



THE
LEARNING
DEVELOPMENT
GROUP

OCCUPATIONAL CERTIFICATE: TRAINING & DEVELOPMENT PRACTITIONER

CURRICULUM CODE: 242401001-00-00

QCTO AQP: ETDp SETA

SAQA QUAL. ID: 101321

LEARNERSHIP REG. #: 32Q320041211905

NQF LEVEL: 5

CREDITS: 190

INTRODUCTION

The purpose of this occupational qualification is to prepare a delegate to operate as a Learning and Development Practitioner.

A Learning and Development Practitioner plans and writes learning objectives and selects and adapts learning resources for delivering learning interventions and facilitating learning in an occupational context.

The qualification is an essential building block toward reaching the national objective of achieving equitable human development that supports inclusive economic growth, addresses recognised skills shortages and reduces high levels of unemployment.

Training and Development specialists contribute significantly to skills development nationally and in companies and organisations.

The qualification will increase employment prospects for Occupational Learning practitioners and ensure quality and competence within the Occupational Learning field. It supports the continued development of employment opportunities associated with occupationally directed education and training, including, Learning and Development Facilitator, Assessment Practitioner, Skills Development Facilitation Practitioner (SDF) and Work-Based Learning and Development Practitioner, as part qualifications.

Horizontal Articulation:

- NC: Generic Management, NQF Level 5
- HC: Human Resource Management, NQF Level 5
- HETC: Development Practice, NQF Level 5
- National Diploma: ABET Practice, NQF Level 6

Vertical Articulation:

- Advanced Certificate: Education NQF Level 6
- National First Degree: Occupationally Directed Education, Training and Development Practices, NQF Level 6
- National First Degree: ABET Practice, NQF Level 6

This qualification will contribute to the full development of the learner by providing recognition, further mobility, and transportability within the sector.

MINIMUM ENTRY REQUIREMENTS

- NQF Level 4 with Communication

ADDITIONAL REQUIREMENTS

- No additional legal or physical entry requirements.

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ASSUMED LEARNING IN PLACE

Recognition of Prior Learning (RPL):

- RPL for access to the external integrated summative assessment: Accredited providers and approved workplaces must apply the internal assessment criteria specified in the related curriculum document to establish and confirm prior learning. Accredited providers and workplaces must confirm prior learning by issuing a statement of result or certifying a work experience record.
- RPL for access to the qualification: Accredited providers and approved workplaces may recognise prior learning against the relevant access requirements.

RELATED SKILLS PROGRAMMES

- Learning and Development Facilitator, NQF Level 5.
- Assessment Practitioner, NQF Level 5.
- Skills Development Facilitator Practitioner, NQF Level 5.
- Work Based Learning and Development Practitioner, NQF Level 5.

TARGET AUDIENCE

This qualification is for educators involved in occupational skills development who want to qualify as Training and Development Practitioners. It is aimed at Learning and Development Facilitators, Assessors, Work-based Learning and Development Practitioners and Skills Development Facilitator Practitioners.

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COURSE DELIVERY & ASSESSMENT

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self-study to embed knowledge and practical skills.

Integrated Assessment:

Learner competence must be demonstrated through a variety of options which can include formative assessment including, but not limited to, tests, case studies, problem solving assignments, projects and practical exercises.

Integrated Formative Assessment:

The Skills Development Provider will use the curriculum to guide them on the stipulated internal assessment criteria and weighting.

They will also apply the scope of practical skills and applied knowledge as stipulated by the internal assessment criteria. This formative assessment leads to entrance into the integrated External Summative Assessment.

Integrated Summative Assessment:

An External Integrated Summative Assessment conducted through the relevant QCTO Assessment Quality Partner is required for the issuing of this qualification. The External Integrated Summative Assessment will focus on the Exit Level Outcomes and Associated Assessment Criteria.

