



Executive Summary

Qualification	Occupational Certificate: Occupational Trainer
Purpose	The purpose of this qualification is to prepare a learner to operate as an Occupational Trainer. An Occupational Trainer Plans, prepares for, coordinates, implements and evaluates learning programmes to achieve occupational trainee competence.
97154	97154
NQF Level	4
Minimum Credits	124
Duration	One year
Field	Manufacturing, Engineering, and Technology
Subfield	Manufacturing and Assembly
Quality Partner	MERSETA
Entry Requirements	An NQF Level 4 qualification with technical expertise

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Rationale

There has long been an expressed need for a training qualification suitable for workplace trainers across all industries, enterprises and training organisations at NQF Level 4.

The Occupational Trainer is a qualified technical or occupational expert who is equipped with the ability to deliver training in their specific field of expertise. This NQF Level 4 qualification is aimed at potential or existing trainers who are responsible for delivering occupational learning programmes to trainees in the workplace. The occupational trainer must have current knowledge of the industry, the workplace and job/role of the person being trained and assessed.

Qualifying learners will be able to:

- Establish the profile, special needs, and barriers to learning of learners within the specified requirements of a training programme
- Prepare, adapt and align learning materials and resources for a training programme in the workplace
- Deliver training, evaluate and report on a learning programme in the workplace
- Gather evidence and make assessment decisions using given assessment tools

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

Knowledge Modules

ID	Title	Level	Credits
KM-01	Introduction to occupational training	4	4
KM-02	Learning theories, concepts, and principles	4	12
KM-03	Training needs analysis	4	4
KM-04	Training methods, techniques and resources	4	10
KM-05	Training delivery	4	10
KM-06	Evaluation of competence	4	8

Practical Modules

ID	Title	Level	Credits
PM-01	Align learning interventions to the needs of participating learners	4	8
PM-02	Evaluate available learning resources and aids, and adapt for specific training scenarios	4	8
PM-03	Plan, conduct, evaluate, and report on learning interventions	4	12
PM-04	Use given assessment instruments to conduct and record competence evaluations	4	8

Work Experience Modules

The focus of the work experience module is to provide the learner an opportunity to conduct Occupational Training processes under authentic working conditions and to develop confidence by working under the supervision of a workplace mentor. This also provides for the exposure of 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	Learner training needs establishment		
WM-02	Pre-programme deliver planning and scheduling		
WM-03	Workplace learning intervention delivery, evaluation, and reporting		
WM-04	Learner competence evaluation and workplace evaluation administration		

The Greatness Effect

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