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SECTION 3B: PRACTICAL SKILL MODULE

Module #	242401001-PM-07
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 my 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

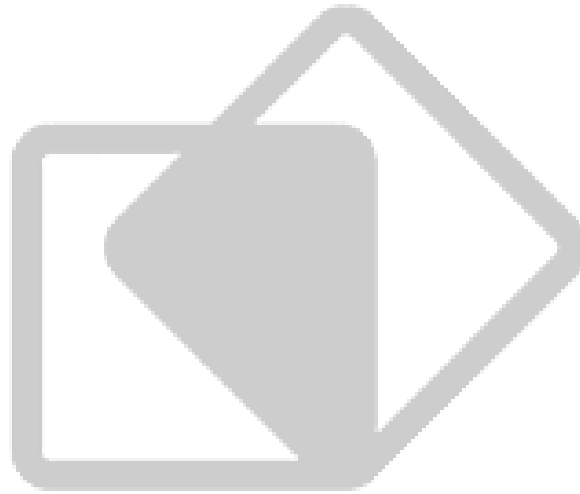
Signature of Facilitator

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 learner ship 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-07, Evaluate the impact of learning within an occupational context, NQF Level 5, Credits 8

Physical Requirements:

- 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 recognised for any of the listed knowledge modules. An RPL approach is recommended for all listed knowledge modules.

242401001-PM-07, Evaluate the impact of learning within an occupational context, 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 learning and development impact assessments.

The learner will be required to:

- PM-07-PS01: Measure and evaluate the impact of learning and development on work processes
- PM-07-PS02: Report on the results achieved

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PM-07-PS01: Measure and evaluate the impact of learning and development on work processes

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given workplace data and training reports, the learner must be able to:					
1. PA0101 Compile an evidence collection sheet for an impact evaluation					
2. PA0102 Conduct structured interviews with operational beneficiaries to collect evidence on the impact					
3. PA0103 Evaluate operational performance and/or quality records for impact assessments					
Applied Knowledge					
1. AK0101 Impact evaluation practices					
ASSESSMENT CRITERIA					

1. Data is accurately collated, analysed and interpreted

FEEDBACK SECTION

Comments from Learner/Facilitator

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PM-07-PS02: Report on the results achieved

Activity checklist	Start Date	End Date	Total No of Hours	Facilitator	
				Name & Surname	Signature
Given impact evaluation data, the learner must be able to:					
1. PA0201 Collate evidence collected					
2. PA0202 Analyze improvements/changes against past trends and data					
3. PA0203 Compile an impact report and recommendations					
APPLIED KNOWLEDGE					
1. AK0201 Data analysis					
ASSESSMENT CRITERIA					
I. Data is accurately collated, analysed and interpreted					
II. Trends and results are identified and reported on					
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 assessment:

☐

Action required:

By when:

Assessor's feedback remarks

Declaration by Learner

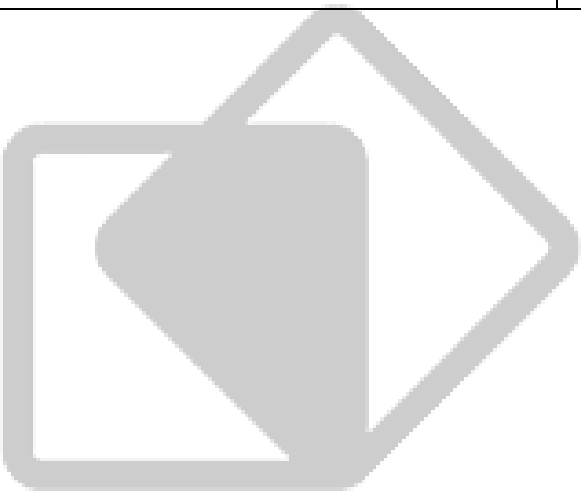
I, _____ declare that I am satisfied that the feedback given to me by the Assessor was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment instrument.

Learner Name & Signature

Assessor Name & Signature

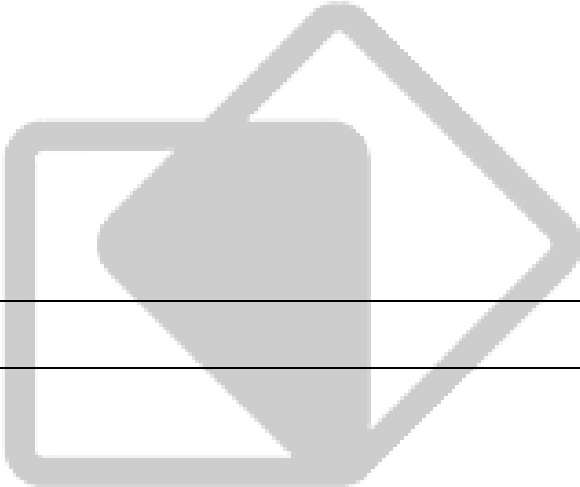
Moderator Name & Signature

Date	Date	Date
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ASSESSMENT FEEDBACK REPORT

FEEDBACK & REMARKS


FACILITATOR COMMENTS:	
REMEDIAL / IMPROVEMENT AREAS	

FACILITATOR SIGNATURE

ASSESSOR SIGNATURE

LEARNER SIGNATURE