

# Training Coordinator Programme

## Skills Programme



MACCAUVLEI

Accredited by the ETDP Seta – no. ETDP0126

### UNIT STANDARDS COVERED

| Unit Standard ID<br>NQF Level & Credits                      | Unit Standard Title   |
|--|---|
| US 263976<br>(Previously 114924)<br>NQF Level 5<br>5 Credits | Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework |
| US 123393<br>NQF Level 3<br>3 Credits                        | Carry out course administration   |

### PURPOSE

Learners attending this course will be equipped to function in a diverse training environment. The skills given to learners are appropriate to the sometimes challenging environment in which training coordinators may find themselves today.

### SPECIFIC OUTCOMES

In particular, people credited with this unit standard are able to:

- Describe the key elements of the outcomes-based approach to education and training (OBET)
- Describe the form and function of the National Qualifications Framework (NQF)
- Describe and explain standards within the context of the NQF
- Explain the purpose and use of qualifications
- Carry out pre-course arrangements and administration
- Provide administrative support during courses
- Maintain course records

### WHO SHOULD ATTEND?

This Skills Programme is for Training Coordinators, Administrators and people responsible for gathering, collating and documenting information on learners, training records such as Portfolio Of Evidence (POE) as well as data required by SAQA for the national registration of Qualifications.

### DURATION OF TRAINING

3 Interactive Days

### MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 4 / Grade 12 (Matric) Certificate

### LEARNING ASSUMED TO BE IN PLACE

- Communication an NQF Level 4
- Computer Literacy an NQF Level 4

### CERTIFICATION

Learners who successfully complete the Portfolio of Evidence will be awarded a Skills Programme Certificate of Competence with the Unit Standards listed.

Public Price **R7,656.00 per person** (excluding VAT).

For In-House quotes please contact

[info@maccauvlei.co.za](mailto:info@maccauvlei.co.za)



### Contact Details

For registration forms or more detail please contact us:

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