

**GE COLLEGE**

**ORGANISATIONAL FACILITATOR  
SKILLS PROGRAMME**

## **WHO ARE WE**

### **Accreditation Number: ETDP011306**

Giver of Givers Educations is an accredited skills development provider that specialises in teaching qualifications. Our courses are registered with ETDP SETA and QCTO.

## **HOW TO CONTACT US**

Office No.202, Sediba House, 173 Bosman Street Pretoria 0002

Email address: [info@gecollege.co.za](mailto:info@gecollege.co.za)

Contact Number: +2782 405 7385

Website: [www.gecollege.co.za](http://www.gecollege.co.za)

## **REGISTRATION**

- All applications forms are submitted electronically to [giverseducation@gmail.com](mailto:giverseducation@gmail.com)
- 50% of the total course fee is required as a deposit upon registration, which should be paid into the institution's bank account:  
Giver of Givers Education FNB Account No: 6289 8089 167, branch code: 250655
- After receipt of deposit payment, learning material will be issued and training shall commence as agreed upon registration.

## **LEARNING MATERIAL**

Learning material is included in the total course fee

## **MODE OF LEARNING**

Courses are available in contact sessions and distance learning

## **DURATION OF LEARNING**

Learners are given a maximum of three months to complete and submit portfolios of evidence after attending training sessions.

# ORGANISATIONAL FACILITATOR SKILLS PROGRAMME

This qualification is for those who want to build on or enter a potential career in Education, Training and Development (ETD). This skills programme will be valuable to Facilitators, Assessors, Learning Supporters in Human Resources departments, and Skills Development Facilitators, as it covers five key roles in the ETD roles:

- Define skills gaps
- Organise and Develop Training Intervention
- Co-ordinate Training Intervention
- Promote Learning Organizational Culture
- Support Learner with special needs

## Course fee

Certificate of attendance course fee: R1500

Credit bearing certificate: R2500

## Skills Programme Modules:

	SAQA ID	NQF Level	Credits	Duration
Define skills gaps	123396	4	6	1 day
Organise and Develop Training Intervention	15217	5	6	1 day
Co-ordinate Training Intervention	15232	5	6	1 day
Promote Learning Organisational Culture	252041	5	5	1 day
Assessor (Special Needs Learner)	10294	5	10	1 day

## DEFINE SKILLS GAPS:123396

Learning Outcomes:

- Preparing for information gathering.
- Gathering information on learners.
- Carrying out a basic skills audit.
- Compiling a report on the target audience and skills gaps

## DEVELOP AN ORGANISATIONAL TRAINING AND DEVELOPMENT PLAN: 15217

Learning Outcomes:

- analyse current and required skills

- develop a skills profile and define a skills gap
- establish skills priorities
- develop a training and development plan

## **COORDINATE PLANNED SKILLS DEVELOPMENT INTERVENTIONS IN AN ORGANISATION: 15232**

### Learning Outcomes

- identify and prioritise learners' learning requirements
- plan and organise learning interventions
- coordinate learning interventions
- review and report on learning interventions

## **PROMOTE A LEARNING CULTURE IN AN ORGANISATION: 252041**

### Learning Outcomes:

- Investigate and analyse the status of the learning culture within the organisation.
- Develop strategies for the promotion of a learning culture within the organisation.
- Implement strategies to promote a learning culture

## **IDENTIFY AND RESPOND TO LEARNERS WITH SPECIAL NEEDS AND BARRIERS TO LEARNING: 10294**

### Learning Outcomes

- Identify learners who have special learning, counselling or health needs, refer these learners to relevant services and take appropriate action within the learning situation.
- Identify barriers to learning and take appropriate action within or outside of the learning situation, which includes dealing with problems of absenteeism and dropout