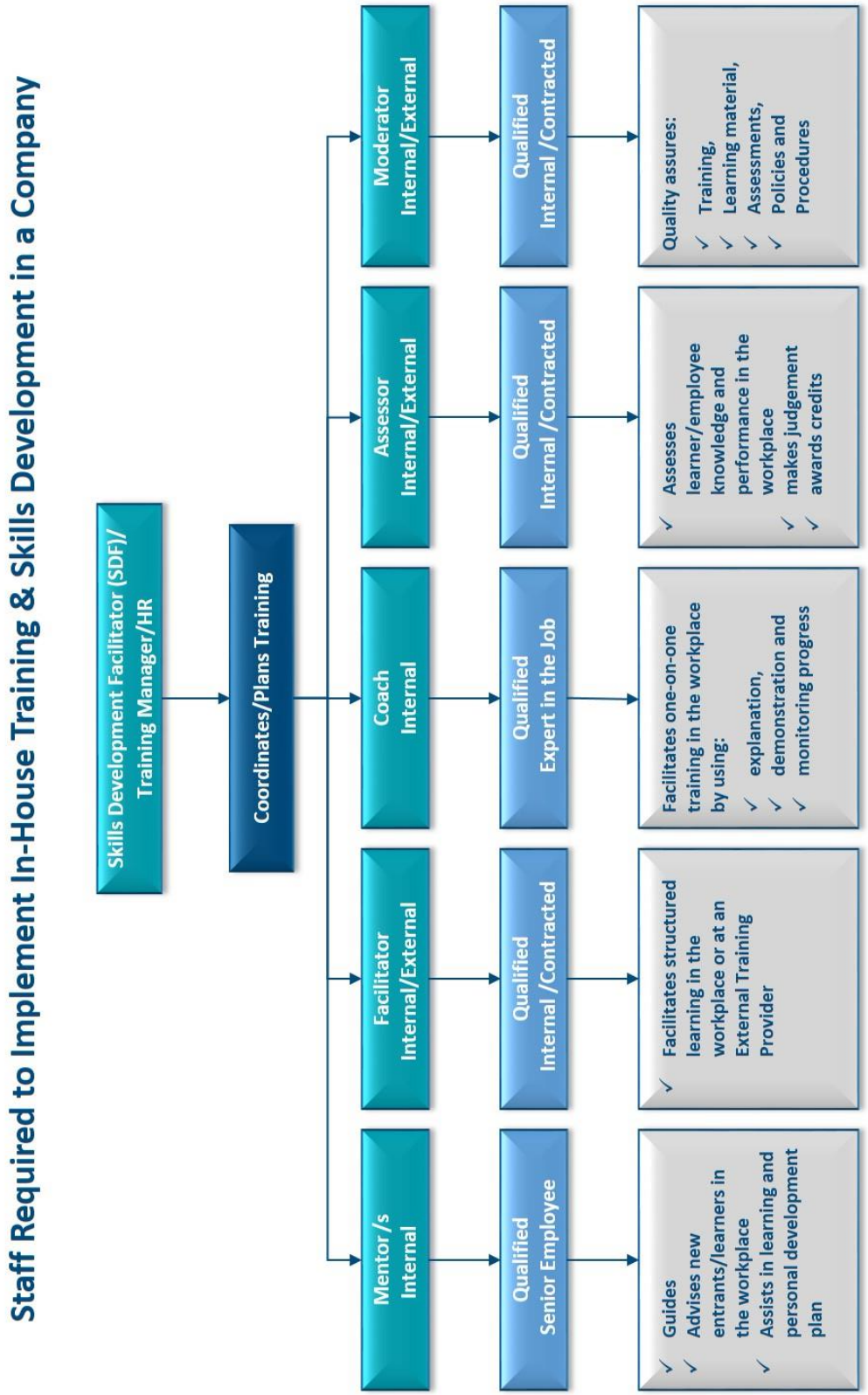
- Register for and pay Skills Development Levy to SARS.
- To plan skills development and submit a Workplace Skills Plan (WSP), the employer needs to employ:
  - A person that will take on the role as the **Skills Development Facilitator (SDF)**. The SDF can be an employee of the company or it can be outsourced to a registered SDF with the relevant SETA/ETQA. This individual will head the skills audit, compile the WSP, implement the training and compile the Annual Training Report (ATR).
  - A **Training Committee** consisting of various role players within the company. Their role will be advisory and supporting to the SDF.
- Conduct a skills audit across all employees within the company. The objective of the skills audit is to identify:
  - Current skills of all employees.
  - Skills gaps where actual performance does not match expected performance.
  - Training needs where there are skills gaps.
  - Training programmes and training providers that could address the training needs.
- Compile a Workplace Skills Plan (WSP) keeping in mind B-BBEE targets as well as critical and scarce skills.
- Submit the WSP to the relevant SETA for approval.
- Implement training as planned using skills programmes, short programmes, learnerships and internships.
- Training can be in-house or accredited training providers that have been identified in the WSP can be used.
- At the end of the financial year the SDF compiles the ATR and submits it with the WSP for the next year.

The annual Skills Development Process and the minimum staff requirements for the implementation of a holistic approach to skills development are schematically represented on the next pages.

Annual Skills Development Process Within a Company



Staff Required to Implement In-House Training & Skills Development in a Company



Benefits to individuals

ENJO Consultants (Pty) Ltd understands the importance of skills development for the individual. You are important to us. It is our business to ensure that you make the right training choices, starting from the time you make the decision of training provider, training course, the best options until you are assessed as competent. We know that work related competency opens many doors that lead to:

- Employment.
- Self-employment.
- Advancement in a career.
- Changes in a career.
- Better productivity.

To ensure that skills development and training is accessible to all individuals ENJO Consultants (Pty) Ltd offer the following further benefits to individuals:

- Accredited training options.
- Affordable training programmes.
- Guidance in portfolio building.
- Hands-on approach to training. Theory and practical are integrated and lead to applicable work-related skills.
- Hands-on approach to training.
- Theory and practical are integrated and lead to applicable work-related skills.
- Continuous support.
- Programmes that are building blocks towards a full qualification.
- Building of a career.

How does one make sense of all the new concepts?

The introduction of accredited skills development training has brought with it many concepts that are foreign for all. It is important to us that you have a clear understanding of what we mean when we talk about your future. We therefore urge you to become familiar with the new concepts within the skills development scenario.

- The objective of skills development is to provide learners with the skills and the knowledge required to perform in the workplace.
- Furthermore, skills development standards are written as learning outcomes that give all role players an indication of exactly what the learner will know and will be able to do after the completion of a learning programme.
- Assessment criteria that link to the various learning outcomes form part of the registered standards. These criteria provide guidelines on the requirements that need to be met to declare a learner competent, thus successful.

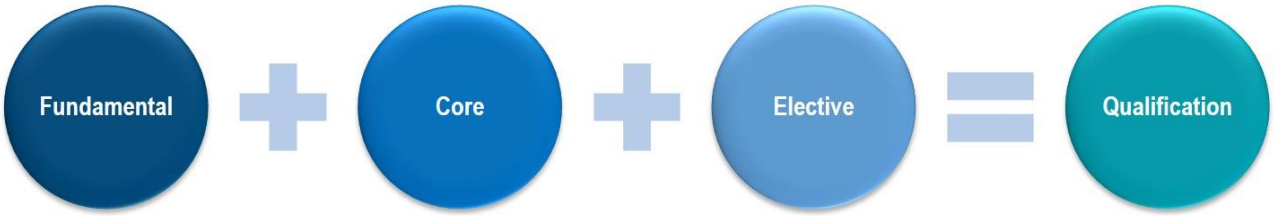
Learning Programme Components

All accredited learning programmes is made up of credits.

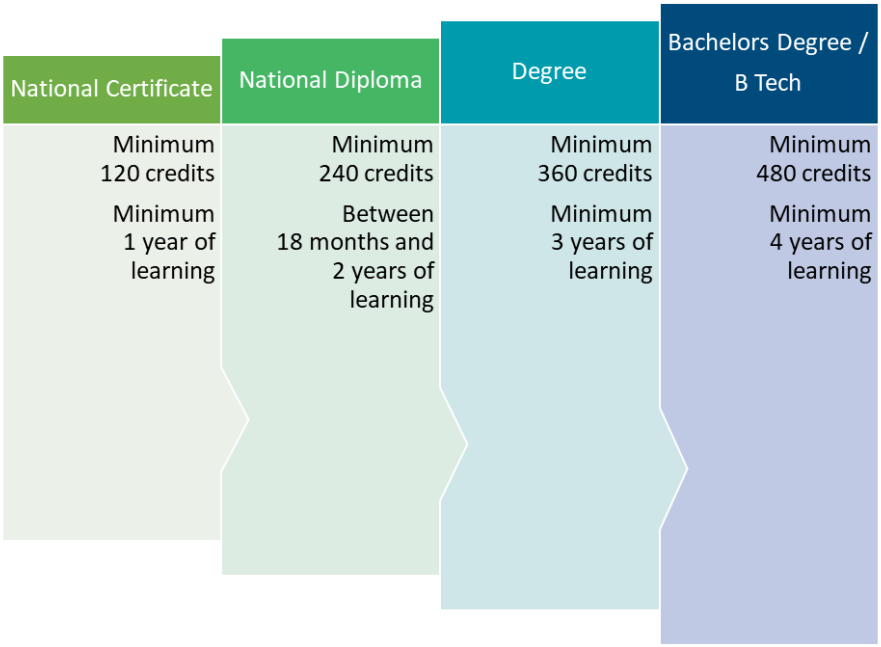
What is a credit?

- One (1) credit = Ten (10) notional hours.
- A notional hour is the average time it takes an average learner to master the skill and/or knowledge required. This includes time spent in the classroom, in the workplace attaining the practical skills, applying knowledge and skills and the assessment.
- Credits go towards to make up a unit standard, a skills programme and a full qualification.

What is a Unit Standard?	What is a Skills Programme?	What is a Registered Qualification?
• It is the smallest registered unit that one can receive credit for. • Unit standards form the building blocks for skills programmes and full qualifications.	• A Skills Programme is occupationally based and when completed will constitute credits towards a qualification registered on the NQF. Provisioning is undertaken by a training provider accredited by an ETQA (Skills Development Act No. 97 of 1998). A skills programme is a type of short learning programme. (Source: http://www.saqa.org.za/docs/guide/2004/s-courses.pdf)	A registered qualification: • Can be unit standard based or non-unit standard based. • That is unit standard based contains Fundamental Unit Standards, Core Unit Standards and Elective Unit Standards that are combined according to prescribed requirements.



How Many Credits for a Full Qualification?



