



**INSTITUTE OF
PEOPLE DEVELOPMENT**

This qualification is aimed at HR practitioners and Learning & Development practitioners across a variety of occupational and vocational learning environments. The programme is structured around modules to support flexibility, access and learner-directed learning. Candidates may therefore 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.

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



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www.peopledevelopment.co.za

DIPLOMA: LEARNING AND DEVELOPMENT

NQF Level 5: 242 Credits

National Diploma: Occupationally Directed Education, Training and 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 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. Group learning is recommended where participants map out their own learning schedule.

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 six scheduled Zoom group support sessions over a three week period. The regular scheduled support sessions are available on our website for reference.

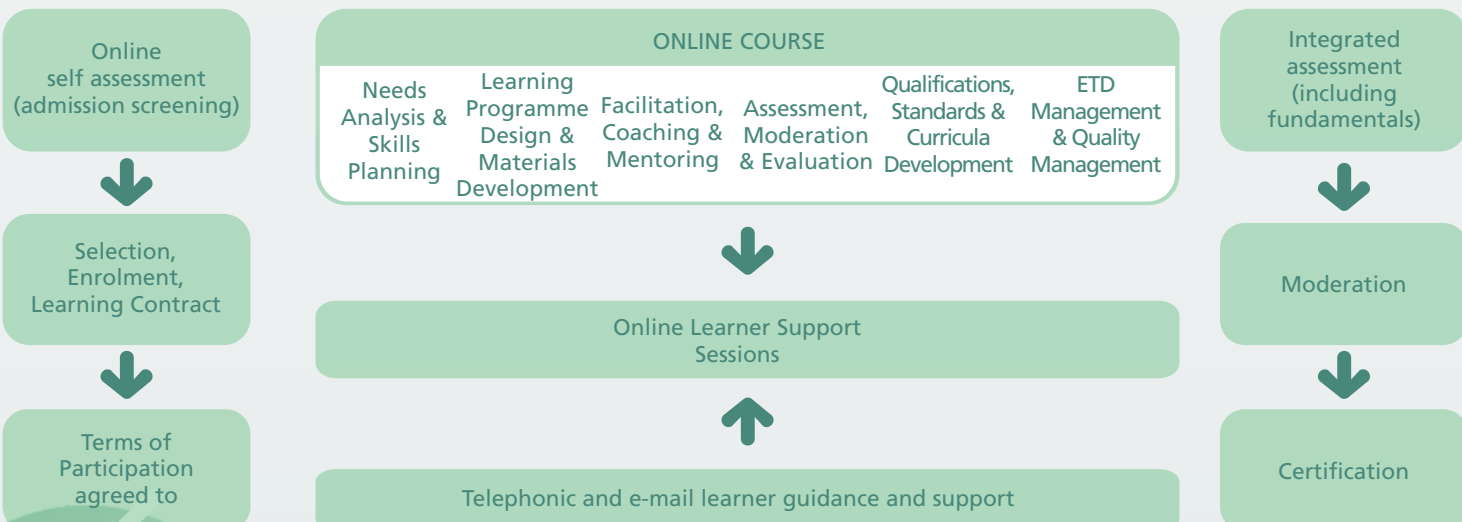
Below is an illustration of the programme delivery framework for this qualification.

Programme Structure

Planning Phase

Delivery Phase

Evaluation Phase





Module	Exit Level Outcomes	Unit Standards
Needs Analysis and 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 15221 Provide information and advice regarding skills development and related issues 15227 Conduct skills development administration
Learning Programme Design and Materials Development (credits: 51)	Design and develop learning programmes and processes	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 10305 Devise interventions for learners who have special needs 115790 Write and present for a wide range of purposes, audience and contexts
Facilitation, Coaching and Mentoring (credits: 41)	Facilitate and evaluate learning Provide learning support to learners and organisations	117871 Facilitate learning using a variety of given methodologies 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 115789 Sustain oral interaction across a wide range of contexts and critically evaluate spoken contexts
Assessment, Moderation and Evaluation (credits: 45)	Engage in and promote assessment practices	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
Qualifications, Standards & Curricula Development (credits: 23)	Define standards and qualifications	117856 Define standards for assessment, education, training and development 117858 Design and develop qualifications for assessment, education, training and development 15218 Conduct an analysis to determine outcomes of learning for skills development 115792 Access, process, adapt and data from wide range of text
L&D Management & Quality Management (credits: 51)	Engage in general management activities Manage and administer ETD	15237 Build teams to achieve goals and objectives 15233 Manage a diverse workforce to add value 10146 Supervise a project team of a small project to deliver project objectives 114226 Interpret and manage conflicts within the workplace 15224 Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks 15228 Advise on the establishment and implementation of a QMS for skills development practices in an organisation 114925 Manage learner information using an information management systems 115791 Use languages and communication strategies for vocational and occupational learning

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

Qualification:	50333	RPL possible?	Yes
Credits:	120 per year	Facilitation language:	English
Course Delivery:	Self-directed online learning	Duration:	Up to 2 years

