



Mentornet

— C O L L E G E —

The Learning Experience of your Life...

COURSE BOOKLET

Qualifications

and

Skills programmes

Occupational Qualifications (QCTO accredited)

SAQA ID	Qualification Title	NQF Level	Credits	Duration	Page
97708	Occupational Certificate: Community Development Worker.	4	150	1 Year	4-5
97691	Occupational Certificate: Community Development Practitioner.	5	212	1 Year	6-7
97542	Occupational Certificate: Early Childhood Development Practitioner.	4	131	1 Year	8-9
94598	Occupational Certificate: Library Assistant.	5	127	1 Year	10-11
96372	Occupational Certificate: Career Development Information Officer.	5	120	1 Year	12-13
97154	Occupational Certificate: Occupational Trainer.	4	124	1 Year	14-15
101321	Occupational Certificate: Training and Development Practitioner.	5	190	1 Year	16-17
121276	Advanced Occupational Certificate: Learning and Development Professionals.	6	280	1/ 2 Years	18-21
118774	Advanced Diploma: Learning and Development Advisor.	7	195	1 Year	22-23

Skills programmes (QCTO accredited)

SAQA ID	Skills Programmes	NQF Level	Credits	Training days	Page
SP-211007	Learning Support Facilitator (Mentoring & Coaching).	5	20	5 Days	24-25
SP-220319	Learning and Development Facilitator (Facilitation)	5	36	5 Days	26-28
SP-220320	Assessment Practitioner (Assessors)	5	20	5 Days	29-30
SP-220321	Skills Development Facilitation Practitioner (SDF)	5	40	5 Days	31-33
SP-220322	Work Based Learning and Development Practitioner	5	30	5 Days	34

SAQA Qualification Title: **Occupational Certificate: Community Development Worker**
NQF Sub-Framework/ Qualification Type: **National Certificate**
Qualification ID: **97708**
Credits: **150**
Level: **4**
1 Year Full Qualification

The Purpose of this qualification is to prepare a learner to operate as a Community Development Worker.

This qualification will enable you to:

- A Community Development Worker collects and provides relevant information from and to communities and builds social cohesion within the community, in order to support the development and implementation of community development initiatives and processes.

A qualified learner will be able to: Collect relevant community information and provide communities with accurate information relevant to their community development initiatives. Operate effectively in groups, teams and forums and act ethically and professionally in data collection and the coordination of forums and meetings. Communicate the fears, concerns and needs of the community effectively to the relevant institutions, structures and forums. Compile integrated community and household profiles.

Entry Requirements:

- The minimum requirement for entry into this qualification is:
NQF Level 2 with communication

Articulation options:

Horizontal articulation is possible to:

- Further Education and Training Certificate: Community Development, at NQF Level 4, SAQA Qualification ID 67509.

Vertical articulation is possible to:

- NQF Level 5 Occupational Certificate: Community Worker (Community Development Practitioner).

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- Fundamentals of Development Practice, at NQF Level 4, 25 Credits.
 - Fundamentals of Sociology of Developing Societies, at NQF Level 4, 12 Credits.
 - Fundamental Communication Practices, at NQF Level 4, 15 Credits.
- Total number of Credits for Knowledge Modules: 52.*

Practical Skill Modules:

- Collect information regarding community development needs and strengths, at NQF Level 3, 11 Credits.
- Identify the relevant groups of beneficiaries and stakeholders, at NQF Level 3, 2 Credits.
- Participate in collaborative community dialogues and engagements, at NQF Level 4, 3 Credits.
- Report progress and status of data collection to supervisor, at NQF Level 4, 2 Credits.
- Execute own personal development, at NQF Level 3, 2 Credits.
- Support the process of facilitating meetings and forums, at NQF Level 4, 2 Credits.
- Arrange and communicate logistics for forums and meetings/events, at NQF Level 3, 2 Credits.
- Mobilise community support for identified initiatives, at NQF Level 4, 2 Credits.
- Record the minutes of community development forums and meetings, at NQF Level 4, 2 Credits.
- Communicate the outcomes of forums and meetings to stakeholders, at NQF Level 4, 2 Credits.
- Provide relevant and clear community development information to stakeholders, at NQF Level 4, 2 Credits.
- Establish, mobilise and maintain community participation and support, at NQF Level 4, 2 Credits.
- Support the identification of capacity building needs and the delivery of capacity building initiatives to community members, at NQF Level 4, 2 Credits.
- Support intervention initiatives within communities, at NQF Level 4, 6 Credits.
- Support the integration of community wellbeing indicators, at NQF Level 4, 4 Credits.
- Support alignment with legislative and policy frameworks relevant to the initiatives, at NQF Level 4, 4 Credits.

Total number of Credits for Practical Skill Modules: 50.

Work Experience Modules:

- Exposure to information collection in rural, urban, inner city or peri-urban community settings, at NQF Level 3, 16 Credits.
- Exposure to the coordination of a full range of community forums and meetings, at NQF Level 3, 12 Credits.
- Exposure to the operations of formal and informal structures, at NQF Level 4, 8 Credits.
- Exposure to community capacity building processes, at NQF Level 4, 12 Credits.

Total number of Credits for Work Experience Modules: 48.

SAQA Qualification Title: **Occupational Certificate:**
Community Development Practitioner
NQF Sub-Framework/ Qualification Type: **Higher Certificate**
Qualification ID: **97691**
Credits: **212**
Level: **5**
1 Year Full Qualification

The Purpose of this qualification is to prepare a learner to operate as a **Community Development Practitioner**. A **Community Development Practitioner** acts as a change agent to add value to community development practice by exploring and coordinating networks and partnerships. Conducts community-based research to inform interventions, aligned to relevant legal and regulatory frameworks. Plans, designs, and manages community interventions through the application of **Appropriate leadership and management styles**; all of which are done to **promote ethical and professional community development practice**.

This qualification will enable you to:

- Compile and present community profile reports.
- Manage community development information and data (Gathering, analysis and storing).
- Establish, identify, and coordinate community development structures.
- Assess the performance of and provide support to community development structures.
- Monitor the progress and achievements of community development initiatives.
- Mobilise and manage volunteers and support staff.

Entry Requirements:

- Successful completion of the Occupational Certificate: Community Worker (Community Development Worker) at NQF Level 4. Or
- National Senior Certificate (NSC).

Articulation options:

Horizontal articulation is possible to:

- National Certificate: Community Development: Integrated Development Planning, at NQF 5; SAQA ID 83392.

Vertical articulation could be possible to:

- Diploma Local Government, at NQF Level 6, SAQA ID 35956.

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- Operations Coordination and Administration, at NQF Level 4, 19 Credits.
- Effective Communication, at NQF Level 5, 5 Credits.
- Sociology of Developing Societies, at NQF Level 5, 10 Credits.
- Sustainable Development Practice, at NQF Level 5, 27 Credits.

Total number of Credits for Knowledge Modules: 61.

Practical Skill Modules:

- Compile, update and maintain community profiles (households, infrastructure assets, structures, economic viability etc.), at NQF Level 5, Credits 18.
- Prepare data for the analysis of community profiles and identify trends that can be used to develop appropriate interventions, at NQF Level 5, Credits 4.
- Compile and present community profile reports, at NQF Level 5, Credits 4.
- Monitor existing community development initiatives, at NQF Level 5, Credits 4.
- Participate in the evaluation of existing programs, identify potential problems and recommend appropriate corrective actions, at NQF Level 5, Credits 4.
- Compile reports on the implementation of initiatives, at NQF Level 5, Credits 3.
- Identify the need for community development structures and facilitate the establishment of the appropriate structures, at NQF Level 5, Credits 8.
- Facilitate the functioning of effective community development structures, at NQF Level 5, Credits 5.
- Supervise the performance of community development practitioners, at NQF Level 5, Credits 6.
- Motivate and mobilise the efforts of voluntary support team members. (Including relevant governmental departments), at NQF Level 5, Credits 6.
- Gain an understanding of all the community development initiatives in the designated community, at NQF Level 5, Credits 4.
- Communication of the outcomes of forums and meetings to stakeholders, at NQF Level 5, Credits 6.
- Liaise and partner with relevant stakeholders regarding community development initiatives, at NQF Level 5, Credits 2.

Total number of Credits for Practical Skill Modules: 74.

Work Experience Modules:

- Exposure to a full range of community settings, at NQF Level 4, Credits 16.
- Exposure to a full range of community development initiatives, at NQF Level 5, Credits 12.
- Exposure to all the monitoring and evaluation tools., at NQF Level 5, Credits 26.
- Exposure to a full range of community, interdepartmental and civil society forums, at NQF Level 5, Credits 8.
- Exposure to a full range of supervisory situations relevant to the work of field workers, at NQF Level 5, Credits 11.
- Exposure to all the official and civic service providers within the community, at NQF Level 5, Credits 4.

Total number of Credits for Work Experience Modules: 77.

SAQA Qualification Title: **Occupational Certificate:**
Early Childhood Development Practitioner
NQF Sub-Framework/ Qualification Type: **National Certificate**
Qualification ID: **97542**
Credits: **131**
Level: **4**
1 Year Full Qualification

The Purpose of this qualification is to prepare a learner to operate as an Early Childhood Development Practitioner.

An Early Childhood Development Practitioner plans and prepares early childhood activities, facilitates and mediates learning, observes and assesses the progress of children, and reflects on learning in an inclusive, play-based environment to support holistic development of children (from conception - school going) in different centre-based or non-centre based settings.

This qualification will enable you to:

- Plan and prepare broad-phase learning environment and stimulating activities that meet the holistic needs of all children in centre-based or non-centre-based settings.
- Facilitate and mediate all aspects of the daily programme in a centre-based or non-centre based setting.
- Observe, assess, and record each child's progress according to the age and stage.
- Compile a report of each child's progress.
- Maintain and promote the well-being, health, nutrition, safety, and protection of children.

Entry Requirements:

- National Certificate Vocational (NCV) at NQF Level 3.
- Any other NQF Level 3 qualification.

Articulation options:

Horizontal Articulation:

- Further Education and Training Certificate in Early Childhood Development, NQF Level 4, SAQA ID: 58761.

Vertical Articulation:

- National Certificate in Early Childhood Development, NQF Level 5, SAQA ID: 58761.
- National Diploma in Early Childhood Development, NQF Level 5, SAQA ID: 64650

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- Introduction to the early childhood development sector, at NQF Level 4, 4 Credits.
- Theories and Perspectives of Child Development, at NQF Level 5, 6 Credits.
- Planning and Programme Development in early childhood settings, at NQF Level 4, 8 Credits.
- Facilitation and mediation of active learning, at NQF Level 5, 12 Credits.
- Observation and assessment in early childhood development, at NQF Level 4, 4 Credits.
- Promotion of health, safety, and well-being of children, at NQF Level 4, 6 Credits.
- Administration for early childhood development services and programmes, at NQF Level 3, 3 Credits.

Total number of Credits for Knowledge Modules: 43.

Practical Skill Modules:

- Plan and prepare inclusive educational activities and routines using an approved programme based on the curriculum framework, at NQF Level 4, 12 Credits.
- Facilitate and mediate active learning in an integrated and holistic learning programme, at NQF Level 5, 9 Credits.
- Observe, assess, record, and report each child's progress according to the age and stage, at NQF Level 4, 4 Credits.
- Support and promote the health, nutrition, safety, protection, and well-being of children, at NQF Level 4, 12 Credits.
- Build and maintain collaborative relationships with parents and other service providers, at NQF Level 4, 3 Credits.
- Prepare and maintain administrative systems, at NQF Level 3, 3 Credits.

Total number of Credits for Practical Skills Modules: 43.

Work Experience Modules:

- Learning programme and routines planning and preparation process, at NQF Level 4, 13 Credits.
- Processes of facilitating and mediating the learning programme in a variety of contexts, at NQF Level 4, 15 Credits.
- Processes of observation, assessment, recording and reporting on children's learning and development, at NQF Level 4, 7 Credits.
- Processes and procedures of promoting the health, nutrition, safety, protection and well-being of children in an early childhood development setting, at NQF Level 4, 10 Credits

Total number of Credits for Work Experience Modules: 45.