How can ENJO Consultants (Pty) Ltd help you to achieve skills development goals?

ENJO Consultants (Pty) Ltd offer targeted skills development solutions for individuals and companies. We are accredited to offer training to mention a few in the following Skills Programmes, essential in the implementation of skills development:

- Skills Development Facilitator (SDF).
- Coach and Mentor.
- Facilitator.
- Assessor.
- Moderator.
- Computer Skills

The above-mentioned skills programmes form the basis of embarking on skills development and training within a company. Each of the programmes mentioned above can lead to a career option either within a company or as an individual. Each of these skills programmes form building blocks to a career path or a full qualification in Education, Training and Development Practices. **(ODETDP qualifications).**

Further options are available for those individuals who wish to embark on a career in skills development and training. For those interested in following a career in working with babies, toddlers or young children we offer full qualifications in **Early Childhood Development**.

We offer a full qualification in **End User Computing** that will give you the necessary skills to become computer literate. Full qualifications in **Human Resource Management and Practices** and **Occupational Directed Education Training and Development Practices** to mention a few, are also available.

Quick Overview of ENJO Consultants (Pty) Ltd Training

ENJO Consultants (Pty) Ltd offer full qualifications in the following fields:

- Occupation Directed Education and Training Practitioner (ODETDP) programmes accredited by the ETDP SETA.
- Early Childhood Development (ECD) Programmes accredited by the ETDP SETA.
- End User Computing programme accredited by the MICT SETA.
- Human Resource Management accredited by the SABPP.
- Early Childhood Development Practitioner by the QCTO.
- Foundational Learning Competence by the QCTO.
- Occupational Trainer by the QCTO.
- School Management by the QCTO.
- HR Workshops.
- Various non-accredited training programmes and workshops.

Skills Programmes Offered by ENJO Consultants

ETDP SETA Accredited Skills Programmes

- Facilitator Training Programme.
- Assessor Training Programme.
- Moderator Training Programme
- Design and Develop Learning Material Training Programme.
- Skills Development Facilitator (SDF) Training Programme.
- Coaching & Mentoring Training Programme.
- Conflict Management Training Programme.
- Special Needs Training.
  - 10294: Identify and respond to learners with special needs and barriers to learning – L5 – 10.
  - 10305: Devise interventions for learners who have special needs - L6 – 16 Credits.
  - 119274: Select learning support materials and assistive technology for inclusive settings – L4 – 12 credits.
  - 244610: Refer a person with a disability to specialised services – L5 – 8 Credits.
- HIV & Aids Training.
  - 244259: Support children and adults living with HIV and AIDS.
- Early Childhood Development Skills Programmes.
  - 244256: Facilitate a Numeracy Learning Programme in the Reception Year – L5 – 15 Credits.
  - 244257: Facilitate a Literacy Learning Programme in the Reception Year – L 5 – 15 Credits.
  - 244260: Facilitate a Life Skills Learning Programme in the Reception Year– L5 – 15 Credits.
  - 244478: Manage an Early Childhood Development service – L5 – 5 Credits.
  - 244481: Evaluate an Early Childhood Development (ECD) service - L5 – 6 Credits.

MICT SETA Accredited Skills Programmes

- Introduction to Computers.
- Microsoft Word Basic.
- Microsoft Word: Intermediate.
- Microsoft Word: Advanced.
- Microsoft Excel: Basic.
- Microsoft Excel: Intermediate.
- Microsoft Excel: Advanced.
- Microsoft PowerPoint: Beginners.
- Microsoft PowerPoint: Intermediate.
- Emails (Outlook).
- Business Communication & Report Writing.
- HIV & Aids Training.

Non-Accredited Short Training Programmes

- Tender Workshops.

Qualifications Offered by ENJO Consultants

Overview of ENJO Consultants (Pty) Ltd Training Programmes

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

Full Qualification			
Title	**NQF Level**	**Credits**	
ETDP SETA: Occupation Directed Education Training Development Practices			
SAQA Qualification 50332: Further Education and Training Certificate: Occupationally-Directed Education Training and Development Practices (ODETDP)	4	120	Please see brochure for details
SAQA Qualification 50334: National Certificate: Occupationally-Directed Education Training and Development Practices (ODETDP)	5	151	Please see brochure for details
SAQA Qualification 50333: National Diploma: Occupationally Directed Education, Training and Development Practices (ODETDP)	5	261	Please see brochure for details
SAQA Qualification 50331: National Certificate: Occupationally Directed Education, Training and Development Practices (ODETDP)	6	187	Please see brochure for details
Early Childhood Development (ECD)			
SAQA Qualification 58761: Further Education and Training Certificate Early Childhood Development (ECD)	4	173	Please see brochure for details

Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) Accredited **No: ACC/2015/07/0048**

Full Qualification			
Title	**NQF Level**	**Credits**	
End User Computing			
SAQA Qualification 61591: National Certificate: Information Technology: End User Computing	3	130	See brochure for details

The Quality Council for Trades and Occupations (QCTO) Accredited **No: QCTOSDP00180907-1302**

Full Qualification			
Title	**NQF Level**	**Credits**	
Early Childhood Development Practitioner			
SAQA Qualification 97542: Occupational Certificate: Early Childhood Development Practitioner	4	Min 130	See brochure for details
Foundational Learning Competence			
SAQA Qualification 88895: Foundational Learning Competence	1 - 4	40	See brochure for details
Occupational Trainer			
SAQA Qualification 97154: Occupational Certificate Trainer	4	124	See brochure for details
SAQA Qualification 101321: Occupational Certificate Training and Development Practitioner	5	190	See brochure for details
School Management			
SAQA Qualification 101258: Occupational Certificate School Manager	6	285	See brochure for details

Services SETA **No: 07-SERVICES/SDP150722-6874**

Full Qualification			
Title	**NQF Level**	**Credits**	
Real Estate			
SAQA Qualification 61591: Further Education and Training Certificate: Real Estate	4	150	See brochure for details

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Education, Training and Development Sector Education and Training Authority (ETDP SETA)

ENJO Consultants are accredited with ETDP SETA to present this programme

ETDP10602

ETDP•SETA

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

Full Qualification			
Title	**NQF Level**	**Credits**	
ETDP SETA: Occupation Directed Education Training Development Practices			
SAQA Qualification 50332: Further Education and Training Certificate: Occupationally-Directed Education Training and Development Practices (ODETDP)	4	120	Please see brochure for details
SAQA Qualification 50334: National Certificate: Occupationally-Directed Education Training and Development Practices (ODETDP)	5	151	Please see brochure for details
SAQA Qualification ODETDP 50333: National Diploma: Occupationally Directed Education, Training and Development Practices (ODETDP)	5	261	Please see brochure for details
SAQA Qualification 50331: National Certificate: Occupationally Directed Education, Training and Development Practices (ODETDP)	6	187	Please see brochure for details
Early Childhood Development (ECD)			
SAQA Qualification 58761: Further Education and Training Certificate Early Childhood Development (ECD)	4	120	Please see brochure for details

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ODETDP Qualifications Comparison

	ODETDP 50332	ODETDP 50334	ODETDP 50333	ODETDP 50331
	SAQA Qualification 50332 National Certificate: Occupationally-Directed Education Training and Development Practices NQF Level 04, 120 Credits	SAQA Qualification 50334 National Certificate: Occupationally-Directed Education Training and Development Practices NQF Level 05, 151 Credits	SAQA Qualification 50333 National Diploma: Occupationally Directed Education, Training and Development Practices NQF Level 05, 261 Credits	SAQA Qualification 50331 National Certificate: Occupationally Directed Education, Training and Development Practices NQF Level 06, 187 Credits
Qualification Type	National Certificate	Higher Certificate	National Diploma	Advanced Certificate
Minimum Credits	120	120	240	145
Qualification credits presented by ENJO Consultants	120	151	261	187
NQF Level	4	5	5	6
Duration	1 year	1 year	18 months - 2 Years	1 Year
Entry Requirement	• Communication at NQF level 3 or equivalent. • Mathematical Literacy at NQF level 3 or equivalent.	• NQF level 4 or Grade 12 • Those who do not meet the entry requirements can consider first completing SAQA Qualification 50332, National Certificate: Occupationally-Directed Education Training and Development Practices, NQF Level 04, 120 Credits.	• Grade 12 or NQF Level 4	• Minimum of a National Certificate or Diploma at level 5 or higher in any field, i.e. engineers, doctors and professionals wanting to enter the training field. • 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.
Who should complete this training?	• Those wishing to obtain a SAQA registered qualification in education and training in the workplace. • Those entering into the field of education. • Entry Level Trainers and Facilitators. • Junior Training officers. • Training administrators. • Learner and Learning Supporters.	• Those wishing to obtain a SAQA 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, Facilitators and Assessors. • Learner and Learning Supporters. • Skills Development Facilitators.	• 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.	• Those wishing to obtain a SAQA 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, i.e. engineers, doctors and other professionals wanting to train. • Trainers, Facilitators and Assessors. • Learner and Learning Supporters.

	ODETDP 50332	ODETDP 50334	ODETDP 50333	ODETDP 50331
	• ETDP / Training coordinators.	• Learning Material Designers and Developers. • Those seeking a career in education. • Training coordinators. • Training Administrators and Managers • Those seeking a career in education. • Employees in the Training and HR Department.	• Learner and Learning Supporters. • Skills Development Facilitators. • Learning Material Designers and Developers. • 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	• Learning Material Designers and Developers. • Researchers within training and HR. • Training Administrators and Managers. • Skills Development Facilitators. • Employees in the Training and HR Department. • Standards Writers and Qualification Designers. • Education, Training and Development (ETD) Managers. • Quality Assurance Managers.

Achievement	**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.
	• 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.
	• Coach and mentor learners and employees in the workplace.
		An ODETD Practitioner on NQF level 5 (ODETDP 50334):
		• Has knowledge of Outcomes-Based Education and Training Development.
		• Has communication and presentation knowledge and skills.
		• Facilitate learning (train-the-trainer).
		  ○ Can register at the various SETA's as a facilitator where required.
		• Conduct assessments.
		  ○ Can register at the various SETA's as an assessor.
		• Conduct moderation.
		  ○ Can register at the various SETA's as a moderator.
		• Advise and support learners.
		• Design and develop training and assessment material.
		• Is a practitioner that is involved in skills development and training in the workplace.
			An ODETD Practitioner on NQF Level 5 (ODETDP 50333):
			• Has knowledge of Outcomes-Based Education and Training Development.
			• Has communication and presentation knowledge and skills.
			• Facilitate learning (train-the-trainer).
			  ○ Can register at the various SETA's as a facilitator where required.
			• Conduct assessments.
			  ○ Can register at the various SETA's as an assessor.
			• Conduct moderation.
			  ○ Can register at the various SETA's as a moderator.
			• Advise and support learners.
			• Design and develop training and assessment material.
			• Is a practitioner that is involved in skills development and training in the workplace.
				An ODETD Practitioner on NQF level 6 (ODETDP 50331):
				• Has knowledge of Outcomes-Based Education and Training Development.
				• Has communication and presentation knowledge and skills.
				• Facilitate learning (train-the-trainer).
				• Can register at the various SETA's as a facilitator where required.
				• Conduct assessments.
				• Can register at the various SETA's as an assessor.
				• Conduct moderation.
				• Can register at the various SETA's as a moderator.
				• Advise and support learners.
				• Design and develop training and assessment material.
				• Is a practitioner that is involved in skills development and training in the workplace.

