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ENJO Consultants (Pty) Ltd

**Prospectus**

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## Company Overview

ENJO Consultants (Pty) Ltd is a B-BBEE Level 1 provider of educational, training and skills development 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 humble beginnings in 2007, offering only 3 accredited programmes we grew to offering a variety of qualifications and skills programmes with various SETA's and now we are offering a variety of qualifications and skills programmes accredited with Quality Council for Trades and Occupations (QCTO).

Our personal touch and commitment to offering quality targeted training solutions to clients as well as our continuous quality assurance resulted in credibility amongst our clients 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. Our expertise and experience in the training field has equipped us to assist our clients with their unique set of training and educational requirements.

Our Mission	Our Vision
<p>To meet the targeted training needs of businesses, corporates and individuals at the highest quality possible whilst maintaining affordability.</p> <p>Our mission statement reflects this: "To render quality services and affordable training".</p>	<p>"To play a leading role in the development of Practitioners in Education Training and Development within all the sectors in Africa and South Africa".</p> <p>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.</p>

## 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 QCTO.
- 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 QCTO.
- Assessment results of learners are verified by the Quality Assurance Partners (QAP's) 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 QAP has finalised their processes.

### Who are we accredited with?

- Quality Council for Trades and Occupations (QCTO) Accredited.

### 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.
- Chartered Institute of Professional Practitioners and Trainers (CIPPT)
- Association of Private Providers of Education, Training and Development (APPETD)

## 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 Skills Programme?

- 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>)

### What is a Registered Qualification?

A registered qualification:

- Can be modular or non-modular
- That is made up of 3 different modules, Knowledge, Practical and workplace



## Quick Overview of ENJO Consultants (Pty) Ltd Training

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

- Early Childhood Development Practitioner
- Occupational Trainer
- Learning and Development Practitioner
- School Management
- Learning and Development Advisor
- Various non-accredited training programmes and workshops

## Skills Programmes Offered by ENJO Consultants

### Skills Programmes Offered

QCTO Skills Programme	Accreditation Number	Level	SAQA ID
Occupational Skills Programmes :Assessment Practitioner	07-QCTO/SDP241023044504	5	SP-220320
Occupational Skills Programmes :Learning Support Facilitator	07-QCTO/SDP241023044504	5	SP-211007
Occupational Skills Programmes :Learning and Development Facilitator	07-QCTO/SDP241023044504	5	SP-220319
Occupational Skills Programmes :Skills Development Facilitation Practitioner	07-QCTO/SDP241023044504	5	SP-220321

### Non-Accredited Training Workshops

- Telephone Etiquette
- Reception Duties
- Minutes Taking
- Customer Service
- Business Etiquette
- Assertiveness
- Business Writing Skills
- Employment Equity
- Tendering for Business
- Customer Queries and Complaints
- Introduction to Budgeting
- After-Sales Customer Service



## Overview of Full Qualifications Offered by ENJO Consultants (Pty) Ltd

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

Full Qualification			
Title	NQF Level	Credits	
<b>Early Childhood Development Practitioner</b>			
SAQA Qualification 97542: Occupational Certificate: Early Childhood Development Practitioner	4	130	See brochure for details
<b>Occupational Trainer</b>			
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
SAQA Qualification 118774 Learning and Development Advisor	7	195	See brochure for details
<b>School Management</b>			
SAQA Qualification 101258: Occupational Certificate School Manager	6	285	See brochure for details



## Occupational Certificate

SAQA Qualification 97542  
Occupational Certificate: Early Childhood  
Development Practitioner  
NQF Level 04, 130 Credits (1 Year)

**Accreditation**  
Quality Council for Trades and  
Occupations (QCTO) Accreditation No:  
07-QCTO/SDP110822-7183

### Overview

The purpose of the SAQA Qualification 97542 Occupational Certificate: Early Childhood Development Practitioner qualification is to prepare a learner to: plan and prepare 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 (from conception - school going) in different centre-based or non-centre-based settings.

