



Curriculum Document				
Curriculum Code		Curriculum Title		
242401-001-00-04		Work Based Learning and Development Practitioner		
	Name	Email	Phone	
Development Quality Partner	ETDP SETA	maswazit@etdpseta.org.za	(011) 372 3300	

QDSME Signature

Date

QP Representative Signature

Date

Table of content

SECTION 1: CURRICULUM SUMMARY	3
1. Occupational Information	3
1.1 Associated Occupation	3
1.2 Occupation/s or Specialisation/s Addressed	3
1.3 Skills Programme Addressed by this Curriculum	3
1.3 Alternative Titles used by Industry	3
2. Curriculum Information.....	3
2.1 Curriculum Structure	3
2.2 Entry Requirements.....	3
3. Assessment Quality Partner Information	3
SECTION 2: OCCUPATIONAL PROFILE	3
1. Occupational Purpose.....	3
2. Occupational Tasks.....	3
3. Occupational Task Details	3
3.1. None	3
SECTION 3: CURRICULUM COMPONENT SPECIFICATIONS.....	4
SECTION 3A: KNOWLEDGE MODULE SPECIFICATIONS.....	4
1. 242401001-KM-04, Facilitation of learning in occupational contexts, NQF Level 5, Credits 8	4
2. 242401001-KM-07, Work based learning, NQF Level 5, Credits 6.....	6
SECTION 3B: PRACTICAL SKILL MODULE SPECIFICATIONS	8
1. 242401001-PM-05, Facilitate experiential work-based learning, NQF Level 5, Credits 8	9
SECTION 3C: WORK EXPERIENCE MODULE SPECIFICATIONS	11
1. 242401001-WM-05, Facilitate a work-based learning and development process, NQF Level 5, Credits 8.....	12
SECTION 4: STATEMENT OF WORK EXPERIENCE	14

SECTION 1: CURRICULUM SUMMARY

1. Occupational Information

1.1 Associated Occupation

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

SP242401-001-00-04: Work Based Learning and Development Practitioner

1.3 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:

- 242401001-KM-04, Facilitation of learning in an occupational context, NQF Level 5, Credits 8
- 242401001-KM-07, Work based learning, NQF Level 5, Credits 6

Total number of credits for Knowledge Modules: 14

Practical Skill Modules:

- 242401001-PM-05, Facilitate experiential work-based learning, NQF Level 5, Credits 8

Total number of credits for Practical Skill Modules: 8

This qualification also requires the following Work Experience Modules:

- 242401001-WM-05, Facilitate a work-based learning and development process, NQF Level 5, Credits 8

Total number of credits for Work Experience Modules: 16

2.2 Entry Requirements

NQF level 4, with communication

3. Assessment Quality Partner Information

Name of body: ETDP SETA

Address of body: Private Bag X105 Melville 2109

Contact person name: Hlalefang Raziya

Contact person work telephone number: (011) 372 3300

SECTION 2: OCCUPATIONAL PROFILE

1. Occupational Purpose

A Work Based Learning and Development Practitioner plans for, conducts and administers work-based learning interventions.

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

- 242401001-KM-04, Facilitation of learning in occupational contexts, NQF Level 5, Credits 8
- 242401001-KM-07, Work based learning, NQF Level 5, Credits 6

1. 242401001-KM-04, Facilitation of learning in occupational contexts, 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 knowledge required to facilitate learning and development in a variety of occupational contexts to learners with different needs.

The learning will enable learners to demonstrate an understanding of:

- KM-04-KT01: Principles and models for facilitation planning and preparation (30%)
- KM-04-KT02: Facilitation principles, techniques and tools (50%)
- KM-04-KT03: Evaluating, reviewing and reporting on facilitation (20%)

1.2 Guidelines for Topics**1.2.1. KM-04-KT01: Principles and models for facilitation planning and preparation (30%)*****Topic elements to be covered include:***

- KT0101 Occupational curriculum, qualification and learning program outcome analysis
- KT0102 Target group analysis
- KT0103 Facilitation plans (scheduling, logical sequencing and flow of concepts, lesson plans, group and individual activities)
- KT0104 Learning environment (including resources, cost effectiveness, impact on environment, use of blended learning and other methods)

