



Empowering the Trainer to Touch the Hearts of our Nation



COURSE DEVELOPMENT TRAINING BASED ON UNIT STANDARDS: 123394 (NQF level 6; 15 credits) & 123401 (NQF level 5; 10 credits)

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COURSE DEVELOPMENT TRAINING COURSE

Course:	Course Development Training (Based on unit standards 123394 & 123401)
Course date:	See training schedule
Venue:	Ndzalama Training Polokwane office - 46 Platinum street. Ladine. (Industrial area).
Duration:	Total of 5 days: 4 Days training and 1 day Portfolio building support workshop at a date that will be determined.
Time:	08:30 – 15:30 Daily
Total cost:	See Price List

INTRODUCTION

Ndzalama Training (NT) has got 15 years experience in the field of Occupationally Directed - ETD Practitioner training. We obtained full accreditation status with the ETDP-SETA as a training provider during April 2003 (Accreditation number: ETDP-0204).

NT aim to bridge the existing gaps in skills levels of practitioners as well as to create career paths for them where applicable with the variety of learning programmes and qualifications we intend to offer. The company was established in November 2002. The directors have extensive knowledge and experience in the areas of Education, Training and Development.

We continuously strive to achieve our vision through:

- A caring and empowering organisational culture embedded in all areas of our business i.e. training, support, aftercare and partnerships
- Provisioning of high quality and relevant learning programmes and services
- Ensuring that learners experience fair, reliable and valid assessment practises, including Recognition of Prior Learning
- Ensuring that learners achieve portable nationally recognised credits or qualifications.

PURPOSE OF THE LEARNING PROGRAMME

The purpose of this course is to gain a practical overview of the latest techniques and best practice in developing learning programmes, to meet defined learning needs according to a given design specification. At the end of the intervention, each delegate would have developed sample course materials to be used in the workplace.

OUTLINE OF COURSE MAP

DAY ONE	<p>Module 1— Plan and prepare for development</p> <ol style="list-style-type: none"> i. The brief is analysed to establish the purpose, direction and nature of the development. ii. The brief is discussed with the designer to clarify the brief, where required, resulting in a confirmation of the brief. iii. A development plan is produced, giving details of development stages, roles and responsibilities, timelines, equipment needed and costing. iv. Possible learning resources and resources to assist development are gathered and evaluated based on their suitability, cost and availability for the programme. v. Support personnel and services are assembled and mobilised as per the plan. vi. Specialised components are commissioned according to the designers brief and so as to complement the learning programme, thus contributing to meaningful learning. vii. Equipment required for the development, such as computers, are ensured to be ready, available and sufficient as per the plan.
DAY TWO	<p>Module 2 — Conduct analysis for learning design</p> <ol style="list-style-type: none"> i. The analysis provides accurate information on the nature and type of potential learners, their typical learning backgrounds, possible special needs and their skills profile in relation to the intended outcomes. ii. The analysis identifies the expected or required starting point for learning. iii. The analysis makes use of appropriate tools to identify all the skills that learners need to develop in order to achieve the outcomes. The skills are broken down into the detail of what learners need to know and do in order to develop the skills. iv. The skills are sequenced in a manner that ensures an appropriate build up and integration of skills. v. Analysis of existing materials and resources reveals their relevance and suitability for the programme. vi. The analysis helps to group and sequence learning outcomes across programmes to facilitate integration.
DAY THREE	<p>Module 3– Develop learning facilitation guidelines</p> <ol style="list-style-type: none"> i. The guidelines developed provide the facilitator with sufficient background information to ensure they understand the learning context. ii. The guidelines identify the learning outcomes and outline the summative assessment arrangements iii. The guidelines provide the facilitator with insights into the learning design, with explanations for selected learning activities and methodologies. iv. The guidelines provide clear instructions for the facilitation of learning as per the learning design, including descriptions of methodology and strategy. v. The guidelines highlight common learning challenges and provide useful insights as to how to deal with the challenges. vi. The guidelines clearly identify equipment, resources, support materials, organisational requirements and preparations required for implementation of the programme. vii. The guidelines provide structure, sequence and timeframes to the learning programme.

