



NATIONAL CERTIFICATE 50334 NQF LEVEL 5

Occupational Directed Education,
Training & Development Practices

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ACCREDITED TRAINING
ALIGNED TO SAQA UNIT
STANDARDS

FULL QUALIFICATION PROGRAMME

PURPOSE

This full qualification is for those who want to build on a FETC in any field or to enter the field of ODETD as a potential career and have little or no previous exposure to ETD. The qualification will also be valuable for those who may have been practising within the field, but without formal recognition. This qualification will be useful for Training managers, HR practitioners, Learning facilitators, Assessors and Skills Development Facilitators across a variety of workplace environments and those who consult in these fields. The certificate covers the entire Education, Training and Development process: analysing a learning need, identifying a skills gap in your organisation, developing the learning material, presenting the learning programmes, assessing learning, moderation to ensure quality of learning and assessment, workplace mentoring to assist learners in achieving their maximum potential and co-coordinating the learning programmes as well as skills development facilitator skills. In doing this your organisation can ensure full compliance, enjoy a strong return on investment and become empowered.

Practitioners will generally carry out their role within the context of:

- Given Quality Assurance policies, procedures and processes
- A guided and supported learning environment



CLOSING THE GAPS

Where you need to obtain the competencies for some unit standards, you can attend the appropriate study school or decide to follow the distance-based option. (Skype sessions can be arranged for orientation and support if and when needed). Also refer to Recognition of Prior Learning.

RECOGNITION OF PRIOR LEARNING

This qualification can be achieved wholly or in part through Recognition of Prior Learning in terms of the defined exit level outcomes and/or individual unit standards. Evidence can be presented in various ways, including international and/or previous local qualifications, products, reports, testimonials mentioning functions performed, work records, portfolios, videos of practice and performance records. All such evidence will be judged in accordance with the general principles of assessment and the requirements for integrated assessment.

Credits for unit standards included in this qualification already achieved through other training sessions attended, will be recognised on the submission of the following certified documents:

1. Certificate from service provider and
2. Statement of Results from the ETDPSETA

ENTRY REQUIREMENTS

Access to this qualification is open bearing in mind the Learning Assumed to be in place.

LEARNING ASSUMED TO BE IN PLACE

It is assumed that practitioners have expertise in the subject/occupation field in which they intend to provide education, training and development, at a level required to engage meaningfully in ETD within that field. It is also assumed that learners working towards this qualification hold a FETC or equivalent. Further learning assumptions are specified within the associated unit standards where required.

ORIENTATION

In the case where a learner can not attend the Study Schools, a meeting can be scheduled with a participant according to individual needs in order to orientate the learner on the course material and the completion of portfolios.

ASSESSMENT METHODOLOGY

Participants will prepare a Portfolio of Evidence for assessment against Unit Standards they are enrolled for. The submission date for the portfolios will be determined on an individual bases with each learner.

As soon as a learner is found to be competent, and once NCL has received the statements of results from the ETDPSETA, we will issue the necessary certificate on the relevant NQF level.

OUTLINE OF THE COURSE MAP

STUDY SCHOOL 1: UNDERSTANDING LEARNING AND DETERMINING LEARNING NEEDS – 3 days

US ID	Unit Standard Title
*114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework. NQF 5; 5 Credits
*123396	Define target audience profiles and skills gaps plan. NQF 5; 5 Credits
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes. NQF 6; 4 Credits

STUDY SCHOOL 2: FACILITATE OUTCOMES-BASED LEARNING – 3 days

US ID	Unit Standard Title
*117871	Facilitate learning using a variety of given methodologies. NQF 5; 10 Credits
*115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts. NQF 5; 5 Credits

STUDY SCHOOL 3: ASSESSMENT AND MODERATION OF LEARNING – 4 days

US ID	Unit Standard Title
*115753	Conduct outcomes-based assessment. NQF 5; 15 Credits
115759	Conduct moderation of outcomes-based assessments. NQF 6; 10 Credits

