



<b>FIELD OF STUDY</b>	<b>Occupational Education</b>
<b>PROGRAMME TITLE</b>	<b>Occupational Certificate: Learning &amp; Development Practitioner</b>
<b>SAQA ID</b>	<b>101321</b>
<b>NQF LEVEL</b>	<b>5</b>
<b>CREDITS</b>	<b>190</b>
<b>DURATION</b>	<b>12 months minimum</b>
<b>METHODOLOGY</b>	<b>Blended learning (online study with virtual classroom facilitation and support)</b>
<b>WORKPLACE IN-SERVICE</b>	<b>Minimum 80 days over 12 months</b>

### DESCRIPTION

A Learning and Development Practitioner plans, writes learning objectives, selects, and adapts learning resources required for the delivery of learning interventions, and facilitates learning in an occupational context.

#### *Once qualified, the L&D practitioner will be able to:*

- Co-ordinate learning within an occupational context.
- Establish and refine learning and development needs within an occupational context.
- Conceptualise, plan, and implement an 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.

### LEARNING ASSUMED TO BE IN PLACE (ENTRY REQUIREMENTS)

National Senior Certificate (Matric) or any NQF level 4 with Communication.

### CAREER FIELDS / FURTHER STUDIES

Successful learners can pursue careers as Learning & Development Practitioners / Training officers / Training coordinators / SDF's / Trainers / Assessors / Work-based trainers and L&D coordinators in any organisation or they may practice as freelance L&D practitioners, offering consulting services in any of the areas of specialisation. It is the ideal qualification for those individuals who aim to start their own occupational learning facility (training company).

### PROGRAMME OUTLINE

This qualification consists of compulsory knowledge modules, practical modules and workplace modules which have been clustered into **6 learning units**. The learning units can also be completed as part qualifications, but it is recommended to complete the full qualification. See the attached roll-out plan for clustering of modules.

### **The compulsory Knowledge Modules are:**

#### **(50 credits)**

- 242401001-KM-01, The statutory learning and development environment, NQF Level 5, Credits 8
- 242401001-KM-02, Learning and development management functions, NQF Level 5, Credits 8
- 242401001-KM-03, Organisational learning and development needs analysis, NQF Level 5, Credits 8
- 242401001-KM-04, Facilitation of learning in an occupational context, NQF Level 5, Credits 8
- 242401001-KM-05, Assessment principles and practices, NQF Level 5, Credits 4
- 242401001-KM-06, Workplace learning and development planning, evaluation, and reporting, NQF Level 5, Credits 8
- 242401001-KM-07, Work based learning, NQF Level 5, Credits 6

### **The compulsory Practical Modules are:**

#### **(76 credits)**

- 242401001-PM-01, Manage and coordinate logistics, facilities, and financial resources, NQF Level 5, Credits 8
- 242401001-PM-02, Plan, conduct and report on a learning and development needs analysis, NQF Level 5, Credits 16
- 242401001-PM-03, Plan the delivery of an occupational learning intervention, NQF Level 5, Credits 16
- 242401001-PM-04, Facilitate different methodologies, training styles and techniques within an occupational learning context, NQF Level 5, Credits 12
- 242401001-PM-05, Facilitate experiential work-based learning, NQF Level 5, Credits 8
- 242401001-PM-06, Plan and conduct the assessment of learner competencies, NQF Level 5, Credits 8
- 242401001-PM-07, Evaluate the impact of learning within an occupational context, NQF Level 5, Credits 8

### **The compulsory Workplace Experience Modules are:**

#### **(64 credits)**

- 242401001-WM-01, Conduct learning and development management practices, NQF Level 5, Credits 12
- 242401001-WM-02, Conduct skills development facilitation (SDF) processes as required for mandatory grant payments, NQF Level 5, Credits 8
- 242401001-WM-03, Conduct learning and development planning and implementation processes, NQF Level 5, Credits 12
- 242401001-WM-04, Facilitate an occupational learning session, NQF Level 5, Credits 8
- 242401001-WM-05, Facilitate a work-based learning and development process, NQF Level 5, Credits 8
- 242401001-WM-06, Conduct assessments of learner competence, NQF Level 5, Credits 8
- 242401001-WM-07, Conduct an evaluation of the impact of learning within an occupational context, NQF Level 5, Credits 8

### **Programme Format**

Once you have registered and paid the required registration fee, you will receive your login details via SMS for OnRamp – our online platform. This platform can be accessed from any smartphone, laptop, desktop, or tablet with internet access. You will be able to work offline once you have logged in.

You must make arrangements with a suitable organisation (approved by NewSkills Education), where you can complete your workplace experience modules if it is not with your employer, or in the case of you being unemployed.

