



## Unit D9RJ 04 (511)

## Enable Learning Through Demonstrations and Instruction

### Unit Summary

This Unit is about demonstrating skills and methods to learners and instructing learners in procedures and processes. It covers when you should demonstrate or instruct a learner to encourage learning and reviewing the potential use of technology based learning. It deals with checking on the progress of learners and giving them feedback.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

*Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:*

#### Communication Intermediate 2

- ◆ Read, understand and evaluate written communication.

#### Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a problem solving activity.

***I have completed the requirements of this Unit.***

**Candidate name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Candidate signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***I can confirm the candidate has completed all requirements of this Unit.***

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**IV signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Assessment centre:** \_\_\_\_\_

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>Demonstrate skills and methods to learners</p> <p>This means you:</p> <p>1 (a) Base the demonstration on an analysis of the skills needed and the order in which they must be learned.</p> <p>(b) Ensure that the demonstration is accurate and realistic.</p> <p>(c) Structure the demonstration so the learner can get the most out of it.</p> <p>(d) Encourage learners to ask questions and give explanation at appropriate stages in the demonstration.</p> <p>(e) Give learners the opportunities to practice the skill being demonstrated and give them positive feedback.</p> <p>(f) Give extra demonstrations of the skills being taught to reinforce learning.</p> <p>(g) Ensure the demonstrations take place in a safe environment and allow learners to see the demonstration clearly.</p> <p>(h) Respond to the needs of the learners during the demonstration.</p> <p>(i) Reduce distractions and disruptions as much as possible.</p>	<p>Evidence of demonstrating skills and methods to learners in accordance with workplace procedures.</p>	

		<b>Evidence Requirements (cont)</b>	
2(cont)	<p>Instruct learners</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Match instruction to the needs of the learners.</li> <li>(b) Identify which learning outcomes will be achieved through instruction.</li> <li>(c) Ensure that the manner, level and speed of instruction encourage learners to take part.</li> <li>(d) Regularly check that learners understand and adapt instruction as appropriate.</li> <li>(e) Give learners positive feedback on the learning experience and the outcomes achieved.</li> <li>(f) Identify anything that prevents learning and review this with the learners.</li> </ul>	Evidence of instructing learners in accordance with workplace procedures.	

**Evidence of Performance**

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		

<b>You need to know and understand</b>		<b>Evidence</b>
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
<b><i>The nature and role of demonstrations and instruction</i></b>		
K1	The separate areas of demonstrations which encourage learning.	
K2	Which types of learning are best achieved and supported through demonstrations.	
K3	How to identify and use different learning opportunities.	
K4	How to structure demonstrations and instruction sessions.	
K5	How to choose from a range of demonstration techniques.	
<b><i>Principles and concepts</i></b>		
K6	How to put learners at their ease and encourage them to take part.	
K7	How to choose between demonstration and instruction as learning methods.	
K8	How to identify individual learning needs.	
K9	Which factors are likely to prevent learning and how to overcome them.	
K10	How to check learners' understanding and progress.	
K11	How to put information in order and decide whether the language you will be using is appropriate for the learners.	
K12	How to choose and prepare appropriate materials, including technology based materials.	
K13	The separate areas of instructional techniques which encourage learning.	
K14	Which types of learning are best achieved and supported through instruction.	
<b><i>External factors influencing human resource development</i></b>		
K15	How to make sure everybody acts in line with health, safety and environmental protection legislation and best practice.	
K16	How to analyse and use developments in learning and new ways of delivery, including technology based learning.	

Notes/Comments
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Assessor signature: \_\_\_\_\_

Date: \_\_\_\_\_