## 13943 Practical Workplace Logbook

Attach the completed workplace logbook and workbook behind this page

### Acknowledgment of Receipt

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Learner) acknowledge receipt of my Workplace assignment workbook on this the \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 200 \_\_\_

The process of on-the-job training has been explained to me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Learner

Name of Facilitator/Mentor/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Facilitator/Mentor/Supervisor

### Indirect Evidence

Indirect Evidence is evidence produced about the learner from another source. This is usually in the form of reports of third party sources, i.e. sources other than the assessor.

Indirect evidence can be used to verify the authenticity of other forms of evidence. In addition, it may be necessary to corroborate these forms of evidence. Please note that this evidence may not be older than 3 years.

Sources of indirect evidence include:

* Team outputs
* Work completed at an earlier stage
* Performance appraisals
* Training records
* Testimonials
* Reviews and commendations
* Certificates and qualifications
* Medals, prizes and trophies
* Customer / client ratings

Please attach any indirect evidence you may have on the required outcomes within the PoE behind this page.

### Declaration Of Authenticity Of Evidence

|  |  |
| --- | --- |
| I (Initials and Surname) | |
| ID No: | |
| declare/certify that the learning activities completed in the Learner Activity Workbook in its entirety is my own original and authentic work (interpreter declaration to be completed where necessary) I acknowledge that should it come to the attention/reported to the Training Provider/ SETA or relevant authorities, and there is sufficient evidence to prove that there is an irregularity regarding the authenticity of this submission the necessary steps will be taken against me which can result in one or more of the following decisions being taken: | |
| * A criminal case being opened, * Learner achievement certificate cancelled, withdrawn * Non processing of Learner Achievement submissions to the SETA pending the outcome of an investigation * De-registration as an Assessor/Moderator (where unauthorised assistance is provided by the Assessor/Facilitator) * Investigation into the accreditation status of the Training Provider if there is an irregularity on the part of the Training Provider | |
| I know and understand the contents of this declaration: I have no objection to signing the prescribed declaration. The declaration was also explained to me by the Training Provider/Facilitator | |
| Signature of Learner: | Date |
| Signature of Facilitator/Assessor: | Date |

### Evidence Locator and sign off

| Evidence required  (Evidence required to support the practical components of the specific outcomes & assessment criteria, expressed in the context of the assessment)U/S 13943 | Sources of evidence  (where/how the assessor can find the evidence) |  | | **Assessor’s comments in support of judgement**  **(where required)** | |
| --- | --- | --- | --- | --- | --- |
| ✓ | X |  |
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# ASSESSMENT REVIEW

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NAME of LEARNER** | | | | | **NAME of ASSESSOR** | | | | | |
| **VENUE** | | | | | **DATE of REVIEW** | | | | | |
| **UNIT STANDARD** | | 13943 Analyse New Developments Reported In The Media | | | | | | | | |
| **Review Dimension** | | | | **ASSESSOR** | | | **LEARNER/**  **CANDIDATE** | | **ACTION** | |
| The principles/criteria for good assessment were achieved? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The assessment related to the registered unit standard? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The assessment was practical? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| It was time efficient and cost-effective and did not interfere with my normal responsibilities? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The assessment instruments were fair, clear and understandable | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The assessment judgements was made against set requirements | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The venue and equipment was functional? | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| Special needs were identified and the assessment plan was adjusted | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| Feedback was constructive against the evidence required | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| An opportunity to appeal was given | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| The evidence was recorded | | | | Agree  Disagree | | | Agree  Disagree | |  | |
| **LEARNER’S DECLARATION OF UNDERSTANDING** | | | | | | | | | | |
| I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid | | | | | | | | | | |
|  | | |  | | | | |  | | |
| **Learner** | **Date** | | **Assessor** | | | **Date** | | **Moderator** | | **Date** |

