

Engage in directed planning behaviour

256134

Purpose of this Unit Standard

This unit standard develops specific cognitive (thinking) skills in learners. Planning behaviour is central to all human behaviour. Frequently individuals do not plan effectively resulting in a waste of time and resources. There is a twofold reason for this:

- Individuals are often unaware of the methodologies that exist that facilitate planning.
- The cognitive functions that underpin the process of planning are frequently underdeveloped in many individuals.

This situation is in no way a reflection on the ability or potential cognitive functioning of the individual. Rather, it illustrates, as considerable research has demonstrated, that the cognitive deficits that exist in many people have not been adequately addressed.

Learners credited with this unit standard are able to:

- Define the objectives of the plan.
- Gather information.
- Determine the parameters that impact on the objectives to ensure a successful plan.
- Determine and implement a strategy.
- Monitor the manner in which the plan is meeting the objectives set at the outset.

Learning Assumed To Be In Place And Recognition Of Prior Learning

- Mathematical Literacy at ABET NQF Level 3.
- Communication at ABET NQF Level 3.

Outcomes

SO1: Define the objectives of the plan.

SO2: Gather relevant information.

SO3: Determine the parameters that impact on the objectives to ensure a successful plan.

SO4: Determine and implement a strategy.

SO5: Monitor the manner in which the plan is meeting the objectives set at the outset.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
256134	1	8	Engage in directed planning behaviour

Duration: 2-days

SETA Accredited

Content

Module 1

Create An Action Plan

- Create An Action Plan
- Literacy And Numeracy Relevant To Planning
- Cognitive Theory Relevant To Planning
- Define The Objectives Of The Plan
 - Identify, Clarify And Prioritise The Objectives To Facilitate Effective Planning
 - Identify Objectives
 - Clarify Objectives
 - Prioritise Objectives
 - Identify The Various Resources In Order Achieve The Objective
- Gather Relevant Information
 - Conduct A Systematic Search To Gather Relevant Information
 - Analyse The Information By Using Appropriate Tools
 - Decoding
 - Labelling
 - Generalisation
 - Organise The Information In Order To Plan A Strategy
- Methods Of Strategy Development
- Determine The Parameters That Impact On The Objectives To Ensure A Successful Plan
 - External Context
 - Internal Context
- Determine Criteria For Implementation By Analysing The Instructions Given
- Note Relevant Factors Outside The Planner's Control And Incorporate Them Within The Plan
- Note Any Implicit Rules For Incorporation Within The Plan
- Design A Plan Of Action In Which The Sequence And Priorities Are Determined

Module 2

Implement And Monitor The Action Plan

- Implement And Monitor The Action Plan
- Determine A Starting Point For Implementing The Plan
- Implement The Strategy To Ensure That All The Required Rules Are Followed
- Monitor The Manner In Which The Plan Is Meeting The Objectives Set At The Outset
 - Choose An Evaluation Method To Determine Whether The Objectives Of The Plan Have Been Achieved
 - Qualitative Versus Quantitative Evaluation Methods
 - Conduct Monitoring Using The Evaluation Method Throughout The Construction And Execution Of The Plan
 - Monitor
 - Review And Adjust