



**Accreditation and Training Services
Online Training ODETDP Programmes
Process, Approach, Scheduled Dates and Prices Outline**

ENROLMENT FORM AND REQUEST FOR QUOTE

1. Complete the *Online Quote / Enrolment Request Form* and submit the form.
2. You will receive a quote for the programme(s) you have marked on the form – accept quote.
3. Make full (100%) payment.
4. Upon confirmation that the full (100%) payment has been received, the Online Learner will be placed on the Attendance Register for invitation on the scheduled date for the training programme/s.



TRAINING PROGRAMMES DURATION

1. Facilitator training – four (4) weeks.
2. Assessor training – four (4) weeks.
3. Moderator training – five (5) weeks.
4. SDF training – ten (10) weeks.
5. Fundamentals training – four (4) weeks.
6. Learner support training – eight (8) weeks.
7. Design and develop outcomes-based learning programmes and Evaluate a learning intervention using given evaluation instruments training – ten (10) weeks.
8. Design and develop outcomes-based assessments training – eight (8) weeks.



You will receive a Google Classroom invitation from “Lizette Brazendale” (ATS Google Account Holder) on the Tuesday afternoon before the commencement of the programme on the Wednesday (refer to the date the Online Learner selected to commence with the programme – date appearing on Invoice).



The ATS Online Training Programmes are based on a Blended Learning Approach:

1. The Online Training Programme covers Support Facilitation and Assessments.
2. Available on the platform:
 - a. Learning material.
 - b. Facilitation material.
 - c. All supplementary material for POE building.
 - d. Formative assessment material.
 - e. Summative assessment material.



Accept the Google Classroom Invitation on the Tuesday late afternoon or evening.



The ATS Support Facilitator will send you a “Welcome email” early on the Wednesday morning. The email will include practical and logistical arrangements regarding scheduling of Microsoft Teams Sessions to everybody’s convenience. Microsoft Teams Sessions will be conducted for support by the Support Facilitator (at pre-determined times arranged between the Online Learners and ATS Support Facilitator).





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1. Online Learners can study the learning material at their own time on the Google Classroom platform.
2. Online Learners can attend the Microsoft Teams Sessions to get assistance and support from the ATS Support Facilitator.
3. Microsoft Teams Sessions are available for obtaining assistance and support during the learning phase; the Formative Assessment phase and Summative Assessment phase – Online Learners are not obligated to attend the Microsoft Teams Sessions.



Microsoft Teams Sessions conducted by the ATS Support Facilitator will be recorded and loaded on the Google Classroom platform after each session. If a Learner has missed a Microsoft Teams Session the Online Learner can watch the Microsoft Teams Session at a convenient time.



Online Learners can also communicate via other media with the ATS Support Facilitator should the Online Learner(s) need any further or additional assistance and support.



NOTES:

1. There are no formal Classroom Sessions to be attended online by Online Learner(s).
2. Microsoft Teams Sessions are conducted by the ATS Support Facilitator as arranged between the ATS Support Facilitator and Online Learner(s).
3. Learning, Formative Assessment, Summative Assessment and Final Feedback are all included in the above-mentioned period.
4. Only a two (2) week (14 day) extension will be granted for exceptional circumstances.
5. Online Learners can study the learning material at their own time and leisure (within the prescribed and arranged time-period).
6. Online Learners can complete the Formative Assessment at their own time and leisure (within the prescribed and arranged time-period).
7. Online Learners can complete the Summative Assessment at their own time and leisure (within the prescribed and arranged time-period).
8. Online Learners will be given Final Feedback upon successful completion of the Summative Assessment.



STRUCTURED TRAINING SCHEDULE FOR ONLINE TRAINING



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OCT	PRICE	PROGRAMMES	DATES	DATES	CYCLE	DURATION
Program Mod 1	R3 950	Facilitator	29 SEP – 31 OCT	13 OCT – 14 NOV	2 Programs / Month	4 weeks
Program Mod 2	R3 950	Assessor	6 OCT – 7 NOV	20 OCT – 21 NOV	2 Programs / Month	5 weeks
Program Mod 3	R3 950	Fundamentals	20 OCT – 21 NOV	--	1 Program / Month	4 weeks
Program Mod 4	R5 250	Design & dev learning material	27 OCT – 16 JAN	--	1 Program / Month	10 weeks
Program Mod 5	R3 950	Design & dev assessment	6 OCT – 5 DEC	--	1 Program / Month	8 weeks
Program Mod 6	R3 950	Moderator	6 OCT – 14 NOV	20 OCT – 28 NOV	2 Program / Month	5 weeks
Program Mod 7	R3 950	Learner support	27 OCT – 24 DEC	--	1 Program / Month	8 weeks
Program Mod 8	R5 250	Skills development facilitator	27 OCT – 16 JAN	--	1 Program / Month	10 weeks



