

Occupational Certificate: Learning and Development Advisor- Level 7

**SAQA 118774 - Occupational Certificate:
Learning and Development Advisor
NQF Level 07, 195 Credits (1 Year)**

Accreditation
ENJO Consultants are accredited with
the QCTO to offer this programme.
Accreditation Number:
QCTOSDP00180907-1302

Overview

The SAQA Qualification Occupational Certificate Learning and Development Advisor – Level 7 – 118774 qualification is a qualification that empowers the learner to follow a career in training and development. The A Learning and Development Advisor researches, plans, 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:

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

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.

Who Should Complete the Training?

<ul style="list-style-type: none"> • Training Managers • Designers of learning material • Skills Development Facilitators 	<ul style="list-style-type: none"> • Work based Learning and Development Practitioner • Assessors 	<ul style="list-style-type: none"> • Those wishing to gain the SAQA 118774 - Occupational Certificate: Learning and Development Advisor
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ENJO Consultants (Pty) Ltd

Co Reg No: 2016/345549/07

Tel: (012) 667-1985 | Cell: 084 620 0437 | Fax: 086 514 7543

Web: www.enjoconsultants.co.za | Email: training@enjoconsultants.co.za

Postal Address: P. O. Box 11108, Die Hoewes, 0163, Centurion | Physical Address: Centurion Close, 119 Gerhard Street, Centurion, 0157, Gauteng

ENJO ECD Level 4 Brochure v
20190508

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

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Programme/Curriculum Structure

Knowledge Module

- Learning and Development in a Knowledge Economy, NQF Level 7, 5 Credits
- Impact of Organisational Development and Change on Learning and Development, NQF Level 7, 6 Credits
- Leading and managing skills development function, NQF Level 8, 10 credits
- Managing Learning and Development Suppliers, NQF Level 7, 10 Credits
- Career and Succession Planning, Recognition of Prior Learning (RPL) and Talent Management, NQF Level 6, 8 Credits

Total number of credits for Knowledge Modules: 39 Credits

Practical Module

- Promote best practices in learning and development interventions, NQF Level 8, 24 Credits
- Evaluate and report on the efficiency and effectiveness of learning and development interventions in an organisation, NQF Level 7, 25 Credits
- Perform quality assurance on learning provision, assessment and moderation practices, NQF Level 7, 15 Credits
- Consult, validate, and recommend the appointment of skills development providers for learning and development provisioning and of accreditation, NQF Level 7, 10 Credits
- Promote career and succession planning, talent development and management in an organisation, NQF Level 6, 10 Credits

Total Number of Credits for the Practical Skills Module: 84

Workplace Module

- Learning and development improvement processes, NQF Level 8, 15 Credits
- Learning and development effectiveness and efficiency monitoring processes, NQF Level 7, 16 Credits
- Validation of learning and development practices and processes, NQF Level 7, 8 Credits
- Skills development providers accreditation and appointment processes, NQF Level 7, 25 Credits
- RPL processes and practices, NQF Level 7, 8 Credits

Total number of credits for Workplace Experience Modules: 72 Credits

How Does One Become a Training/Learning and Development Practitioner?

You need to:

- Enrol for the SAQA 118774 - Occupational Certificate: Learning and Development Advisor
- Complete the different modules, (knowledge Practical and workplace) making up the full qualification.
- Compile and submit portfolios of evidence for assessment.
- Write the External integrated summative assessment (EISA)

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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.

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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.

How do I know that ENJO Consultants Training/Learning and Development 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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