

2024

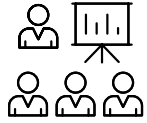
Prospectus



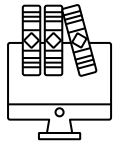
VeryCoolIdeas...

Skills development, learning and assessment.

Training Methods



Face-to-face



Online



Distance Learning



ETDP SETA

Accreditation number:
ETDP-9984

Services SETA

Accreditation number:
4086

About VeryCoolIdeas...

VeryCoolIdeas is an accredited training provider with the ETDP SETA, and offers two full qualifications within the Occupationally-directed Education, Training and Development Practices field.

These three full qualifications are:

- **NATIONAL CERTIFICATE**

Occupationally-directed Education, Training and Development Practices (OD-ETD)

- Qualification ID: 50334
- NQF Level: 5
- Credits: 136

- **NATIONAL DIPLOMA**

Occupationally-directed Education, Training and Development Practices (OD-ETD),

- Qualification ID: 50333
- NQF Level: 5
- Credits: 241

- **NATIONAL CERTIFICATE**

Occupationally-directed Education, Training and Development Practices (OD-ETD),

- Qualification ID: 50331
- NQF Level: 6
- Credits: 145

VeryCoolIdeas also offers skills workshops detailed in this Prospectus. These workshops fall within the above-mentioned qualifications and their credits lead towards the attainment of these qualifications.

These skills workshops can also be run as stand-alone workshops. The Unit Standards, outcomes, public dates, and costs are included in this Prospectus.

All our workshops, qualifications and skills programmes can also be run in-house (*Terms & Conditions apply*).

VeryCoolIdeas is also an accredited training provider with the Services SETA and offer:

- **NATIONAL CERTIFICATE**

Generic Management

- Qualification ID: 59201 LP 60269
- NQF Level: 5
- Credits: 162






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National Certificate

Occupationally-directed Education, Training and Development Practices (OD-ETD)

NQF Level: 5 | Credits: 136 | Course ID: 50334

This qualification will allow you to analyse training needs and identify skills gaps, perfect for when you are employed within the training environment or consulting in the training space). A major part of the course will deal with the development and presentation of learning programmes including aspects of assessing and moderating. Our course includes the aspects of mentoring the learners and co-ordination of programmes that is vital skills you need in the workplace)

This qualification will allow you to analyse training needs and identify skills gaps, perfect for when you are employed within the training environment or consulting in the training space). A major part of the course will deal with the development and presentation of learning programmes including aspects of assessing and moderating. Our course includes the aspects of mentoring the learners and co-ordination of programmes that is vital skills you need in the workplace)

The minimum requirement for enrolment on this qualification: National Senior Certificate (i.e. Grade 12 / Matric / or equivalent) and involvement in the ETD field.

What you will learn in this course

After completing this qualification you will understand the entire Education, Training and Development process: analysing a learning need, identifying a skills gap in your organisation, developing the learning material, presenting the learning programmes, assessing learning, moderation to ensure quality of learning and assessment, workplace mentoring to assist learners in achieving their maximum potential and co-ordination of the learning programmes.

Who this course is for?

The National Certificate in OD ETD is a must for:

- Learning Facilitators
- Material Researchers and Developers
- Assessors and Moderators
- Learners and Learning Supporters (Coaches and Mentors)
- Skills Development Facilitator
- Human Resource Practitioner
- Vocational Facilitator

Purpose

The certificate covers the entire Education, Training and Development process:

- Analysing a learning need,
- Identifying a skills gap in your organisation,
- Developing the learning material,
- Presenting the learning programmes,
- Assessing learning,
- Moderation to ensure quality of learning and assessment,
- Workplace mentoring to assist learners in achieving their maximum potential and
- Co-ordination of the learning programmes.

