



Pro-Active College™
FREEDOMTHROUGHKNOWLEDGE

FACILITATOR PROGRAMME

This skills programme provides the learner with the knowledge, skills, attitudes and values to facilitate and evaluate learning programmes.



Unit Standard
Aligned



SETA
Accredited



Outcomes
Based

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standards:

SUSTAIN ORAL INTERACTION ACROSS A WIDE RANGE OF CONTEXTS AND CRITICALLY EVALUATE SPOKEN TEXTS
(US: 115789)

NQF Level 5
5 Credits

FACILITATE LEARNING USING A VARIETY OF GIVEN METHODOLOGIES
(US: 117871)

NQF Level 5
10 Credits

EVALUATE LEARNING INTERVENTION USING GIVEN EVALUATION INSTRUMENTS
(US: 123397)

NQF Level 5
10 Credits

TARGET GROUP

This skills programme is designed for the public and private sector and is aimed at:

- individuals who will be utilised as facilitators of learning programmes; and
- individuals who will be evaluating learning programmes or courses, whether as internal or external evaluators of an organisation.

BENEFITS

The benefits of this skills programme include:

- the ability to facilitate learning more effectively;
- the ability to understand and address learners' needs; and
- being able to adjust your facilitating style according to different types of audiences and their learning modalities.

ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

Contact Us

☎ 0861 727 726

✉ info@pscollege.co.za

🌐 www.proactivecollege.co.za



PROGRAMME OUTCOMES

On completion of this skills programme, learners will be able to:

- plan and prepare for facilitation;
- facilitate learning; and
- evaluate learning and facilitation.

ENTRY REQUIREMENTS

The credit calculation in the relevant unit standards is based on the assumptions that learners:

- are competent in the learning area in which they will provide training;
- are competent in communication (NQF level 4);
- have a working knowledge of the National Qualification Framework, related systems and quality assurance principles.

DURATION

Four day contact session combined with practical workplace experience.

PORTFOLIO OF EVIDENCE

To be declared competent in these unit standards the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

Programme Outline

Learning Unit One

Plan and Prepare for Facilitation

- Learning facilitation
- Identify learning needs
- Factors that influence learning
- Logistics
- Learning materials
- Visual aids
- Review criteria
- Learning methodologies

Learning Unit Two

Facilitate Learning

- Implement learning activities
- Structure group training sessions
- Group dynamics
- Manage learning activities
- Question techniques
- Micro skills

Learning Unit Three

Evaluate Learning and Facilitation

- Plan and prepare for the evaluation
- Collect and record data
- Analyse and interpret data
- Compile an evaluation report
- Review the evaluation process