SAQA Qualification Title: **Occupational Certificate: Library Assistant**
NQF Sub-Framework/ Qualification Type: **Higher Certificate**
Qualification ID: **94598**
Credits: **127**
Level: **5**

The purpose of this qualification is to prepare a learner to operate as a Library Assistant, Library Assistants issue and receive library materials, sort, and shelf information resources and assist the librarian in providing service to library users.

This qualification will enable you to:

- Assist library users in accessing basic library materials, e-resources and making interlibrary loans.
- Practice circulation and shelving of library materials.
- Maintain library records relating to the acquisition, and accessioning of books and other materials.
- Perform administration and auxiliary activities such as filing, word processing, keeping statistics and perform basic material repairs and maintenance.
- Assist with the delivery of outreach and reading development programmes, marketing and displays.

Entry Requirements:

- A National Senior Certificate.
- A National Certificate (Vocational) at NQF Level 4.
- An equivalent NQF Level 4 qualification.

Articulation options:

Horizontally:

- Occupational Certificate: Office Administrator: Public Service Administrator at NQF Level 5.

Vertically:

- Diploma: Library and Information Science, at NQF Level 6.
- Diploma: School Library and Information Science, at NQF Level 6.

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- Introduction to Libraries and Library Services (LIS), NQF Level 5, 8 Credits.
- Information retrieval and storage, NQF Level 5, 8 Credits.
- Marketing, Client Liaison and Supervision, NQF Level 5, 9 Credits.
- Library Administration, NQF Level 5, 8 Credits.

Total number of credits for Knowledge Modules: 33.

Practical Skill Modules:

- Relevant library and information resources identified and supplied to library, NQF Level 5, 9 Credits.
- Shelf material accurately according to the library classification systems, NQF Level 5, 7 Credits.
- Issue and receive library material from library members in a customer friendly manner, NQF Level 5, 7 Credits.
- Perform acquisitioning and physical processing of books and other library materials according to generally accepted library standards, NQF Level 5, 9 Credits.
- Perform administrative duties in a library, NQF Level 5, 9 Credits.
- Market libraries and making services attractive and inviting to users in order to improve a culture of reading, NQF Level 5, 10 Credits.

Total number of credits for Practical Skill Modules: 51.

Work Experience Modules:

- Information provision to library clients, NQF Level 5, 10 Credits.
- Circulation of library materials and customer care, NQF Level 5, 8 Credits.
- Acquiring processes and maintaining records of library material, NQF Level 5, 6 Credits.
- Support administrative processes in the library, NQF Level 5, 9 Credits.
- Support marketing, outreach and reading development programmes of the library, NQF Level 5, 10 Credits.

Total number of credits for Work Experience Modules: 43.

SAQA Qualification Title: **Occupational Certificate:**
Career Development Information Officer
NQF Sub-Framework/ Qualification Type: **Higher Certificate**
Qualification ID: **96372**
Credits: **120**
Level: **5**
1 Year Full Qualification

The Purpose of this qualification is to prepare a learner to operate as a **Career Development Information Officer**.

A Career Development Information Officer provides individuals and groups with information about career choices and how to access their career paths that will empower them to make informed career related decisions.

This qualification will enable you to:

- Provide career development information to individual clients so as to empower them to make informed career development decisions.
- Provide career development information to groups so as to empower group members to make informed career development decisions.
- Maintain administrative and networking functions to ensure efficient and effective career development information services.

Entry Requirements:

- NQF Level 4 qualification.
- National Senior Certificate.
- Senior Certificate.
- National Certificate (Vocational). Recognition of Prior Learning (RPL).

Articulation options:

Horizontally:

- Higher Certificate in Community Development at NQF Level 5.

Vertically:

- Diploma in Community and Development Studies at NQF Level 6.

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- Introduction to Career Development Practice and Concepts, NQF Level 4, 8 Credits.
- Applied Communication Concepts, NQF Level 4, 16 Credits.
- National Structures, Laws, and Policies, NQF Level 4, 4 Credits.
- Career Development Theory and Concepts, NQF Level 5, 16 Credits.
- Careers and Study Options, NQF Level 5, 8 Credits.

Total number of credits for Knowledge Modules: 52 Credits.

Practical Skill Modules:

- Provide assistance to clients to enable them to make informed career-related decisions, NQF Level 5, 12 Credits.
- Facilitate information sharing processes with groups that will assist with career-related decisions, NQF Level 5, 12 Credits.
- Maintain an efficient and effective career information service, NQF Level 4, 8 Credits.

Total number of credits for Practical Skill Modules: 32 Credits.

Work Experience Modules:

- Individual career development information sharing processes, NQF Level 5, 13 Credits.
- Group career development information sharing events, NQF Level 5, 13 Credits.
- Maintenance of efficient and effective career information services, NQF Level 5, 10 Credits.

Total number of credits for Work Experience Modules: 36 Credits.

SAQA Qualification Title: **Occupational Certificate: Occupational Trainer**
NQF Sub-Framework/ Qualification Type: **National Certificate**
Qualification ID: **97154**
Credits: **124**
Level: **4**
1 Year Full Qualification

The Purpose of this qualification is to prepare a learner to:
Plan, prepare for, coordinate, implement and evaluate learning programmes to achieve occupational trainee competence.

This qualification will enable you to:

- Establish the profile, special needs, and barriers to learning of learners within the specified requirements of the training programme.
- Prepare, adapt, and align learning materials and resources for a training intervention in the workplace.
- Deliver training, evaluate, and report on a learning intervention in the workplace.
- Gather evidence and make assessment decisions using given assessment tools.

Entry Requirements:

- NQF Level 4, with technical or occupational expertise who will act as a trainer of persons in the same field of expertise.

Articulation options:

This is an occupational/ technical related qualification and is applicable to the OQSF.

