

Occupational Certificate: Training & Development Practitioner

QCTO Curriculum Code: 242401001

SAQA Qualification ID: 101321, Level 5, 190 credits



Accredited by the QCTO – No. 07-QCTO/SDP070724100835

QUALIFICATION PURPOSE

The purpose of this qualification is to prepare a learner to operate as a Learning and Development Practitioner.

Many of the national and organisational skills development priorities are met through the efforts of L&D Practitioners, and this qualification addresses the key competencies of such.

This qualification:

- Increases the employment prospects of Occupational Learning practitioners, while helping to ensure quality and competence within the Occupational Learning field.
- Supports the continued development of key established employment opportunities associated with occupationally directed education and training, including, skills development facilitation, assessment practitioners and Skills Development Facilitator (SDF) as part qualifications.
- Places emphasis on the educational strategy that provides learners with real-life work experiences where they can apply knowledge and technical skills, and develop their employability through work based learning

QUALIFICATION OUTCOMES

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

- Co-ordinate learning within an occupational context.
- Establish and refine learning and development needs within occupational contexts.
- Conceptualise, plan and implement occupationally relevant learning and development interventions.
- Facilitate learning in a variety of occupational contexts.
- Evaluate the impact of learning and development interventions within an occupational context.

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 6 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.

WHO SHOULD ATTEND?

This NQF Level 5 qualification is aimed at potential or existing L&D Practitioners who are responsible for delivering learning and development services within the occupational qualifications framework.

DURATION OF TRAINING

6 Study Blocks spread over a period of 18 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
RPL for Assessor/ Facilitator/ SDF - Application forms available

CERTIFICATION

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

The EISA is a single, national assessment leading to the awarding of an Occupational Certificate and is an integral and critical component of the QCTO's quality assurance system. It ensures that the assessment of occupational qualifications, part-qualifications and trades is standardised, consistent and credible.

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

ARTICULATION & PROGRESSION

The learner will be able to progress to other NQF Level 5 and 6 occupational qualifications such as:

Horizontal:

Higher Occupational Certificate; HRM Administrator (SAQA ID: 121150, Level 5, 120 credits)

Vertical:

Advanced Occupational Certificate; L&D Professional (SAQA ID: 121276, Level 6, 280 credits)

Advanced Occupational Certificate; HRM Officer (SAQA ID: 121151, Level 6, 134 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:

Telephone: +27 (0) 11 439 3900 • E-mail: info@maccauvlei.co.za • website: www.maccauvlei.co.za

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CURRICULUM STRUCTURE

KNOWLEDGE MODULES					
Number	Title			NQF Level	Credits
242401001-KM-01	The statutory learning and development environment			5	8
242401001-KM-02	Learning and development management function			5	8
242401001-KM-03	Organisational learning and development needs analysis			5	8
242401001-KM-04	Facilitation of learning in an occupational contexts			5	8
242401001-KM-05	Assessment principles and practices			5	4
242401001-KM-06	Workplace learning and development planning, evaluation and reporting			5	8
242401001-KM-07	Work based learning			5	6
Total Knowledge Credits					50
PRACTICAL SKILLS MODULES					
Number	Title			NQF Level	Credits
242401001-PM-01	Manage and coordinate logistics, facilities and financial resources			5	8
242401001-PM-02	Plan, conduct and report on a learning and development needs analysis			5	16
242401001-PM-03	Plan the delivery of an occupational learning intervention			5	16
242401001-PM-04	Facilitate different methodologies, training styles and techniques within an occupational learning context			5	12
242401001-PM-05	Facilitate experiential work based learning			5	8
242401001-PM-06	Plan and conduct the assessment of learner competencies			5	8
242401001-PM-07	Evaluate the impact of learning within an occupational context			5	8
Total Practical Skills Credits					76
WORK EXPERIENCE MODULES					
Number	Title			NQF Level	Credits
242401001-WM-01	Conduct learning and development management practices			5	12
242401001-WM-02	Conduct skills development facilitation (SDF) processes as required for mandatory grant payments			5	8
242401001-WM-03	Conduct learning and development planning and implementation processes			5	12
242401001-WM-04	Facilitate an occupational learning session			5	8
242401001-WM-05	Facilitate a work based learning and development process			5	8
242401001-WM-06	Conduct assessments of learner competence			5	8
242401001-WM-07	Conduct an evaluation of the impact of learning within an occupational context			5	8
Total Work Experience Credits					64
Total Qualification Credits					190
Knowledge Percentage	26%	Practical Skills Percentage	40%	Workplace Percentage	34%

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STUDY BLOCKS

The Modules that make up the Occupational Certificate: L&D Practitioner (242401001) will be presented as follows:

Study Block	Duration	Delivery Mode	Module	Module Title	Credits
1	5 days	Contact Session: Face to Face and/or online	KM-01	The statutory learning & development environment	8
			KM-03	Organisational learning & development needs analysis	8
			PM-02	Plan, conduct & report on a learning & development needs analysis	16
	On the job: +/- 25 days	Workplace Application under the supervision of an SME	WM-02	Conduct skills development facilitation (SDF) processes as required for mandatory grant payments	8
2	5 days	Contact Session: Face to Face and/or online	KM-02	Learning & development management functions	8
			PM-01	Manage & coordinate logistics, facilities & financial resources	8
	On the job: +/- 20 days	Workplace Application under the supervision of an SME	WM-01	Conduct learning & development management practices	12
3	5 days	Contact Session: Face to Face and/or online	KM-04	Facilitation of learning in an occupational contexts	8
			PM-03	Plan the delivery of an occupational learning intervention	16
			PM-04	Facilitate different methodologies, training styles & techniques within an occupational learning context	12
	On the job: +/- 40 days	Workplace Application under the supervision of an SME	WM-03	Conduct learning & development planning & implementation processes	12
			WM-04	Facilitate an occupational learning session	8
4	5 days	Contact Session: Face to Face and/or online	KM-05	Assessment principles & practices	4
			PM-06	Plan & conduct the assessment of learner competence	8
	On the job: +/- 10 days	Workplace Application under the supervision of an SME	WM-06	Conduct assessment of learner competence	8
5	5 days	Contact Session: Face to Face and/or online	KM-07	Work based learning	6
			PM-05	Facilitate experiential work based learning	8
	On the job: +/- 10 days	Workplace Application under the supervision of an SME	WM-05	Facilitate a work based learning & development process	8
6	5 days	Contact Session: Face to Face and/or online	KM-06	Workplace learning & development planning, evaluation & reporting	8
			PM-07	Evaluate the impact of learning within an occupational context	8
	On the job: +/- 25 days	Workplace Application under the supervision of an SME	WM-07	Conduct an evaluation of the impact of learning within an occupational context	8
On successful completion of all Modules a Statement of Results will be issued by Maccauvlei that 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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