



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

The Further Education and Training Certificate (FETC): Occupationally Directed Education Training and Development Practices (ODETDP) is for individuals wanting to enter the field of Education, Training and Development (ETD). It offers a career path and entry to further studies at an NQF level 5.

It is a broad, foundational qualification suitable for those who conduct training in the workplace or for those practising in the ETD sector seeking a formal qualification. It covers key topics such as preparing and facilitating learning, offering learner support, learning administration and HR Management practises related to learning and development.

Target Audience

The qualification is aimed primarily at junior ETD coordinators, trainers and administrators. It is also suitable for those working in other roles in outcomes based education (OBE) seeking a full qualification.

Entry Requirements

- Competence in the subject or occupational field in which ETD will take place.
- Competency in Communication (English) at NQF Level 3.
- Competency in Mathematical Literacy at NQF Level 3.

Additional Requirements

- Access to a PC, software and the internet for course assignments.
- Internet and bandwidth to accommodate virtual facilitator-led sessions.

Education & Training

FETC: Occupationally Directed ETDP

ETDP SETA Certification

SAQA ID: 50332

NQF Level: 4

Credits: 120

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments, case studies and self study to embed skills.

You will need to:

- Attend all lectures and sessions.
- Demonstrate theoretical and practical understanding of programme content.
- Complete and present practical assignments.
- Compile and submit a Portfolio of Evidence (PoE)

To receive the FETC: Occupationally Directed Education Training and Development Practices at an NQF level 4, you will need to compile, submit and be found competent by constituent Assessors, Moderators and Verifiers on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the qualification, you will be able to:

- Communicate in a variety of ways in Education, training and development contexts.
- Use Mathematics Literacy in real life and education, training and development situations.
- Prepare for and facilitate learning in specific contexts.
- Provide learner support in a range of settings.
- Conduct learning administration and contribute to Human Resource Management Practices.



Course Content

FETC: Occupationally Directed Education Training and Development Practices

Accreditation Body: ETDP SETA

SAQA ID: 50332 | Learning Programme ID: NA
NQF Level: 4 | Credits : 120

Module 1: Communication in ETD Contexts

- Communicate within and about ETD processes in a clear, understandable way to achieve communication objectives
- Communicate facts, concepts, ideas and principles related to specific learning areas clearly and consistently according to requirements

Module 2: Mathematics in ETD Contexts

- Use the tools and concepts of mathematics to plan and manage ETD
- Apply mathematics literacy to personal and work-related contexts using maths principles and processes

Module 3: Prepare and facilitate learning

- Analyse and develop learner profiles appropriate for the target audience using information like demographics, literacy, learner styles, learning factors, motivation, special needs, barriers, levels of experience, costs and time constraints
- Prepare the learning environment for facilitation ensuring that resources, site and arrangements are fit-for-purpose
- Facilitate according to a plan, using appropriate methodologies and manner to achieve learning objectives
- Facilitate one-on-one training in the workplace
- Self monitor facilitation and behaviour and modify to address weaknesses or difficulties.

Module 4: Provide Learner Support

- Enable and support learners in defining their learning objectives, clarifying issues and managing expectations.
- Support learners so that they benefit from and are prepared and can cope with learning
- Identify barriers to learning and solve problems cooperatively within appropriate frameworks
- Create a safe learning environment to promote the objectives of learning and the principles of assessment and life-long learning
- Assess learners providing support and assistance without compromising the assessment process

Module 5: Learning Administration and HR Practices

- Conduct learning and skills development administration and keep records that are clear, accessible, accurate and current
- Contribute to Human Resource Management practices
- Use an integrated and structured approach to people management



info@ldgroup.co.za



+27 086 022 7337



www.ldgroup.co.za

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