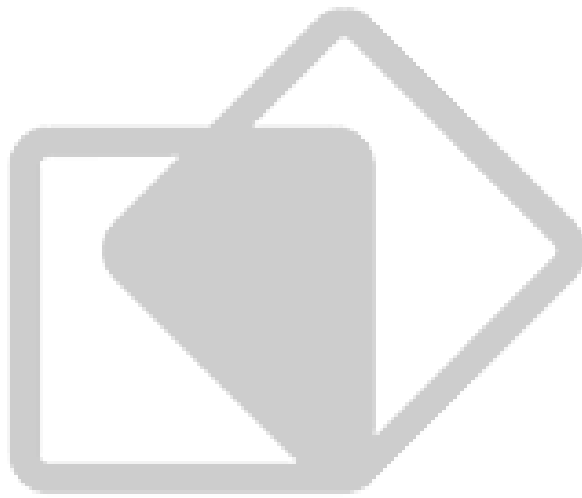


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SECTION 3B: PRACTICAL SKILL MODULE

Module #	242401001-PM-01
Development Quality Partner	ETDP SETA
Occupation Specialisation or	242401001-Learning and development practitioner
Associated Occupation	242401001- Learning and development practitioner



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INTRODUCTION

Congratulations on completing the program.

As part of your training you are required to keep a Guide of all practical exposure you receive during the learning process.

Responsibilities of the learner include:

- One hundred percent commitment to the learning process. Learners are encouraged to study any additional source of information relevant to this learning process.
- Doing all assignments contained in this workbook as well any tasks and assignments received from your Facilitator or supervisor to whom you have been assigned.
- Although the Facilitator is responsible to sign off all sections completed, it is the learner's responsibility to ensure that all paperwork is completed and handed in for filing on his/her record of learning. It should be clearly stated to learners that a 100% complete record of learning, as prescribed by this Guide, is their sole responsibility. Any document missing from the record may result in your not being declared competent.
- Discuss any problems that you may have with your Facilitator.

Acknowledgment of Receipt

I _____ (Learner) acknowledge receipt of me on Practical Skills

Guide on this the _____ day of _____ 20_____

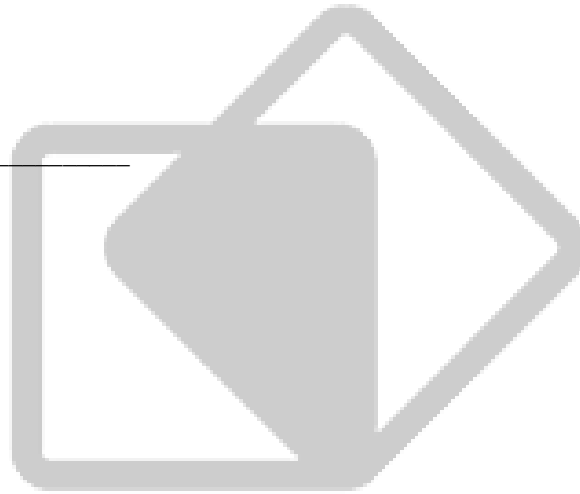
The process of on-the-job training has been explained to me.

Signature of Learner

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Name of Facilitator

Signature of Facilitator



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Instructions to the Facilitator

This is a very responsible assignment because you have been tasked with the responsibility of rounding off the learner's practical exposure.

You must ensure that you are familiar with all aspects of the work covered in this Guide because you must keep a daily account of the learner's performance.

- Study the Guide and acquaint yourself with its content and format
- Remember this Guide is the learner's full record of learning and workplace exposure.
- All activities which the learner participates in must be recorded, and all documents produced in relation to this learnership must form part of the record of learning
- Get all the learners together and explain its purpose to them and also what is required of them
- Remember the Facilitator is the creator of learning and exposure opportunities. You should therefore not confine the learner's exposure to this Guide alone
- Continuously guide them in doing the assignments and arranging the planned exposure with the relevant departments
- File all duplicate records of learning on a file for each learner
- This Guide need not be followed chronologically, but please note that the learner is required to work through the entire Guide by the end of the learning period

SECTION 3B: PRACTICAL SKILLS MODULE SPECIFICATIONS

242401001-PM-01, Manage and coordinate logistics, facilities and financial resources, NQF Level 5, Credits 8

Physical Requirements:

Learning resources that are aligned to the content of this module

- Learning and development resources aligned to the scope and content of the module
- Learner assessment resources

Human Resource Requirements:

- Access to facilitators of learning with subject matter expertise as evident from professional designations, or experiential competence or prior qualifications
- Access to assessment expertise in terms of subject matter related prior learning, experience and credibility

Legal Requirements:

- Access to facilities that comply with occupational health and safety standards where contact learning sessions are delivered and included in the delivery model of this module.

1.5 Exemptions

No exemptions are currently recognized for any of the listed practical modules. An RPL approach is recommended for all listed practical modules.

242401001-PM-01, Manage and coordinate logistics, facilities and financial resources, NQF Level 5, Credits 8

1.1 Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to develop competencies related to the management and coordination of logistics, facilities and financial sustainability.

