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SECTION 3B: PRACTICAL SKILL MODULE

Module #	242401001-PM-05
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_____

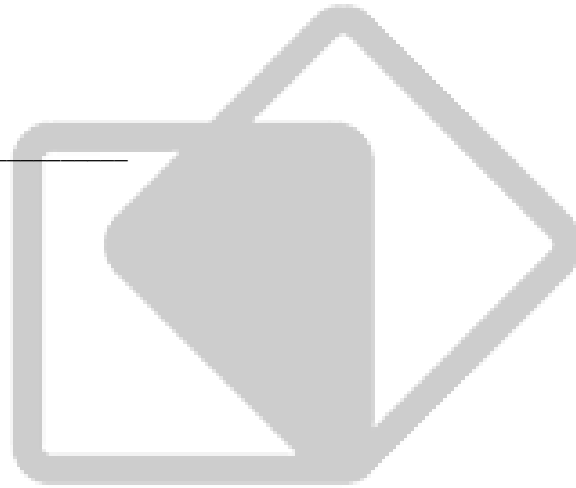
The process of on-the-job training has been explained to me.

Signature of Learner

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Name of Facilitator

Signature of Facilitator



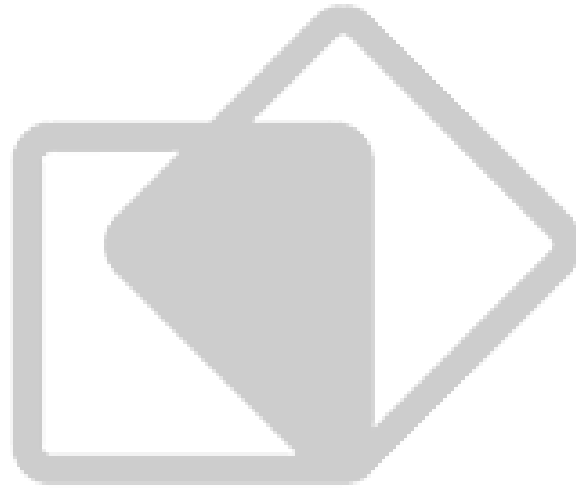
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Instructions to the Facilitator

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



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SECTION 3B: PRACTICAL SKILLS MODULE SPECIFICATIONS

242401001-PM-05, Facilitate experiential work-based learning, 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.

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-05, Facilitate experiential work-based learning, 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 gain competencies related to the facilitation of experiential work-based learning interventions through job instruction, coaching and mentoring related practices

The learner will be required to:

- PM-05-PS01: Develop an experiential work-based learning plan and implementation schedule
- PM-05-PS02: Conduct a task focused learning session
- PM-05-PS03: Establish a mentorship relationship

PM-05-PS01: Develop an experiential work-based learning plan and implementation schedule

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a simulated environment, the learner must be able to:					
1. PA0101 Analyze the work-based learning curriculum elements and the learning outcomes that must be achieved 2. PA0102 Schedule work-based learning opportunities in consultation with production 3. PA0103 Draft a monitoring and evaluation protocol for a work-based learning intervention					

Applied Knowledge

1. AK0101 Scheduling concepts and practices

ASSESSMENT CRITERIA

1. Work based learning is scheduled to fit in with production and associated learning opportunities

FEEDBACK SECTION

Comments from Learner/Facilitator

PM-05-PS02: Conduct a task focused learning session

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a simulated environment, the learner must be able to:					
1. PA0201 Conduct a task analysis, review and specify key competencies embedded in a specific work activity 2. PA0202 List and sequence the stages/elements of the work activity 3. PA0203 Draft performance goals and standards for the work activity 4. PA0204 List resources requirements 5. PA0205 Draft a delivery plan for the learning session					

• PA0206 Conduct the learning session • PA0207 Manage learners, the learning environment and resources during the session • PA0208 Use appropriate communication skills and technology to suit the target audience • PA0209 Draft an evaluation sheet for a task focused learning session					
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Applied Knowledge

1. AK0201 Coaching practices 2. AK0202 Task analysis 3. AK0203 Job instruction principles and practices 4. AK0204 Job breakdown and design

ASSESSMENT CRITERIA

1. Tasks are analyzed and a learning intervention are structured to address the key successes factors of the tasks
2. Job instruction or coaching concepts and practices are applied during the learning session

FEEDBACK SECTION

Comments from Learner/Facilitator

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PM-05-PS03: Establish a mentorship relationship

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given a simulated environment, the learner must be able to:					
1. PA0301 Establish the expectations for the mentorship relationship 2. PA0302 Reach consensus on roles and responsibilities 3. PA0303 Draft a mentorship framework for key stages and targets to be achieved 4. PA0304 Conduct a mentorship session					
Applied Knowledge					

1. Mentorship practices

ASSESSMENT CRITERIA

1. A mentorship relationship is established in accordance with accepted mentorship concepts and practices

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 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

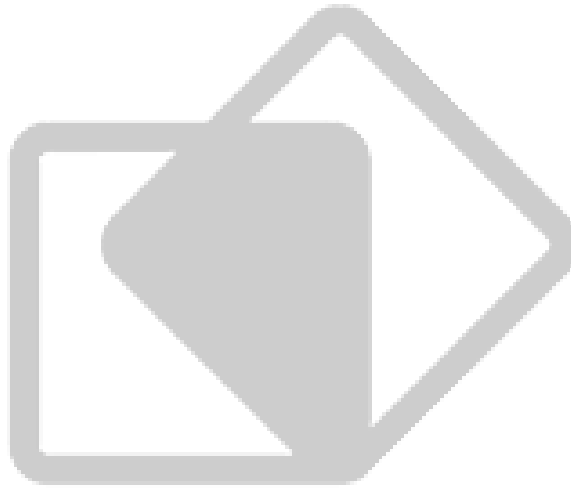
FACILITATOR COMMENTS:	
REMEDIAL / IMPROVEMENT AREAS	

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FACILITATOR SIGNATURE

ASSESSOR SIGNATURE

LEARNER SIGNATURE



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