The external summative assessment will be conducted through an evaluation of practical tasks and theoretical questions at an assessment centre accredited by the QCTO and conducted by an assessor registered by the AQP.

LEARNING OUTCOMES

By the end of the programme, a qualified learner will be able to:

- Analyse learning and development needs, within an occupational context.
- Plan, conduct and report on a learning and development needs analysis.
- Compile learning and development plans and reports and guide stakeholders on learning and development trends, practices and quality assurance.
- Schedule, coordinate, implement and evaluate an occupationally relevant learning and development intervention.
- Coordinate and manage learning and development within an occupational context.
- Manage and coordinate logistics, facilities and financial resources.
- Facilitate learning in an occupational context using adult learning principles and techniques.
- Facilitate different methodologies, training styles and techniques within an occupational learning context.
- Plan, implement and evaluate work-based learning interventions.
- Evaluate the impact of learning within an occupational context.
- Plan and conduct assessments in a variety of occupational contexts.

ACCREDITED EISA CENTRES

673 Keeshond St, Garsfontein, Pretoria Gauteng



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Curriculum Code: 242401001-00-00

SAQA QUAL. ID: 101321 | NQF Level: 5 | Credits: 190

PURPOSE: Operate as a Learning and Development Practitioner

KNOWLEDGE MODULES: 50 Total Credits

Code	Title	NQF Level	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 occupational contexts	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

PRACTICAL SKILL MODULES: 76 Total Credits

Code	Title	NQF Level	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

WORK EXPERIENCE MODULES: 64 Total Credits

Code	Title	NQF Level	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



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SKILLS PROGRAMME

Learning and Development Facilitator

Curriculum Code: 242401001-00-00

SAQA QUAL. ID: 220319 | NQF Level: 5 | Credits: 36
NQF Level: 5 | Credits: 36

PURPOSE: A Learning and Development Facilitator plans, selects and adapts learning resources required for the delivery of learning interventions in an occupational context

KNOWLEDGE MODULES

Code	Title	NQF Level	Credits
242401001-KM-01	The statutory learning and development environment	5	8
242401001-KM-04	Facilitation of learning in an occupational contexts	5	8

PRACTICAL SKILL MODULES

Code	Title	NQF Level	Credits
242401001-PM-04	Facilitate different methodologies, training styles and techniques within an occupational learning context	5	12

WORK EXPERIENCE MODULES

Code	Title	NQF Level	Credits
242401001-WM-04	Facilitate an occupational learning session	5	8



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EXIT LEVEL OUTCOME 1

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

Associated Assessment Criteria

- Plan resources and logistics conducive for efficient and effective learning.
- Prepare for facilitating learning, aligned to adult learning principles and techniques.
- Deal with barriers to learning in the delivery of the learning intervention.
- Recognise past experience and prior learning during the delivery of the learning intervention.
- Guidance and support learners to enable them to define outcomes, clarify issues, manage expectations and identify learning paths and opportunities.
- Adapt the facilitation plan and process to meet contextual and learning dynamics.
- Facilitate active learning according to contexts and learning styles, by drawing on appropriate learning methodologies.
- Facilitation in an organised manner that ensures the physical and psycho-social safety of learners.
- Measure learner progress and effectiveness of intervention continuously and provide feedback.
- Manage dynamics of the learner group according to contextual requirements.
- Reflect on stakeholder feedback and use to inform areas of continuous personal development and improvement.
- Display ethical and professional practice when organisational procedures are followed.





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SKILLS PROGRAMME

Assessment Practitioner

Curriculum Code: 242401001-00-00

SAQA QUAL. ID: 220320 | NQF Level: 5 | Credits: 20

PURPOSE: An Assessment Practitioner plans for, conducts and administers assessment of learner competence in an occupational context

KNOWLEDGE MODULES

Code	Title	NQF Level	Credits
242401001-KM-05	Assessment principles and practices	5	4

PRACTICAL SKILL MODULES

Code	Title	NQF Level	Credits
242401001-PM-06	Plan and conduct the assessment of learner competencies	5	8

WORK EXPERIENCE MODULES

Code	Title	NQF Level	Credits
242401001-WM-06	Conduct assessments of learner competence	5	8

EXIT LEVEL OUTCOME 1

Plan and conduct assessments in a variety of occupational contexts.

