



**NDZALAMA**  
COMPETENCY LEARNING

*Empower the Trainer to Touch the Hearts of our Nation*

# TRAIN TO BECOME A SAQA ACCREDITED TRAINING FACILITATOR

Learn and apply effective training techniques for managing participants, engaging a variety of learning styles, creating an effective positive learning environment and managing classroom challenges



**Do you want to learn how to facilitate SETA accredited training programmes?**

## **ATTEND THIS CUTTING EDGE WORKSHOP**

**VENUE & DATE:** Refer to Training Schedule

**TIME:** 8:30 – 15:30 daily

**COST:** Refer to Pricelist



ACCREDITED TRAINING  
ALIGNED TO SAQA UNIT  
STANDARDS

## **FOR MORE INFORMATION CONTACT:**

### **Tzaneen Head Office – 4 Annecke Street**

Innocent Mabunda / Sanette Wevell

Office Tel: 015 307 1418

Sanette Wevell Cell: 083 454 5405

Email: headoffice@ncl.co.za

### **Polokwane Office - 46 Platinum Street, Ladine**

Ferdinand Bester Cell: 082 900 0503

besterf@ncl.co.za

Samuel Motloutsi Cell: 074 000 0167

motloutsims@ncl.co.za

# FACILITATOR TRAINING WORKSHOP

FACILITATE LEARNING USING A VARIETY OF GIVEN  
METHODOLOGIES:

**NQF 5, 10 CREDITS**  
SAQA ID NR. 117871

**Who should attend?** ■ New or experienced trainers who have not had formal education in training. Trainers who need a refresher to improve their classroom techniques and methods to transfer learning to work situations; ■ Facilitators, Trainers & Coaches ■ Skills Development Facilitators (SDF) Lecturers and Teachers

## PURPOSE

The purpose of this workshop is to address the requirements of Unit Standard “Facilitate learning using a variety of given methodologies”

ID nr. 117871, NQF level 5; Credits 10

## LEARNING ASSUMED TO BE IN PLACE

The credit calculation is based on the assumption that learners are already competent in the learning area in which they will provide training.

## FACILITATION METHODOLOGY

Learners are required to participate fully in group and individual learning activities throughout the workshop. Learners are also encouraged to identify and express their specific learning needs and to contribute freely from their own experience. During the two day contact session, the facilitator also focus on change management and motivational aspects, as we’ve identified these issues as key areas of SAQA and implementing the NQF.

## ASSESSMENT METHODOLOGY

During the workshop, participants will be briefed on how to prepare and present a Portfolio of Evidence for assessment against Unit Standard 117871, NQF level 5, Credits 10

## WORKSHOP LEARNING OBJECTIVES

In preparing for assessment against this Unit Standard, participants will learn how to:

1. Plan and prepare for facilitation.
2. Facilitate learning.
3. Evaluate learning and facilitation.

**As soon as a candidate Facilitator is found to be competent, and once NCL has received endorsement – including your official registration number from the ETDP SETA, we will issue the necessary certificate on NQF level 5. (10 credits).**

## OUTLINE OF THE COURSE MAP

### DAY ONE

#### Module 1

- Plan and prepare for facilitation
- The educator as a facilitator
- Comparison between the old and the new approaches
- The role of the facilitator
- Facilitation defined
- Three main areas of facilitation types of facilitation skills
- Learning needs analysis
- Methods of facilitation
- Role-play of different facilitation methods
- Plan for effective facilitation
- Facilitation plan

### DAY TWO

#### Module 2

- Change starts with the facilitator
- Using facilitation skills
- Group building and maintenance roles
- Dealing with difficult group members
- Leadership styles
- Principles of OBE education

### DAY THREE

#### Practical sessions

- Facilitation session - practical preparation
- Facilitate practical sessions in groups
- Facilitation of sessions

#### Module 3

- Evaluation of facilitation sessions
- Learner evaluation
- Maintain an effective and efficient administrative system
- Helping your learners to compile their own POE's
- What should be in a POE
- Encouraging dialogue between role-players
- Ways to recap knowledge to link to prior learning
- Evaluation of facilitation

### NOTE

The course requires that learners develop portfolios of evidence in their own time and submit it to Ndzalama Competency Learning for assessment within 90 days of completion after the initial workshop.