		ODETDP 50332	ODETDP 50334	ODETDP 50333	ODETDP 50331

			• Performs the duties of a Skills Development Facilitator such as:
			  ○ Promote a learning culture in an organisation.
			  ○ Advise and assist the organisation in the design and implementation of a Quality Management System (QMS).
			  ○ Doing skills audits.
			  ○ Planning skills development interventions.
			  ○ Compiling the Workplace Skills Plan (WSP) and Annual Training Report (ATR).
			  ○ Can registers as SDF with the various SETA's, complete and submit skills levy claims from the various SETA's.
				• Performs the duties of a Skills Development Facilitator such as:
				  ○ Promote a learning culture in an organisation.
				  ○ Advise and assist the organisation in the design and implementation of a Quality Management System (QMS).
				  ○ Doing skills audits.
				  ○ Planning skills development interventions.
				  ○ Compiling the Workplace Skills Plan (WSP) and Annual Training Report (ATR).
				  ○ Can registers as SDF with the various SETA's, complete and submit skills levy claims from the various SETA's.
				• Writing of Unit Standards.
				• Evaluation and decision making with regards to training providers.
				• Special Needs Training.
				• Coaching and Mentoring.
				• Team Building and Management.
				• HR Management in Training.
				• Conflict Management.
				• Productivity Improvement.
				• Project Management.
					• Performs the duties of a Skills Development Facilitator such as:
					• Promote a learning culture in an organisation.
					• Advise and assist the organisation in the design and implementation of a Quality Management System (QMS).
					• Doing skills audits.
					• Planning skills development interventions.
					• Compiling the Workplace Skills Plan (WSP) and Annual Training Report (ATR).
					• Can registers as SDF with the various SETA's, complete and submit skills levy claims from the various SETA's.
					• Writing of Unit Standards.
					• Evaluation and decision making with regards to training providers.
					• Research within the Training and HR Environment
					• HR Management in Training.

Comment			*Credits obtained by first completing SAQA Qualification ODETDP 50334 National Certificate: Occupationally-Directed Education Training and Development Practices will count towards the ODETDP 50333 diploma and will not need to be completed again by learners who first wish to obtain the ODETDP 50334 Certificate. Learner will need to be in possession of a statement of results for credits obtained.*		*Overlapping credits already successfully achieved will not need to be completed again.* *Learner will need to be in possession of a statement of results for credits obtained.*

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Further Education and Training Certificate: ODETDP Level 4

SAQA Qualification 50332
Further Education and Training Certificate: Occupationally-Directed Education Training and Development Practices
NQF Level 04, 120 Credits (1 Year)

Accreditation
ENJO Consultants (Pty) Ltd 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 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.

What are the entry requirements?

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

Who should complete this training?

- Those wishing to obtain a SAQA registered qualification in education and training in the workplace.
- Those entering into the field of education.
- Entry Level Trainers and Facilitators.
- Junior Training officers.
- Training administrators.
- Learner and Learning Supporters.
- ETDP / Training coordinators.

Skills and Knowledge Acquired by a Qualified ODETD Practitioner on 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.
- 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.
- Coach and mentor learners and employees in the workplace.

What are the benefits?

For the Individual	For the Company

• A SAQA registered qualification.
• 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 ODETDP Level 5.
• Gaining knowledge and skills in the following areas:
  ○ Communication.
  ○ Numeracy.
  ○ Administration and Recruitment.
  ○ Training and Development.
  ○ Learner Support.
• Improves employability.
• Change in career focus.
	• Have a qualified ODETD practitioner.
	• In-house planning and administration of training.
	• 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 Department.
	• Compliance with the Skills Development legislation.
	• Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

How does one become an ODETD Practitioner?

You need to:

- Enrol for the ODETD 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 ODETD Practitioner.

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

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.

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SAQA Qualification 50334
National Certificate: Occupationally-Directed Education Training and Development Practices
NQF Level 05, 151 Credits (1 Year)

Accreditation
ENJO Consultants (Pty) Ltd 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 ideal 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 involved in the training and education of the workforce.

What are the entry requirements?

- NQF level 4 or 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.
- Those who do not meet the entry requirements can consider first completing SAQA Qualification 50332, National Certificate:
  - Occupationally-Directed Education Training and Development Practices, NQF Level 04, 120 Credits.

Who should complete this training?

- Those wishing to obtain a SAQA 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, Facilitators and 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.

Skills and Knowledge Acquired by a Qualified ODETD 50334 Practitioner, NQF Level 5

An ODETD 50334 Practitioner on NQF level 5:

- Has knowledge of Outcomes-Based Education and Training Development.
- Has communication and presentation knowledge and skills.
- Facilitate learning (train-the-trainer).
  - Can register at the various SETA's as a facilitator where required.

- Conduct assessments.
  - Can register at the various SETA's as an assessor.
- Conduct moderation.
  - Can register at the various SETA's as a moderator.
- Advise and support learners.
- Design and develop training and assessment material.
- Is a practitioner that is involved in skills development and training in the workplace.
- Performs the duties of a Skills Development Facilitator such as:
  - Promote a learning culture in an organisation.
  - Advise and assist the organisation in the design and implementation of a Quality Management System (QMS).
  - Doing skills audits.
  - Planning skills development interventions.
  - Compiling the Workplace Skills Plan (WSP) and Annual Training Report (ATR).
  - Can registers as SDF with the various SETA's, complete and submit skills levy claims from the various SETA's.

What are the benefits?

For the Individual	For the Company

• A SAQA registered qualification.
• 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:
  ○ Communication
  ○ Facilitation and Assessment
  ○ Learner Support
  ○ Design and Development of Learning Material
  ○ Skills development facilitation
  ○ Improves employability.
• Change in career focus.
	• 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.
	• 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.
- Succesfully complete the different skills programmes making up the full qualification.
- Compile and submit portfolios of evidence for assessment.

What does the ODETD 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	Credits per Module
First Year					
Module 1: Understanding Outcomes Based Education					
Core	263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.	5	5	5
Module 2: Communication & Presentation Skills					
Fundamental	115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts.	5	5	20
Fundamental	115790	Write and present for a wide range of purposes, audiences and contexts.	5	5	
Module 3: Facilitator Training Programme					
Core	117871	Facilitate learning using a variety of given methodologies.	5	10	10
Module 4: Assessor Training Programme					
Core	115753	Conduct outcomes-based assessment.	5	15	15
Module 5: Moderator Training Programme					
Elective	115759	Conduct moderation of outcomes-based assessments.	6	10	10
Module 6: Learner Support Training Programme					
Core	117865	Assist and support learners to manage their learning experiences.	4	5	17
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 7: Design & Develop Learning Material Training Programme					
Core	123397	Evaluate a learning intervention using given evaluation instruments.	5	10	45
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 8: Skills Development Facilitator Training Programme					
Elective	15217	Develop an organisational training and development plan	5	6	39
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	
Core	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	
Total Credits					**151**

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.

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SAQA Qualification 50333
National Diploma: Occupationally Directed Education, Training and Development Practices
NQF Level 05, 261 Credits (2 Years)

Accreditation
ENJO Consultants (Pty) Ltd 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 is for those who wish to build a career in training and education in any field. Those who have already completed SAQA Qualification 50334, can add to the certificate by adding the balance of the unit standards to obtain this diploma.

This qualification addresses general competences across eight key ETD roles, and provides an opportunity for learners to specialise in eight 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 any of the following roles:

1. Design and develop learning programmes and processes.
2. Facilitate and evaluate learning.
3. Engage in and promote assessment practices.
4. Provide learning support to learners and organisations.
5. Conduct skills development facilitation.
6. Develop standards and qualifications.
7. Manage and administer education training and development.
8. Engage in general management activities.

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.
- Those who do not meet the entry requirements can consider first completing SAQA Qualification 50332, National Certificate:
  - Occupationally-Directed Education Training and Development Practices, NQF Level 04, 120 Credits.

Who should complete this training?

- Those wishing to obtain a SAQA 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, Facilitators and 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.
- Standards Writers and Qualification Designers.
- Education, Training and Development (ETD) Managers.
- Quality Assurance Managers.

Skills and Knowledge Acquired by a Qualified ODETD 50333 Practitioner, NQF Level 5

An ODETD 50333 Practitioner on NQF level 5:

- Has knowledge of Outcomes-Based Education and Training Development.
- Has communication and presentation knowledge and skills.
- Facilitate learning (train-the-trainer).
  - Can register at the various SETA's as a facilitator where required.
- Conduct assessments.
  - Can register at the various SETA's as an assessor.
- Conduct moderation.
  - Can register at the various SETA's as a moderator.
- Advise and support learners.
- Design and develop training and assessment material.
- Is a practitioner that is involved in skills development and training in the workplace.
- Performs the duties of a Skills Development Facilitator such as:
  - Promote a learning culture in an organisation.
  - Advise and assist the organisation in the design and implementation of a Quality Management System (QMS).
  - Doing skills audits.
  - Planning skills development interventions.
  - Compiling the Workplace Skills Plan (WSP) and Annual Training Report (ATR).
  - Can registers as SDF with the various SETA's, complete and submit skills levy claims from the various SETA's.
- Writing of Unit Standards.
- Evaluation and decision making with regards to training providers.
- Special Needs Training.
- Coaching and Mentoring.
- Team Building and Management.
- HR Management in Training.
- Conflict Management.
- Productivity Improvement.
- Project Management.

What are the benefits?

For the Individual	For the Company

• A SAQA registered qualification.
• 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:
  ○ Communication.
  ○ Facilitation and Assessment.
	• 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.
	• Identify and address skills gaps.
	• Involvement in learnerships/apprenticeships.
	• Recognition of Prior Learning (RPL) assessments.
	• Improved BEE scorecard.
	• An informed HR and Training Department.
	• Training Management.
	• Quality Assurance Management.
	• Project Management.

