



## ANALYSIS AND ASSESSMENT WORKSHOP

**Unit Standards 12138 and 15218**

When you begin instructional design by focusing on your finishing line - the end result you want from your training - you are on the winning track.

It is the ideal starting point for the design of new learning material since it gives you the organisational and the learner-focussed perspective to balance against the requirements of the company needs and/or unit standards.

Your portfolio of evidence will meet the requirements of two important unit standards:

12138: Conduct an organisational needs analysis.  
(NQF 6, 10 Credits)

15218: Conduct an analysis to determine outcomes of learning skills development and other purposes.  
(NQF 6, 4 credits)

### 2017/2018 Course dates

7 - 9  
February 2018

16 - 18  
May 2018

Watch this space...

Contact:  
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In-house courses available on request

**R8100.00 excl. VAT**  
**This includes:**

Tuition, course material, light meals and refreshments, assessment against the standards, certification and registration with the ETDP SETA.

Analysis and Assessment is a pre-requisite for the Plan and Design Outcomes-based learning workshop

## ANALYSIS AND ASSESSMENT WORKSHOP

You'll exit the learning period with the skills to:

- Identify your organisation's needs
- Analyse any job
- Analyse a unit standard
- Analyse course content quickly and accurately
- Define the content for comprehensive learning material
- Validate the content for learner-friendly, relevant learning material

### Methodology

This workshop begins with an exploration of the analysis process. You will share your organisational learning need with the group, and will tease out the challenges, questions, implications and problems that it implies.

The group process will help you to master a number of practical tools to shape your analytical tools to shape your analytical strategy.

After the workshop you will apply your learning back at work, using the tools you have constructed to analyse an organisational need.

It is the perfect opportunity to gather real information about a real training need - the best process of designing and developing learning material.

### Learning modules and outcomes

1. Analysis? What's that?
  - Define analysis in the context of OBET
2. What is a competency?
  - Place competency into the OBET framework
3. Needs analysis tools
  - Build tools for organisational needs analysis
4. Analyse a job
  - Analyse a job into its tasks, roles and outputs
5. Analyse a Job Specific Competency (JSC)
  - Analyse a JSC into its knowledge, skills and attitudes
6. Unpack the Unit Standard
  - Unpack a unit standard into its training components
7. Write Outcomes
  - Distinguish between learning outcomes and outcomes
  - Write outcomes for training
8. Set assessments
  - Develop knowledge and performance assessments for the learning
  - Test assessments against the four properties of a good assessment instrument

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*The real finish line for learning is improved performance.* Pollock, Jefferson and Wick, 2015

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