



NQF 5: OD ETD P CERTIFICATE

SAQA REGISTERED ID 50334

National Certificate: Occupationally Directed
Education Training and Development Practices



1. OVERVIEW

This qualification is for those who wish to grow and develop in the field of ODETD as a possible career. The qualification will be valuable for those who practice within the field of Education, Training and Development.

The development of skills within the workplace is a priority within South Africa, as supported by legislation, national policies and strategies. Much of the needed skills development is carried out by people who are subject matter experts, but lack the required functional excellence in relation to ODETD.

2. STRUCTURE

This qualification constitutes a full National Certificate at NQF Level 5.

The programme is structured around six Skills Programmes (SP), one week each, to support learner-directed learning over a period of 12 months.

4. DELIVERY

The learning programmes focus on workplace application. The methodology is interactive and upholds the principles and objectives of the NQF and SAQA.

The activities are comprehensive, theory-rich, practical

5. FOLLOW UP

For a needs analysis, detailed scoping exercise and comprehensive quote or simply to meet us and ask further questions, please contact:

Debbie Turner on **021 858 1226 / 082 783 9330**
or e-mail debbie@cpctrain.co.za

Many of the business goals and objectives of companies and organisations are met through the efforts of ETD practitioners operating at NQF Level 5, and this certificate addresses the key competencies of such practitioners. The Qualification mirrors that of a Learnership where most of the Action Learning takes place as part of the Learners roles and responsibilities in the work place.

3. PREREQUISITES

The entry requirement for this certificate:
Practitioners should have a Grade 12 or equivalent and qualifications and experience in the subject or occupational field in which they intend to provide education, training and development.

and experiential in nature with emphasis on integrated foundational, practical and reflective competence. A Portfolio of Evidence accompanies each skills programme.

TYPICAL PROGRAMME STRUCTURE BELOW OR OVERLEAF

PHASE	SP NAME	US	UNIT STANDARD NAME	LEVEL	TOTAL CREDITS	DAYS
SP 1	Understand learning and analyse learning needs	263976	Demonstrate understanding of the OBET approach within the context of the NQF.	5	19	5 days
		15221	Provide information and advice regarding skills development and related issues.	6		
		123396	Define target audience profiles and skills gaps.	4		
		15218	Conduct an analysis to determine outcomes of learning for skills development and other practices.	6		

OR

SP 1	Skills Planning within an Organisation Full SDF Programme	15217	Develop an organisational training and developmental plan.	5	29	5 days
		15221	Provide information and advice regarding skills development and related issues.	6		
		15227	Conduct Skills Development administration.	4		
		15218	Conduct an analysis to determine outcomes of learning for skills development and other practices.	6		
		15232	Co-ordinate planned skills development interventions in an organisation.	5		
		252041	Promote a learning culture in an organisation.	5		
SP 2	Design & Develop OB learning programmes and assessments	123401	Design OB learning programmes.	6	35	5 days
		123394	Develop OB learning programmes	5		
		123397	Evaluate a learning intervention using given evaluation instruments.	5		
SP 3	Facilitation of learning	123398	Facilitate the transfer and application of learning in the workplace.	5	15	5 days
		117871	Facilitate learning using a variety of given methodologies.	5		
SP 4	Assessment of learning	115753	Conduct OB assessment.	5	25	5 days
		115755	Design and develop OB assessments.	6		
SP 5	Learning Support	15232	Co-ordinate planned skills development interventions in an organisation.	5	17	5 days
		117865	Assist and support learners to manage their learning experiences.	4		
		117874	Guide learners about their learning, assessment and recognition opportunities.	5		
SP 6	Moderation and Interaction	115759	Conduct moderations of OB assessments.	6	20	5 days
		115790	Write and present for a wide range of purposes, audience and contexts.	5		
		115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts.	5		