## Assessor Review

Assessors must review the assessment process by completing this document. Please attach any additional information if required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | | **YES** | **NO** |
| Was the assessment preparation adequate? | |  |  |
| Was the learner informed of the assessment and policies? | |  |  |
| Design/prepare the assessment tools & - documentation according to ETQA and company QMS correct? | |  |  |
| Integration into work or learning: Was the assessment as unobtrusive as possible? | |  |  |
| Was maximum use made of naturally occurring events & readily available evidence? | |  |  |
| Systematic Process: Was the assessment process properly planned & structured? | |  |  |
| Involvement of the learner: Was the learner involved throughout the assessment process? | |  |  |
| Did the learners contribute to the planning of assessment & the collection of evidence? | |  |  |
| Open: Did the learners understand the assessment process and the criteria, which apply? | |  |  |
| Environment: A supportive, non-threatening environment is created for assessment. | |  |  |
| Was the assessment Valid? | |  |  |
| Was the assessment Reliable? | |  |  |
| Was the assessment Consistent? | |  |  |
| Was the assessment Authentic? | |  |  |
| Was the assessment Sufficient? | |  |  |
| Was the assessment Current? | |  |  |
| Was the feedback given? | |  |  |
| Completed the result of the assessment according to the requirements of the organization and/or employer, as well as the relevant ETQA. | |  |  |
| Records & assessment instruments have to be kept for quality assurance purposes, as well as possible appeals. | |  |  |
| What did you as assessor do well? | | | |
| What did you as assessor not do well? | | | |
| Did you identify any weaknesses in the design of the assessment? If so, suggest improvements | | | |
| Quality of the unit standard: is it fit for the purpose it was designed for? If not, please make suggestions for improvements | | | |
| Additional comments | | | |
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|  |  | | |
| Assessor signature | Date | | |

## Candidate Feedback Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Unit Standard Title | 13943 Analyse new developments reported in the media that could impact on a business sector or industry | | | |
| **ASSESSMENT DECISION** | | | | |
| Source of Evidence | | C | NYC | Comments |
| Assessment | |  |  |  |
| Product | |  |  |  |
| Indirect Evidence | |  |  |  |
| Overall Assessment Decision | | | |  |
| Additional Notes | | | |  |
| Date | | | |  |

## Candidate Appeal Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Candidate's Name: | | | ID No. |  |
| Assessor's Name: | | | Reg. No. |  |
| Unit Standard Title: | 13943 Analyse New Developments Reported In The Media | | | |
| Date: | | |  | |
| **SECTION 1** | | |  | |
| Candidate's reason for disagreeing with the assessment decision | |  | | |
| Assessor's rationale for the assessment decision | |  | | |
| Candidate's signature | |  | | |
| Assessor's signature | |  | | |
| **SECTION 2** | | | | |
| Internal Moderator’s reconsidered decision and rationale | |  | | |
| Internal Moderator's Signature | |  | | |
| Advising Assessor’s Signature | |  | | |
| Decision and rationale of the investigatory panel | |  | | |
| Learner Declaration | | The above decisions have been explained to me and I accept the assessment decision | | |
| Learner’s Signature | |  | | |
| Date | |  | | |

Please send this form to: training provider

## Assessor's Report 13943

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Candidate's Name |  | | | | | ID No. |  |
| Assessor's Name |  | | | | | Reg. No. |  |
| Unit Standard Title | Analyse new developments reported in the media that could impact on a business sector or industry | | | | | | |
| **ASSESSMENT DECISION** | | | | | | | |
| Specific Outcome | | C | | NYC | Comments | | |
| Analyse articles and reports from current print and electronic material | |  | |  |  | | |
| Demonstrate knowledge and understanding of the latest innovations and developments in technology | |  | |  |  | | |
| Analyse proposed business or industrial development that could impact on the physical environment | |  | |  |  | | |
| Analyse issues in the media relating to labour that could impact on a business sector or industry | |  | |  |  | | |
| Overall Assessment Decision | |  | | | | | |
| Comments | |  | | | | | |
| Date | |  | | | | | |
|  | | |  | | | | | |
| Signature of Assessor | | | Signature of Candidate | | | | | |

## Moderator's Report 13943

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Moderator's Name |  | | | Reg. No. | |  | |
| Assessor's Name |  | | | Reg. No. | |  | |
| Candidate's Name |  | | | ID No. | |  | |
| Unit Standard Title | Analyse new developments reported in the media that could impact on a business sector or industry | | | | | | |
| **MODERATION DECISION** | | | | | | | |
| Specific Outcome | | | C | | NYC | | Comments |
| Analyse articles and reports from current print and electronic material | | |  | |  | |  |
| Demonstrate knowledge and understanding of the latest innovations and developments in technology | | |  | |  | |  |
| Analyse proposed business or industrial development that could impact on the physical environment | | |  | |  | |  |
| Analyse issues in the media relating to labour that could impact on a business sector or industry | | |  | |  | |  |
| Overall Moderation Decision | |  | | | | | |
| Feedback to Assessor | |  | | | | | |
| Action Required | |  | | | | | |
| Date of Moderation | |  | | | | | |
| Signature of Moderator | |  | | | | | | |
| Signature of Assessor | |  | | | | | | |
| Signature of Candidate | |  | | | | | | |

# MODERATION

#### Moderation Of Assessments Must Be Planned In Order To:

* Identify the outcomes as per unit standards
* Identify the evidence to be collected
* Identify steps of a logical process
* Design an appropriate assessment (criteria and tool)
* Review success or adjustments to be made to the assessments
* Provide appropriate feedback and set targets and action plans

#### Pre-Assessment Moderation

This occurs prior to assessment taking place and includes moderation of:

* Assessor suitability/qualifications
* Assessment guidelines which are explained to all assessors in bi-weekly meetings
* Standardised assessment tools which are reviewed in assessor meetings
* Guidelines for organising evidence (see Portfolio of Evidence guidelines)
* Assessor/candidate appeals process
* The assessor must consult with the moderator to ensure that the assessment instrument is valid, reliable and practicable. The moderation model will be the assessor moderator comparison, so as to ensure that the assessment instrument is fit for purpose and that the assessment plan is adequate in order to achieve the outcomes of the assessment process.

#### Post Assessment Moderation

Post-assessment moderation must take place at the end of the assessment process, once feedback has been given to the candidate.

Post-assessment moderation must check specifically that the evidence on which the decision of competence is based is valid, authentic, current and sufficient. Until post-assessment moderation has taken place, the assessment process is incomplete, as there is a chance that the moderator may disagree with the assessor regarding the decision reached in terms of competence.

Even so, the candidate needs to be cautioned that external moderation/verification needs to take place prior to candidate achievement being confirmed and recorded on the National Candidate Record Database.

The focus in post-assessment moderation is also to address continuous improvement of assessment activities and tools. The moderator needs to critically evaluate the review process and ensure that candidate consultation in the review process was both meaningful and constructive i.e. avoid simplistic yes/no questions which give little qualitative data.

25% of all assessment sampling across the board is moderated. The samples are representative of assessments conducted by each assessor and for each project

# WORKPLACE ASSIGNMENT WORKBOOK

|  |  |
| --- | --- |
| NAME |  |
| CONTACT ADDRESS |  |
|  |
| Code |  |
| Telephone (H) |  |
| Telephone (W) |  |
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| Learner Number |  |
| Identity Number |  |
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| EMPLOYER |  |
| EMPLOYER CONTACT ADDRESS |  |
|  |
| Code |  |
| Supervisor Name |  |
| Supervisor Contact Address |  |
|  |
| Code |  |
| Telephone (H) |  |
| Telephone (W) |  |
| Cellular |  |

### Introduction to the Practical Workplace Logbook

Congratulations completing the program. As part of your training you are required to keep a logbook of all practical on the job training and exposure you receive during the learning process.

You will now be assigned to a mentor who will oversee your off-site training, usually referred to as on-the-job training.

The mentor will assist and advise you on the practical aspects of the job, how to fit into the company, what is expected of you as an employee and as a future supervisor.

This Practical Workplace Logbook must be used as a guide to enable learners to achieve the specific outcomes, including the critical cross-field outcomes of the unit standard for this Learning Programme.

The purpose of the Logbook is to indicate to learners and their workplace coaches / mentors / assessors the practical skills to be developed and to be demonstrated by them in the workplace in order for them to meet the requirements of the specific outcomes and critical cross-field outcomes listed in the unit standard.

Learners must be able to prove their competence at the prescribed skills by being given the opportunity to participate in and perform the tasks / responsibilities that will expose them to the specific outcomes and critical cross-field outcomes and associated skills.

Workplace coaches / mentors / assessors must assess competence in the workplace by looking for evidence in a learner to perform the different tasks in a manner that meets the requirements of the unit standard.

