

Coach the Learner

Skills Programme

Study School 1 of the Certificate in OD ETDP (Qualification ID 50332)



MACCAUVLEI

Accredited by the ETDP Seta – no. ETDP0126

UNIT STANDARDS COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
US 117877 NQF Level 3 4 Credits	Perform one-on-one training on the job
US 123393 NQF Level 3 3 Credits	Carry out course administration
US 114878 NQF Level 4 10 Credits	Identify and measure the factors that influence productivity
US 263976 (Previously US114924) NQF Level 5 5 Credits	Demonstrate an understanding of the outcomes-based education and training approach within the context of a NQF

SPECIFIC OUTCOMES

- Carry out pre-course arrangements and administration
- Conduct training sessions
- Demonstrate an understanding of the concept “Productivity”
- Describe and explain standards within the context of the NQF
- Describe the form and function of the National Qualifications Framework (NQF)
- Describe the key elements of the outcomes-based approach to education and training (OBET)
- Explain the purpose and use of qualifications
- Identify the qualitative factors that influence productivity and establish their influence
- Maintain course records
- Measure total factor productivity
- Monitor and report on learner progress
- Prepare for one-on-one training on the job
- Provide administrative support during courses
- Review training

WHO SHOULD ATTEND?

This skills programme is relevant to anyone who has a need to coach, from instructors to trainers. It is particularly relevant to individuals wishing to begin a career in training, whether they are in the training department or wish to enter the field of training.

DURATION OF TRAINING

5 Interactive Days

MACCAUVLEI ENTRY REQUIREMENTS

- NQF Level 3 / Grade 11 (Std9) Certificate

LEARNING ASSUMED TO BE IN PLACE

Communication at NQF Level 3

Maths Literacy at NQF Level 3

Computer Literacy at NQF Level 3

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 **R10,606.00 per person** (excluding VAT). For In-House quotes please contact 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 • website: www.maccauvlei.co.za

Version 012018