

Monitoring & Evaluation Practitioner

1. Overview

This programme is designed for professionals with embedded Monitoring & Evaluation (M&E) responsibilities in their work roles, particularly in public service, NGOs, and development-focused private sector initiatives. It also provides foundational competence in designing and developing learning programmes aligned to organisational or project needs.

Participants will gain the knowledge and practical skills required to conceptualise M&E systems, apply M&E theories and methods, collect and interpret data, and develop structured learning interventions based on identified training needs.

2. Programme Outcome:

- Explain the purpose and value of M&E as a management function
- Analyse organisational policies and documents related to M&E
- Develop a basic M&E system for a specific project, programme, or organisation
- Contextualise M&E theories and approaches to suit an organisational environment
- Apply appropriate research methods to monitor and evaluate progress
- Design a functional M&E plan, including data collection, indicator development, and reporting
- Collect, analyse and interpret data, and present findings and recommendations
- Plan and prepare for learning programme development
- Develop learning materials and facilitation guidelines aligned to identified needs
- Pilot, review, and improve learning programmes based on feedback and evaluation

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0823

SAQA US:

337063 & 337059

NQF Level:

6

Credits:

20

Entry Requirements:

Communication & Mathematical Literacy at NQF 5

Training Options:

Online - Each participant will receive access to an online portal, where all programme materials and resources are available. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

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 with a facilitator, either at the client's premises or providers campus. 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, either 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

- **(337063 US):** Demonstrate knowledge and insight into the principles of monitoring and evaluation in assessing organisation and/or programme performance in a specific context
- **(337059 US):** Apply monitoring and evaluation approaches and tools to assess an organisation's or programme's performance in a specific context

4. Topics

- Module 1: Fundamentals of Monitoring & Evaluation
- Module 2: Policy and Document Review
- Module 3: M&E System Design
- Module 4: Theories and Approaches in M&E
- Module 5: Research Design and Data Collection
- Module 6: Data Analysis and Reporting
- Module 7: Learning Programme Development

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