National Diploma: Occupationally Directed Education Training Development Practices (50333)

Program Description

This qualification is for those who want to enter the field of Education, Training and Development (ETD) as a potential career, and have little or no previous exposure to this field. These practitioners will be able to provide leadership and management in relation to ETD practices, while providing specialist skills in key areas. This qualification will contribute towards the promotion of well designed and implemented outcomes-based approaches to learning design, facilitation and assessment, within the context of a quality assured system.

Outcomes

The qualification addresses general competences across eight key ETD roles, and provides an opportunity for learners to specialise in four key areas, in line with possible career opportunities or areas of interest:

◎ 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
◎ Develop standards and qualifications
◎ Manage and administer Education, Training and Development
◎ Engage in general management activities

Total duration of course

19 days (completed over 12 months)

Number of credits

126 credits

Entry Requirements

It is assumed that practitioners have expertise in the subject/occupation field in which they intend to provide Education, Training and Development, at a level required to engage meaningfully in ETD within that field.

Course Details

Phase One: Strategic ETD Competencies (49 credits, 6 days)

1. Facilitation Skills II (2 days)

   15 credits, unit standards 123398, 10294

   This module applies the facilitation skills acquired in the certificate in a strategic manner through the enhancement of skills development in an organisation, as well as ensuring that learners with special needs are catered for.

2. Fundamentals II (2 days)

   10 credits, unit standards 115791, 115792

   A module that ensures the application of the basic skills of verbal and written communication acquired in the certificate.

3. Skills Development Facilitator II (1 day)

   14 credits, unit standards 15228, 114925

   This course assumes that the learner has the basic competencies required of a Skills Development Facilitator in place, since it addresses developing administration and quality management systems to support this function.

4. Program Design (2 days)

   15 credits, unit standard 123401

   A strategic module dealing with the development of a detailed brief for materials development. This module engages the learner to acquire an intimate knowledge of program design in order to monitor and assure the quality and accuracy of the materials being developed.

Phase Two: Management ETD Competencies (75 credits, 8 days)

1. Teamwork and Conflict Management (2 days)

   15 credits, unit standards 15224, 114226, 15237

   This module enhances the skills of a leader in the training department to ensure that the team delivers at premium quality. It addresses issues such as conflict management, motivation and key management functions such as delegation and decision-making.

2. Increase Your Productivity (3 days)

   18 credits, unit standards 114878, 114884

   It is critical to be productive in the workplace and ensure that the systems that are being utilised are of maximum benefit. This course tackles the factors that influence productivity and provides some insights on how to improve processes at work.

3. <u>Manage and Cost Your Project</u> (4 days)
    24 credits, unit standards 10146, 12996
    An extremely useful skill, this module teaches the ETD practitioner to engage with work processes in an improved fashion, using the project management tools. In addition, the course addresses key financial aspects of project management and draws attention to the important competencies regarding manage a project budget.

4. <u>Managing Diversity</u> (1 day)
    3 credits, unit standard 15233
    A given for any manager is the fact that their team will not all hold the same personalities and views. This module not only creates awareness of the potential differences but also how best to deal with them.

5. <u>The Democratic Workplace</u> (2 days)
    12 credits, unit standard 119665
    The key feature of this highly interactive course is human rights. Being in the organisation development field requires employees to have strong people skills which have to be underpinned with a genuine tolerance of the diversity of culture South African society comprises. This course addresses this potentially volatile subject in a sensitive manner and also provides historical input to allow for deeper understanding.