OUTLINE OF COURSE MAP

DAY FOUR	<p>Module 4 — Designing the learning programme</p> <ol style="list-style-type: none"> i. The design is based on the results of the analysis and incorporates lessons from previous developments, pilot projects and evaluations. ii. Learning activities and methodologies are selected which are appropriate to the learner and the learning content, and have the potential to enable the learner to integrate all the needed skills required to achieve the outcomes. Methodologies selected are explained and justified in terms of relevance, effectiveness and appropriateness. iii. The design meets budgetary constraints and ensures that implementation of the learning programme is manageable within reasonable time frames. iv. The design makes effective use of existing resources without compromising the quality of the learning experiences. v. The design ensures sufficient opportunities for learners to practice and thereby achieve mastery of the required outcomes. vi. The design sequence is appropriate to the learners' needs in terms of logic of structure and pace. vii. The design is outcomes-based, adheres to adult learning principles, promotes integration and takes account of possible special needs of learners. viii. Provision is made for adequate formative and summative assessment. The scope of assessments are directly related to and cover the stated outcomes. <p>Module 5 — Pilot and evaluate the development (Preparation in class—implementation in the workplace)</p> <ol style="list-style-type: none"> i. The pilot is set up in a manner that is representative of the learning context and provides useful feedback on the learning programme. ii. The evaluation of the learning programme is conducted in a consistent and systematic manner. iii. The evaluation is conducted in accordance with the learning organisation's quality assurance requirements. iv. The evaluation conducted reveals strengths and weaknesses of the learning material. v. Opportunities and mechanisms to improve upon the material are identified and recorded for integration into future revisions.
Support workshop	<p>A date for an additional portfolio building support workshop will be determined by all participants during the 4 day workshop.</p>

FACILITATION METHODOLOGY

- Learners are required to participate fully in group and individual learning activities throughout the workshop. It is important that each learner brings a Personal Computer (Laptop) with to the 4 day contact session of the training.
- It is preferable for learners to be computer literate and to bring laptops to class as far as possible.
- Learners are also encouraged to identify and express their specific learning needs and to contribute freely from their own experience.
- During the four day contact session, the facilitator also focus on change management and motivational aspects, as we've identified these issues as key areas of training.
- Learners will be divided in small groups. They will receive 4 days of face-to-face training using the outline in the course map
- Each learner will receive a Course pack and a CD with all relevant resources used during training.
- The NT believes in training for impact. Our learning programmes are based on the integration of education and training, with the added dimension that Outcomes-based methodologies and facilitation skills that are used throughout the learning programmes.

SERVICES TO BE RENDERED BY NDZALAMA

The Provider to:

- Train delegates on the Course Development Programme
- Provide all the learning material and Resource CD for each learner
- Learner support during and after training
- Award certificates of competence after each delegate submitted and was deemed competent on a Portfolio of Evidence

COSTING

ITEM	COST
Duration:	4 days + 1 day support workshop
<u>TOTAL COSTS PER PERSON (ALL INCLUSIVE)</u> (Included in fee per learner):	As per pricelist
<ul style="list-style-type: none"> • <i>Training manual and Portfolio of Evidence template)</i> • <i>Stationery (Pen and note book)</i> • <i>CD with all visuals, video clips; ice breakers and power point presentations used during training</i> • <i>Facilitation of programme</i> • <i>Certificate of competence</i> • <i>Lunch and beverages</i> 	

We believe that you that all Course Developers will benefit from this course and add value to their respective organisations.

Note: The course requires that learners develop a Portfolios of Evidence in their own time and submit it to Ndzalama training within 60 days of completion after the initial workshop.

Please complete the enrolment form on the next page if you are interested to attend.

Warm regards

Sanette Wevell

Quality Assurance Practitioner

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Facebook: Ndzalama Competency Learning

NDZALAMA TRAINING

ETDP0204

Education, Training and Development
Practices Consultants

NCL Learner Enrolment Form

Please complete this document and e-mail fax to the administrator at 086 496 8506
7 days before workshop commencement date.

Please enrol me for the COURSE DEVELOPMENT TRAINING workshop. I accept that this workshop will not automatically lead to certification, but that participants will be assessed on a Portfolio of Evidence, (cost included in workshop) to be completed within two months 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:	

PAYMENT METHOD:

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

Account holder: Ndzalama Training (PTY) Ltd

Bank: ABSA Bank

Branch Code: 334-349

Account No: 405 676 7175.

Please e-mail a copy of deposit slip / proof of payment to: The administrator at headoffice@ncl.co.za prior to workshop.

Name of candidate: _____

Signature of candidate: _____