

# Coaching and Mentoring

## Skills Programme

Accredited by the ETDP Seta – no. ETDP0126

### UNIT STANDARD COVERED

Unit Standard ID NQF Level & Credits	Unit Standard Title
117877 NQF 3 credits 4	Perform one-on-one training on the job
114215 NQF 4 credits 3	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path

### 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
- Prepare for - and Conduct Mentoring
- Explain the concept of Mentoring
- Describe the characteristics of a good mentor
- Explain the importance of knowledge in mentoring
- Apply the skills and techniques required of a mentor

### WHO SHOULD ATTEND?

The course is suitable for all people who are accountable for the development and performance management of staff as well as those engaging in a specific coaching and mentoring initiatives.

### DURATION OF TRAINING

3 Interactive Days

### MACCAUVLEI ENTRY REQUIREMENTS

- NQF level 4 / Grade 12 (Matric Certificate)

### LEARNING ASSUMED TO BE IN PLACE

- Communication at NQF Level 4
- Computer literacy at NQF Level 4

### CERTIFICATION

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



### Contact Details

For registration forms or more detail please contact us:

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