

FURTHER EDUCATION AND TRAINING CERTIFICATE:

HAIRDRESSING:

SAQA ID 65729 -LEVEL 4- 140 CREDITS

LEARNER WORK BOOK

Saqa 114975

USE A WEB BROWSER IN A BUSINESS ENVIRONMENT

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	This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding. It forms part of a series of Learner Workbooks that have been developed for		
Purpose	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:		
US No	US Title	Level	Credits
	Saqa 114975 USE A WEB BROWSER IN A BUSINESS ENVIRONMENT		
Context	This assessment represents the Formative Assessment component of Function in a business environment, for the should be completed in the classroom/training room.		
Resources	The following are resources needed for this assessment: 1. Learner Guide; and 2. Assessment Preparation.		
Instructions to Facilitators	Facilitators will be required to: <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 module.			
Your assessment evidence for 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 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:
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Use a web browser in a business environment

Learning Unit 1

UNIT STANDARD NUMBER	:	114975
LEVEL ON THE NQF	:	3
CREDITS	:	3
FIELD	:	Business, Commerce and Management Studies
SUB FIELD	:	Personal Care

PURPOSE:	<ul style="list-style-type: none">••• This Unit Standard is for learners who use a computer in a business environment. It is an introduction to basic computer literacy.•• The qualifying learner is capable of:• Explaining etiquette, conventions and compliance issues relating to the use of a web browser.• Explaining the use and functions of a web browser.• Accessing and setting up a web browser for a specific purpose.• Using a web browser for a specific business purpose.
LEARNING ASSUMED TO BE IN PLACE:	
<p>Learners should</p> <p>Hold a GETC or equivalent qualification; or</p> <p>Be competent in Communication and Mathematical Literacy at NQF level 2</p>	

SPECIFIC OUTCOME 1.

Explain etiquette, conventions and compliance issues relating to the use of a web browser.

Learning Outcomes	
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- The Internet policy of an organisation is interpreted and applied to business practice.
- Ethical and legal issues relating to the use of a web browser are identified and applied to a business environment.
- Security issues related to web browsing are identified in relation to user access.
- The consequences of non-compliance with ethical, legal and business policy are explained with examples.

Activity	Questions Description	Mark
1	<ul style="list-style-type: none"> Explain etiquette, conventions and compliance issues relating to the use of a web browser. 	10

This image shows a blank 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 the right side, suggesting it's part of a bound notebook.

[illegible]

SPECIFIC OUTCOME 2.

Explain the use and functions of a web browser.

Learning Outcomes	
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- The difference between internet, intranet and extranet are explained and an indication is given of the use of each.
- Systems and applications that are accessed through a web browser are identified for a specific organisation.
- Standard terminology associated with the use of internet is explained with examples.
- Different types of communication within an internet browser are identified with examples.
- The role of the internet service provider is explained and an indication is given of how to connect to the web.

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- Different types of communication within an internet browser are identified with examples.
- The role of the internet service provider is explained and an indication is given of how to connect to the web.

Activity	Questions Description	Mark
2	Explain the use and functions of a web browser.	5

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are approximately 20 lines visible. The paper has a slightly aged or off-white appearance.

SPECIFIC OUTCOME 3.

Access and set up a web browser for a specific purpose.

Learning Outcomes	
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- A browser is accessed for a specific business purpose.
- The options and tools of a web browser are explored and set for individual preferences in a business environment.

- | Activity | Questions Description | Mark |
|----------|--|------|
| 3 | What Are the Parts and Functions of an Internet Browser? | 5 |

[illegible]

[illegible]

SPECIFIC OUTCOME 4.

Use a web browser for a specific business purpose.

Learning Outcomes	
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- The ability to navigate a browser page is demonstrated for a specific purpose.
- The different functionalities for using information contained on a web page are explored for a specific purpose.
- The use of downloads is explained with reference to relevant restrictions.
- A topic is researched from the web.

- | Activity | Questions Description | Mark |
|----------|---|------|
| 4 | Demonstrate understanding of how to navigate a browser page | 10 |

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[illegible]

SPECIFIC OUTCOME 5.

Explore technologies that can be integrated into the World Wide Web.

Learning Outcomes	
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<ul style="list-style-type: none">• Developments in technology are explained with reference to potential access to the World Wide Web.• Ways in which changing technology could affect business practice are identified with examples.

- | Activity | Questions Description | Mark |
|----------|--|------|
| 5 | Explore technologies that can be integrated into the World Wide Web. | 10 |

[illegible]

[illegible]

[illegible]

SELF-ASSESSMENT

The learner must make use of the following self-evaluation checklist to rate himself against the learning outcomes of this particular training module in establishing the level of mastery of the information.

1. Not able to comply
2. Reasonable compliance (Not acceptable for final evaluation)
3. Able to comply fully

LEARNING OUTCOMES		1	2	3
1				
2				
3				
4				
5				
6				
7				

Learner Signature

Date

Facilitators' Signature

Date

ASSESSMENT FEEDBACK REPORT

FACILITATOR FEEDBACK & REMARKS

ASSESSMENT JUDGEMENT

Learner's Total Mark: Requirements met ☐ Requirements not met ☐

Action/s required:

By when:

LEARNER FEEDBACK & COMMENTS

DECLARATION BY THE FACILITATOR

I (Facilitator) hereby certify that I have examined the learner workbook and I am satisfied with the evidence provided by the learner.

DECLARATION BY LEARNER

I,declare that I am satisfied that the feedback given to me by the Facilitator was relevant, sufficient and done in a constructive manner. I accept the assessment judgment and have no further questions relating to this particular assessment event.

Learner	Date	Facilitator	Date

DECLARATION BY THE ASSESSOR

I (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.

Assessor	Date	Moderator	Date