



# Executive Summary

<b>Qualification</b>	Occupational Certificate: Training and Development Practitioner
<b>Purpose</b>	<p>The purpose of this qualification is to prepare a learner to operate as a Learning and Development Practitioner.</p> <p>A Learning and Development Practitioner plans, writes learning objectives, selects and adapts learning resources required for the delivery of learning interventions, and facilitates learning in an occupational context.</p>
<b>Qualification ID</b>	101321
<b>NQF Level</b>	5
<b>Minimum Credits</b>	190
<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>	NQF Level 4 qualification with communication



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## Qualification Overview

This qualification equips individuals to design, deliver, and manage impactful learning and development (L&D) interventions in occupational contexts.

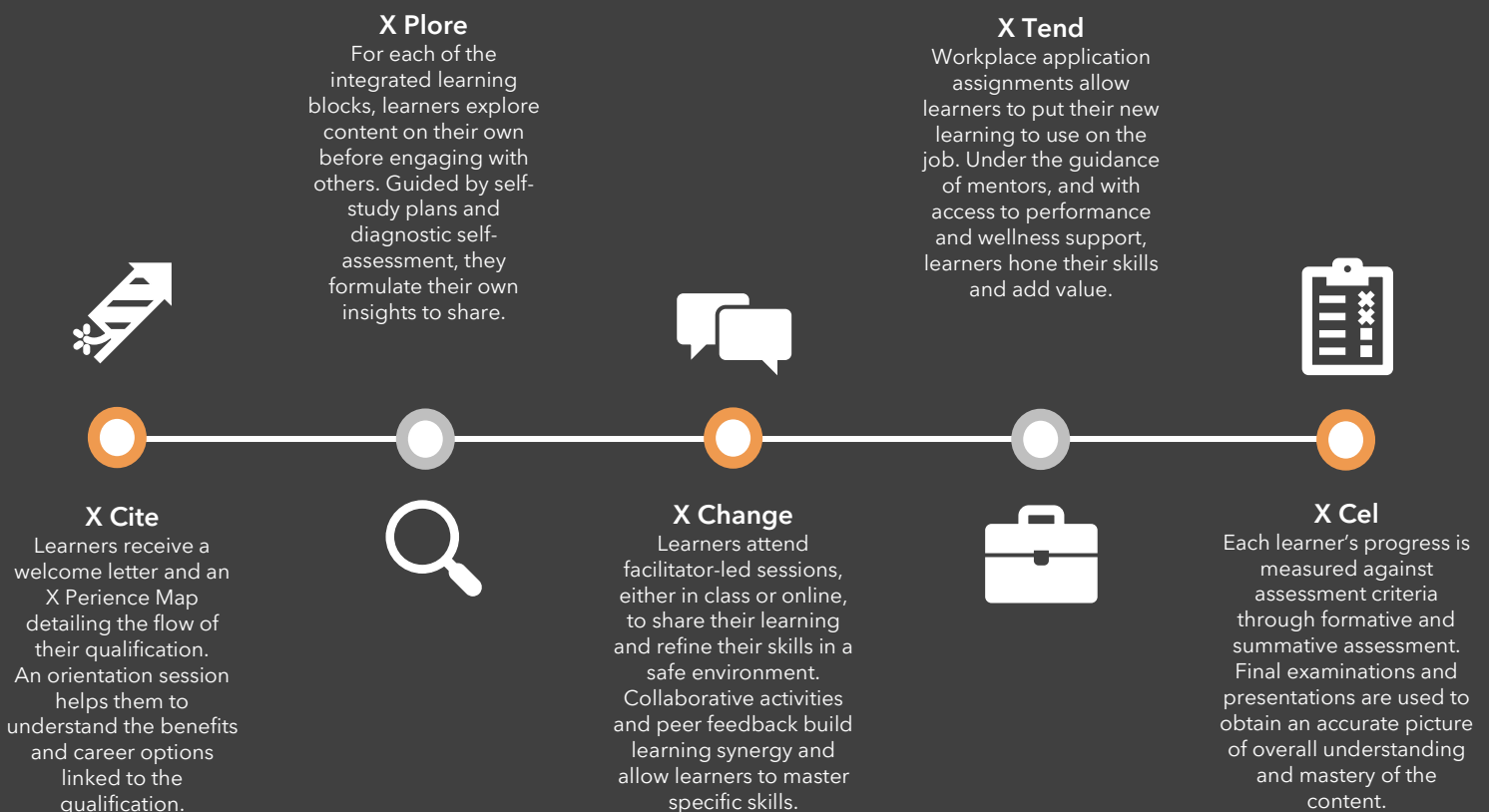
Learning and Development Practitioners are essential in building agile, future-ready workforces. They bridge the gap between business performance and employee capability, ensuring that learning aligns with strategic goals and supports compliance, growth, and innovation.

This qualification directly supports national development goals and provides pathways into roles such as Skills Development Facilitator, Learning Designer, Workplace Coach, and Occupational Trainer.

### Qualifying Learners Will Be Able To:

- Identify and analyse workplace learning and development needs
- Plan and coordinate occupational learning interventions
- Facilitate adult learning using a variety of methodologies and techniques
- Assess learner performance using valid, reliable methods
- Implement workplace-based learning programmes and coaching
- Evaluate the effectiveness and impact of learning interventions
- Ensure compliance with learning quality standards and legislative frameworks

## The KLM Empowered Learning X Perience



## Qualification Outline

- The Occupational Certificate: Training and Development Practitioner 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).

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### LEARNING AND DEVELOPMENT FOUNDATIONS (16 credits)

ID	Title	Level	Credits
KM-01	The Statutory Learning and Development Environment	5	8
PM-01	Manage and Coordinate Logistics, Facilities and Financial Resources	5	8

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### STRATEGIC L&D PLANNING AND SKILLS DEVELOPMENT FACILITATION (32 credits)

ID	Title	Level	Credits
KM-02	Learning and Development Management Functions	5	8
KM-03	Organisational Learning and Development Needs Analysis	5	8
PM-02	Plan, Conduct and Report on a Learning and Development Needs Analysis	5	16

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### LEARNING PROGRAMME DESIGN AND DELIVERY PLANNING (24 credits)

ID	Title	Level	Credits
KM-06	Workplace Learning and Development Planning, Evaluation and Reporting	5	8
PM-03	Plan the Delivery of an Occupational Learning Intervention	5	16

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### FACILITATION OF LEARNING (20 credits)

ID	Title	Level	Credits
KM-04	Facilitation of Learning in Occupational Contexts	5	8
PM-04	Facilitate Different Methodologies, Training Styles and Techniques	5	12

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### WORK-BASED LEARNING FACILITATION (14 credits)

ID	Title	Level	Credits
KM-07	Work-based Learning	5	6
PM-05	Facilitate Experiential Work-based learning	5	8

## ASSESSMENT AND IMPACT EVALUATION (20 credits)

ID	Title	Level	Credits
KM-05	Assessment Principles and Practices	5	4
PM-06	Plan and Conduct Assessments	5	8
PM-07	Evaluate the impact of Learning	5	8

## Work Experience Modules

The work experience modules give the learner an opportunity to perform the software engineering function 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	Conduct Learning and Development Management Practices	5	12
WM-02	Conduct Skills Development Facilitation	5	8
WM-03	Conduct Learning and Development Planning and Implementation	5	12
WM-04	Facilitate an Occupational Learning Session	5	15
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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