

No. 1448

17 December 2004



Established in terms of Act 58 of 1995

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY (SAQA)**

In accordance with regulation 24(c) of the National Standards Bodies Regulations of 28 March 1998, the Standards Generating Body (SGB) for

**Occupational Directed Practitioners**

Registered by NSB 05, Education, Training and Development, publishes the following unit standards for public comment.

This notice contains the titles, fields, sub-fields, NQF levels, credits, and purpose of the unit standards upon which qualifications are based. The full unit standards can be accessed via the SAQA web-site at [www.saga.org.za](http://www.saga.org.za). Copies may also be obtained from the Directorate of Standards Setting and Development at the SAQA offices, 1067 Arcadia Street, Hatfield Forum West, Hatfield, Pretoria.

Comment on the unit standards should reach SAQA at the address **below and no later than 16 January 2005**. All correspondence should be marked **Standards Setting - SGB for Occupational Directed Practitioners** and addressed to

The Director: Standards Setting and Development  
SAQA

**Attention: Mr. D Mphuthing**

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**EDSIE BROWN**

**ACTING DIRECTOR: STANDARDS SETTING AND DEVELOPMENT**



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

1

#### Perform one-to-one training on the job

SAQA US ID	UNIT STANDARD TITLE		
117877	Perform one-to-one training on the job		
SGB NAME	ABET BAND	PROVIDERNAME	
SGB Occupationally-directed ETD Practitioners	Undefined		
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Education, Training and Development	Adult Learning		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
EDU-ADL-O-SGB OCC	Regular	Level 3	4

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Prepare for one-to-one training on the job.

##### **SPECIFIC OUTCOME 2**

Conduct training sessions.

##### **SPECIFIC OUTCOME 3**

Monitor and report on learner progress.

##### **SPECIFIC OUTCOME 4**

Review training.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

2

Design and develop qualifications for assessment, education, training and development

SAQA USID	UNIT STANDARD TITLE		
117858	Design and develop qualifications for assessment, education, training and development		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Occupationally-directed ETD Practitioners	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Education, Training and Development		Adult Learning	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 6	6

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Plan and prepare for qualification design.

**SPECIFIC OUTCOME 2**

Develop a sector qualification matrix.

**SPECIFIC OUTCOME 3**

Develop a qualification.

**SPECIFIC OUTCOME 4**

Complete and review the qualification.

**SPECIFIC OUTCOME 5**

Facilitate the validation of qualifications with stakeholders.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

3

#### Define standards for assessment, education, training, and development

SAQA US ID	UNIT STANDARD TITLE		
117856	Define standards for assessment, education, training, and development		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Occupationally-directed ETD Practitioners	Undefined		
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Education, Training and Development	Adult Learning		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
BUS-FEA-0-SGB FinS	Regular	Level 6	8

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Plan and prepare for standards writing.

##### **SPECIFIC OUTCOME 2**

Draft outcomes and range statements.

##### **SPECIFIC OUTCOME 3**

Define assessment criteria.

##### **SPECIFIC OUTCOME 4**

Complete and review the standards.

##### **SPECIFIC OUTCOME 5**

Facilitate the validation of the standards with stakeholders.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

4

Evaluate compliance of documented standards and qualifications with quality criteria

SAQA US ID (UNIT STANDARD TITLE)			
117861	Evaluate compliance of documented standards and aualifications with quality criteria		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Occupationally-directed ETD Practitioners	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Education, Training and Development		Adult Learning	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
EDU-ADL-0-SGB OCC	Regular	Level 7	6

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Critique standards.

**SPECIFIC OUTCOME 2**

Critique qualifications.

