Higher Certificate in Occupationally Directed ETD Practices
SAQA Qualification – National Certificate: OD ETDP, NQF Level 5
Qualification ID 50334

MACCAUVLEI
LEARNING ACADEMY

Accredited by the ETDP Seta – no. ETDP0126

QUALIFICATION PURPOSE
This Qualification will provide practitioners with the general ETD skills required at NQF Level 5 across five key ETD roles, with the opportunity to specialise further in one of the following four roles:
• Design and develop learning interventions
• Facilitate learning
• Design and conduct assessment
• Facilitate skills development

QUALIFICATION OUTCOMES

STUDY SCHOOL 1: Conduct a Manpower Needs Analysis
Learners acquire the competence to conduct a manpower needs analysis to identify performance gaps through statistical analysis, using different instruments to establish the real reasons for the gaps within an identified employee group. The module includes: needs analysis criteria, evaluation criteria, determining poor performance problems and defining the target population. This Study School also includes the skills development legislation context, an introduction to the training cycle, and an overview of assessment and competence.

STUDY SCHOOL 2: Design and Develop Training Material
Learners will be equipped with the competence to develop training materials (i.e. learner guides, learner assessment guides, assessor guides and facilitator guides) with effective training methodologies and training media to address the identified training need. This module includes prioritising the training need, the analysis and design of unit standards, assessments task analysis and course design, and researching content.

STUDY SCHOOL 3: Facilitation and Assessment
Learners will learn to present, assess, and facilitate in the adult learning environment. Learners will also develop the competence to a understand learner needs and effectively function as assessors in the context of the NQF.

STUDY SCHOOL 4: Evaluation of Training
Learners conclude their training year by acquiring the competence to evaluate training. This includes skills to measure and ensure the effectiveness of the training process, evaluation of learning and behaviour, and calculations of Return on Investment of training for Organisations.

WHO SHOULD ATTEND?
This qualification is for those who want to build on a FETC in any field to enter the field of ODETD as a potential career, and have little or no previous exposure to ETD. The qualification will also be valuable for those who may have been practising within the field, but without formal recognition. This qualification will be useful for:

• Learning facilitators
• Assessors
• Learner and learning supporters
• Skills Development Facilitators

DURATION OF TRAINING
4 Study Schools of 5 contact days each plus a Panel Presentation, all spread over a period of 12 months

MACCAUVLEI ENTRY REQUIREMENTS
• NQF Level 4 / Grade 12 certificate and
• Any OD or HRD FET Certificate plus
• One year training experience in the ETD environment

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 portfolios per Study School and a Panel Presentation will be awarded the full Qualification.

This automatically qualifies them to register for the Diploma in OD ETD Practice at NQF Level 5.

Contact Details
For registration forms or more detail please contact us:
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CORE FUNDAMENTAL ELECTIVE	UNIT STANDARD ID	UNIT STANDARD NAME	NQF LEVEL	CREDITS
		Study School 1		
Core	123396	Define target audience profiles and skills gaps	4	6
Core	263976	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5
Core	15221 [i]	Provide information and advice regarding skills development and related issues	5	4
Elective	15218 [ii]	Conduct an analysis to determine outcomes of learning for skills development and other purposes	6	4
		Study School 2		
Elective	123394	Develop outcomes-based learning programmes	5	10
Fundamental	115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	5	5
Fundamental	115790	Write and present for a wide range of purposes, audiences and contexts	5	5
Elective	123401	Design outcomes-based learning programmes	6	15
Elective	115755	Design and develop outcomes-based assessments	6	10
		Study School 3		
Core	117871	Facilitate learning using a variety of given methodologies	5	10
Core	117865	Assist and support learners to manage their learning experiences	4	5
Core	117874	Guide learners about their learning, assessment and recognition opportunities	5	6
Core	115753	Conduct outcomes-based assessments	5	15
Elective	10294 [iii]	Identify and respond to learners with special needs and barriers to learning	5	10
		Study School 4		
Core	123397	Evaluate a learning intervention using given evaluation instruments	5	10

[i] 1 core unit standard covered in both HCO & DOD
[ii] 2 elective unit standard covered in both HCO & DOD
[iii] 3 elective unit standard covered in HCO and core unit standard covered in DOD