

**FURTHER EDUCATION AND TRAINING CERTIFICATE:
HAIRDRESSING:SAQA ID 65729 -LEVEL 4- 140
CREDITS**

US ID: 119459

LEARNER WORKBOOK

WRITE/PRESENT/SIGN FOR A WIDE RANGE OF CONTEXTS

Learner Information:

Details	Please Complete this Section
Name & Surname:	
Organisation:	K & R HAIR ARTISTRY INSTITUTE
Unit/Dept:	HAIRDRESSING
Facilitator Name:	TSM DEODUTT
Date Started:	
Date of Completion:	

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OVERVIEW

About the Learner Workbook	<p>This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding of the WRITE/PRESENT/SIGN FOR A WIDE RANGE OF CONTEXTS</p> <p>It forms part of a series of Learner Workbooks that have been developed for FURTHER EDUCATION AND TRAINING CERTIFICATE: HAIRDRESSING:SAQA ID 65729 -LEVEL 4- 140 CREDITS</p>		
Purpose	<p>The purpose of this Learner Exercise Workbook is to evaluate learners understanding on the specific outcomes and/or assessment criteria of the following SAQA Registered Unit Standards:</p>		
US No	US Title	Level	Credits
119459	Write/present/sign for a wide range of contexts	4	5
Context	<p>This assessment represents the Formative Assessment component of the Write/present/sign for a wide range of contexts for the FURTHER EDUCATION AND TRAINING CERTIFICATE: HAIRDRESSING:SAQA ID 65729 -LEVEL 4- 140 CREDITS and should be completed in the classroom/training room.</p>		
Resources	<p>The following are resources needed for this assessment:</p> <ol style="list-style-type: none"> 1. Learner Guide; and 2. Assessment Preparation. 		
Instructions to Facilitators	<p>Facilitators will be required to:</p> <ul style="list-style-type: none"> • Explain the completion of the workbook to each learner; and • Interview the learner on similar questions, should he/she not be able to write. 		
Instructions to Learners	<p>Learners will be required to:</p> <ul style="list-style-type: none"> • Complete the workbook as per the instructions; • Ensure that all questions are completed; • Ensure that the completion of the workbook is their own work; • Ensure that all annexure are attached to the workbook and clearly referred to; 		

Assessment Time	Learners are required to complete this assessment within the allocated time frame of.... hours.
Total Mark	This formative assessment carries a total mark of _ points . In order to meet the pass mark, learners are required to achieve a minimum of 80% of the total marks.
Equipment	<p>Learners are required to have the following equipment in order to complete this workbook:</p> <ul style="list-style-type: none"> • Pen and Pencil; • Ruler; and • Exam Pad – for additional paper.

GENERAL INFORMATION

LEARNER DETAILS		
Learner Full Names		
Learner ID No.:		
Organisation:	K & R HAIR ARTISTRY INSTITUTE	
Unit/Dept:	HAIRDRESSING	
Contact Details:	Telephone /Cell Numbers:	Email Address:
WORKSHOP DETAILS		
Workshop Venue:		
Facilitator Name:	TSM DEODUTT	
Date Started:		
Date Completed:		

ASSESSMENT PREPARATION CHECKLIST

DESCRIPTION	YES	NO	COMMENTS/CONTINGENCY
This assessment is a formative assessment and it is based on the outlined unit standard/s for the Write/present/sign for a wide range of contexts module.			
Your assessment evidence for Write/present/sign for a wide range of contexts module needs to be submitted on..... (day) of.....(month).....(year) at the following address/place.....			
You will be assessed based on the outlined Unit Standards. The assessment activities are linked to specific outcomes/assessment criteria of the outlined Unit Standards.			
To determine your competence level, the following are the methods to be used for this assessment: 1. 2.			
To be declared competent on Write/present/sign for a wide range of contexts module (formative assessment), you should have obtained at least 80% of the total mark of this assessment.			
You will be provided with detailed feedback on your performance of this assessment as follows: 1. Written Feedback 2. Verbal Feedback			
Should you be declared "not yet competent" on this assessment, you will be entitled for re-assessment opportunity/ies.			

You will be required to re-submit evidence (only for areas) you were declared not yet competent. A date for re-submission will be agreed with the assessor.			
You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment.			
You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices.			
Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent.			

Learner's Declaration

I.....herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner.

Learner Signature:	Date:	Facilitator Signature:	Date:

USE THE WRITING PROCESS TO COMPOSE A WIDE RANGE OF COMMUNICATIVE AND BUSINESS TEXTS

Write/present/sign texts for a range of communicative contexts

UNIT STANDARD NUMBER : 119459
LEVEL ON THE NQF : 4
CREDITS : 5
FIELD : Communication Studies and Language
SUB FIELD : Language

Answer the following question in the space provided below.

ACTIVITY 1

Which of the forms of written communication have you used before? State one example and explain why this form of communication was chosen.

**We all know that there are often mistakes in the letters that we receive.
Why do you think that it is important that such mistakes do not occur?**

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

[illegible]

ACTIVITY 2

Write down a list of the things that you will need to do to be able to put forward a good report to senior management

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

ACTIVITY 3

Your group has come together to have its preliminary think-tank about researching the need for a child-care centre.

Task

Having done some thinking on the topic, plan the major steps of the project.

Task

Decide HOW you are going to gather this information – you will need to ask people questions, but HOW are you going to do this? Also, what are you going to do with the information gathered? By the end of this session, you must have documented the questions you are going to ask, in whichever format you choose. This must be ready for your facilitator to assess.

ACTIVITY 4
Do you think that brainstorming in a group always works? State Yes or No and provide reasons for your answer.

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ACTIVITY 5

Following this creative writing process, write an essay on your experiences at services of a bank personnel. Draw a mind-map with all paragraph topics and points.

Competent	
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Not yet Competent	
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Signatures:

Learner		Assessor		
Date		Date		
Facilitator		Moderator		
Date		Date		

COMMENTS:
