



BCONSULT

Occupational Certificate

TRAINING AND DEVELOPMENT PRACTITIONER

NQF Level 5 | SAQA ID 101321 | 190 Points | 12 Months

Training and Development Practitioner – NQF Level 5

SAQA ID: 101321 | Credits: 190 | Duration: 12-month | QCTO Learnership

1. Course Overview

The Occupational Certificate: Training and Development Practitioner is designed to prepare learners to function effectively as Learning and Development (L&D) Practitioners in diverse occupational contexts. This programme equips learners with the competencies to plan, design, facilitate, assess, and evaluate occupationally directed learning and development interventions.

The qualification responds to national priorities by strengthening the skills base in South Africa, enhancing employability, and supporting the development of an inclusive economy. L&D Practitioners play a critical role in building a capable workforce by aligning training initiatives with organisational and national skills development strategies.

2. Learning Outcomes

On completion of this programme, learners will be able to:

- Analyse organisational learning and development needs, compile relevant plans and reports, and guide stakeholders on learning practices and quality assurance.
- Design, schedule, implement, and evaluate occupationally relevant learning and development interventions.
- Manage and coordinate learning and development processes, resources, and quality assurance within an occupational context.
- Facilitate learning sessions using adult learning principles, methodologies, and techniques.
- Plan, implement, and evaluate work-based learning programmes aligned to organisational and learner needs.
- Conduct assessments of learner competence in accordance with assessment principles and occupational standards.

KNOWLEDGE MODULES

| Curriculum Code | Knowledge Module | NQF Level | Credits |
|-----------------|--|-----------|---------|
| 242401001-KM-01 | The statutory learning and development environment | 5 | 8 |
| 242401001-KM-02 | Learning and development management functions | 5 | 8 |

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| | | | |
|-----------------|---|---|---|
| 242401001-KM-03 | Organisational learning and development needs analysis | 5 | 8 |
| 242401001-KM-04 | Facilitation of learning in an occupational context | 5 | 8 |
| 242401001-KM-05 | Assessment principles and practices | 5 | 4 |
| 242401001-KM-06 | Workplace learning and development planning, evaluation and reporting | 5 | 8 |
| 242401001-KM-07 | Work based learning | 5 | 6 |

PRACTICAL SKILLS MODULES

| Curriculum Code | Practical Skills Module | NQF Level | Credits |
|-----------------|--|-----------|---------|
| 242401001-PM-01 | Manage and coordinate logistics, facilities and financial resources | 5 | 8 |
| 242401001-PM-02 | Plan, conduct and report on a learning and development needs analysis | 5 | 16 |
| 242401001-PM-03 | Plan the delivery of an occupational learning intervention | 5 | 16 |
| 242401001-PM-04 | Facilitate different methodologies, training styles and techniques within an occupational learning context | 5 | 12 |
| 242401001-PM-05 | Facilitate experiential work-based learning | 5 | 8 |
| 242401001-PM-06 | Plan and conduct the assessment of learner competencies | 5 | 8 |
| 242401001-PM-07 | Evaluate the impact of learning within an occupational context | 5 | 8 |

WORKPLACE MODULES

| Curriculum Code | Workplace Module | NQF Level | Credits |
|-----------------|--|-----------|---------|
| 242401001-WM-01 | Conduct learning and development management practices | 5 | 12 |
| 242401001-WM-02 | Conduct skills development facilitation (SDF) processes as required for mandatory grant payments | 5 | 8 |

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| | | | |
|-----------------|--|---|----|
| 242401001-WM-03 | Conduct learning and development planning and implementation processes | 5 | 12 |
| 242401001-WM-04 | Facilitate an occupational learning session | 5 | 8 |
| 242401001-WM-05 | Facilitate a work based learning and development process | 5 | 8 |
| 242401001-WM-06 | Conduct assessments of learner competence | 5 | 8 |
| 242401001-WM-07 | Conduct an evaluation of the impact of learning within an occupational context | 5 | 8 |

3. A Qualified Learner Will Be Able To:

- Coordinate learning and development within occupational environments.
- Establish and refine learning needs to support individual and organisational growth.
- Conceptualise, design, and implement structured learning programmes.
- Facilitate learning across various occupational contexts.
- Evaluate the effectiveness and impact of training interventions.
- Plan and conduct fair, valid, and reliable learner assessments.

Entry Requirements

- A minimum of **NQF Level 4 with Communication** (or equivalent).
- Recognition of Prior Learning (RPL) may be applied for learners with relevant workplace experience.

4. International Comparability

This qualification compares favourably with international programmes such as:

- **United Kingdom:** AIM Awards Diploma in Education and Training (Level 5) and City & Guilds Certificate in Education and Training (Level 4).
- **Australia:** Certificate IV in Training and Assessment (AQF).
- **Singapore:** Advanced Certificate in Training and Assessment (ACTA).

International benchmarking highlights strong alignment in areas such as needs analysis, facilitation, assessment, workplace learning, and evaluation. Differences mainly lie in qualification levels and the inclusion of specialised modules such as curriculum design or e-learning systems.

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5. Occupational Trainer – NQF Level 5 Certification

This programme is registered as an **Occupational Certificate at NQF Level 5** on the **Occupational Qualifications Sub-framework (OQSF)**.

It builds on foundational competencies at **NQF Level 4** and provides a pathway for further studies such as:

- Advanced Certificate in Education (NQF Level 6).
- National First Degree in Occupationally Directed Education, Training and Development Practices (NQF Level 6).

6. Potential Career Opportunities

Graduates of this qualification can pursue roles such as:

- Training and Development Practitioner
- Learning and Development Specialist
- Skills Development Facilitator (SDF)
- Workplace Learning Coordinator
- Training Facilitator or Assessor
- Human Resource Development (HRD) Practitioner

This qualification enhances employability across industries where workplace learning, skills development, and continuous professional development are critical.

7. Learning Options

The programme is available through:

- **Accredited Training Providers** offering classroom-based or blended learning.
- **Workplace-based Learning** through approved employer partnerships.
- **Recognition of Prior Learning (RPL)** for experienced practitioners seeking formal recognition of their skills.

Learners will undergo formative assessments throughout the programme and complete an **external integrated summative assessment** through the QCTO's Assessment Quality Partner to achieve the qualification.

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