

NATIONAL CERTIFICATE: CONSTRUCTION PLANT OPERATIONS

SAQA ID 65789 LEVEL 2 120 CREDITS

LEARNER WORKBOOK

SAQA:12463

UNDERSTAND AND DEAL WITH HIV/AIDS

Learner Information:

Details	Please Complete this Section
Name & Surname:	
Organisation:	
Unit/Dept:	
Facilitator Name:	
Date Started:	
Date of Completion:	

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OVERVIEW

About the Learner Workbook	<p>This Learner Exercise Workbook has been designed and developed to evaluate learners' level of understanding of the UNDERSTAND AND DEAL WITH HIV/AIDS module. It forms part of a series of Learner Workbooks that have been developed</p>
Purpose	<p>The purpose of this Learner Exercise Workbook is to evaluate learners understanding on the specific outcomes and/or assessment criteria of the following SAQA Registered Unit Standards:</p>
Context	<p>This assessment represents the Formative Assessment component of the UNDERSTAND AND DEAL WITH HIV/AIDS module,</p> <p>And should be completed in the classroom/training room.</p>
Resources	<p>The following are resources needed for this assessment:</p> <ol style="list-style-type: none"> 1. Learner Guide; and 2. Assessment Preparation.
Instructions to Facilitators	<p>Facilitators will be required to:</p> <ul style="list-style-type: none"> • Explain the completion of the workbook to each learner; and • Interview the learner on similar questions, should he/she not be able to write.
Instructions to Learners	<p>Learners will be required to:</p> <ul style="list-style-type: none"> • Complete the workbook as per the instructions; • Ensure that all questions are completed; • Ensure that the completion of the workbook is their own work; • Ensure that all annexure are attached to the workbook and clearly referred to;
Assessment Time	<p>Learners are required to complete this assessment within the allocated</p>

	time frame of.... hours.
Total Mark	This formative assessment carries a total mark of _ points . In order to meet the pass mark, learners are required to achieve a minimum of 80% of the total marks.
Equipment	Learners are required to have the following equipment in order to complete this workbook: <ul style="list-style-type: none">• Pen and Pencil;• Ruler; and• Exam Pad – for additional paper.

GENERAL INFORMATION

LEARNER DETAILS		
Learner Full Names		
Learner ID No.:		
Organisation:		
Unit/Dept:		
Contact Details:	Telephone /Cell Numbers:	Email Address:
WORKSHOP DETAILS		
Workshop Venue:		
Facilitator Name:		
Date Started:		
Date Completed:		

ASSESSMENT PREPARATION CHECKLIST

DESCRIPTION	YES	NO	COMMENTS/CONTINGENCY
This assessment is a formative assessment and it is based on the outlined unit standard/s for the UNDERSTAND AND DEAL WITH HIV/AIDS module.			
Your assessment evidence for the UNDERSTAND AND DEAL WITH HIV/AIDS module needs to be submitted on..... (day) of.....(month).....(year) at the following address/place.....			
You will be assessed based on the outlined Unit Standards. The assessment activities are linked to specific outcomes/assessment criteria of the outlined Unit Standards.			
To determine your competence level, the following are the methods to be used for this assessment: 1. 2.			
To be declared competent on UNDERSTAND AND DEAL WITH HIV/AIDS module (formative assessment), you should have obtained at least 80% of the total mark of this assessment.			
You will be provided with detailed feedback on your performance of this assessment as follows: 1. Written Feedback 2. Verbal Feedback			
Should you be declared "not yet competent" on this assessment, you will be entitled for re-assessment opportunity/ies.			
You will be required to re-submit evidence (only for areas) you were declared not yet competent. A date for re-submission will be agreed with the assessor.			
You will be entitled to lodge an appeal should you not be satisfied with the assessment decision of your assessment.			

<p>You will be required to provide the assessor feedback on assessment procedure – this is to assist in improving the assessment practices.</p>			
<p>Your results of assessment and portfolio of evidence information will not be provided to any person without your written consent.</p>			

Learner's Declaration			
<p>I.....herewith declare that I am ready for the assessment, that we have reviewed the assessment preparation and plan, I understand the assessment process and I am happy that the assessment will be conducted in a fair manner.</p>			
Learner Signature:	Date:	Facilitator Signature:	Date:

Learning Unit1

UNIT STANDARD NUMBER : 12463

LEVEL ON THE NQF : 2

CREDITS : 3

FIELD : Manufacturing, Engineering and Technology

SUB FIELD : Manufacturing and Assembly

PURPOSE:	<p>The skills, values and knowledge reflected in this unit standard are required by people in the field of manufacturing and engineering.</p> <p>The learning outcomes in this unit standard also contribute to the exit level outcomes required for various manufacturing and engineering qualifications.</p> <p>Qualifying learners can demonstrate an understanding of HIV/AIDS issues affecting them personally and in the workplace. They are able to apply relevant national, industry and company policies and procedures for dealing with HIV/AIDS in the workplace.</p>
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LEARNING ASSUMED TO BE IN PLACE:

This unit standard has designed as part of a progression. It is one of a series of unit standards for life skills in the field of manufacturing and engineering.

SPECIFIC OUTCOME 1:

Explain and discuss HIV/AIDS facts and figures

Learning Outcomes

- An understanding of HIV/AIDS issues affecting employees personally and in the workplace is demonstrated.
- Relevant national, industry and company policies and procedures for dealing with HIV/AIDS in the workplace are applied.

Activity	Questions Description
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1	What is H I V?
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Activity	Questions Description
2	WHAT IS AIDS?

SPECIFIC OUTCOME 3:

Explain the rights and responsibilities of employees in the workplace with regard to HIV/AIDS

Learning Outcomes

- An understanding of HIV/AIDS issues affecting employees personally and in the workplace is demonstrated.
- Relevant national, industry and company policies and procedures for dealing with HIV/AIDS in the workplace are applied.

SPECIFIC OUTCOME 4:

Identify and apply relevant policies and procedures for dealing with HIV/AIDS in the workplace

Learning Outcomes

- An understanding of HIV/AIDS issues affecting employees personally and in the workplace is demonstrated.
- Relevant national, industry and company policies and procedures for dealing with HIV/AIDS in the workplace are applied

Activity	Questions Description
9	Explain the rights and responsibilities of employees in the workplace with regard to HIV/AIDS

Activity	Questions Description
11	The company's HIV / AIDS policy and programme aim to: Name ten points

Activity	Questions Description
12	All Management and Employees will receive education and training. Name any 10.

Activity	Questions Description
15	List the Tips for Managing the HIV-Positive Employee.
