


Curriculum Document		
Curriculum Code	Curriculum Title	
900097-000-00-00	Skills Development Facilitation Practitioner	

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SECTION 1: CURRICULUM SUMMARY

1. Occupational Information

1.1 Associated Occupation/s

242401: Training and Development Professional

1.2 Occupation/s or Specialisation/s Addressed

242401-001: Training and Development Practitioner

1.3 Skills Programme Addressed by this Curriculum

SP242401-001-00-03: Skills Development Facilitation Practitioner

1.4 Alternative Titles used by Industry

- None

2. Curriculum Information

2.1 Curriculum Structure

This qualification is made up of the following compulsory Knowledge and Practical Skill Modules:

Knowledge Modules:

- 242401-001-KM-01, The statutory learning and development environment, NQF Level 5, Credits 8
- 242401-001-KM-06, Workplace learning and development planning, evaluation and reporting, NQF Level 5, Credits 8

Total number of credits for Knowledge Modules: 16

Practical Skill Modules:

- 24240-1001-PM-02, Plan, conduct and report on a learning and development needs analysis, NQF Level 5, Credits 16

Total number of credits for Practical Skill Modules: 16

This qualification also requires the following Work Experience Modules:

- 24240-1001-WM-02, Conduct skills development facilitation (SDF) processes as required for mandatory grant payments, NQF Level 5, Credits 8

Total number of credits for Work Experience Modules: 8

2.2 Entry Requirements

NQF level 4 with Communications

SECTION 2: OCCUPATIONAL PROFILE

1. Occupational/Skills Programme Purpose

A Skills Development Facilitation Practitioner plans for, conducts and administers skills development planning in an occupational context.

2. Occupational Tasks

- None

3. Occupational Task Details

3.1. None

Unique Product or Service:

- None

Occupational Responsibilities:

- None

Occupational Contexts:

- None

SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS

SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS

List of Knowledge Modules for which Specifications are included

- 242401-001-KM-01, The statutory learning and development environment, NQF Level 5, Credits 8
- 242401-001-KM-06, Workplace learning and development planning, evaluation and reporting, NQF Level 5, Credits 8

1. 242401001-KM-01, The statutory learning and development environment, NQF Level 5, Credits 8

1.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of the statutory environment that regulates the South African training and development environment.

The learning will enable learners to demonstrate an understanding of:

- KM-01-KT01: The statutory framework that governs the South African Qualification Authority (20%)
- KM-01-KT02: The statutory and regulatory framework that governs the occupational skills development environment (30%)
- KM-01-KT03: The statutory and regulatory framework that governs skills development funding (25%)
- KM-01-KT04: National occupational skills development structures, policies and priorities (25%)

1.2 Guidelines for Topics

1.2.1. KM-01-KT01: The statutory framework that governs the South African Qualification Authority (20%)

Topic elements to be covered include:

- KT0101 Historic developments
- KT0102 Overview of the legislative framework
- KT0103 SAQA roles and responsibilities
- KT0104 Key SAQA policies
- KT0105 Lifelong learning and workplace integrated learning
- KT0106 The National Learner Records Database
- KT0107 The NQF and Level descriptors
- KT0108 Sub frameworks and quality councils
- KT0109 Government structures and departmental roles and functions in skills development
- KT0110 SAQA registered qualifications
- KT0111 Statutory and non-statutory professional bodies and designations

Internal Assessment Criteria and Weight

- IAC0101 Key SAQA policies and guideline documents are contextualised and explained
- IAC0102 The NQF and level descriptors are interpreted, contextualised and explained

(Weight 20%)

1.2.2. KM-01-KT02: The statutory and regulatory framework that governs the occupational skills development environment (30%)

Topic elements to be covered include:

- KT0201 Overview of the statutory and regulatory framework (SDAct, SDLAct, BBBEE Act, EE Act, NQF Act)
- KT0202 The Quality Council for Trades and Occupations
- KT0203 Sector Education and Training Representative Bodies
- KT0204 Key QCTO policies and guidelines (DQP, AQP, Provider Accreditation)
- KT0205 Learning programs, delivery models and policies
- KT0206 Foundational Learning Competence Part Qualifications

Internal Assessment Criteria and Weight

- IAC0201 The scope and application of the legislative and regulatory requirements are explained for different role players, context and structures
- IAC0202 Key policies and guidelines of the QCTO are described
- IAC0203 The skills delivery environment in SA are explained in terms of different role players, trends and delivery models
- IAC0204 Foundational Learning competence is explained in terms of scope and application

