Our Focus

Training Development Services specialises in the supply of only the highest standard in quality Training Material packages. Since 2005, Training Development Services has dedicated it core focus on the design and development of Accreditation Standard and NQF aligned Training Products to effectively serve the needs of the education and training sector.

With nearly a decade in specialised development experience, we are able to offer cost-effective and industry leading Training Material solutions that meets only the highest in quality standards.

Our Range

By utilising our global network of subject matter experts and design specialists we are able to offer a near limitless range of Training Material solutions over a variety of sectors and industries.

With over 70 full Qualifications and 1100 Unit Standard packages in stock and by following our continuous development initiative, our product base is constantly expanding to meet the growing needs of the developing industries of South Africa and abroad.

Product Guide

This product guide aims to familiarise you with the documents and manuals included in every Training Material package as supplied by Training Development Services. Each document serves a clear purpose and meets strict NQF accreditation standards as required for you to effectively implement NQF aligned Training in your business.

Your purchase of Training Materials should be seen as an invaluable investment towards the future and growth of your company. Training Development Services offers an extensive range of NQF aligned Training Material packages. Each Training Material package is specifically designed to meet the National Qualification’s Framework (NQF) and Accreditation Body’s (SETA) requirements.

With only the highest quality standards in mind, you can rest assured knowing that your investment in our Training Material products will only add incredible value to the skills sets and development of your staff and business. Each one of our Training Material packages consists of a comprehensive set of documents enabling you to effectively implement quality NQF standard training in your organisation.
**1.1 Description:** The Learner Manual forms the core and basis of every Training package. Consisting of the training content and activities that are required by the learner in order to gain the knowledge, abilities and skills sets as required by the outcomes of the Unit Standard.

**1.2 Design:** Each Learner Manual follows a systematical design approach to effectively meet the NQF standards and Accreditation requirements. By utilizing a user-friendly design, logical flow of information and efficient use of graphic illustrations it enables the learner to easily comprehend and achieve the outcomes contained in the manual.

**1.3 Features:**
- a) Content Index and NQF Alignment Reference
- b) Learner Notes and Introduction
- c) The Learning Approach and Structure
- d) The Learning Objectives
- e) Main Training Content and Activities
- f) Self-Assessment Questions and Tasks
- g) Review Questionnaire

**1.4 Sample Download Link:**
2.1 Description: The facilitator guide serves as a implementation / delivery guide of the Learner Manual for the Trainer during the facilitation of the training session. Consisting of the objectives, preparation notes, lesson planning and delivery instructions; this document forms a solid guide and reference for the Trainer during the training session.

2.2 Design: The Facilitator Guide follows a systematical design approach to enable the facilitator to successfully deliver and facilitate the Training programme.

2.3 Features:
   a) Content Index
   b) Alignment Reference
   c) Learning Approach
   d) Objectives and Outcomes
   e) Lesson Planning
   f) Notes and Guidance
   g) Administrative Tools

2.4 Sample Download Link:
3.1 **Description:** The Formative Assessment Instrument serves as a tool to formatively assess the knowledge and skills sets as required by the outcomes of the Unit Standard. Consisting of a variety of assessment techniques to effectively assess the candidate’s level of competency; this document forms the basis of the initial and on-going implementation of the outcomes-based assessment methodology.

3.2 **Design:** Each Formative Assessment Instrument follows a systematical design approach to effectively meet the NQF and outcomes-based assessment standards. By utilizing a user-friendly design and through an efficient use of assessment strategies, you are able to formatively assess the level of competency of the candidate based on the outcomes of the training programme.

3.3 **Features:**
   a) Content Index and Alignment Reference
   b) Introduction, Instructions and Memorandum
   c) Assessment Plan and Appeals Procedures
   d) Assessment Preparation Checklist
   e) Formative Assessment Content
   f) Classroom Activity Completion Confirmation
   g) Feedback, Declaration and Evaluation

3.4 **Sample Download Link**
4.1 Description: The Summative Assessment Instrument serves as a tool to summatively assess the knowledge and skills sets as required by the outcomes of the Unit Standard. Consisting of a variety of assessment techniques to effectively assess the candidate’s level of competency; this document forms the basis of the summative and on-going implementation of the outcomes-based assessment methodology.

4.2 Design: Each Summative Assessment Instrument follows a systematical design approach to effectively meet the NQF and outcomes-based assessment standards. By utilizing a user-friendly design and through an efficient use of assessment strategies, you are able to summatively assess the level of competency of the candidate based on the outcomes of the training programme.

4.3 Features:
   a) Content Index and Alignment Reference
   b) Introduction, Instructions and Memorandum
   c) Assessment Plan and Appeals Procedures
   d) Assessment Preparation Checklist
   e) Summative Knowledge Assessment Content
   f) Summative Practical Assessment Content
   g) Workplace Assignments
   h) Personal Narrative
   i) Witness Testimonials
   j) Logbook
   g) Feedback, Declaration, Evaluation and Review

4.4 Sample Download Link
5.1 Description: The Assessment Guide serves as a tool for the Assessor to effectively achieve the objectives of the Formative and Summative assessments included in the Training Programme. Consisting of effective guidance towards the assessment approach, methodology and strategy that should be followed to meet the assessment outcomes; this document forms the basis of the guidance required to effectively implement the outcomes-based assessments.