This qualification is part of a suite of qualifications within the OQSF and will in future articulate to the following qualifications, currently under development:

- Assessment Practitioner.
- Learning and Development Practitioner.

It also articulates horizontally to the following:

- FETC: Occupationally Directed Education, Training and Development Practices, NQF Level 4.

Vertically it articulates with the following:

- National Certificate: Occupationally Directed Education, Training and Development Practices, NQF Level 5.

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- Introduction to Occupational Training, NQF Level 4, 4 Credits.
- Learning theories, concepts, and principles, NQF Level 4, 12 Credits.
- Training needs concepts, NQF Level 4, 4 Credits.
- Training methods, techniques, and resources, NQF Level 4, 10 Credits.
- Training delivery, NQF Level 4, 10 Credits.
- Evaluation of competence, NQF Level 4, 8 Credits.

Total number of Credits for Knowledge Modules: 48.

Practical Skill Modules:

- Align learning intervention to the needs of participating learners, NQF Level 4, 8 Credits.
- Evaluate available learning resources and aids, and adapt for specified training scenarios, NQF Level 4, 8 Credits.
- Plan, conduct, evaluate and report on learning interventions, NQF Level 4, 12 Credits.
- Use given assessment instruments to conduct and record competence evaluations, NQF Level 4, 8 Credits.

Total number of Credits for Practical Skills Modules: 36.

Work Experience Modules:

- Learner training needs establishment processes, NQF Level 4, 8 Credits.
- Pre-programme delivery planning and scheduling processes, NQF Level 4, 8 Credits.
- Workplace learning intervention delivery, evaluation, and reporting processes, NQF Level 4, 12 Credits.
- Learner competence evaluation and workplace evaluation administration processes, NQF Level 4, 12 Credits.

Total number of Credits for Work Experience Modules: 40.

SAQA Qualification Title: **Occupational Certificate:
Training and Development Practitioner**
NQF Sub-Framework/ Qualification Type: **Higher Certificate**
Qualification ID: **101321**
Credits: **190**
Level: **5**
1 Year Full Qualification

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.

This qualification will enable you 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.

Entry Requirements:

- Level 4 with Communication.

Articulation options:

Horizontal Articulation:

- National Certificate in Generic Management, Level 5, ID: 59201.
- Higher Certificate in Human Resource Management, Level 5, ID: 96080.
- Higher Education and Training Certificate in Development Practice, Level 5, ID: 23095.
- National Diploma in ABET Practice, Level 5, ID: 20159.

Vertical Articulation:

- Advanced Certificate in Education, Level 6, ID 20473.
- National First Degree in Occupationally Directed Education, Training and Development Practices, Level 6, ID 48871.
- National First Degree in ABET Practice, Level 6, ID 20485.

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- The statutory learning and development environment, Level 5, 8 Credits.
- Learning and development management functions, Level 5, 8 Credits.
- Organisational learning and development needs analysis, Level 5, 8 Credits.
- Facilitation of learning in an occupational context, Level 5, 8 Credits.
- Assessment principles and practices, Level 5, 4 Credits.
- Workplace learning and development planning, evaluation and reporting, Level 5, 8 Credits.
- Work based learning, Level 5, 6 Credits.

Total number of credits for Knowledge Modules: 50.

Practical Skill Modules:

- Manage and coordinate logistics, facilities and financial resources, Level 5, 8 Credits.
- Plan, conduct and report on a learning and development needs analysis, Level 5, 16 Credits.
- Plan the delivery of an occupational learning intervention, Level 5, 16 Credits.
- Facilitate different methodologies, training styles and techniques within an occupational learning context, Level 5, 12 Credits.
- Facilitate experiential work based learning, Level 5, 8 Credits.
- Plan and conduct the assessment of learner competencies, Level 5, 8 Credits.
- Evaluate the impact of learning within an occupational context, Level 5, 8 Credits.

Total number of credits for Practical Skill Modules: 76.

Work Experience Modules:

- Conduct learning and development management practices, Level 5, 12 Credits.
- Conduct skills development facilitation (SDF) processes as required for mandatory grant payments, Level 5, 8 Credits.
- Conduct learning and development planning and implementation processes, Level 5, 12 Credits.
- Facilitate an occupational learning session, Level 5, 8 Credits.
- Facilitate a work based learning and development process, Level 5, 8 Credits.
- Conduct assessments of learner competence, Level 5, 8 Credits.
- Conduct an evaluation of the impact of learning within an occupational context, Level 5, 8 Credits.

Total number of credits for Work Experience Modules: 64.

SAQA Qualification Title: **Advanced Occupational Certificate: Learning and Development Professional**
NQF Sub-Framework/ Qualification Type: **Advanced Occupational Certificate/ Diploma)**
Qualification ID: **121276**
Credits: **280**
Level: **6**
1 Year Full Qualification

The Purpose of this qualification is to prepare a learner to function as a Learning and Development Professional.

A Learning and Development Professional communicates, plans, designs and develops, manages, leads teams, guides best practice for diverse learning and development practices and quality assurance to ensure all-inclusive learning in compliance with established principles in line with Education, Training and Development practices (ETDP) legal, regulatory and policy frameworks including standards and guidelines.

Typical graduate attributes of a Learning and Development Professional are the following but not limited to deep discipline knowledge and intellectual breadth; analytical and critical thinking; problem solving; professionalism, teamwork and communication skills.

This qualification will enable you to:

- Establish and promote stakeholder networking and collaboration in vocational or occupational learning and development institution.
- Manage the implementation of workplace-based learning programmes/bursaries.
- Design and develop learning materials for learning and development interventions.
- Design and develop quality management system for learning and development provisioning quality assurance.
- Design and develop Assessment, Moderation and Recognition of Prior Learning Tools.
- Develop a project(s) and manage project-related processes in an occupational or vocational learning and development intervention context.
- Evaluate and implement multi-modal learning interventions.
- Lead and manage learning and development interventions in occupational or vocational setting.