For the Individual	For the Company
○ Learner Support. ○ Design and Development of Learning Material. ○ Skills development facilitation. ○ Management. • Improves employability. • Change in career focus.	• 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.
- Complete the different skills programmes making up the full qualification.
- Compile and submit portfolios of evidence for assessment.

What does the SAQA Qualification 50333, National Diploma: Occupationally-Directed Education Training and Development Practices (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	Credits per Module
First Year					
Module 1: Understanding Outcomes Based Education					
Core	263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.	5	5	5
Module 2: Communication & Presentation Skills					
Fundamental	115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts.	5	5	20
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 3: Facilitator Training Programme					
Core	117871	Facilitate learning using a variety of given methodologies.	5	10	10
Module 4: Assessor Training Programme					
Core	115753	Conduct outcomes-based assessment.	5	15	15
Module 5: Moderator Training Programme					
Elective	115759	Conduct moderation of outcomes-based assessments.	6	10	10
Module 6: Learner Support Training Programme					
Core	117865	Assist and support learners to manage their learning experiences.	4	5	17
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 7: Design & Develop Learning Material Training Programme					
Core	123397	Evaluate a learning intervention using given evaluation instruments.	5	10	45
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 8: Skills Development Facilitator Training Programme					
Elective	15217	Develop an organisational training and development plan	5	6	39
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	

Type	ID	Title	NQF Level	Credits	Credits per Module
Core	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	
Second Year					
Module 9: Define standards for assessment, education, training, and development					
Elective	117856	Define standards for assessment, education, training, and development	6	8	8
Module 10: Evaluation & Promotion of Training Providers and Programmes					
Elective	123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use	6	5	5
Module 11: Manage Inclusive / Special Needs Education					
Core	10294	Identify and respond to learners with special needs and barriers to learning	5	10	10
Module 12: Facilitate the transfer and application of learning in the workplace					
Core	123398	Facilitate the transfer and application of learning in the workplace	5	5	5
Module 13: Team Dynamics & Development Training Programme					
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	6	16
Core	252043	Harness diversity and build on strengths of a diverse working environment	5	6	
Module 14: HR Management in Education Training Programme					
Elective	10171	Manage the capture, storage and retrieval of human resources information using an information system	5	3	12
Elective	12140	Recruit and select candidates to fill defined positions	5	9	
Module 15: Conflict Management Training Programme					
Elective	114226	Interpret and manage conflicts within the workplace	5	8	8
Module 16: Productivity Improvement Training Programme					
Elective	114884	Co-ordinate the improvement of productivity within a functional unit	4	8	8
Module 17: Project Management Fundamentals					
Elective	10146	Supervise a project team of a developmental project to deliver project objectives	5	14	28
Elective	120388	Supervise a project team of a small project to deliver project objectives	5	14	
				First Year (Modules 1 - 8) Credits	**161**
				Second Year (Modules 9 - 17) Credits	**100**
Total Year 1 and 2 Credits					**261**

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.

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SAQA Qualification 50331
National Certificate: Occupationally Directed Education, Training and Development Practices
NQF Level 06, 187 Credits (1 Year)

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

Overview

The SAQA Qualification 50331, National Certificate: Occupationally-Directed Education Training and Development Practices (ODETDP Level 6 National Certificate) 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 National Diploma, SAQA Qualification 50333, can add to the certificate by adding the balance of the unit standards to obtain this certificate. This certificate will enable a person to achieve recognition for Occupationally Directed Education and Development competencies at a high level without having to acquire a Degree in ETD. This Certificate includes competencies across all the ETD roles, with the opportunity to specialise at a high level in two or more of the following roles:

- Design and develop learning programmes and processes.
- Facilitate and evaluate learning.
- Engage in and promote assessment practices.
- Conduct skills development facilitation.
- Quality Assurance.
- Develop standards and qualifications.
- Evaluate and promote education training and development.
- Guide learners.
- Research.

What are the entry requirements?

- Minimum of a National Certificate or Diploma at level 5 or higher in any field.
- 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.

Who should complete this training?

- Those wishing to obtain a SAQA 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, i.e. engineers, doctors and other professionals wanting to train.
- Trainers, Facilitators and Assessors.
- Learner and Learning Supporters.
- Learning Material Designers and Developers.
- Researchers within training and HR.
- Training Administrators and Managers.
- Skills Development Facilitators.
- Employees in the Training and HR Department.
- Standards Writers and Qualification Designers.
- Education, Training and Development (ETD) Managers.
- Quality Assurance Managers.

Skills and Knowledge Acquired by a Qualified ODETD 50331 Practitioner, NQF Level 6

An ODETD 50331 Practitioner on NQF level 6:

- Has knowledge of Outcomes-Based Education and Training Development.
- Has communication and presentation knowledge and skills.
- Facilitate learning (train-the-trainer).
  - Can register at the various SETA's as a facilitator where required.
- Conduct assessments.
  - Can register at the various SETA's as an assessor.
- Conduct moderation.
  - Can register at the various SETA's as a moderator.
- Advise and support learners.
- Design and develop training and assessment material.
- Is a practitioner that is involved in skills development and training in the workplace.
- Performs the duties of a Skills Development Facilitator such as:
  - Promote a learning culture in an organisation.
  - Advise and assist the organisation in the design and implementation of a Quality Management System (QMS).
  - Doing skills audits.
  - Planning skills development interventions.
  - Compiling the Workplace Skills Plan (WSP) and Annual Training Report (ATR).
  - Can registers as SDF with the various SETA's, complete and submit skills levy claims from the various SETA's.
  - Writing of Unit Standards.
- Evaluation and decision making with regards to training providers.
- Research within the Training and HR Environment.
- HR Management in Training.

What are the benefits?

For the Individual	For the Company
• A SAQA registered qualification on an NQF 6 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. • Opportunity to register as an assessor, moderator, facilitator and SDF with various SETAs. • Gaining knowledge and skills in the field of Education, Training and Development Practices. • Improves employability and/or change in career.	• Have a qualified ODETD practitioner which 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. • Develop and implement a QMS. • Research within the Training and HR Environment. • 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 can 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.
- Complete the different skills programmes making up the full qualification.
- Compile and submit portfolios of evidence for assessment.

What does the ODETDP Level 6 Certificate 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	Credits per Module
Module 1: Understanding Outcomes Based Education					
Core	263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework.	5	5	5
Module 2: Complete a Research Assignment					
Fundamental	10301	Complete a research assignment.	6	20	20
Module 3: Facilitator Training Programme					
Core	117871	Facilitate learning using a variety of given methodologies.	5	10	10
Module 4: Assessor Training Programme					
Core	115753	Conduct outcomes-based assessment.	5	15	15
Module 5: Moderator Training Programme					
Elective	115759	Conduct moderation of outcomes-based assessments.	6	10	10
Module 6: Guide Learners					
Core	117874	Guide learners about their learning, assessment and recognition opportunities.	5	6	6
Module 7: Design & Develop Learning Material Training Programme					
Core	123397	Evaluate a learning intervention using given evaluation instruments.	5	10	45
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 8: Skills Development Facilitator Training Programme					
Core	15217	Develop an organisational training and development plan.	5	6	39
Core	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	
Module 9: Define standards for assessment, education, training, and development					
Core	117856	Define standards for assessment, education, training, and development.	6	8	8
Module 10: Evaluation & Promotion of Training Providers and Programmes					
Elective	123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use.	6	5	5

Type	ID	Title	NQF Level	Credits	Credits per Module
Module 11: Quality Assurance and QMS					
Elective	123391	Develop education, training and development (ETD) policies and procedures for an organisation.	6	12	12
Module 12: Design and develop instruments to evaluate education, training and development					
Core	123392	Design and develop instruments to evaluate education, training and development.	6	12	12
				Total	**187**

I have credits towards this qualification and a statement or results, does it count?

Those who have completed some modules contained in this qualification are welcome to request a custom quote for the modules that wish to complete by emailing us a request for such a quote along with their statement of results.

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.

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SAQA Qualification 58761
Further Education & Training Certificate: Early Childhood Development
NQF Level 04, 173 Credits (1 Year)

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

Overview

The SAQA Qualification 58761, Further Education and Training Certificate: Early Childhood Development (ECD) qualification is a qualification that empowers the learner to follow a career in Grade R teaching and pre-school management. Many of those who seek this qualification are already working in the ECD field without a formal qualification or recognition. Learners who have completed this programme successfully can seek employment in the field of Early Childhood Development. This qualification also is a stepping stone to the level 5 diploma in Early Childhood Development.

What are the Entry Requirements?

- Proficiency in English and Mathematical literacy on an NQF level 3 or equivalent.
- Proficiency in a second South African language on NQF level 2.

Who Should Complete the Training?

- Child minders and carers.
- Crèche, pre-school or day care centre staff.
- Crèche, pre-school or day care management staff.
- Grade R teachers.
- Day Mothers.
- Au Pairs.
- Hostel Parent.
- Orphanage Staff.
- Mothers.
- Home School Parents.
- Those wishing to gain the SAQA qualification: 58761: Further Education and Training Certificate: Early Childhood Development (ECD) Qualification.

Skills and Knowledge Acquired by a Qualified ECD Practitioner / Grade R Teacher / ECD Manager, NQF Level 4

An ECD Practitioner (58761) on NQF level 4:

- Plan and prepare for Early Childhood Development.
- Facilitate and monitor the development of babies, toddlers and young children.
- Provide care and support to babies, toddlers and young children.
- Prepares resources, sets up the environment and designs activities to support the development of babies, toddlers and young children.
- Facilitates the holistic development of babies, toddlers and young children.
- Observes and reports on child development.
- Prepares ECD programmes with support.
- Supports children living with HIV and AIDS.
- Facilitates numeracy, literacy and life skills programmes in the reception year.
- Manage an ECD service.
- Works with families and communities to support childhood development.
- Can produce a business plan for a new venture.
- Can develop, implement and evaluate a marketing strategy for a new venture.

What are The Benefits?

For the Individual	For the Company
• Credits towards a full qualification. • A SAQA registered qualification that is credible, relevant and transferable. • Increased employment opportunities in the early childhood development field. • Gaining knowledge and skills in the following necessary for an ECD practitioner.	• Have a qualified ECD practitioner. • Can utilise the ECD practitioner in a company crèche, nursery school or pre-school. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme. Improved BEE scorecard. • Compliance with the Skills Development legislation.

Does The South African Council for Educators (SACE) Register Grade R Teachers with this Qualification

Besides our accreditation with ETDP SETA, The South African Council for Educators (SACE) endorses this programme and awards 45 CPTD points for educators who complete the training. The South African Council for Educators (SACE) does register Grade R teachers with the Qualification 58761, Further Education & Training Certificate: Early Childhood Development if the qualification is obtained from an accredited institution.