STUDY SCHOOL 4: LEARNING SUPPORT – 3 days

US ID	Unit Standard Title
*15221	Provide information and advice regarding skills development and related issues. NQF 5; 4 Credits
*117865	Assist and support learners to manage their learning experiences. NQF 4; 5 Credits
*117874	Guide learners about their learning, assessment and recognition opportunities. NQF 5; 6 Credits

STUDY SCHOOL 5: SKILLS DEVELOPMENT FACILITATION – 3 days

NOTE: Study school 1 a pre-requisite for this study school

US ID	Unit Standard Title
15232	Coordinate planned skills development interventions in an organisation. NQF 5; 6 Credits
15217	Develop an organisational training and development plan. NQF 5; 6 Credits
15227	Conduct skills development administration in an organisation. NQF 4; 4 Credits

*Compulsory Unit Standards

OUTLINE OF THE COURSE MAP - CONTINUED

STUDY SCHOOL 6: LEARNING PROGRAMME DESIGN & MATERIAL DEVELOPMENT – 5 days

US ID	Unit Standard Title
*115790	Write and present for a wide range of purposes, audiences and contexts. NQF 5; 5 Credits
123394	Develop outcomes-based learning programmes. NQF 5; 10 Credits
123401	Design outcomes-based learning programmes. NQF 6; 15 Credits
*123397	Evaluate a learning intervention using given evaluation instruments. NQF 5; 10 Credits

*Compulsory Unit Standards

Study School 1 - 6 = Total of 125 Credits

NOTE: You can choose from the optional Elective Unit Standards below, but you must complete all the Compulsory Unit Standards.

OPTIONAL ELECTIVE UNIT STANDARDS (CAN BE ADDED AS ADDITIONAL CREDITS)

US ID	Unit Standard Title
123398	Facilitate the transfer and application of learning in the workplace. NQF 5; 5 Credits
119665	Demonstrate understanding of the concept of human rights and democracy and its application in society. NQF 5; 12 Cr
252041	Promote a learning culture in an organisation. NQF 5; 5 Credits
123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use. NQF 6; 5 Credits

Minimum Credits = Total of 120 Credits

GUIDE IN COMBINING POSSIBLE UNIT STANDARDS FOR SPECIFIC JOBS:

Combination of Unit standards for Courses	
Skills Programme:	Unit standards
Skills Development Facilitator (HR function)	114924; 15218; 15217; 15232; 123396 and 15227
Determine Learning needs	114924; 123396 and 15218
Course development	123401; 123394; 123397 and 115790
Facilitation of Learning	117871; 123398 and 115789
Assessment of Learning	115753 and 115759
Coaching and Mentoring	117865; 117874 and 15221

NOTE: The grouping of unit standards per study school and payment options is only suggestions made by Ndzalama Training. Every individual is unique and you are welcome to contact us to negotiate training and payment options that will suit your needs.

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

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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.



Ferdie Wevell

Director of Finance & Marketing

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Ferdie 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.

COSTING

STUDY SCHOOL 1: UNDERSTANDING LEARNING AND DETERMINING LEARNING NEEDS – 3 days

US ID	Unit Standard Title	Cash	Credit
*114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework. NQF 5; 5 Credits	1 150	1 250 (Dep. 500)
*123396	Define target audience profiles and skills gaps plan. NQF 5; 5 Credits	1 150	1 250 (Dep. 500)
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes. NQF 6; 4 Credits	1 150	1 250 (Dep. 500)

STUDY SCHOOL 2: FACILITATE OUTCOMES-BASED LEARNING – 3 days

US ID	Unit Standard Title	Cash	Credit
*117871	Facilitate learning using a variety of given methodologies. NQF 5; 10 Credits	3 800	4 200 (Dep. 2 200)
*115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts. NQF 5; 5 Credits	1 150	1 250 (Dep. 500)

STUDY SCHOOL 3: ASSESSMENT AND MODERATION OF LEARNING – 4 days

US ID	Unit Standard Title	Cash	Credit
*115753	Conduct outcomes-based assessment. NQF 5; 15 Credits	3 500	3 900 (Dep. 1 900)
115759	Conduct moderation of outcomes-based assessments. NQF 6; 10 Credits	3 500	3 900 (Dep. 1 900)

