

# Certificate in Occupationally Directed ETD Practices

SAQA Qualification – FET Certificate: OD ETDP, NQF Level 4

Qualification ID 50332



MACCAUVLEI

Accredited by the ETDP Seta – no. ETDP0126

## QUALIFICATION PURPOSE

Learners of this qualification will be able to:

- Prepare for and facilitate learning
- Provide learner support
- Carry out administration related to learning
- Contribute to Human Resource Management Practices

## QUALIFICATION OUTCOMES

### STUDY SCHOOL 1: Coach the Learner

*(Also offered as a stand-alone Skills Programme)*

This Study School provides a comprehensive introduction to the field of training and development. It lays the foundation by providing the business context for coaching and embedding this in the role of the training function within the business. Learners are introduced to the profile of an instructor and are encouraged to assess themselves. In addition to this, learners are given the skills to identify coaching needs in the business, to calculate the costs of the performance gaps and to prepare coaching plans to professionally address these gaps.

### STUDY SCHOOL 2: Facilitate a Learning Event

This Study School focuses on equipping learners to facilitate learning events or activities within a given range of methods like presentations and group activities like role-plays and case studies. Learners are taught how to use the very specific toolkits provided. The principles of facilitation are introduced and the main beliefs of adult learning are expanded upon. In addition to this, learners are equipped to describe the target audience profiles and the performance deficiencies in terms of specific objectives.

### STUDY SCHOOL 3: Facilitating Assessment

The final Study School focuses on facilitating assessment of learners in the workplace. It includes a comprehensive section on learner support activities to enhance learning transfer and learner success. In addition, it includes a module on the writing of training reports. This includes learning on how to conduct a basic statistical analysis of information, which can be included in reports of various nature. During this Study School, learners will be expected to demonstrate some of their new skills by conducting a training activity within their study groups.

## WHO SHOULD ATTEND?

The qualification will be useful to those within the world of work and who provide training in the workplace, or for those who have been practicing within the field, but without formal recognition. In particular, this qualification will be useful for:

- ETD coordinators
- Entry-level trainers
- Junior Training officers
- Training administrators.

## DURATION OF TRAINING

3 Study Schools of 5 contact days each spread over a period of 12 months

## MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 3 / Grade 11 (Std 9) Certificate
- If a learner starts on SS2, a copy of the endorsement for SS1 unit standards must be submitted along with the registration form. Alternatively RPL documents must be completed

## CERTIFICATION

Learners who successfully complete every Portfolio Of Evidence per Study School will be awarded the full Qualification.

This automatically qualifies them to register for the Higher Certificate in OD ETDP at NQF Level 5.

Public Price **R31,819.00 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:

Telephone: +27 (0) 11 439 3900 • E-mail: [info@maccauvlei.co.za](mailto:info@maccauvlei.co.za) • website: [www.maccauvlei.co.za](http://www.maccauvlei.co.za)

Version 012018

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CORE FUNDAMENTAL ELECTIVE	UNIT STANDARD ID	UNIT STANDARD NAME	NQF LEVEL	CREDITS
<b>Study School 1</b>				
Core	123393	Carry out course administration	3	3
Core	117877	Perform one-on-one training on the job	3	4
Elective	114878	Identify and measure the factors that influence productivity	4	10
Elective	263976 (114924)	Demonstrate understanding of the outcomes-based education and training approach within the context of a NQF	5	5
<b>Study School 2</b>				
Core	123396	Define target audience profiles and skills gaps	4	6
Core	117870	Conduct targeted training and development using given methodologies	4	10
Core	117865	Assist and support learners to manage their learning experiences	4	5
Core	10294	Identify and respond to learners with special needs and barriers to learning	5	10
Elective	110506	Demonstrate and apply knowledge and understanding of the basic components and fundamental skills of effective communication.	4	4
Fundamental	119467	Use language and communication in occupational learning programmes	3	5
Fundamental	119471	Use language and communication in occupational learning programmes	4	5
Fundamental	119457	Interpret and use information from texts	3	5
Fundamental	119469	Read/view, analyse and respond to a variety of texts	4	5
Fundamental	119459	Write/present/sign for a wide range of contexts	4	5
<b>Study School 3</b>				
Core	12544	Facilitate the preparation and presentation of evidence for assessment	4	4
Elective	15227	Conduct skills development administration in an organisation	4	4
Fundamental	9016	Represent, analyse and calculate shape and motion in 2-and-3 – dimensional space in different contexts	4	4
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	3	5
Fundamental	119462	Engage in sustained oral/signed communication and evaluation	4	5
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	4	6
Fundamental	119465	Write/present/sign texts for a range of communicative contexts	3	5
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6

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