

Training Coordinator Programme

Skills Programme



MACCAUVLEI

Accredited by the ETDP Seta – no. ETDP0126

UNIT STANDARDS COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
US 263976 (Previously 114924) NQF Level 5 5 Credits	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework
US 123393 NQF Level 3 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.