Public workshop details

	Credits	Workshop dates	
		SECOND INTAKE	THIRD INTAKE
Workshop 1: Orientation		12 February '24	15 April '24
Workshop 2: Analyse Training Needs	15	13 - 15 February '24 <i>(Workshops 1 & 2 are run concurrently)</i>	16 - 18 April '24 <i>(Workshops 1 & 2 are run concurrently)</i>
<ul style="list-style-type: none"> ID 114924: Demonstrate an understanding of OBET approach ID 123396: Define target audience profiles and skills gaps ID 15221: Provide information and advice regarding skills development and related issues <ul style="list-style-type: none"> <i>Workshops 1 & 2 are run concurrently</i> 			
Workshop 3: Develop Learning Materials	40	8 - 12 April '24	20 - 24 May '24
<ul style="list-style-type: none"> ID 115790: Write and present for a wide range of purposes, audiences and contexts ID 123401: Design outcomes-based learning programmes ID 123394: Develop outcomes-based learning programmes ID 123397: Evaluate a learning intervention using given instruments 			
Workshop 4: Facilitate Learning	15	13 - 16 May '23	1 - 4 July '23
<ul style="list-style-type: none"> ID 115789: Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts ID 117871: Facilitate learning using a variety of given methodologies 			
Workshop 5: Assess Learning	25	24 - 26 June '24	12 - 14 August '24
<ul style="list-style-type: none"> ID 115753: Conduct outcomes-based assessment ID 115755: Develop outcomes-based assessment 			
Workshop 6: Coach and Mentor Learners	11	29 - 31 July '24	16 - 18 September '24
<ul style="list-style-type: none"> ID 117877: Perform one-to-one training on the job <i>(Credits fall under miscellaneous)</i> ID 117865: Assist and support learners to manage their learning experiences ID 117874: Guide learners about their learning, assessment and recognition opportunities 			
Workshop 7: Moderate Learning	20	26 - 28 August '24	21 - 23 October '24
<ul style="list-style-type: none"> ID 115759: Conduct moderation of outcomes-based assessments ID 15228: Advise on the establishment and implementation of a quality management system 			
Workshop 8: Co-ordinate Learning	6	17 May '24 <i>(Run day after Workshop 4)</i>	5 July '24 <i>(Run day after Workshop 4)</i>
<ul style="list-style-type: none"> ID 15232: Co-ordination of ETD in an organisation, 			
Workshop 9: Review and Assessment Workshop		27 September '24	29 November '24

In a nutshell

- **Course ID:** 50334
- **NQF Level:** 5
- **Credits:** 136
- **Attendance:** Formal contact sessions requires mandatory attendance
- **Prerequisites:**
 - FETC or equivalent and
 - Subject matter expert in the field they wish to provide ETD services
- **Minimum Requirements:**
 - National Senior Certificate (i.e. Grade 12 / Matric / or equivalent) and
 - Involvement in the ETD field
- **Training Method:**
 - Blended Learning
 - Face-to-Face Training
 - Flipped Classroom
 - Online Learning and
 - Distance Learning
- **Language:** English
- **Duration:** 9 Months
- **Qualification:**
 - Certificate of Competence

Cost Per Learner

- **R28, 462.50 (including VAT @ 15%)**
- R24, 750.00 (excluding VAT @ 15%)
- Costing is for the full National Certificate
- Bookings of 10 or more learners qualifies for a 10% discount.

National Diploma

Occupationally-directed Education, Training and Development Practices (OD-ETD)

NQF Level: 5 | Credits: 257 | ID: 50333

This qualification enables ETD Practitioners to move to a training management position fulfilling additional compliance with legislation and return on investment of learning and development within an organisation.

The learners wishing to enrol for the National Diploma in ODETD Practices must have completed the National Certificate in ODETD, Level 5, 120 credits.

What you will learn in this course

After completing this qualification, you will be able to specialise in four of the roles:

- Provide learning support to learners with special needs and organisation.
- Conduct skills development facilitation.
- Manage and administer education training and development.
- Engage in general management activities.

Purpose

The diploma forms part of a talent development pathway for ETD Practitioners within an organisation. It enables ETD Practitioners to move to a training management position fulfilling additional roles such as a Skill Development Facilitator, ensuring compliance with legislation and return on investment of learning and development within an organisation.

Who this course is for?

If you have successfully completed the National Certificate in OD ETD, then the Diploma in OD ETD will be useful for you.

The National Diploma is ideal for:

- Skills Development Facilitators
- Training Needs Analysts
- Training Administrators
- Learning Designers and Developers
- Material Researchers and Developers
- Education, Training And Development Managers
- Human Resource Practitioners
- Learners and Learning Supporters
- Instructional Systems Designers