The learner will be required to:

- PM-01-PS01: Develop a management plan for a learning intervention
- PM-01-PS02: Comply with established quality assurance requirements
- PM-01-PS03: Establish contractual relationships with stakeholders
- PM-01-PS04: Compile communication for information sharing

- PM-01-PS01: Develop a management plan for a learning intervention

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given assignment the learner must be able to:					
1. PA0101 Cost the elements of the learning intervention 2. PA0102 Develop a learner profile analysis protocol and procedure 3. PA0103 Draft a learning intervention contingency protocol 4. PA0104 Develop a learning implementation schedule 5. PA0105 Compile a management plan					
Applied Knowledge					

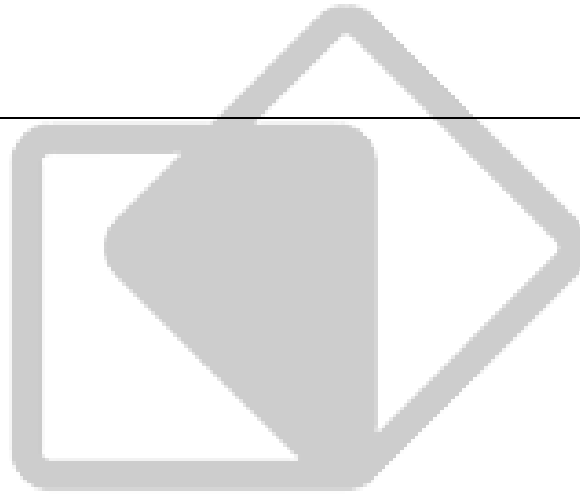
1. AK0101 General management and budgeting
2. AK0102 Learning and development management
3. AK0103 Intervention planning and coordination concepts
4. AK0104 Drafting a management plan

ASSESSMENT CRITERIA

1. the management plan addresses all key requirements and is practically implementable

FEEDBACK SECTION

Comments from Learner/Facilitator



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PM-01-PS02: Comply with established quality assurance requirements

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given quality management requirements the learner must be able to:					
1. PA0201 Develop learning program delivery quality evaluation criteria					
2. PA0202 Draft learning resources quality evaluation criteria and motivate selection					
3. PA0203 Compile training provider evaluation criteria, select training providers that meet these requirements and motivate selection					
4. PA0204 Write logistic quality evaluation criteria and motivate selection					
Applied Knowledge					

1. Quality control and assurance

ASSESSMENT CRITERIA

1. Quality assurance and control concepts and principles are consistently applied

FEEDBACK SECTION

Comments from Learner/Facilitator

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PM-01-PS03: Establish contractual relationships with stakeholders

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a range of documented examples, the learner must be able to:					
1. PA0301 Complete a provider/client service level agreement					
2. PA0302 Complete a learnership or apprenticeship contract					
3. PA0303 Complete a procurement contract					
Applied Knowledge					

1. Contractual agreements

ASSESSMENT CRITERIA

1. Contractual documents are timeously, comprehensively and accurately completed

FEEDBACK SECTION

Comments from Learner/Facilitator

PM-01-PS04: Compile communication for information sharing

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a range of case studies or topics, the learner must be able to:					
1. PA0401 Compile and structure a management brief on a selected learning and development intervention 2. PA0402 Present the management brief and formulate cost and/or strategic benefits					
Applied Knowledge					

1. Internal business communication

ASSESSMENT CRITERIA

1. Stakeholder requirements are addressed when compiling and delivering a management brief
2. Organizational benefits are achievable and meaningful in terms of national trends and business objectives

FEEDBACK SECTION

Comments from Learner/Facilitator

JUDGEMENT REPORT

Meet the requirements: ☐

Requires additional evidence: ☐

Can continue to the next assessment: ☐

Do not meet the requirements: ☐

Requires another assessment: ☐

Requires another assessment by another assessor: ☐

Action required:

By when:

Assessor's feedback remarks

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Declaration by Learner

I, _____ declare that I am satisfied that the feedback given to me by the Assessor was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment instrument.

Learner Name & Signature

Assessor Name & Signature

Moderator Name & Signature

Date

Date

Date

ASSESSMENT FEEDBACK REPORT

FEEDBACK & REMARKS

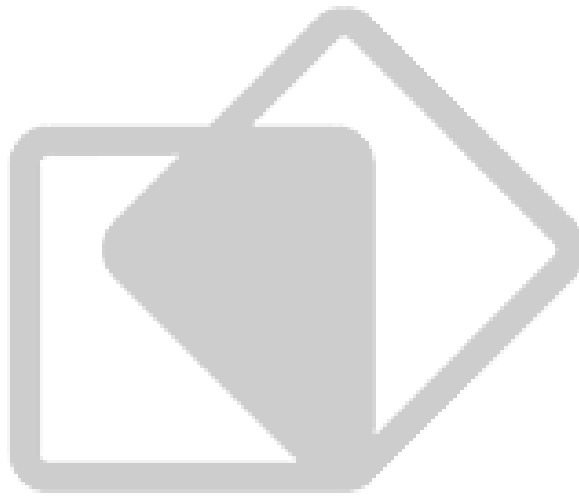
FACILITATOR COMMENTS:	
REMEDIAL / IMPROVEMENT AREAS	

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FACILITATOR SIGNATURE

ASSESSOR SIGNATURE

LEARNER SIGNATURE



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