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SECTION 3B: PRACTICAL SKILL MODULE

Module #	242401001-PM-02
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_____

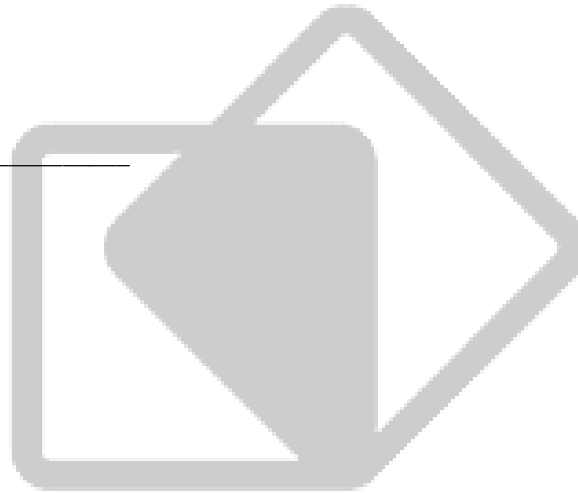
The process of on-the-job training has been explained to me.

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-02, Plan, conduct and report on a learning and development needs analysis, NQF Level 5, Credits 16

1 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.

Exemptions

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

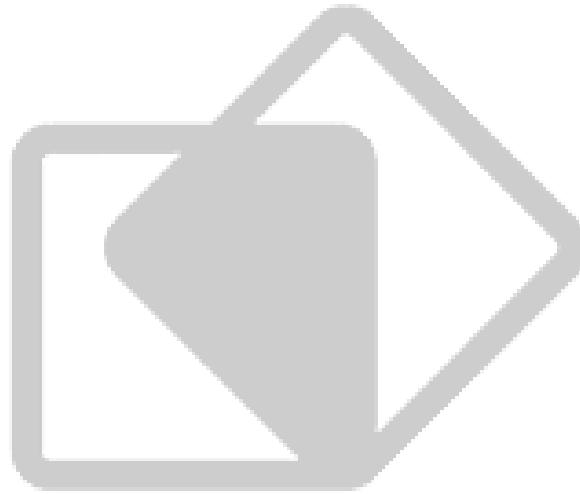
242401001-PM-02, Plan, conduct and report on a learning and development needs analysis, NQF Level 5, Credits 16

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 the competencies related to skills development planning and reporting practices that meets specific individual, operational and regulatory requirements.

The learner will be required to:

- PM-02-PS01: Provide information and advice concerning occupational learning
- PM-02-PS02: Collect, analyses data and report on workplace learning and development needs
- PM-02-PS03: Develop a workplace learning and development plan
- PM-02-PS04: Monitor the implementation of a workplace learning and development plan
- PM-02-PS05: Conduct learning and development administration and reporting



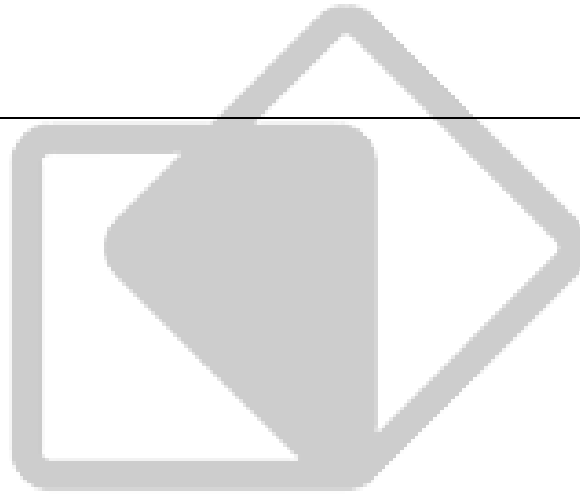
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- **PM-02-PS01: Provide information and advice concerning occupational learning**

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given national skills development strategies, priorities and policies, the learner must be able to:					
1.					
2. PA0101 Analyze national statutory documents, policies and reports related to skills development					
3. PA0102 Compare national trends and priorities to workplace practices and develop a recommendation for learning and development					
4. PA0103 Prepare and present an information sharing document on the occupational learning framework					
5. PA0104 Prepare and present an					

information sharing document on the foundational learning certificate					
Applied Knowledge					
1. National strategies, priorities and policies 2. The Occupational Learning Framework 3. The FLC curricula and qualification documents					
ASSESSMENT CRITERIA					
1. Reports are prepared and presented for evaluation on completeness and factual accuracy					
FEEDBACK SECTION					

Comments from Learner/Facilitator



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PM-02-PS02: Collect, analyses data and report on workplace learning and development needs

