

National Certificate: Occupationally Directed Education, Training and Development Practitioner



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SAQA ID: 50334 | NQF level: 5 | Credits: 120 | Accrediting body:



Purpose of the qualification

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

1. Design and develop learning programmes
2. Conduct skills development facilitation
3. Facilitate and evaluate learning
4. Engage in and promote assessment practices
5. Provide learning support to learners and organisations

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. In addition, we ensure that the content of the qualification does not conflict with the values and standard operating procedures prescribed by your company.

Support

Although the programme is scheduled to include the specified contact 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 students who are not progressing at the same pace as the rest of the class or miss a session. We also have experienced facilitators who can manage projects involving learners with disabilities.

Delivery methodology

This qualification is delivered through blended learning. The qualification's curriculum is divided into weeks and the material for each week is available online on the Chartall Learning Management System. Material includes videos, readings, an e-textbook, online lectures and online tutorials each fortnight. Students will receive a Portfolio of Evidence (PoE) which they will have to complete in their own time and submit to Chartall Business College for assessment.

Administration

Chartall Business College will assist with SETA contracting, learnership preparation [if required], briefing of workplace coaches and the SETA reporting.

Programme curriculum

Communication

- 115789 Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts
- 115790 Write and present for a wide range of purposes, audiences and contexts

Design and develop learning programmes and processes

- 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
- 123400 Evaluate ETD providers, services and products

Facilitate and evaluate learning

- 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

Engage in and promote assessment practices

- 115753 Conduct outcomes-based assessment (*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.*)
- 115755 Design and develop outcomes-based assessments
- 115759 Conduct moderation of outcomes-based assessments

Provide learning support to learners and organisations

- 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

Conduct skills development facilitation

- 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



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