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SECTION 3B: PRACTICAL SKILL MODULE

Module #	242401001-PM-04
Development Quality Partner	ETDP SETA
Occupation Specialisation or	242401001-Learning and development practitioner
Associated Occupation	242401001- Learning and development practitioner

TABLE OF CONTENTS

TABLE OF CONTENTS	2
INTRODUCTION	3
Acknowledgment of Receipt	4
Instructions to the Facilitator	6
SECTION 3B: PRACTICAL SKILLS MODULE SPECIFICATIONS	Error! Bookmark not defined.
JUDGEMENT REPORT	17
ASSESSMENT FEEDBACK REPORT	19

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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_____

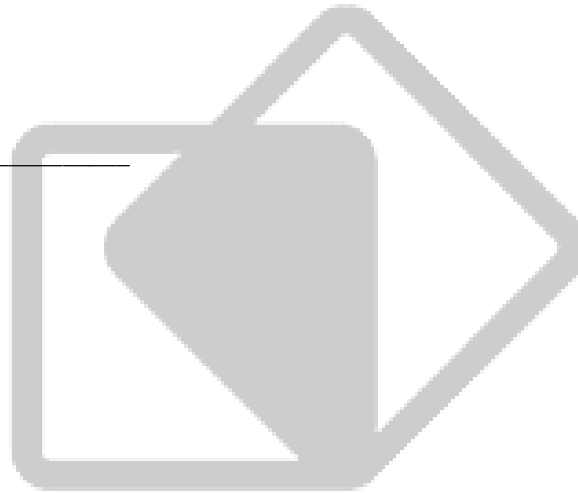
The process of on-the-job training has been explained to me.

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

242401001-PM-04, Facilitate different methodologies, training styles and techniques within an occupational learning context, NQF Level 5, Credits 12

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-04, Facilitate different methodologies, training styles and techniques within an occupational learning context, NQF Level 5,

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Purpose of the Practical Skill Modules

The focus of the learning in this module is on providing the learner an opportunity to gain competencies related to the facilitation of adult learning within an occupational context.

The learner will be required to:

- PM-04-PS01: Plan and prepare to facilitate a learning intervention
- PM-04-PS02: Facilitate the learning intervention
- PM-04-PS03: Reflect on the effectiveness of own facilitator role

- **PM-04-PS01: Plan and prepare to facilitate a learning intervention**

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a contextual simulation, the learner must be able to:					
1. 2. PA0101 Plan a process to collect information and administer a baseline needs assessment to determine the level and nature of the learning needs of the target group 3. PA0102 Evaluate and collate the information collected into a profile for the target group 4. PA0103 Select and motivate a learning intervention that will best serve the profile of the learners and outcomes					

identified					
5. PA0104 Compile a referral letter for learners who cannot be accommodated due to physical or personal barriers to learning					
6. PA0105 List all required resources required including venue, materials, equipment					
Applied Knowledge					
1. Barriers to learning					
2. Purposes of baseline assessments and interpretation of results					
3. Learner profiles					

ASSESSMENT CRITERIA

Planning and preparation demonstrates an understanding of a target needs analysis and associated implication for learning program design

FEEDBACK SECTION

Comments from Learner/Facilitator

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PM-04-PS02: Facilitate the learning intervention

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given the required resources and a simulated situation attended by a number of persons, the learner must be able to:					
1. 2. PA0201 Manage and direct learning activities 3. PA0202 Manage learner behavior and group dynamics 4. PA0203 Select and use a range of facilitation techniques appropriate to the identified training objective and target audience 5. PA0204 Manage the learning environment and resources 6. PA0205 Organize and sequence the					

session within the required timeframe					
7. PA0206 Use communication skills and technology to suit the target audience					
Applied Knowledge					
1. AK0201 Facilitation practices and techniques 2. AK0202 Adult learning concepts and practices 3. AK0203 Use of technology 4. AK0204 Use of learning aids 5. AK0205 Approaches to handling learner behavior and group dynamics 6. AK0206 Communication skills 7. AK0207 Group work dynamics					
ASSESSMENT CRITERIA					

1. IAC0201 Presentation techniques and choice are explained and justified
2. IAC0202 Learning activities are directed in accordance with accepted adult learning principles and strategies that promote learning
3. IAC0203 A session is facilitated in a structured and efficient manner that meets the outcomes of the interventions, the needs of learners and ensures the physical and psychological safety of the learners
4. IAC0204 Dysfunctional interactions in the learning group are identified and minimized

FEEDBACK SECTION

Comments from Learner/Facilitator

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PM-04-PS03: Reflect on the effectiveness of own facilitator role

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a contextually simulated environment, the learner must be able to:					
1. PA0301 Compile an evaluation sheet to review the effectiveness of own facilitation 2. PA0302 Consolidate, evaluate and reflect on completed responses 3. PA0303 Formulate improvement areas and develop an improvement plan 4. PA0304 Compile a management report on the learning intervention					

Applied Knowledge

1. AK0301 Facilitation evaluation sheet
2. AK0302 Formulate and structure questions to encourage dialogue
3. AK0303 Report writing

ASSESSMENT CRITERIA

1. IAC0301 Learner and stakeholder feedback on facilitated learning is sought and critically analyzed against review criteria
2. IAC0302 Recommendations for improvement in future interventions are formulated, including the possibility of remedial actions

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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