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SECTION 3B: PRACTICAL SKILL MODULE

Module #	242401001-PM-03
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

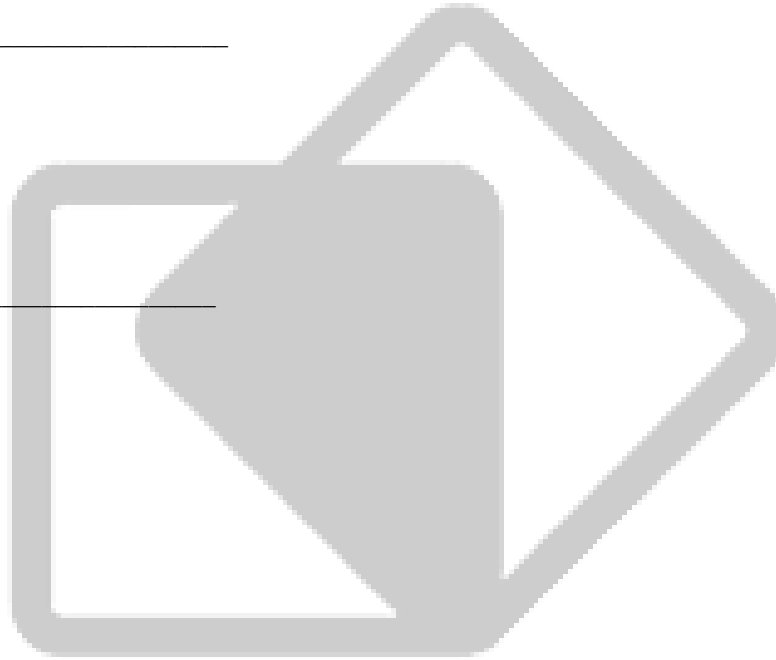
Guide on this the _____ day of _____ 20 _____

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

Signature of Learner

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-03, Plan the delivery of an occupational learning intervention, NQF Level 5, Credits 16

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-03, Plan the delivery of an occupational learning intervention, 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 gain competencies required to plan for the delivery of an occupational learning intervention. ‘

The learner will be required to:

- PM-03-PS01: Plan the delivery of a learning intervention
- PM-03-PS02: Evaluate and adapt the learning resources for the delivery of the learning intervention

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- **PM-03-PS01: Plan the delivery of a learning intervention**

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a qualification and learning resources, the learner must be able to:					
1. PA0101 Design an implementation schedule for a specific qualification					
2. PA0102 Draft learning outcomes for the programme					
3. PA0103 Compile a program facilitation plan					
4. PA0104 Gather and select delivery resources					
Applied Knowledge					

- 
1. AK0101 Scheduling of learning
 2. AK0102 Writing outcome statements
 3. AK0103 Learning program / lesson planning practices
 4. AK0104 Resource evaluation criteria and practices

ASSESSMENT CRITERIA

1. The learning intervention is aligned with the competencies included in the qualification
2. Learning activities are scheduled and defined in accordance with accepted adult learning concepts
3. The process is approached in a systematic and structured manner and supports the achievement of established learning outcomes

FEEDBACK SECTION

Comments from Learner/Facilitator

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PM-03-PS02: Evaluate and adapt the learning resources for the delivery of the learning intervention

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a range of learning resources for an occupational learning program, the learner must be able to:					
1. PA0201 Evaluate the learning resources against contextual requirement 2. PA0202 List and motivate areas for adaptation 3. PA0203 Adapt the learning resources 4. PA0204 Develop a schedule and guide on the implementation of experiential learning modules					
Applied Knowledge					

1. Learning resource evaluation criteria

ASSESSMENT CRITERIA

- Learning resources are adapted and presented for evaluation on completeness, clarity and structure, alignment to adult learning concepts, alignment to contextual requirements

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

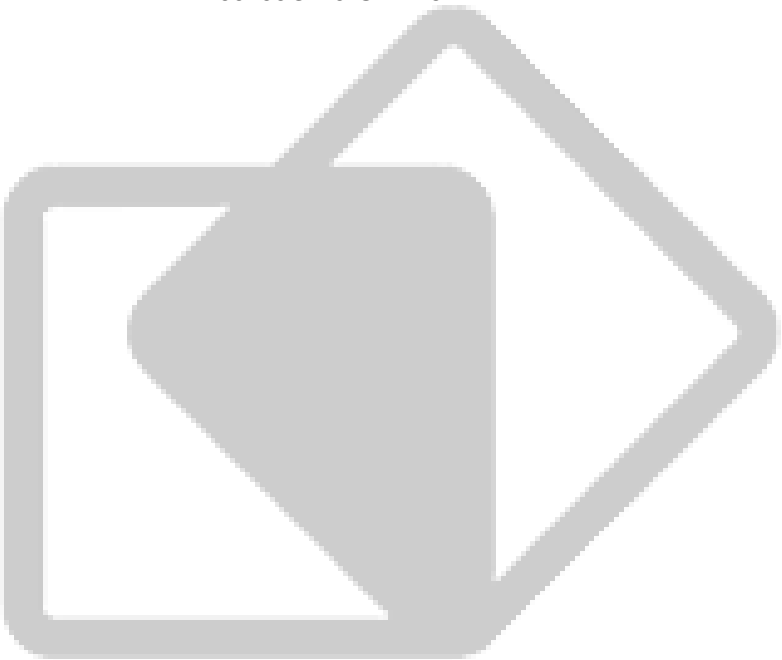
FACILITATOR COMMENTS:	
REMEDIAL / IMPROVEMENT AREAS	

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FACILITATOR SIGNATURE

ASSESSOR SIGNATURE

LEARNER SIGNATURE



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