

Occupational Certificate: Training/Learning and Development Practitioner - Level 5

SAQA 101321 - Occupational Certificate:
Training and Development Practitioner
NQF Level 05, 190 Credits (1 Year)

Accreditation

ENJO Consultants are accredited with the QCTO to offer this programme.

Accreditation Number:

QCTOSDP00180907-1302

Overview

The SAQA Qualification Occupational Certificate Training and Development Practitioner – Level 5 – 101321 qualification is a qualification that empowers the learner to follow a career in training and development. The 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.

A qualified learner 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.

What are the Entry Requirements?

- Proficiency in English on an NQF level 4 or equivalent.

Who Should Complete the Training?

<ul style="list-style-type: none"> • Training Managers • Designers of learning material • Skills Development Facilitators 	<ul style="list-style-type: none"> • Work based Learning and Development Practitioner • Assessors 	<ul style="list-style-type: none"> • Those wishing to gain the SAQA 101321 - Occupational Certificate: Training and Development Practitioner
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ENJO Consultants (Pty) Ltd

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20190508

ETDP SETA: ETDP10602 | MICT SETA: ACC/2015/07/0048 | SABPP: 58116L125EC | QCTO: QCTOSDP00180907-1302

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Programme/Curriculum Structure

Knowledge Module

- The statutory learning and development environment
- Learning and development management functions
- Organisational learning and development needs analysis
- Facilitation of learning in an occupational context
- Assessment principles and practices
- Work based learning

Practical Module

- Manage and coordinate logistics, facilities and financial resources
- Plan, conduct and report on a learning and development needs analysis
- Plan the delivery of an occupational learning intervention
- Facilitate different methodologies, training styles and techniques within an occupational learning context
- Facilitate experiential work based learning
- Plan and conduct the assessment of learner competencies
- Evaluate the impact of learning within an occupational context

Workplace Module

- Conduct learning and development management practices
- Conduct skills development facilitation (SDF) processes as required for mandatory grant payments
- Conduct learning and development planning and implementation processes
- Facilitate an occupational learning session
- Facilitate a work based learning and development process
- Conduct assessment of learner competence
- Conduct evaluation of the impact of learning within an occupational context

How Does One Become a Training/Learning and Development Practitioner?

You need to:

- Enrol for the SAQA Qualification 101321 - Occupational Certificate: Training and Development Practitioner
- Complete the different modules, (knowledge Practical and workplace) making up the full qualification.
- Compile and submit portfolios of evidence for assessment.

When can I enrol/book for training?

- Training dates can be mutually agreed upon for groups/corporates at the client site or at ENJO Consultants
- Training can be enrolled for at any time.

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How is this Training Programme Completed and What Is the Duration?

- Training can be provided to individuals or to corporates.
- Learners need to enrol for **the full qualification**.
- Learners who may have completed some of the modules previously are welcome to complete outstanding modules for this qualification.
- This qualification is to be completed in one year. The pace that the learner works at also impacts the duration and may be completed sooner through RPL or distance learning

For Individuals:

- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Learners will be required to work through the learner guide and portfolio of evidence.
- The learner will be required to submit the portfolio of evidence for assessment. The portfolio of evidence contains proof of your ability to apply the newly acquired knowledge and skills in the workplace. The questions in the Portfolio of Evidence are all covered in the learner guide.

Group Bookings, Educational/Institutional or Corporate Bookings:

- Training classes can be arranged for groups or corporates and can be tailored to the client's needs. ENJO Consultants are willing to work alongside the client to meet the client's needs for this training within the requirements of the training programme. Training classes can take place either at the client site or at ENJO Consultants.

What do you receive when attending this training programme?

- Learner Guide
- Portfolio of Evidence
- Assessment
- External Moderation/Verification
- Certificate once declared competent

Does one need to write exams?

- A portfolio of evidence (PoE) will be completed for each module and submitted for assessment.
- Yes, one does need to write a Final Integrated Summative Assessment (FISA), once found competent on all the modules of this training programme.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

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How do I know that ENJO Consultants Training/Learning and Development qualification is recognised?

- ENJO Consultants are accredited with the Quality Council for Trades and Occupations (QCTO) to offer this qualification: Accreditation No: QCTOSDP00180907-1302
- On successful completion of the programme, ENJO Consultants will upload your results onto the QCTO database and you will receive the relevant certificate.
- The QCTO will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits you have earned.

Where does the training take place?

- Distance/RPL learners do not need to attend training classes.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

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