

BECOME A QUALIFIED, SETA APPROVED FACILITATOR



Learn how to facilitate learning
using a variety of methodologies

SAQA Unit Standard:

Facilitate learning by using
a variety of given methodologies
ID: 117871, NQF Level 5 - 10 Credits

Duration:

2-3 days (small groups)
4 days (big groups)

Cost:

R5 500 per person

SETA ACCREDITED TRAINING
ALIGNED TO SAQA UNIT STANDARDS



For more information contact:

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COURSE OUTLINE

Module 1 - Plan and prepare for facilitation

- Introduction to the Facilitator
- Education, Training and Development Structures, Acronyms and Definitions
- South African Qualifications Authority (SAQA)
- Sector Education and Training Authorities (SETA's)
- Quality Council of Trades and Occupations (QCTO)
- The National Qualification Framework (NQF)
- Outcomes-based Education
- Group facilitation guidelines
- Three main areas of facilitation
- Types of facilitation skills
- Analysis of learner needs
- 20 Facilitation methods
- Facilitation plan
- Facilitating aligned to Unit Standards
- Layout of training room
- Resources and Training Environment
- Logistical Arrangements and Facilitator Self Checks

Module 2 - Facilitate learning

- Change starts with the facilitator
- Using facilitation skills
- Grouping and team formation
- Group cohesiveness
- Stages of group development
- Discipline guidelines
- Dealing with 10 types of difficult members
- Classroom management
- Learning resources
- Practical Facilitation Session

Module 3 - Evaluate learning and facilitation

- Evaluation defined
- Evaluation before, during and after facilitation
- Examples of evaluation forms
- Maintain an effective and efficient administrative system
- Attendance Register Requirements
- Helping learners maintain their portfolios
- Consolidating evaluation results
- Facilitator's report outline

ROLL OUT OF THE COURSE

Purpose

This unit standard will provide recognition for those who facilitate or intend to facilitate learning using a variety of given methodologies. Formal recognition will enhance their employability and also provide a means to identify competent learning facilitators.

People credited with this unit standard are able to:

- Plan and prepare for facilitation;
- Facilitate learning; and
- Evaluate learning and facilitation.

Learning assumed to be in place

The credit calculation is based on the assumption that learners are already competent in the learning area in which they will provide training.

Facilitation Methodology

Learners are required to participate fully in group and individual learning activities throughout the workshop. Learners are also encouraged to identify and express their specific learning needs and to contribute freely from their own experience.

During the contact session, the facilitator also focuses on change management and motivational aspects, as we've identified these issues as key areas of SAQA and implementing the NQF.

Assessment

During the workshop, participants will be briefed on how to prepare and present a Portfolio of Evidence for assessment. As soon as a candidate facilitator is found to be competent, and once Equipt has received endorsement – including your official number from the ETDP SETA, we will issue the necessary certificate on NQF level 5, (10 credits). This certificate will be accepted by SAQA and the relevant ETQA. Our accreditation number at the ETDP SETA is ETDP10388.

WHY CHOOSE US?

Costing

At Equipt we believe in total transparency and don't have any hidden costs.

Our course fee includes the following:

- Registration fee
- Manuals
- Training
- Support (2 hours face-to-face, Skype, email or phone)
- Assessment, moderation, SETA endorsement and certification

Experience

Equipt Training and Development offers [SETA Accredited](#) Assessor, Moderator and Facilitator courses.

We are passionate about Quality Assurance and training and specifically about helping every individual become 100% competent.

We've been accredited through the ETDP SETA since 2009 to offer Occupationally-Directed Education Training and Development programmes.

By using qualified, experienced facilitators and registered assessors and moderators, we assure that our students receive the best quality training and support.

Our courses are based on outcomes-based principles and we focus on small group sessions, which ensure that every student receives individual attention.

We offer courses in Nelspruit. All our courses are generic and accepted by all SETA's and ETQA's, so it doesn't matter in which field you work, we cater for everybody.

EQUIPT LEARNER ENROLMENT FORM

Complete this form and with your proof of payment, email to training@forestryplant.co.za in order to reserve your space at least 5 working days before the course date. Alternatively complete our electronic enrolment form on our website.

Please note that this workshop will not automatically lead to certification, but that you will have to be assessed on a Portfolio of Evidence, (cost included in the workshop) to be completed within 3 months of completing the course.

COURSE NAME (FACILITATOR/ASSESSOR/MODERATOR)	
COURSE DATE (SEE WEBSITE FOR COURSE SCHEDULE)	
NAME	
SURNAME	
ID NUMBER	
COMPANY NAME	
POSITION / JOB TITLE	
CELLPHONE NUMBER	
EMAIL ADDRESS	

BANKING DETAILS:

Payment in full to be made before course start date.

Account holder:	Equipt Training & Development
Bank:	Standard Bank
Branch Code:	05 2852
Account Number:	061014036
Account Type:	Cheque/Current
Reference:	Your invoice number

Please send proof of payment to training@forestryplant.co.za / yoraine@forestryplant.co.za