



# Executive Summary

<b>Qualification</b>	Advanced Occupational Certificate: Learning and Development Professional
<b>Purpose</b>	The purpose of this qualification is to prepare a learner to function as a Learning and Development Professional. A Learning and Development Professional manages the implementation of workplace-based learning programmes, including design, development, delivery, and quality assurance, in line with andragogic and occupational learning principles as well as legal, regulatory and policy frameworks.
<b>Qualification ID</b>	121276
<b>NQF Level</b>	6
<b>Minimum Credits</b>	280
<b>Duration</b>	One to two years
<b>Field</b>	Education, Training and Development
<b>Subfield</b>	Adult Learning
<b>Quality Partner</b>	ETDP SETA
<b>Entry Requirements</b>	Occupational Certificate: Training and Development Practitioner, (NQF Level 5) or an HR Development qualification at NQF Level 5 with a minimum 3 years assessed work experience in the Learning and Development field.

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## Qualification Overview

Learning and Development Professionals play a pivotal role in creating inclusive, future-focused learning cultures that drive individual growth and organisational performance. They act as strategic partners, ensuring that education, training, and development initiatives are not only responsive to current workforce needs but also aligned with long-term business and national skills development priorities.

Qualifying learners will be able to:

- Lead and manage Learning and Development in an occupational setting
- Collaborate effectively with stakeholders to build sustainable learning partnerships
- Implement a strategy for the management of workplace-based learning programmes
- Conduct research and advise organisational stakeholders on Learning and Development best practice
- Manage learning programme design and development
- Develop and implement quality assurance systems for training and assessment
- Conduct moderation of assessments and recognition of prior learning processes
- Apply project management practices

### The KLM Empowered Learning X Perience

**X Plore**

For each of the 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 Cite**

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 Tend**

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 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 Cel**

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

## Qualification Outline

- The Advanced Occupational Certificate: Learning and Development Professional is presented over SIX learning blocks – covering both Knowledge Modules (KM) and Practical Modules (PM).
- Workplace Experience Modules are completed throughout the learning journey and assessed every quarter.
- Formative and summative assessments are conducted at regular intervals to prepare learners for the External Integrated Summative Assessment (EISA).

### 1 STAKEHOLDER MANAGEMENT (20 credits)

ID	Title	Level	Credits
KM-01	Theory of Learning Culture	6	5
KM-05	Stakeholder Management and Engagement	6	5
PM-01	Conduct Stakeholder Analysis and Profiling	6	10

### 2 LEADING AND MANAGING LEARNING AND DEVELOPMENT (45 credits)

ID	Title	Level	Credits
KM-04	Leadership and Management of Learning and Development	6	15
PM-02	Implement Strategy for the Management of Workplace-Based Learning Programmes	6	15
PM-08	Lead and Manage Learning and Development in an Occupational Setting	6	15

### 3 MANAGING DESIGN AND DEVELOPMENT (25 credits)

ID	Title	Level	Credits
KM-02	Management of Learning Programme Design and Development	6	5
PM-03	Conduct Research and Implement Programme Design Best Practice	6	20

### 4 QUALITY ASSURANCE OF LEARNING AND DEVELOPMENT (50 credits)

ID	Title	Level	Credits
KM-03	Quality Assurance of Learning and Development	6	10
PM-04	Design and Develop Policies and Procedures for Learning and Development Quality Assurance	6	20
KM-07	Moderation Principles and Practices	6	10
PM-06	Conduct Moderation of Assessments	6	10

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## RECOGNITION OF PRIOR LEARNING (30 credits)

ID	Title	Level	Credits
KM-08	Recognition and Prior Learning (RPL) Principles and Process	7	10
PM-07	Conduct RPL	7	20

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## PROJECT MANAGEMENT (30 credits)

ID	Title	Level	Credits
KM-06	Project Management	6	10
PM-05	Initiate and Implement a Project in an Occupational Learning and Development Intervention Context	6	20

## Work Experience Modules

The work experience modules give the learner an opportunity to perform the role of a Learning and Development Professional under authentic working conditions and to develop confidence by working with a mentor. They also expose learners to the complexities of dealing with workplace demands, the pressures of work, and the dynamics of stakeholder management.

ID	Title	Level	Credits
WM-01	Research and Stakeholder Networking and Collaboration Processes	6	5
WM-02	Workplace-Based Learning (WBL) Programmes Implementation Processes	6	20
WM-03	Processes of Quality Management System Design and Development for Learning and Development	6	15
WM-04	Internal and External Moderation and/or verification Processes	6	20
WM-05	Recognition of Prior Learning (RPL) Processes	7	20

*The Greatness Effect*