



Accredited by the ETDP Seta – no. ETDP0126

## QUALIFICATION PURPOSE

This Qualification addresses general competences across various ETD roles, and provides an opportunity for learners to specialise in four key areas in line with possible career opportunities or areas of interest. Learners will thus meet the general requirements of the following key roles:

- Provide learning support to learners and organisations
- Develop standards and qualifications
- Manage and administer education training and development
- Engage in general management activities

## QUALIFICATION OUTCOMES

### STUDY SCHOOL 1: Discovering the ETD Environment

Learners are introduced to the current ETD environment and given tools to perform and manage their position within the organisation. It also covers the following: scoping of the managerial roles expected within ETD today; identification of and adherence to the governance requirements governing ETD; promotion of a learning organisation through the benchmarking of best practices and consultation of skills development information within the organisation, and compilation of a training plan for the organisation, department or section where learners currently function. The development of organisational standards is also covered.

### STUDY SCHOOL 2: Managing ETD Projects

Learners are taken through a practical journey of mastering the crucial skill of managing ETD projects. It covers all the required foundational principles of project management in an ETD environment. It provides formal and structured processes and templates from the initiation and planning of a project through to the closure thereof. Costing and cost management is also covered in this Study School.

### STUDY SCHOOL 3: Fulfilling the key ETD Management Roles

This study school focuses on the ability of the learners to perform the key management functions through the mastering and use of specific models and tools. Learners will cover the roles of managing diverse teams; overcoming conflict, relationship building as well as ensuring and maintaining an ETD records management system to address legal & accreditation requirements.

### STUDY SCHOOL 4: Quality Assuring and Monitoring ETD

Learners are introduced to the fundamental importance of Quality in ETD. It covers the interrelated processes of evaluation, monitoring and reporting of ETD functions in relation to quality standards. This Study School also It equips learners with the ability to measure the productivity levels of the ETD department to ensure constant improvement of its outputs and return on investment.

### WHO SHOULD ATTEND?

In particular, the Diploma will be useful for:

- Needs analysts
- Learning facilitators
- Learning designers
- Assessors
- Learner and learning supporters
- Skills Development Facilitators
- Standards Writers and Qualification Designers
- Education, Training and Development (ETD) Managers

### DURATION OF TRAINING

4 Study Schools of 4 Days each

### MACCAUVLEI ENTRY REQUIREMENTS

- Pre-requisite: Higher Certificate in OD ETDP Practice, NQF 5 (50334) or an equivalent Qualification and
- NQF Level 4 / Grade 12 Certificate

### LEARNING ASSUMED TO BE IN PLACE

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

### CERTIFICATION

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

**Higher Certificate: OD ETD Practices (50334), NQF Level 5, 120 credits**

### Contact Details

For registration forms or more detail please contact us:

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(This is a pre-requisite and carries the first 120 credits required to make up the total Diploma credits) **PLUS (+)**

**Diploma: OD ETD Practices (50333), NQF Level 5, 144 credits**

CORE FUNDAMENTAL ELECTIVE	UNIT STANDARD ID	UNIT STANDARD NAME	NQF LEVEL	CREDITS
<b>Study School 1</b>				
Core	15221 <sup>1</sup>	Provide information and advice regarding skills development and related issues	5	4
Elective	252041	Promote a learning culture in an organisation	5	5
Core	123398	Facilitate the transfer and application of learning in the work place	5	5
Elective	117856	Define standards for assessment, education, training, and development	6	8
Elective	15217	Develop an organisational training and development plan	5	6
Fundamental	115791	Use language and communication strategies for vocational and occupational learning	5	5
<b>Study School 2</b>				
Elective	10146	Supervise a project team of a developmental project to deliver project objectives	5	14
Elective	120388	Supervise a project team of a small project to deliver project objectives	5	14
Elective	12996	Record, analyse and prepare cost information	5	10
<b>Study School 3</b>				
Core	252037	Build teams to achieve goals and objectives	5	6
Core	252043	Manage a diverse work force to add value	5	6
Elective	15224	Empower Team members by recognizing strengths, encouraging participation in decision making and delegating tasks	5	4
Elective	114226	Interpret and manage conflicts within the workplace	5	8
Fundamental	115792	Access, process, adapt and use data from a wide range of texts	5	5
Elective	114925	Manage learner information using an information management system	5	4
Elective	10171	Manage the capture, storage and retrieval of HR information using an information system	5	3
Core	15227	Conduct skills development administration	4	4
<b>Study School 4</b>				
Elective	15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	6	10
Elective	123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use	6	5
Elective	114884	Co-ordinate the improvement of productivity within a functional unit	4	8
Elective	114878	Identify and measure the factors which influence productivity	4	10

<sup>1</sup>1 core unit standard covered in both HCO & DOD

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