



THE  
LEARNING  
DEVELOPMENT  
GROUP

## Introduction

The National Certificate is aimed at individuals looking for a career path in Occupationally Directed Education Training and Development (ODETD).

It is suitable for delegates who have an FETC in any field or no previous experience in Education Training and Development (ETD) or for those who have some experience in the industry and want a recognised qualification.

You will develop knowledge and skills for designing and developing learning interventions, facilitating, assessing and supporting learning and learners at an NQF level 5.

## Target Audience

This qualification is for those with little or no prior exposure to ETD who want to build on an FETC from any field to become an ETD practitioner.

It is aimed at individuals wanting to work as Learning Facilitators, Assessors, Learner and Learning Support Specialists and Skills Development Facilitators.

## Entry Requirements

- An FETC NQF Level 4 or equivalent.
- Competence in the subject or occupational field in which ETD will take place.
- Proficiency at the necessary level to engage meaningfully in ETD within the subject area of expertise.

## Additional Requirements

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

## Education and Training

# NC: Occupationally Directed ETDP

### ETDP SETA

SAQA ID: 50334

NQF Level: 5

Credits: 120

## Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive facilitated training sessions, group discussions, assignments 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 your National Certificate Occupationally Directed Education Training and Development Practices, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

## Learning Outcomes

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

- Communicate in a variety of ETD settings.
- Design and develop learning programmes and processes.
- Facilitate and evaluate learning.
- Engage in and promote assessment practices.
- Provide learning support to learners and organisations.
- Conduct skills development facilitation.



## Course Content

### NC: Occupationally Directed ETD Practices Accreditation Body: ETDP SETA

SAQA ID: 50334 | Learning Programme ID: ODETDP  
NQF Level: 5 | Credits : 120

#### Communicate In a Variety of ETD Settings

- Communicate using media appropriate to audience and setting
- Communicate facts, concepts, ideas and principles of specific learning areas clearly and consistently

#### Design and Develop Learning Programmes and Processes

- Define training needs based on outcomes, and link to performance requirements on the job
- Align learning outcomes with unit and assessment standards, qualifications or job requirements

#### Facilitate and Evaluate Learning

- Prepare learning resources, arrangements and the learning site
- Implemented formal plans and structures using methods that achieve learning objectives
- Facilitate professionally and ensure the physical and psychological safety of learners
- Solve problems using a range of techniques
- Facilitate to provide for application in the workplace and to create opportunities for assessment
- Self-monitor facilitation and modify behaviour to address weaknesses or difficulties

#### Engage In and Promote Assessment Practices

- Support, prepare, assist assessors in assessment and/or RPL processes, without compromising results
- Align and integrate assessment practices with the principles of outcomes-based assessment
- Ensure assessment decisions are reliable and relevant to pre-determined outcomes
- Provide feedback constructively and use assessment results to improve learning design and facilitation

#### Provide Learning Support to Learners and Organisations

- Identify learners needing support proactively and sensitively
- Define learning objectives, clarify issues, manage expectations and identify learning paths and opportunities and assist in identifying and understanding assessment opportunities, processes and benefits, including RPL
- Ensure learners experience the maximum benefit of learning and assessment and that they are prepared for and can cope with learning and assessment
- Identify barriers to learning and solve problems cooperatively within given frameworks.
- Create a safe learning environment that promotes the objectives of learning and the principles of life-long learning and offer realistic, relevant, valid, impartial advice based on learner needs

#### Conduct Skills Development Facilitation

- Ensure skills development information and advice is consistent with current practices and requirements as well as the needs of the organisation
- Create skills development plans that address individual learning needs and align with organisational strategic objectives
- Promote learning aligned to individual and organisational needs, using appropriate and effective communication techniques
- Develop records that are clear, accessible, accurate and up to date
- Coordinate ETD interventions with the organisational skills development plan



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## Our Accredited Organisations



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