## Why choose us?

**Experience & reliability** - 15 years of successful training

**Quality service** - as per SAQA requirements

**Flexibility** - Training is flexible. From small group training at head office, to in-house training at your workplace for groups (4 or more depending on the location) and corporate groups of up to 25.



**Sanette Wevell**

*Director of Quality Assurance*

Cell: 083 454 5405

Email: headoffice@ncl.co.za

Sanette is a qualified EDT Practitioner that has 15 years experience in facilitation and assessment as well as managing and co-ordinating various training projects. She was contracted by the ETDP SETA as an Accreditation Facilitator and Learning Programme Evaluator. These services included assisting emerging providers to obtain accreditation status as training providers. Through her assistance, numerous organisations obtained full accreditation status and registered on the ETDP SETA list of accredited training providers. She was a founding member of Ndzalama Competency Learning and has been facilitating ETDP accredited courses on NQF level 4-6 since 2002. She has 15 years experience as a Skills Development Facilitator (SDF) and also facilitates the SDF course. Her passion is to help with the ongoing development of ETDP-Practitioners - enabling them to fulfil their potential and to progress in their careers - through innovative training and development interventions.



**Ferdie Wevell**

*Director of Finance & Marketing*

Cell: 072 792 2987

Email: ferdie@ncl.co.za

Ferdie is a qualified accountant with experience covering a diverse field of expertise from agriculture, education, training to financial management. Being a financial manager, he knows the “ins and outs” of running a business. His approach to training and development was mainly matured in his season at The King Court in Modjadjiskloof. Exposure to this unique education environment, as educator and vice principal, convinced him that a caring and gentle but bold approach to training is the way forward. He believes that most equipping should take place within a strong family culture. Unfortunately, many individuals did not have this privilege at home growing up. Ndzalama Training would therefore like to address this need by expanding their unique business culture into all geographical areas and training fields. Ndzalama Training will therefore be an educational ‘home’ for all.

**NCL LEARNER ENROLMENT FORM**

Please complete this document and fax together with your proof of payment to the administrator at 015 307 1419 **3 working days** before the commencement date of the course.

Please enrol me for the **TRAINING FACILITATOR WORKSHOP**. I accept that this workshop will not automatically lead to certification, but that I will have to be assessed on a Portfolio of Evidence, (cost included in workshop) to be completed within 90 days of completing the workshop.

*(Please fill in print)*

Location / Town of training:	
Training date:	_____ (day) _____ (month) 201_
Title:	
Surname:	
Full Names:	
ID number:	
Company Name (if applicable):	
Cellular number:	
E-Mail Address:	
Telephone Number:	
Fax Number:	
Any food allergies / requests:	

**BANKING DETAILS:**

Fees to be deposited or electronically transferred into our bank account **before** the workshop

<b>Account holder: Ndzalama Training</b>		
<b>ABSA Bank</b>	<b>Branch Code: 334-349</b>	<b>Account No: 4056767175</b>

Details of payment *(Cheques deposits are only accepted by prior arrangement)*

<b>Date of payment</b>	<b>Payment method: tick (√) appropriate method</b>
____ / ____ / 201____	EFT <input type="checkbox"/> Cash <input type="checkbox"/> Deposit Other _____
<b>Additional information regarding payment:</b>	

Please send us a copy of your deposit slip / **proof of payment** to headoffice@ncl.co.za or fax to 015 307 1419

\_\_\_\_\_  
Name of candidate

\_\_\_\_\_  
Signature of candidate