



Training and Development Practitioner

Course Information

2024 - 2025

Occupational Qualification: Training and Development Practitioner

Qualification Information

Level	SAQA ID	Credits
NQF 5	101321	190

Entry Requirements:

- NQF level 4 with Communication

Occupational Purpose

A Learning and Development Practitioner plans, writes learning objectives, selects and adapts learning resources required for the delivery of learning interventions, and facilitates learning in an occupational context

Occupational Tasks:

- Co-ordinate learning within an occupational context (NQF Level 5)
- Establish and refine learning and development needs within an occupational context (NQF Level 5)
- Conceptualise, plan and implement an occupationally relevant learning and development interventions (NQF Level 5)
- Facilitate learning in a variety of occupational contexts (NQF Level 5)
- Evaluate the impact of learning and development interventions within an occupational context (NQF Level 5)

Assessments

- Formative assessment activities during the course of each module.
- Summative assessments at the end of each module
- An External Integrated Summative Assessment (EISA) at the end of the qualification.

NB: Access to the EISA is dependent on the successful of all qualification deliverables and formative and summative assessment at IQ.

Knowledge, Practical and Workplace Modules comprise the following competencies.

Knowledge Experience Module	Level	Credits
The statutory learning and development environment	5	8
Learning and development management functions	5	8
Organisational learning and development needs analysis	5	8
Facilitation of learning in an occupational context	5	8
Assessment principles and practices	5	4
Workplace learning and development planning, evaluation and reporting	5	8
Work based learning	5	6

Practical Module	Level	Credits
Manage and coordinate logistics, facilities and financial resources	5	8
Plan, conduct and report on a learning and development needs analysis	5	16
Plan the delivery of an occupational learning intervention	5	16
Facilitate different methodologies, training styles and techniques within an occupational learning context	5	12
Facilitate experiential work-based learning	5	8
Plan and conduct the assessment of learner competencies	5	8
Evaluate the impact of learning within an occupational context	5	8

Workplace Modules	Level	Credits
Conduct learning and development management practices	5	12
Conduct skills development facilitation (SDF) processes as required for mandatory grant payments	5	8
Conduct learning and development planning and implementation processes	5	12
Facilitate an occupational learning session	5	8
Facilitate a work-based learning and development process	5	8
Conduct assessments of learner competence	5	8
Conduct an evaluation of the impact of learning within an occupational context	5	8

Knowledge Module 01

The statutory framework that governs the South African Qualification Authority	4	20%
The statutory and regulatory framework that governs the occupational skills development environment	4	30%
The statutory and regulatory framework that governs skills development funding	4	25%
National occupational skills development structures, policies and priorities	4	25%

Knowledge Module 02

Learning and development management concepts	4	15%
Learning and development intervention planning and co-ordination	4	20%
Learning and development quality management concepts	4	30%
Learning and development procurement concepts and practices	4	10%
Communication and reporting within Learning and Development Management	4	15%
Learning and development ethics	4	15%

Knowledge Module 03

Research principles and applications	4	125%
Organisational learning and development needs analysis concepts	4	75%

Knowledge Module 04

Principles and models for facilitation planning and preparation	4	30%
Facilitation principles, techniques and tools	4	50%
Evaluating, reviewing and reporting on facilitation	4	20%

Knowledge Module 05

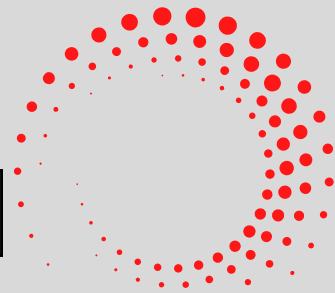
Assessment practices, methods and concepts	5	25%
Evidence collection and recording concepts and principles	5	25%
Evidence evaluation concepts and principles	5	25%
Assessment administration and regulatory practices	5	25%

Knowledge Module 06

Workplace learning and development planning	5	35%
Learning program sourcing, evaluation and selection	5	20%
Workplace learning and development reporting	5	45%
Assessment administration and regulatory practices	5	25%

Knowledge Module 07

Delivery models (learnerships, internships, experiential learning, apprenticeships)	5	30%
Planning and scheduling work based learning	5	20%
Facilitation of work based learning	5	30%
Evaluation of learner progression	5	20%



