



**NDZALAMA**  
COMPETENCY LEARNING

*Empower the Coach and Mentor to Touch the Hearts of our Nation*

# TRAIN TO BECOME A SAQA ACCREDITED COACH AND MENTOR

Learn and apply coaching and mentoring techniques in a work environment. "A method of staff development whereby a more experienced and usually older staff member (mentor) takes a responsibility for and becomes actively involved in the professional and personal development and empowerment of a less experienced and usually younger staff member (mentee)".



**Do you want to learn how to coach and mentor on a ETDPSETA accredited programme?**

## ATTEND THIS CUTTING EDGE WORKSHOP

**VENUE & DATE:** Refer to Training Schedule

**TIME:** 8:30 – 15:30 daily

**COST:** Refer to Pricelist



ACCREDITED TRAINING  
ALIGNED TO SAQA UNIT  
STANDARDS

### FOR MORE INFORMATION

#### CONTACT:

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Innocent Mabunda / Sanette Wevell

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# COACHING & MENTORING TRAINING WORKSHOP

**US 117874** - Guide learners about their learning, assessment and recognition opportunities, **NQF LEVEL 5; CREDITS 6** and

**US 117865** - Assist and support learners to manage their learning experience, **NQF LEVEL 4; CREDITS 5**

**US15221** - Provide information and advice regarding skills development and related issues. **NQF 5; CREDITS 4**

**Who should attend?** Those wishing to attend a SETA accredited training programme on coaching and mentoring; gain the qualification for Coaching and Mentoring; work or function as Coaches and Mentors ■ Facilitators ■ Trainers ■ Assessors Human Resource Managers ■ Managers ■ Supervisors ■ People who have been tasked with inducting, coaching or mentoring new entrants into the workplace.

## PURPOSE

The Coaching and Mentoring Training Programme comprises of two unit standards as listed above. The Coaching and Mentoring Training Programme is ideal for those who wish to coach and mentor within the workplace or any setting where one-on-one coaching and mentoring is required. The Coaching and Mentoring Training Programme equips learners with the necessary knowledge and skill to coach and mentor successfully in settings where one-on-one or group coaching and mentoring is required. This includes companies offering learnerships and apprenticeships.

## LEARNING ASSUMED TO BE IN PLACE

Exposure to education, training and development environments and practices.

## FACILITATION METHODOLOGY

Learners are required to participate fully in group and individual learning activities throughout the workshop. Learners are also encouraged to identify and express their specific learning needs and to contribute freely from their own experience. During the two day contact session, the facilitator also focus on change management and motivational aspects, as we've identified these issues as key areas of SAQA and implementing the NQF.

## ASSESSMENT METHODOLOGY

During the workshop, participants will be briefed on how to prepare and present a Portfolio of Evidence for assessment against Unit Standard US 117874, NQF LEVEL 5; CREDITS 6 - US 117865, NQF LEVEL 4; CREDITS 5 and US15221 NQF 5; CREDITS 4

**As soon as a candidate Coach/Mentor is found to be competent, and once NCL has received endorsement – including your official registration number from the ETDPSETA, we will issue the necessary certificate on NQF level 4/5. (15 credits).**

## WORKSHOP LEARNING OBJECTIVES

In preparing for assessment against this Unit Standard, participants will learn how to:

1. Understanding the concept of mentoring.
2. Describing the characteristics of a good mentor.
3. Explaining the importance of knowledge in mentoring.
4. Applying the skills and techniques required of a mentor.
5. Source and maintain information to assist and support learners.
6. Provide assistance and support to learners.
7. Maintain records of assistance and support provided.
8. Review support services.

## OUTLINE OF THE COURSE MAP

### DAY ONE

#### Module 1

Provide information and advice regarding skills development and related issues:

- Provide information and advice on legislation related to skills development.
- Provide information and advice concerning learning and assessment.
- Provide advice to an organisation concerning the promotion of skills development.

### DAY TWO

#### Module 2

Assist and support learners to manage their learning experiences:

- Source and maintain information to assist and support learners.
- Provide assistance and support to learners.
- Maintain records of assistance and support provided.
- Review support services.

