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 (5) weeks.
3. Moderator training – five (6) 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).

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

2024

FACILITATOR	ASSESSOR	FUNDAMENTALS	DDM	DDA	MODERATOR	LEARNER SUPPORT	SDF
4 Weeks	5 Weeks	4 Weeks	10 Weeks	8 Weeks	6 Weeks	8 Weeks	10 Weeks
R4 350	R4 350	R4 350	R5 750	R4 350	R4 350	R4 350	R5 750
30 OCT – 27 NOV	23 OCT – 27 NOV			09 OCT – 04 DEC	30 OCT – 11 DEC		09 OCT – 18 DEC
20 NOV – 18 DEC	20 NOV – 31 DEC	06 NOV – 04 DEC	06 NOV – 15 JAN		20 NOV – 08 JAN	06 NOV – 08 JAN	
04 DEC – 01 JAN	04 DEC – 08 JAN						04 DEC – 12 FEB

2025

FACILITATOR	ASSESSOR	FUNDAMENTALS	DDM	DDA	MODERATOR	LEARNER SUPPORT	SDF
4 Weeks	5 Weeks	4 Weeks	10 Weeks	8 Weeks	6 Weeks	6 Weeks	10 Weeks
R5 100	R5 300	R5 100	R6 800	R6 000	R5 300	R5 500	R7 000
22 JAN - 19 FEB			29 JAN - 09 APR	29 JAN – 26 MAR			
	19 FEB - 26 MAR	12 FEB - 12 MAR			05 FEB – 19 MAR	12 FEB –26 MAR	19 FEB – 30 APR
05 MAR - 02 APR					19 MAR – 30 APR		
16 APR - 14 MAY	02 APR – 07 MAY		02 APR – 11 JUN	16 APR – 11 JUN	30 APR – 11 JUN		16 APR – 25 JUN
28 MAY – 25 JUN	14 MAY – 18 JUN	14 MAY - 11 JUN				07 MAY –18 JUN	
	25 JUN - 30 JUL				11 JUN – 23 JUL		25 JUN - 03 SEP
09 JUL – 06 AUG			02 JUL – 10 SEP	16 JUL – 10 SEP	23 JUL – 03 SEP		
20 AUG – 17 SEP	06 AUG – 10 SEP	06 AUG – 03 SEP				06 AUG – 17 SEP	06 AUG – 15 OCT
	17 SEP – 22 OCT				03 SEP – 15 OCT		
01 OCT – 29 OCT	29 OCT – 03 DEC		01 OCT – 10 DEC	08 OCT – 03 DEC	15 OCT – 26 NOV		08 OCT – 17 DEC
12 NOV – 10 DEC		05 NOV – 03 DEC			26 NOV – 07 JAN	05 NOV –17 DEC	
	03 DEC – 07 JAN		03 DEC – 11 FEB				03 DEC – 13 FEB

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

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 ODETPD Qualification or more than one module, a 10% discount will apply (from your second module).