

Workplace Training & Mentoring

1. Overview

This programme aims to equip supervisors, team leaders, skills development facilitators, line managers, and HR personnel with the necessary skills and knowledge to effectively perform one-to-one training and mentoring in the workplace. Formal recognition of these skills enhances employability and identifies competent trainers or coaches within an organization.

2. Programme Outcome:

- Prepare for one-to-one training on the job
- Conduct effective one-to-one training sessions
- Monitor and report on learner progress
- Review and improve training methods
- Explain the concept and importance of mentoring
- Identify the characteristics and skills of a good mentor
- Apply mentoring techniques and support learners
- Source and maintain information to assist learners
- Maintain accurate records of learner support and progress
- Identify learner needs and prepare individual development plans
- Provide guidance and evaluate learner support services

Qualification:	Certificate of Completion
Duration:	3-Months
Programme Type:	Category B – Workplace-Based Learning Programme
Programme ID:	PA0027
SAQA US:	114215, 117865, 117874
NQF Level:	5
Credits:	14
Entry Requirements:	Communication & Mathematical Literacy at NQF 4
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.

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

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) Onsite & (1) Face-to-Face

3. Programme Content

- **(114215 US):** Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path
- **(117865 US):** Assist and support learners to manage their learning experiences
- **(117874 US):** Guide learners about their learning, assessment and recognition opportunities

4. Topics

- Module 1: Introduction to One-to-One Training
- Module 2: Preparing for One-to-One Training
- Module 3: Conducting Training Sessions
- Module 4: Monitoring and Reporting on Learner Progress
- Module 5: Reviewing and Improving Training
- Module 6: Mentoring in the Workplace
- Module 7: Individual Development Planning
- Module 8: Guidance and Advice for Learners

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