The following questions are answered on SACE's website
http://sace.org.za/Registration/jit_default_17.Frequently_Asked_Questions_(FAQ).html

Q: Does SACE accommodate ECD educators?
A: Yes, as per the Resolution of 2004, we register educators at Grade R in both public and independent schools.

Q: What qualification should the ECD educator possess?
A: An ECD qualification at NQF level 4 from an accredited institution.

How Does One Become an ECD Practitioner / Grade R Teacher / ECD Manager?

You need to:

- Enrol for the SAQA Qualification 58761: Further Education & Training Certificate: Early Childhood Development, NQF Level 04.
- Complete the different skills programmes making up the full qualification.
- Compile and submit portfolios of evidence for assessment.

How is this Training Programme Completed and What Is the Duration?

- Training can be provided to individuals or to corporates.
- Learners can **enrol per module** or for the **full qualification**.
- Learners who may have completed some of the modules previously are also welcome to complete outstanding modules for this qualification.
- This qualification is to be completed over one year to eighteen months. The pace that the learner works at also impacts the duration and may be completed sooner.
- Those who enrol per module have 3 months to complete and submit the portfolio of evidence.

For Individuals:

- Individuals can complete this qualification through distance learning.
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Learners will be required to work through the learner guide and portfolio of evidence.
- The learner will be required to submit the portfolio of evidence for assessment. The portfolio of evidence contains proof of your ability to apply the newly acquired knowledge and skills in the workplace. The questions in the Portfolio of Evidence are all covered in the learner guide.

Group Bookings, Educational/Institutional or Corporate Bookings:

Training classes can be arranged for groups or corporates and can be tailored to the client's needs. ENJO Consultants (Pty) Ltd are willing to work alongside the client to meet the client's needs for this training within the requirements of the training programme. Training classes can take place either at the client site or at ENJO Consultants.

Learning Material and Assessment

The learning material consists of a learner guide and a portfolio of evidence for completion by the learner. The learner will keep the learner guide and the completed portfolio of evidence which must be returned to ENJO Consultants (Pty) Ltd for assessment.

Portfolios for each module will be assessed and the results uploaded to ETDP SETA as the learner hands in the portfolio for assessment. This means that the learner does not need to wait to complete the full qualification before assessment and certification takes place. A certificate and a statement of results will be issued per module to competent learners as the portfolios are assessed and verified.

What does the ENJO Consultants (Pty) Ltd ECD Training Programme Entail?

The ECD qualification, ID 58761, NQF level 4 consists of seven (7) modules. The unit standards have been grouped together into modules/skills programmes that focus on the different areas within the qualification. To complete the full qualification learners have to complete Modules 1 – 7. Module 8, Child Care Management (Credits: 21) is optional and can be added to the qualification if learners so wish.

Practical Component

A certain number of hours practical work at an ECD Centre/Grade R facility/pre-school is compulsory. Those who are already working in a nursery school/crèche/pre-school environment can complete the practical hours during their normal working hours. Those who are not employed by such a facility can approach a nursery school/crèche/pre-school to allow them the opportunity to complete the practical hours.

Unit Standards and Modules for this Qualification

Type	ID	Title	NQF Level	Credits	Credits per Module
Module 1: Communication (Credits: 20)					
Fundamental	119459	Write/present/sign for a wide range of contexts	4	5	20
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5	
Fundamental	119469	Read/view, analyse and respond to a variety of texts	4	5	
Fundamental	119471	Use language and communication in occupational learning programmes	4	5	
Module 2: Communication Second Language (Credits: 20)					
Fundamental	119457	Interpret and use information from texts	3	5	20
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	3	5	
Fundamental	119467	Use language and communication in occupational learning programmes	3	5	
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	3	5	
Module 3: Numerical Skills (Credits: 16)					
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6	16
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4	
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6	
Module 4: Basic Child Knowledge (Credits: 18)					
Core	244469	Provide care for babies, toddlers and young children	4	10	18
Core	244484	Demonstrate knowledge and understanding of the development of babies, toddlers and young children	4	8	
Module 5: Environment and Care (Credits: 41)					
Core	244468	Prepare resources and set up the environment to support the development of babies, toddlers and young children	3	5	41
Core	244472	Prepare Early Childhood Development programmes with support	4	6	
Core	244475	Observe and report on child development	4	6	
Core	244485	Design activities to support the development of babies, toddlers and young children	5	8	
Core	244480	Facilitate the holistic development of babies, toddlers and young children	4	16	
Module 6: Support to Families (Credits: 13)					
Elective	244259	Support children and adults living with HIV and AIDS	3	8	13
Core	244462	Work with families and communities to support Early Childhood Development	3	5	
Module 7: Numeracy, Literacy & Life Skills in Grade R (Credits: 45)					
Elective	244256	Facilitate a Numeracy Learning Programme in the Reception Year	5	15	45
Elective	244257	Facilitate a Literacy Learning Programme in the Reception Year	5	15	
Elective	244260	Facilitate a Life Skills Learning Programme in the Reception Year	5	15	
					173

OPTIONAL Module 8: Child Care Management (Credits: 21)					
Elective	244478	Manage an Early Childhood Development service	5	5	21
Elective	114592	Produce business plans for a new venture	4	8	
Elective	114583	Develop, implement and evaluate a marketing strategy for a new venture	4	8	

How will assessment take place?

A portfolio of evidence (PoE) will be completed for each module and submitted for assessment.

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Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA)

ENJO Consultants are accredited with MICT SETA to present this programme

ACC/2015/07/0048

mictseta

Media, Information and Communication Technologies Sector Education and Training Authority (MICT SETA) Accredited	No: ACC/2015/07/0048

Full Qualification			
Title	**NQF Level**	**Credits**	
End User Computing			
SAQA Qual ID 61591, Title: National Certificate: Information Technology: End User Computing NQF Level 3, 130 Credits	4	Min 130	See brochure for details

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National Certificate: Information Technology Level 3

SAQA Qualification 61591: National Certificate: Information Technology: End User Computing NQF Level 03, 131 Credits (1 Year)

Accreditation
MICT SETA
Accreditation No:
ACC/2015/07/0048

Overview

The SAQA Qualification 61591: National Certificate: Information Technology: End User Computing empower you to acquire knowledge, skills to operate confidently in the End User Computing environment. This programme offers theoretical concepts of computer literacy and the practical application thereof. People will also develop a range of skills that will enable them to be better-informed as workers in their chosen industry.

What are the entry requirements?

- Proficiency in English on an NQF level 2.

Who should attend the training?

- Those wishing to obtain a SAQA registered qualification in End User Computing.
- Those who wish to become computer literate or wishing to improve their computer skills.
- Those working in environments where computer literacy is essential.

Skills and Knowledge Acquired by a Person who have acquired this Qualification

A person with an end user computing certificate is computer literate in the following:

- Competently apply the knowledge, techniques & skills of End User Computing applications in the workplace.
- Using the internet.
- Using email.
- Creating, formatting and editing word documents in MS Word.
- Creating and working with spreadsheets in MS Excel.
- Create basic databases in MS Access
- Creating presentation slides in MS PowerPoint.

Apart from being computer literate, this qualification also teaches the person to:

- Improve Communication by combining communication skills with End User Computing skills.
- Improve the application of mathematical literacy in the workplace.
- Report Writing and Business Communication proficiency.
- Do basic investigation into life and work-related problems.
- Do basic business calculations and monitor the financial aspects of personal, business and national issues.
- Do basic research on computer related topics.

What are the Benefits?

For the Individual	For the Company
• A SAQA registered qualification that is credible, relevant and transferable. • Gaining knowledge and skills in computer literacy. • Improved knowledge and skill in Communication and Mathematics. • Improves employability and productivity. • Allows entrance into an NQF level 4 qualification.	• Computer literate employees. • Improved productivity in the workplace. • Involvement in learnerships/apprenticeships. • Improved BEE scorecard. • Compliance with the Skills Development legislation. • Registered employers can claim skills levies when enrolling their staff on this training programme.

How does one obtain the End User Computing Certificate?

- Enrol for the End User Computing Qualification.
- Complete the different skills programmes (modules) making up the full qualification.
- Compile and submit portfolios of evidence for assessment.

What does the National Certificate Information Technology: End User Computing programme entail?

The unit standards for the National Certificate: Information Technology: End User Computing have been grouped together into modules (skills programmes) that focus on the different areas within the qualification.

Type	ID	Title	NQF Level	Credits	Credits per Module
Module 1: Business Communication & Report Writing					
Fundamental	8968	Accommodate audience and context needs in oral communication	3	5	21
Fundamental	8970	Write texts for a range of communicative contexts	3	5	
Fundamental	8973	Use language and communication in occupational learning programmes	3	5	
Fundamental	110023	Present information in report format	4	6	
Module 2: Numerical Skills					
Fundamental	9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	3	2	11
Fundamental	9012	Investigate life and work related problems using data and probabilities	3	5	
Fundamental	9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	3	4	
Module 3: Business Calculations, Economy & Budget					
Fundamental	7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	3	5	11
Fundamental	11241	Perform Basic Business Calculations	3	6	
Module 4: Demonstrate knowledge and understanding of HIV/AIDS in a workplace					
Fundamental	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace.	3	4	4
Module 5: Introduction to Computers & Windows					
Core	117925	Describe the concepts of Information and Communication Technology (ICT) and the use of its components in a healthy and safe manner	2	3	7
Elective	258883	Use generic functions in a Graphical User Interface (GUI)-environment	1	4	
Module 6: Microsoft Word: Basic					
Core	117924	Use a Graphical User Interface (GUI)-based word processor to format documents	2	5	5
Module 7: Microsoft Word: Intermediate					
Core	119078	Use a GUI-based word processor to enhance a document through the use of tables and columns	3	5	12
Elective	258898	Review and create documents using a Graphical User Interface (GUI)-based word processor	3	7	
Module 8: Microsoft Word: Advanced					
Core	116942	Use a GUI-based word processor to create merged documents	3	3	7
Elective	258877	Demonstrate knowledge of and manipulate master and subdocuments in a Graphical User Interface (GUI)-based word processor	4	4	

Type	ID	Title	NQF Level	Credits	Credits per Module
Module 9: Microsoft Excel: Basic					
Core	116937	Use a Graphical User Interface (GUI)-based spreadsheet application to create and edit spreadsheets	2	4	7
Elective	258879	Change the appearance of a spreadsheet	3	3	
Module 10: Microsoft Excel: Intermediate					
Core	116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	3	6	9
Core	116943	Using a Graphical User Interface (GUI)-based spreadsheet application, enhance the functionality and apply graph /charts to a spreadsheet.	4	3	
Module 11: Microsoft Excel: Advanced					
Elective	258876	Work with spreadsheets	4	3	3
Module 12: Microsoft Access					
Core	116936	Use a Graphical User Interface (GUI)-based database application to work with simple databases.	3	3	3
Module 13: Microsoft PowerPoint: Basic					
Core	117923	Use a Graphical User Interface (GUI)-based presentation application to prepare and produce a presentation according to a given brief	2	5	5
Module 14: Microsoft PowerPoint: Intermediate/Advanced					
Core	116930	Use a Graphical User Interface (GUI)-based presentation application to enhance presentation appearance	3	5	8
Core	258880	Utilise special features to enhance presentations	3	3	
Module 15: Emails (Outlook)					
Elective	114984	Manage electronic mail in a business environment	3	2	8
Core	116935	Enhance, edit and organise electronic messages using a Graphical User Interface (GUI)-based messaging application	2	2	
Core	116945	Use electronic mail to send and receive messages	2	2	
Elective	258897	Apply electronic messaging and calendar application	2	2	
Module 16: Using the Internet					
Core	114076	Use computer technology to research a computer topic	4	3	10
Core	115391	Demonstrate an understanding of the principles of the internet and the world-wide-web	4	3	
Core	116931	Use a Graphical User Interface (GUI)-based web-browser to search the Internet	2	4	
					Total Credits
					131

How is this training programme completed and what is the duration?

