

Policy Development & Learning Outcomes Analysis

1. Overview

This programme aims to equip participants with the skills to support effective skills development in an organisation by advising on quality management systems, using time efficiently within teams or departments, and coordinating planned training and development activities.

2. Programme Outcomes:

- The identification and interpretation of quality assurance requirements for skills development practices
- The design of a quality management system for skills development practices
- The development of effectiveness indicators for skills development practices
- The implementation and improvement of a quality management system for skills development practices
- Identifying time management profiles
- Understanding the principles of time management
- Drawing up time efficient work plans to carry out department/division/section work functions
- Implementing time efficient work plans
- Identify and prioritise learners' learning requirements
- Plan and organise learning interventions
- Coordinate learning interventions
- Review and report on learning interventions

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0012

SAQA US:

15228, 15234, 15232

NQF Level:

5

Credits:

20

Entry Requirements:

Communication & Mathematical Literacy at NQF 4

Training Options:

Online - Each participant will receive access to an online portal for online content, where all programme materials and resources are available if required to download or they may be emailed directly to the participants. Training is delivered fully online, and participants will join scheduled Moodle sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location. The MS Teams platform is an alternative which may also be utilised by participants, participants would be sent programme materials electronically prior to commencement of the programme.

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

Blended - Blended learning combines both online and face-to-face training. Participants receive access to an online portal for online content, resources, and self-paced activities. They also attend scheduled in-person contact sessions at the client's premises or providers campus with a facilitator. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required: (1) Online, (1) Blended & (1) Face-to-Face

3. Programme Content

- **(15228 US):** Advise on the establishment and implementation of a quality management system for skills development practices in an organisation
- **(15234 US):** Apply efficient time management to the work of a department/division/section
- **(15232 US):** Coordinate planned skills development interventions in an organisation

4. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation