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Introduction

Unit 1 The Learning Facilitator

- Recognise the role of a learning facilitator
- Become a learning facilitator
- Adapt to changes in education and training
- Help transform the educational system
- Present an impacting role model
- Develop a positive attitude
- Direct learning activities
- Keep up to date with the marketplace
- Develop leadership qualities
- Communicate effectively
- Manage your time
- Manage stress
- Stay healthy

Unit 2 The Learning Participant

- Identify learners' wants and needs
- Recognise individual differences
- Help students identify themselves
- Develop students' self-esteem
- Encourage students to set goals
- Encourage successful learning outcomes
- Involve mentors
- Manipulate the socialisation process
- Develop personal qualities
- Overcome students' disabilities

Unit 3 The Learning Environment

- Conduct an orientation session
- Establish centres of excellence
- Introduce enterprise education
- Create a positive learning environment
- Simulate a realistic work environment
- Manage the learning environment
- Apply health and safety practices
- Appoint classroom executives

Unit 4 Outcomes-based Learning

- Embrace changes to learning
- Recognise qualifications
- Define outcomes-based learning
- Identify competency standards
- Recognise prior learning
- Implement key competencies
- Use verbs to express learning outcomes
- Identify training needs
- Develop curriculum
- Design training courses
- Facilitate learning

Unit 5 Return to Study

- Espouse the benefits of further learning
- Identify the needs of mature students
- Reintroduce learners to study
- Guide learners through study techniques
- Prepare learners for assessment events
- Guide learners to successful outcomes

Unit 6 The Lesson

- Plan lessons and training sessions
- Design the learning session
- Establish objectives
- Write lesson plans
- Deliver lessons
- Deliver brilliant presentations
- Conduct post lesson evaluation

Unit 7 Principles of Learning

- Identify factors necessary for learning
- Motivate students
- Promote learning
- Direct the learning process
- Monitor learners' progress
- Ensure successful learning outcomes

Unit 8 Teaching Strategies

- Select a teaching strategy
- Demonstrate (model) skills
- Give a lecture
- Hold a discussion
- Initiate role playing
- Promote problem-solving
- Arrange field trips
- Arrange work experience
- Prepare case studies
- Set projects and issue contracts
- Simulate jobs and arrange workshops
- Use self-paced learning packages
- Establish learning groups
- Encourage independent learning
- Incorporate miscellaneous strategies

Unit 9 TeachingAids

- Use aids to enhance presentation
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- Display exciting board word
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- Create dramatic displays
- Create visual features
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- Increase performance speeds
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- Use questioning as a teaching strategy
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Unit 12 Discipline

- Establish codes of behaviour
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- Implement disciplinary principles
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- Identify the purpose of assessment
- Compare outcomes-based assessment
- Assess appropriately
- Prepare learners for assessment
- Conduct effective assessment events
- Be valid, flexible, reliable and fair
- Select an assessment tool or vehicle