



Pro-Active College®
PUBLIC SERVICES COLLEGE (Pty)Ltd

TRAIN THE TRAINER

(FACILITATE, COACH AND MENTOR)

» TARGET GROUP

This course designed for the public and private sector and is aimed at:

- individuals who will be utilised as facilitators of learning programmes;
- individuals who will be evaluating learning programmes or courses, whether internally or externally;
- individuals involved in education, training and development;
- individuals who provide guidance and advice to learners/interns about their learning and assessments needs, as well as help them recognise opportunities; and
- individuals who manage or supervise in the workplace.

» BENEFITS

The benefits of this course include:

- the ability to facilitate learning more effectively;
- the ability to understand and address learners needs;
- being able to adjust your facilitating style according to different types of audiences and their learning modalities;
- the development of management and leadership abilities;
- improved competence and motivation of workforce;
- mentoring and coaching abilities; and
- the promotion of organisational values and beliefs.

» ABOUT US

Pro-Active College excels in the education, training and development of public and private sector officials. With its strong focus on practical workplace skills, Pro-Active College strives to facilitate measurable improvements in the productivity of client organisations.

This short course provides the learner with the knowledge, skills, attitudes and values to understand different types of learners, facilitate and evaluate learning programmes and conduct coaching and mentoring in the workplace.



UNIT
STANDARD
ALIGNED



OUTCOMES
BASED

Designed and developed by Pro-Active College, this skills programme is aligned to the unit standard: The short course doesn't have any credits.

**FACILITATE LEARNING
USING A VARIETY OF GIVEN
METHODOLOGIES (US: 117871)**

**EVALUATE LEARNING
INTERVENTION USING GIVEN
EVALUATION INSTRUMENTS
(US: 123397)**

**DEMONSTRATE UNDERSTANDING
OF THE OUTCOMES-BASED
EDUCATION AND TRAINING
APPROACH WITHIN THE CONTEXT
OF A NATIONAL QUALIFICATIONS
FRAMEWORK (US: 263976)**

**SUSTAIN ORAL INTERACTION
ACROSS A WIDE RANGE OF
CONTEXTS AND CRITICALLY
EVALUATE SPOKEN TEXTS
(US: 115789)**

**GUIDE LEARNERS ABOUT THEIR
LEARNING, ASSESSMENT AND
RECOGNITION OPPORTUNITIES
(US: 117874)**

**ASSIST AND SUPPORT LEARNERS
TO MANAGE THEIR LEARNING
EXPERIENCES (US: 117865)**



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» PROGRAMME OUTCOMES

On completion of this course, learners will be able to:

- plan and prepare for facilitation;
- facilitate learning;
- evaluate learning and facilitation;
- demonstrate an understanding of the Outcomes-Based Education and Training approach within the context of the National Qualifications Framework;
- sustain oral interaction across a wide range of contexts and critically evaluate spoken text;
- guide learners about their assessment and recognition opportunities; and
- advise and support learners to manage their learning experiences.

» ENTRY REQUIREMENTS

The credit calculation in the relevant unit standards is based on the assumptions that learners:

- are competent in the learning area in which they will provide training (NQF level 5);
- have exposure to education, training and development environments and practices;
- have a working knowledge of the National Qualifications Framework, related systems and quality assurance principles; and
- are competent in communication (NQF level 4).

» DURATION

Five-day contact session combined with practical workplace experience.

» PORTFOLIO OF EVIDENCE

To be declared competent in these unit standards the learner must be assessed by a registered assessor and be found competent in the following:

Formative Assessment

Consisting of classroom activities on which the facilitator will give feedback.

Summative Assessment

This assessment consists of workplace assignments and questions. This must be the learners' own individual work.

PROGRAMME OUTLINE

LEARNING UNIT ONE

INTRODUCTION TO LEARNING, THE NQF AND OBET

- What is learning?
- The National Qualifications Framework (NQF)
- Outcomes-Based Education and Training (OBET)
- Unit standards
- Qualifications
- Various models of delivering training
- Implementing the NQF within an organisation

LEARNING UNIT TWO

FACILITATE LEARNING

- Introduction to facilitation of learning
- Plan and prepare for facilitation
- Facilitation methods
- Facilitation skills
- Facilitate learning
- Group learning facilitation
- Evaluate learning and facilitation

LEARNING UNIT THREE

COACHING

- Introduction to coaching
- Plan and prepare for coaching
- Conduct coaching session
- Monitor and report on learner progress
- Collect evidence
- Record evidence
- Record decisions
- Review training

LEARNING UNIT FOUR

MENTORING

- Introduction to mentoring
- Workplace mentoring
- Setting up and maintaining a mentor programme
- Evaluate the mentoring programme