



Executive Summary

Qualification	National Diploma: Occupationally Directed Education, Training and Development Practices
Qualification ID	50333
NQF Level	5
Minimum Credits	240
Duration	12 to 24 months
Field	Field 05 - Education, Training and Development
Subfield	Adult Learning
ETQA	ETDP SETA
Purpose	This qualification is for those who want to enter the field of Occupationally Directed Education, Training and Development as a potential career and have little or no previous exposure. The qualification will also be valuable for those who have been practising within the field, but without formal recognition.
Entry Requirements	It is assumed that practitioners have expertise in the subject/occupation field in which they intend to provide ETD services.



EMPOWERED

Head Office

3rd Floor, South Wing
20 Skeen Boulevard
Bedfordview

Centre of Leadership Excellence

3rd Floor, North Wing
20 Skeen Boulevard
Bedfordview

Centre of Business Excellence

2nd Floor, West Wing
H. Santos Building
30 Arena Close
Bruma

Telephone

+27 11 856 4700
+27 10 020 3920

Website

www.klmempowered.com

Contact

Lyn Mansour: +27 82 330 5160
Clayton Lendrum: +27 66 478 2706

Exit Level Outcomes

1. Communicate in a variety of ETD settings.
2. Design and develop learning programmes and processes.
3. Facilitate and evaluate learning.
4. Engage in and promote assessment practices.
5. Provide learning support to learners and organisations.
6. Conduct skills development facilitation.
7. Define standards and qualifications.
8. Manage and administer education training and development.
9. Engage in general management activities.

The KLM Empowered X-Perience

X-Ploration

For each of the SIX integrated learning blocks, learners explore content on their own before engaging with others. Guided by self-study plans and diagnostic self-assessment, they formulate their own insights to share.



X-Tension

Workplace application assignments allow learners to put their new learning to use on the job. Under the guidance of mentors, and with access to performance and wellness support, learners hone their skills and add value.



X-Citement

Learners receive a welcome letter and an X-Perience Map detailing the flow of their qualification. An orientation session helps them to understand the benefits and career options linked to the qualification.



X-Change

Learners attend facilitator-led sessions, either in class or online, to share their learning and refine their skills in a safe environment. Collaborative activities and peer feedback build learning synergy and allow learners to master specific skills.



X-Cellence

Each learner's progress is measured against learning outcomes through formative and summative assessment. Final examinations and presentations are used to obtain an accurate picture of overall understanding and mastery of the content.

Learning Blocks

1

Communicate in a variety of ETD settings

ID	Unit Standard Title	Level	Credits
115792	Access, process, adapt and use data from a wide range of texts	Level 5	5
115789	Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts	Level 5	5
115791	Use language and communication strategies for vocational and occupational learning	Level 5	5
115790	Write and present for a wide range of purposes, audiences and contexts	Level 5	5
Total			20

2

Design and develop learning programmes and processes

ID	Unit Standard Title	Level	Credits
123394	Develop outcomes-based learning programmes	Level 5	10
123401	Design outcomes-based learning programmes	Level 6	15
Total			25

3

Facilitate and evaluate learning

ID	Unit Standard Title	Level	Credits
117871	Facilitate learning using a variety of given methodologies	Level 5	10
123398	Facilitate the transfer and application of learning in the workplace	Level 5	5
123397	Evaluate a learning intervention using given evaluation instruments	Level 5	10
119665	Demonstrate understanding of the concept of human rights and democracy and its application in society	Level 5	12
119274	Select learning support materials and assistive technology for inclusive settings	Level 4	12
123400	Evaluate and promote education training and development (ETD) providers, services and products for organisational use	Level 6	5
Total			54

4

Engage in and promote assessment practices

ID	Unit Standard Title	Level	Credits
115755	Design and develop outcomes-based assessments	Level 6	10
115759	Conduct moderation of outcomes-based assessments	Level 6	10
115753	Conduct outcomes-based assessment	Level 5	15
Total			35

5

Provide learning support to learners and organisations

ID	Unit Standard Title	Level	Credits
117874	Guide learners about their learning, assessment and recognition opportunities	Level 5	6
117865	Assist and support learners to manage their learning experiences	Level 4	5
10294	Identify and respond to learners with special needs and barriers to learning	Level 5	10
115079	Engage in short conversations with a Deaf person on a familiar topic using SASL	Level 4	4
115074	Engage in short conversations with a Deaf person on a familiar topic using SASL	Level 4	6
252041	Promote a learning culture in an organisation	Level 5	5
Total			36

6

Conduct skills development facilitation

ID	Unit Standard Title	Level	Credits
15221	Provide information and advice regarding skills development and related issues	Level 5	4
123396	Define target audience profiles and skills gaps	Level 4	6
15232	Coordinate planned skills development interventions in an organisation	Level 5	6
15217	Develop an organisational training and development plan	Level 5	6
15218	Conduct an analysis to determine outcomes of learning for skills development and other purposes	Level 6	4
15228	Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	Level 5	10
Total			36

7

Define standards and qualifications

ID	Unit Standard Title	Level	Credits
114924	Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	Level 5	5
Total			5

8

Manage and administer education training and development

ID	Unit Standard Title	Level	Credits
15227	Conduct skills development administration in an organisation	Level 4	4
Total			4

9

Engage in general management activities

ID	Unit Standard Title	Level	Credits
15233	Harness diversity and build on strengths of a diverse working environment	Level 5	3
15237	Build teams to meet set goals and objectives	Level 5	3
114878	Identify and measure the factors that influence productivity	Level 4	10
15224	Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	Level 5	4
114226	Interpret and manage conflicts within the workplace	Level 5	8
Total			28

The Greatness Effect

KLM Empowered Human Solutions Specialists (Pty) Ltd • Director: L.E. Mansour (Chief Executive Officer) • Company Reg. No. 2004/029096/07 • Vat Reg. No. 4280215775
 Registered with the Department of Higher Education and Training (DHET) as a Private Further Education and Training College, Registration No. 2009/FE07/021; Registered with the Department of Basic Education (DBE), Registration No. 400376; SETA Accreditations: Fully Accredited Training Provider with; Service SETA, Decision No: 1154, and multi-sector SETA accredited.