

ETDP Registered Skills Programmes

Coaching and Mentoring Programme

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip potential mentors / coaches / assessors with the necessary knowledge, skills and attitudes to guide and support learners about their learning, assessment and recognition opportunities.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Apply the roles and functions of coach and mentor within the Occupational Learning System (OLS)
- Identify and analyse learner needs
- Prepare and review an individual development plan
- Provide guidance to learners by means of employing coaching skills and mentoring skills in the selected situation
- Monitor and maintain records of learner needs, guidance provided and progress
- Review and evaluate the services provided.

PROGRAMME OUTLINE

- The concept of coaching and mentoring
- Conduct a needs analysis and develop an individual development plan
- Provide guidance and coaching
- Recording and reporting
- Evaluate and review for improvement

LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should have exposure to education, training and development environments and practices.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against these unit standards are allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 3 Days

Assessment: Portfolio of Evidence will be submitted within four weeks of completing the training. Assessment activities include evaluating all guidance documentation produced during the learning process.

Certification: This includes obtaining endorsement from the ETDQA.

Unit Standard(s):

- 117874 - Guide learners about their learning, assessment and recognition opportunities.
- 117877 - Perform one-to-one training on the job.
- 117865 - Assist and support learners to manage their learning experiences.

NQF Level: 3,4 and 5

Credits: 15

TARGET GROUP

- HR and Training Managers
- Supervisors
- Line Managers
- Assessors
- Trainers/Facilitators/Coaches

BENEFITS

- Confidence that training in the workplace is structured and improving performance of staff in the workplace.
- Improved competence and motivation of workforce
- Clearly identifiable training needs and career paths
- Improved opportunities to claim skills grants
- Smooth running of learnerships, apprenticeships and internships