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given operational data, the learner must be able to:					
1. PA0201 Conduct an analysis to determine key occupational competencies that are required for effective and efficient business processes					
2. PA0202 Produce a matrix of occupational competencies gaps aligned to specific business process and positions					
3. PA0203 Conduct an analysis of formal learning programs that will address					

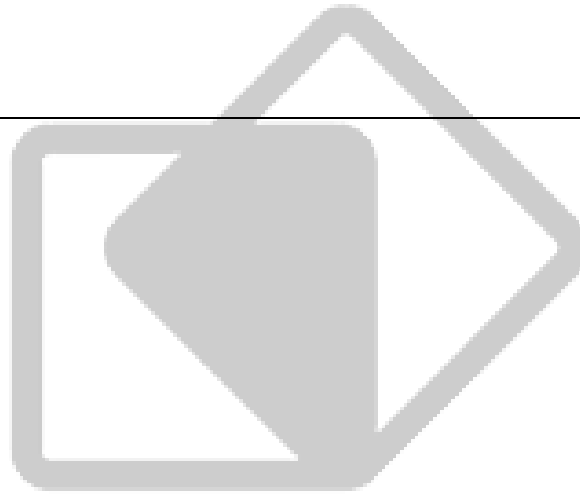
competency gaps					
Applied Knowledge					
1. Needs assessment					
ASSESSMENT CRITERIA					
1. Reports are prepared and presented for evaluation on completeness and factual accuracy					
FEEDBACK SECTION					
Comments from Learner/Facilitator BCCONSULT					

PM-02-PS03: Develop a workplace learning and development plan

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given organizational data and learning and development needs, the learner must be able to:					
1. PA0301 Update the employment profile for Learning and Development requirements					
2. PA0302 Priorities and motivate planned learning programs					
3. PA0303 Consult with stakeholders and finalize the skills development plan (WSP)					
4. PA0304 Capture the final plan in accordance with statutory workplace skills planning requirements					

Applied Knowledge					
- AK0301 Workplace skills development planning and reporting - AK0302 the OFO - AK0303 Data capturing requirements					
ASSESSMENT CRITERIA					
A final Learning and Development plan (WSP) is captured in accordance with statutory, individual and organizational requirements					
FEEDBACK SECTION					

Comments from Learner/Facilitator



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PM-02-PS04: Monitor the implementation of a workplace learning and development plan

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a learning and development plan and potential provider profiles, the learner must be able to:					
1. PA0401 Develop a matrix of providers that can deliver the learning programs and motivate preferred providers 2. PA0402 Develop a learning program evaluation and monitoring tool 3. PA0403 Draft a provider terms of reference for the delivery of a learning program 4. PA0404 Produce a training implementation report that meets					

statutory requirements					
Applied Knowledge					
1. Workplace learning and development planning and reporting					
ASSESSMENT CRITERIA					
1. Reports are prepared and presented for evaluation on completeness and factual accuracy					
FEEDBACK SECTION					
Comments from Learner/Facilitator					

PM-02-PS05: Conduct learning and development administration and reporting

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given data capturing system and raw data, the learner must be able to:					
1. PA0501 Develop a skills development administration and reporting protocol 2. PA0502 Organize and capture skills development records 3. PA0503 Produce reports on learning and development as requested by stakeholders					
Applied Knowledge					

1. Data capturing and reporting

ASSESSMENT CRITERIA

1. data collection and management protocol is developed that meets standards of completeness for data management
2. Learning and Development reports are prepared and presented hi-lighting learning implementation and achievement, for statutory requirements and organizational effectiveness

FEEDBACK SECTION

Comments from Learner/Facilitator

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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 assessment:

☐

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

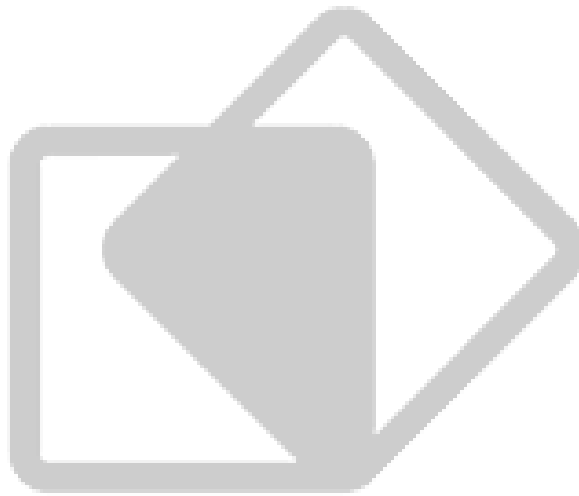
FACILITATOR COMMENTS:	
REMEDIAL / IMPROVEMENT AREAS	

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FACILITATOR SIGNATURE

ASSESSOR SIGNATURE

LEARNER SIGNATURE



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