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NOV	PRICE	PROGRAMMES	DATES	DATES	CYCLE	DURATION
Program Mod 1	R3 950	Facilitator	27 OCT – 28 NOV	10 NOV – 12 DEC	2 Programs / Month	4 weeks
Program Mod 2	R3 950	Assessor	3 NOV – 5 DEC	17 NOV – 19 DEC	2 Programs / Month	5 weeks
Program Mod 3	R3 950	Fundamentals	24 NOV – 24 DEC	--	1 Program / Month	4 weeks
Program Mod 4	R5 250	Design & dev learning material	24 NOV – 6 FEB	--	1 Program / Month	10 weeks
Program Mod 5	R3 950	Design & dev assessment	3 NOV – 9 JAN	--	1 Program / Month	8 weeks
Program Mod 6	R3 950	Moderator	3 NOV – 12 DEC	17 NOV – 24 DEC	2 Program / Month	5 weeks
Program Mod 7	R3 950	Learner support	24 NOV – 23 JAN	--	1 Program / Month	8 weeks
Program Mod 8	R5 250	Skills development facilitator	17 NOV – 6 FEB	--	1 Program / Month	10 weeks
DEC	PRICE	PROGRAMMES	DATES	DATES	CYCLE	DURATION
Program Mod 1	R3 950	Facilitator	24 NOV – 24 DEC	8 DEC – 9 JAN	2 Programs / Month	4 weeks
Program Mod 2	R3 950	Assessor	1 DEC – 9 JAN	15 DEC – 16 JAN	2 Programs / Month	5 weeks
Program Mod 3	R3 950	Fundamentals	5 JAN – 6 FEB	--	1 Program / Month	4 weeks
Program Mod 4	R5 250	Design & dev learning material	15 DEC – 27 FEB	--	1 Program / Month	10 weeks
Program Mod 5	R3 950	Design & dev assessment	1 DEC – 30 JAN	--	1 Program / Month	8 weeks
Program Mod 6	R3 950	Moderator	1 DEC – 9 JAN	15 DEC – 30 JAN	2 Program / Month	5 weeks
Program Mod 7	R3 950	Learner support	15 DEC – 20 FEB	--	1 Program / Month	8 weeks
Program Mod 8	R5 250	Skills development facilitator	8 DEC – 27 FEB	--	1 Program / Month	10 weeks



ADDITIONAL INFORMATION

WHAT YOU'LL NEED

- ◆ Fast, reliable internet connection & data (4G / LTE / Fibre).
- ◆ Smartphone and computer – must be computer literate.
- ◆ Printer & scanner.
- ◆ Google account – learners will receive 5 to 10GB of cloud storage space (on Google Docs) to upload and amend their assignments.
- ◆ Microsoft Teams.

TRAINING MATERIAL

- ◆ Your training material will be on Google Classroom.
- ◆ You will be able to download the material (PDF & Word).

SUPPORT VIA

Unlimited support is available during office hours 08:00 – 16:00, Monday – Friday. The contact details for your support facilitator will be allocated to you once you've enrolled and paid for your course.

- ◆ Email.
- ◆ WhatsApp.
- ◆ Face-to-face (to be booked).
- ◆ Microsoft Teams.

SUPPORT VENUES



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The following venues are available for face-to-face support sessions, as well as for training material collection (please arrange for collection and support sessions):

- ◆ Johannesburg.
- ◆ Pretoria.

PAYMENT

Your chosen online learning course must be paid in full before you will be added to the relevant Google Classroom.

SUBMISSIONS

- ◆ You will submit your portfolio of evidence via Google Classroom. Upload your completed documents to the relevant sections (will clearly indicated on the Google Classroom).
- ◆ Please watch each video that forms part of your module, ensure it is marked as done / submit before moving on.

If you do the full ODETDP Qualification or more than one module, a 10% discount will apply (from your second module).