

Skills Programme	<h1>SP-220319</h1>	NQF Level 05
	<h2>Learning and Development Facilitator Skills Programme</h2>	36 Credits
		Accreditation <i>Quality Council for Trades and Occupations (QCTO)</i> <i>Accred No: 07-QCTO/SDP241023044504</i> <i>Accreditation Unique ID: SDP241023044504</i>

Entry Requirements

- NQF Level 4

Who should complete this training?

- Those wish to obtain certification as a Learning and Development Facilitator .
- Those who are involved in the facilitation as part of their duties with regards to training and education.
- Those working towards SAQA 101321, Occupational Certificate: Training and Development Practitioner.
- Facilitators, Trainers, Lecturers and Presenters
- Assessors, Moderators and Training Managers will also benefit from this skills programme.



A Learning and Development Facilitator plans, selects and adapts learning resources required for the delivery of learning interventions in an occupational context. This skills programme will equip one with the skills set to facilitate training and develop competencies to ensure effective skills development. Those who achieve competencies for this skills programme will be able to plan, select and adapt learning resources required for the delivery of learning interventions in an occupational context. This skills programme replaces the legacy Facilitator Training Programme (Train-the-Trainer)

Components Covered

Knowledge Component

242401001-KM-01: The Statutory Learning and Development Environment. NQF Level 5, 8 Credits

KM-01-KT01: The Statutory Framework that Governs the South African Qualification Authority.

KM-01-KT02: The Statutory Framework that Governs the Skills Development Environment.

KM-01-KT03: The Statutory and Regulatory Framework that Governs Skills Development Funding.

KM-01-KT04: National Occupational Skills Development Structures, Policies and Priorities.

242401001-KM-04: Facilitation of Learning in an Occupational Contexts. NQF Level 5, 8 Credits

KM-04-KT01: Principles and Models for Facilitation Planning and Preparation.

KM-04-KT02: Facilitation Principles, Techniques and Tools.

KM-04-KT03: Evaluating, Reviewing and Reporting on Facilitation.

Application Component

242401001-PM-04: Facilitate Different Methodologies, Training Styles and Techniques within an Occupational Learning Context. NQF Level 5, 12 Credits

PM-04-PS01: Plan and Prepare to Facilitate a Learning Intervention.

PM-04-PS02: Facilitate the Learning Intervention.

PM-04-PS03: Reflect on the Effectiveness of Own Facilitator Role.

ENJO Consultants (Pty) Ltd

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242401001-WM-04

Facilitate an Occupational Learning Session. NQF Level 5, 8 Credits

WM-04-WE01: Facilitate a Contextualised Learning and Development Session under the Guidance of a Subject Matter Expert.

Exit Level Outcomes (ELO) and Associated Assessment Criteria (AAC)

Plan and Conduct Assessments in a Variety of Occupational Contexts

- Planning of resources and logistics is conducive for efficient and effective learning.
- Preparations for the facilitation of learning is aligned to adult learning principles and techniques.
- Barriers to learning are dealt with, in the delivery of the learning intervention.
- Past experience and prior learning is recognised during the delivery of the learning intervention.
- Guidance and support of learners enables them to define outcomes, clarify issues, manage expectations and identify learning paths and opportunities.
- The facilitation plan and process are adapted to meet contextual and learning dynamics.
- Active learning is facilitated according to contexts and learning styles, by drawing on appropriate learning methodologies.
- Facilitation is conducted in an organised manner that ensures the physical and psycho-social safety of the learners.
- Learner progress and effectiveness of the intervention is measured continuously and feedback is provided.
- The dynamics of the learner group is managed in accordance with contextual requirements.
- Stakeholder feedback is reflected upon and is used to inform areas of continuous personal development and improvement.
- Ethical and professional practice is displayed.

Duration and Methods of Completion

Training is provided for corporates and individuals. There are various methods such as:

Method	Duration	Comments
1. Class Attendance	5 Days	<ul style="list-style-type: none"> • Attendance dates to be selected from the training schedule. • Training can also be presented at the client site for groups (please contact us for a quote for this option).
2. Online Virtual Attendance	5 Days	<ul style="list-style-type: none"> • Training is presented live via a platform such as Zoom or MS Teams. • Attendance dates to be selected from the training schedule. • Training can also be presented for groups for a client (please contact us for a quote for this option).
3. Distance Learning (Self-Study)	8 Weeks the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> • The learning material will be provided to the learner upon enrolment. • Although the distance learning option is offered, class or virtual attendance is highly recommended.
4. Recognition of Prior Learning (RPL)	8 Weeks the portfolio can be submitted sooner if completed.	<ul style="list-style-type: none"> • Qualifying persons can complete this training programme as Recognition of Prior Learning (RPL). • A RPL Portfolio will be completed

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Learning Material and Templates

The learning material consists of:

- Learner Guide
- Various Assessment Templates are included in the Learner Guide
- Portfolio of Evidence

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 skills programme; compiles a report and if needed, contacts the learner for additional evidence.
- An online Final Integrated Supervised Assessment (FISA) will be written prior to submitting the results to the QCTO to finalise the certification process.
- Once 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 submit the results to the QCTO for finalisation.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

Employment Opportunities

Those who complete this Skills Programme may find employment or self-employment opportunities in education, training and development organisations, learning institutions or Skills Development Providers (SDPs) where facilitation skills are required on a full time or project by project basis.

Further Learning

Further learning that can be considered are:

- **Full Qualification:**
 - SAQA 101321, Occupational Certificate: Training and Development Practitioner NQF Level 05, 190 credits.
 - ENJO Consultants are accredited to offer the above qualification.
- **Skills Programmes:**
 - Assessment Practitioner, NQF Level 5, Credits 20
 - Skills Development Practitioner, NQF Level 5, Credits 40
 - Work Based Learning and Development Practitioner, NQF Level 5, Credits 30

Bookings & Enquiries

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OFO Code 242401 - Training and Development Professional (Training and Development Practitioner)

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