- This qualification is completed through class attendance (contact sessions) according to a schedule.
- Class attendance (contact session) days = 36 days in total.
- Training is provided for corporates and individuals.
- Classes can also be presented at the client site.
- Some modules may be completed as distance learning. Please enquire with one of our consultants.
- Qualifying learners may complete certain unit standards or modules as RPL according to SAQA and SETA regulations. An evaluation will be done to determine whether the learner would qualify for RPL.

Does one need to write exams?

No, one does not need to write exams, the portfolio of evidence (PoE) will be assessed to determine competence.

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The Quality Council for Trades and Occupations (QCTO)

The Quality Council for Trades and Occupations (QCTO) Accredited **No: QCTOSDP00180907-1302**

Full Qualification			
Title	**NQF Level**	**Credits**	
Early Childhood Development Practitioner			
SAQA Qualification 97542: Occupational Certificate: Early Childhood Development Practitioner.	4	Min 130	See brochure for details
Foundational Learning Competence			
SAQA Qualification 88895: Foundational Learning Competence.	1 - 4	40	See brochure for details
Occupational Trainer			
SAQA Qualification 97154: Occupational Certificate Trainer.	4	124	See brochure for details
SAQA Qualification 101321: Occupational Certificate Training and Development Practitioner.	5	190	See brochure for details
School Management			
SAQA Qualification 101258: Occupational Certificate School Manager.	6	285	See brochure for details

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SAQA Qualification 97542
Occupational Certificate: Early Childhood Development Practitioner
NQF Level 04, 131 Credits (1 Year)

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

Overview

The purpose of the SAQA Qualification 97542: Occupational Certificate: Early Childhood Development Practitioner qualification is to prepare a learner to operate as an Early Childhood Development Practitioner. An Early Childhood Development Practitioner plans and prepares early childhood activities, facilitates and mediates learning, observes and assesses the progress of children, and reflects on learning in an inclusive, play-based environment to support holistic development of children in different centre-based or non-centre-based settings.

What are the Entry Requirements?

- National Certificate Vocational (NCV) at NQF Level 3.
- Any other NQF Level 3 qualification as a minimum.

Who Should Complete the Training?

- People who wish to enter and/or continue learning in the early childhood development field, which include the employed, under-employed but not qualified, and school leavers.
- Those wishing to gain recognition to practitioners at an entry level.
- Practitioners to increase their employment prospects within the Department of Basic Education.
- This qualification may also provide business opportunities to successful practitioners who may wish to establish early childhood centres and/or sites.
- Child-Minders.
- Crèche Staff.
- Playgroup and Pre-School Staff.
- Special Education Needs Support Staff.
- Au Pairs.

Skills and Knowledge Gained by A Person Who Have Acquired This Qualification

A QCTO 97542 ECD Practitioner on NQF level 4:

- An introduction to working with children.
- Development from conception to age 16 years.
- Supporting children.
- Keeping children safe.
- The principles underpinning the role of the practitioner working with children.
- Promoting a healthy environment for children.
- Play and learning in children's education.
- Caring for children.
- Development of professional skills within children's education.

What are The Benefits?

For the Individual	For the Company
• A SAQA registered qualification that is credible, relevant and transferable. • Gaining a recognised qualification: Occupational Certificate: Early Childhood Development Practitioner. • Increased employment opportunities in the early childhood d.evelopment field. • Gaining knowledge and skills in the following necessary for an ECD practitioner.	• Have a qualified ECD practitioner. • Can utilise the ECD practitioner in a company crèche, nursery school or pre-school. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme. Improved BEE scorecard. • Compliance with the Skills Development legislation.

How Does One Qualify for this Qualification?

You need to:

- Enrol for the SAQA Qualification 97542: Occupational Certificate: Early Childhood Development Practitioner, NQF Level 04, 131 Credits.
- Complete the three modules, Knowledge Module, Practical Skill Module and Work Experience Module.
- Compile and submit portfolios of evidence for assessment.

How is this Training Programme Completed and What Is the Duration?

- The full qualification must be enrolled for.
- As this is an Occupational Certificate, learners must have work in an ECD Environment or have access to an ECD Environment in order to complete this qualification.
  - Practical and workplace learning to take place at an ECD Facility.
  - Knowledge Module is to take place as classroom attendance.

Learning Material and Assessment

The learning material consists of a learner guide and a portfolio of evidence for completion by the learner. The learner will keep the learner guide and the completed portfolio of evidence which must be returned to ENJO Consultants (Pty) Ltd for assessment.

Portfolios for each module will be assessed and the results uploaded to the QCTO on completion of the modules. Once all three modules have been successfully completed will the QCTO issue certificates.

Modules for this Qualification

ID	Title	NQF Level	Credits	Credits per Module
Module 1: Knowledge Module				
234201000-KM-01	Introduction to the early childhood development sector	4	4	43
234201000-KM-02	Theories and perspectives of Child Development	5	6	
234201000-KM-03	Planning and Programme Development in early childhood settings	4	8	
234201000-KM-04	Facilitation and mediation of active learning	5	12	
234201000-KM-05	Observation and assessment in early childhood development	4	4	
234201000-KM-06	Promotion of health, safety and well-being of children	4	6	
234201000-KM-07	Administration for early childhood development services and programmes	3	3	
Module 2: Practical Skills Module				
234201000-PM-01	Plan and prepare inclusive educational activities and routines using an approved programme based on the curriculum framework	4	12	43
234201000-PM-02	Facilitate and mediate active learning in an integrated and holistic learning programme	6	9	
234201000-PM-03	Observe, assess, record and report each child's progress according to the age and stage	4	4	
234201000-PM-04	Support and promote the health, nutrition, safety, protection and well-being of children	4	12	
234201000-PM-05	Build and maintain collaborative relationships with parents and other service providers	4	3	
234201000-PM-06	Prepare and maintain administrative systems	3	3	
Module 3: Work Experience Modules				
234201000-WM-01	Learning programme and routines planning and preparation process	4	13	45
234201000-WM-02	Processes of facilitating and mediating the learning programme in a variety of contexts	4	15	
234201000-WM-03	Processes of observation, assessment, recording and reporting on children's learning and development	4	7	
234201000-WM-04	Processes and procedures of promoting the health, nutrition, safety, protection and well-being of children in an early childhood development setting	4	10	

How will assessment take place?

- A portfolio of evidence (PoE) will be completed for each of the 3 module and submitted for assessment.
- Practical and workplace assessments will be completed at the designated ECD Facility.

When can I enrol/book for training?

- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants (Pty) Ltd.
- Training can be enrolled for at any time.

How do I know that ENJO Consultants' Occupational Certificate: Early Childhood Development Practitioner training is recognised?

- ENJO Consultants (Pty) Ltd are accredited with The Quality Council for Trades and Occupations (QCTO) to offer this qualification: Accreditation No: QCTOSDP00180907-1302.
- On successful completion of the programme, ENJO Consultants (Pty) Ltd will upload your results onto The Quality Council for Trades and Occupations (QCTO) database.
- The Quality Council for Trades and Occupations (QCTO) will capture your results on the National Learner Record Database (NLRD) and issue a certificate and a statement of results to competent learners.

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SAQA Qualification 88895
Foundational Learning Competence
NQF Level 01 - 04, 40 Credits (6 months)

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

Overview

The purpose of the SAQA Qualification 88895 Foundational Learning Competence refers to the competence needed in the two key areas of Communication and Mathematical Literacy in order to deal successfully with occupational learning at NQF Levels 2-4. Its key purpose is to remove barriers to learning and progress in occupational pathways and skills development.

What are the Entry Requirements?

- Communication at Adult Based Education and Training (ABET) Level 3 or equivalent.
- Mathematical Literacy at ABET Level 3 or equivalent.

Who Should Complete the Training?

- Learners who do not meet the entry requirements for the foundatinal phase of a qualification.

Skills and Knowledge Gained by A Person Who Have Acquired This Qualification

A QCTO 88895 Foundational Learning Competence.

- Level 1 – level 4 communication skills.
- Level 1 – level 4 numerical skills.

What are The Benefits?

For the Individual	For the Company
• A SAQA registered qualification that is credible, relevant and transferable. • Language and numerical as the entry level for most qualifications.	• Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme. Improved BEE scorecard. • Compliance with the Skills Development legislation.

How Does One Qualify for this Qualification?

You need to:

- SAQA Qualification 88895 Foundational Learning Competence NQF Level 01 - 04, 40 Credits.
- Complete the three modules, Knowledge Module, Practical Skill Module and Work Experience Module.
- Compile and submit portfolios of evidence for assessment.

How is this Training Programme Completed and What Is the Duration?

- The full qualification must be enrolled for.
  - Practical and workplace learning to take place at an ECD Facility.
  - Knowledge Module is to take place as classroom attendance.

Learning Material and Assessment

The learning material consists of a learner guide and a portfolio of evidence for completion by the learner. The learner will keep the learner guide and the completed portfolio of evidence which must be returned to ENJO Consultants (Pty) Ltd for assessment.

Portfolios for each module will be assessed and the results uploaded to the QCTO on completion of the modules. Once all three modules have been successfully completed will the QCTO issue certificates.

Modules for this Qualification

ID	Title	NQF Level	Credits	Credits per Module
Module 1: Communication		1 - 4	**20**	**20**
Module 3: Numeracy		1 - 4	**20**	**20**

How will assessment take place?

