



**INSTITUTE OF  
PEOPLE DEVELOPMENT**

This qualification is aimed at Managers, HR practitioners and Learning & Development practitioners across a variety of workplace environments and those who consult in these fields. The programme is structured around four modules (three to five days each). Candidates can participate in any one module and then, at a later date, enrol in any further module as and when suitable in order to complete the qualification acquiring marketable skills immediately.



For more information or to find out about our training schedule, contact us:



(011) 315 2913



enquiries@peopledev.co.za



www.peopledevelopment.co.za

## CERTIFICATE: LEARNING AND DEVELOPMENT

NQF Level 5: 172 Credits

### National Certificate: Occupationally Directed Education, Training & Development Practices

Enrolment requirements applicable to candidates who wish to complete this qualification:

- A minimum of two years of work experience
- Applicants must be employed or plan to be employed in an environment within which the learning can be applied

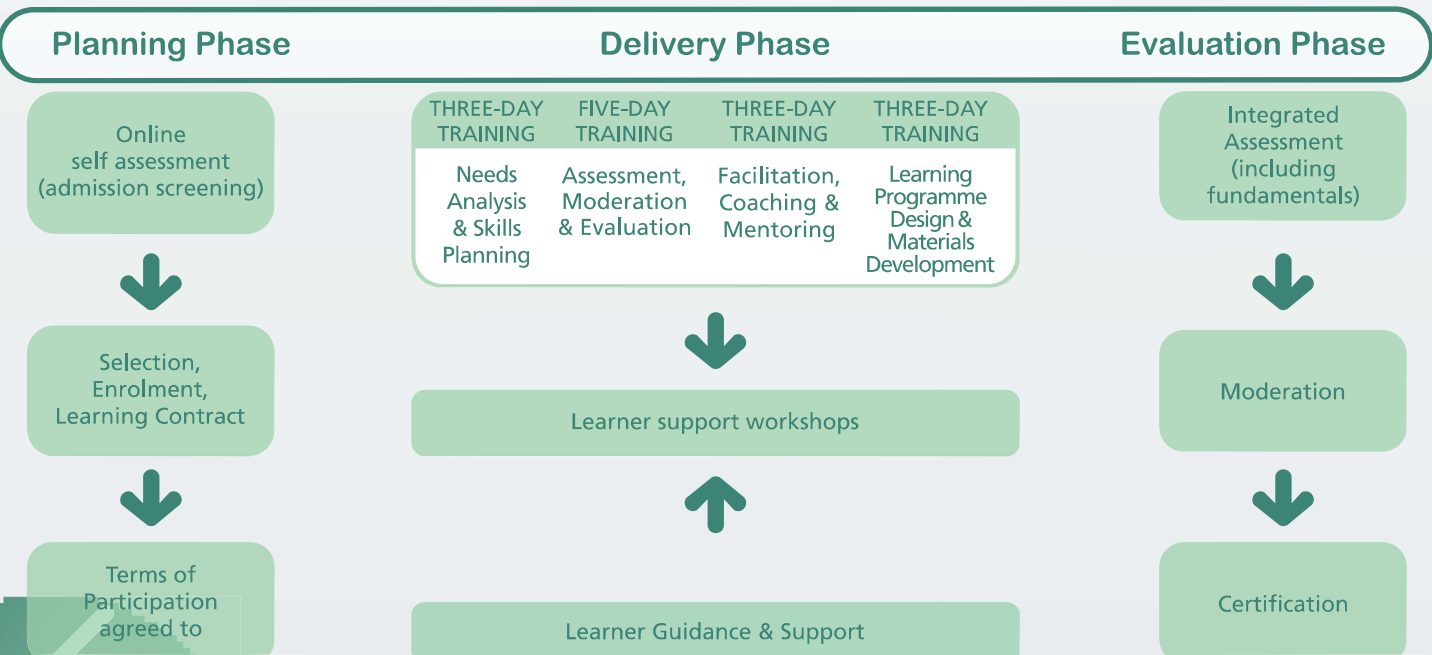
The programme begins with an online Recognition of Prior Learning (RPL) pre-assessment, enabling current competence to be taken into consideration. Each module has been designed as an action-learning programme. Work schedules are planned and implemented as learning-from-work activities and learning-through-work activities. Group learning is recommended where participants map out their own learning schedule.

Each of the four modules is facilitated over a three to five day period. A learner support workshop is scheduled after each module to assist candidates in completing the module.

Below is an illustration of the programme delivery framework for this qualification at NQF Level 5



### Programme Structure





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Whilst this Certificate in OD-ETD Practices NQF Level 5 requires candidates to achieve a minimum of 120 credits, these four modules collectively offer a maximum of 172 credits to accommodate those who intend progressing to a Diploma in OD-ETD Practices NQF Level 5. Specialisation options are therefore included for flexibility of career path progression.

The table below outlines the unit standards and exit level outcomes, covered during this qualification. This qualification can be achieved through RPL.

Module	Exit Level Outcomes	Unit Standards	Unit Standards
Needs Analysis & Skills Planning (credits: 35)	Conduct skills development facilitation	123396	Define target audience profiles and skills gaps
		15218	Conduct an analysis to determine outcomes of learning for skills development
		15217	Develop an organisational training and development plan
		15232	Coordinate planned skills development interventions in an organisation
		252041	Promote a learning culture in an organisation
Learning Programme Design & Materials Development (credits: 51)	Design & develop learning programmes and processes	15221	Provide information and advice regarding skills development & related issues
		15227	Conduct skills development administration
		263976	Demonstrate understanding of the OBET approach within the context of a NQF
		123401	Design outcomes-based learning programmes
		123394	Develop outcomes-based learning programmes
Facilitation, Coaching & Mentoring (credits: 41)	Facilitate & evaluate learning	10305	Devise interventions for learners who have special needs
		115790	Write and present for a wide range of purposes, audience and contexts
		117871	Facilitate learning using a variety of given methodologies
	Provide learning support to learners & organisations	10294	Identify and respond to learners with special needs and barriers to learning
		117874	Guide learners about their learning, assessment and recognition opportunities
		117865	Assist and support learners to manage their learning experiences
		123398	Facilitate the transfer and application of learning in the workplace
Assessment, Moderation & Evaluation (credits: 45)	Engage in and promote assessment practices	115789	Sustain oral interaction access a wide range of contexts and critically evaluate spoken contexts
		115755	Design and develop outcomes-based assessments
		115753	Conduct outcomes-based assessments
		115759	Conduct moderation of outcomes-based assessments
		123397	Evaluate a learning intervention using given evaluation instruments

**Note: Unit standards remain applicable for the registration period of the qualification.**

**Contact days including learners support workshop:**

18

**Qualification:**

50334

**Hours per day:**

8

**Facilitation language:**

English

**Duration:**

1 Year

**RPL possible?**

Yes



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