Public workshop details

	Credits	Workshop dates	
		FIRST INTAKE	SECOND INTAKE
Workshop 1: Orientation		11 March '24	20 May '24
Workshop 2: Supporting Learners	32		
<ul style="list-style-type: none"> ID 115792: Access, process, adapt and use data from a wide range of texts ID 123398: Facilitate the transfer and application of learning in the workplace ID 10294: Identify and respond to learners with special needs and barriers to learning ID 119274: Select learning support material and assistive technology for inclusive settings <ul style="list-style-type: none"> <i>Workshops 1 & 2 are run concurrently</i> 		12 - 13 March '24	21 - 22 May '24
Workshop 3: Skills Development Facilitator	29		
<ul style="list-style-type: none"> ID 15221: Provide information and advice regarding skills development and related issues ID 252041: Promote a learning culture in an organisation ID 15217: Develop an organisational training and development plan ID 15232: Coordinate planned skills development interventions in an organisation ID 15218: Conduct an analysis to determine outcomes of learning for skills development and other purposes ID 15227: Conduct skills development administration 		8 - 11 April '24	24 - 27 June '24
Workshop 4: Learner Information System	28		
<ul style="list-style-type: none"> ID 10171: Manage the capture, storage and retrieval of human resource information using an information system ID 114925: Manage learner information using an information management system ID 11906: Manage the design, development and review of human resource information system ID 114878: Identify and measure factors that influence productivity ID 114884: Co-ordinate the improvements of productivity within a functional unit 		13 - 15 May '24	22 - 24 July '24
Workshop 5: Training Management	33		
<ul style="list-style-type: none"> ID 115753: Build teams to meet set goals and objectives ID 15224: Empower team members through recognising strengths and encouraging participation in decision making and delegating tasks ID 12140: Recruit and select candidates to fill defined positions ID 252043: Manage a diverse work force to add value ID 114226: Interpret and manage conflict within the workplace 		10 - 13 June '24	26 - 29 August '24
Workshop 6: Review and Assessment Workshop – Present Learning Journal	5		
<ul style="list-style-type: none"> ID 115791: Use language and communication strategies for vocational and occupational learning 		12 July '24	27 September '24

In a nutshell

- **Course ID:** 50333
- **NQF Level:** 5
- **Credits:** 257
- **Attendance:** Formal contact sessions requires mandatory attendance
- **Prerequisites:**
 - National Certificate in OD-ETD and
 - Minimum 120 credits
 - 136 Credits from the Certificate in OD-ETD Qualification (ID 50334) counts towards the OD-ETD Diploma
- **Training Method:**
 - Blended Learning
 - Face-to-Face Training
 - Flipped Classroom
 - Online Learning and
 - Distance Learning
- **Language:** English
- **Duration:** 6 Months
- **Qualification:**
 - Certificate of Competence

Cost Per Learner

- **R25, 742.75 - including VAT @ 15%**
 - R22, 385.00 - excluding VAT @ 15%
 - Costing is for the full National Diploma
 - Bookings of 10 or more learners qualifies for a 10% discount.

National Certificate

Occupationally-directed Education, Training and Development Practices (OD-ETD)

NQF Level: 6 | Credits: 145 | Course ID: 50331

This NQF Level 6 qualification is geared for those who operate at a level within the Higher Education and Training (HET) band in an academic or occupational area, and wish to act in a variety of Education, Training and Development (ETD) related roles at a high level.

This Certificate programme will enable a person to achieve recognition for Occupationally Directed Education, Training and Development (ODETD) competencies at a high level without needing to acquire a Degree in ETD.

Develop (ODETD) competencies at a high level without needing to acquire a Degree in ETD.

What you will learn in this course

The learning outcomes covered during qualification are:

- Learning Facilitation
- Assessment
- Strategic Management
- Quality Assurance
- Standards Settings and Qualification Design
- Skills Development Facilitator

Who this course is for?

The National Certificate in OD ETD is a must for:

- Learning Facilitators
- Material Researchers and Developers
- Assessors and Moderators
- Learners and Learning Supporters (Coaches and Mentors)
- Skills Development Facilitator
- Human Resource Practitioner
- Vocational Facilitator

Purpose

The diploma forms part of a talent development pathway for ETD Practitioners within an organisation. It enables ETD Practitioners to move to a training management position fulfilling additional roles such as a Skill Development Facilitator, ensuring compliance with legislation and return on investment of learning and development within an organisation.

Public workshop details

	Credits	Workshop dates
Workshop 1: Orientation		13 March '24
Workshop 2: Define Standards		
<ul style="list-style-type: none"> ID 117856: Define standards for assessment, education, training, and development <ul style="list-style-type: none"> Level 6, 12 credits <i>Workshops 1 & 2 are run concurrently</i> 	32	18 - 20 March '24
Workshop 3: Design and Develop Evaluation Instruments (credits)		
<ul style="list-style-type: none"> ID123392: Design and develop evaluation instruments for education, training and development <ul style="list-style-type: none"> Level 6, 12 credits 	29	22 - 24 April '24
Workshop 4: Evaluate Training Providers (credits)		
<ul style="list-style-type: none"> ID 15191: Evaluate education, training and development providers <ul style="list-style-type: none"> Level 7, 15 credits 	28	27 - 28 May '24
Workshop 5 Conduct Research		
<ul style="list-style-type: none"> ID 10301: Complete a research assignment <ul style="list-style-type: none"> Level 6, 20 credits 	33	1 - 2 July '24
Workshop: 6 RPL Advisor		
<ul style="list-style-type: none"> ID 14297: Design, develop and implement assessment of learning in Higher Education and Training <ul style="list-style-type: none"> Level 7, 20 credits ID 116587: Develop, support, and promote RPL practices <ul style="list-style-type: none"> Level 7, 10 credits 	30	5 - 8 August '24
Workshop 7: Review and Assessment Workshop – Present Learning Journal		9 September '24