A portfolio of evidence (PoE) will be completed for each of the 3 module and submitted for assessment. Practical and workplace assessments will be completed at the designated ECD Facility.

When can I enrol/book for training?

Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants (Pty) Ltd. Training can be enrolled for at any time.

How do I know that ENJO Consultants' Foundational Learning Competence training is recognised?

ENJO Consultants (Pty) Ltd are accredited with The Quality Council for Trades and Occupations (QCTO) to offer this qualification: Accreditation No: QCTOSDP00180907-1302.
On successful completion of the programme, ENJO Consultants (Pty) Ltd will upload your results onto The Quality Council for Trades and Occupations (QCTO) database.
The Quality Council for Trades and Occupations (QCTO) will capture your results on the National Learner Record Database (NLRD) and issue a certificate and a statement of results to competent learners.

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Occupational Certificate

SAQA Qualification 97154
Occupational Certificate: Occupational Trainer
NQF Level 04, 124 Credits (1 Year)

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

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

Overview

The purpose of the SAQA Qualification 97154 Occupational Certificate: Occupational Trainer qualification is to prepare a learner to: Plan, prepare for, coordinate, implement and evaluate learning programmes to achieve occupational trainee competence.

What are the Entry Requirements?

- NQF Level 4, with technical or occupational expertise who will act as a trainer of persons in the samefield of expertise.

Who Should Complete the Training?

- Those wishing to obtain a SAQA registered qualification in education and training in the workplace.
- Those entering into the field of education.
- Entry Level Trainers and Facilitators.
- Junior Training officers.
- Training administrators.
- Learner and Learning Supporters.
- ETDP/Training coordinators.

Skills and Knowledge Gained by A Person Who Have Acquired This Qualification

A QCTO 97154 Occupational Certificate: Occupational Trainer:

- Establish the profile, special needs and barriers to learning of learners within the specified requirements of the training programme.
- Prepare, adapt and align learning materials and resources for a training intervention in the workplace.
- Deliver training, evaluate and report on a learning intervention in the workplace.
- Gather evidence and make assessment decisions using given assessment tools.

What are The Benefits?

For the Individual	For the Company
• A SAQA registered qualification. • 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 ODETDP Level 5. • Improves employability. • Change in career focus.	• Have a qualified ODETD practitioner. • In-house planning and administration of training. • 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 Department. • Compliance with the Skills Development legislation. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

How Does One Qualify for this Qualification?

You need to:

- SAQA Qualification 97154 Occupational Certificate: Occupational TrainerNQF Level 04, 124 Credits.
- Complete the three modules, Knowledge Module, Practical Skill Module and Work Experience Module.
- Compile and submit portfolios of evidence for assessment.

How is this Training Programme Completed and What Is the Duration?

- The full qualification must be enrolled for.
- As this is an Occupational Certificate, learners must have work in an training Environment or have access to a training Environment in order to complete this qualification.
  - Practical and workplace learning to take place at an training Facility.
  - Knowledge Module is to take place as classroom attendance.

Learning Material and Assessment

The learning material consists of a learner guide and a portfolio of evidence for completion by the learner. The learner will keep the learner guide and the completed portfolio of evidence which must be returned to ENJO Consultants (Pty) Ltd for assessment.

Portfolios for each module will be assessed and the results uploaded to the QCTO on completion of the modules. Once all three modules have been successfully completed will the QCTO issue certificates.

Modules for this Qualification

ID	Title	NQF Level	Credits	Credits per Module
Module 1: Knowledge Module				
242402000-KM-01	Introduction to occupational training NQF	4	4	40
242402000-KM-02	Learning theories, concepts and principles	4	12	
242402000-KM-03	Training needs concepts	4	4	
242402000-KM-04	Training methods, techniques and resources	4	10	
242402000-KM-05	Training delivery	4	10	
242402000-KM-06	Workplace Assessment			
Module 2: Practical Skills Module				
242402000-PM-01	Align learning intervention to the needs of participating learners	4	8	36
242402000-PM-02	Evaluate available learning resources and aids, and adapt for specified training scenarios	4	8	
242402000-PM-03	Plan, conduct, evaluate and report on learning interventions	4	12	
242402000-PM-04	Plan, prepare, conduct and record workplace assessments	4	8	
Module 3: Work Experience Modules				
242402000-WM-01	Learner training needs establishment processes	4	8	40
242402000-WM-02	Pre-programme delivery planning and scheduling processe	4	8	
242402000-WM-03	Workplace learning intervention delivery, evaluation and reporting processes	4	12	
242402000-WM-04	Workplace assessment and administration processes4	4	12	

How will assessment take place?

- A portfolio of evidence (PoE) will be completed for each of the 3 module and submitted for assessment.
- Practical and workplace assessments will be completed at the designated ECD Facility.

When can I enrol/book for training?

- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants (Pty) Ltd.
- Training can be enrolled for at any time.

How do I know that ENJO Consultants' Occupational Certificate: Occupational Trainer training is recognised?

- ENJO Consultants (Pty) Ltd are accredited with The Quality Council for Trades and Occupations (QCTO) to offer this qualification: Accreditation No: QCTOSDP00180907-1302.
- On successful completion of the programme, ENJO Consultants (Pty) Ltd will upload your results onto The Quality Council for Trades and Occupations (QCTO) database.
- The Quality Council for Trades and Occupations (QCTO) will capture your results on the National Learner Record Database (NLRD) and issue a certificate and a statement of results to competent learners.

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Occupational Certificate

SAQA Qualification 101321
Occupational Certificate: Training and Development Practitioner
NQF Level 05, 190 Credits (2 Years)

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

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

Overview

The purpose of the SAQA Qualification 101321Occupational Certificate: Training and Development Practitioner is to is to prepare a learner to operate as a Learning and Development Practitioner. A Learning and Development Practitioner plans, writes learning objectives, selects and adapts learning resources required for the delivery of learning interventions, and facilitates learning in an occupational context.

What are the Entry Requirements?

- NQF Level 4, with technical or occupational expertise who will act as a trainer of persons in the samefield of expertise.

Who Should Complete the Training?

- Those wishing to obtain a SAQA registered qualification in education and training in the workplace.
- Those entering into the field of education.
- Entry Level Trainers and Facilitators.
- Junior Training officers.
- Training administrators.
- Learner and Learning Supporters.
- ETDP / Training coordinators.

Skills and Knowledge Gained by A Person Who Have Acquired This Qualification

A QCTO 97154 Occupational Certificate: Training and Development Practitioner:

- 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.

What are The Benefits?

For the Individual	For the Company
• A SAQA registered qualification. • 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 ODETDP Level 5. • Improves employability. • Change in career focus.	• Have a qualified ODETD practitioner. • In-house planning and administration of training. • 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 Department. • Compliance with the Skills Development legislation. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

How Does One Qualify for this Qualification?

You need to:

- Enrol for the SAQA Qualification 101321 Occupational Certificate: Training and Development Practitioner NQF Level 05, 190 Credits.
- Complete the three modules, Knowledge Module, Practical Skill Module and Work Experience Module.
- Compile and submit portfolios of evidence for assessment.

How is this Training Programme Completed and What Is the Duration?

- The full qualification or part qualification must be enrolled for.
- As this is an Occupational Certificate, learners must have aqualification as a teacher in the schooling environment.
    - Practical and workplace learning to take place in the work environment.
    - Knowledge Module is to take place as classroom attendance.

Learning Material and Assessment

The learning material consists of a learner guide and a portfolio of evidence for completion by the learner. The learner will keep the learner guide and the completed portfolio of evidence which must be returned to ENJO Consultants (Pty) Ltd for assessment.

Portfolios for each module will be assessed and the results uploaded to the QCTO on completion of the modules. Once all three modules have been successfully completed will the QCTO issue certificates.

Modules for this Qualification

ID	Title	NQF Level	Credits	Credits per Module
Module 1: Knowledge Module				
242401001-KM-01	The statutory learning and development environment,	5	8	50
242401001-KM-02	Learning and development management functions	5	8	
242401001-KM-03	Organisational learning and development needs analysis,	5	8	
242401001-KM-04	Facilitation of learning in an occupational context,	5	8	
242401001-KM-05	Assessment principles and practices	5	4	
242401001-KM-06	Workplace learning and development planning, evaluation and reporting	5	8	
242401001-KM-07	Work based learning, Level	5	6	
Module 2: Practical Skills Module				
242401001-PM-01	Manage and coordinate logistics, facilities and financial resources,	5	8	76
242401001-PM-02	Plan, conduct and report on a learning and development needs analysis,	5	16	
242401001-PM-03	Plan the delivery of an occupational learning intervention,	5	16	
242401001-PM-04	Facilitate different methodologies, training styles and techniques within an occupational learning context	5	12	
242401001-PM-05	Facilitate experiential work based learning	5	8	
242401001-PM-06	Plan and conduct the assessment of learner competencies	5	8	
242401001-PM-07	Evaluate the impact of learning within an occupational context	5	8	
Module 3: Work Experience Modules				
242401001-WM-01	Conduct learning and development management practices	5	12	64
242401001-WM-02	Conduct skills development facilitation (SDF) processes as required for mandatory grant payments	5	8	
242401001-WM-03	Conduct learning and development planning and implementation processes	5	12	
242401001-WM-04	Facilitate an occupational learning session	5	8	
242401001-WM-05	Facilitate a work based learning and development process	5	8	
242401001-WM-06	Conduct assessments of learner competence	5	8	
242401001-WM-07	Conduct an evaluation of the impact of learning within an occupational context	5	8	

How will assessment take place?

- A portfolio of evidence (PoE) will be completed for each of the 3 module and submitted for assessment.
- Practical and workplace assessments will be completed at the designated provider.

When can I enrol/book for training?

- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants (Pty) Ltd.
- Training can be enrolled for at any time.

How do I know that ENJO Consultants' Occupational Certificate: Training and Development Practitioner training is recognised?

- ENJO Consultants (Pty) Ltd are accredited with The Quality Council for Trades and Occupations (QCTO) to offer this qualification: Accreditation No: QCTOSDP00180907-1302.
- On successful completion of the programme, ENJO Consultants (Pty) Ltd will upload your results onto The Quality Council for Trades and Occupations (QCTO) database.
- The Quality Council for Trades and Occupations (QCTO) will capture your results on the National Learner Record Database (NLRD) and issue a certificate and a statement of results to competent learners.