Rationale:

The changing landscape in education, learning/training and development in South Africa has led to the review, re-alignment and development of a number of nationally recognised qualifications to address the skills shortages in the country. Most notably, the growing demographics and economic divide between the rich and the poor requires the key role-players and stakeholders in the education, learning/training and development field to develop and implement skills development interventions to close the existing skills gaps in the labour market and improve the lives of South Africans. This qualification will benefit the learning and development labour market and society as qualifying Learning and Development Professionals will create competency-based learning roadmaps to drive business outcomes, educate and develop skills of individuals increasing the value, efficiency and productivity of labour thus contributing to the economy and social development.

Currently there are qualifications registered on the National Qualifications Framework at NQF Level 4, 5 and 7 for the learning and development field, hence there is an established need for the Learning and Development Professional to breach the gap between the existing qualifications to allow career pathing.

The qualification is designed for individuals who wish to practice in learning and development field as Learning and Development Professionals. The qualification will provide learners with requisite knowledge, skills and competencies to execute learning and development strategies, learning materials, tools, policies for quality assurance, lead and manage projects for occupational or vocational learning and development interventions.

Qualifying learners will find employment opportunities in private companies and public institutions, skills development providers or institutions of learning, not-for-profit organisations or become self-employed as Independent Consultants operating as Learning Materials Developers, Assessors, Moderators, and Recognition of Prior Learning Advisors promoting a learning culture and addressing special needs.

Currently there are no similar qualifications registered on the National Qualifications Framework (NQF) at this level. No licensing or membership requirements apply to this qualification at the time of development.

This qualification will enable learners to articulate learning and development or human resources management and development related occupations and/or qualifications.

Entry Requirements:

- Occupational Certificate: Training and Development Practitioner, NQF Level 5; or
- Human Resources Development or Human Resources Management qualification at NQF Level 5 with minimum 3 years assessed work experience in the Learning and Development field.

Articulation options:*Horizontal Articulation:*

- Advanced Diploma in Human Resources Management, NQF Level 7.

Vertical Articulation:

- Postgraduate Diploma in Adult and Community Education and Training, NQF Level 8.

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:**Knowledge Modules:**

- Theory of Learning Culture; NQF Level 6, 5 Credits.
- Management of Learning Programme Design and development; NQF Level 6, 5 Credits.
- Quality Assurance of Learning and Development; NQF Level 6, 10 Credits.
- Leadership and Management of learning and development; NQF Level 6, 15 Credits.
- Stakeholder Management and Engagement in a Vocational or Occupational Learning Environment; NQF Level 6, 5 Credits.
- Project Management; NQF Level 6, 10 Credits.
- Moderation Principles and Practices; NQF Level 6, 10 Credits.
- Recognition and Prior Learning (RPL) Principles and Processes; NQF Level 7, 10 Credits.

Total number of credits for Knowledge Modules: 70

Practical Skill Modules:

- Conduct stakeholder analysis, Mapping and Profiling to promote their engagement, collaboration, and a learning culture; NQF Level 6, 10 Credits.
- Implement strategy for the management of a Workplace-Based Learning programmes/bursary; NQF Level 6, 15 Credits.
- Conduct research and implement Learning Programme Design and Development Best Practice; NQF Level 6, 20 Credits.
- Design and develop Policies and Procedures for Learning and Development Quality Assurance; NQF Level 6, 20 Credits.
- Initiate and Implement a Project in an Occupational or Vocational Learning and Development Intervention Context; NQF Level 6, 20 Credits.
- Conduct Moderation of Assessments; NQF Level 6, 10 Credits.
- Conduct RPL; NQF Level 7, 20 Credits.
- Lead and Manage Learning and Development in Occupational or Vocational setting; NQF Level 6, 15 Credits.

Total number of credits for Practical Skill Modules: 130

Work Experience Modules:

- Research and Stakeholder Networking and Collaboration Processes; NQF Level 6, 5 Credits.
- Workplace-Based Learning (WBL) Programmes Implementation Processes; NQF Level 6, 20 Credits.
- Processes of Quality Management System Design and Development for Learning and Development; NQF Level 6, 15 Credits.
- Internal and External Moderation and/or Verification Processes; NQF Level 6, 20 Credits.
- Recognition of Prior Learning (RPL) Processes; NQF Level 7, 20 Credits.

Total number of credits for Work Experience Modules: 80

SAQA Qualification Title: **Occupational Certificate: Learning and Development Advisor**

NQF Sub-Framework/ Qualification Type: **Bachelor's Degree (Advanced Diploma)**

Qualification ID: **118774**

Credits: **195**

Level: **7**

1 Year Full Qualification

The Purpose of this qualification is to prepare a learner to function as a Learning and Development Advisor. A Learning and Development Advisor researches, plans, designs, develops, implements, monitors, evaluates, verifies and manages the quality of learning and development interventions, to ensure management and staff acquire the required competencies to meet organisational strategic objectives.

This qualification will enable you to:

- Consult and guide management on the alignment of learning and development with national and organisational strategic objectives.
- Examine and review statutory compliance, organisational policies, and procedures applicable to skills development.
- Evaluate and review organisational skills development practices within the organisation.
- Monitor and report learning and development quality continuously.
- Evaluate the design and development of learning materials and supplementary aids for learning and development interventions.
- Validate and report on the learning and development processes and interventions.

Entry Requirements:

- National Certificate: Occupationally Directed Education, Training and Development Practices, NQF Level 6

Articulation options:

Horizontal Articulation:

- Advanced Diploma in Human Resources Management, NQF Level 7.

Vertical Articulation:

- Postgraduate Diploma in Adult and Community Education and Training, NQF Level 8.

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- Learning and Development in a Knowledge Economy, Level 7, 5 Credits.
- Impact of Organisational Development and Change on Learning and Development, Level 7, 6 Credits.
- Leading and Managing Skills Development Function, Level 8, 10 Credits.
- Managing Learning and Development Suppliers, Level 7, 10 Credits.
- Career and Succession Planning, Recognition of Prior Learning (RPL) and Talent Management, Level 6, 8 Credits.