In a nutshell

- **Course ID:** 50331
- **NQF Level:** 6
- **Credits:** 145
- **Attendance:** Formal contact sessions requires mandatory attendance
- **Prerequisites:**
 - National Certificate & Diploma in ODET (ID 50334 and ID 50333)
 - Minimum 120 credits
- **Training Method:**
 - Distance Learning
 - Face-to-Face Training
- **Language:** English
- **Duration:** 6 Months
- **Qualification:**
 - Certificate of Competence

Cost Per Learner

- **R25, 472.50 (including VAT @ 15%)**
- R22, 150.00 (excluding VAT @ 15%)
- THIS INCLUDES:
 - Attendance on all 6 workshops
 - All training materials
 - All pre-workshops study material
 - All hand-outs and information documents, endorsement, and certification.
 - Teas and lunches are served during our public training programmes.
- NB: We do not offer RPL on this national qualification.



Skills Programmes

Analyse Training Needs

Workshop 2 | Course ID: 50334 | Credits: 15

Purpose

This skills programme is recommended for anyone involved in the skills planning and skills reporting of a company. This programme uncovers the process of skills profiling by conducting a skills gap analysis through target audience analysis and task analysis.

Unit standards

The following Unit Standards are covered during the skills workshop:

- **US 114924** | NQF Level 5 | **5 Credits:**
Demonstrate understanding of OBET approach within the NQF
- **US 123396** | NQF Level 4 | **6 Credits:**
Define target audience profiles and skills gaps
- **US 15221** | NQF Level 5 | **4 Credits:**
Provide information and advice regarding skills development and related issues,

Learning outcomes

The learning outcomes covered during the skills workshop are:

- Explain the outcomes-based approach to OBET and the NQF
- Describe and explain standards and qualifications
- Develop a broad plan for implementing the NQF within an organisation
- Provide information and advice on legislation related to skills development

- Provide information and advice concerning learning and assessment
- Profile the target audience and carry out a basic skills audit
- Report on the skills audit and the skills gap identified

Workshop dates

This public skills workshop will be facilitated on the following dates:

- 12 – 15 February 2024
- 15 – 18 April 2024

Cost Per Learner

Public skills workshop

- **R5, 945.50 - including VAT @ 15%** (Excluding VAT: R5, 170.00)
- Includes attendance on the Orientation workshop

Online/Distance Learning (Self Learning)

- **R5, 445.50 - including VAT @ 15%**
- Terms & Conditions apply



Skills Programmes

Develop Learning Materials

Workshop 3 | Course ID: 50334 | Credits: 40

Purpose

This skills programme is a must for learning programme designers and developers. During this workshop we will learn how to design and develop outcomes-based learning programmes in line with ETQA requirements from completing the curriculum framework to developing a full learner guide and learner work-book with an accompanying facilitator guide.

Unit standards

The following Unit Standards are covered during the skills workshop:

- **US 123401 | NQF Level 6 | 15 Credits:**
Design outcomes-based learning programmes
- **US 123394 | NQF Level 5 | 10 Credits:**
Develop outcomes-based learning programmes
- **US 123397 | NQF Level 5 | 10 Credits:**
Evaluate a learning intervention using given evaluation instruments
- **US 115790 | NQF Level 5 | 5 Credits:**
Write and present for a wide range of purposes, audiences and context

Learning outcomes

The learning outcomes covered during the skills workshop are:

- Conduct the analysis for learning design
- Draft learning outcomes and determine content for the programme
- Draft a brief for the development of the learning programme

- Develop the learning materials
- Develop the learning facilitation guidelines
- Check QCTO curriculum documentation / QCTO alignment matrix/ QCTO accreditation documents
- Pilot and evaluate the development
- Collect, analyse and interpret the evaluation data
- Compile an evaluation report

Workshop dates

The public skills workshops will be facilitated on the following dates:

- 8 - 12 April 2024
- 20 - 24 May 2024

Cost Per Learner

Public skills workshop

- **R6, 957.50 - including VAT @ 15%** (Excluding VAT: R6, 050.00)

Online/Distance Learning (Self Learning)

- **R6, 457.50 - including VAT @ 15%**
- Terms & Conditions apply



Skills Programmes Facilitate Learning

Workshop 4 | Course ID: 50334 | Credits: 15

Purpose

This skills programme is recommended for trainers, educators, instructors and anyone that wishes to facilitate learning. This programme will help you brush up on your facilitation skills as we identify learning styles, facilitation methods and discuss the dos and don'ts of facilitation and managing group dynamics. This programme is ideal for experienced and inexperienced trainers, educators, instructors.

Unit standards

The following Unit Standards are covered during the skills workshop:

- **US 117871** | NQF Level 5 | 10 Credits:
Facilitate learning using a variety of given methodologies
- **US 115789** | NQF Level 5 | 5 Credits:
Sustain oral interaction across a wide range of contexts and critically evaluate spoken texts

Learning Outcomes

The learning outcomes covered during the skills workshop are:

- Plan and prepare for facilitation
- Facilitate learning
- Evaluate learning and facilitation

Workshop dates

The public skills workshops will be facilitated on the following dates:

- 19 - 22 February 2024
- 13 - 16 May 2024
- 1 - 4 July 2024

Cost Per Learner

Public skills workshop

- **R5, 566.00 - including VAT @ 15%** (Excluding VAT: R4, 840.00)

Online/Distance Learning (Self Learning)

- **R5, 066.00 - including VAT @ 15%**
- Terms & Conditions apply

Skills Programmes

Assess Learning

Workshop 5 | Course ID: 50334 | Credits: 25

Purpose

This programme is ideal for anyone responsible for planning and conducting assessments using reliable assessment tools. During this workshop we cover the principles and practices of outcomes-based assessment including designing Assessment Guides and discovering how to conduct assessment and RPL, using these Assessment Guides.

Unit standards

The following Unit Standards are covered during the skills workshop:

- **US 115753** | NQF Level 5 | 15 Credits
Conduct outcomes based assessment
- **US 115755** | NQF Level 6 | 10 Credits
Design and develop outcomes based assessment

Learning outcomes

The learning outcomes covered during the skills workshop are:

- Plan and prepare for assessment
- Conduct assessment
- Provide feedback on assessment
- Review assessment
- Discuss outcomes-based assessment
- Design outcomes-based assessment

- Develop assessment activities
- Develop an assessment guide
- Evaluate assessment designs and guides

Workshop dates

The public skills workshops will be facilitated on the following dates:

- 16 - 18 January 2024
- 20 - 24 April 2024
- 24 - 26 June 2024
- 12 - 14 August 2024

Cost Per Learner

Public skills workshop

- **R4, 554.00 - including VAT @ 15%** (Excluding VAT: R3, 960.00)

Online/Distance Learning (Self Learning)

- **R4, 054.00 - including VAT @ 15%**
- Terms & Conditions apply



Skills Programmes

Coach and Mentor Learners

Workshop 6 | Course ID: 50334 | Credits: 15

Purpose

This programme enables learners to identify learners' needs, to draw up a development plan for learners, to provide learners with support in assessments and also in evaluating their own performance. This is also a must for anyone involved in the reporting and recording of learner progress and achievements. During this programme, we compile learning pathways, individual development plans and action plans.

Unit standards

The following Unit Standards are covered during the skills workshop:

- **US 117877** | **NQF Level 3** | **4 credits**
Perform one-to-one training on the job
- **US 117865** | **NQF Level 4** | **5 Credits**
Assist and support learners to manage their learning experiences
- **US 117874** | **NQF Level 5** | **6 Credits**
Guide learners about their learning, assessment and recognition opportunities

Learning Outcomes

The learning outcomes covered during the skills workshop are:

- Prepare for one-to-one training on the job
- Conduct training sessions
- Monitor and report on learner progress
- Describe and explain the mentoring process and its objectives

- Describe how to be a good Mentor
- Know how to build effective relationships
- Identify Mentee needs through use of various tools
- Prepare Individual Development Plans and Action Plans
- Explain how to assist, support and guide the Mentee
- Explain why and what records should be kept
- Discuss why and how the mentoring process will be evaluated

Workshop dates

The public skills workshops will be facilitated on the following dates:

- 19 - 21 February 2024
- 29 - 31 July 2024
- 15 - 18 September 2024

Cost Per Learner

Public skills workshop

- **R4, 554.00 - including VAT @ 15%** (Excluding VAT: R3, 960.00)

Online/Distance Learning (Self Learning)

- **R4, 054.00 - including VAT @ 15%**
- Terms & Conditions apply

Skills Programmes

Moderate Learning

Workshop 7 | Course ID: 50334 | Credits: 20

Purpose

During this programme, we discuss the responsibilities of the moderator in the planning, design and establishment of an effective quality management system. We explore the various approaches to moderation, reporting and recording of developments in line with ETQA requirements and best practice. This programme is a must for anyone involved in quality assurance of skills development practices within an organisation.

