

L&D Facilitator Skills Programme

SP-220319

Level 5, 36 credits

Accredited by the QCTO: 07-QCTO/SDP151024085941



SKILLS PROGRAMME PURPOSE

Learning & Development Facilitators are needed in organisations to support skills development on a national, regional and local level.

The purpose of this Skills Programme is to develop competencies for employees located in the human resource management or development space, within an organisation, to ensure that effective skills development is driven within the organisation.

SKILLS PROGRAMME OUTCOMES

On the successful completion of this programme learners will be able to facilitate learning in an occupational context, utilising adult learning principles and techniques, to ensure that:

- Planning of resources and logistics is conducive for efficient and effective learning
- Preparations for the facilitation of learning is aligned to adult learning principles and techniques
- Barriers to learning are dealt with, in the delivery of the learning intervention
- Past experience and prior learning is recognised during the delivery of the learning intervention
- Guidance and support of learners enables them to define outcomes, clarify issues, manage expectations and identify learning paths and opportunities
- The facilitation plan and process are adapted to meet contextual and learning dynamics
- Active learning is facilitated according to contexts and learning styles, by drawing on appropriate learning methodologies
- Facilitation is conducted in an organised manner that ensures the physical and psycho-social safety of the learners
- Learner progress and effectiveness of the intervention is measured continuously and feedback is provided
- The dynamics of the learner group is managed in accordance with contextual requirements
- Stakeholder feedback is reflected upon and is used to inform areas of continuous personal development and improvement
- Ethical and professional practice is displayed when organisational procedures are followed

WHO SHOULD ATTEND?

Any person who wishes to improve their facilitation skills and plan, select and adapt learning resources that are required for the delivery of learning interventions in an occupational context.

DURATION OF TRAINING

Contact Session: 5 x Interactive Days
(Refer overleaf for more detail)

MACCAUVLEI ENTRY REQUIREMENTS

NQF Level 4 with Communications (or equivalent)

TRAINING APPROACH

Learners will be expected to attend a contact session) during which both Knowledge and Practical Skills Components will be covered and formative and internal summative assessments will be conducted.

Contact sessions, whether face-to-face or via an online medium, such as Zoom/MS Teams, will be interactive and based on Maccauvlei's HEAD- HEART- HANDS APPROACH.

CERTIFICATION

On the successful completion of ALL Components and associated assessments that make up this Skills Programme, learners will be required to write a Final Integrated Summative Assessment (FISA) in order to achieve competence.

The FISA will be a practical written assessment integrating the relevant Exit Level Outcomes of the Skills Programme.

On successful completion of the FISA, a Certificate will be awarded (See overleaf for a more detailed breakdown)

ARTICULATION & PROGRESSION

The Learner who successfully completes this skills programme has an opportunity for further learning, with the following as options:

Occupational Qualification:

SAQA QUAL ID 101321, Occupational Certificate: Training and Development Practitioner, NQF Level 5, Credits 190*.

Skills Programmes:

- Assessment Practitioner, NQF Level 5, Credits 20
- Skills Development Facilitator, NQF Level 5, Credits 40
- Work Based Learning and Development Practitioner, NQF Level 5, Credits 30

*The learner can apply for RPL when registering for the Level 5 Occupational Qualification: L&D Practitioner.

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 & WORKFLOW: SP 220319 – L&D FACILITATOR



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