



Course Information

**National Certificate: Occupationally Directed Education
Training and Development Practices .**

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SAQA ID	50334
Level	5
Credits	120
Duration	1 year

This qualification is for those who want to build on a FETC in any field to enter the field of ODET D as a potential career, and have little or no previous exposure to ET D. The qualification will also be valuable for those who may have been practising within the field, but without formal recognition. This qualification will be useful for:

- Learning facilitators.
- Assessors.
- Learner and learning supporters.
- Skills Development Facilitators.

Course Expectation

This is a *learnership*, and therefore has a theory and workplace component.

- Learners are expected to complete the theory at the training provider.
- The workplace component must be complete at a recognised workplace.
- The activities at the workplace will be determined by the workplace tasks that need to be completed.

Training Provider

Workplace

Selection of Workplace

Learners are required to ensure that they have secured a workplace. Whilst IQ supports learners in this endeavour, it is the learners responsibility.

The workplace selected must be in line with the course undertaken.

Learners will be provided with a pack that includes:

- Letter of request for placement
- Placement guidelines for Employer organisations



Your course comprises of the following:

- Complete Learner orientation on the programme expectations.
- Mentor guidelines for the workplace mentors.
- Work integrated guidelines for the workplace.
- Learner orientation guide.
- Process meetings map with employers and mentors.
- Training plan including the schedule of assessments
- Process map for the qualification.
- Learner guides, workbooks and log books
- E-learning lessons/ PC Tablet (with audio voice lessons)
- Training videos to support lessons showing practical applications

Assessment

Assessments are an important part of your learning as it serves as a measure to identify if you have achieved the competencies required in this course.

Various assessment methods are used during the course of your programme. All these are collated into a Portfolio of Evidence which is used for the final summative assessment. Each module of your study will have an assessment of some form.

The workplace is assessed through a logbook. This comprises a list of tasks which needs to be completed and signed off by your workplace mentor.

Delivery Modality

The delivery modality is flexible and designed according to the needs of the client.

The following are some of the options:

Option 1

- Lessons are presented on a PC Tablet. These are recorded.
- All the learner guides and workbooks are on the PC Tablet.

Option 2

- E-learning. Lessons are on the e-learning platform and learners progress through them.

Option 3

Face to face tuition according to a training plan.

Company inductions

Convenience

Better tracking

Learner control

Use of dead time

Suits: learning styles

Social learning

Easy evidence

Learner confidence

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Mobile Learning for the
workplace. Are you ready?

Programme Modules

	Unit Standard ID	Unit standard title	Credits
Core	117871	Facilitate learning using a variety of given methodologies	10
Core	117865	Assist and support learners to manage their learning experiences	5
Core	114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5
Core	123397	Evaluate a learning intervention using given evaluation instruments	10
Core	117874	Guide learners about their learning, assessment and recognition opportunities	6
Core	15221	Provide information and advice regarding skills development and related issues	4
Elective	15227	Conduct skills development administration in an organisation	4
Elective	15232	Coordinate planned skills development interventions in an organisation	6
Elective	15217	Develop an organisational training and development plan	6
Elective	15222	Promote a learning culture in an organisation	3
Core	123396	Define target audience profiles and skills gaps	6

Fundamental	<u>115789</u>	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	5
Fundamental	<u>115790</u>	Write and present for a wide range of purposes, audiences and contexts	5
Elective	<u>123401</u>	Design outcomes-based learning programmes	15
Elective	<u>115755</u>	Design and develop outcomes-based assessments	10
Core	<u>115753</u>	Conduct outcomes-based assessment	15
Elective	<u>15218</u>	Conduct an analysis to determine outcomes of learning for skills development and other purposes	4
Elective	<u>115759</u>	Conduct moderation of outcomes-based assessments	10