



Accreditation and Training Services
Online Training 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. Learning & Development Facilitator– four (4) weeks.
2. Assessment Practitioner– five (5) weeks.
3. Work-Based Learning & Development Practitioner– six (6) weeks.
4. Skills Development Facilitator – ten (10) weeks



You will receive a Google Classroom invitation from your designated Support Facilitator 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.



On the stream page of your Google classroom, you will find a welcome letter from your Facilitator. The letter will include practical and logistical arrangements regarding scheduling of Online Google Meet Sessions to everybody's convenience. Google meet sessions will be conducted for support by the Support Facilitator (at pre-determined times arranged between the Online Learners and ATS Support Facilitator).



1. Online Learners can study the learning material at their own time on the Google Classroom platform within the time frames provided.
2. Online Learners can attend the Google Meet Sessions to get assistance and support from the ATS Support Facilitator.



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3. Google Meet Sessions are available for obtaining assistance and support during the learning phases; the Formative Assessment phase and Summative Assessment phase – Please attend these sessions to assist you on successfully completing the course.



Online Learners can also communicate via other media (email and WhatsApp) 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. Google Meet 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. A 30-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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LEARNING & DEVELOPMENT FACILITAOR	ASSESSMENT PRACTITIONER	WORK-BASED LEARNING & DEVELOPMENT PRACTITIONER	SKILLS DEVELOPMENT FACILITATOR
12 Weeks	8 Weeks	12 Weeks	12 Weeks
R6 100	R6 300	R6 500	R8 500
21 JAN - 18 FEB			
	18 FEB - 25 MAR	11 FEB - 11 MAR	18 FEB – 25 MAR
04 MAR - 01 APR			
15 APR - 13 MAY	01 APR – 06 MAY	29 APR – 10 JUN	
27 MAY – 24 JUN	20 MAY – 24 JUNE		06 MAY – 17 JUN
		17 JUN – 29 JUL	
08 JUL – 05 AUG	01 JUL – 05 AUG		
	12 AUG – 16 SEP		05 AUG – 16 SEP
30 SEP – 28 OCT	30 SEP – 04 NOV	02 SEP – 14 OCT	
		28 OCT – 09 DEC	
11 NOV – 09 DEC	11 NOV – 16 DEC		04 NOV – 16 DEC



ADDITIONAL INFORMATION

WHAT YOU'LL NEED

- ♦ Fast, reliable internet connection & data (4G / LTE / Fibre).
- ♦ Smartphone (for WhatsApp) 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.
- ♦ Google Meet.

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 as arranged with your Support Facilitator. 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).
- ♦ Google Meet Sessions.

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).