

Occupational Certificate: Occupational Trainer - Level 4

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

Accreditation

ENJO Consultants are accredited with
the QCTO to offer this programme.

Accreditation Number:
QCTOSDP00180907-1302

Overview

The Occupational Trainer is a qualified technical or occupational expert who is equipped with the ability to deliver training in their specific field of expertise. This NQF Level 4 qualification is aimed at potential or existing trainers who are responsible for delivering occupational learning programmes to trainees in the workplace.

The qualified learner will be able to:

- Build and maintain the quality of provision of workplace training, given the important role it has to play more broadly within occupational training.
- In doing so raise the status of those who facilitate learning in an industry or trade context.
- Begin a process for the on-going professional development of occupational education and training practitioners.

The learner will be able to progress to higher level occupational qualifications such as Training and Development Professional.

What are the Entry Requirements?

A person at NQF level 3 or 4, with technical or occupational expertise who will act as a trainer of persons in the same field.

Who Should Complete the Training?

- Facilitators
- Technical Trainer
- Engineering Trainer
- Workplace Instructor
- Assessors
- Trainers
- Those wishing to gain the SAQA 97514 - Occupational Certificate: Occupational Trainer

ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07

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

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Programme/Curriculum structure

Knowledge Module

- Introduction to occupational training
- Learning theories, concepts and principles
- Training needs concepts
- Training methods, techniques and resources
- Training delivery
- Evaluation of competence

Practical Module

- Align learning intervention to the needs of participating learners
- Evaluate available learning resources and aids, and adapt for specified training scenarios
- Plan, conduct, evaluate and report on learning interventions
- Use given assessment instruments to conduct and record competence evaluations

Workplace Module

- Learner training needs establishment processes
- Pre-programme delivery planning and scheduling processes
- Workplace learning intervention delivery, evaluation and reporting processes
- Learner competence evaluation and workplace evaluation administration processes

Learner Progression?

- Training and Development Practitioner

How Does One Become an Occupational Trainer?

You need to:

- Enrol for the 97154 - Occupational Certificate: Occupational Trainer
- Complete the different modules, (knowledge Practical and workplace) making up the full qualification.
- Compile and submit portfolios of evidence for assessment.

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
- Training can be enrolled for at any time.

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

- Training can be provided to individuals or to corporates.
- Learners need to enrol for **the full qualification**.
- Learners who may have completed some of the modules previously are welcome to complete outstanding modules for this qualification.
- This qualification is to be completed in one year. The pace that the learner works at also impacts the duration and may be completed sooner through RPL or distance learning

For Individuals:

- 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 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.

What do you receive when attending this training programme?

- Learner Guide
- Portfolio of Evidence
- Assessment
- External Moderation/Verification
- Certificate once declared competent

Does one need to write exams?

- A portfolio of evidence (PoE) will be completed for each module and submitted for assessment.
- Yes, one does need to write a Final Integrated Summative Assessment (FISA), once found competent on all the modules of this training programme.

What is a Portfolio of Evidence (PoE)?

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

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How do I know that ENJO Consultants Occupational Trainer qualification is recognised?

- ENJO Consultants 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 will upload your results onto the QCTO database and you will receive the relevant certificate.
- The QCTO 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.

Where does the training take place?

- Distance/RPL learners do not need to attend training classes.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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