

PROGRAMME ID UNIT STANDARD 117871

1. OVERVIEW

This training programme forms part of the qualification NC: Occupationally Directed Education and Training Practices ID 50334

The programme provides learners with the range of learning and skills required to be able to perform a series of activities that form part of the facilitation of learning. This covers skills such as planning the facilitation process by ensuring the correct facilities and resources are available, conducting the facilitation using a variety of training methods based on the dynamic of the group being trained and reviewing the success of the entire facilitation process to initiate future improvements. Learners who will typically embark on this

skills programme are individuals who have an interest in a career in education and training or are involved in training in the workplace and will train individuals or groups within their fields of expertise. This programme is also sometimes referred to as Train-the-Trainer.

The benefits to the business of running this programme include contribution to the NSDS and grants, but above all access to competent learners who are able to contribute to achieving business targets in a constructive and meaningful way. After completion of the programme, learners will possess the required competence to be eligible for employment in permanent positions as per company needs.

2. STRUCTURE

Typically, the programme is divided into three (3) modules for easy completion. Results are uploaded to the SETA database upon completion of modules. The various modules that make up the programme have been integrated to eliminate duplication and put the learning into context for the learner. The programme can be assessed on a RPL (Recognition of Prior Learning) basis whereby learners are required to produce their own evidence of competence. In this process, suitable mostly to learners that have experience in the field of learning, submit evidence of their competence in the specific area and this in turn is assessed against the US requirements.

3. DELIVERY

The programme is offered over a period of five (5) days. Delivery includes facilitation of four (4) days incorporated into practical application of the skill on the job. Coaching and mentoring and practical assessments are conducted whilst the learners are integrated into functional areas in the workplace with defined roles, goals and responsibilities.

A minimum of 6 learners per class

5. LEARNING AREAS & OUTCOMES

This course will provide learners with the skills required to facilitate training within their fields of expertise in line with the relevant SETA and training outcomes criteria.

The following learning outcomes will be achieved by completing this course successfully:

- Plan and prepare for facilitation
- Conduct facilitation
- Facilitate learning
- Evaluate learning and facilitation

4. ASSESSMENT & MODERATION

Knowledge assessments are conducted in the classroom under assessment conditions. Assignments and workplace documentation compliment practical observations in the workplace environment. Some of the practical observations can be conducted in simulated environments. The assessments are designed in a way that integrate activities, thus demonstrating the learner's competence against the outcomes and purpose of the programme on an integrated basis.

- Sector and Workplace Skills Plans
- At least three methodologies of facilitating learning
- Strategies and techniques for using support materials
- Forms of practice that promote the Bill of Rights