



Overview

This unit is appropriate for you if your role involves:

- demonstrating skills and methods to learners
- instructing learners in procedures and processes

The activities you are likely to be involved in:

- demonstrating how equipment is used
- showing a learner how to do something
- giving learners instructions on what to do or how to carry out a particular activity
- deciding when you should use demonstration or instruction to encourage learning
- reviewing the potential use of technology-based learning
- checking on the progress of learners
- giving feedback to learners

What the unit covers:

- 1 demonstrating skills and methods to learners
- 2 instructing learners



Element L11.1: Demonstrate skills and methods to learners

Performance criteria

You must be able to do the following:

- a Base the demonstration on an analysis of the skills needed and the order they must be learned in.
- b Ensure that the demonstration is accurate and realistic.
- c Structure the demonstration so the learner can get the most out of it.
- d Encourage learners to ask questions and get explanation at appropriate stages in the demonstration.
- e Give learners the opportunities to practise the skill being demonstrated and give them positive feedback.
- f Give extra demonstrations of the skills being taught to reinforce learning.
- g Ensure that demonstrations take place in a safe environment and allow learners to see the demonstration clearly.
- h Respond to the needs of learners during the demonstration.
- i Reduce distractions and disruptions as much as possible.

Element L11.2: Instruct learners

Performance criteria

You must be able to do the following:

- a Match instruction to the needs of the learners.
- b Identify which learning outcomes will be achieved through instruction.
- c Ensure that the manner, level and speed of the instruction encourages learners to take part.
- d Regularly check that learners understand and adapt instruction as appropriate.
- e Give learners positive feedback on the learning experience and the outcomes achieved.
- f Identify anything that prevents learning and review this with the learners.



Knowledge requirements

You need the following knowledge to perform this Unit of Competence. You will show this through the outcome of your work activities and through evaluations of your systems and processes.

You need to be able to show that you have general knowledge and understanding of the following:

The nature and role of demonstrations and instruction

- 1 the separate areas of demonstrations which encourage learning
- 2 which types of learning are best achieved and supported through demonstrations
- 3 how to identify and use different learning opportunities
- 4 how to structure demonstrations and instruction sessions
- 5 how to choose from a range of demonstration techniques

Principles and concepts

- 6 how to put learners at their ease and encourage them to take part
- 7 how to choose between demonstration and instruction as learning methods
- 8 how to identify individual learning needs
- 9 which factors are likely to prevent learning and how to overcome them
- 10 how to check learners' understanding and progress
- 11 how to put information in order and decide whether the language you will be using is appropriate for the learners
- 12 how to choose and prepare appropriate materials, including technology-based materials
- 13 the separate areas of instructional techniques which encourage learning
- 14 which types of learning are best achieved and supported through instruction

External factors influencing human resource development

- 15 how to make sure everybody acts in line with health, safety and environmental protection legislation and best practice
- 16 how to analyse and use developments in learning and new ways of delivery, including technology-based learning