5.2 Design: Each Assessment Guide follows a systematical design approach to effectively meet the NQF and outcomes-based assessment standards. By utilizing a user-friendly design and through the provision of sufficient guidance and instructions you are able to complete the assessments to effectively determine the level of competency of the candidate based on the outcomes of the training programme.

5.3 Features:
   a) Content Index and Alignment Reference
   b) Assessment Plan and Appeals Procedures
   c) Assessment Preparation Checklist
   d) Assessment Strategy and Process
   e) Evidence Grid and Memorandum
   f) Formative Assessment Guidance
   g) Summative Knowledge Assessment Guidance
   h) Summative Practical Assessment Guidance
   i) Workplace Assignment Guidance
   j) Personal Narrative and Witness Testimonials
   k) Logbook
   l) Feedback, Declaration, Evaluation and Review

5.4 Sample Download Link
6.1 Description: The Moderator Guide Template serves as a tool for the Moderator to effectively moderate the Assessments conducted by the Assessor in the Training Programme. Consisting of effective tools and guidance towards the moderation approach, methodology and strategy followed to meet the outcomes; this document forms the basis of the guidance required to effectively moderate the assessments conducted.

6.2 Design: Each Moderator Guide follows a systematical design approach to effectively meet the NQF Accreditation Body’s requirements. By utilizing a user-friendly design and through the provision of sufficient guidance and instructions you are able to complete the moderation of assessments based on the outcomes of the training programme.

6.3 Features:
   a) Content Index and Alignment Reference
   b) Moderator’s Instructions
   c) Instructions and Memorandum
   d) Assessment Strategy
   e) Assessment Process
   f) Moderation Report
   g) Moderation Recording Tool
   h) Feedback and Judgement Record

6.4 Sample Download Link
7.1 Description: The Alignment Matrix serves as a NQF alignment reference that demonstrates the alignment of the Training programme’s outcomes to that of the Unit Standard. Consisting of learning outcomes, assessment strategies and alignment references; this document forms a basis of demonstrating the NQF alignment of the Training Programme.

7.2 Design: The Alignment Matrix follows a systematical design approach to effectively meet the NQF Accreditation Body’s requirements. By utilizing a user-friendly design and through the provision of sufficient alignment information, you are able to demonstrate compliance and alignment towards the Unit Standard being addressed by the Training programme.

7.3 Features:
   a) Clustering Information
   b) Notional Hour Breakdown
   c) Programme Objectives
   d) Unit Standard Information
   e) Learning Outcomes
   f) Learning Material Alignment
   g) Resource requirements and delivery methods
   h) Assessment Strategy and Reference

7.4 Sample Download Link
8.1 Description: The learner induction guide serves as an induction tool used to effectively introduce the candidate to the NQF learning approach, design and methods widely used in the Training programmes. Consisting of sufficient instructions, explanations and guidance; this document forms a basis of knowledge and understanding that the candidate requires to complete NQF aligned Training and Assessment processes.

8.2 Design: The Learner induction guide follows a systematical design approach to effectively meet the candidate’s needs and NQF Accreditation Body’s requirements. By utilizing a user-friendly design and through the provision of sufficient guidance and instructions, the learner is able to effective understand and complete the processes involved to achieve the Training outcomes.

8.3 Features:
   a) Learner Workplace Orientation
   b) Introduction to the National Qualifications Framework
   c) Rights & Responsibilities and Agreement of parties
   d) Appeals Procedures & Appeals Form
   e) Workplace Evaluation and Shift Roster
   f) Practical Learning Hints
   g) Disciplinary Procedures
   h) Certification and Assessment
   i) Principles of Assessment
   j) Moderation, Assessment and Feedback
   k) Breakdown of Qualification
   l) Learner Declaration of understanding

8.4 Sample Download Link
9.1 Description: The Curriculum Guide serves as a NQF alignment reference that demonstrates the alignment of the Training programme’s outcomes to that of the Qualifications. Consisting of learning outcomes, assessment strategies and alignment references; this document forms a basis of demonstrating the NQF alignment of the Training Programme.

9.2 Design: The Curriculum Guide follows a systematical design approach to effectively meet the NQF Accreditation Body’s requirements. By utilizing a user-friendly design and through the provision of sufficient alignment information, you are able to demonstrate compliance and alignment towards the Qualification being addressed by the Training programme.

9.3 Features:
   a) Key Elements and Outline
   b) Alignment Strategy
   c) Programme Objectives
   d) Assessment Strategy and Reference
   e) Delivery Strategy
   f) Learning Outcomes
   g) Learning Material Alignment
   h) Resource requirements and delivery methods

9.4 Sample Download Link