

### UNIT STANDARDS COVERED

| Unit Standard ID<br>NQF Level & Credits | Unit Standard Title                                                                                            |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------|
| US 117877<br>NQF Level 3<br>4 Credits   | Perform one-on-one training on the job                                                                         |
| US 123393<br>NQF Level 3<br>3 Credits   | Carry out course administration                                                                                |
| US 114878<br>NQF Level 4<br>10 Credits  | Identify and measure the factors that influence productivity                                                   |
| US 263976<br>NQF Level 5<br>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.



### Contact Details

For registration forms or more detail please contact us:

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