(Weight 30%)

1.2.3. KM-01-KT03: The statutory and regulatory framework that governs skills development funding (25%)

Topic elements to be covered include:

- KT0301 The legislative and regulatory framework
- KT0302 Levy payment and distribution provisions
- KT0303 The statutory levy grant provisions for mandatory and discretionary grants
- KT0304 Funding incentives

Internal Assessment Criteria and Weight

- IAC0301 The scope and application of the statutory and regulatory provisions are interpreted and explained in terms of contextual application
- IAC0302 The provisions regarding levy payments and funding incentives regarding grants are illustrated

(Weight 25%)

1.2.4. KM-01-KT04: National occupational skills development structures, policies and priorities (25%)

Topic elements to be covered include:

- KT0401 The National Skills Fund
- KT0402 The National Skills Development Strategy
- KT0403 National transformational frameworks, plans and documents

Internal Assessment Criteria and Weight

- IAC0401 The scope and application of the national structures are illustrated
- IAC0402 The National Skills Development Strategy is summarised in terms of national priorities and targets
- IAC0403 National transformational initiatives are interpreted

(Weight 25%)

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning and development resources aligned to the scope and content of the module
- Learner assessment resources (database, tools, records)

Human Resource Requirements:

- Access to facilitators of learning with subject matter expertise as evident from professional designations, or experiential competence or prior qualifications
- Access to assessment expertise in terms of subject matter related prior learning, experience and credibility

Legal Requirements:

- Access to facilities that comply with occupational health and safety standards where contact learning or assessment sessions are delivered

1.4 Exemptions

- No exemptions are currently recognised for any of the listed knowledge modules. An RPL approach is recommended for all listed knowledge modules.

2. 242401-001-KM-06, Workplace learning and development planning, evaluation and reporting, NQF Level 5, Credits 8

2.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of workplace learning and development planning and reporting in terms of organisational requirements and regulatory provisions.

The learning will enable learners to demonstrate an understanding of:

- KM-06-KT01: Workplace learning and development planning (35%)
- KM-06-KT02: Learning program sourcing, evaluation and selection (20%)
- KM-06-KT03: Workplace learning and development reporting (45%)

2.2 Guidelines for Topics

2.2.1. KM-06-KT01: Workplace learning and development planning (35%)

Topic elements to be covered include:

- KT0101 The Organising Framework of Occupations (OFO)
- KT0102 Consultation requirements, principles and structures
- KT0103 Employment equity in terms of learning and development
- KT0104 Learning and development priorities in terms of organisational constraints (budget, time, resources)
- KT0105 Documenting learning and development plans

Internal Assessment Criteria and Weight

- IAC0101 The development of a workplace learning and development plan are explained in terms of requirements (statutory, strategic, organisational and individual)

(Weight 35%)

2.2.2. KM-06-KT02: Learning program sourcing, evaluation and selection (20%)

Topic elements to be covered include:

- KT0201 Sources of information
- KT0202 Evaluation and selection of learning programs
- KT0203 Reporting practices regarding preferred programs

Internal Assessment Criteria and Weight

- IAC0201 Learning program evaluation concepts are described as applied to Skills Development Facilitator functions

(Weight 20%)

2.2.3. KM-06-KT03: Workplace learning and development reporting (45%)

Topic elements to be covered include:

- KT0301 Monitoring and recording achievement of planned deliverables
- KT0302 Evaluation of learning and development deliverables against action plans
- KT0303 Compiling learning and development records and reports

Internal Assessment Criteria and Weight

- IAC0301 Learning and development deliverables are reviewed, reported and explained in terms of statutory, organisational and personal requirements

(Weight 45%)

2.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning and development resources aligned to the scope and content of the module
- Learner assessment resources (database, tools, records)

Human Resource Requirements:

- Access to facilitators of learning with subject matter expertise as evident from professional designations, or experiential competence or prior qualifications
- Access to assessment expertise in terms of subject matter related prior learning, experience and credibility

Legal Requirements:

- Access to facilities that comply with occupational health and safety standards where contact learning or assessment sessions are delivered

2.4 Exemptions

- No exemptions are currently recognised for any of the listed knowledge modules. An RPL approach is recommended for all listed knowledge modules.

SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS

List of Practical Skill Module Specifications

- 242401-001-PM-02, Plan, conduct and report on a learning and development needs analysis, NQF Level 5, Credits 16

1. 242401-001-PM-02, Plan, conduct and report on a learning and development needs analysis, NQF Level 5, Credits 16

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to develop the competencies related to skills development planning and reporting practices that meets specific individual, operational and regulatory requirements.

The learner will be required to:

- PM-02-PS01: Provide information and advice concerning occupational learning
- PM-02-PS02: Collect, analyse data and report on workplace learning and development needs
- PM-02-PS03: Develop a workplace learning and development plan
- PM-02-PS04: Monitor the implementation of a workplace learning and development plan
- PM-02-PS05: Conduct learning and development administration and reporting

1.2 Guidelines for Practical Skills

1.2.1. PM-02-PS01: Provide information and advice concerning occupational learning

Scope of Practical Skill

Given national skills development strategies, priorities and policies, the learner must be able to:

- PA0101 Analyse national statutory documents, policies and reports related to skills development
- PA0102 Compare national trends and priorities to workplace practices and develop a recommendation for learning and development
- PA0103 Prepare and present an information sharing document on the occupational learning framework
- PA0104 Prepare and present an information sharing document on the foundational learning certificate

Applied Knowledge

- AK0101 National strategies, priorities and policies
- AK0102 The Occupational Learning Framework
- AK0103 The FLC curricula and qualification documents

Internal Assessment Criteria

- IAC0101 Reports are prepared and presented for evaluation on completeness and factual accuracy

1.2.2. PM-02-PS02: Collect, analyse data and report on workplace learning and development needs

Scope of Practical Skill

Given operational data, the learner must be able to:

- PA0201 Conduct an analysis to determine key occupational competencies that are required for effective and efficient business processes
- PA0202 Produce a matrix of occupational competencies gaps aligned to specific business process and positions
- PA0203 Conduct an analysis of formal learning programs that will address competency gaps

Applied Knowledge

- AK0201 Needs assessment

Internal Assessment Criteria

- IAC0201 Reports are prepared and presented for evaluation on completeness and factual accuracy

1.2.3. PM-02-PS03: Develop a workplace learning and development plan

Scope of Practical Skill

Given organisational data and learning and development needs, the learner must be able to:

- PA0301 Update the employment profile for Learning and Development requirements
- PA0302 Prioritise and motivate planned learning programs
- PA0303 Consult with stakeholders and finalise the skills development plan (WSP)
- PA0304 Capture the final plan in accordance with statutory workplace skills planning requirements

Applied Knowledge

- AK0301 Workplace skills development planning and reporting
- AK0302 The OFO
- AK0303 Data capturing requirements

Internal Assessment Criteria

- IAC0301 A final Learning and Development plan (WSP) is captured in accordance with statutory, individual and organisational requirements.

1.2.4. PM-02-PS04: Monitor the implementation of a workplace learning and development plan

Scope of Practical Skill

Given a learning and development plan and potential provider profiles, the learner must be able to:

- PA0401 Develop a matrix of providers that can deliver the learning programs and motivate preferred providers
- PA0402 Develop a learning program evaluation and monitoring tool
- PA0403 Draft a provider terms of reference for the delivery of a learning program
- PA0404 Produce a training implementation report that meets statutory requirements

Applied Knowledge

- AK0401 Workplace learning and development planning and reporting

Internal Assessment Criteria

- IAC0401 Reports are prepared and presented for evaluation on completeness and factual accuracy

1.2.5. PM-02-PS05: Conduct learning and development administration and reporting

Scope of Practical Skill

Given data capturing system and raw data, the learner must be able to:

- PA0501 Develop a skills development administration and reporting protocol
- PA0502 Organise and capture skills development records
- PA0503 Produce reports on learning and development as requested by stakeholders

Applied Knowledge

- AK0501 Data capturing and reporting

Internal Assessment Criteria

- IAC0501 IA data collection and management protocol is developed that meets standards of completeness for data management
- IAC0502 Learning and Development reports are prepared and presented highlighting learning implementation and achievement, for statutory requirements and organisational effectiveness

1.3 Provider Programme Accreditation Criteria

Physical Requirements:

- Learning and development resources aligned to the scope and content of the module
- Learner assessment resources

Human Resource Requirements:

- Access to facilitators of learning with subject matter expertise as evident from professional designations, or experiential competence or prior qualifications
- Access to assessment expertise in terms of subject matter related prior learning, experience and credibility

Legal Requirements:

- Access to facilities that comply with occupational health and safety standards where contact learning sessions are delivered and included in the delivery model of this module

1.4 Exemptions

- No exemptions are currently recognised for any of the listed knowledge modules. An RPL approach is recommended for all listed knowledge modules.

SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS

List of Work Experience Module Specifications

- 242401-001-WM-02, Conduct skills development facilitation (SDF) processes as required for mandatory grant payments, NQF Level 5, Credits 8

1. 242401-001-WM-02, Conduct skills development facilitation (SDF) processes as required for mandatory grant payments, NQF Level 5, Credits 8

1.1 Purpose of the Work Experience Modules

The focus of the work experience is on providing the learner an opportunity to:

Gain exposure and experience in skills development facilitation (SDF) processes required for the successful submission of mandatory grant applications.

The learner will be required to:

- WM-02-WE01: Complete an assignment in an authentic work environment on skills development facilitation processes under the guidance of a subject matter expert

1.2 Guidelines for Work Experiences

1.2.1. WM-02-WE01: Complete an assignment in an authentic work environment on skills development facilitation processes under the guidance of a subject matter expert

Scope of Work Experience

The person will be expected to engage in the following work activities:

- WA0101 Establish the mandatory grant payment requirements and evaluation criteria of a selected SETA and compile a report on compliance criteria and common problems experienced with submission by the SETA
- WA0102 Compile a Workplace Skills Plan that meets the compliance criteria of the selected SETA
- WA0103 Compile a Workplace Implementation Report that meets the compliance criteria of the selected SETA

Supporting Evidence

- SE0101 Evaluation report by a subject matter expert
- SE0102 Portfolio of evidence

1.3 Contextualised Workplace Knowledge

1 Workplace practices, processes and procedures

1.4 Criteria for Workplace Approval

Physical Requirements:

- The capacity to provide experiential learning and development opportunities to the candidate in all the areas listed within the scope of this module
- Experiential learning and development opportunities can be available in a specific workplace or through agreements established between different workplaces or between the candidate and a specific workplaces

Human Resource Requirements:

- Access to subject matter expertise to provide support and guidance to the candidate through formal employment relations or through a contractual agreement established with a third party.
- Subject matter expertise is evident from professional designations, or experiential competence or prior qualifications

Legal Requirements:

- Access to facilities that comply with occupational health and safety standards where contact learning sessions are delivered and included in the delivery model of this module

1.5 Additional Assignments to be Assessed Externally

The experiential learning components of this curriculum are structured as specific assignments to be completed by the candidate. All assignments will be submitted to and evaluated by the subject matter expertise appointed to provide support and guidance to the candidate. A portfolio of evidence that comprises of supporting documents, completed assignments, accompanied by an evaluation report completed by the

appointed subject matter experts, will be required to meet the eligibility requirements for access to the final integrated external assessment.

SECTION 4: STATEMENT OF WORK EXPERIENCE

Curriculum code:	SP-242401-001-00-03
Curriculum Title:	Skills Development Facilitation Practitioner

Learner Details	
Name:	
ID Number:	

Employer Details	
Company Name:	
Address:	
Supervisor Name:	
Work Telephone:	
E-Mail:	

242401001-WM-02, Conduct skills development facilitation (SDF) processes as required for mandatory grant payments, NQF Level 5, Credits 8

WM-02-WE01	Complete an assignment in an authentic work environment on skills development facilitation processes under the guidance of a subject matter expert		
	Scope Work Experience	Date	Signature
WA0101	Establish the mandatory grant payment requirements and evaluation criteria of a selected SETA and compile a report on compliance criteria and common problems experienced with submission by the SETA		
WA0102	Compile a Workplace Skills Plan that meets the compliance criteria of the selected SETA		
WA0103	Compile a Workplace Implementation Report that meets the compliance criteria of the selected SETA		
	Supporting Evidence	Date	Signature
SE0101	Evaluation report by a subject matter expert		
SE0102	Portfolio of evidence		

	Contextualised Workplace Knowledge	Date	Signature
1	Workplace practices, processes and procedures		

	Additional Assignments to be Assessed Externally	Date	Signature
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