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| **FURTHER EDUCATION AND TRAINING CERTIFICATE: HAIRDRESSING:**  **SAQA ID 65729 -LEVEL 4- 140 CREDITS** |
| **LEANER WORK BOOK**  **Saqa 114975**  **USE A WEB BROWSER IN A BUSINESS ENVIRONMENT** |

**Learner Information:**

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| **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**

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| **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:   * 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** | Learners will be required to:   * 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** | Learners are required to have the following equipment in order to complete this workbook:   * Pen and Pencil; * Ruler; and * Exam Pad – for additional paper. | | |

# **GENERAL INFORMATION**

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

# **ASSESSMENT PREPARATION CHECKLIST**

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| **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 formodule 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. |  |  |  |

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| **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 Unit1

**UNIT STANDARD NUMBER :** 114975

**LEVEL ON THE NQF :** 3

**CREDITS :** 3

**FIELD :** Business, Commerce and Management Studies

**SUB FIELD :** Personal Care

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| **PURPOSE:** | * 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:** | |
| Learners should  Hold a GETC or equivalent qualification; or  Be competent in Communication and Mathematical Literacy at NQF level 2 | |

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| **SPECIFIC OUTCOME 1.**  **Explain etiquette, conventions and compliance issues relating to the use of a web browser.** |
| **Learning Outcomes** |
| * 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. |

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| **Activity** | **Questions Description** | **Mark** |
| **1** | * **Explain etiquette, conventions and compliance issues relating to the use of a web browser.** | **10** |

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| **SPECIFIC OUTCOME 2.**  **Explain the use and functions of a web browser.** |
| **Learning Outcomes** |
| * 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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| **Activity** | **Questions Description** | **Mark** |
| **2** | **Explain the use and functions of a web browser.** | **5** |

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| **SPECIFIC OUTCOME 3.**  **Access and set up a web browser for a specific purpose.** |
| **Learning Outcomes** |
| * 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. |

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

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| **SPECIFIC OUTCOME 4.**  **Use a web browser for a specific business purpose.** |
| **Learning Outcomes** |
| * 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. |

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

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| **SPECIFIC OUTCOME 5.**  **Explore technologies that can be integrated into the World Wide Web.** |
| **Learning Outcomes** |
| * 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. |

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

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| **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** |  |  |  |  |
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**Learner Signature Date**

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**Facilitators’ Signature Date**

**ASSESSMENT FEEDBACK REPORT**

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| **FACILITATOR FEEDBACK & REMARKS** |
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| **ASSESSMENT JUDGEMENT** |
| **Learner’s Total Mark: Requirements met**  **Requirements not met** |
| **Action/s required:**  **By when:** |

|  |
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| **LEARNER FEEDBACK & COMMENTS** |
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| **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. |

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| **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** |

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| **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** |