

**FACILITATE LEARNING USING A
VARIETY OF GIVEN METHODOLOGIES**

US 117871

NQF LEVEL: 5

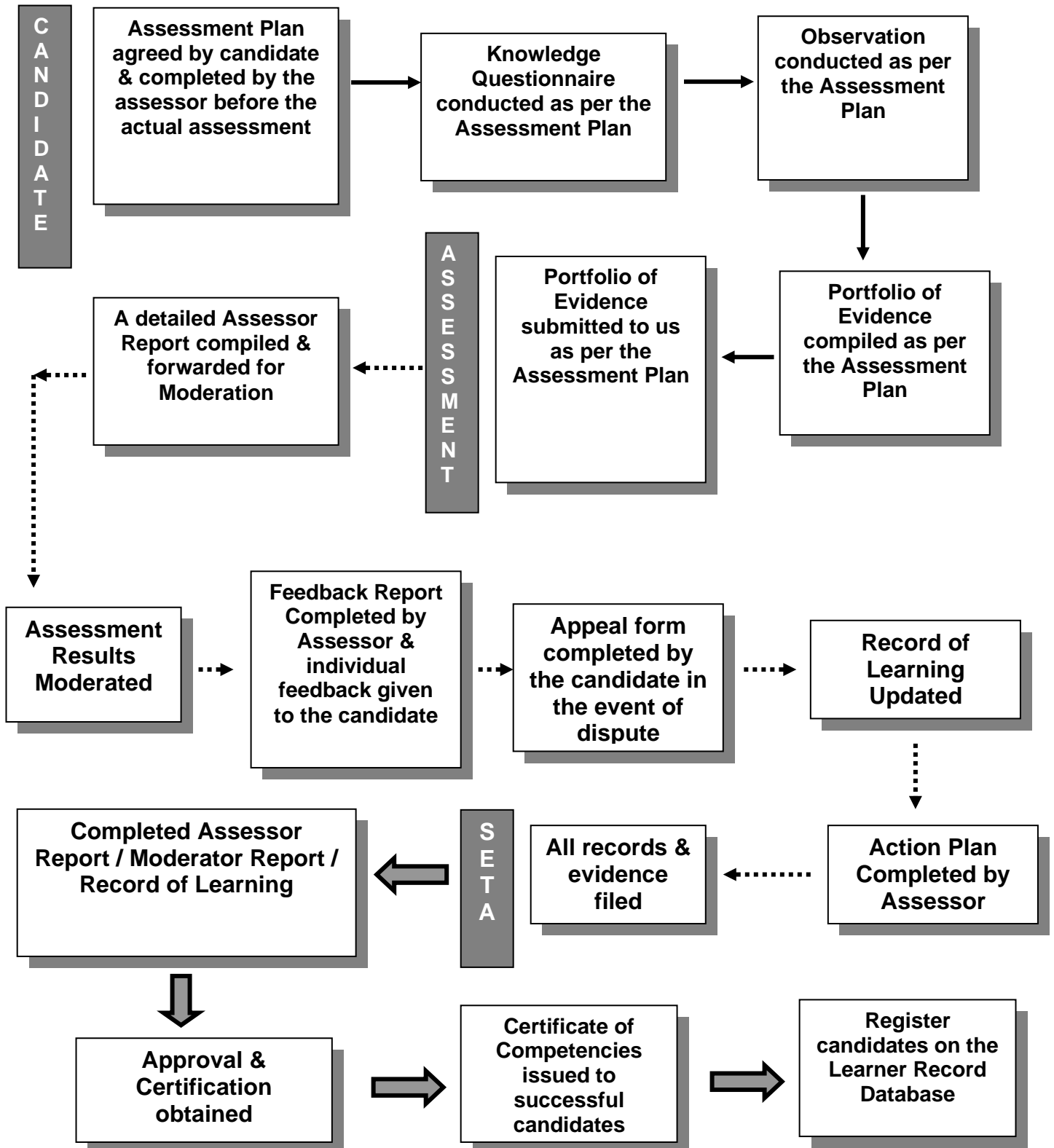
CREDITS: 10

NOTIONAL HOURS: 100

**FORMATIVE ASSESSMENT
GUIDE**

Name	
Contact Address	
Telephone (H)	
Telephone (W)	
Facsimile	
Cellular	

Assessment Process Flow



Agreed Assessment Plan

Candidate's Name:			
Assessor's Name:			
Standard Title:	Facilitate learning using a variety of given methodologies		
EVENT	DATE, TIME AND LOCATION	RESOURCES REQUIRED	EVIDENCE TO BE GENERATED
Attend Training		Training material, equipment as specified	Attendance Register
Complete knowledge questionnaire.		Knowledge questionnaire	Completed knowledge questionnaire
Complete practical assessment		Subject matter expert and assessor, specified equipment.	Direct observation assessment form