### What are the Entry Requirements?

- NQF Level 3 or NCV 3

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

A QCTO 97542 Occupational Certificate: Early Childhood Development Practitioner:

- Plan and prepare programmes and/or curriculum and routines to meet national standards for early childhood development, practising inclusivity
- ☑ Organise different age- and stage-appropriate activities to develop a variety of skills of children
- ☑ Establish stimulating learning areas and provide appropriate resources and equipment to support play and learning
- Administer and maintain records of children's progress

### 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 a creche Environment or have access to a creche Environment in order to complete this qualification.
  - Practical and workplace learning to take place at a creche.
  - Knowledge Module is to take place as classroom attendance.
  - Workplace Module – Done at a creche of the learner's choice.

### 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
<b>Module 1: Knowledge Module</b>				
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	
<b>Module 2: Practical Skills Module</b>				
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	5	9	
234201000-PM-03	Observe, assess, record and report each child's progress according to the age and stage	4	4	
234201000-PM-	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	
<b>Module 3: Work Experience Modules</b>				
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	8	
234201000-WM-03	Processes of observation, assessment, recording and reporting on children's learning and development,	4	12	
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	12	

## How will assessment take place?

- A portfolio of evidence (PoE) will be completed for each of the 3 modules and submitted for assessment.
- Practical and workplace assessments will be completed at the designated ECD Facility.
- A Final Integrated Summative Assessment (FISA) is to be written, on successfully completing this it will allow you to gain entry into the External Integrated Summative Assessment (EISA).

## Certification

The QCTO will issue the certificate after the successful completion of the EISA.

## 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: 07-QCTO/SDP110822-7183.

- 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.



## 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:*  
*07-QCTO/SDP080922065846*

### 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 same field of expertise.

### 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.

### 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
<b>Module 1: Knowledge Module</b>				
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			
<b>Module 2: Practical Skills Module</b>				
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	
<b>Module 3: Work Experience Modules</b>				
242402000-WM-01	Learner training needs establishment processes	4	8	40
242402000-WM-02	Pre-programme delivery planning and scheduling process	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 modules and submitted for assessment.
- Practical and workplace assessments will be completed at the designated ECD Facility.
- A Final Integrated Summative Assessment (FISA) is to be written, on successfully completing this it will allow you to gain entry into the External Integrated Summative Assessment (EISA).

## Certification

The QCTO will issue the certificate after the successful completion of the EISA.

## 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: 07-QCTO/SDP080922065846.
- 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.



## 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:  
07-QCTO/SDP110822-7183

### Overview

The purpose of the SAQA Qualification 101321 Occupational Certificate: Training and Development Practitioner 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 same field of expertise.

### 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.

### 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 a qualification 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
<b>Module 1: Knowledge Module</b>				
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	
<b>Module 2: Practical Skills Module</b>				
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	
<b>Module 3: Work Experience Modules</b>				
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 modules and submitted for assessment.
- Practical and workplace assessments will be completed at the designated ECD Facility.
- A Final Integrated Summative Assessment (FISA) is to be written, on successfully completing this it will allow you to gain entry into the External Integrated Summative Assessment (EISA).

## Certification

The QCTO will issue the certificate after the successful completion of the EISA.

## 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: 07-QCTO/SDP110822-7183.
- 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.



## Occupational Certificate

**SAQA Qualification 118774**  
**Occupational Certificate: Learning and Development Advisor**  
**NQF Level 06, 195 Credits (1 Year)**

**Accreditation**  
*Quality Council for Trades and Occupations (QCTO) Accreditation No: 07-QCTO/SDP150124040340*

### Overview

The purpose of the SAQA Qualification 118774 Occupational Certificate: Learning and Development Advisor qualification is to prepare a learner to research, plan designs, develops, monitors, evaluates, validates and manages the quality of learning and development interventions, to ensure management and staff acquire the required competencies to meet organisational strategic goals and objectives. A qualified learner will be able to:

### What are the Entry Requirements?

- Certificate: Occupationally-Directed Education, Training and Development Practices, NQF Level 6, or;
- National Diploma in Human Resources Management or Human Resources Development at NQF Level 6, or;
- Occupational Certificate in related field of study at NQF Level 6 with minimum 5 years' experience at an operational level in the Learning and Development field.