Workplace coaches / mentors / assessor must also ensure that the workplace:

* Is conducive to fair and objective assessments
* Enables the learner to apply and demonstrate skill and knowledge
* Allows the learners to feel comfortable to learn and to be assessed
* Is supportive of the learning interventions

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Programme Coordinator** |  |
| **Coordinator Contact Details** |  |
| **Training Provider** |  |
| **Provider Role:**   * Manage delivery * Manage assessment * Manage full provision |  |
| **Programme Nature and Name**   * Qualification * Learnership * Learning Programme * Skills Programme |  |
| **Programme Duration (Notional Hours)** |  |
| **Workplace Component (Notional Hours)** |  |

| Criteria | Met | Not Yet Met |
| --- | --- | --- |
| The learner is familiar with all required workplace exposure for this learning programme, and has access to the logbook requirements |  |  |
| The employer / organisation is familiar with all required workplace exposure for this learning programme and has access to the logbook requirements |  |  |
| All required assessment instruments and resources are available in advance to the employer to carry out workplace assessments |  |  |

## Responsibilities

### Responsibilities of the learner

include:

* One hundred percent commitment to the learning process. Learners are encouraged to study any additional source of information relevant to this learning process.
* Doing all assignments contained in this logbook as well any tasks and assignments received from your mentor or supervisor to whom you have been assigned.
* Although the mentor is responsible to sign off all sections completed, it is the learner’s responsibility to ensure that all paperwork is completed and handed in for filing on his/her record of learning. It should be clearly stated to learners that a 100% complete record of learning, as prescribed by this logbook, is their sole responsibility. Any document missing from the record may result in your not being declared competent.
* Discuss any problems that you may have with your mentor.

### Mentor

Congratulations on your appointment as a mentor to the learner. This is a very responsible assignment because you have been tasked with the responsibility of rounding off the learner’s practical exposure.

You must ensure that you are familiar with all aspects of the work covered in this logbook because you must keep a daily account of the learner’s performance.

You are also required to report to the skills development facilitator, or as agreed between yourself, the coordinator and the learner regarding the learner’s progress. Your responsibilities as mentor are as follows:

* Attend the mentoring course
* Study the logbook and acquaint yourself with its content and format
* Remember this logbook is the learner’s full record of learning and workplace exposure. All activities which the learner participates in must be recorded, and all documents produced in relation to this learnership must form part of the record of learning
* Get all the learners together and explain its purpose to them and also what is required of them
* Remember the mentor is the creator of learning and exposure opportunities. You should therefore not confine the learner’s exposure to this logbook alone
* Continuously guide them in doing the assignments and arranging the planned exposure with the relevant departments
* File all duplicate records of learning on a file for each learner
* Send all original records to the training provider at the end of end of each month. The Seta also requires that copies be held at the companies
* This logbook need not be followed chronologically, but please note that the learner is required to work through the entire logbook by the end of the learning period

### Responsibilities of the Employer

* Creating an atmosphere conducive to learning
* Giving learners ample access to the working environment. Remember that learners should be productive employees to get practical exposure to all aspects of the transport operation as required by the learnership
* Ensure that learners, mentors and assessors attend all training required and arrange and pay travelling and accommodation costs
* Ensure availability of sufficient mentors and workplace assessors

### Training Provider Responsibility

* Provide all practical learning material in electronic and/or hard copy, depending on the circumstances
* Provide training for mentors and workplace assessors if required and provide the learning material
* Visit employers to monitor progress and provide guidance and feedback.
* Provide an online and telephonic support system to all mentors and learners

## 13943 Workplace Assignments

### Research Assessment 1

Specific Outcome 1: Analyse articles and reports from current print and electronic material.

* Collect articles and reports on events, both global and national that could result in changes in a specific business sector or industry over a period of at least 6 months
* Summarise the articles, showing insight into how the reported events could impact on a business sector or industry in South Africa and/or internationally
* Summarise the events in a table and rank them to indicate the relative importance of each event for a business sector or industry in South Africa
* Analyse controversial issues related to a business sector or industry and express and substantiate own views in plain language.
* Interpret current events in the political and legislative environments and give an indication of their possible impact on a specific business sector or industry

#### Tasks

1. Choose a topic that could result in changes in a specific business sector or industry in South Africa. Collect articles about this subject.
2. Summarise the articles, giving your own view of how the reported events could impact on the sector or industry.
3. Summarise the events, rank them to indicate their relative importance and then write your findings in table format.
4. Identify issues that are controversial in a specific business sector or industry, analyse these issues and give your own views about them in clear and understandable language.
5. Interpret a current political event and give your views on its impact on business.
6. Look for a current legislative event, interpret it and give your views on its impact on business.