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Occupational Certificate

SAQA Qualification 101258
Occupational Certificate: School Manager
NQF Level 06, 285 Credits (2 Years)

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

Overview

The purpose of the SAQA Qualification 101258 Occupational Certificate: School Manager qualification is to prepare a learner to operate as a School Manager. A School Manager leads, plans, develops and manages developed systems for effective and efficient delivery of quality education by ensuring the implementation and support of a values-driven ethos for quality teaching and learning. A qualified learner will be able to:

What are the Entry Requirements?

- Teacher's qualification with a minimum three (3) years managerial experience in the education and training environment.

Who Should Complete the Training?

- Principals.
- Duputy principles.
- Department heads.
- Teachers who wish to move into a managerial position.

Skills and Knowledge Gained by A Person Who Have Acquired This Qualification

A QCTO 101258 Occupational Certificate: School Manager on NQF level 6:

- Lead and manage teaching and learning in a school.
- Plan and manage the resources of the school.
- Establish, lead and manage the relationship between and the impact of the internal and external community for the development of the school.
- Develop self and others through life-long learning to deliver quality teaching and learning.

What are The Benefits?

For the Individual	For the Company
• A SAQA registered qualification that is credible, relevant and transferable. • Gaining a recognised post qualification: Occupational Certificate: School Manager. • Increased promotitional opportunities in schooling environment. • Gaining knowledge and skills in the following necessary for school principle.	• Have a qualified School principle. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme. Improved BEE scorecard. • Compliance with the Skills Development legislation.

How Does One Qualify for this Qualification?

You need to:

- Enrol for the 101258 Occupational Certificate: School Manager on NQF level 6, 285 Credits.
- Complete the three modules, Knowledge Module, Practical Skill Module and Work Experience Module.
- Compile and submit portfolios of evidence for assessment.

How is this Training Programme Completed and What Is the Duration?

- The full qualification must be enrolled for.
- As this is an Occupational Certificate, learners must have aqualification as a teacher in the schooling environment.
  - Practical and workplace learning to take place at an ECD Facility.
  - Knowledge Module is to take place as classroom attendance.

Learning Material and Assessment

The learning material consists of a learner guide and a portfolio of evidence for completion by the learner. The learner will keep the learner guide and the completed portfolio of evidence which must be returned to ENJO Consultants (Pty) Ltd for assessment.

Portfolios for each module will be assessed and the results uploaded to the QCTO on completion of the modules. Once all three modules have been successfully completed will the QCTO issue certificates.

Modules for this Qualification

ID	Title	NQF Level	Credits	Credits per Module
Module 1: Knowledge Module				
134501001-KM-01	Introduction to education leadership, management and administration in a changing education landscape	7	8	53
134501001-KM-02	Curriculum management and adaptation for holistic development of learners	6	12	
134501001-KM-03	Human resources development, empowerment and support of all school communities,	6	10	
134501001-KM-04	Financial and Asset Management	5	15	
134501001-KM-05	Institutional management and administration	5	8	
Module 2: Practical Skills Module				
134501001-PM-01	Lead and manage the development of a school strategic plan,	7	12	96
134501001-PM-02	Lead and manage teaching and learning	6	20	
134501001-PM-03	Manage and use data to improve learner achievements	5	6	
134501001-PM-04	Lead and manage continuous improvement of curriculum delivery	6	12	
134501001-PM-05	Lead and manage the financial management processes in the school	6	15	
134501001-PM-06	Control and maintain the use of school assets	6	8	
134501001-PM-07	Manage and develop human resources in the school	6	15	
134501001-PM-08	Establish effective stakeholder engagement systems and practices	6	8	
Module 3: Work Experience Modules				
34501001-WM-01	Strategic planning processes and procedures	7	20	136
134501001-WM-02	Processes and procedures for effective curriculum delivery	6	40	
134501001-WM-03	Financial management processes and procedures	6	30	
134501001-WM-04	Supply chain management processes and procedures	5	8	
134501001-WM-05	Asset management processes and procedures	5	8	
134501001-WM-06	Human resources development and management processes and procedures	5	20	
134501001-WM-07	Processes and procedures for stakeholder engagement	5	10	

How will assessment take place?

- A portfolio of evidence (PoE) will be completed for each of the 3 module and submitted for assessment.
- Practical and workplace assessments will be completed at the designated School.

When can I enrol/book for training?

- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants (Pty) Ltd.
- Training can be enrolled for at any time.

How do I know that ENJO Consultants' Occupational Certificate: School Manager training is recognised?

- ENJO Consultants (Pty) Ltd are accredited with The Quality Council for Trades and Occupations (QCTO) to offer this qualification: Accreditation No: QCTOSDP00180907-1302.
- On successful completion of the programme, ENJO Consultants (Pty) Ltd will upload your results onto The Quality Council for Trades and Occupations (QCTO) database.
- The Quality Council for Trades and Occupations (QCTO) will capture your results on the National Learner Record Database (NLRD) and issue a certificate and a statement of results to competent learners.

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Services SETA

Services SETA	No07-SERVICES/SDP150722-6874

Full Qualification			
Title	**NQF Level**	**Credits**	
Real Estate			
Further Education and Training Certificate: Real Estate	4	150	Please see brochure for details

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Further Education and Training Certificate

SAQA Qualification 59097
Further Education and Training Certificate: Real Estate
NQF Level 04, 150 Credits (1 Year)

Accreditation
Services SETAAccreditation No: 07-SERVICES/SDP150722-6874

Overview

The purpose of the SAQA Qualification SAQA Qualification 50907, Further Education and Training Certificate: Real Estate is for those who wish to build a career in training and education in any field. Is for any individual who is or wishes to be involved in the property and real estate industry. It serves to support and advance the functioning of individuals in this industry. The attainment of the Qualification represents the prerequisite for admission to the professional examination for estate agents, to be conducted by the Estate Agency Affairs Board, the successful completion of which will entitle the candidate to be registered as a non-principal estate agent by the Estate Agency Affairs Board A qualified learner will be able to:

What are the Entry Requirements?

- Communication and Mathematical Literacy at the level of NQF Level 3 or equivalent.

Who Should Complete the Training?

- Those wishing to obtain a SAQA registered qualification in Real Estate
- Those people in the workplace that have experience in Real Estate
- Intern estate agents prior to 01/02/22 registered as interns
- Candidate property practitioners to complete Further Education and Training Certificate: Real Estate within their internship time frame.
- New interns who would like to progress to a principal agent

Skills and Knowledge Gained by A Person Who Have Acquired This Qualification

A SAQA Qualification 59097 Further Education and Training Certificate: Real Estate NQF Level 04, 150 Credits:

- Analyse, evaluate and apply the Real Estate Code of Conduct and Ethics.
- Demonstrate knowledge of the Real Estate environment and the various laws, rules and regulations that impact on the Real Estate function.
- Perform the Real Estate function.

What are The Benefits?

For the Individual	For the Company
• A SAQA registered qualification that is credible, relevant and transferable. • Gaining a recognised post qualification: SAQA Qualification 59097 Further Education and Training Certificate: Real Estate • Entry to write the board examinitaions.	• Have a qualified School principle. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme. Improved BEE scorecard. • Compliance with the Skills Development legislation.

How Does One Qualify for this Qualification?

You need to:

- Enrol for the SAQA Qualification 59097 Further Education and Training Certificate: Real Estate NQF Level 04, 150 Credits.
  - Complete the six core modules, one of the elctive modules and the necessary log books.
  - Compile and submit portfolios of evidence for assessment.

How is this Training Programme Completed and What Is the Duration?

- The full qualification must be enrolled for.
  - This NQF 4 qualification
  - A completed logbook
  - A 12 month internship
  - Successfully write the PDE with the EAAB

Learning Material and Assessment

The learning material consists of a learner guide and a portfolio of evidence for completion by the learner. The learner will keep the learner guide and the completed portfolio of evidence which must be returned to ENJO Consultants (Pty) Ltd for assessment.

Portfolios for each module will be assessed and the results uploaded to the Services SETA on completion of the modules. Once all the modules have been successfully completed will the Services SETA will issue certificates.

Modules for this Qualification

Type	ID	Title	NQF Level	Credits	Credits per Module
Module 1: Communication English					
Fundamental	12153	Use the writing process to compose texts required in the business environment	4	5	20
Fundamental	119457	Interpret and use information from texts	3	5	
Fundamental	119459	Write/present/sign for a wide range of contexts	4	5	
Fundamental	119466	Interpret a variety of literary texts	3	5	
Module 2: Communication Afrikaans					
Fundamental	119462	Engage in sustained oral/signed communication and evaluate spoken/signed texts	4	5	20
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	3	5	
Fundamental	119469	Read/view, analyse and respond to a variety of texts	4	5	
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	3	5	
Module 3: Numerical Skills					
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6	16
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6	
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4	

Type	ID	Title	NQF Level	Credits	Credits per Module
Module 4: Legislation					
Core	242584	Demonstrate knowledge and understanding of the Financial Advisory and Intermediary Services Act 2002 (FAIS) (Act 37 of 2002) as it impacts on a specific financial services sub-sector	4	2	17
Core	242593	Explain South African money laundering legislation and the implications for accountable institutions in transacting with clients	4	3	
Core	246733	Demonstrate knowledge and understanding of the legislation applicable to real estate practice	4	12	
Module 5: Ethics and Self Development					
Core	246737	Demonstrate knowledge of and apply the Real Estate Code of Conduct and ethics	5	6	14
Core	246739	Manage self-development in a Real Estate environment	4	8	
Module 6: Financing Properties					
Elective	12181	Demonstrate knowledge and understanding of basic investment techniques	4	2	2
Module 7: Real Estate (Option 1)					
Elective	13418	Demonstrate knowledge and understanding of a mortgage bond as a form of debt security	4	6	66
Elective	13420	Demonstrate knowledge and understanding of the bond registration process	4	6	
Elective	110009	Manage Administration Records	4	4	
Elective	114583	Develop, implement and evaluate a marketing strategy for a new venture	4	8	
Core	246734	Advise role players on Real Estate financing options	4	6	
Core	246736	Market, sell and lease property	4	20	
Core	246738	Apply business principles to the Real Estate function	4	8	
Core	246739	Manage self-development in a Real Estate environment	4	8	
Module 8: Real Estate Valuation (Option 2)					
Elective	15059	Identify and co-ordinate facilities management opportunities	4	5	66
Elective	15089	Identify and apply property, asset and investment management principles	4	5	
Elective	110009	Manage Administration Records	4	4	
Core	246734	Advise role players on Real Estate financing options	4	6	
Core	246736	Market, sell and lease property	4	20	
Core	246738	Apply business principles to the Real Estate function	4	8	
Core	246739	Manage self-development in a Real Estate environment	4	8	
				Total Credits Option 1	**155**
				Total Credits Option 2	**155**

How will assessment take place?

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