

National Certificate: Occupational Directed Education Training & Development Practices (NQF5)



Overview

This course will equip the learner to operate as a **Learning and Development Practitioner**. A Learning and Development Practitioner's **role** includes the **planning and writing of learning objectives, researching and adapting learning resources to deliver learning interventions, facilitating learning, and assessing and moderating learner Portfolios of Evidence**.

This certification emphasizes a real-life work educational strategy where learners can **apply knowledge** and technical skills, and develop their employability by means of hands-on learning.

Features and Benefits

1. This course is accredited with **ETDP SETA** upon successful completion of your **Portfolio of Evidence (PoE)** for **Unit Standard SAQA IDs US117871, US115753, US115759, US15221, US15217, US15218, US15227, US15232, US123396, US123394, US115755, US114924 US115789, US115790, UD117874, US117865, US12339**
2. Get **12 months** access to your course via our **Wemasoft Learning Platform** that includes extra resources, questionnaires and much more.
3. Take full advantage of our new **Wemasoft Learning** by attending **online**. Have all your classes ready to be **downloaded**
4. Practitioners and Educational Specialists will **gain confidence** and enhance their **practical skills and knowledge** in the education and training field.

Course Prerequisites

Learners should be competent in:

- Communication at NQF level 4
- Computer Literacy at NQF Level 3 and numeracy competencies.

Course Modules

- Module 1: Understanding Outcomes Based Education
- Module 2: Communication & Presentation Skills
- Module 3: Facilitator Training Programme
- Module 4 Assessor Training Programme
- Module: 5 Moderator Training Programme
- Module 6 Learner Support Training Programme
- Module 7 Design & Develop Learning Material Training Programme
- Module 8: Skills Development Facilitator Training Programme
- Module 9: Evaluate and Promote ETD

Duration

Online, Mentored Learning
12 Months Self-paced, access anytime, anywhere via our Wemasoft Learning Platform.

Payment Options

50% deposit of the course fees.
50% balance when you are submitting your PoE.

Course Accreditations

Accredited By

ETDP SETA: ETDPO11592

Unit Standards

US117871 NQF3, Credits :8,
US115753 NQF5, Credits:15,
US115759 NQF6, Credits:10
US15221 NQF5, Credits: 4,
US15217 NQF5, Credits :6,
US15218 NQF 6, Credits: 4,
US 15227 NQF4, Credits :4,
US15232 NQF5, Credits :6,
US123396 NQF4, Credits:6,
US123394 NQF5, Credits :10,
US115755 NQF6, Credits :10,
US114924 NQF5, Credits :5,
US115789 NQF 5, Credits :5,
US115790 NQF5, Credits:5,
US117874 NQF5, Credits :6,
US117865 NQF4, Credits: 5,
US123397 NQF5, Credits 10.





Outcomes and Objectives

Upon completion of this course and successful assessment Candidate Facilitators will have acquired these skills:

- Plan and prepare for facilitation.
- Facilitate learning
- Evaluate learning and facilitation.
- Demonstrate understanding of outcomes-based assessment.
- Prepare for assessments.
- Conduct assessments.
- Provide feedback on assessments.
- Review assessments.
- Demonstrate understanding of moderation within the context of an outcomes-based assessment system
- Plan and prepare for moderation.
- Conduct moderation.
- Advise and support assessors
- Report, record and administer moderation.
- Review moderation systems and processes.
- Provide information and advice on legislation related to skills development.
- Provide information and advice concerning learning and assessment.
- Provide advice to an organisation concerning the promotion of skills development.
- Conduct an analysis to identify and define the skills requirements of the organisation.
- Analyse current skills and develop skills profile of the organisation.
- Define training and development needs and establish priorities.
- Develop a training and development plan.
- Plan and organise the analysis process.
- Conduct the analysis.
- Develop and verify a matrix of outcomes
- Collate and store data related to skills development.
- Provide information related to skills development.
- Contribute to the improvement of systems and procedures related to processing skills development data.
- Identify and prioritise learners' learning requirements
- Plan and organise learning interventions
- Coordinate learning interventions
- Review and report on learning interventions
- Preparing for information gathering.
- Gathering information on learners.
- Carrying out a basic skills audit.
- Compiling a report on the target audience and skills gaps.
- Planning and prepare for development.
- Developing learning materials.
- Developing learning facilitation guidelines.
- Piloting and evaluate the development.
- Demonstrate understanding of design principles of outcomes-based assessment,
- Design outcomes-based assessments,
- Develop assessment activities,
- Develop assessment guides,
- Evaluate assessment designs and guides.
- Explain the outcomes-based approach to education and training;
- Describe the National Qualifications Framework;
- Describe and explain standards;
- Describe and explain national qualifications; and
- Develop a broad plan for implementing the NQF within an organisation.
- Interact critically and purposefully as a listener and/or speaker in oral communication
- Analyse and critically evaluate oral interactions and presentations
- Use strategies for listening and speaking in sustained oral interactions
- Analyse and evaluate responses to spoken texts critically and adjust own as required.
- Use writing skills for specific purposes, audiences and contexts.
- Access, process, re-organise, and synthesise information in order to present it.
- Use appropriate language conventions, textual features and style for specific workplace purposes.
- Draft and edit texts
- Identify and analyse learner needs;
- Prepare and review an individual development plan;



Delivery Methods

- Online/E-learning
- Distance Self-paced

What you get



On completion learners will earn:

- **Certificate of Completion** from **LearnForward**
- **Statement of results** from **ETDP SETA** upon successful completion of the PoE process (Moderated and found competent)
- **Become registered** as constituent assessor and moderator with SETA of your choice **FREE** of charge

Note: All certificates are electronically issued.

For more information, please contact us:

Tel: 064 539 7191 | info@learnforward.co.za |