

# NATIONAL DIPLOMA: ODETD

NQF LEVEL 5 | CREDITS: 247 | SAQA ID: 50333



## PROGRAMME OVERVIEW

This qualification is for those who want to enter the field of Occupational Directed Education, Training and Development as a potential career, and have a little or no previous exposure to Education, Training and Development (ETD). This qualification will also be valuable for those who may have been practicing within the field, but without formal qualification. All training fields require the services of ETD practitioners who may not only have a broad understanding and skills across all ETD roles, but with deeper skills in relation to a selection of several key ETD roles. Such practitioners will be able to provide leadership and management in relation to ETD practices., while providing specialist skills in key areas.

## DURATION AND MODE OF DELIVERY

- The programme is offered over a period of 24 months
- Online, blended or face to face
- All options include self-study, assignment writing as well as examinations and group presentations and assessments

## ENTRY REQUIREMENTS

- Further Education and Training Certificate
- Grade 12

## ACCREDITATION

- National Diploma in Occupational Directed Education, Training and Development Practices, NQF Level 5, Credits 247
- Accredited with ETD/PSETA – Education Training and Development Practices Sector Education and Training Authority

## EXIT LEVEL OUTCOMES

- Communicate in a variety of ETD settings
- 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
  - Define standards and qualifications
  - Manage and administer education training and development
- Engage in general management activities

## UNIT STANDARDS

MODULE	UNIT STANDARD TITLE	LEVEL	CREDITS
<b>Module 1:</b> Communicate in the ETD Setting (15 Credits)	115789: Sustain oral interactions across a wide range of contexts and critically evaluate spoken texts	5	5
	115790: Write and present for a wide variety of purpose, audiences and contexts	5	5
	114924: Demonstrate understanding of the outcomes-based education and training approach within the context of a National Qualifications Framework	5	5
<b>Module 2:</b> Design and Develop Learning Programmes (31 Credits)	123396: Define target audience profiles and skills gaps	4	6
	123401: Design outcomes-based learning programmes	6	15
	123394: Develop outcomes-based learning programmes	5	10
<b>Module 3:</b> Facilitate and Evaluate Learning (25 Credits)	117871: Facilitate learning using a variety of given methodologies	5	10
	910294: Identify and respond to learners with special needs and barriers to learning	5	10
	115792: Access, process, adapt and use data from a wide range of texts	5	5
<b>Module 4:</b> Planning for Facilitation (34 Credits)	115753: Conduct outcomes-based assessments	5	15
	115755: Design and develop outcomes-based assessments	6	10
	117858: Design and develop qualifications for assessment, education, training and development	6	6
<b>Module 5:</b> Learner and Organisational Support (26 Credits)	117874: Guide learners about their learning, assessment and recognition opportunities	5	6
	23398: Facilitate the transfer and application of learning in the workplace	5	5
	117865: Assist and support learners to manage their learning experiences	4	5
	115759: Conduct moderation of outcomes-based assessments	6	10
<b>Module 6:</b> Skills Development Facilitation (39 Credits)	15221: Provide information and advise regarding skills development and related issues	5	4
	15217: Develop an organisational training and development plan	5	6
	15232: Co-ordinate planned education, training and development in an organisation	5	6
	15218: Conduct an analysis to determine outcomes of learning skills development and other purposes	4	5
	252041: Promote a learning culture in an organisation	5	5
	15227: Conduct skills development administration in an organisation	4	4
	15228: Advise on the establishment and implementation of a quality management system for skills development practices in an organisation	5	10
<b>Module 7:</b> Standards and Quality (28 Credits)	115791: Use language and communication strategies for vocational and occupational learning	5	5
	123400: Evaluate and promote education training and development (ETD) providers, services and products for organisational users	6	5
	117856: Define standards for assessment, education, training and development	6	8
	123397: Evaluate a learning intervention using given evaluation instruments	5	10
<b>Module 8:</b> Support Learners with Special Needs (28 Credits)	10305: Devise interventions for learners who have special needs	6	16
	119274: Select learning support materials and assistive technology for inclusive settings	4	12
<b>Module 9:</b> Manage ETD Teams (34 Credits)	15237: Build teams to meet set goals and objectives	5	3
	15233: Harness diversity and build on strengths of a diverse working environment	5	3
	5224: Empower team members through recognising strengths, encouraging participation in decision making and delegating tasks	5	4
	10146: Supervise a project team of a developmental project to deliver project objectives	5	14