### DAY THREE

#### Module 3

Provide information and advice regarding skills development and related issues:

- Identify and analyse learner's needs.
- Prepare and review an individual development plan.
- Provide guidance to learners.
- Maintain records of learner needs and guidance provided.
- Evaluate services provided.

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### NOTE

The course requires that learners develop portfolios of evidence in their own time and submit it to Ndzalama Competency Learning for assessment within 90 days of completion after the initial workshop.

## Why choose us?

**Experience & reliability** - 15 years of successful training

**Quality service** - as per SAQA requirements

**Flexibility** - Training is flexible. From small group training at head office, to in-house training at your workplace for groups (4 or more depending on the location) and corporate groups of up to 25.



**Sanette Wevell**

*Director of Quality Assurance*

*Cell: 083 454 5405*

*Email: headoffice@ncl.co.za*

Sanette is a qualified EDT Practitioner that has 15 years experience in facilitation and assessment as well as managing and co-ordinating various training projects. She was contracted by the ETDP SETA as an Accreditation Facilitator and Learning Programme Evaluator. These services included assisting emerging providers to obtain accreditation status as training providers. Through her assistance, numerous organisations obtained full accreditation status and registered on the ETDP SETA list of accredited training providers. She was a founding member of Ndzalama Competency Learning and has been facilitating ETDP accredited courses on NQF level 4-6 since 2002. She has 15 years experience as a Skills Development Facilitator (SDF) and also facilitates the SDF course. Her passion is to help with the ongoing development of ETDP-Practitioners - enabling them to fulfil their potential and to progress in their careers - through innovative training and development interventions.



**Ferdi Wevell**

*Director of Finance & Marketing*

*Cell: 072 792 2987*

*Email: ferdie@ncl.co.za*

Ferdi is a qualified accountant with experience covering a diverse field of expertise from agriculture, education, training to financial management. Being a financial manager, he knows the “ins and outs” of running a business. His approach to training and development was mainly matured in his season at The King Court in Modjadjiskloof. Exposure to this unique education environment, as educator and vice principal, convinced him that a caring and gentle but bold approach to training is the way forward. He believes that most equipping should take place within a strong family culture. Unfortunately, many individuals did not have this privilege at home growing up. Ndzalama Training would therefore like to address this need by expanding their unique business culture into all geographical areas and training fields. Ndzalama Training will therefore be an educational ‘home’ for all.

**NCL LEARNER ENROLMENT FORM**

Please complete this document and e-mail or fax together with your proof of payment to the administrator at 086 496 8506 **3 working days** before the commencement date of the course.

Please enrol me for the **COACHING & MENTORING WORKSHOP**. I accept that this workshop will not automatically lead to certification, but that I will have to be assessed on a Portfolio of Evidence, (cost included in workshop) to be completed within 90 days of completing the workshop.

*(Please fill in print)*

Location / Town of training:	
Training date:	_____ (day) _____ (month) 201_
Title:	
Surname:	
Full Names:	
ID number:	
Company Name (if applicable):	
Cellular number:	
E-Mail Address:	
Telephone Number:	
Fax Number:	
Any food allergies / requests:	

**BANKING DETAILS:**

Fees to be deposited or electronically transferred into our bank account **before** the workshop

<b>Account holder: Ndzalama Training</b>		
<b>ABSA Bank</b>	<b>Branch Code: 334-349</b>	<b>Account No: 4056767175</b>

Details of payment *(Cheques deposits are only accepted by prior arrangement)*

<b>Date of payment</b>	<b>Payment method: tick (√) appropriate method</b>
____ / ____ / 201____	EFT <input type="checkbox"/> Cash <input type="checkbox"/> Deposit Other _____
<b>Additional information regarding payment:</b>	

Please send us a copy of your deposit slip / **proof of payment** to headoffice@ncl.co.za or fax to 086 496 8506

\_\_\_\_\_  
Name of candidate

\_\_\_\_\_  
Signature of candidate