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

A QCTO 118774 Occupational Certificate: Learning and Development Advisor:

- Consult and guide management on the alignment of learning and development with national and organisational strategic objectives, NQF Level 8
- Examine and review organisational policies and procedures applicable to skills development for statutory compliance, NQF Level 7
- Evaluate and review organisational skills development practices within the organisation, NQF Level 8
- Monitor and report learning and development quality on a continuous basis, NQF Level 6
- Evaluate the design and development of learning materials and supplementary aids for learning and development interventions, NQF Level 7
- Validate and report on the learning and development processes and interventions, NQF Level 7.

### 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 a qualification in the field of education and training
  - Practical and workplace learning to take place in an education and training environment.
  - Knowledge Module is to take place in an education and training environment
  - . Workplace Module is to take place in an education and training environment

### 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
<b>Module 1: Knowledge Module</b>				
242401002-KM-01	Learning and Development in a Knowledge Economy	7	5	
242401002-KM-02	Impact of Organisational Development and Change on Learning and Development,	7	6	
242401002-KM-03	Leading and managing skills development function	8	10	
242401002-KM-04,	Managing Learning and Development Suppliers	7	10	
242401002-KM-05	Career and Succession Planning, Recognition of Prior Learning (RPL) and Talent Management	6	8	
<b>Module 2: Practical Skills Module</b>				
242401002-PM-01	Promote best practices in learning and development interventions	8	24	84
242401002-PM-02	Evaluate and report on the efficiency and effectiveness of learning and development interventions in an organisation	7	25	
242401002-PM-03	Perform quality assurance on learning provision, assessment and moderation practices,	7	15	
242401002-PM-04,	Consult, validate, and recommend the appointment of skills development providers for learning and development provisioning and of accreditation,	7	10	
242401002-PM-05,	Promote career and succession planning, talent development and management in an organisation,	6	10	
<b>Module 3: Work Experience Modules</b>				
242401002-WM-01	Learning and development improvement processes	8	15	72
242401002-WM-02	Learning and development effectiveness and efficiency monitoring processes,	7	16	
242401002-WM-03	Validation of learning and development practices and processes	7	8	
242401002-WM-04	Skills development providers accreditation and appointment processes,	7	25	
242401002-WM-05	RPL processes and practices,	7	8	

## How will assessment take place?

- A portfolio of evidence (PoE) will be completed for each of the 3 modules and submitted for assessment.
- Practical and workplace assessments will be completed at education and training Facility.
- A Final Integrated Summative Assessment (FISA) is to be written, on successfully completing this it will allow you to gain entry into the External Integrated Summative Assessment (EISA).
- The practical will be done at the learner's relevant workplace.

## Certification

The QCTO will issue the certificate after the successful completion of the EISA.

## 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: Learning and Development Advisor training is recognised?

- ENJO Consultants (Pty) Ltd are accredited with The Quality Council for Trades and Occupations (QCTO) to offer this qualification: Accreditation No: 07-QCTO/SDP150124040340

- 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.





## 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:  
07-QCTO/SDP080922065846

### 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.

### 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.

### 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 a qualification 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
<b>Module 1: Knowledge Module</b>				
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	
<b>Module 2: Practical Skills Module</b>				
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	
<b>Module 3: Work Experience Modules</b>				
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 modules and submitted for assessment.

Practical and workplace assessments will be completed at the designated ECD Facility.

A Final Integrated Summative Assessment (FISA) is to be written, on successfully completing this it will allow you to gain entry into the External Integrated Summative Assessment (EISA).

The practical will be done at the learners relevant school.

## Certification

The QCTO will issue the certificate after the successful completion of the EISA.

## 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.

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