Total number of credits for Knowledge Modules: 39

Practical Skill Modules:

- Promote Best Practices in Learning and Development Interventions, Level 8, 24 Credits.
- Evaluate and Report on the Efficiency and Effectiveness of Learning and Development Interventions in an Organisation, Level 7, 25 Credits.
- Perform Quality Assurance on Learning Provision, Assessment and Moderation Practices, Level 7, 15 Credits.
- Consult, Validate, And Recommend the Appointment of Skills Development Providers For Learning And Development Provisioning And Of Accreditation, Level 7, 10 Credits.
- Promote Career and Succession Planning, Talent Development and Management in an Organisation, Level 6, 10 Credits.

Total number of credits for Practical Skill Modules: 84

Work Experience Modules:

- Learning and Development Improvement Processes, Level 8, 15 Credits.
- Learning and Development Effectiveness and Efficiency Monitoring Processes, Level 7, 16 Credits.
- Validation of Learning and Development Practices and Processes, Level 7, 8 Credits.
- Skills Development Providers' Accreditation and Appointment Processes, Level 7, 25 Credits.
- RPL Processes and Practices, Level 7, 8 Credits.

Total number of credits for Work Experience Modules: 72

Further information on Skills programmes & Unit Standards based Short Courses

Learning Support Facilitator (Mentoring & Coaching)

SP- 211007 Level:5 Credits: 20.

Title	Learning Support Facilitator
Sub Title	Vocational Education Teacher, Vocational or Education Teacher, Community College Educator or Adult Literacy Teacher
NQF Level	5
Duration	25 days
Credits	20 credits
Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
Skills Programme Rationale	Education is a relevant and determining factor to employment, and thence to self-sustained livelihoods. It is not so much that there is a lack of education, but rather that the learners lose interest or fail to learn because they have never been taught how to learn. This is a missing bridge between the learner and education itself. Further, it has been reported that there has been an increase of teacher's assistants/aids who are unskilled in education methods and learning support skills. Many rural, urban and township schools utilize unskilled or low skilled teacher's assistants, resulting in poor learning achievements. Thus, there is an urgent need to upskill facilitators and educators with education methods in this sector. The main focus of this skills programme is to teach the learner advanced study skills and techniques, to apply in any subject studied and to help others with their studies. This training could be combined with other skills programmes. Currently no other approved Skills Programme is similar to this. The skills programmes shall benefit the educational sector by providing skills, knowledge and attitude to improve learning experience of learners, thus improve their performance. It shall increase throughput rate in primary, secondary and tertiary education. It shall improve the growth and development of society and address the social ills caused by lack of education and illiteracy. The more the economy has skilled participants and role players, out of learning support skills contributed by the skills programme, the better the rate of economic growth. The Learning Support Facilitator's focus is on educators in the schools and post school education and training sectors. Learners will be from: • Early Childhood Development • Schools • TVET Colleges • Community Education & Training Colleges • Comprehensive Colleges • Universities and Universities of Technology This skills programme relates to: • Teaching • Lecturing • Tutoring • Training

Purpose	The purpose of the Skills Programme is to prepare a learner to function as Learning Support Facilitator. Learning Support Facilitators apply tools and methods to improve the performance of learners in their studies. A Learning Support Facilitator profile, evaluate, prepare, facilitate, support and evaluate learning of learners after teaching. A competent learner shall demonstrate among others the following attributes: communication, problem solving, coaching, emotional intelligence, mentoring and self-confidence. The qualified learners will be able to: • Support teaching and learning processes • Identify, analyse and remedy learning barriers • Implement and evaluate learning support methods • Conduct formative assessments. • Facilitate learner support
Minimum entry requirement	NQF Level 4 qualification
Work Opportunities/ further learning	Successful learners may find work as teacher's assistants/aids or work as teachers/educators, etc in or in support of learners in schooling or post schooling system.

Learning and Development Facilitator

SP- 220319 Level:5 Credits: 36.

Title	Learning and Development Facilitator
Sub Title	OFO Code 242401- Training and Development Professional (Training and Development Practitioner)
NQF Level	5
Duration	46 days
Credits	36 credits
Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
Skills Programme Rationale	The skills set: learning and development facilitation, is derived from this skills programme and is needed in the organisations to support skills development on a national, regional and local level. This skills set is a component of the broader competency derived from Training and Development Practitioner qualification. Learning and Development Facilitator skills set is intended to develop competencies for employees located in the human resource management or development space within an organisation to ensure that effective skills development is driven within an organisation. A learner who achieves 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.
Related registered qualification/s	101321 Occupational Certificate: Training and Development Practitioner, NQF Level 5, Credits: 190
Purpose	A Learning and Development Facilitator plans, selects and adapts learning resources required for the delivery of learning interventions in an occupational context.
Minimum entry requirement	NQF Level 4 with Communication
Work Opportunities/ further learning	Learners 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. A learner who successful completes this skills programme has an opportunity for further learning, with the following as options: Occupational Qualification: SAQA QUAL ID 101321, Occupational Certificate: Training and Development Practitioner, NQF Level 5, Credits 190.

COURSE PROGRAMME:

Duration of course:	5 Days
Day 1 Chapter 1: Key Concepts in Facilitation Chapter 2: Learning Methodology Training: 8h00 for 8h30 till 16h00	Training facilitated: • Facilitation explained • Adult learning principles in facilitation • Learner-centeredness • Cooperative learning • Classroom management • Target group analysis • Learning styles • Learning modes Class exercises: • Practical Skills Exercise 5-2-1 (45 minutes) Training facilitated: • Delivery models • Delivery methods • Group facilitation Class exercises: • Practical Skills Exercise 5-2-2 (30 minutes)
Day 2 Chapter 3: Plan and Prepare for Facilitation Training: 8h00 for 8h30 till 16h00	Training facilitated: • Analyse the learner group prior to facilitation • Analyse and read the group during facilitation • Analyse the learning gap by using the sector and workplace skills plans • Learner gap analysis • Ways in which to convey learning and development • Support material and equipment • Examples for demonstrations • Visual aids • Flipcharts and whiteboard • Computer linked projectors • Timing of activities • Plan your facilitation session • Start by introducing yourself • Expectations and learning agreement • Icebreakers • Introduce the learning • Start the facilitation session • Closure • Prepare the facilitation environment Class exercises: • Practical Skills Exercise 5-2-3 (45 minutes)

