

National Diploma: Occupationally Directed Education, Training and Development Practitioner



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SAQA ID: 50333 | NQF level: 5 | Credits: 240 | Accrediting body:



Purpose of the qualification

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:

1. Design and develop learning programmes
2. Conduct skills development facilitation
3. Facilitate and evaluate learning
4. Develop standards and qualifications
5. Provide learning support to learners and organisations
6. Manage and administer education, training and development
7. Engage in and promote assessment practices
8. Engage in general management activities

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.

Administration

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

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.

Programme curriculum

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
- 10146 Supervise a project team of a developmental project to deliver project objectives

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
- 123398 Facilitate the transfer and application of learning in the workplace

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 and 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

Define standards and qualifications

- 114924 Demonstrate understanding of the outcomes-based education and training approach in NQF

Manage and administer education training and development

- 15227 Conduct skills development administration in an organisation

Engage in general management activities

- 15237 Build teams to meet set goals and objectives
- 15233 Harness diversity and build on strengths of a diverse working environment



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