



Executive Summary

Qualification	Occupational Certificate: Training and Development Practitioner
Purpose	The purpose of this qualification is to prepare a learner to operate as a Training and Development Practitioner. A Training and Development Practitioners plans learning interventions, writes learning objectives, selects and adapts learning resources required for delivery, and facilitates learning in an occupational context.
Qualification ID	101321
NQF Level	5
Minimum Credits	190
Duration	One year
Field	Education, Training and Development
Subfield	Adult Learning
Quality Partner	ETDP SETA
Entry Requirements	An NQF Level 4 qualification with Communication

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Rationale

The development of the national skills base within South Africa, as supported by legislation, national policies and strategies is an undisputed priority. Equitable human development that supports an inclusive economic growth path, addresses recognised skills shortages, and reduces unemployment will only be achieved through an educated, skilled and capable workforce. This qualification is an essential building block in realising these national priorities.

Many of the skills development priorities, nationally and within companies and organisations, are met through the efforts of learning and development practitioners, and this qualification addresses the key competencies of such practitioners.

The qualification will increase the employment prospects of Occupational Learning practitioners, while helping to ensure quality and competence within the Occupational Learning field.

Qualifying learners will be able to:

- Establish and refine learning and development needs within occupational contexts.
- Conceptualise, plan and implement occupationally relevant learning and development interventions.
- Facilitate learning in a variety of occupational contexts.
- Evaluate the impact of learning and development interventions within an occupational context.

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 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 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 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	The Statutory Learning and Development Environment	5	8
KM-02	Learning and Development Management Functions	5	8
KM-03	Organisational Learning and Development Needs Analysis	5	8
KM-04	Facilitation of Learning in an Occupational Context	5	8
KM-05	Assessment Principles and Practices	5	4
KM-06	Workplace Learning and Development Planning, Evaluation, and Reporting	5	8
KM-07	Work-based Learning	5	6

Practical Modules

ID	Title	Level	Credits
PM-01	Manage and coordinate logistics, facilities, and financial resources	5	8
PM-02	Plan, conduct, and report on a learning and development needs analysis	5	16
PM-03	Plan the delivery of an occupational learning intervention	5	16
PM-04	Facilitate different methodologies, training styles and techniques within an occupational learning context	5	12
PM-05	Facilitate experiential work-based learning	5	8
PM-06	Plan and conduct the assessment of learner competencies	5	8
PM-07	Evaluate the impact of learning within an occupational context	5	8

Work Experience Modules

The focus of the work experience module is to provide the learner an opportunity to conduct Training and Development 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	Conduct learning and development management	5	12
WM-02	Conduct Skills Development Facilitation processes	5	8
WM-03	Conduct learning and development planning and implementation processes	5	12
WM-04	Facilitate an occupational learning session	5	8
WM-05	Facilitate a work-based learning and development process	5	8
WM-06	Conduct assessments of learner competence	5	8
WM-07	Conduct an evaluation of the impact of learning within an occupational context	5	8

The Greatness Effect

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