



Skills Development Facilitation Practitioner, NQF Level 5, Credits 40
(Skills Development Facilitator)

1. QCTO PROCESS

Currently TrainYouCan PTY LTD is only offering this through elearning and Zoom.

After the 30th of June 2024 all new enrolments will go through the QCTO and not the SETAs anymore.

STEP 1	STEP 2	STEP 3
KNOWLEDGE MODULES	PRACTICAL MODULES	WORKPLACE MODULES
-Pay online per module as you do them. -Download the learning material. -Download the answer sheets. -Upload your answers online. -Can re-submit as many times as you need.	-Pay online per module as you do them. -Download the learning material. -Download the answer sheets. -Upload your answers online. -Can re-submit as many times as you need.	OPTION 1 Use TrainYouCan workplace in Durban. OPTION 2 Use your own workplace module.

NOTE:

- You don't have to complete all the modules with TrainYouCan. However, you will need a report from the previous Training Provider on what modules you completed with them.
- TrainYouCan workplace** module is offered in Durban only.
- To use **your own workplace**, you must first a) find a company that have all the resources, b) get them to complete the required document (look at the last page of this document) to confirm they have all the resources and c) submit the document to us first. We will provide all the required documentation for them to complete to confirm you completed the workplace with them.

STEP 4 You will write your final exam at a registered EISA (External Integrated Summative Assessment). There will be an additional fee payable to the EISA centre to write your final exam. Additional fees will apply if you were not found competent by the EISA centre. TrainYouCan have no control over the operation of the different EISA centre. However, we can provide you on advice on where to find registered EISA centres.

Watch the Youtube video here: <https://www.youtube.com/watch?v=boQ0ZxZ62XQ&t=13s>

2. MODULES FOR THIS COURSE

This course is considered as a "Part Qualification" with QCTO and form part of the 101321 Occupational Certificate: Training and Development Practitioner Qualification. The following modules must be completed for this Part Qualification.

Knowledge Modules:	Elearning
This is where you learn theoretical aspects of this programme.	
242401001-KM-01, The statutory learning and development environment, NQF Level 5, Credits 8	R450
242401001-KM-06, Workplace learning and development planning, evaluation and reporting, NQF Level 5, Credits 8	R450

Practical Skill Modules:	Elearning

Here you will be given practical task to complete and submit to us.		
242401001-PM-02, Plan, conduct and report on a learning and development needs analysis, NQF Level 5, Credits 16		R450

<u>Work Experience Modules:</u>	<u>TrainYouCan</u>	<u>Own</u>
This is where you will have to provide proof that you done these components in a workplace.		
242401001-WM-02, Conduct skills development facilitation (SDF) processes as required for mandatory grant payments, NQF Level 5, Credits 8	R1500	R150

Learners who want to use their own workplace can ask their employers/companies to complete the document below to TrainYouCan to confirm they have the workplace requirements. This is not required with enrolment and can be forwarded to TrainYouCan at a later stage.

TrainYoucan will also provide the workplace evaluation modules (electronically) at no cost if you chose to use your own workplace.

3. HOW TO REGISTER FOR ELEARNING

Go to qcto.trainyoucan.co.za and follow the procedure to register.

1. Register with your email address.
2. Verify your email address once you receive the confirmation.
3. Upload a copy of your ID book.
4. Upload a copy of you holding your ID book.
5. Upload a copy of your CV
6. Upload a copy of your proof of address.

Wait for approval and once approved you ready to click on the module and start the process.

5. SUPPORT

We do provide support through our WhatsApp Helpdesk on +27782557223.

Remember to state the following information:

- That you busy with the QCTO Qualifications
- Name of the module
- Activity or quest you have.



4. HOW TO REGISTER FOR ELEARNING

CONFIRMATION OF QUALIFICATION WORKPLACE REQUIREMENTS

Company:		Date:	
Physical address:			
Email address:			
Contact Number:			
Website Address:			
Region:			
Contact Name:			
Contact Number:			
Qualification	242401001 - Occupational Certificate Training and Development Professional		
Part Qualification	Skills Development Facilitation Practitioner, NQF Level 5, Credits 40		

WORK EXPERIENCE MODULE SPECIFICATIONS

This is to confirm that above given workplace have all the below resources to allow learners for their workplace activities.

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	

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	

Name:		Date:	
Title:		Signature:	

COMPANY STAMP OR COPY OF THE COMPANY LETTER HEAD ATTACHED.

This document must be submitted at least 1 month before the workplace evaluation can start and must be emailed to workplace@trainyoucan.co.za