

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

LEARNER WORKBOOK

SAQA : 119471

**USE LANGUAGE AND COMMUNICATION IN
OCCUPATIONAL LEARNING PROGRAMMES**

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 USE LANGUAGE AND COMMUNICATION IN OCCUPATIONAL LEARNING PROGRAMMES.</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
119471	Use language and communication in occupational learning programs	4	5
Context	<p>This assessment represents the Formative Assessment component of the Use language and communication in occupational learning programs 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 Use language and communication in occupational learning programs module.			
Your assessment evidence for Use language and communication in occupational learning programs 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 Use language and communication in occupational learning programs 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:

Learning Unit 1 USE LANGUAGE AND COMMUNICATION IN OCCUPATIONAL LEARNING PROGRAMMES

UNIT STANDARD NUMBER	:	119471
LEVEL ON THE NQF	:	4
CREDITS	:	5
FIELD	:	Communication Studies and Language
SUB FIELD	:	Language

PURPOSE:

The purpose of this unit standard is to facilitate learning and to ensure that learners are able to cope with learning in the context of learnerships, skills programmes, and other learning programmes. Many adult learners in the FET band have not been in a learning situation for a long time, and need learning and study strategies and skills to enable successful progression.

Learners competent at this level will be able to deal with learning materials, to access and use useful resources, to seek clarification and help when necessary, and apply a range of learning strategies. They do this with an understanding of the features and processes of the workplace and occupations to which their learning programme refer.

- Access and use suitable learning resources
- Use learning strategies
- Manage occupational learning programme materials
- Conduct basic research, analyse and present findings
- Function in a team
- Reflect on how characteristics of the workplace and occupational context affect learning

LEARNING ASSUMED TO BE IN PLACE:

The credit calculation is based on the assumption that learners are already competent in terms of the full spectrum of language knowledge and communication skills laid down in the Revised National Curriculum Statements and unit standards up to NQF level 2.

SPECIFIC OUTCOME 1.
ACCESS, USE AND MANAGE SUITABLE LEARNING RESOURCES.

Learning Outcomes

Answer the following question in the space provided below.

Activity	Question Description	Mark
1	In groups identify relevant learning resources	10

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SPECIFIC OUTCOME 2.

FORMULATE AND USE LEARNING STRATEGIES.

Learning Outcomes

Activity	Question Description	Mark
2	<p>Presentation activity in class!</p> <p>In groups discuss the various learning strategies below:</p> <ul style="list-style-type: none">• Group analysis• Peer and self-assessment mind maps• Peer assessment• Self assessment• Note taking• Note taking from reading:• Memorising	15

3	<p>Explain briefly the following:</p> <ul style="list-style-type: none"> • Reading for pleasure <ul style="list-style-type: none"> • Scanning • Skimming • Reading in detail • Reading critically 	10
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[illegible]

<p align="center">SPECIFIC OUTCOME 3.</p> <p align="center">MANAGE OCCUPATIONAL LEARNING MATERIALS.</p>	
<p align="center">Learning Outcomes</p>	

Activity	Question Description	Mark
4	<ul style="list-style-type: none"> In pairs discuss how to manage occupational learning materials. 	

[illegible]

[illegible]

SPECIFIC OUTCOME 4.
CONDUCT RESEARCH AND ANALYSE AND PRESENT FINDINGS

Learning Outcomes

Activity	Question Description	Mark
5	List and describe the research steps	8

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[illegible]

<p>SPECIFIC OUTCOME 5. LEAD AND FUNCTION IN A TEAM.</p>
<p>Learning Outcomes</p>

Learning Outcomes	
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Activity	Question Description	Mark
6	<ul style="list-style-type: none"> Discuss how to lead and function in a team. 	

[illegible]

<p align="center">SPECIFIC OUTCOME 6.</p> <p align="center">REFLECT ON HOW CHARACTERISTICS OF THE WORKPLACE AND OCCUPATIONAL CONTEXT AFFECT LEARNING.</p>
<p>Learning Outcomes</p>

Learning Outcomes	
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Activity	Question Description	Mark
8	<ul style="list-style-type: none"> Briefly describe in your own words how characteristics of the workplace and occupational context affect learning 	3

[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				

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	
<p>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.</p>	
Learner	Date

DECLARATION BY THE ASSESSOR	
<p>I (Assessor) hereby certify that I have examined the learner workbook and I am satisfied with the Facilitator Judgment of this assessment.</p>	
Assessor	Date