

Skills Programme	SP-220322 Work-Based Learning and Development Practitioner	NQF Level 05
		30 Credits
		Accreditation <i>Quality Council for Trades and Occupations (QCTO)</i> Accred No: Pending Accreditation Unique ID: SDP241023044504

Entry Requirements

- NQF Level 4

Who should complete this training?

- Coaches and Mentors.
- Those who are involved in coaching and mentoring as part of their duties.
- Those involved in learnerships, internships, experiential learning and apprenticeships.
- Those working towards SAQA 101321, Occupational Certificate: Training and Development Practitioner.
- Facilitators, Trainers, Lecturers, Assessors & Moderators.
- Training Managers.



This skills programme recognises the need for qualified practitioners that are competent in planning and facilitating work-based learning interventions. Within the scope of human development there is justifiable space for Work Based Learning and Development Practice, because of the nature of the context within the South African environment which favours skills development on the BEE score card. Companies stand to gain incentives and favourable tax gains because of the extent to which a company invests in its workers and works towards the improvement of their skills and competencies. Work Based Learning and Development Practitioners can assist in this process.

Employers may participate in a grant disbursement scheme which encourages workplace learning, this is better coordinated by a qualified Work Based Learning and Development Practitioner to maximise on the opportunity and build human capacity for economic advancement. There is no similar skills programme registered on the NQF.

Qualified Practitioners will be able to support workplaces and learners with the implementation of work experience components of learnerships, internships and apprenticeships and support organisational growth and career development in general. Society will benefit because existing employees and incoming new employees will be supported to reach potential, grow and develop for the retention of skills and growth of the economy.

The Work-Based Learning and Development Practitioner Programme is designed to prepare individuals to plan, facilitate, and evaluate work-based learning interventions. This programme is ideal for those who wish to enhance their ability to support and guide learners in occupational contexts.

Coaching and Mentoring are integral components of this programme, enabling participants to build strong, supportive relationships with learners.

This skills programme equips practitioners to support workplaces and learners with the implementation of work experience components of learnerships, internships, and apprenticeships, thus supporting organisational growth and career development.

ENJO Consultants (Pty) Ltd

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ENJO SP-220320 Assessment
Prac v1 Rev 202404
Accreditation: ETD P SETA | MICT SETA | QCTO | Services SETA | SA Board for People Practices (SABPP)



Components Covered

Knowledge Component

242401001-KM-04: Facilitation of Learning in an Occupational Contexts. NQF Level 5, 8 Credits

- KM-04-KT01: Principles and Models for Facilitation Planning and Preparation.
- KM-04-KT02: Facilitation Principles, Techniques and Tools.
- KM-04-KT03: Evaluating, Reviewing and Reporting on Facilitation.

242401001-KM-07, Work Based Learning, NQF Level 5, Credits 6

- KM-07-KT01: Delivery Models (Learnerships, Internships, Experiential Learning, Apprenticeships)
- KM-07-KT02: Planning and Scheduling Work-Based Learning
- KM-07-KT03: Facilitation of Work-Based Learning
- KM-07-KT04: Evaluation of Learner Progression

Practical Component

242401001-PM-05, Facilitate Experiential Work-Based Learning, NQF Level 5, Credits 8

- PM-05-PS01: Develop an Experiential Work-Based Learning Plan and Implementation Schedule
- PM-05-PS02: Conduct a Task Focused Learning Session
- PM-05-PS03: Establish a Mentorship Relationship

Application Component

242401001-WM-05, Facilitate a Work-Based Learning and Development Process, NQF Level 5, Credits 8

- WM-05-WE01: Facilitate the Implementation of a Work-Based Learning and Development Intervention Under the Guidance of a Subject Matter Expert

Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)

Plan and Conduct Assessments in a Variety of Occupational Contexts

Facilitate learning in an occupational context utilising adult learning principles and techniques.

- Plan, implement and evaluate work-based learning interventions in an occupational context.

Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

Method	Duration	Comments
1. Class Attendance	5 Days	• Attendance dates to be selected from the training schedule. • Training can also be presented at the client site for groups (please contact us for a quote for this option).
2. Online Virtual Attendance	5 Days	• Training is presented live via a platform such as Zoom or MS Teams. • Attendance dates to be selected from the training schedule. • Training can also be presented for groups for a client (please contact us for a quote for this option).

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Method	Duration	Comments
3. Distance Learning (Self-Study)	8 Weeks the portfolio can be submitted sooner if completed.	- The learning material will be provided to the learner upon enrolment. - Although the distance learning option is offered, class or virtual attendance is highly recommended.
4. Recognition of Prior Learning (RPL)	8 Weeks the portfolio can be submitted sooner if completed.	- Qualifying persons can complete this training programme as RPL. - A RPL Portfolio will be completed.

Learning Material and Templates

The learning material consists of a Study Guide & Portfolio of Evidence.

Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment the assessor measures the evidence the learner submitted against the outcomes and criteria of the skills programme; compiles a report and if needed, contacts the learner for additional evidence.
- An online Final Integrated Supervised Assessment (FISA) will be written prior to submitting the results to the QCTO to finalise the certification process.
- Once 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.
- On successful completion, ENJO Consultants will submit the results to the QCTO for finalisation.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

Employment Opportunities

- Opportunities for work can be found at Education, Training and Development Organisations, Institutions or Schools/Colleges where learning is presented.
- Opportunities may also exist where companies offer internships, apprenticeships and learnerships.

Further Learning

Further learning that can be considered:

- Full Qualification:**
 - SAQA 101321, Occupational Certificate: Training and Development Practitioner NQF Level 05, 190 credits.
 - ENJO Consultants are accredited to offer the above qualification.
- Skills Programmes:**
 - Learning and Development Facilitator, NQF Level 5, Credits 36
 - Skills Development Practitioner, NQF Level 5, Credits 40
 - Assessment Practitioner, NQF Level 5, Credits 20

OFO Code 242401 - Training and Development Professional (Training and Development Practitioner)

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