

**PURPOSE OF THE PROGRAMME**

The purpose of this programme is to equip potential mentors / coaches / assessors / RPL advisors 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 coaches and mentors within the Occupational Learning System (OLS)
- Identify and analyse learner needs
- Prepare and review an individual development plan
- Provide guidance and advise to learners by means of 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 mentoring
- Conduct a needs analysis and develop an individual development plan
- Provide guidance and advise
- 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:** 2 Days

**Assessment:** Portfolio of Evidence will be submitted within three 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, level 5
- 117865 - Assist and support learners to manage their learning experiences, level 4

**Credits:** 11

**TARGET GROUP**

- HR Managers
- Training Managers
- Supervisors
- Line Managers
- Trainers/Facilitators/Coaches
- Skills Development Facilitators
- Learning Material Designers
- Moderators

**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