

Learning and Development Advisor

^ PURPOSE

The purpose of this qualification is to prepare a learner to function as a Learning and Development Advisor. The role of a Learning and Development Advisor is to ensure that learning and development interventions are strategically aligned to organisational objectives and national skills priorities. This includes researching, planning, designing, developing, implementing, monitoring, evaluating, verifying, and managing the quality of learning and development processes to ensure that management and staff acquire the competencies required to support organisational performance.

A qualified learner will be able to:

- Communicate effectively in education, training and development environments
- Design and develop comprehensive learning programmes for various contexts
- Facilitate learning processes and evaluate their effectiveness
- Engage in and promote effective assessment practices
- Provide learning support to learners and organisations
- Conduct skills development facilitation activities

^ COURSE CONTENT

Module 1: Organisational Learning and Development

- Learning and Development in a Knowledge Economy
- Impact of Organisational Development and Change on Learning and Development
- Promote best practices in learning and development interventions

Module 2: Organisational Development through Learning

- Career and Succession Planning, Recognition of Prior Learning (RPL) and Talent Management
- Promote career and succession planning, talent development and management in an organisation
- RPL processes and practices

Module 3: Leading and Managing a Learning Organisation

- Leading and managing skills development function
- Learning and development effectiveness and efficiency monitoring processes
- Validation of learning and development practices and processes

Module 4: Quality Management and Continuous Improvement in Learning

- Evaluate and report on the efficiency and effectiveness of learning and development interventions in an organisation
- Perform quality assurance on learning provision, assessment and moderation practices
- Learning and development improvement processes

Module 5: Learning and Development Supplier Management

- Managing Learning and Development Suppliers
- Consult, validate, and recommend the appointment of skills development providers for learning and development provisioning and of accreditation
- Skills development providers accreditation and appointment processes

^ DELIVERY

- Duration: 12 - 18 Months
- Delivery: Classroom/Online/Blended

^ ENTRY LEVEL REQUIREMENTS

- National Certificate: Occupationally Directed Education, Training and Development Practices, NQF Level 6

^ CAREER POSSIBILITIES

- Learning and Development Advisor
- Skills Development Manager
- Training and Development Consultant

^ ACCREDITATION

- Occupational Certificate: Learning and Development Advisor
- Accreditation: ETDP SETA
- SAQA ID: 118774
- NQF Level: 7
- Credits: 196