

TRAINING AND DEVELOPMENT PROGRAMMES

OCCUPATIONAL CERTIFICATE: OCCUPATIONAL TRAINER (NQF LEVEL 4, SAQA ID 97154, 124 CREDITS)

This QCTO qualification prepares technical experts to deliver workplace training programs, covering planning, preparation, delivery, and evaluation of occupational learning in their field of expertise.

COURSE STRUCTURE AND MODULES

Structured across knowledge modules (theory), practical skill modules (delivery skills), and workplace experience modules totaling 124 credits over 5 study blocks.

Key Modules

Knowledge: Introduction to occupational training (242402000-KM-01); Adult learning principles; Workplace training facilitation; Programme design/evaluation.

Practical Skills: Plan learning sessions; Deliver training; Assess trainee competence; Use training aids/technology.

Workplace: Implement training programs; Coach trainees; Monitor learning outcomes.

DURATION:

12 months, delivered through 5 structured study blocks using a blended model (online and/or classroom), supported by workplace practice and culminating in an External Integrated Summative Assessment (EISA).

PROGRAMME OBJECTIVES:

- Enable trainers to design and deliver high-quality workplace learning interventions aligned to occupational and QCTO requirements.
- Build competence in facilitating occupational learning, coaching and mentoring learners on and off the job.
- Develop skills to assess learner competence reliably and fairly against occupational standards.
- Strengthen the capacity to maintain industry-relevant, outcomes-based training that supports organisational performance and skills pipeline needs.

ENTRY REQUIREMENTS:

- An NQF Level 4 qualification (Matric/Grade 12) or equivalent.
- Proven technical or occupational expertise in the specific trade/discipline in which training will be delivered.
- Communication and Mathematical Literacy competencies at approximately NQF Level 4.

- Access to a laptop or suitable digital device is strongly recommended for online learning and assessment activities.

WHO SHOULD APPLY:

- Technical specialists, artisans, and subject matter experts who wish to formalise their role as occupational trainers.
- Workplace instructors, in-company facilitators and assessors responsible for on-the-job training and coaching.
- Practitioners across manufacturing, engineering, services and other technical sectors who want to design, deliver and assess structured occupational learning programmes.

OCCUPATIONAL CERTIFICATE: EARLY CHILDHOOD DEVELOPMENT PRACTITIONER (NQF LEVEL 4, SAQA ID 97542, 131 CREDITS)

This QCTO qualification prepares practitioners to plan, facilitate, and mediate play-based learning programs for children from birth to age four in center-based or non-center settings, supporting holistic development including special needs.

COURSE STRUCTURE AND MODULES

Total 131 credits across knowledge (43 credits), practical skill (43 credits), and work experience modules (45 credits), delivered via blended learning with structured workplace practice.

Key modules:

Knowledge Modules: Inclusive learning environments; Child development theories; Health/nutrition/safety; Curriculum planning; Observation/assessment techniques.

Practical Skills: Facilitate daily routines; Design stimulating activities; Mediate learning experiences; Maintain child well-being.

Work Experience: Implement ECD programs; Record child progress; Support inclusive practices; Reflect on learning outcomes.

DURATION:

12 months full-time or 18 months part-time, including theory, practical training, supervised workplace experience, and external summative assessment.

PROGRAMME OBJECTIVES:

- Enable practitioners to create safe, inclusive, play-based learning environments that support holistic development in early childhood.

- Build competence in planning and facilitating activities that promote cognitive, physical, social, emotional and language development for children aged 0–4 years.
- Develop skills to observe, document and assess children’s progress in line with early learning and development standards.
- Strengthen the ability to promote health, safety, hygiene and nutrition within early childhood settings.
- Prepare practitioners to work effectively under the supervision and guidance of NQF Level 5 ECD practitioners or centre managers.

ENTRY REQUIREMENTS

- National Certificate (Vocational) Level 3, Grade 11, or any equivalent NQF Level 3 qualification.
- Prior experience in Early Childhood Development or childcare is advantageous but not compulsory.
- Suitable for practitioners working in centre-based or home-based ECD environments.

WHO SHOULD APPLY:

- ECD assistants and daycare workers supporting early learning activities for young children.
- Community ECD facilitators involved in playgroups, community centres or outreach programmes.
- Home-based caregivers, childminders or au pairs who wish to obtain a formal early childhood qualification and take a more structured role in leading early learning programmes for children aged 0–4 years.