Associated Assessment Criteria

- Apply the principles of good assessment practices within the occupational learning framework.
- Evaluate evidence collection methods, tools and instruments and adapt to meet contextual requirements.
- Apply the principles of evidence collection within contextual requirements.
- Make assessment decisions and formulate feedback in accordance with accepted standards and practices.
- Assess the domains of reflexive competence and assess and document.
- Complete documentation and records and maintain in accordance with quality management system requirements.
- Recognise past experience and prior learning during delivery of the learning intervention.
- Assure physical and psycho-social safety of learners.
- Measure learner progress and effectiveness of the intervention continuously and provide feedback.



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SKILLS PROGRAMME

Skills Development Facilitation Practitioner

Curriculum Code: 242401001-00-00

SAQA QUAL. ID: 220321 | NQF Level: 5 | Credits: 40

PURPOSE: A Skills Development Facilitation Practitioner plans for, conducts and administers skills development planning in an occupational context

KNOWLEDGE MODULES

Code	Title	NQF Level	Credits
242401001-KM-01	The statutory learning and development environment	5	8
242401001-KM-06	Workplace learning and development planning, evaluation and reporting	5	8

PRACTICAL SKILL MODULES

Code	Title	NQF Level	Credits
242401001-PM-02	Plan, conduct and report on a learning and development needs analysis	5	16

WORK EXPERIENCE MODULES

Code	Title	NQF Level	Credits
242401001-WM-02	Conduct skills development facilitation (SDF) processes as required for mandatory grant payments	5	8

EXIT LEVEL OUTCOME 1

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

EXIT LEVEL OUTCOME 2

Schedule, coordinate implement and evaluate an occupationally relevant learning and development intervention.

EXIT LEVEL OUTCOME 3

Coordinate and manage learning and development within an occupational context



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SKILLS PROGRAMME

Work Based Learning and Development Practitioner

Curriculum Code: 242401001-00-00

SAQA QUAL. ID: 220322 | NQF Level: 5 | Credits: 30

PURPOSE: A Work Based Learning and Development Practitioner plans for, conducts and administers work-based learning interventions

KNOWLEDGE MODULES

Code	Title	NQF Level	Credits
242401001-KM-04	Facilitation of learning in an occupational contexts	5	8
242401001-KM-07	Work based learning	5	6

PRACTICAL SKILL MODULES

Code	Title	NQF Level	Credits
242401001-PM-05	Facilitate experiential work-based learning	5	8

WORK EXPERIENCE MODULES

Code	Title	NQF Level	Credits
242401001-WM-05	Facilitate a work-based learning and development process	5	8

EXIT LEVEL OUTCOME 1

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

Associated Assessment Criteria

- Identify and align work-based learning opportunities and work processes, with learning outcomes required from learners (including, but not limited to interns, students, mentees, coaches, employees, and apprentices).
- Integrate work-based learning with work processes through collaboration with stakeholders, to ensure minimal disruption.
- Formulate learning to specific learning activities and associated targets and standards, through a facilitated, collaborative process.
- Evaluate learner performance and decide on further development in accordance with evaluation reports.
- Select learning evidence collection methods, tools and instruments to meet contextual requirements.
- Complete and maintain documentation and records completed, in accordance with quality management system requirements.
- Structure interactive coaching sessions and deliver, monitor, and evaluate feedback.
- Plan resources and logistics conducive to efficient and effective learning.
- Align learning facilitation to adult learning principles and techniques.
- Deal with barriers to learning in delivering the learning intervention.



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