MODULE 2

GLOSSARY

Advocacy	Promotion, activism
Analyse	To break something down into its parts
Bar chart	A chart with rectangular bars
Brainstorming	An organised approach to produce creative ideas by letting the mind think without interruption
Business plan	A summary of how a business owner, manager, or entrepreneur plans to organise a commercial venture and implement the actions required for it to succeed. It is a written explanation of the company's business model.
Chart	A graphical representation of data
Closed questions	Require only a "yes" or "no" response
Competent	Learners are declared competent when they meet the outcomes of the unit standard.
Computer-based training (CBT)	Courses developed for computer-based training provide simulation and multimedia interaction to achieve training goals. CBT is usually distributed on CD-ROMs, on the Internet or as applications installed on a company's computer network.
Criterion-referenced assessment	Assess the learner's achievements by comparing them to the given assessment criteria and seeing whether each criterion has been met
Developmentally appropriate	Activities that are appropriate for each child's development stage
Diagram	A simplified and structured visual representation of concepts and ideas
E-mail	A system of world-wide electronic communication in which a computer user can compose a message at one computer and send it electronically to the receiver's computer.
Explicit knowledge	This is more structured knowledge, or unstructured information
Flowchart	(Also spelled flow-chart or flow chart) is a schematic representation of a process
Formative assessment	Used to help learning; it is not used for grading, and is normally done in the early stages of learning.
Formative Assessment	Refers to the assessment that takes place during the process of learning. The assessment provides an indication of how the learning is progressing. Additional training needs may be identified during the process.
Gantt chart	A popular type of bar chart that shows how projects, schedules, and other time-related systems progress over time
Government	The ruling political party or coalition of political parties in a parliamentary system, who serve the public
Histogram	The graphical version of a table that shows what proportion of cases fall into each category

Holistic development	The development of everyone's intellectual, emotional, social, physical, artistic, creative and religious values and feelings. It is pretty much just the development of the entire brain's thoughts and feelings.
Hypertext document	Machine-readable text that is organised so that related items of information are connected by electronic links.
Instructor-led training	Training that requires an instructor to be present, in either a physical or a virtual classroom, to present the material and be available for questions and discussion.
Integrated curriculum	Views children's experiences as learning opportunities, which are all interconnected
Internet	A world-wide network of computers that link to each other to enable users to communicate and exchange data.
Intranet	A restricted computer network, a private or internal network found with organisations.
Intranet-based training (IBT)	Training that is accessed via a company's internal network and (usually) viewed with Web brows.
Learnership	A learnership is a work-based approach to learning and gaining qualifications and includes both structured work experience (practical) and structured learning (theory).
Learning	The act, process, or experience of gaining knowledge or skills.
Loci	The plural of locus, which simply means place, position or location)
Machine-readable text	Electronic text that is stored as strings of characters and that can be displayed in a variety of formats.
Map	A two-dimensional representation of a three-dimensional space
Marketing plan	Written document that details the actions needed to achieve a specified marketing objective for a product or service
Maturation	Becoming an adult
Memory	The capacity of storing, retrieving, and acting on that knowledge
Mentor	A multi-skilled individual who serves as a sponsor, teacher, coach, sounding board and counsellor.
Moderation	A process of review that confirms that processes that have been followed are valid, consistent, fair and adequate.
Motor control	Control of movement
Multi-media	Different mediums of communication combined into one presentation (text and graphics and sound etc)
Norm	A generally accepted standard or average
Norm-referenced assessment	You assess the learner by comparing their achievements to those of other learners
Overhead projector	A piece of electronic equipment that is used to display images to an audience.
Paraphrase	Repeat someone else's message in your own words
Parastatal	A business that is owned or controlled wholly or party, by the government
Peer assessment	The assessment of a student's work by another student