Signature of Candidate: _____

Signature of Assessor: _____

Date: _____

INSTRUCTIONS TO THE LEARNER

- *You must complete the classroom activities whilst facilitation is taking place. The facilitator may stop at regular intervals to give you time to complete the activities.*
- *Please complete all work in blue or black pen. The assessor will not assess the evidence if completed in pencil.*
- *You are not allowed to copy from another learner. Any plagiarism committed will be viewed in a serious light and disciplinary action may be taken against you. Your work must be authentic i.e. your own work. Group work is allowed in certain activities but your answers must be your own original work after discussions in the group.*
- *You must sign the declaration contained in the POE guide declaring that all work is your own. If you do not sign this declaration, the assessor will not proceed with assessment and your results will be delayed.*
- *Please do not use any correction fluid i.e. tippex. Rather cross your work out and write next to your mistakes.*
- *The proficiency level required is 50% per specific outcome per unit standard. If you are deemed Not Yet Competent in a specific outcome, you will only be required to redo (remediate those sections in that unit standard.*
- *Any remediation must be submitted within 30 working days after you have received feedback*
- *Answer all questions from Question 1 to Question 7 as part of your formative assessment.*

SECTION A

Answer the following questions;

Question 1 (SO 1, AC 1)

Identify 8 examples of learner needs that a facilitator must identify when planning for facilitation. (8)

Question 2 (SO, AC 2)

Explain how a facilitator can cater for learner needs that you identified above. (8)

Question 3 (SO 1, AC 3, AC 7, SO 2, AC 2)

- I. List any 5 resources that a facilitator must have before conducting a facilitation session. (5)
- II. Identify and explain any two sitting arrangements that the facilitator can prepare to promote open interaction and active participation. Use diagrams to illustrate. (6)

Question 4 (SO 1, AC 5, AC 6)

Identify any 5 learner centred facilitation methods that can be used by a facilitator. (5)

Question 5 (SO 2, AC 5)

Tom is an inexperienced facilitator in a leadership workshop. Thandi and Jane are among the participants in the workshop. The two ladies are always at loggerheads in the workplace. Whenever, Thandi comments, Jane will shoot down her point and at the end the argument becomes personal. Tom has asked you to give him some tips of managing conflicts in a group. (8)

Question 6 (SO 3, AC 1)

In your opinion is it important to evaluate learning and facilitation sessions. (5)

SECTION B: PRACTICAL

TASK 1: ROLEPLAY (SO 1, AC 1, AC 2, AC 3, AC 4, AC 5, AC 6, AC 7, AC 8)

AIM: To assist the learner to plan and prepare for facilitation.

REQUIREMENTS: Presence of the assessor and at least 4 participants

You are required to conduct a role-play with participants in your class. In this role-play you shall take the role of the facilitator and the class takes the role of the training participants.

As the facilitator of the group you are required to plan and prepare for facilitation using a topic of own choice. Examples of topics can be communication in the workplace, stress management, leadership, and project management. The training must be outcomes based.

Follow the guidelines below in your preparation;

- I. Name the topic you shall present and give a short description of the specific outcomes to be covered. (2)
- II. List the names and surname of training participants. (4)
- III. Determine the learning needs for each participant. Use the table below to present your answers;

Name of participant	Learning needs
Sipho	— — —

(10)

- IV. Identify resources, locations and personnel required for the training session. Present in a table;

NAME OF TRAINING		
PHYSICAL RESOURCES	NATURE OF LOCATION	PERSONNEL

(9)

- V. Prepare PowerPoint slides for the presentation. Include scenarios, problem-based activities and triggers in the slides. Attach the slides in your POE.
- VI. Explain how you shall arrange the learning environment in order to ensure the safety of learners. (2)
- VII. Justify the facilitation methods that you shall use. The methods must be applicable to the identified needs. (4)
- VIII. Establish a review criteria for the workshop. (4)

TASK 2- ROLEPLAY (SO 2, AC 1, AC 3, AC 4, AC 6, AC 7)

This task is a follow up to Task 1

AIM: To enable the candidate facilitator to facilitate learning.

