

119467 Use language and communication in occupational learning programmes

Purpose of this Unit Standard

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 and Recognition of Prior Learning

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.

Outcome

SO1: Access and use available learning resources.

SO2: Use learning strategies.

SO3: Manage occupational learning materials.

SO4: Conduct basic research and analyse and present findings.

SO5: Function in a team.

SO6: Reflect on how characteristics of the workplace and occupational context affect learning.

SAQA US ID	NQF LEVEL	CREDITS	US TITLE
119467	NQF Level 3	5	Use language and communication in occupational learning programmes

Duration: 1-day

Content

Outcome 1

Access and use available learning resources

- Relevant learning resources are identified.
- Learning resources are used effectively through appropriate selection of information and acknowledgement of sources.

Outcome 2

Use learning strategies

- Information is summarised and used for learning purposes.
- Specific techniques are selected and applied appropriately.
- Relevant questions are asked.
- Texts are read/viewed for detail, interpreted and analysed for a given context.
- Spoken/signed input is listened to/viewed for detail, interpreted and analysed for a given context.
- Learning takes place through communicating with others in groups or as individuals.

Outcome 3

Manage occupational learning materials

- Occupational learning materials are organized for efficient use.
- Layout and presentation of learning materials are understood and used effectively.
- Technical language/ terminology is engaged with, and clarification sought if needed.

Outcome 4

Conduct basic research and analyse and present findings

- Appropriate or relevant topic and scope is identified and defined.
- Research steps are planned and sequenced appropriately.
- Research techniques are applied.
- Information is evaluated for relevance.
- Information is classified, categorized and sorted.
- Research findings are analysed and presented in the appropriate format.

Outcome 5

Function in a team

- Active participation takes place in group learning situations.
- Responsibilities in the team are taken up and group work conventions are applied in learning situations.
- Conflict management and negotiating techniques are practised in a defined context.
- Teamwork results in meaningful product or outcomes.

Outcome 6

Reflect on how characteristics of the workplace and occupational context affect learning

- Sector and organisation type is identified.
- Features of the occupational environment are described and discussed.
- Ways in which these features affect learning processes and/or application of learning are described and discussed.

<https://www.stafftraining.co.za/workshops/119467-use-language-and-communication-in-occupational-learning-programmes>



www.StaffTraining.co.za



Info@StaffTraining.co.za



0861 996 660



[LinkedIn.com/company/Staff-Training](https://www.linkedin.com/company/Staff-Training)



[Facebook.com/StaffTraining](https://www.facebook.com/StaffTraining)



[Twitter.com/SmartAlec99](https://twitter.com/SmartAlec99)