

LEARNING & DEVELOPMENT ADVISOR

DURATION

20 Months
20 Classes (pending additional requirements)
4 Half-day work experience coaching sessions

ENTRY REQUIREMENTS

Certificate: Occupationally-Directed Education, Training and Development Practices (NQF Level 6) OR
National Diploma in Human Resources Management or Human Resources Development (NQF Level 6) OR
Occupational Certificate in related field of study at NQF Level 6 with a minimum of 5 years' experience at an operational level in the learning and development field.

TOTAL NUMBER OF DAYS OUT OF THE OFFICE

20 Days
9h00 - 16h00

Assignments and workplace evidence required.

INTRODUCTION

The purpose of this qualification is to prepare a student to function as a Learning and Development Advisor. The purpose of this job function is to research, plan, design, develop, implement, monitor, evaluate, verify and manage the quality of learning and development interventions, to ensure management and staff acquire the required competencies to meet organisational strategic objectives.

OVERVIEW OF THE HIGH-LEVEL PROGRAMME

Module 1: Research in Learning & Development

Module 2: Skills Development

Module 3: Theories and Fundamentals of Learning & Development

Module 4: Organisational Development and Change

Module 5: Learning & Development Management

Module 6: Strategic Management Practices

WORKPLACE REQUIREMENTS

Students must be actively involved in or have access to Learning & Development functions within the organisation.

Prescribed workplace evidence must be collected and endorsed by the student's mentor/supervisor in the workplace and submitted to NVO for final assessment.

OUTCOMES

1. Analyse, interpret, and apply the skills development legislation, strategy and policies to ensure organisational learning and development compliance.
2. Evaluate the effectiveness of leadership and management of learning and development practices.
3. Investigate and validate learning and development processes, provider and stakeholder engagement.
4. Contribute to the organisation's branding, imaging and promotional materials for learning & development marketing.



FUTURE CAREER PATHS FOR GRADUATES

The Coach: Department Trainer

Other Titles: Mentor

The Performer: Corporate Trainer

Other Titles: Training Facilitator, Learning Facilitator, Trainer, Presenter

The Architect: Instructional Designer

Other Titles: Learning Experience Designer, Learning Designer, Experience Designer

The Techie: E-Learning Developer

Other Titles: Instructional Designer, E-Learning Specialist

The Organizer: Training Coordinator

Other Titles: Training Administrator, Project Manager, LMS Administrator

EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA)

EISA (External Integrated Summative Assessment) exam to be booked directly with EDTP SETA once NVO programme is completed

Exam fee payable directly to EDTP SETA (exam fees to be found on EDTP SETA website). The Novia One mock examination will be venue based to simulate exam conditions as applied by the EISA exam.

Students will receive a certificate of competence against the qualification directly from QCTO after successfully passing the EISA.