Attach your work to this assessment

### Report

Specific Outcome 2: Demonstrate knowledge and understanding of the latest innovations and developments in technology.

* Describe new innovations or developments in technology that could affect a specific business sector or industry and give an indication of how the innovation or technology could impact on the business sector or industry
* Explain the possible impact of the innovation on a specific business sector or industry and give an indication of the possible time frame before the technology becomes readily available
* Investigate the pros and cons of the new innovations or technology and summarise them in a table
* Make a recommendation as to whether the innovations should be further investigated and how they could add value to a particular organisation.

#### Tasks

1. Choose a new innovation or development in technology that has the potential to affect an entire business sector or industry.
2. Explain how the technology could affect the entire business sector or industry.
3. Give an estimate of when the innovation or development will become readily available.
4. Investigate the advantages and disadvantages of the innovation or development and summarise them in the form of a table.
5. Based on your research, recommend whether the innovation should be investigated further, for the purpose of the business sector you wish to be employed in and, if so, what value the innovation or development could add to an organisation in your selected sector.
6. Write a report about your findings

### Project

Specific Outcome 3: Analyse proposed business or industrial development that could impact on the physical environment

* Collect articles and reports on events, both global and national on proposed business or industrial developments that could impact on the physical environment over a period of at least 6 months
* Summarise the articles, showing insight into how the reported events could impact on the physical environment in South Africa and/or internationally
* Summarise the events in a table and rank them to indicate the relative impact of each event on the physical environment
* Analyse controversial issues related to a business or industrial development and express and substantiate own views in plain language
* Discuss the sustainability of the proposed development from the point of view of both the developer and the environment
* Identify and explain the promotion of, or support for, a particular line of thought/cause with reference to selection or omission of materials.

#### Tasks

1. Choose a local subject about industrial or business developments that will have an impact on the physical environment. Collect as many articles as you can, to enable you to give an objective point of view.
2. Summarise the articles and give your own point of view of how the events could impact on the physical environment in South Africa.
3. Summarise the articles and rank them in order to show the impact the events could have on the physical environment. Show your rankings in table format.
4. Identify controversial issues relating to developments that could impact on the physical environment. Analyse these issues and motivate your own point of view clearly.
5. Look for information about the sustainability of the proposed development. Discuss the sustainability from the point of view of both the developer and the environment.
6. Identify your support for your point of view with specific reference to the materials you selected and the materials you left out.

### Work sample

Specific Outcome 4: Analyse issues in the media relating to labour that could impact on a business sector or industry

* Discuss wage negotiation in a specific sector with reference to increases in salaries and trends in the sector.
* Analyse the sustainability of developments in a business sector or industry in relation to ongoing employment
* Analyse incidents involving withholding of labour and other protests to identify the outcomes of the action
* Identify the role of the Unions in a specific business sector or industry and give an indication of the issues addressed in their deliberations
* Examine articles relating to unemployment and job losses in a business sector or industry and give an indication of possible reasons for a trend
* Determine the impact of HIV/AIDS on a business sector or industry from reports in the media and give an indication of what, if anything ,the business sector or industry is doing to manage the impact of the pandemic in the sector

#### Tasks

1. Wage negotiations in a specific sector – look for articles that give the point of view of the workers as well as the organisation involved.
2. Discuss the negotiations for salary increases follow the guidelines given in the learner guide but feel free to add topics of your own.
3. Look at new developments in the business sector and the impact it could have on employment. Summarise your findings.
4. Do research about labour action involving the withholding of labour (strikes and stay aways) and report on the consequences of the action.
5. What role did the unions play in the wage negotiations and the labour action? (1)
6. Which issues did they address during the negotiations.
7. Do research about job losses in the business sector. Analyse the articles and give your own views about the reasons for the job losses and whether it is becoming a trend.
8. Do research on HIV/AIDS and write a report about the impact it has on the business sector and what various organisations are doing about it.

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| Logbook 13943 | | | | | | | |
| **Date** | | **Assignment No** | | **Start** | | **Finish** | **Total Hours** |
| *e.g.*  *12/9/2014* | | *1* | | *10:00* | | *14:00* | *4* |
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| Date | Learner signature | | Date | | Mentor/supervisor signature | | |
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