STUDY SCHOOL 4: LEARNING SUPPORT – 3 days

US ID	Unit Standard Title	Cash	Credit
*15221	Provide information and advice regarding skills development and related issues. NQF 5; 4 Credits	1 450	1 600 (Dep. 500)
*117865	Assist and support learners to manage their learning experiences. NQF 4; 5 Credits	1 450	1 600 (Dep. 500)
*117874	Guide learners about their learning, assessment and recognition opportunities. NQF 5; 6 Credits	1 450	1 600 (Dep. 500)

STUDY SCHOOL 5: SKILLS DEVELOPMENT FACILITATION – 3 days

NOTE: Study school 1 a pre-requisite for this study school

US ID	Unit Standard Title	Cash	Credit
15232	Coordinate planned skills development interventions in an organisation. NQF 5; 6 Credits	1 450	1 600 (Dep. 500)
15217	Develop an organisational training and development plan. NQF 5; 6 Credits	1 450	1 600 (Dep. 500)
15227	Conduct skills development administration in an organisation. NQF 4; 4 Credits	1 150	1 250 (Dep. 500)

STUDY SCHOOL 6: LEARNING PROGRAMME DESIGN & MATERIAL DEVELOPMENT – 4 days

US ID	Unit Standard Title	Cash	Credit
*115790	Write and present for a wide range of purposes, audiences and contexts. NQF 5; 5 Credits	1 450	1 600 (Dep. 500)
123394	Develop outcomes-based learning programmes. NQF 5; 10 Credits	3 500	3 900 (Dep. 1 900)
123401	Design outcomes-based learning programmes. NQF 6; 15 Credits	3 500	3 900 (Dep. 1 900)
*123397	Evaluate a learning intervention using given evaluation instruments. NQF 5; 10 Credits	2 900	3 200 (Dep. 1 200)
TOTAL		35 150	38 850

*Compulsory Unit Standards

Study School 1 - 6 = Total of 125 Credits

NOTE: You can choose from the **OPTIONAL** Elective Unit Standards below, but you must complete all the Compulsory Unit Standards and the total credits must be a minimum of 120 credits

US ID	Unit Standard Title	Cash	Credit
123398	Facilitate the transfer and application of learning in the workplace. NQF 5; 5 Credits	1 450	1 600 (Dep. 500)
119665	Demonstrate understanding of the concept of human rights and democracy and its application in society. NQF 5; 12 Cr	3 500	3 900 (Dep. 1 900)
252041	Promote a learning culture in an organisation. NQF 5; 5 Credits	1 450	1 600 (Dep. 500)
123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use. NQF 6; 5 Credits	1 450	1 600 (Dep. 500)

NCL LEARNER ENROLMENT FORM

Complete this document and fax together with your proof of deposit to the administrator at 015 307 1419

Please enroll me for the unit standards listed below, as part of the

NATIONAL CERTIFICATE: ODETDP ID 50334: STUDY SCHOOL NR: _____

(Please fill in print)

Unit standard ID number	Unit standard title	Costs
1.		
2.		
3.		
4.		
5.		
6.		
TOTAL COST		
Title:		
Surname:		
Full Names:		
ID number:		
Company Name (If applicable):		
Cellular number:		
E-Mail Address:		
Telephone Number:		
Fax Number:		

BANKING DETAILS:

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

Account holder: Ndzalama Training		
ABSA Bank	Branch Code: 334-349	Account No: 4056767175

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

Date of payment	Payment method: tick (✓) appropriate method
___ / ___ / 201___	EFT <input type="checkbox"/> Cash <input type="checkbox"/> Deposit Other _____

Additional information regarding payment:

Please send us a copy of your deposit slip / **proof of payment** to headoffice@ncl.co.za or fax to 015 307 1419

Name of candidate

Signature of candidate

Enquiries: Sanette Wevell Tel: 015 307 1418 / 083 454 5405 or E-mail: headoffice@ncl.co.za