

SKILLS DEVELOPMENT COURSE: FACILITATE LEARNING USING A VARIETY OF METHODS (TRAIN THE TRAINER)

COURSE SPECIFICATIONS

Course Code:	SDF-FLU-VM
Course Length:	3 Days
Start Time:	08:30
End Time:	15:30
Available for:	Local or On-Site Training

PURPOSE

This unit standard will assist facilitators to:

1. Plan and prepare for facilitation
2. Facilitate learning; and
3. Evaluate learning and facilitation

TARGET AUDIENCE

This course is designed for all employees who facilitate, or intend to facilitate learning or train, or intend to train others.

LEARNER ACTIVITY REQUIREMENTS

1. Classroom/workshop interaction
2. Formative assessments (individual and group exercise)
3. Summative knowledge assessment (theory test)
4. Summative practical assessment (physical presentation to the group)

LEARNING OUTLINE

Plan and Prepare for Facilitation

1. Analysis of learners and learning needs reveals the key elements of learning required to achieve defined outcomes. The learning outcomes are confirmed to meet stakeholder objectives
2. Plans cater for the needs of learners and stakeholders, possible learning barriers, previous learning experiences, literacy and numeracy levels, language, culture, special needs, and different learning styles
3. Resources, locations, and personnel are arranged to suit intended delivery
4. Learning material is prepared to suit the purpose of the facilitated activities and the agreed outcomes

5. Facilitation methods selected are appropriate to the learners and agreed learning outcomes. Descriptions are provided of a variety of facilitation methodologies in terms of their essential approach and purpose, and selected methodologies are justified in terms of applicability to the identified learning needs
6. Preparation of the facilitation process ensures the facilitator is ready to implement the process. This includes the availability of key questions, scenarios, triggers, challenges, problems, tasks, and activities as is appropriate to the situation
7. The learning environment is arranged to meet organisational and legislative requirements for safety and accessibility
8. Review criteria are established and documented in accordance with organisation policies and procedures

Facilitate Learning

1. Learning is facilitated in a coherent manner using appropriate methodologies in line with established principles associated with selected methodologies
2. The learning environment and facilitation approach promotes open interaction and ensures learners are aware of expected learning outcomes and are active participants in their own learning.
3. The facilitation approach and use of facilitated activities enables learners to draw from and share their own experiences and work out and apply concepts for themselves
4. Facilitation contributes to the development of concepts through participation and provides opportunities to practice and consolidate learning. Facilitation promotes the achievement of agreed learning outcomes by individuals while maintaining an emphasis on the manner and quality of the learning experience
5. Groups are managed in line with facilitation principles and in a manner that maximises the strengths of group learning while recognising the needs and requirements of individual members
6. Questioning techniques are consistent with the facilitation approach, promote learner involvement and contribute towards the achievement of learning outcomes

7. Opportunities are created to monitor learner's progress in terms of the agreed outcomes, and where possible facilitate the gathering of evidence for assessment purposes. Where necessary, modifications are made to the facilitation approach to ensure the learners' needs are addressed

Evaluate Learning and Facilitation

1. Learner and stakeholder feedback on facilitated learning is sought and critically analysed against review criteria
2. The review reveals strengths and weaknesses of the planning, preparation, and facilitation of learning
3. Review includes useful recommendations for improvement in future interventions, including the possibility of remedial actions

INCLUDES THE FOLLOWING

1. Course Material
2. Notes
3. PoE (*if applicable*)

For local training at a Onetrust training venue:

1. Refreshments
2. Lunch

**Catering is the responsibility of the client for on-site training.*

CERTIFICATION

Currently, this course is only available for non-accredited training, and therefore candidates will receive a *Certificate of Training/Attendance*, as no form of assessment will take place.

MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.) We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes.

CONTACT DETAILS

Further enquiries may be directed to:

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