

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

US 117871

NQF LEVEL: 5

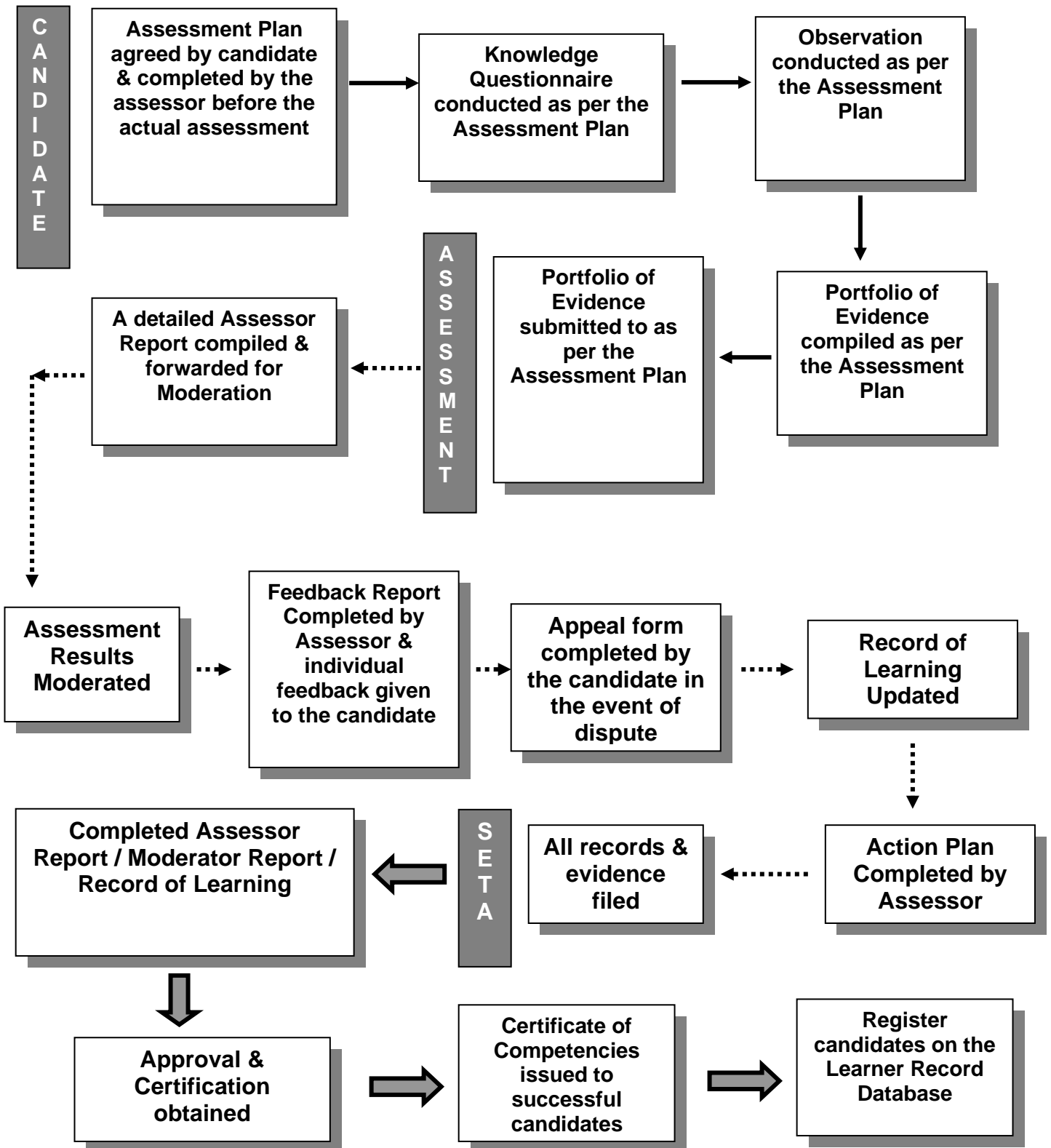
CREDITS: 10

NOTIONAL HOURS: 100

SUMMATIVE ASSESSMENT

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 formative assessment		Formative workbook	Completed formative workbook
Complete knowledge questionnaire.		Knowledge questionnaire	Completed knowledge questionnaire

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*
- *Attempt all tasks in this guide from task 1 to task 3 as part of your summative assessment.*

SECTION A

Answer all questions in this section.

