

Advanced Occupational Certificate: L&D Professional

QCTO Curriculum Code: 242401-003-00-00

SAQA Qualification ID: 121276, Level 6, 280 credits

Accredited by the QCTO: 07-QCTO/SDP221025134848



QUALIFICATION PURPOSE

The purpose of this qualification is to prepare a learner to function as a Learning and Development Professional.

The evolving education and training landscape in South Africa has prompted the reassessment and development of nationally recognised qualifications to address critical skills shortages. Given the growing demographic shifts and economic disparities, key stakeholders must implement targeted skills development initiatives to bridge existing gaps in the labour market and improve livelihoods. This qualification will equip Learning and Development Professionals with the ability to design competency-based learning roadmaps that enhance workforce efficiency, drive business success, and contribute to economic and social development.

QUALIFICATION OUTCOMES

On the successful completion of this Occupational Qualification, learners will be able to:

- Establish and promote stakeholder networking and collaboration in vocational or occupational L&D institution.
- Manage the implementation of workplace-based learning programmes/bursaries.
- Design and develop learning materials for L&D interventions.
- Design and develop quality management system for L&D provisioning quality assurance.
- Design and develop Assessment, Moderation and Recognition of Prior Learning Tools.
- Develop a project(s) and manage project-related processes in an occupational or vocational L&D intervention context.
- Evaluate and implement multi-modal leaning interventions.
- Lead and manage L&D interventions in occupational or vocational setting

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 internal assessments will be conducted. After each study block learners will be required to complete the Work Experience Modules in the workplace.

WHO SHOULD ATTEND?

This NQF Level 6 qualification is aimed at potential or existing L&D Practitioners who wish to acquire the requisite knowledge, skills and competencies to execute learning and development strategies, develop learning materials, tools, and policies for quality assurance, lead and manage projects for learning and development interventions and practice as a Learning and Development Professional in their field.

DURATION OF TRAINING

5 Study Blocks spread over a period of 12-18 months
(Refer overleaf for more detail)

MACCAUVLEI ENTRY REQUIREMENTS

Occupational Certificate: Training and Development Practitioner, NQF Level 5

OR

Human Resources Development or Human Resources Management qualification at NQF Level 5 with minimum 3 years assessed work experience in the Learning and Development field.

CERTIFICATION

On successful completion of ALL Modules learners will be externally assessed through an External Integrated Summative Assessment (EISA), conducted by a QCTO 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: Advanced Certificate in Further Education and Training Teaching, NQF Level 6.

Vertical: Occupational Certificate: Learning and Development Advisor, NQF Level 7.

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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STUDY BLOCKS

The Modules that make up the Advanced Occupational Certificate: L&D Professional will be presented as follows:

Study Block	Duration	Delivery Mode	Module	Module Title	Credits
Study Block 1 L&D Quality Assurance	5 days	Contact Session: Face to Face and/or online	KM-01	Theory of learning culture	5
			KM-03	Quality assurance of learning and development	10
			PM-04	Design and develop policies and procedures for learning and development quality assurance	20
	On the job: +/- 20 days	Workplace Application supervised by an SME	WM-04	Processes of quality management system design and development for learning and development	15
Study Block 2 Stakeholder Management	5 days	Contact Session: Face to Face and/or online	KM-05	Stakeholder management and engagement in vocational or occupational learning environment	5
			PM-01	Conduct stakeholder analysis, mapping and profiling to promote their engagement, collaboration and a learning culture	10
			KM-06	Project Management	10
			PM-05	Initiate and implement a project in an occupational or vocational learning and development intervention context	25
	On the job: +/- 6 days	Workplace Application supervised by an SME	WM-01	Research and stakeholder networking and collaboration processes	5
Study Block 3 Learning Material Design & Development (LMDD)	5 days	Contact Session: Face to Face and/or online	KM-02	Management of learning programme design and development	5
			PM-03	Conduct research and implement learning programme design and development best practice,	20
	On the job: +/- 25 days	Workplace Application supervised by an SME	WM-03	Learning materials design and development processes	20
Study Block 4 Moderation & RPL Practices	5 days	Contact Session: Face to Face and/or online	KM-07	Moderation principles and practices	10
			PM-06	Conduct moderation of assessments	10
			KM-08	Recognition and Prior Learning (RPL),	10
			PM-07	Conduct RPL	20
	On the job: +/- 50 days	Workplace Application supervised by an SME	WM-05	Internal and external moderation and/or verification processes	20
			WM-06	Recognition of Prior Learning (RPL) processes	20
Study Block 5 L&D Management Processes	5 days	Contact Session: Face to Face and/or online	KM-04	Leadership and Management of learning and development	15
			PM-08	Lead and manage learning and development in occupational or vocational setting	15
			PM-02	Implement strategy for the management of a Workplace-Based Learning programmes/bursary	15
	On the job: +/- 25 days	Workplace Application supervised by an SME	WM-02	Workplace-Based Learning (WBL) programmes implementation processes	20
On successful completion of all Modules a SoR (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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