Unit standards

The following Unit Standards are covered during the skills workshop:

- **US 115759** | **NQF Level 6** | **10 Credits**
Conduct moderation of outcomes-based assessment
- **US 15228** | **NQF Level 5** | **10 Credits**
Advise on the establishment and implementation of a quality management system for skills development practices in an organisation

Learning outcomes

The learning outcomes covered during the skills workshop are:

- Demonstrate understanding of moderation within the context of an outcomes-based assessment system
- Identify and interpret the quality assurance requirements for skills development
- Assist in the planning, design and establishment of a quality management system
- Assist in the development of effectiveness indicators for skills development practices

- Plan and prepare for moderation
- Conduct moderation
- Advise and support assessors
- Report, record and administer moderation
- Review moderation systems and processes
- Plan and prepare to assist in the design and establishment of a quality management system
- Assist in the design of a quality management system for skills development practices

Workshop dates

The public skills workshops will be facilitated on the following dates:

- 25 - 27 March 2024
- 26 - 28 August 2024
- 6 - 8 May 2024
- 21 - 23 October 2024

Cost Per Learner

Public skills workshop

- **R4, 554.00 - including VAT @ 15%** (Excluding VAT: R3, 960.00)

Online/Distance Learning (Self Learning)

- **R4, 054.00 - including VAT @ 15%**
- Terms & Conditions apply



Skills Programmes

Skills Development Facilitator (SDF)

Workshop 3 | Course ID: 50333 | Credits: 29

Purpose

This programme provides you with skills to be able to work through the process of the legal requirements of a Skills Development Facilitator. We start with the establishment of the Training Committee, research required to complete and submit a Workplace Skills Plan, and move on to implementing the Workplace Skills Plan and keeping all required records on training conducted. We end by compiling and submitting the Annual Training Report enabling you to identify and propose opportunities for your organisation to adopt a learning culture.

Unit standards

The following Unit Standards are covered during the skills workshop:

- **US 15221** | NQF Level 5 | 4 Credits:
Provide information and advice regarding skills development and related issues
- **US 252041** | NQF Level 5 | 5 Credits:
Promote a learning culture in an organisation
- **US 15217** | NQF Level 5 | 6 Credits:
Develop an organisational training and development plan
- **US 15232** | NQF Level 5 | 6 Credits:
Coordinate planned skills development interventions in an organisation
- **US 15218** | NQF Level 5 | 4 Credits:
Conduct an analysis to determine outcomes of learning for skills development and other purposes
- **US 15227** | NQF Level 4 | 4 Credits:
Conduct skills development administration

Learning Outcomes

The learning outcomes covered during the skills workshop are:

- Provide information on skills development, learning and assessment
- Provide advice on the promotion of skills development
- Plan, organise and conduct analysis to determine skills development needs
- Develop a matrix of outcomes and a training and development plan
- Plan and organise learning interventions
- Coordinate and review learning interventions
- Analyse, implement strategies to promote a learning culture within an organisation

Workshop dates

The public skills workshops will be facilitated on the following dates:

- 19 - 22 February 2024
- 8 - 11 April 2024
- 24 - 27 June 2024

Cost Per Learner

Public skills workshop

- **R6, 818.35 - including VAT @ 15%** (Excluding VAT: R5, 929.00)

Online/Distance Learning (Self Learning)

- **R6, 318.35 - including VAT @ 15%**
- Terms & Conditions apply

A circular image showing two women in a professional setting. One woman on the left is smiling and looking towards the other woman on the right, who is speaking. They appear to be in a meeting or collaborative work environment.

Skills Programmes

Training Management

Workshop 5 | Course ID: 50333 | Credits: 33

Purpose

This programme is on NQF Level 5 and gives you the skills to manage teams by adopting different leadership styles for the different stages of a team. To ensure a team functions to its full potential, it is important that aspects such as diversity and conflicts are managed proactively. We discuss recruiting the right people for the right job, performance contracts, performance appraisals and individual development plans. .

