



*Occupational Certificate:*

**LEARNING AND  
DEVELOPMENT ADVISOR**

**QUALIFICATION**

## LEARNING AND DEVELOPMENT ADVISOR

### PURPOSE

*The purpose of this qualification is to prepare a learner to function as a Learning and Development Advisor. A Learning and Development Advisor researches, plans, designs, develops, implements, monitors, evaluates, verifies and manages the quality of learning and development interventions, to ensure management and staff acquire the required competencies to meet organizational strategic objectives.*

### ENTRY REQUIREMENTS

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

### LEARNING OUTCOMES

- Consult and guide management on the alignment of learning and development with national and organizational strategic objectives
- Examine and review statutory compliance, organizational policies and procedures applicable to skills development
- Evaluate and review organizational skills development practices within the organization
- Monitor and report learning and development quality continuously and validate and report on the learning and development processes and interventions

### KNOWLEDGE MODULES

- Learning and Development in a Knowledge Economy
- Impact of Organizational Development and Change on Learning and Development
- Leading and Managing Skills Development Function
- Managing Learning and Development Suppliers, Career and Succession Planning, RPL and Talent Management

### PRACTICAL SKILL MODULES

- Promote Best Practices in Learning and Development Interventions
- Evaluate and Report on the Efficiency and Effectiveness of Learning and Development Interventions in an Organization
- Perform Quality Assurance on Learning Provision, Assessment and Moderation Practices
- Consult, Validate, And Recommend the Appointment of Skills Development Providers For Learning And Development Provisioning And Of Accreditation
- Promote Career and Succession Planning, Talent Development and Management in an Organization

### WORK EXPERIENCE MODULES

- Learning and Development Improvement Processes
- Learning and Development Effectiveness and Efficiency Monitoring Processes
- Validation of Learning and Development Practices and Processes
- Skills Development Providers' Accreditation and Appointment Processes
- RPL Processes and Practices



**ACCREDITATION NO.:**  
07-QCTO/SDP210524113731

**CERTIFICATION:**  
QCTO

**SAQA ID: 118774**  
**Credits: 195**  
**NQF Level: 7**



### TARGET AUDIENCE

*Individuals that are already working within the learning and development space, seeking to obtain a formal qualification.*



### MODE OF DELIVERY

*In person classroom*  
*Virtual (Webinar)*