

50333

National Diploma:

Occupationally-Directed Education Training and Development Practices

NQF Level 05

Credits: 261
Duration: 2 Year
Type: National Diploma

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

Entry Requirements

- 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.

Who is this training for?

- Those wishing to obtain a SAQA registered qualification in education and training in the workplace.
- Those people in the workplace that have qualifications and/or experience in a specific field 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.
- Standards Writers and Qualification Designers.
- Education, Training and Development (ETD) Managers.
- Training and HR Department Employees.



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 is also for those who have been working in the field of training and education and wish to obtain a formal qualification.

Skills and Knowledge Acquired

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

- Design and develop training and assessment material.
- Facilitate learning (train-the-trainer).
- Engage in and promote assessment practices.
- Provide learning support to learners and organisations;
- Conduct Skills Development Facilitation:
 - 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).
- Develop standards and qualifications;
- Manage and administer education training and development;
- Engage in general management activities.

Assessors, Moderator and SDF Practitioners can register at the various SETA's upon completion.

ENJO Consultants (Pty) Ltd

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



What does this Qualification Entail?

The unit standards 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
1st 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 – Part A					
Fundamental	115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts.	5	5	10
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	

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Type	ID	Title	NQF Level	Credits	Credits per Module
Second Year					
Module 2: Communication & Presentation Skills – Part B					
Fundamental	115791	Use language and communication strategies for vocational and occupational learning	5	5	10
Fundamental	115792	Access, process, adapt and use data from a wide range of texts	5	5	
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	16
Core	252037	Build teams to meet set goals and objectives	5	6	
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					151
Second Year (Modules 2B and 9 - 17) Credits					100
Total Year 1 and 2 Credits					261

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How is this qualification completed?

This qualification can be completed as following:

- **Class Attendance**
 - This option is available to corporates and individuals.
- **Distance Learning**
 - This option is available to corporates and individuals.
- **Recognition of Prior Learning (RPL)**
 - Qualifying learners may be able to complete the qualification as RPL.
- **Learnerships**
 - Qualifications can be presented for corporates as learnerships.
- **Support**
 - Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.

When can I enrol/book for training?

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

Does one need to write exams?

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

Assessment, Verification and Certification

- The Portfolios of Evidence will be assessed by a registered assessor.
- Each module will be assessed as it is completed.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- On successful completion of all the modules, ENJO Consultants will upload your results onto the ETDP database and you will receive a certificate.
- The ETDP SETA will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits you have earned as well as a certificate.

Bookings and Enquiries

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