**SPECIFIC OUTCOME 3**

Provide feedback on the standards and qualifications for approval.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

**UNIT STANDARD:**

5

**Advise and counsel learners**

SAQA US ID	UNIT STANDARD TITLE		
117864	Advise and counsel learners		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Occupationally-directed ETD Practitioners (Undefined			
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Education, Training and Development	Adult Learning		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
EDU-ADL-O-SGBOCC	Regular	Level 6	8

**Specific Outcomes:**

**SPECIFIC OUTCOME 1**

Diagnose and make recommendations concerning learner problems in relation to learning and assessment.

**SPECIFIC OUTCOME 2**

Counsel learners concerning problems in relation to learning and assessment.

**SPECIFIC OUTCOME 3**

Advise learners concerning their learning and development.

**SPECIFIC OUTCOME 4**

Maintain records of learner issues and advice and counselling provided.

**SPECIFIC OUTCOME 5**

Evaluate counselling and advisory services.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

6

### Assist and support learners to manage their learning experiences

SAQA US ID	UNIT STANDARD TITLE		
117865	Assist and support learners to manage their learning experiences		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Occupationally-directed ETD Practitioners	Undefined		
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Education, Training and Development	/Adult Learning		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
EDU-ADL-0-SGB OCC	Regular	Level 4	5

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Source and maintain information to assist and support learners.

##### **SPECIFIC OUTCOME 2**

Provide assistance and support to learners.

##### **SPECIFIC OUTCOME 3**

Maintain records of assistance and support provided.

##### **SPECIFIC OUTCOME 4**

Review support services.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

7

### Conduct targeted training and development using given methodologies

SAQA US ID	UNIT STANDARD TITLE		
117870	Conduct targeted training and development using given methodologies		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Occupationally-directed ETD Practitioners	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Education, Training and Development		Adult Learning	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
EDU-ADL-0-SGB OCC	Regular	Level 4	10

#### **Specific Outcomes:**

##### **SPECIFIC OUTCOME 1**

Plan and prepare for training and development.

##### **SPECIFIC OUTCOME 2**

Deliver presentations for training and development purposes.

##### **SPECIFIC OUTCOME 3**

Deliver group training sessions.

##### **SPECIFIC OUTCOME 4**

Facilitate group learning activities.

##### **SPECIFIC OUTCOME 5**

Review training and development.





## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

UNIT STANDARD:

8

Facilitate learning using a variety of given methodologies

SAQA US ID	UNIT STANDARD TITLE		
117871	Facilitate learning using a variety of given methodologies		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Occupationally-directed ETD Practitioners	Undefined		
FIELD DESCRIPTION		SUBFIELD DESCRIPTION	
Education, Training and Development		Adult Learning	
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
EDU-ADL-0-SGB OCC	Regular	Level 5	10

**Specific Outcomes:****SPECIFIC OUTCOME 1**

Plan and prepare for facilitation.

**SPECIFIC OUTCOME 2**

Facilitate learning.

**SPECIFIC OUTCOME 3**

Evaluate learning and facilitation.



## SOUTH AFRICAN QUALIFICATIONS AUTHORITY

### UNIT STANDARD:

9

Guide learners about their learning, assessment and recognition opportunities

SAQA US ID	UNIT STANDARD TITLE		
117874	Guide learners about their learning, assessment and recognition opportunities		
SGB NAME	ABET BAND	PROVIDER NAME	
SGB Occupationally-directed ETD Practitioners	Undefined		
FIELD DESCRIPTION	SUBFIELD DESCRIPTION		
Education, Training and Development	Adult Learning		
UNIT STANDARD CODE	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
EDU-ADL-0-SGB OCC	Regular	Level 5	(6)

#### Specific Outcomes:

##### **SPECIFIC OUTCOME 1**

Identify and analyse learners' needs.

##### **SPECIFIC OUTCOME 2**

Prepare and review an individual development plan.

##### **SPECIFIC OUTCOME 3**

Provide guidance to learners.

##### **SPECIFIC OUTCOME 4**

Maintain records of learner needs and guidance provided.

##### **SPECIFIC OUTCOME 5**

Evaluate services provided.