OCCUPATIONAL CERTIFICATE: TRAINING AND DEVELOPMENT PRACTITIONER (NQF LEVEL 5, SAQA ID 101321, 190 CREDITS)

This QCTO qualification prepares learning professionals to plan, facilitate, assess, and evaluate occupational training programs within workplace contexts across industries.

COURSE STRUCTURE AND MODULES

Total 190 credits across knowledge modules (statutory L&D environment, management functions), practical skills (skills development facilitation, learning facilitation, assessment), and workplace modules (evaluation of interventions).

Key modules:

Knowledge: Learning and development statutory framework; L&D management functions; Skills development facilitation principles.

Practical Skills: Plan and facilitate learning interventions; Conduct occupational assessments; Design learning programs.

Work Experience: Implement training programs; Evaluate L&D impact; Support learner development.

DURATION:

18 months blended delivery including theory, practical facilitation, workplace training delivery, and External Integrated Summative Assessment.

PROGRAMME OBJECTIVES:

- Enable practitioners to analyse organisational skills needs and define clear, outcomes-based learning goals.
- Build competence in planning, sourcing and managing appropriate learning resources and educational materials.
- Develop skills to facilitate occupational learning interventions that are engaging, industry-relevant and aligned to occupational standards.
- Strengthen the ability to assess learner competence fairly and reliably, using appropriate assessment methods and tools.
- Equip practitioners to evaluate training effectiveness and impact, and to use data to improve future learning and development initiatives.

ENTRY REQUIREMENTS:

- An NQF Level 4 qualification (for example, Grade 12/NSC or equivalent).
- Communication competencies at approximately NQF Level 4.
- Occupational or subject-matter expertise in the specific field in which training will be provided is strongly recommended.

WHO SHOULD APPLY:

- Current trainers and facilitators responsible for delivering workplace learning programmes.

- Registered or aspiring assessors and skills development facilitators involved in skills planning, reporting and quality assurance.
- Training coordinators, L&D practitioners and training managers seeking a formal QCTO occupational qualification to strengthen their professional standing in learning and development.

OCCUPATIONAL CERTIFICATE: LIBRARY ASSISTANT (NQF LEVEL 5, SAQA ID 94598, 127 CREDITS)

This ETDP SETA QCTO qualification trains library professionals to assist users with materials and e-resources, manage circulation/shelving, maintain acquisition records, perform administration, and support outreach/reading programs.

COURSE STRUCTURE AND MODULES

Total 127 credits: 33 knowledge modules, 51 practical skill modules, 43 work experience modules.

Key modules:

- Knowledge: Introduction to libraries/services (8 credits); Information retrieval/storage (8 credits); Marketing/client liaison (9 credits); Library administration (8 credits).
- Practical Skills: Supply resources to users (9 credits); Shelf materials (7 credits); Acquisition/physical processing (9 credits); Administrative duties (9 credits); Marketing services (10 credits).
- Work Experience: Information provision (10 credits); Circulation/customer care (8 credits); Acquiring/maintaining records (6 credits); Support admin/marketing/outreach (19 credits).

DURATION:

12-18 months blended learning with workplace practice and External Integrated Summative Assessment.

PROGRAMME OBJECTIVES:

- Prepare assistants to accurately issue and receive library materials, manage loans and returns, and handle user queries at service points.
- Build competence in shelving and organising resources according to library classification systems to ensure easy access and retrieval.

- Develop skills to assist with acquisitions, basic cataloguing support and routine administrative tasks in the library environment.
- Enable assistants to promote library services, reading programmes and a strong reading culture in their communities or institutions.
- Strengthen the capacity to provide effective support to professional librarians and information staff in day-to-day operations.

ENTRY REQUIREMENTS:

- An NQF Level 4 qualification (for example, Grade 12/NSC or equivalent).
- Prior experience in a library or information services environment is advantageous but not compulsory.
- Good communication skills and customer-service orientation.

WHO SHOULD APPLY:

- Library aides, circulation clerks and general library support staff in public, school, community or academic libraries.
- Individuals assisting with shelving, circulation, user support or basic administration who wish to obtain a formal occupational certification.
- Aspiring library workers who want to build a professional pathway in library and information services at support-staff level.