Day 3 Chapter 4: Facilitate Learning Training: 8h00 for 8h30 till 16h00	Training facilitated: • The dynamics of facilitation • The goals of effective facilitation • Facilitator roles • Managing groups in accordance with facilitation principles • Organising and enhancing group work • Verbal skills • Monitor learning through questioning • Applying non-verbal techniques • Transitions between topics Class exercises: • Practical Skills Exercise 5-2-4 (45 minutes)
Day 4 Chapter 5: Evaluating, Reviewing and Reporting on Facilitation Training: 8h00 for 8h30 till 16h00	Training facilitated: • Reasons for evaluation • Kirkpatrick's Model of Evaluation • Different methods for evaluating facilitation • Collect and analyse learner and stakeholder feedback Class exercises: • Explain Workplace assessment • Knowledge Assessment FISA (1 hour)
Day 5 Training: 8h00 for 8h30 till 14h00	Practical FISA • Practical Skills Exercise 1 (20 minutes per learner) • Practical Skills Exercise 2 (30 minutes)
Notes:	Practical FISA might already be started on Day 4, depending on the number of learners in class. The training time on Day 5 might be extended to 16h00 depending on the number of learners in class. Each learner must complete a 20 minute oral facilitation presentation. Not yet competent learner will have to redo their presentation after feedback from the assessor who will be assessing the FISA in class and give oral feedback to learners after their facilitation.

Assessment Practitioner

SP- 220320 Level:5 Credits: 20.

Title	Assessment Practitioner
Sub Title	OFO Code 242401- Training and Development Professional (Training and Development Practitioner)
NQF Level	5
Duration	30 days
Credits	20 credits
Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
Skills Programme Rationale	Assessment skills in practice is the basis of many other qualifications and skills sets and is a skill that leads to employability. This skills programme will equip people to be able to supervise performance and provide feedback in a professional manner. Assessment Practitioner status can lead to self-employment opportunities. Typical learners include post school learners and college graduates on NQF Level 4 or equivalent with work experience that enables them to observe learners in practice and make judgements on competence and quality in skills deliver. This skills programme is for people with an interest in using assessment tools to promote learning.
Related registered qualification/s	101321 Occupational Certificate: Training and Development Practitioner, NQF Level 5, Credits: 190
Purpose	An Assessment Practitioner plans for, conducts and administers assessment of learner competence in an occupational context.
Minimum entry requirement	NQF Level 4 with Communication
Work Opportunities/ further learning	A learner who successfully completes this skills programme may be employed or self- employed as an Assessment Practitioner in the Private and Public sector. Opportunities for work can be found at Education, Training and Development Organisations, Institutions or Schools/Colleges focussed on learning. A learner who successfully completes this skills programme has an opportunity for further learning with the following as options: Occupational Qualification: SAQA Qualification ID:101321, Occupational Certificate: Training and Development Practitioner, NQF Level 05, 190 credits.

COURSE PROGRAMME

Duration of course:	5 Days
Day 1 Chapter 1: The Main Concepts in Assessment of Occupational Learning P.T.O.	Training facilitated: • Assessment strategies • Assessment frames of reference • Assessment procedures • Assessment evidence • Assessment methods • Assessment methods that can be subjective or objective

Chapter 2: Prepare for Assessment Training: 8h00 for 8h30 till 16h00	Training facilitated: • The principles of assessment • Assessment defined • The roles of the assessor and the learners in the assessment • Arranging resources needed for assessment • Establish and maintain the assessment environment
Day 2 Chapter 3: Conduct Assessment Training: 8h00 for 8h30 till 16h00	Training facilitated: • Making use of sources of evidence – gathering quality evidence • Collect evidence in accordance with the assessment plan • Gathering naturally occurring evidence: assessment in the workplace • Supporting the learner • Making assessment decisions • Rubrics • Record and report the assessment decisions • Making recommendations
Day 3 Chapter 4: Provide Feedback on Assessments Training: 8h00 for 8h30 till 16h00	Training facilitated: • Providing feedback explained • Giving feedback on assessment results • Providing feedback on social skills • Returning the examination papers to the learners • Appeals • Reassessment • Handling disputes • Making further decisions
Day 4 Chapter 5: Review Assessments Training: 8h00 for 8h30 till 16h00	Training facilitated: • The need for confidentiality • Who reviews assessment instruments and processes? • What should be reviewed? • Approaches to the review of assessments • Identifying strengths and weaknesses in the assessment instruments and processes • Activities governing the quality assurance of assessment • Changing assessment practices • Giving feedback to designers and developers of assessment • Instruments
Day 5 Training: 8h00 for 8h30 till 14h00	Knowledge Assessment FISA (1 hour) Practical FISA • Practical Skills Exercise 5-3-1 (45 minutes) • Practical Skills Exercise 5-3-2 (45 minutes) • Practical Skills Exercise 5-3-3 (45 minutes) • Practical Skills Exercise 5-3-4 (45 minutes) • Practical Skills Exercise 5-3-5 (45 minutes)

Skills Development Facilitation Practitioner

SP- 220321 Level:5 Credits: 40.

Title	Skills Development Facilitation Practitioner
Sub Title	OFO Code 242401- Training and Development Professional (Training and Development Practitioner)
NQF Level	5
Duration	51 days
Credits	40 credits
Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
Skills Programme Rationale	The skills set derived from this skills programme is needed in organisations to support skills development within the legislative environment which is highly regulated and constantly changing. This skills set is a component of the broader competency derived from Training and Development Practitioner qualification. Skills Development Facilitation Practitioner skills set is intended to develop competencies for employees located in the human resource management or human development space within an organisation to ensure that effective skills development is driven within an organisation. A learner who achieves competencies for this skills programme will be able to plans for, conducts and administers skills development planning in an occupational context.
Related registered qualification/s	101321 Occupational Certificate: Training and Development Practitioner, NQF Level 5, Credits: 190
Purpose	A Skills Development Facilitation Practitioner plans for, conducts and administers skills development planning in an occupational context.
Minimum entry requirement	NQF Level 4 with Communication
Work Opportunities/ further learning	Successful completion may lead to opportunities for employment and self-employment in the highly legislated and regulated Skills Development arena. Public and private organisations employ Skills Development Facilitation Practitioners on a full time and or project by project basis. A learner who successfully completes this skills programme has an opportunity for further learning, with the following as options: Occupational Qualification: SAQA QUAL ID 101321, Occupational Certificate: Training and Development Practitioner, NQF Level 5, Credits 190.

