



BCONSULT

Occupational Certificate

OCCUPATIONAL TRAINER

NQF Level 4 | SAQA ID 97154 | 124 Points | 12 Months

Occupational Certificate:

Occupational Trainer – NQF Level 4

SAQA ID: 97154 | Credits: 124 | Duration: 12-month | QCTO Learnership

1. Course Overview

The Occupational Certificate: Occupational Trainer (NQF Level 4) prepares individuals to plan, coordinate, implement and evaluate workplace learning programmes aimed at developing occupational competence.

This qualification is designed for individuals who possess technical or occupational expertise and are responsible for transferring their knowledge and skills to others within the workplace. It equips learners with the competencies required to deliver structured training interventions, assess learner performance, and ensure effective knowledge transfer within industry environments.

The programme focuses on key aspects of workplace training, including learning theories, training needs analysis, training delivery, learner support, assessment practices, and evaluation of training outcomes. Learners are also exposed to practical workplace experience where they apply training methodologies and assessment techniques in real organisational settings.

The qualification forms part of South Africa's Occupational Qualifications Sub-Framework (OQSF) and contributes to improving the quality of workplace learning and skills development across industries.

2. Learning Outcomes

On successful completion of this qualification, learners will be able to:

- Analyse learner profiles and identify barriers to learning in workplace training environments.
- Prepare and adapt training materials and learning resources suitable for workplace learning interventions.
- Deliver structured training sessions using appropriate facilitation techniques and training methodologies.
- Conduct learner assessments using approved tools and gather evidence of competence.
- Evaluate and report on the effectiveness of training interventions.

Apply principles of adult learning and workplace education in occupational training contexts.

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KNOWLEDGE MODULES

Curriculum Code	Knowledge Module	NQF Level	Credits
242402000-KM-01	Introduction to Occupational Training	4	4
242402000-KM-02	Learning theories, concepts and principles	4	12
242402000-KM-03	Training needs concepts	4	4
242402000-KM-04	Training methods, techniques and resources	4	10
242402000-KM-05	Training delivery	4	10
242402000-KM-06	Evaluation of competence	4	8

PRACTICAL SKILLS MODULES

Curriculum Code	Practical Skills Module	NQF Level	Credits
242402000-PM-01	Align learning intervention to needs of participating learners	4	8
242402000-PM-02	Evaluate available learning resources and aids, and adapt for specified training scenarios	4	8
242402000-PM-03	Plan, conduct, evaluate and report on learning interventions	4	12
242402000-PM-04	Use given assessment instruments to conduct and record competence evaluations	4	8

WORKPLACE MODULES

Curriculum Code	Workplace Module	NQF Level	Credits
242402000-WM-01	Learner training needs establishment processes	4	8
242402000-WM-02	Pre-programme delivery planning and scheduling processes	4	8

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242402000-WM-03	Workplace learning intervention delivery, evaluation and reporting processes	4	12
242402000-WM-04	Learner competence evaluation and workplace evaluation administration processes	4	12

3. A Qualified Learner Will Be Able To:

A qualified learner will be able to:

- **Establish learner training needs** by identifying learner profiles, learning barriers and special requirements within workplace training programmes.
- **Prepare and align learning materials** to suit the needs of learners and the specific context of the workplace.
- **Deliver and facilitate workplace learning interventions** using appropriate training techniques and interpersonal skills.
- **Evaluate training effectiveness** and report on learning outcomes within a workplace training environment.
- **Conduct learner competence assessments** using approved assessment tools and procedures.
- **Maintain training documentation and administrative records** required for workplace learning programmes.

Entry Requirements

To enrol for this qualification, learners must meet the following minimum requirement:

- **NQF Level 4 qualification** or equivalent; and
- Demonstrate **technical or occupational expertise** in a specific field in which they will provide training.

Recognition of Prior Learning (RPL) may be applied for learners who can demonstrate relevant workplace experience or prior learning aligned with the entry requirements.

4. International Comparability

The **Occupational Trainer qualification** aligns broadly with international vocational education and training systems that prepare workplace trainers and facilitators.

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Comparable programmes include:

- **Germany:** The *Berufspädagoge (Occupational Trainer)* and Workplace Tutor certifications developed within the European Qualifications Framework.
- **Australia:** *Certificate IV in Training and Assessment*, which prepares practitioners to deliver and assess training within the Vocational Education and Training (VET) system.

Although training systems differ across countries, these qualifications share similar outcomes, including training delivery, learner assessment, and workplace-based learning facilitation. South Africa's Occupational Trainer qualification is recognised as one of the structured approaches to formalising workplace trainer competencies within occupational education.

5. Occupational Trainer – NQF Level 5 Certification

The qualification consists of knowledge modules, practical skill modules, and work experience modules, ensuring that learners develop both theoretical knowledge and applied workplace training competence.

6. Potential Career Opportunities

Graduates of this qualification may pursue career opportunities in workplace training and skills development across various sectors, including:

- Occupational Trainer
- Workplace Trainer
- Skills Development Facilitator (entry level)
- Training Instructor
- Workplace Learning Facilitator
- In-house Corporate Trainer
- Technical Training Officer
- Learning and Development Support Practitioner

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The qualification also provides a foundation for progression into advanced roles in **learning and development, training management, and skills development facilitation.**

7. Learning Options

This qualification may be delivered through various flexible learning approaches, including:

- Full-time classroom-based training
- Blended learning (online and contact sessions)
- Workplace-based learning programmes
- Skills development programmes through accredited training providers
- Recognition of Prior Learning (RPL) pathways

Learners are required to complete both **theoretical learning and workplace practical experience**, culminating in an **external integrated summative assessment** conducted through an approved QCTO Assessment Quality Partner.

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