



**INSTITUTE OF
PEOPLE DEVELOPMENT**

Articulates into the further Education and Training Certificate:
Occupationally-Directed Education Training and Development
Practices, SAQA ID 50332



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



(011) 315 2913



enquiries@peopledev.co.za



www.peopledevelopment.co.za

Education, Training and Development Coordination and Administration

NQF Level 4: 29 Credits

This skills programme will equip training coordinators and learning administrators to:

- Identify needs and suitability of applicants to learning programmes and processes
- Coordinate learning interventions and carry out related learner administration
- Measure and report on learner satisfaction, assessments, transfer of learning and productivity

It provides a theoretical and experiential understanding of coordinating learning and administering learner information, learning records and results. Participants in the programme review the quality assurance requirements of delivering education and training in their organisations and work together to identify the systems and tools required to meet these challenges.

Duration

This course consists of self-directed online learning (video lectures followed by completion of various tasks and activities), coupled with facilitator/tutor support over Telegram group chat, Telegram individual chat and four scheduled Zoom group support sessions, one session per week.

Recognition of Prior Learning is considered as a component of this learning programme.

Unit standards awarded upon successful completion of this learning programme

123393	Carry out course administration 03 credits
15227	Conduct skills development administration in an organisation 04 credits
119465	Write/present/sign texts for a range of communicative contexts 05 credits
9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems 06 credits
7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues 06 credits
119457	Interpret and use information from texts 05 credits





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Education, Training and Development Coordination and Administration Programme Structure

Planning Phase

Selection
Enrolment
Learning Contract



Terms of
Participation
agreed to

Delivery Phase

ONLINE COURSE
ETD Coordination
and Administration



Online Learner Support Sessions



Learner Guidance and Support

Evaluation Phase

Integrated
assessment
(including
fundamentals)



Moderation



Certification

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

Credits: 120 per year

Facilitation language: English

Course Delivery: Self-directed online learning

Duration: Up to 1 year



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