

## Design and Develop Learning Material Training Programme

**Duration:** 5 Days

**Credits:** 45

**Unit Standards:**

- *Multiple Unit Standards, please see page 3.*

**Programme Accreditation:**

- *Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602*

### Overview

This credit bearing training programme consists of four unit standards which will equip the learner with the necessary skill and knowledge to design learning programmes and assessment tools in a variety of settings. This training programme will be useful to those who must design credit bearing learning programmes and assessment to meet ETQA/SETA requirements as well as non-accredited learning programmes.

Knowledge and skill will be gained in instructions and guidelines for the development of learning activities, the development of learning aids, links to other resources, style, formatting and packaging. Modes of delivery will also be addressed for:

- Distance learning.
- Formal classroom-based training.
- On-the job training.
- Self-directed learning.



Furthermore, the learner will also gain understanding of:

- Outcomes-based learning programmes, education, training and development.
- Design and development of learning material including assessments.
- Planning, preparation and collection of data to design and develop learning programmes.
- Drafting, analysis and evaluation of learning programmes.
- Learning styles and methodologies.
- Principles of assessment.
- Evaluation principles and methods.
- Principles and mechanisms of the NQF.
- ETQA/SETA requirements for programme approval.
- Quality assurance systems.

This ETDP SETA accredited training programme is linked to the Occupationally Directed Education Training and Development Practices (ODETDP) Qualification.

### What does a Designer/Developer of learning material do?

- Analyses unit standards, qualifications and client requirements for the design and development of outcomes-based learning material.
- Designs the learning material (learner guide, facilitator guide, assessment guide, assessment tools and instruments, facilitation presentation slides) aligning it with learning outcomes, criteria and client specifications.
- Develops the outcomes-based learning material, assessments and tools.

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Co Reg No: 2016/345549/07 | ETDP SETA No: ETDP10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC



## Who should attend the training?

- Those wishing to attend a SETA accredited training programme on the Design and Development of Learning Material
- Those wanting to gain a formal qualification in this field
- Course developers
- Educators, lecturers, facilitators and teachers
- ETD Practitioners
- Those working towards the Occupationally Directed Education Training and Development Practices (ODETDP) Qualification

## What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> <li>• Gain skill and knowledge in the area of learning material design and development.</li> <li>• Credits towards a full qualification.</li> <li>• Improves employability.</li> <li>• Opportunity to develop in-house training materials</li> <li>• Can freelance as a designer and developer of learning material.</li> </ul>	<ul style="list-style-type: none"> <li>• Custom designed and developed training material in-house.</li> <li>• Learning material can be updated readily and speedily.</li> <li>• Save on training costs.</li> <li>• Can be included in the WSP and have access to skills development funds (Grants).</li> <li>• Improved BEE scorecard.</li> <li>• Registered employers may claim skills levies for their staff for this training programme.</li> </ul>

## How does one become a Designer/Developer of learning material?

- Attend a *Design and Develop of Learning Material Training Programme*.
- Qualify as a Designer and Developer of Learning Material.

## What are the entry requirements?

- Proficiency in English on an NQF level 4 or Grade 12.
- Learners must have achieved unit standard NLRD 115753: Conduct outcomes-based assessment, or equivalent.
- Competence in the field in which they are designing, or have access to subject matter experts.

## How is this training programme completed and what is the duration?

- This qualification can be completed either through class attendance, distance learning or Recognition of Prior Learning (RPL).
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Training is provided for corporates and individuals.

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## What does the class attendance for this training programme entail?

- A 5-day interactive training programme (discussions / simulations / practical application).
- Following the 5-day class attendance learners will need to submit a Portfolio of Evidence (PoE) within 3 months after the training for assessment.

## What does the distance learning for this training programme entail?

- 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 within 3 months after receiving the learning material.

## 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.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

## Does one need to write exams?

No, one does not need to write exams, the Portfolio of Evidence will be assessed to determine competence.

## Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion, ENJO Consultants will upload the learner's results onto the ETDP database.
- Results need to be verified by the SETA before the Statement of Results (SoR) and certificate are issued.
- The ETDP SETA will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

This programme is accredited for the following unit standards:

SAQA US ID	Unit Standard Title	NQF Level	Credits	Outcomes
<a href="#">115755</a>	Design and develop outcomes-based assessments.	6	10	<ol style="list-style-type: none"> <li>1. Demonstrate understanding of design principles of outcomes-based assessment.</li> <li>2. Design outcomes-based assessments.</li> <li>3. Develop assessment activities.</li> </ol>

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SAQA US ID	Unit Standard Title	NQF Level	Credits	Outcomes
				<ol style="list-style-type: none"> <li>4. Develop assessment guides.</li> <li>5. Evaluate assessment designs and guides.</li> </ol>
<a href="#">123394</a>	Develop outcomes-based learning programmes.	5	10	<ol style="list-style-type: none"> <li>1. Plan and prepare for development.</li> <li>2. Develop learning materials.</li> <li>3. Develop learning facilitation guidelines.</li> <li>4. Pilot and evaluate the development.</li> </ol>
<a href="#">123397</a>	Evaluate a learning intervention using given evaluation instruments.	5	10	<ol style="list-style-type: none"> <li>1. Plan and prepare for the evaluation.</li> <li>2. Collect and record data.</li> <li>3. Analyse and interpret data.</li> <li>4. Compile an evaluation report.</li> <li>5. Review the evaluation process</li> </ol>
<a href="#">123401</a>	Design outcomes-based learning programmes.	6	15	<ol style="list-style-type: none"> <li>1. Draft learning outcomes for the programme.</li> <li>2. Conduct analysis for learning design</li> <li>3. Design the learning programme.</li> <li>4. Draft a brief for the development of the learning programme.</li> <li>5. Evaluate learning design.</li> </ol>
<b>Total Credits: 45</b>				

## Is the ENJO Consultants' Design and Development Training recognised and accredited?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme. Accreditation No: ETDP10602.
- Accreditation can be verified by the relevant ETQA/SETA.
- The South African Council for Educators (SACE) endorses the ENJO Consultants *Design and Develop Learning Material Training Programme*. Educators who have successfully completed the programme will be awarded 10 CPTD points.

## Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- 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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## Training Programme Outline

### Overview

#### Study Unit 1: Design Outcomes-Based Learning Programmes

Introduction to Designing Learning Material  
The Design Process  
Draft Learning Outcomes for the Programme  
Designing Learning Material Based on Qualifications and Unit Standards  
Conducting Analysis for Learning Design  
Learning Barriers  
Designing the Learning Programme

#### Study Unit 2: Develop Outcomes-Based Learning Programmes

Introduction to Developing Learning Materials  
The Design Brief  
Plan and Prepare for Development  
Develop Learning Materials  
Developing the Facilitation Guide  
Piloting and Evaluating the Development

#### Study Unit 3: Design and Develop Outcomes-Based Assessments

Introduction to Designing Assessments  
Understand the Principles of Outcomes-Based Assessments  
Principles of Designing Outcomes-Based Assessments  
Different Types of Assessment  
What Is RPL?  
Designing Outcome-Based Assessments  
Developing Assessment Activities  
Developing Assessment Guides  
Generic Documents to be Included in the Assessment Material  
Evaluating Assessment Designs and Guides

#### Study Unit 4: Evaluate a Learning Intervention

Introduction to Evaluating Learning Interventions  
Evaluate a Learning Intervention  
The Evaluation Process  
Planning and Preparing for Evaluation  
Collecting and Recording Data  
Analysing and Interpreting Data  
Compile an Evaluation Report  
Recommendations for Improvement  
Review the Evaluation Process  
Examples of Evaluation and Review Forms

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