You can work through the content on the online platform, together with the guides that are courier to you. There will be compulsory online facilitation sessions that you need to join in order to meet the programme requirements.

## ASSESSMENT AND CERTIFICATION

Learners prepare a portfolio of evidence of all their modules as they work through them. On successful completion of the programme, learners will complete a verbal summative assessment (interview) to gain access into the final summative assessment which is conducted at an external registered assessment centre.

On successful completion of the qualification, learners will receive a certificate from the **QCTO**.

### QUALIFICATION ROLL-OUT PLAN:

<b>Orientation</b>			
Orientation - On registration receive login details with learning material Sign up with an organisation where you can complete the workplace modules			
<b>Module 1: Skills Development Practitioner (SDF) – 40 credits</b>			
<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Content sharing</b>
KM-01	The statutory learning and development environment	8	OnRamp: 25 days  Workplace: 20 days
KM-06	Workplace learning and development planning, evaluation, and reporting	8	
PM-02	Plan, conduct and report on a learning and development needs analysis	16	
WM-02	Conduct skills development facilitation (SDF) processes as required for mandatory grant payments	8	
<b>Internal Summative Assessment</b>		<b>40</b>	

<b>Module 2: Facilitation Practitioner - 36 credits</b>			
<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Content sharing</b>
KM-01	The statutory learning and development environment	8	OnRamp: 15 days  Workplace: 20 days
KM-04	Facilitation of learning in an occupational context	8	
PM-04	Facilitate different methodologies, training styles and techniques within an occupational learning context	12	
WM-04	Facilitate an occupational learning session	8	
<b>Internal Summative Assessment</b>		<b>36</b>	

<b>Module 3: Work-based Learning Practitioner &amp; On-the-job-Trainer - 30 credits</b>			
<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Content sharing</b>
KM-04	Facilitation of learning in an occupational context	8	OnRamp: 15 days  Workplace: 20 days
KM-07	Work based learning	6	
PM-05	Facilitate experiential work-based learning	8	
WM-05	Facilitate a work-based learning and development process	8	
<b>Internal Summative Assessment</b>		<b>30</b>	

<b>Module 4: Occupational Facilitator - 36 credits</b>			
<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Content sharing</b>
PM-03	Plan the delivery of an occupational learning intervention	16	OnRamp: 15 days Workplace: 20 days
PM-07	Evaluate the impact of learning within an occupational context	8	
WM-03	Conduct learning and development planning and implementation processes	12	
<b>Internal Summative Assessment</b>		<b>36</b>	

<b>Module 5: Assessment Practitioner (Assessor) (20 credits)</b>			
<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Content sharing</b>
KM-05	Assessment principles and practices	4	OnRamp: 8 days Workplace: 10 days
PM-06	Plan and conduct the assessment of learner competencies	8	
WM-06	Conduct assessments of learner competence	8	
<b>Internal Summative Assessment</b>		<b>20</b>	

<b>Module 6: Learning &amp; Development Management (44 credits)</b>			
<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>	<b>Content sharing</b>
KM-02	Learning and development management functions	8	OnRamp: 8 days Workplace: 10 days
KM-03	Organisational learning and development needs analysis	8	
PM-01	Manage and coordinate logistics, facilities, and financial resources	8	
WM-01	Conduct learning and development management practices	12	
WM-07	Conduct an evaluation of the impact of learning within an occupational context	8	
<b>Internal Summative Assessment</b>		<b>44</b>	

#### **Internal Summative Assessment**

The internal summative assessment will be conducted as an entrance requirement for the external assessment.

- 1) The assessment will take on the form of a verbal interview to confirm practical, foundational, and reflexive competence of individual candidates.

#### **External Integrated Summative Assessment**

The external integrated summative assessment will be conducted at a registered assessment centre through two processes.

- 2) A verification of portfolios of evidence on the assignments completed during the experiential learning phase will be completed.
- 3) An assessment interview will be conducted to confirm practical, foundational, and reflexive competence of individual candidates.

## ACCREDITATION

NewSkills Education is fully accredited for this qualification by the QCTO.

Accreditation number is QCTOSDP00181210-1485.

## COURSE FEES – FULL QUALIFICATION:

Course fees include ALL study material, assessment, moderation, online resources, industry updates and full support from your facilitator & the NewSkills Education staff throughout the programme.

Please contact us for more information on the fees and payment plans.

## DISCLAIMER

*The information contained in this Info sheet is accurate and deemed correct at the time of printing. However, changes may occur above and beyond the control of NewSkills Education. In the event of any changes NewSkills Education will maintain the content and notify learners of any changes if and when they occur.*