REQUIREMENTS: Presence of the assessor and at least 3 delegates; training resources e.g. flip charts, projector, laptop, and markers.

TIME ALLOWANCE: 30 Minutes

Now that you have planned and prepared for the facilitation, conduct the facilitation using the following guidelines;

- I. Learning is facilitated in a coherent manner using appropriate methodologies.
- II. Use facilitation approaches that allow learners to draw from and share their own experiences.
- III. Facilitation contributes to the development of concepts through participation and provides opportunity to consolidate learning.
- IV. Questioning techniques are consistent with facilitation approach.
- V. Learner progress is monitored.
- VI. Body language is used appropriately.
- VII. Presenter is able to gain and maintain the interest of participants.
- VIII. The flow of the presentation is logical.
- IX. A close relationship is maintained with the participants.

NAME: COMPANY: ID:	EVALUATION CHECKLIST DATE: TIME: QUESTION: 5
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EVALUATION CRITERIONS	MET REQUIREMENTS	DID NOT MEET REQUIREMENTS	COMMENTS OR ACTION REQUIRED
TASK 2			
CONDUCTING A TRAINING SESSION			
Was the learner able to gain attention properly?			
Was the learner able to give brief overview of the presentation?			
Was the learner able to fluently and accurately present his/her work?			
Was the learner able to advice the learner of intended learning outcomes of the training?			
Was the learner able to ensure that the sessions contribute towards the principle of life-long learning within a positive learning environment?			
Was the learner able to ensure that the training is outcomes-directed, and includes appropriate and effective explanations, demonstrations, practice and review?			
Was the learner able to ensure that the language medium and level is appropriate to the learner and demands of the task are consistent with industry usage?			
Was the learner able to ensure that the demonstrated steps and explanation sequence meets learner needs in terms of pace and logic of structure?			
Was the learner able to ensure that opportunities for practice are sufficient to ensure learner competence is achieved?			
Was the learner able to carry out training in accordance with health and safety requirements, resource usage, and organisational quality assurance requirements?			

Was the learner able to modify the training approach to ensure the learner's needs are addressed?			
Was the learner able to give clear explanation or demonstration?			
Was the learner able to actively involve learners?			
Was the learner able to allow for practice and application?			
Was the learner able to allow good flow and sequencing?			
Was the learner able to ask questions and give/ receive feedback?			
Was the learner able to give proper summary and consolidation?			
Was the learner able to evaluate for outcomes?			
Was the learner able to properly plan the presentation?			
Was the learner able to properly structure the presentation?			
Was the learner able to choose and use presentation method and strategy effectively?			
Was the learner able to manage time properly?			
Was the learner able to use body language?			
Was the learner able to create relationship with audience?			
Was the general atmosphere for the presentation conducive?			
Was the learner able to track learner progress?			
General comments			
Name of facilitator/ assessor	Date	Signature	

TASK 3 (SO 3, AC 2, AC 3)

This task is a follow up to task 1 and 2.

AIM: Is to allow the candidate facilitator to be able to evaluate facilitation and learning

REQUIREMENTS: Predesigned facilitation evaluation form, at least three learners, and writing pens

Now that you have completed your facilitation,

- Distribute facilitation evaluation forms to your learners to allow them to give you feedback.
- Conduct a self evaluation of the training session.

Using the completed facilitation evaluation forms and results of your self assessment do the following;

- I. Identify strengths and weakness of the planning, preparation and facilitation. (5)
- II. Identify areas you shall improve and how you shall do it in future interventions. (6)

NOTE: Attach copies of completed evaluation forms in your POE and any other necessary information.

Total marks are **47**

Learner achieved _____ marks.

Assessor Name: _____

ASSESSMENT DECISION & EVIDENCE EVALUATION RECORD

Candidate's Name: -				
Assessor's Name: -				
Practical assessment I declare that this assessment is my own demonstration. Marks: The learner is either "Met Requirements" or "Did not meet requirements". If the learner is did not meet requirements in an area, then he or she must be reassessed. Learner achieved: Met Requirements / Did not meet requirements				
Facilitate learning using a variety of given methodologies				
Overall outcome: The learner must be able to Facilitate learning using a variety of given methodologies. Note: When learner do practical assessments ensure that they meet the overall outcome.				
	Specific Outcome	Met Requirements	Did not meet requirements	Comments
1				
	Specific Outcome	Met Requirements	Did not meet requirements	Comments
2				

OVERALL ASSESSMENT DECISION

Assessors Comments:

Signature of Assessor:

Date:

