INSTITUTE OF PEOPLE DEVELOPMENT

This qualification is aimed at Learning and Development (L&D) Practitioners entering the L&D field. The programme is structured over five days and supports flexibility, access and learner-directed training.

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 4: 136 Credits

FET Certificate: Occupationally Directed Education, Training and Development Practices

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

• A minimum of a matric certificate or equivalent NQF 3 literacy and numeracy
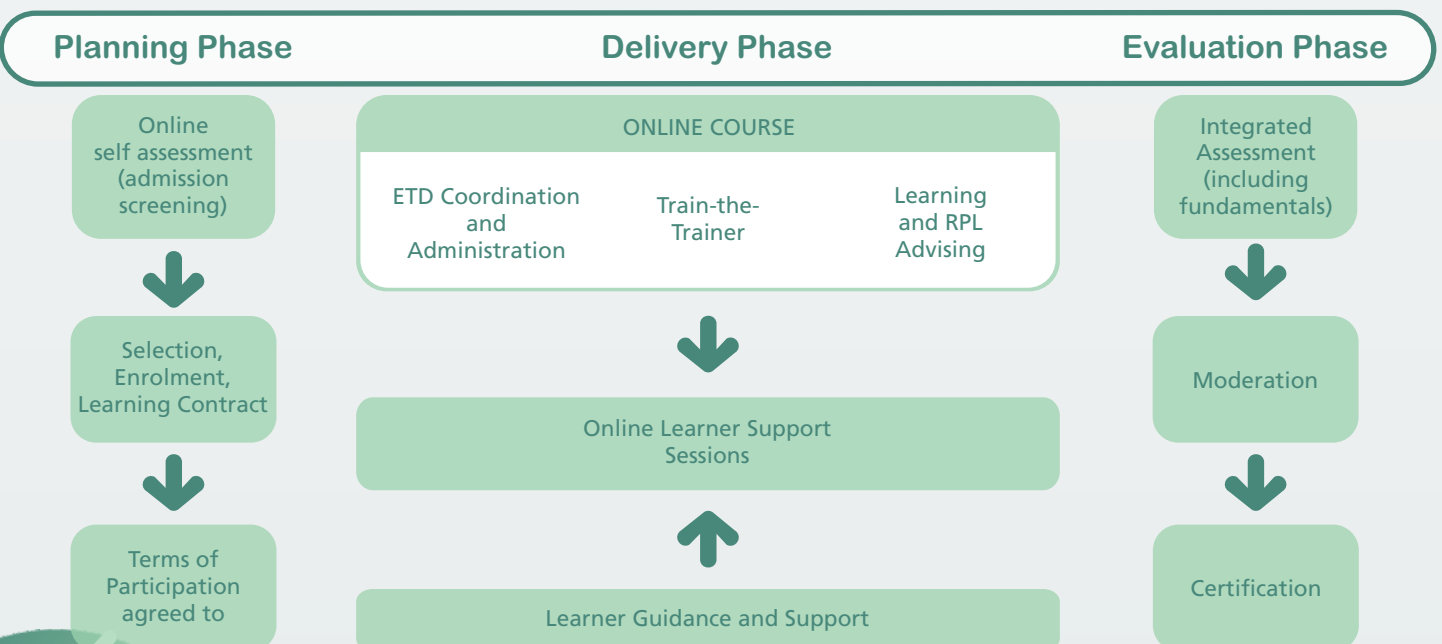• A minimum of three years of general workplace experience

Applicants must have access to a workplace where the learning may be applied so as to produce evidence to be included in a portfolio for assessment of competence.

After all three training modules, an online learner support session is scheduled to assist candidates in reviewing their Portfolios of Evidence in preparation for assessment.

Below is an illustration of the programme delivery framework for this qualification.

Programme Structure

Planning Phase	Delivery Phase	Evaluation Phase
Online self assessment (admission screening)	**ONLINE COURSE** ETD Coordination and Administration — Train-the-Trainer — Learning and RPL Advising	Integrated Assessment (including fundamentals)
⬇	⬇	⬇
Selection, Enrolment, Learning Contract	Online Learner Support Sessions	Moderation
⬇	⬆	⬇
Terms of Participation agreed to	Learner Guidance and Support	Certification

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This NQF Level 4 – FET Certificate in OD-ETD Practices requires candidates to achieve a minimum of 120 credits. The study block collectively offers 110 fundamental, core and elective credits. The additional 26 fundamental credits are achieved through Recognition of Prior Learning (RPL).

The table below outlines the unit standards and exit level outcomes covered during this qualification. This qualification can be achieved through Recognition of Prior Learning (RPL).

Module	Exit Level Outcomes	Unit Standards	
ETD Communication and Numeracy (credits: 26)	Communicate in a variety of ways in an ETD context		These are achieved through RPL assessment and includes completion of a literacy and numeracy assessment
	Use mathematics literacy in real life and ETD situations		
ETD Coordination and Administration (credits: 29)	Conduct project coordination and administration related to learning and contribute to HRM practices	119465	Write/Present/ Sign texts for a range of communicative contexts
		9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems
		7468	Use Mathematics to investigate and monitor the financial aspects of personal, business, national and international issues
		119457	Interpret and use information from texts
		123393	Carry out course administration (ECA)
		15227	Conduct skills development administration in an organisation
Train-the-Trainer (credits: 50)	Prepare for and facilitate learning in specific contexts	114924	Demonstrate understanding of the OBET approach within the context of a NQF
		117870	Conduct targeted training & development using given methodologies
		117877	Perform one-on-one training on the job
		114878	Identify and measure the factors that influence productivity
		119462	Engage in sustained oral/signed communication and evaluate spoken/ signed texts
		119459	Write/Present/ Sign texts for a range of communicative contexts
		119467	Use language and communication in occupational learning programmes
		123396	Define target audience profiles and skills gaps
		119661	Demonstrate knowledge of the foundations of human rights and factors that democracy
Learning & RPL Advising (credits: 31)	Provide learner support in a range of settings	119472	Accommodate audience & context needs in oral/signed communication
		7389	Help learners with language and literacy across the curriculum
		117865	Assist and support learners to manage their learning experience
		12544	Facilitate the preparation and presentation of evidence for assessment
		119469	Represent analyse and calculate shape and motion in 2-and-3 dimensional space in different context
		9016	Read/view, analyse and respond to a variety of texts
		119471	Use language & communication in occupational learning programmes

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

Qualification:	50332	RPL possible?	Yes
Credits:	120 per year	Facilitation language:	English
Course Delivery:	Self-directed online learning	Duration:	Up to 1 year

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