

Occupational Certificate

Training and Development Practitioner



Qualification Details

SAQA QUALIFICATION ID	101321
QUALIFICATION TYPE	Occupational Certificate
QUALIFICATION TITLE	Training and Development Practitioner
NQF LEVEL	5
DURATION	18 Months
MINIMUM CREDITS	190



Entry Requirements

To enrol in this qualification, a learner must possess one of the following:
A Grade 12 National Senior Certificate (NSC) or National Certificate (Vocational) (NCV) at NQF Level 4. An equivalent NQF Level 4 qualification, demonstrating proven proficiency in Communication and Mathematical Literacy.

Purpose of the Qualification

The primary purpose of this qualification is to prepare a learner to operate effectively as a Learning and Development Practitioner. Upon successful completion, the qualified individual will possess the necessary skills to plan, conceptualise, implement, and evaluate occupationally relevant learning interventions.

A qualified learner will be able to:

- **Manage & Coordinate:** Develop management plans, handle logistics, and manage intervention finances.
- **Needs Analysis:** Conduct and report on occupational learning and development needs analysis.
- **Facilitate Learning:** Apply adult learning principles and techniques across diverse occupational contexts.
- **Assess Competence:** Plan, conduct, record, and review assessments based on QCTO standards.
- **Evaluate Impact:** Measure and report on the impact and effectiveness of learning initiatives.
- **Ensure Compliance:** Conduct **SDF processes** required for mandatory grant compliance.

Curriculum and Module Breakdown

The qualification consists of three compulsory components aligned with QCTO standards to ensure comprehensive skills development and the benefits of a structured learnership:

1. Knowledge Component
2. Practical Skills Component
3. Work Experience Component



EISA Eligibility

Before attempting the EISA, a learner must provide a Statement of Results from a skills development provider, confirming successful completion of:

- all knowledge modules
- all practical modules
- all work experience modules

Knowledge Modules (50 Credits)

These seven modules cover the conceptual background necessary for effective practice:

- **KM-01:** The statutory learning and development environment
- **KM-02:** Learning and development management functions
- **KM-03:** Organisational learning and development needs analysis
- **KM-04:** Facilitation of learning in an occupational contexts
- **KM-05:** Assessment principles and practices
- **KM-06:** Workplace learning and development planning, evaluation and reporting
- **KM-07:** Work based learning

Practical Skill Modules (76 Credits)

These seven modules focus on developing tangible skills required for operational performance:

- **PM-01:** Manage and co-ordinate logistics, facilities and financial resources
- **PM-02:** Plan, conduct and report on a learning and development needs analysis
- **PM-03:** Plan the delivery of an occupational learning intervention
- **PM-04:** Facilitate different methodologies, training styles and techniques within an occupational learning context
- **PM-05:** Facilitate experiential work based learning
- **PM-06:** Plan and conduct the assessment of learner competencies
- **PM-07:** Evaluate the impact of learning within an occupational context

Work Experience Modules (64 Credits)

These seven modules detail the required workplace activities and structured experience necessary to achieve competence in the field:

- **WM-01:** Conduct learning and development management practices
- **WM-02:** Conduct skills development facilitation (SDF) processes as required for mandatory grant payments
- **WM-03:** Conduct learning and development planning and implementation processes
- **WM-04:** Facilitate an occupational learning session
- **WM-05:** Facilitate a work based learning and development process
- **WM-06:** Conduct assessments of learner competence
- **WM-07:** Conduct an evaluation of the impact of learning within an occupational context



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