

COGPACK45

Enable learning through demonstration and instruction



Overview

This unit is appropriate for you if your role involves demonstrating skills and methods to learners and instructing learners in procedures and processes. The activities you are likely to be involved in:

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

This unit is taken from the ENTO Learning and Development suite of National Occupational Standards

This unit deals with the following:

- 1 Demonstrate skills and methods to learners
- 2 Instruct learners

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices AS THEY APPLY TO YOU.

Previous Version

Unit 4.16 SEMTA National Occupational Standards in Packaging (STM4)
Imported from unit L11 ENTO Learning and Development National

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Performance criteria

- You must be able to:*
- P1 base the demonstration on an analysis of the skills needed and the order they must be learned
 - P2 ensure that the demonstration is accurate and realistic
 - P3 structure the demonstration so the learner can get the most out of it
 - P4 encourage learners to ask questions and get explanation at appropriate stages in the demonstration
 - P5 give learners the opportunities to practice the skill being demonstrated and give them positive feedback
 - P6 give extra demonstrations of the skills being taught to reinforce learning
 - P7 ensure that demonstrations take place in a safe environment and allow learners to see the demonstration clearly
 - P8 respond to the needs of learners during the demonstration
 - P9 reduce distractions and disruptions as much as possible
 - P10 match instruction to the needs of the learners
 - P11 identify which learning outcomes will be achieved through instruction
 - P12 ensure that the manner, level and speed of the instruction encourages learners to take part
 - P13 regularly check that learners understand and adapt instruction as appropriate
 - P14 give learners positive feedback on the learning experience and the outcome achieved
 - P15 identify anything that prevents learning and review this with the learners

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Knowledge and understanding

You need to know and understand:

- 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
- 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
- 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

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Validity Current

Status Tailored

Originating organisation ENTO

Original URN Unit 11

Relevant occupations Engineering and manufacturing technologies; Manufacturing technologies; Process, Plant and Machine Operatives; Process Operatives

Suite Packaging

Key words demonstrate, skills, learners, instruction, methods, understanding, feedback, progress