**ETDP TRAINING PROGRAMME**

* The Fibre Processing and Manufacturing (FP&M) SETA extends an invitation to the 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 Accredited ETDP Training programme.
* The programme will be conducted between February and March 2020 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 number of seats.
* This programme is funded by the FP&M SETA, (travel, accommodation and parking costs is for the learner’s own cost).
* Dates for the trainings will be provided when the booking logistics have been completed.

**APPLICATION PROCESS**

* Submit the booking form below to the relevant Regional Specialists before Tuesday, 7th February 2020. Please note that seats are limited.

**COURSES OUTLINE**

1. **ETDP CAPACITY BUILDING PROGRAMMES**
	1. **FACILITATOR, MODERATOR AND COACHING & 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 sector Subject Matter Experts (SMEs) who are in the ETD field on the Facilitator, Moderator and Coaching & Mentoring 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. **FACILITATOR TRAINING**

Unit Standard: 117871 – Facilitate learning using a variety of given methodologies

* + 1. **MODERATOR TRAINING**

Unit Standard: 115759 – Conduct Moderation of Outcomes Based Assessments

* + 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

1. **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, facilitation 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 the booking form for each delegate and submit to the specialist in the relevant province**

|  |
| --- |
| **Delegate details**  |
| Name |  |
| Surname |  |
| ID Number |  |
| Mobile |  |
| Email |  |
| **ETDP Programme** you are applying for: (Facilitator/ Moderator or Coaching & Mentoring) |  |
| Prefered province for training |  |

|  |
| --- |
| **Company Details** |
| Company name |  |
| Levy number |  |
| Accreditation number |  |
| Physical address |  |
| City |  |
| Municipality |  |
| Telephone |  |
| Director Cellphone numbers  |  |
| Approving Manager |  |
| Designation |  |
| Direct telephone |  |
| Email |  |
| Signature of the approving manager |  |
| Date signed |  |

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

|  |  |  |
| --- | --- | --- |
| **Gauteng, Limpopo, Mpumalanga and North West**Zanele Sithole and Pearl NgibaTel number - 011 403 1700Email: ZaneleS@fpmseta.org.za and PearlN@fpmseta.org.za | **Kwa-Zulu Natal, Eastern Cape and Free State**Linda Zwane and Helvy MnisiTel number - 031 702 4482Email: LindaZ@fpmseta.org.za and HelvyM@fpmseta.org.za | **Western Cape and Northern Cape**Kehilwe Khwane and Gloria NgqinambiTel number – 021-462 0057Email: KehilweK@fpmseta.org.za and GloriaN@fpmseta.org.za |

**Please submit booking forms by Friday, 07th February 2020 to avoid disappointment.**