Internal Assessment Criteria and Weight

- IAC0101 Facilitation planning and preparation practices within an occupational context are explained

(Weight 30%)

1.2.2. KM-04-KT02: Facilitation principles, techniques and tools (50%)***Topic elements to be covered include:***

- KT0201 Adult learning and facilitation principles, models and theories
- KT0202 Facilitation tools and techniques (such as encouraging communication, questioning, verbal and non-verbal communications, professional and ethical conduct, technology usage, flip charts, managing conflict and diversity)
- KT0203 Key facilitation concepts (group dynamics, classroom management, inclusive education)

- KT0204 Learning application and internalisation concepts (such as experiential learning, presentations, role play, case studies, group work, guided investigations, field work, experiments, project-based assignments, distance, RPL and research, scenario-based activities, observation)
- KT0205 Best practice facilitation concepts and practices

Internal Assessment Criteria and Weight

- IAC0201 Adult learning principles and concepts within an occupational context are summarised
- IAC0202 The key elements of a good presentation for the purposes of skills transfer in an specific occupational context are identified
- IAC0203 Learning environment control concepts and practices are listed and explained
- IAC0204 Learning application and internalisation concepts are reflected upon

(Weight 50%)

1.2.3. KM-04-KT03: Evaluating, reviewing and reporting on facilitation (20%)

Topic elements to be covered include:

- KT0301 Review models and processes (learner response, peer review, self-evaluation, client feedback, assessment results)
- KT0302 Best reviewing, reporting and feedback practices for continual improvement

Internal Assessment Criteria and Weight

- IAC0301 Learning intervention review concepts are interpreted in terms of continuous quality improvement concepts

(Weight 20%)

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. 242401001-KM-07, Work based learning, NQF Level 5, Credits 6

2.1 Purpose of the Knowledge Modules

The main focus of the learning in this knowledge module is to build an understanding of work-based learning and learner support practices.

The learning will enable learners to demonstrate an understanding of:

- KM-07-KT01: Delivery models (learnerships, internships, experiential learning, apprenticeships) (30%)
- KM-07-KT02: Planning and scheduling work-based learning (20%)
- KM-07-KT03: Facilitation of work-based learning (30%)
- KM-07-KT04: Evaluation of learner progression (20%)

2.2 Guidelines for Topics

2.2.1. KM-07-KT01: Delivery models (learnerships, internships, experiential learning, apprenticeships) (30%)

Topic elements to be covered include:

- KT0101 National trends in work-based learning
- KT0102 Concepts that define delivery models
- KT0103 Roles and responsibilities in a work-based learning environment

Internal Assessment Criteria and Weight

- IAC0101 Work based learning and development concepts and practices are explained within the occupationally directed environment

(Weight 30%)

2.2.2. KM-07-KT02: Planning and scheduling work-based learning (20%)

Topic elements to be covered include:

- KT0201 Work based learning opportunities
- KT0202 Scheduling learning in a production or services environment

Internal Assessment Criteria and Weight

- IAC0201 Work based learning opportunities are listed and their application explained
- IAC0202 Scheduling principles are explained for learning interventions that must be integrated with a production environment

(Weight 20%)

2.2.3. KM-07-KT03: Facilitation of work-based learning (30%)

Topic elements to be covered include:

- KT0301 Coaching principles and practices
- KT0302 Mentorship principles and practices
- KT0303 Job instruction principles and practices

Internal Assessment Criteria and Weight

- IAC0301 Coaching principles and practices are explained as applied to work-based learning interventions
- IAC0302 Mentorship principles and practices are explained as applied to work-based learning interventions

- IAC0303 Job instruction principles and practices are explained as applied to work-based learning interventions

(Weight 30%)

2.2.4. KM-07-KT04: Evaluation of learner progression (20%)

Topic elements to be covered include:

- KT0401 Establishing evaluation tasks
- KT0402 Evaluation criteria and standards
- KT0403 Work based learning evidence
- KT0404 Documentation and reporting standards and requirements

Internal Assessment Criteria and Weight

- IAC0401 Learner progression evaluation, standards and evidence requirements are explained for a work-based learning intervention

(Weight 20%)