COURSE PROGRAMME

Duration of course:	5 Days
Day 1 Chapter 1: The Statutory Learning and Development Environment Training: 8h00 for 8h30 till 16h00	Training facilitated: • Sector Education and Training Authorities • Legislation impacting on skills development • The National Qualifications Framework (NQF) and role players in skills development

Day 2 Chapter 2: The Organisational Learning and Development Needs Analysis Training: 8h00 for 8h30 till 16h00	Training facilitated: • The Skills Development Facilitator • Update the employment profile for learning and development Requirements • Planning the method and scope of the skills analysis • Establish and refine learning and development needs within an occupational context • Establishing a workforce equity and affirmative action profile • Plan, conduct and report on a learning and development needs analysis • Definitions • Checking and verifying information • Influencing key stakeholder participation in the skills development of the enterprise(s) • Managing group processes and dynamics • Basic research design and methodology related to the needs analysis of the organization • Research principles and applications • The research process • Research ethics and practices in relation to the needs analysis • Methods, techniques and design principles when compiling a needs Analysis • Collect, analyse data and report on workplace learning and development needs • Conduct an analysis of formal learning programs that will address competency gaps • Adult Basic Learning and development (ABET) • The Occupational Learning Framework • Foundational learning competence part-qualifications
Day 3 Chapter 3: Organisational Learning and Development Needs Analysis Concepts Training: 8h00 for 8h30 till 16h00	Training facilitated: • Sources and use of information on competency gaps: Skills Audits • Information gathering and liaison: the environmental analysis • Key functional areas and roles • The gap analysis: The skills requirements of the organization • Approaches to a needs analysis • Refining learning and development needs • Completing the section on strategic priorities in the Workplace • Skills Plan • The employment profile of the organization • Staff retention and utilization • Planning training • Considerations and precautions • The purpose of skills development interventions • Training providers available • Training facilities available • Quality assurance • Preparing the WSP for submissions • Requirements for learning and development • National skills development targets • The value of skills development • Gathering information from relevant sources • Organising change and skills development • The process of control • Gathering and storing information on skills development

	• Considerations when choosing your data collection method • Gathering information • Storing information • Communicating skills development results • Justification for learning programmes • Confirming learning outcomes with stakeholders • Prioritise and motivate planned learning programs • Deciding on learning programmes • The report on the difference between planned and completed training • Calculating the cost of training • Training supported with discretionary funding
Day 4 Chapter 4: Develop a Workplace Skills Plan Training: 8h00 for 8h30 till 16h00	Training facilitated: • The Training Strategy • The Workplace Skills Plan • The Annual Training Report • The Implementation Report • Requirements for learning and development • Accreditation of training centres • The workplace skills planning and reporting processes • Where do learning requirements come from? • Consult with stakeholders and finalise the skills development plan • The training provider • In-house training • Data capturing requirements • Capture the final plan in accordance with statutory workplace skills planning requirements • Monitoring the implementation of a workplace learning and development plan • The provider matrix • The learning programme evaluation and monitoring tool • The Training Implementation Report • Recording the strengths and weaknesses of the learning intervention • Formulating recommendations • Reviewing outcomes • Recording learning data • Submitting Workplace Skills Plan Reports • Providing information and advice concerning occupational learning
Day 5 Training: 8h00 for 8h30 till 14h00	Knowledge Assessment FISA (1 hour) Practical FISA (3 hours)

Work Based Learning and Development Practitioner

SP- 220322 Level:5 Credits: 30.

Title	Work Based Learning and Development Practitioner
Sub Title	OFO Code 242401- Training and Development Professional (Training and Development Practitioner)
NQF Level	5
Duration	38 days
Credits	30 credits
Quality Assuring Body	Quality Council for Trades and Occupations (QCTO)
Skills Programme Rationale	This skills programme recognises the need for qualified practitioners that are competent in planning and facilitating work-based learning interventions. Within the scope of human development there is justifiable space for Work Based Learning and Development Practice, because of the nature of the context within the South African environment which favours skills development on the BEE score card. Companies stand to gain incentives and favourable tax gains because of the extent to which a company invests in its workers and works towards the improvement of their skills and competencies. Work Based Learning and Development Practitioners can assist in this process. Employers may participate in a grant disbursement scheme which encourages workplace learning, this is better coordinated by a qualified Work Based Learning and Development Practitioner to maximise on the opportunity and build human capacity for economic advancement. Qualified Practitioners will be able to support workplaces and learners with the implementation of work experience components of learnerships, internships and apprenticeships and support organisational growth and career development in general. Society will benefit because existing employees and incoming new employees will be supported to reach potential, grow and develop for the retention of skills and growth of the economy. Typical learners include post school learners and college graduates on NQF Level 4 or equivalent with an interest in human development.
Related registered qualification/s	101321 Occupational Certificate: Training and Development Practitioner, NQF Level 5, Credits: 190
Purpose	A Work Based Learning and Development Practitioner plans for, conducts and administers work-based learning interventions.
Minimum entry requirement	NQF Level 4 with Communication
Work Opportunities/ further learning	A learner who successfully completes this skills programme has an opportunity for further learning with the following as options: Occupational Qualification: SAQA Qualification ID:101321, Occupational Certificate: Training and Development Practitioner, NQF Level 05, 190 credits.

This image shows a full page of a worksheet designed for handwriting practice. It consists of approximately 20 horizontal dashed lines spaced evenly across the page, providing a guide for letter height and placement. The background is plain white, and there are no other markings or text present.