



SAQA ID 101321

OCCUPATIONAL CERTIFICATE

**Training & Development Practitioner
NQF Level 5
190 Credits | 12 Months**

Purpose & Rationale of the Qualification

PURPOSE

The purpose of this qualification 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.

Qualified learners will be able to:

- ✓ 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.

RATIONALE

The development of the national skills base within South Africa, as supported by legislation, national policies and strategies is an undisputed priority. Equitable human development that supports an inclusive economic growth path, addresses recognised skills shortages and a reduction in high levels of unemployment, will only be achieved through an educated, skilled and capable South African workforce. This qualification is an essential building block in realising these national priorities.

Many of the skills development priorities, nationally and within companies and organisations, are met through the efforts of learning and development practitioners, and this qualification addresses the key competencies of such practitioners.

LEARNING ASSUMED TO BE IN PLACE:

Entry Requirements:

Level 4 with Communication.

LEARNING Modules

Knowledge Modules

MODULE	MODULE TITLE	NQF Level	No of credits
242401001-KM-01	The statutory learning and development environment	5	8
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,	5	6

Total number of credits for Knowledge Modules: 50

Practical Skills Modules

MODULE	MODULE TITLE	NQF Level	No of credits
242401001-PM-01	Manage and coordinate logistics, facilities and financial resources	5	8
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

Total number of credits for Practical Skill Modules: 76

LEARNING Modules

Work Experience Modules

MODULE	MODULE TITLE	NQF Level	No of credits
242401001-WM-01	Conduct learning and development management practices	5	12
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

Total number of credits for Work Experience Modules: 64

EXIT LEVEL OUTCOMES

Exit Level Outcomes are divided into five categories of competencies, namely:

- Analyse learning and development needs, within an occupational context, compile learning and development plans and reports and guide stakeholders on learning and development trends, practices and quality assurance.
- Schedule, coordinate implements and evaluate an occupationally relevant learning and development intervention.
- Coordinate and manage learning and development within an occupational context.
- Facilitate learning in an occupational context utilising adult learning principles and techniques.
- Plan, implement and evaluate work based learning interventions in an occupational context.
- Plan and conduct assessments in a variety of occupational contexts.

Minimum Credits: 190

** The qualification is assessed through internal formative assessments and an external integrated summative assessment conducted by an accredited QCTO Assessment Quality Partner.*



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 Durban-based, serving learners across South Africa and beyond!