

Occupational Certificate: Occupational Trainer

QCTO Curriculum Code: 242402000,

SAQA Qualification ID: 97154, Level 4, 124 credits

QUALIFICATION PURPOSE

The main aims of the Modules linked to this qualification are to:

- Build and maintain the quality of provision of workplace training, given the important role it has to play more broadly within occupational training. In doing so raise the status of those who facilitate learning in an industry or trade context.
- Begin a process for the on-going professional development of occupational education and training practitioners.
- The learner will be able to progress to higher level occupational qualifications such as Assessment Practitioner and Learning & Development Practitioner at Level 5

QUALIFICATION OUTCOMES

On the successful completion of this programme, based on the Exit Level Outcomes of the Occupational Qualification, learners will be able to:

- Establish the profile, special needs and barriers to learning of learners within the specified requirements of the training programme
- Prepare, adapt and align learning materials and resources for a training intervention in the workplace
- Deliver training, evaluate and report on a learning intervention in the workplace
- Gather evidence and make assessment decisions using given assessment tools

TRAINING APPROACH

Occupational Qualifications are divided into three components, theory, practical and a work-based component which will allow the learner to gain the necessary experience in their field and to empower them to be 'work ready'.

Learners will be expected to attend 5 study blocks during which both Knowledge and Practical Skills Modules will be covered and formative and internal summative assessments will be conducted. (See overleaf for an overview of the Study Blocks). After each study block learners will be required to complete the Work Experience Modules in the workplace.

On successful completion of ALL Modules learners will be externally assessed (EISA) by an Accredited Assessment Centre*, which identifies, gathers and interprets the information against the required competencies in a QQSF-registered qualification or part-qualification.

WHO SHOULD ATTEND?

This NQF Level 4 qualification is aimed at potential or existing technical or occupational trainers who are responsible for delivering occupational learning programmes to trainees in the workplace.

DURATION OF TRAINING

5 Study Blocks spread over a period of 12 months
(Refer overleaf for more detail)

MACCAUVLEI ENTRY REQUIREMENTS

NQF Level 4 with proven competence of Mathematical and Communication Literacy **

OR

Grade 12 (Matric) Certificate

**If a Learner does not have Grade 12, learners must either complete the FLC Part Qualification (a compulsory component of a QCTO Qualification at Level 4) or write the FLC external summative assessment in order to enrol on this programme.

CERTIFICATION

Learners who successfully complete all formative and internal summative assessments and complete the Work Experience Modules in full will qualify for the EISA (External Integrated Summative Assessment).

The EISA is a single, national assessment leading to the awarding of an Occupational Certificate and is a critical component of the QCTO's quality assurance system.

On successful completion of the EISA, the full Qualification will be awarded

ARTICULATION & PROGRESSION

The learner will be able to progress to NQF Level 5 qualifications and skills programmes such as:

- Occupational Certificate; L&D Practitioner (SAQA ID: 101321, Level 5, 190 credits)
- Higher Occupational Certificate; HRM Administrator (SAQA ID: 121150, Level 5, 120 credits)
- SP220319: L&D Facilitator (Level 5, 36 credits)
- SP220320: Assessment Practitioner (Level 5, 20 credits)
- SP220321 :SDF Practitioner (Level 5, 40 credits)
- SP220322: Work Based Learning L&D Practitioner (Level 5, 30 credits)

**A centre accredited by the QCTO for the purpose of conducting EISA for registered occupational qualifications or trades

Contact Details

For registration forms or more detail please contact us:

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MACCAUVLEI
LEARNING ACADEMY

CURRICULUM STRUCTURE

KNOWLEDGE MODULES					
Number	Title			NQF Level	Credits
242402000-KM-01	Introduction to occupational training			4	4
242402000-KM-02	Learning theories, concepts and principles			4	12
242402000-KM-03	Training needs concepts			4	4
242402000-KM-04	Training methods, techniques and resources			4	10
242402000-KM-05	Training delivery			4	10
242402000-KM-06	Evaluation of competence			4	8
Total Knowledge Credits					48
PRACTICAL SKILLS MODULES					
Number	Title			NQF Level	Credits
242402000-PM-01	Align learning intervention to the needs of participating learners			4	8
242402000-PM-02	Evaluate available learning resources and aids, and adapt for specified training scenarios			4	8
242402000-PM-03	Plan, conduct, evaluate and report on learning interventions			4	12
242402000-PM-04	Use given assessment instruments to conduct and record competence evaluations			4	8
Total Practical Skills Credits					36
WORK EXPERIENCE MODULES					
Number	Title			NQF Level	Credits
242402000-WM-01	Learner training needs establishment processes			4	8
242402000-WM-02	Pre-programme delivery planning and scheduling processes			4	8
242402000-WM-03	Workplace learning intervention delivery, evaluation and reporting processes			4	12
242402000-WM-04	Learner competence evaluation and workplace evaluation administration processes			4	12
Total Work Experience Credits					40
Total Qualification Credits					124
Knowledge Percentage	39%	Practical Skills Percentage	29%	Workplace Percentage	32%

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STUDY BLOCKS

The Modules that make up the Occupational Certificate: Occupational Trainer (242402000) will be presented as follows:

Study Block		Duration	Delivery Mode	Module	Module Title	Credits
1	Introduction to Occupational Training	2 days	Live Online Session: Online Face to Face Training via Zoom/MS Teams	KM-01	Introduction to occupational training	4
				KM-02	Learning theories, concepts and principles	12
2	Identifying Learner Needs	4 days	Contact Session: Face to Face and/or online via Zoom/MS Teams	KM-03	Training needs concepts	4
				PM-01	Align learning intervention to the needs of participating learners	8
		+/- 10 days	Workplace Application under the supervision of an SME	WM-01	Learner training needs establishment processes	8
3	Planning & Scheduling Training	4 days	Contact Session: Face to Face and/or online via Zoom/MS Teams	KM-04	Training methods, techniques and resources	10
				PM-02	Evaluate available learning resources and aids, and adapt for specified training scenarios	8
		+/- 10 days	Workplace Application under the supervision of an SME	WM-02	Pre-programme delivery planning and scheduling processes	8
4	Training Delivery	4 days	Contact Session: Face to Face and/or online via Zoom/MS Teams	KM-05	Training delivery	10
				PM-03	Plan, conduct, evaluate and report on learning interventions	12
		+/- 15 days	Workplace Application under the supervision of an SME	WM-03	Workplace learning intervention delivery, evaluation and reporting processes	12
5	Evaluating Competence	4 days	Contact Session: Face to Face and/or online via Zoom/MS Teams	KM-06	Evaluation of competence	8
				PM-04	Use given assessment instruments to conduct and record competence evaluations	8
		+/- 15 days	Workplace Application under the supervision of an SME	WM-04	Learner competence evaluation and workplace evaluation administration processes	12
On successful completion of all Modules a SoR (Statement of Results) will be issued by Maccauvlei which entitles you to enrol for the EISA						
Complete EISA (Accredited Assessment Centre)						
Qualification to be awarded by AQP (Assessment Quality Partner)						

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