	studying the same subject
Pie chart	A circular chart that is divided into segments, and that illustrates relative sizes or frequencies
Probe	To question or examine it thoroughly and closely
Qualifications	A group of unit standards that have been clustered together to make up a registered qualification. There are 3 types of qualifications on the NQF: certificates (120cr), diplomas (240cr) and degree (360cr).
Reliability	Relates to the consistency of an assessment. If something is consistent, you can depend on it to always behave in the same way
Self-assessment	A process in which a learner is responsible for assessing his or her own skills and understanding.
Semantics	Meaning of words and word endings and pre-fixes to form plurals and past tense
Skills Programmes	Occupationally-based learning intervention that uses providers to train learners towards the achievement of national Unit Standards.
Skim	We search for the main ideas by reading mainly the first and last paragraphs and by noting other organisational cues, such as summaries, that the author used
Summary	Aa shortened version of a longer text that provides a reader with the general theme, but does not expand on details
Summative assessment	Used to grade learners and is generally done towards the end of a course
Summative Assessment	Occurs at the end of the learning process. Evidence is gathered and an assessment is made as to whether a learner has met requirements for competence.
Tacit knowledge	This is knowledge that group members have within their minds, based on experience
Thesis statement	The main point of your paper
Training Providers	Organisations or individuals that provide learning. These include technical colleges, technical colleges,, distance education institutions, universities, private providers or company in-house training divisions.
Transparency	A thin sheet of transparent flexible material, typically celluloid film, onto which you can write or print. This is then used on an overhead projector.
Unit Standards	A collection of knowledge, skills and attributes in which a candidate must prove competence (in a structured assessment) to gain credit on the NQF.
Valid assessment	Assessment that measures what it is intended to measure
Virtual learning	The process of learning over the Internet without face-to-face contact between trainers and students
Web browser	A computer program used to view HTML documents, like Web pages
Web-based training (WBT)	Training based on content that has been published to the Internet. With current technology, this content can include multimedia and animation, online assessments, e-mail forums and chat rooms.

ACRONYMNS

ETQA	The Education Training Quality Assurance Body is responsible for ensuring quality training and development within a specific sector.
HTML	A programming language (consisting of tags and rules)
NQF	The National Qualifications Framework provides a framework for nationally recognised qualifications. Qualifications are assessed according to ten bands.
NYC	Not Yet Competent
OBET	Outcomes-Based Education and Training
QMS	Quality Management System
RPL	A process whereby learners are assessed and given credit for learning that has already taken place within the workplace
SAQA	South African Qualifications Authority
SDA	Skills Development Act
SDF	Skills Development Facilitator
SETA	Sector Education and Training Authority
SGB	Standards Generating Bodies
SME	Subject Matter Expert
VARCCS	An assessment tool, which asks whether evidence is valid, authentic, current, consistent and sufficient.

LEGISLATION

- The Skills Development Act No. 97 of 1998:

  Through this Act, the government want to address two main priorities, i.e. the need to improve skills and increase productivity in order to compete successfully in the global economy, and the need to reverse apartheid imbalances and to create a more inclusive and cohesive society (Also see https://en.wikipedia.org/wiki/Skills_Development_Act,_1998)

The purposes of the Act is set out in section 2(1):

- *to develop the skills of the South African workforce - to improve the quality of life of workers, their prospects of work and labour mobility; to improve productivity in the workplace and the competitiveness of employers; to promote self-employment; and to improve the delivery of social services;*
- *to increase the levels of investment in education and training in the labour market and to increase the return on that investment;*
- *to encourage employers - to use the workplace as an active learning environment; to provide employees with the opportunities to acquire new skills; to provide opportunities for new entrants to the labour market to gain work experience; to employ persons who find it difficult to be employed;*
- *to encourage workers to participate in learning programmes;*
- *to improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through training and education;*
- *to ensure the quality of learning in and for the workplace;*
- *to assist - work-seekers to find work; retrenched workers to re-enter the labour market; employers to find qualified employees;*
- *to provide and regulate employment services*

- The Skills Development Regulations 2001 (inter alia regarding Registration of intended learnerships and learnership agreements as well as the administration of the SETAs)
- The related Guidelines: In terms of section 5 of the Act the National Skills Authority should advise the Minister of Labour on guidelines on the implementation of the national skills development strategy.

UNIT STANDARDS

SAQA ID 244484: Demonstrate knowledge and understanding of the development of babies, toddlers and young children; NQF Level 4, 8 Credits

SAQA ID 119471: Use language and communication in occupational learning programmes; NQF Level 4, 5 Credits