

SAQA ID	QUALIFICATION TITLE	NQF LEVEL	CREDITS	DURATION
101321	Occupational Certificate: Training and Development Practitioner	05	190	1 Year

A. Quality Assurance Body

Quality Council for Trades & Occupations (QCTO)

B. Assessment Quality Partner

Education, Training and Development Practitioners Sector Education & Training Authority (ETDPSETA)

C. Qualification Overview

The purpose of this qualification is to prepare a learner to operate as a Learning and Development Practitioner. A 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.

D. Exit Level Outcomes

- Analyse learning and development needs, within an occupational context, compile learning and development plans and reports and guide stakeholders on learning and development trends, practices and quality assurance.
- Schedule, coordinate implements and evaluate an occupationally relevant learning and development intervention.
- Coordinate and manage learning and development within an occupational context.
- Facilitate learning in an occupational context utilising adult learning principles and techniques.
- Plan, implement and evaluate work-based learning interventions in an occupational context.
- Plan and conduct assessments in a variety of occupational contexts.

E. Entry Requirements

The minimum entry requirement for this qualification is:

Matric/Level 4 with Communication

F. Qualification Modules

1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
242401001-KM-01	The statutory learning and development environment	5	8
242401001-KM-02	Learning and development management functions	5	8
242401001-KM-03	Organisational learning and development needs analysis	5	8
242401001-KM-04	Facilitation of learning in an occupational context	5	8
242401001-KM-05	Assessment principles and practices	5	4
242401001-KM-06	Workplace learning and development planning, evaluation and reporting	5	8
242401001-KM-07	Work based learning	5	6

2. Practical Modules

Module Code	Module Title	NQF Level	Credits
242401001-PM-01	Manage and coordinate logistics, facilities and financial resources	5	8
242401001-PM-02	Plan, conduct and report on a learning and development needs analysis	5	16
242401001-PM-03	Plan the delivery of an occupational learning intervention	5	16
242401001-PM-04	Facilitate different methodologies, training styles and techniques within an occupational learning context	5	12
242401001-PM-05	Facilitate experiential work-based learning	5	8
242401001-PM-06	Plan and conduct the assessment of learner competencies	5	8
242401001-PM-07	Evaluate the impact of learning within an occupational context	5	8

3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
242401001-WM-01	Conduct learning and development management practices	5	12
242401001-WM-02	Conduct skills development facilitation (SDF) processes as required for mandatory grant payments	5	8
242401001-WM-03	Conduct learning and development planning and implementation processes	5	12
242401001-WM-04	Facilitate an occupational learning session	5	8
242401001-WM-05	Facilitate a work-based learning and development process	5	8
242401001-WM-06	Conduct assessments of learner competence	5	8
242401001-WM-07	Conduct an evaluation of the impact of learning within an occupational context	5	8

242401001-WM-01	Conduct learning and development management practices	5	12
242401001-WM-02	Conduct skills development facilitation (SDF) processes as required for mandatory grant payments	5	8

NB

All modules are compulsory

Unemployed candidates **MUST** be hosted at a real workplace for work integrated learning

G. Delivery Methodology

- Face to face contact sessions at an approved QCTO venue
- Virtual support sessions

H. Assessment

Assessment will comprise the following.

- Completion of formative and summative assessment tasks
- Completion of workplace logbook tasks
- External Integrated Summative Assessment (EISA) at an approved QCTO assessment centre

I. Certification

The QCTO will issue successful candidates with.

- Statement of Results
- Certificate of Competence