

Career Profile: Training Officer

There are frequent articles in the press about the high level of unemployment in the country, about the brain drain and the thousands of skilled people who are leaving the country, and how the shortage of skilled employees is having a negative influence on the growth of the economy. As a training officer you can become part of the solution and help to develop the skills of people in many different areas.

Occupationally-directed Education, Training and Development (ETD) Practitioners or trainers need world-class skills to meet the demand for knowledge and skills development in all areas of industry, business and the public sector. Management in most organizations acknowledge the need for skilled employees and they spend a large portion of their budget on training and development. It is the task of training and development staff to design and provide ongoing training and development to employees so that they are competent in their current jobs and to prepare them for more demanding jobs and further moves in their careers.

Education Requirements

National Senior Certificate (NSC)

For a career in training and development students are advised to select suitable subjects for tertiary study.

Bachelor Degree

Bachelor in Training and Development (HRD) – BTD (3 years) is the most directly applicable degree.

Other degrees that include some focus on Training and development are:

BCom (HR Management) (3 years) and Bachelor of Education – BEd (4 years)

Offered at:

- [North-West University](http://www.uniwest.ac.za/faculties/edu/programmes.html)¹ (Faculty of Education - Mafikeng Campus)
- [University of Johannesburg](http://www.uj.ac.za/Default.aspx?alias=www.uj.ac.za/edu)² (Faculty of Education)
- [University of Limpopo](http://www.ul.ac.za/index.php?Entity=School%20Main%20Menu&school_id=2)³ (School Of Education)
- [University of Pretoria](http://web.up.ac.za/default.asp?ipkCategoryID=1145&subid=1145&ipklookid=3)⁴ (Department of Human Resource Management)
- [University of the Witwatersrand](http://web.up.ac.za/default.asp?ipkCategoryID=1145&subid=1145&ipklookid=3) (Faculty of Education)

¹ <http://www.uniwest.ac.za/faculties/edu/programmes.html>

² <http://www.uj.ac.za/Default.aspx?alias=www.uj.ac.za/edu>

³ http://www.ul.ac.za/index.php?Entity=School%20Main%20Menu&school_id=2

⁴ <http://web.up.ac.za/default.asp?ipkCategoryID=1145&subid=1145&ipklookid=3>

- [University of Venda](#)⁵ (Department of Human Resources Management)
- [UNISA](#)⁶ (College of Economic and Management Sciences)

Specializations offered:

Only the North-West University currently offers the BTD degree. The other degrees are offered at most of the universities listed.

National Diploma / BTech

Students who prefer a more practical approach can enrol for programmes to qualify in programming at Bachelor of Technology and Diploma levels. Specializations are offered in these programmes.

The National Diploma is a three year course which includes guided practical experience. It is a pre-requisite for admission to a Bachelor of Technology - BTech

Offered at:

- [Tshwane University of Technology](#)⁷ (Department of People Management and Development)
- [University of Johannesburg](#)⁸ (Faculty of Management)
- [UNISA](#)⁹ (College of Economic and Management Sciences)
- [Vaal University of Technology](#)¹⁰ (Faculty of Management Sciences)

Specializations offered:

Only the North-West University currently offers the BTD degree. The other degrees are offered at most of the universities listed.

Tshwane University of Technology

National Diploma: HR Management or equivalent

BTech: HR Development

University of Johannesburg

National Diploma: Diploma in Education, Training and Development (250 credits)

BTech: HR Management

UNISA

BTech: HR Development

Vaal University of Technology

National Diploma: Management of Training (3 years)

⁵ http://www.univen.ac.za/management_sciences/dep_manage_human_resource_labour.html

⁶ http://brochure.unisa.ac.za/brochure/showprev.aspx?d=l_3_2&f=p_02011HRM

⁷ <http://www.tut.ac.za/Students/facultiesdepartments/managementsciences/departments/people/Pages/default.aspx>

⁸ <http://www.uj.ac.za/Default.aspx?alias=www.uj.ac.za/management>

⁹ http://brochure.unisa.ac.za/brochure/showprev.aspx?d=l_3_26&f=p_BTDRD

¹⁰ <http://www.vut.ac.za/metadot/index.pl?id=19742>

Admission requirements

As admission requirements vary from one institution to another, find out what the specific requirements are by checking on the website and contacting the university if you have any queries.

Possible Employers

- Manufacturing companies
- Banks
- Wholesale and retail groups and companies
- [Transnet](#)¹¹
- [Sasol](#)¹²
- Iscor
- [CSIR](#)¹³
- [SANDF](#)¹⁴
- Mines
- Education and training institutions
- Consulting firms

Find out more

Find out more about training and development career opportunities and useful resources:

- [Knowledge Resources](#)¹⁵ provides a useful catalogue of human resources and training and development books
- The [South African Qualifications Authority](#)¹⁶ provides a detailed description of the purpose and standards to be met by a Bachelor: Occupationally Directed Training and Development Practices.
- The [SA Board of Personnel Practitioners](#)¹⁷ (SABPP) provides information on the various categories and levels of membership, including Education Training and Development (ETD)/Human Resources Development (HRD)
- [Education and Training Unit](#)¹⁸ (ETU) is a section 21 non-profit company that contributes to transformation, development and democracy in South Africa
- The [Skills Portal](#)¹⁹ provides an historical view of the role of trainers and a plea for the status of training personnel to be improved
- [Institute of People Development](#)²⁰ (IPD) primary aim is to enhance the quality of workplace learning provision through the development of workplace

¹¹ <http://www.transnet.co.za/Vacancies.aspx>

¹² http://www.sasol.com/sasol_internet/frontend/navigation.jsp?rootid=7&navid=7

¹³ <http://www.csir.co.za/recruitment/>

¹⁴ <http://www.dod.mil.za/>

¹⁵ <http://www.kr.co.za/>

¹⁶ <http://regqs.saqa.org.za/showQualification.php?id=50330>

¹⁷ <http://www.sabpp.co.za/>

¹⁸ <http://www.etu.org.za/toolbox/docs/building/webtraining.html>

¹⁹ http://www.skillsportal.co.za/skills_guide/assessment/820145.htm

²⁰ <http://www.peopledev.co.za/>



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trainers and vocational educators'. This brochure provides details of the [IPD post-graduate certificate](#)²¹ in OD-ETD practices.

²¹ http://www.peopledev.co.za/downloads/pgc2008_brochure.pdf

Are you suited to this career?

This quick quiz can help you to identify whether you are suited for this occupation.

Quiz	Yes	No
Do you want to make a positive impact on people's efforts to become more knowledgeable, skilled and competent?		
Do you express yourself clearly orally and in writing?		
Are you analytical?		
Are you positive and encouraging in your dealings with people?		
Do you have lots of patience?		
Are you a good organiser?		
Are you able to understand what drives people to perform?		
Are you a good listener?		
Are you able to work well with others?		
Are you creative?		

If you have mainly yes answers it may be an indication that this is an occupation to consider.