Unit standards

The following Unit Standards are covered during the skills workshop:

- **ID 115753:** Build teams to meet set goals and objectives
- **ID 15224:** Empower team members through recognising strengths and encouraging participation in decision making and delegating tasks
- **ID 12140:** Recruit and select candidates to fill defined positions
- **ID 252043:** Manage a diverse workforce to add value
- **ID 114226:** Interpret and manage conflict within the workplace

Learning outcomes

The learning outcomes covered during the skills workshop are:

- Demonstrate knowledge of the principles and process of team building in workplace activities
- Obtain agreement from team members on objectives timeframes, rules and guidelines

- Lead teams to complete workplace activities
- Delegate tasks and review decisions and the progress with delegated tasks
- Identify the nature of diversity in the working environment
- Deal with disagreements and conflict arising from diversity amongst individuals and groups
- Implement a strategy to resolve conflict
- Develop the attributes of a good conflict manager

Workshop dates

The public skills workshops will be facilitated on the following dates:

- 23 - 26 January 2024
- 10 - 13 June 2024
- 26 - 29 August 2024

Cost Per Learner

Public skills workshop

- **R8, 070.70 - including VAT @ 15%** (Excluding VAT: R7, 018.00)

Online/Distance Learning (Self Learning)

- **R7, 570.00 - including VAT @ 15%**
- Terms & Conditions apply

Skills Programmes

RPL Advisor

Workshop 6 | Course ID: 50333 | Credits: 36



NB

• PRE-REQUISITES

Pre-requisite for enrolment on this RPL Advisor skills training workshop, is that the learner is already registered as an Assessor and Moderator?

• WORKSHOP DATES

To be confirmed

Purpose

This 4-day Recognition of Prior Learning (RPL) skills training workshop aims to recognise the expertise of people who have a deep understanding of outcomes-based assessment in general & of the complexities concerning the legislature & implementation of RPL (Recognition of Prior Learning) policies & practices, in particular. Such people are able to promote an awareness of RPL-related issues & provide RPL advice & support, at a systems & strategic level, to a range of people/bodies, including assessors, moderators, evidence facilitators, assessment designers, teachers, trainers, managers, organisations, institutions, companies & enterprises.

It also embraces practitioners who are required to design, develop & implement assessment for any instructional offering which is part of an accredited Higher Education (HE) programme.

Our experienced facilitators provide practical hints and tips and share lessons gained, during the facilitation of this workshop.

Unit standards

The following Unit Standards are covered during the skills workshop:

- **ID 116587** | **NQF Level 7** | **10 Credits**
Develop, support and promote RPL practices
- **ID 117874** | **NQF Level 5** | **6 Credits**
Guide learners about their learning, assessment and recognition opportunities
- **ID 14297** | **NQF Level 7** | **20 Credits**
Design, develop and implement assessment of learning in Higher Education (HE) and Training

Workshop dates

The public skills workshops will be facilitated on the following dates:

- 5 - 8 August 2024
- 10 - 23 January 2025

Learning Outcomes

The learning outcomes covered during the skills workshop are:

- Demonstrate understanding of the conceptual underpinnings and purposes of RPL
- Investigate current RPL practice and opportunities in an organisation or sector
- Develop RPL policies, procedures and plans for an organisation / Provide RPL advice and support
- Promote RPL practices
- Identify and analyse learner needs
- Prepare and review an individual development plan
- Provide guidance to learners / Maintain records of learner needs and guidance provided
- Evaluate services provided
- Determine the purpose(s) of assessment and articulate competences which are to be assessed
- Determine an assessment strategy and plan assessment activities
- Implement assessment, evaluate and judge assessment evidence
- Record, report assessment and provide feedback to candidates
- Reflect on the assessment process and evaluate the competencies against which assessment was carried out.

Cost Per Learner

Public skills workshop

- **R6, 818.35 - including VAT @ 15%** (Excluding VAT: R5, 929.00)

Online/Distance Learning (Self Learning)

- **R6, 318.35 - including VAT @ 15%**
- Terms & Conditions apply

National Certificate Generic Management

NQF Level: 6
Course ID: 59201
Learning Programme: 60269



VeryCoolIdeas...

Skills development, learning and assessment.

Accredited by the



The Generic Management National Certificate is accredited by the Services SETA and has been designed and developed by VeryCoolIdeas. The DHET Learnership code is 23Q230073291625.

The aim of this programme is to equip learners with the necessary knowledge, skills, attitudes and values required of a manager.

The skills, knowledge and understanding demonstrated within this qualification are essential for the creation of a talent pool of experienced and effective managers that represent the demographics of an African society.

