**PLAN, CONDUCT AND REPORT ON A LEARNING AND DEVELOPMENT NEEDS**

**ANALYSIS**

**MODULE #:** 242401001-PM-02

**NQF LEVEL:** 5

**CREDITS:** 16

**NOTIONAL HOURS:** 160

PRACTICAL assessment

ASSESSMENT PROCESS FLOW

Assessment Plan agreed by candidate & completed by the assessor before the actual assessment

Knowledge Questionnaire conducted as per the Assessment Plan

Observation conducted as per the Assessment Plan

Portfolio of Evidence compiled as per the Assessment Plan

A detailed Assessor Report compiled & forwarded for Moderation

Record of Learning Updated

Appeal form completed by the candidate in the event of dispute

Feedback Report Completed by Assessor & individual feedback given to the candidate

Assessment Results Moderated

Action Plan Completed by Assessor

All records & evidence filed

Completed Assessor Report / Moderator Report / Record of Learning

Approval & Certification obtained

Certificate of Competencies issued to successful candidates

Register candidates on the Learner Record Database

Portfolio of Evidence submitted as per the Assessment Plan

**QCTO**

**ASSESSMENT**

**CAND**

**I**

**DATE**

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.

ACKNOWLEDGEMENT 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

PM-02-PS01: Provide information and advice concerning occupational learning

Given national skills development strategies, priorities and policies, the learner must be able to complete the following activities in the presence of your facilitator/instructor who must observe the activity and complete the attached observation evaluation form.

**Activity 1**

You are now required to:

You are required to do and show the following:

1. Analyse national statutory documents, policies and reports related to skills development Identify and name feelings and respond in line with the therapeutic and developmental needs
2. Compare national trends and priorities to workplace practices and develop are recommendation for learning and development
3. Prepare and present an information sharing document on the occupational learning framework
4. Prepare and present an information sharing document on the foundational learning certificate

PM-02-PS02: Collect, analyse data and report on workplace learning and development needs

Given operational data, the learner must be able to complete the following activities in the presence of your facilitator/instructor who must observe the activity and complete the attached observation evaluation form.

**Activity 2**

You are required to:

i. Conduct an analysis to determine key occupational competencies that are required for effective and efficient business processes

ii. Produce a matrix of occupational competencies gaps aligned to specific business process and positions

iii. Conduct an analysis of formal learning programs that will address competency gaps

PM-02-PS03: Develop a workplace learning and development plan

Given organisational data and learning and development needs, the learner must be able to complete the following activities in the presence of your facilitator/instructor who must observe the activity and complete the attached observation evaluation form

**Activity 3**

You are required to:

1. Update the employment profile for Learning and Development requirements
2. Prioritise and motivate planned learning programs
3. Capture the final plan in accordance with statutory workplace skills planning requirements

PM-02-PS04: Monitor the implementation of a workplace learning and development plan

Given a learning and development plan and potential provider profiles, the learner must be able to complete the following activities in the presence of your facilitator/instructor who must observe the activity and complete the attached observation evaluation form.

**Activity 4**

You must be able to:

i. Develop a matrix of providers that can deliver the learning programs and motivate preferred providers

ii. Develop a learning program evaluation and monitoring tool

iii. Draft a provider terms of reference for the delivery of a learning program

iv. Produce a training implementation report that meets statutory requirements

PM-02-PS05: Conduct learning and development administration and reporting

Given data capturing system and raw data, the learner must be able to complete the following activities in the presence of your facilitator/instructor who must observe the activity and complete the attached observation evaluation form.

**Activity 5**

You are required to

1. Develop a skills development administration and reporting protocol
2. Organise and capture skills development records
3. Produce reports on learning and development as requested by stakeholders

Note: The facilitator/assessor must be present and he or she must complete the attached evaluation checklist.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME:** ……………………………………….  **COMPANY**…………………………………..  **ID**…………………………………………….. | | | **EVALUATION CHECKLIST**  DATE:  TIME:  **Task 1** | | | | |
| **EVALUATION CRITERIONS** | | **Yes** | | **No** | | | **COMMENTS OR ACTION REQUIRED** |
| **Activity 1** | |  | |  | | |  |
| **Provide information and advice concerning occupational learning** | |  | |  | | |  |
| Was the leaner able to analyse national statutory documents, policies and reports related to skills development Identify and name feelings and respond in line with the therapeutic and developmental needs | |  | |  | | |  |
| Was the learner able to compare national trends and priorities to workplace practices and develop are recommendation for learning and development | |  | |  | | |  |
| Was the learner able to prepare and present an information sharing document on the occupational learning framework | |  | |  | | |  |
| Was the learner able to prepare and present an information sharing document on the foundational learning certificate | |  | |  | | |  |
| **Activity 2** | |  | |  | | |  |
| **Collect, analyse data and report on workplace learning and development needs** | |  | |  | | |  |
| Was the learner able to conduct an analysis to determine key occupational competencies that are required for effective and efficient business processes | |  | |  | | |  |
| Was the learner able to Produce a matrix of occupational competencies gaps aligned to specific business process and positions | |  | |  | | |  |
| Was the learner able to Conduct an analysis of formal learning programs that will address competency gaps | |  | |  | | |  |
| **Activity 3** | |  | |  | | |  |
| Was the learner able to update the employment profile for Learning and Development requirements | |  | |  | | |  |
| Was the learner able to prioritise and motivate planned learning programs | |  | |  | | |  |
| Was the learner able to capture the final plan in accordance with statutory workplace skills planning requirements | |  | |  | | |  |
| **Activity 4** | |  | |  | | |  |
| **Monitor the implementation of a workplace learning and development plan** | |  | |  | | |  |
| Was the learner able to  Was the learner able to develop a matrix of providers that can deliver the learning programs and motivate preferred providers | |  | |  | | |  |
| Was the learner able to develop a learning program evaluation and monitoring tool | |  | |  | | |  |
| Was the learner able to draft a provider terms of reference for the delivery of a learning program | |  | |  | | |  |
| Was the learner able to Produce a training implementation report that meets statutory requirements | |  | |  | | |  |
| **Activity 5** | |  | |  | | |  |
| **Conduct learning and development administration and reporting** | |  | |  | | |  |
| Was the learner able to develop a skills development administration and reporting protocol | |  | |  | | |  |
| Was the learner able to organise and capture skills development records | |  | |  | | |  |
| Was the learner able to produce reports on learning and development as requested by stakeholders | |  | |  | | |  |
| **GENERAL COMMENTS:** | |  | |  | |  | |
| Date…………………….. | Time started……………….. | | | | Time completed………………. | | |
| **SUPERVISOR’S NAME**  **………………………………** | **ASSESSOR’S SIGNATURE**  **…………………………………….** | | | | **ASSESSOR ENDORSEMENT**  **(SIGNATURE)**  **………………………………….** | | |