



PORTFOLIO OF EVIDENCE – SP0372/09-17

NQF LEVEL 2

Duration: 2 days + 1 day follow up
Target: Operator level and below
Prerequisite: Basic Literacy & Numeracy [ABET 4]
NQF Info: NQF Level 2
Qualification: National Certificate in Plastics Manufacturing NQF Level 2
Credits: 6
Certification: MERSETA accredited
PFSA Certification.

Unit Standard:
➤ Develop a learning plan and a portfolio for assessment [12465]

Course Objective:
To be able to compile a portfolio for assessment.
To also demonstrate an understanding of the requirements of the learning and assessment system, including all relevant rights and responsibilities.

Outcomes: At the end of the course the learners will be able to understand and identify the:

- Roles and responsibilities of the structures created by the various skills development legislation
- Terminology used in the education and training system, such as qualifications, unit standards, learnership programmes, skills programmes, routes to a qualification
- Roles and responsibilities of the relevant stakeholders, RPL, Outcomes Based Education and Training
- Assessment process and relevant policies and procedures.
- Elements of developing a personal training plan
- Self Assessment process; Process of creating a portfolio of evidence for assessment

Contents:

- Explaining learner's own experience of the learning and assessment system
 - Explaining learning and assessment system
 - Developing a learning plan
 - Preparing a portfolio for assessment and assessing self against the unit standard requirements and how to gather and collate evidence into a portfolio
 - Reflecting on the process of compiling a learning plan and preparing a portfolio for assessment
 - Preparing a CV
- Assessment and Certification:
- Assignments to be submitted within two weeks following training. One follow up day is required to give feedback on assessed assignments. A PFSA Certificate of Competence is issued to successful candidates
 - Relevant credits may be awarded to successful learners upon MERSETA due approval process.

Gauteng / Head Office:
Reg. No. 79/06067/08
18 Gazelle Avenue, Corporate Park
South, Old Pretoria Road, Midrand
Private Bag X68, Halfway House, 1685
South Africa
Tel: +27 11 314 4021
Fax: +27 11 314 3764
Website: www.plasticsinfo.co.za

KZN:
Building No. 2
KZN Experimental College
Corner Surprise and Richmond Rds
Westmead
Durban
South Africa
Tel: +27 31 702 7222
Fax: +27 31 702 7322

Western Cape:
Unit D
Olympic Park
969 Voortrekker Road
Maitland
Cape Town
South Africa
Tel: +27 21 591 5512
Fax: +27 21 591 5516