



TRAINING IN LEARNING PROGRAMME DESIGN, DEVELOPMENT & EVALUATION

CALL FOR SUITABLE CANDIDATES TO ATTEND TRAINING IN LEARNING PROGRAMME DESIGN, DEVELOPMENT & EVALUATION

The Transport Sector Education and Training Authority (TETA) will be training suitable candidates in Learning Programme Design, Development and Evaluation.

The TETA, therefore, invites all suitable candidates to apply to be included in this training programme.

Registration:

All suitable candidates need to complete the required 8-page questionnaire and application form attached and fax return this to TETA on or before 16 February 2009.

Should TETA not confirm your acceptance to this programme within 60 days of receipt thereof, your application would have been unsuccessful.

All telephonic enquiries may be made to: Madge van Greunen
204 Sonson Building, 2nd Floor, 344 Pretoria Avenue, Randburg, 2125
Private Bag X10016, Randburg, 2125, Tel: 011 781 1280



LEARNING PROGRAMME DESIGN, DEVELOPMENT & EVALUATION TRAINING CANDIDATE – TERMS OF PARTICIPATION

I, _____, the **authorising manager**, shall be responsible and accountable to ensure that the participant on this project will be supported in his/her respective learning in the following way:

- a) He/she will be allowed time to conduct self-study and any required supportive learning activities.
- b) Approve the release of company specific evidence he/she may require for his/her portfolio of evidence.
- c) Offer my own time and expertise to support the participant so he/she will submit his/her portfolio within the allocated project time frame.
- d) Note and accept that any late portfolio submission may be excluded from this project.
- e) Ensure that any employee nominated as a candidate for this training programme is released and attends the scheduled training date.

Signature: _____

Designation: _____

Date: _____ **2009**

Candidate Initials



LEARNING PROGRAMME DESIGN, DEVELOPMENT & EVALUATION TRAINING CANDIDATE – TERMS OF PARTICIPATION

I, _____, the **applicant**, shall be responsible and accountable to ensure that all I participate in, commit to and complete the learning programme provided by:

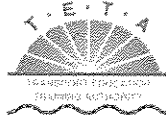
- a) Attending the contact training sessions on the scheduled dates.
- b) Conduct self-study and any required supportive learning activities toward compiling evidence for a portfolio, completing knowledge assignments and preparing for assessment.
- c) Request and make use of the guidance and support offered by the Training Provider for this learning programme.
- d) Note and accept that any late portfolio submissions may be excluded from this project.
- e) Acknowledge full accountability to my employer and to TETA for my participation and non-participation that may lead to my non-completion of the programme.

Signature: _____

Designation: _____

Date: _____ **2009**

Candidate Initials



**LEARNING PROGRAMME DESIGN, DEVELOPMENT & EVALUATION
TRAINING CANDIDATE – APPLICATION FORM**

ALL CANDIDATES TO COMPLETE IN FULL:

ID Number			
Full Name & Surname			
Company			
Job Title			Years in current position
Contact Details	Office Number	Mobile Number	E-mail address

1. List all your formal FET & HET qualification(s): (E.g. Matric Senior Certificate, Code 14 Drivers License, National Diploma in Production Management, etc.)		
Year	Qualification	Education Institution

Candidate Initials





2. List the industries / sectors (e.g. manufacturing; transport sector) and the companies you have worked for during your working career

Years	Industry / Sector	Company	Job Description

3. Explain your exposure and experience in conducting or supporting assessments of outcomes-based learning.

4. What personal development opportunities does your company provide for its staff?

Candidate Initials



5. Brief description of experience in the development of learning programmes and learning material:

6. Brief description of experience in the skills development, quality assurance, assessment and outcomes based principles:

7. What is your main reason for participating in this training programme?

Candidate Initials





8. Please indicate if you are a registered assessor. Is this registration current? What unit standards and/or qualifications are you registered to conduct assessment against?

Candidate Initials



Candidate self-assessment:

This self-assessment is to provide us a shared understanding of your experience based on learning outcomes included in the Learning Programme Design, Development and Evaluation training programme. Please answer all the questions honestly

No	Assess your progress against the unit standards	Disagree strongly	Disagree	Uncertain	Agree	Agree strongly
1	I am able to draft learning outcomes for a programme					
2	I am able to conduct an analysis for the learning design					
3.	I am able to design a learning programme					
4	I am able to draft a brief for the development of a learning programme					
5	I am able to evaluate the learning design					
6	I am able to plan and prepare for development					
7	I am able to develop learning materials					
8	I am able to develop learning facilitation guidelines					
9	I am able to pilot and evaluate the development					
10	I am able to plan and prepare for the evaluation					
11	I am able to collect and record the data					
12	I am able to analyse and interpret the data					
13	I am able to compile and evaluation report					
14	I am able to review the evaluation process					

Candidate Initials