

ETDP Training Programme

- The Fibre Processing and Manufacturing (FP&M) SETA extends an invitation to: FP&M sector skills development levy paying firms, TVET Colleges and accredited skills development providers to nominate education, training and development practitioners (ETDP) to attend an ETDP Assessor Training programme. The programme will be conducted between February and March 2019 in the following provinces: Gauteng, Kwa-Zulu Natal, Western Cape, Mpumalanga, Eastern Cape, Northern Cape, Limpopo, North-West, and Free State..
- Companies will not be allocated more than two seats for the training due to the limited availability of seats.
- This programme offered is funded by the FP&M SETA. (travel, accommodation and parking costs is for the learner's own cost)
- Dates for this training will be provided when the booking logistics are completed.
- Application Process
- Submit the booking form below to the relevant regional specialists before Tuesday, 1st February 2019. Please note that seats are limited.
- Next page is the booking Form

COURSES OUTLINE

1. ETD CAPACITY BUILDING PROGRAMMES

1.1 ASSESSOR, AND MODERATOR TRAINING

The FP&M SETA has registered QCTO qualifications and a few providers have started with the accreditation processes. To facilitate the move to the QCTO, the FP&M SETA has taken the initiative to train sector Subject Matter Experts (SMEs) who are in the ETD field on the Assessor, Moderator and Facilitator skills programmes in order to ensure that newly trained ETD practitioners are skilled in the QCTO programmes delivery, assessment and moderation in line with relevant QCTO policies, procedures and processes.

1.1.1 ASSESSOR TRAINING

- Unit Standard: 115753 – Conduct Outcomes Based Assessments

1.1.2 MODERATOR TRAINING

- Unit Standard: 115759 – Conduct Moderation of Outcomes Based Assessments

1.2 COACHING AND MENTORING TRAINING

The FP&M SETA has registered QCTO qualifications and a few providers have started with the accreditation processes. To facilitate the move to the QCTO, the FP&M SETA has taken the initiative to train FP&M SETA member companies / stakeholders in coaching and mentoring in order to build capacity within the workplaces to effectively deliver the work experience component of the QCTO learning programmes.

1.2.1 COACHING AND MENTORING TRAINING

- Unit Standard: 114215 – Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path
- Unit Standard: 117877 - Perform one-to-one training on the job

2. OBJECTIVES

The project goal is to train ETD Practitioners in the FP&M SETA's (Levy paying companies, accredited training providers, TVETs, NGOs, Co-operatives, and etc) on the identified programmes to enhance quality in QCTO learning delivery, assessment and moderation functions and to build capacity of workplace and TVET mentors and coaches to effectively deliver the work experience component of the QCTO learning programmes.

FP&M SETA ETDP Programme Booking Form, Please complete a separate FP&M SETA ETDP Programme Booking Form, Please complete booking form for each delegate and submit to the specialist by province as indicated in the bottom table

Delegate details	
Name	
ID Number	
Position	
Mobile	
Email	
Qualification/s	

Company Details	
Company name	
Levy number	
Accreditation number	
Physical address	
City	
Telephone	
Director Cellphone numbers	
Approving Manager	
Designation	
Direct telephone	
Email	
Signature	
Date signed	

Please send your applications to the Regional Specialists using the contacts listed:

<p>Gauteng, Limpopo, Mpumalanga and North West</p> <p>Zanele Sithole and Pearl Ngiba Tel number - 011 403 1700 Email: ZaneleS@fpmseta.org.za and PearlN@fpmseta.org.za</p>	<p>Kwa-Zulu Natal, Eastern Cape and Free State</p> <p>Linda Zwane and Helvy Mnisi Tel number - 031 702 4482 Email: LindaZ@fpmseta.org.za and HelvyM@fpmseta.org.za</p>	<p>Western Cape and Northern Cape</p> <p>Kehilwe Khwane and Gloria Ngqinambi Tel number – 021-462 0057 Email: KehilweK@fpmseta.org.za and GloriaN@fpmseta.org.za</p>
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Please submit booking forms by Friday, 01st February 2019 to avoid disappointment.