Practical Module 01

Develop a management plan for a learning intervention	5	Credits 8
Comply with established quality assurance requirements	5	
Establish contractual relationships with stakeholders	5	
Compile communication for information sharing	5	

Practical Module 02

Provide information and advice concerning occupational learning	5	Credits 16
Collect, analyse data and report on workplace learning and development needs	5	
Develop a workplace learning and development plan	5	
Monitor the implementation of a workplace learning and development plan	5	
Conduct learning and development administration and reporting	5	

Practical Module 03

Plan the delivery of a learning intervention	5	Credits 16
Evaluate and adapt the learning resources for the delivery of the learning intervention	5	

Practical Module 04

Plan and prepare to facilitate a learning intervention	5	Credits 12
Facilitate the learning intervention	5	
Reflect on the effectiveness of own facilitator role	5	

Practical Module 05

Develop an experiential work based learning plan and implementation schedule	5	Credits 8
Conduct a task focused learning session	5	
Establish a mentorship relationship	5	

Practical Module 06

Prepare for assessment	5	Credits 8
Conduct the assessment	5	
Report and record assessments	5	
Review assessments	5	

Practical Module 07

Measure and evaluate the impact of learning and development on work processes	5	Credits 8
Report on the results achieved	5	

Workplace Modules

Complete an assignment in an authentic work environment on learning and development management practices under the guidance of a subject matter expert	5	Credits 12
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Workplace Modules

Complete an assignment in an authentic work environment on skills development facilitation processes under the guidance of a subject matter expert	5	Credits 8
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Workplace Modules

Complete an assignment in an authentic work environment on learning and development planning and implementation processes under the guidance of a subject matter expert

5

Credits
12

Workplace Modules

Facilitate a contextualised learning and development session under the guidance of a subject matter expert

5

Credits
8

Workplace Modules

Facilitate the implementation of a work based learning and development intervention under the guidance of a subject matter expert

5

Credits
8

Workplace Modules

Plan for and conduct an assessment of three candidates under the guidance of a subject matter expert

5

Credits
8

Workplace Modules

Plan for and conduct an impact evaluation under the guidance of a subject matter expert

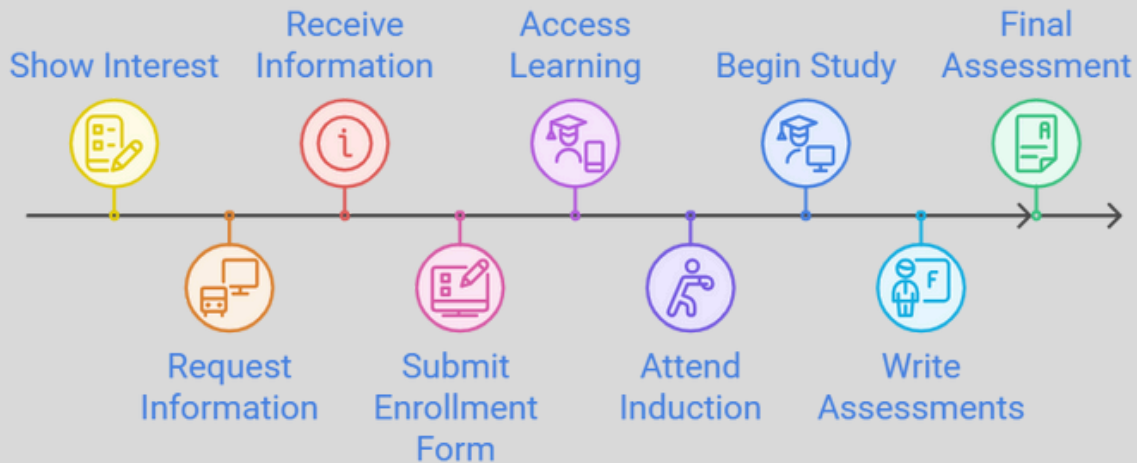
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Customer Journey

Enrollment and Completion Process for IQ Programmes



IQ Commitment

Our Commitment to Your Success: Responsibilities to Our Learners from Enrolment

- Seamless Onboarding & Personalised Support
- Flexible, Engaging Learning
- Continuous Communication & Unrivalled Support
- Tailored Learning Paths & Career Development
- Recognition of Prior Learning
- Innovative Assessments & Real-World Learning
- Lifelong Learning & Alumni Support

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