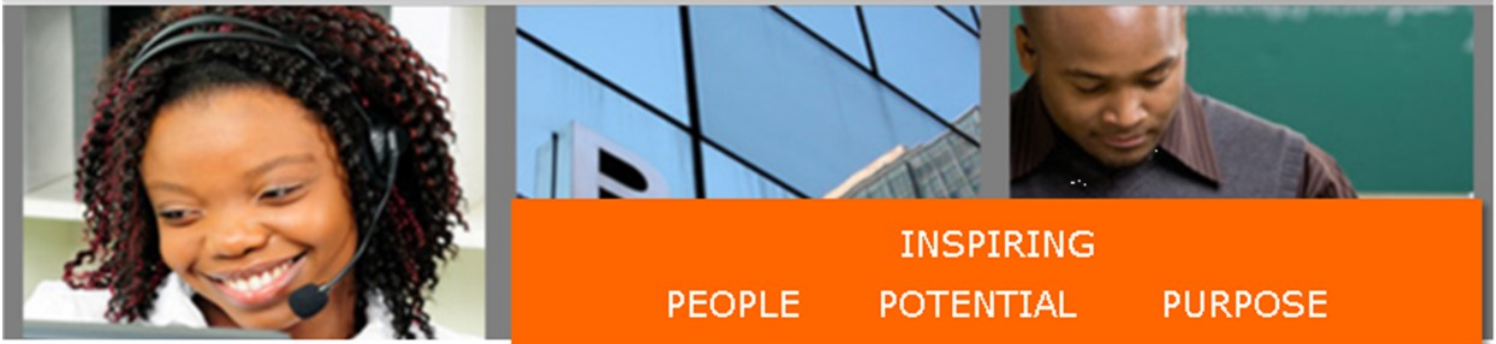


# ND: Occupationally Directed Education, Training & Development Practitioner NQF 5



## **Purpose of the National Diploma: Occupationally Directed Education, Training and Development Practitioner (SAQA ID: 50333)**

This qualification addresses the general competencies across eight key ETD roles and provides an opportunity for learners to specialise in any four areas in line with their areas of interest. The eight areas are:

Design and develop learning programmes	Conduct skills development facilitation
Facilitate and evaluate learning	Develop standards and qualifications
Provide learning support to learners and organisations	Manage and administer education, training and development
Engage in and promote assessment practices	Engage in general management activities

### **Delivery methodology**

Training is best suited for new entrants to the sector. Chartall Business College can either deliver this qualification as a learnership, which will qualify the sponsoring employer for an additional tax deduction, or it can be offered as a training programme without the learnership requirements. The duration of the training will be approximately 25 full days, all of which can be scheduled to suit the employer's schedule. Alternatively, the qualification can be acquired by experienced candidates through Recognition of Prior Learning (RPL). RPL is an assessment process that captures a candidate's existing knowledge and skill and matches it to the qualification requirements. With RPL there is no formal training, but the RPL adviser will spend time with the learners to assist them to match their workplace learning to the requirements of the qualification.

### **Flexibility**

Chartall Business College believes in flexibility. We have an in-house team of professionals who are able to customise the training curriculum to the needs of your organisation. This may include the addition of job specific unit standards, the selection of particular elective unit standards or even the inclusion of non-unit standard based content (for example your company processes or product information). In addition, we ensure that the content of the qualification does not conflict with the training, values and procedures prescribed by your company. This ensures complete alignment of standard operating procedures and learning content.

### **Support**

Although the learnership is scheduled to be delivered over 18 or 15 full days, it does not mean that the learners will not have access to additional support. Each learner will have access to assistance via email, as well as access to a tutor who is able to provide extra assistance should the need arise. This tutor support can be used to assist learners who are not progressing at the same pace as the rest of the class or it could be used to catch up staff who miss sessions due to illness or annual holidays.

**National Diploma: Occupationally Directed Education, Training & Development Practitioner unit standards**

<b>Exit level outcome 1: Communication—4 compulsory unit standards</b>	
<b>Exit Level Outcome 2: Design and develop learning programmes and processes (full ELO)</b>	
123396	Define target audience profiles and skills gaps
123394	Develop outcomes-based learning programmes
123401	Design outcomes-based learning programmes
10305	Devise interventions for learners who have special needs
10146	Supervise a project team of a developmental project to deliver project objectives
<b>Exit Level Outcome 3: Facilitate and evaluate learning</b>	
117871	Facilitate learning using a variety of given methodologies
123398	Facilitate the transfer and application of learning in the workplace
10294	Identify and respond to learners with special needs and barriers to learning
123397	Evaluate a learning intervention using given evaluation instruments
123398	Facilitate the transfer and application of learning in the workplace
10294	Identify and respond to learners with special needs and barriers to learning
<b>Exit Level Outcome 4: Engage in and promote assessment practices (full ELO)</b>	
115753	Conduct outcomes-based assessment <i>(Note learners who have not been awarded this unit standard will need to be trained and assessed separately. This can be done through Chartall Business College at an additional cost of R2 200.)</i>
115755	Design and develop outcomes-based assessments
115759	Conduct moderation of outcomes-based assessments
<b>Exit Level Outcome 5: Provide learning support to learners and organisations (full ELO)</b>	
117865	Assist and support learners to manage their learning experiences
117874	Guide learners about their learning, assessment and recognition opportunities
119721	Support marginalised, "at risk" and vulnerable individuals and groups
115073	Demonstrate knowledge of deaf culture, the deaf community and technology & services
<b>Exit Level Outcome 6: Conduct skills development facilitation (full ELO)</b>	
15221	Provide information and advice regarding skills development and related issues
252041	Promote a learning culture in an organisation
15217	Develop an organisational training and development plan
15232	Coordinate planned skills development interventions in an organisation
15218	Conduct an analysis to determine outcomes of learning for skills development
15228	Advise on the establishment and implementation of a QMS for skills development practices
<b>Exit Level Outcome 7: Define standards and qualifications</b>	
114924	Demonstrate understanding of the outcomes-based education and training approach in NQF
<b>Exit Level Outcome 8: Manage and administer education training and development</b>	
15227	Conduct skills development administration in an organisation
<b>Exit Level Outcome 9: Engage in general management activities</b>	
15237	Build teams to meet set goals and objectives
15233	Harness diversity and build on strengths of a diverse working environment

**Chartall Business College (Pty) Ltd**  
**Chartall Campus, Corner Cedar Road and Cedar Boulevard, Broadacres, Johannesburg 2191**  
**Tel: 087 701 4663 Fax: 086 672 7121 Email: info@chartall.co.za**

**Chartall Business College (Reg no. 2003/015217/07) is provisionally registered by the Department of Higher Education and Training until 31 December 2018 (Reg no. 2012/FE07/044)**