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SECTION 3B: PRACTICAL SKILL MODULE

Module #	242401001-PM-06
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_____

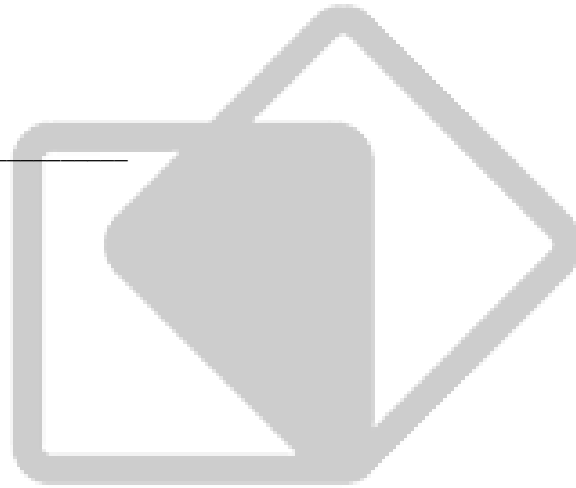
The process of on-the-job training has been explained to me.

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-06, Plan and conduct the assessment of learner competencies, 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-06, Plan and conduct the assessment of learner competencies, NQF Level 5, Credits 8

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 use of assessment documents to plan and conduct assessment of candidates against specific occupational competencies for national certification requirements.

The learner will be required to:

- PM-06-PS01: Prepare for assessment
- PM-06-PS02: Conduct the assessment
- PM-06-PS03: Report and record assessments
- PM-06-PS04: Review assessments

- **PM-06-PS01: Prepare for assessment**

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given assessment documentation in a simulated environment, the learner must be able to:					
1. PA0101 Confirm assessment parameters and learner readiness prior to the assessment 2. PA0102 Establish potential barriers to fair assessment and formulate measures to address barriers 3. PA0103 Establish the suitability of the assessment environment and availability of assessment resources, logistics and documentation					
Applied Knowledge					

1. Assessment principles and practices

ASSESSMENT CRITERIA

1. Preparation of assessment resources, logistics, documentation and environment that meets the requirements of the assessment at hand and ensures fairness and safety of assessment
2. Candidates are prepared and informed of the planned assessment and readiness confirmed
3. Candidate inputs and questions are noted and addressed
4. Contributions from Candidates are noted and addressed, including feedback to Candidate

FEEDBACK SECTION

Comments from Learner/Facilitator

PM-06-PS02: Conduct the assessment

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given assessment documentation and a candidate in a simulated environment, the learner must be able to:					
1. PA0201 Actively engage with the candidate in a constructive, unbiased and fair manner 2. PA0202 Collect and record evidence, applying best practice time management and communication principles 3. PA0203 Assess the evidence for compliance to competency requirements 4. PA0204 Formulate a motivated decision					

on candidate competence as demonstrated over a period of time and provide guidance on remedial when necessary PA0204 Formulate a motivated decision on candidate competence as demonstrated over a period of time and provide guidance on remediation when necessary					
Applied Knowledge					
- AK0201 Assessment principles and practices - AK0202 Evidence collection and reporting practices - AK0203 Evidence assessment and judgement concepts - AK0204 Accurate feedback and clear remedial actions - AK0205 Inclusive education, barriers to assessments, special cases (supplementary, equal opportunities)					
ASSESSMENT CRITERIA					

1. IAC0201 Assessments of competence are aligned with the dimensions of competence i.e. practical, foundational and reflexive dimensions of competence
2. IAC0202 Assessment principles are applied and reflected in the assessment intervention
3. IAC0203 Evidence collection and evaluation principles are applied
4. IAC0204 Clear communication is evident in accurate reporting

FEEDBACK SECTION

Comments from Learner/Facilitator

PM-06-PS03: Report and record assessments

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given assessment records and a candidate in a simulated environment, the learner must be able to:					
1. PA0301 Draft a feedback report inclusive of remedial recommendations, where required 2. PA0302 Provide feedback to the candidate and reach agreement on remedial actions, where required 3. PA0303 Obtain and record feedback from the candidate on the assessment intervention					
Applied Knowledge					

1. Assessment feedback principles and conditions

ASSESSMENT CRITERIA

1. IAC0301 Feedback is clear, meaningful and confined to strengths and weaknesses
2. IAC0302 Further actions required to demonstrate competence are clearly defined and agreed upon with the candidate in a constructive manner, outlined in a SMART plan
3. IAC0303 Feedback on assessment is demonstrated when the candidate: (1) meets all the assessment criteria, (2) meets some but not all the assessment criteria, (3) did not meet assessment criteria all, (4) needs to supplement evidence

FEEDBACK SECTION

Comments from Learner/Facilitator

PM-06-PS04: Review assessments

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given assessment review documentation, the learner must be able to:					
1. PA0401 Review the assessment process, methods of assessment, instruments and tools against assessment principles and formulate improvement recommendation					
2. PA0402 Appraise the evidence collected against evidence collection and evaluation principles and formulate improvement recommendation					
3. PA0403 Reflect on the effectiveness of the assessment and report					

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

Declaration by Learner

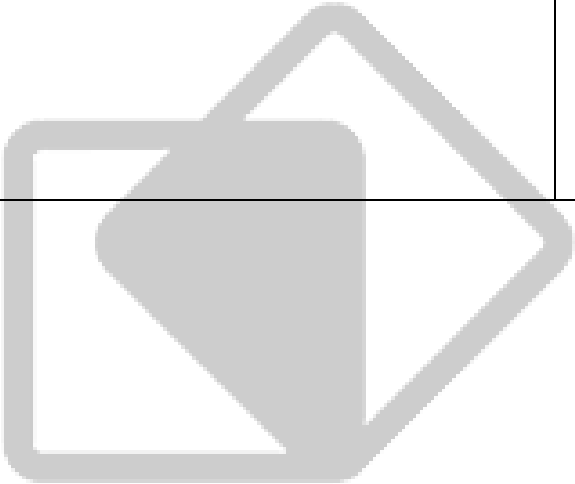
I, _____ declare that I am satisfied that the feedback given to me by the Assessor was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment instrument.

Learner Name & Signature

Assessor Name & Signature

Moderator Name & Signature

Date	Date	Date



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ASSESSMENT FEEDBACK REPORT

FEEDBACK & REMARKS

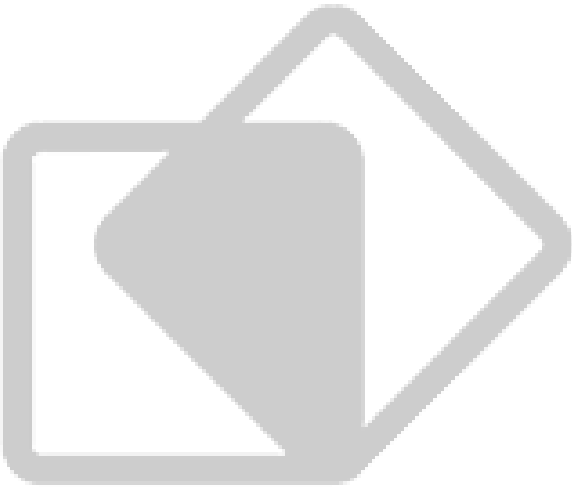
FACILITATOR COMMENTS:	
REMEDIAL / IMPROVEMENT AREAS	

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FACILITATOR SIGNATURE

ASSESSOR SIGNATURE

LEARNER SIGNATURE



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