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

- 242401001-PM-05, Facilitate experiential work-based learning, NQF Level 5, Credits 8

1. 242401001-PM-05, Facilitate experiential work-based learning, NQF Level 5, Credits 8

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to gain competencies related to the facilitation of experiential work-based learning interventions through job instruction, coaching and mentoring related practices

The learner will be required to:

- PM-05-PS01: Develop an experiential work-based learning plan and implementation schedule
- PM-05-PS02: Conduct a task focused learning session
- PM-05-PS03: Establish a mentorship relationship

1.2 Guidelines for Practical Skills

1.2.1. PM-05-PS01: Develop an experiential work-based learning plan and implementation schedule

Scope of Practical Skill

Given a simulated environment, the learner must be able to:

- PA0101 Analyse the work-based learning curriculum elements and the learning outcomes that must be achieved
- PA0102 Schedule work-based learning opportunities in consultation with production
- PA0103 Draft a monitoring and evaluation protocol for a work-based learning intervention

Applied Knowledge

- AK0101 Scheduling concepts and practices

Internal Assessment Criteria

- IAC0101 Work based learning is scheduled to fit in with production and associated learning opportunities

1.2.2. PM-05-PS02: Conduct a task focused learning session

Scope of Practical Skill

Given a simulated environment, the learner must be able to:

- PA0201 Conduct a task analysis, review and specify key competencies embedded in a specific work activity
- PA0202 List and sequence the stages/elements of the work activity
- PA0203 Draft performance goals and standards for the work activity
- PA0204 List resources requirements
- PA0205 Draft a delivery plan for the learning session
- PA0206 Conduct the learning session
- PA0207 Manage learners, the learning environment and resources during the session
- PA0208 Use appropriate communication skills and technology to suit the target audience
- PA0209 Draft an evaluation sheet for a task focused learning session

Applied Knowledge

- AK0201 Coaching practices
- AK0202 Task analysis
- AK0203 Job instruction principles and practices

- AK0204 Job breakdown and design

Internal Assessment Criteria

- IAC0201 Tasks are analysed and a learning intervention are structured to address the key successes factors of the tasks
- IAC0202 Job instruction or coaching concepts and practices are applied during the learning session

1.2.3. PM-05-PS03: Establish a mentorship relationship

Scope of Practical Skill

Given a simulated environment, the learner must be able to:

- PA0301 Establish the expectations for the mentorship relationship
- PA0302 Reach consensus on roles and responsibilities
- PA0303 Draft a mentorship framework for key stages and targets to be achieved
- PA0304 Conduct a mentorship session

Applied Knowledge

- AK0301 Mentorship practices

Internal Assessment Criteria

- IAC0301 A mentorship relationship is established in accordance with accepted mentorship concepts and practices

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

- 242401001-WM-05, Facilitate a work-based learning and development process, NQF Level 5, Credits 8

1. 242401001-WM-05, Facilitate a work-based learning and development process, 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 facilitation of a work-based learning and development intervention in an authentic work environment.

The learner will be required to:

- WM-05-WE01: Facilitate the implementation of a work-based learning and development intervention under the guidance of a subject matter expert

1.2 Guidelines for Work Experiences

1.2.1. WM-05-WE01: Facilitate the implementation of a work-based learning and development intervention 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 Compile an implementation plan for a work-based learning and development intervention that includes an analysis of required work-based learning opportunities, alignment to production or operational practices, implementation schedule
- WA0102 Prepare for, facilitate and reflect on at least three coaching sessions

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 workplace

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:	SP242401-001-00-04
Curriculum Title:	Work Based Learning and Development Practitioner

Learner Details	
Name:	
ID Number:	

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

242401001-WM-05, Facilitate a work-based learning and development process, NQF Level 5, Credits 8

WM-05-WE01	Facilitate the implementation of a work-based learning and development intervention under the guidance of a subject matter expert		
	Scope Work Experience	Date	Signature
WA0101	Compile an implementation plan for a work-based learning and development intervention that includes an analysis of required work-based learning opportunities, alignment to production or operational practices, implementation schedule		
WA0102	Prepare for, facilitate and reflect on at least three coaching sessions		
	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
--	---	------	-----------