

## Facilitator Training Programme (Train-the-Trainer)

**Duration:** 5 Days

**Credits:** 10

**Unit Standard:**

- SAQA Unit Standard 117871, Facilitate learning using a variety of given methodologies. NQF Level 5, 10 Credits

**Programme Accreditation:**

- Education, Training and Development Practices Sector (ETDP SETA) Accredited: ETDP10602
- SA Board for People Practices (SABPP) Accredited: 58116L125EC

### Overview

The *Facilitator Training Programme*, also known as the *Train-the-Trainer Training Programme* is ideal for those who wish to learn the methods of facilitating an outcomes-based learning programme and for those wishing to improve their skills as a trainer. These skills can be applied whether presenting to a group of learners in a classroom situation, one-on-one mentoring and various presentations or to give feedback presentations in a boardroom situation. This training programme is linked to the ETDP SETA Occupationally Directed Education Training and Development Practices (ODETDP) Qualification and the SABPP HR Level 5 Qualification.

### What does a Facilitator do?

- Facilitates learning using a variety of methodologies.
- Presents training in matters in which the Facilitator is an expert.
- Facilitates training to a group or in a one-on-one situation.
- Facilitates outcomes-based learning, thus ensuring that learners obtain knowledge and skills.
- Uses a variety of methodologies to ensure transfer of skills or knowledge.



### Who should attend the training?

- Those wishing to attend an accredited qualification for this programme
- Those wishing to facilitate SETA accredited training programmes
- Facilitators, Trainers and Coaches
- Lecturers, Teachers and Presenters
- Those involved in training
- Skills Development Facilitators (SDF)
- Supervisors, Managers and Training Managers
- Human Resource Practitioners
- Those working towards the Occupationally Directed Education Training and Development Practices (ODETDP) Qualification or the SABPP Level 5 HR Qualification

### What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> <li>Gains a formal qualification in facilitation/training.</li> <li>Credits towards a full qualification.</li> <li>Improves skills in facilitation/training.</li> <li>Improves employability.</li> <li>Freelance as a registered independent Facilitator.</li> </ul>	<ul style="list-style-type: none"> <li>Registered/qualified facilitators eliminate the need to employ freelance staff.</li> <li>Credible outcomes-based in-house training.</li> <li>Implement skills development.</li> <li>Address skills gaps.</li> <li>Involvement in learnerships/apprenticeships.</li> </ul>

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For the Individual	For the Company
<ul style="list-style-type: none"> <li>Experienced people can share their knowledge and experience with others.</li> <li>Change in career focus.</li> <li>Improves facilitation skills.</li> </ul>	<ul style="list-style-type: none"> <li>Assist in career development plans.</li> <li>Improved BEE scorecard.</li> <li>Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.</li> </ul>

## How does one become a Facilitator?

- Attend the *Facilitator Training Programme*.
- Qualify as a facilitator.
- Register as a facilitator with the relevant SETA/s where required.

## What are the entry requirements?

- The credit calculation is based on the assumption that learners are already competent in the learning area in which they will provide training.

## 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.

## What does the class attendance Facilitator Training Programme entail?

- A 5-day interactive training programme (discussions, role play, and practical application).
- An opportunity to apply the facilitation skills in the classroom.
- Portfolio of Evidence (PoE) submission on day 5 of the training for assessment.

## What does the distance learning Facilitator 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.

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## 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 standard:

SAQA US ID	Unit Standard Title	NQF Level	Credits	Outcomes
117871	Facilitate learning using a variety of given methodologies	5	10	<ol style="list-style-type: none"> <li>1. Plan and prepare for facilitation</li> <li>2. Facilitate learning</li> <li>3. Evaluate learning and facilitation</li> </ol>

## Is the ENJO Consultants' Facilitator Training recognised and accredited?

- ENJO Consultants are accredited with the ETDP SETA to offer this programme. Accreditation No: ETDP10602.
- ENJO Consultants are also accredited with the SA Board for People Practices (SABPP). Accreditation No: 58116L125EC.
- Accreditation can be verified by the relevant ETQA/SETA.
- The South African Council for Educators (SACE) endorses the ENJO Consultant *Facilitator Training Programme* and awards 10 CPTD points for educators who complete the training.

## 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.

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## 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: Plan and Prepare for Facilitation

Deriving Outcomes from Learning Needs Analysis  
 Planning for Facilitation  
 Resources, Location and Personnel  
 Preparing Learning Material  
 Selecting Facilitation Methods  
 Preparation of the Facilitation Process  
 Arranging the Learning Environment  
 Establishing and Recording Review Criteria

#### Study Unit 2: Facilitate Learning

Facilitating Learning  
 Promoting Open Interaction  
 Enabling Learners to Draw from and Share Own Experiences  
 Managing Groups  
 Questioning Techniques  
 Monitoring Progress

#### Study Unit 3: Evaluate Learning & Facilitation

Learner and Stakeholder Feedback  
 Recommendations for Improvement

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