The Generic Management National Certificate is intended to develop effective, ethical and informed, managers who can manage their team members.

The Generic Management National Certificate's ethos will be a continuous theme running through all of the Skills Programmes and the respective workshops.

Qualification pre-requisites

Learners attending the Generic Management National Certificate should be managers / supervisors with team members reporting to them.

Learners wishing to enter the Generic Management National Certificate must satisfy the following pre-requisites:

- Communication skills at NQF Level 4
- Mathematical literacy at NQF Level 4
- Computer literacy at NQF Level 3

What you will learn in this course

In line with the qualification, the Exit Level Outcomes of the Generic Management National Certificate are as follows:

- Initiate, develop, implement and evaluate operational strategies, projects and action plans so as to improve the effectiveness of the unit.
- Monitor and measure performance and apply continuous or innovative improvement interventions in the unit.
- Lead and manage a team of first line managers to enhance individual, team and unit effectiveness.
- Build relationships with superiors and with stakeholders across the value chain.
- Apply the principles of risk, financial and knowledge management and business ethics within internal and external regulatory frameworks.
- Enhance the development of teams and team members.

Who this course is for?

The aim of this qualification is to equip learners with the necessary knowledge, skills, attitudes and values required of a first-line manager and someone that manages and leads a team. The skills, knowledge and understanding demonstrated within this qualification, are essential for the creation of a talent pool of experienced and effective managers/ team leaders that represent the demographics of the South African society or any society at large. The Generic Management National Certificate is intended to develop effective, ethical and informed first-line managers and those who are expected to supervise, manage or lead a team.

In a nutshell

- **Course ID:** 59201
- **NQF Level:** 6
- **Learning Programme:** 60269
- **Attendance:** Formal contact sessions requires mandatory attendance
- **Prerequisites:**
 - Communication skills at NQF Level 4
 - *Mathematical literacy at NQF Level 4
 - Computer literacy at NQF Level 3
- **Training Method:**
 - Online Learning
- **Language:** English
- **Duration:** 11 Months
- **Qualification:**
 - Certificate of Competence

Cost Per Learner

- **R28, 00.00 (including VAT @ 15%)**
- Costing is for the full National Certificate
- Bookings of 10 or more learners qualifies for a 10% discount.

Terms of Reference



VeryCoolIdeas...

Skills development, learning and assessment.

- The minimum number of learners required to run a workshop or skills programme, is **10** or **12** learners, depending on the training.
- Public workshops and skills programmes in Gauteng are run at:
 - **Oaklands Inn Conference Centre, 236a Oak Avenue in Randburg**
 - Unless otherwise stated
- Public workshops and skills programmes, when run in Namibia, are run at:
 - **GZ Conference Centre, Bismarck Street, Windhoek**
 - Unless otherwise stated
- All virtual training is done by **ZOOM and MS Team platforms**
- All of our workshops and skills programmes can be run in-house, on dates agreed to, with the client.
 - We require a minimum number of learners, depending on the workshop / programme.
- We can customise **in-house** workshops and skills programmes to ensure relevance and contextualisation of the working/learning environment **(Terms & Conditions apply)**.
- Prices for individual workshops within the **National Certificate** or **Diploma** programmes, available on request.
- Prior to attending training, each learner will receive:
 - Orientation Pack
 - Project Plan
 - Learner Guide
 - Learner Workbook and
 - Electronic templates
- When attending training, costs for the following are included: (unless it is otherwise stated)
 - Assessment of portfolios
 - Moderation of portfolios
 - Registration &
 - Certification
- For training done through the **Self-Learning** option (Distance Learning), the first assessment is included in the cost per learner.
 - For subsequent re-assessments, a cost of **R862.00 (plus VAT @ 15%)**, is payable upon presentation of a tax invoice.
 - Learners must also fill-in a Booking Form for an invoice to be generated.
- Costs for **Self-Learning** and **RPL** options, need to be paid in full, up-front, before the learning material / RPL guides can be sent to the learner.
- A **corporate discount of 10%** is offered to companies that register **12** or more learners and / or book for **in-house training**.
- We also provide some of our workshops and skills programmes in French **(Terms & Conditions apply)**.
- VeryCoolIdeas payment terms are as follows:
 - A deposit of 50% of the total training cost is required upon receipt of invoice to secure the booking.
 - The balance of the total training cost is payable not later than the first day of training (unless otherwise stated).

Contact Us

For further information, a formal quotation or bookings, please contact us:

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Verycoolideas... Courses are accredited by



Education, Training and Development Practices Sector –
Education and Training Authority



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