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

- I. Identify examples of stakeholders who must be consulted in order to confirm key elements of learning that are required to achieve the outcomes of the training. (5)
- II. Explain the importance of identifying learner needs before presenting a training workshop. (4)

Question 2 (SO 1, AC 2)

What can a facilitator do to support learners prior to a training session for example an in-house-learnership? (4)

Question 3 (SO 1, AC 5)

Explain the factors that a facilitator must consider when selecting a facilitation approach or method to use in a training session. (6)

Question 4 (SO 2, AC 5)

Explain the facilitation principles that a presenter can use to manage groups and enhance participant performance. (10)

Question 5 (SO 2, AC 6)

When can a facilitator use the following questioning types in a presentation?

- I. Starting questions
- II. Exploring questions
- III. Reformulating questions (6)

Give examples for each.

Question 6 (SO 2, AC 7)

How can a learner monitor learner's progress during and after a training session? (10)

SECTION B

Attempt the following peer evaluation task.

TASK 1- PEER EVALUATION (SO 2, AC 1, AC 2, AC 3, AC 4, AC 5, AC 6)

You are required to organise and conduct a training session on unit standard 8494: Demonstrate an understanding of HIV/AIDS and its implications. The training participants must be at least 6.

Duration

6 hours

Assessment

Give each participant a training evaluation checklist.

NB

- The participants must complete and sign the evaluation checklist.
- Attach the evaluation checklist and the attendance register in your POE.
- Attach your powerpoint presentation slides in your POE

Training guidelines

Conduct the facilitation using the following guidelines;

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

NAME: COMPANY: ID:	EVALUATION CHECKLIST DATE: TIME: TASK: 2 (LEARNER 1)
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- Evaluate the candidate trainer according to the following criteria.
- Note 5 means the candidate trainer was excellent and 1 the learner was performed poorly.
- Tick the appropriate box as you evaluate the candidate trainer.

EVALUATION CRITERIONS	5	4	3	2	1
CONDUCTING A TRAINING SESSION					
Ability to gain attention properly					
Ability to give brief overview of the presentation					
Ability to advice the learner of intended learning outcomes, sequence of activities, job applicability, and the assessment process					
Ability to provide opportunities for the learner to contribute and enquire about the process					
Ability to ensure that the training sessions enable the learner to understand the broader context and importance of the task					
Ability to ensure that the sessions contribute towards the principle of life-long learning within a positive learning environment					
Ability to ensure that the training is outcomes-directed, and includes appropriate and					

effective explanations, demonstrations, practice and review.					
Ability to direct the learner towards helpful resources.					
Ability to ensure that the language medium and level is appropriate to the learner and demands of the task are consistent with industry usage.					
Ability to ensure that the demonstrated steps and explanation sequence meets learner needs in terms of pace and logic of structure					
Ability to ensure that opportunities for practice are sufficient to ensure learner competence is achieved					
Ability to carry out training in accordance with health and safety requirements, resource usage, and organisational quality assurance requirements					
Ability to ensure that the training approach provides opportunities to monitor learner's progress and understanding of the task					
Ability to modify the training approach to ensure the learner's needs are addressed					
Ability to monitor the performance of the learner against learning objectives and performance requirements for the job					
Ability to give clear explanation or demonstration					
Ability to actively involve learners					
Ability to allow for practice and application					
Ability to allow good flow and sequencing					

Ability to ask questions and give/ receive feedback					
Ability to give proper summary and consolidation					
Ability to evaluate for outcomes					
Ability to properly plan the presentation					
Ability to properly structure the presentation					
Ability to choose and use presentation method and strategy effectively					
Ability to manage time properly					
Ability to use body language					
Ability to create relationship with audience					
Ability to make the general atmosphere for the presentation conducive					
General comments					
Name of Supervisor	Date	Signature			

Total marks are (46)

Learner achieved _____ marks.

Assessor Name: _____

ASSESSMENT DECISION & EVIDENCE EVALUATION RECORD

Candidate's Name: -				
Assessor's Name: -				
<p>Practical assessment I declare that this assessment is my own demonstration.</p> <p>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.</p> <p>Learner achieved: Met Requirements / Did not meet requirements</p>				
Facilitate learning using a variety of given methodologies				
<p>Overall outcome: The learner must be able to Facilitate learning using a variety of given methodologies</p> <p>Note: When learner do practical assessments ensure that they meet the overall outcome.</p>				
	Specific Outcome	Met Requirements	Did not meet requirements	Comments
1				
	Specific Outcome	Met Requirements	Did not meet requirements	Comments
2				

3		Met Requirements	Did not meet requirements	
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OVERALL ASSESSMENT DECISION

Assessors Comments:

Signature of Assessor:

Date:

