FORMATIVE ASSESSMENT

FUNDAMENTALS OF SUPERVISION

Candidate Information Sheet

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| **Name**  |  |
| **Surname** |  |
| **ID** |  |
| **Equity** *(Black African, Black Coloured, Black Asian, White, Other – specify)* |  |
| **Language** |  |
| **Physical Address** |  |
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| **Postal Address** |  |
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| *Area Code:* |
| **Telephone Number**  |  |
| **Cell Number** |  |
| **Email Address** |  |
| **Employer** |  |
| **Employer Contact Details**  |  |
| **Date of Portfolio Submission**  |  |
| **Assessor Name**  |  |
| **Assessor ID Number**  |  |
| **Date of Assessment**  |  |
| **Programme Name** |  |
| **Contact Number**  |  |
| **Assessor Signature** |  |
| **Declaration of Learner Preparation:** |
| I hereby declare that I have been prepared for all assessment activities related to the portfolio. I am aware of the requirements and time frames of this assessment, and undertake to complete any remedial work required for assessment where required.  |
| **Declaration of Authenticity:** |
| I hereby declare that the evidence presented in this Portfolio is my own work, and that I have participated in preparing the evidence in the case of group work activities. Where applicable, I have recognized sources of information used in the preparation of this Portfolio of Evidence. |
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| **Learner Name** |  | **Learner Signature** |  |
| **Learner ID Number** |  | **Date** |  |
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| **CANDIDATE’S CONFIRMATION TO BE ASSESSED**(To be completed by the candidate) |

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Assessor’s name and surname),

I herewith agree to be assessed against the Principles of Project Management

I understand the purpose of assessment in the organisation. I further declare to be committed to the process and support all assessment systems. I also understand it is my responsibility to gather evidence as agreed on with my Assessor and to submit it on the agreed date/s.

I thank you for the opportunity and agree to meet with you on the dates which we will specify.

Kind regards

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CANDIDATE’S SIGNATURE NAME**

# THIS PORTFOLIO OF EVIDENCE COVERS ALL THE FORMATIVE ASSESSMENTS.

# Instruction to the learner:

Formative Assessment are to be completed throughout the learning program, it prepares the learner for the Summative assessment. It also test the learners learning and understanding of the material covered.

Please answer all questions. You can complete on the document.

#

# US ID: 242812: How to Introduce a New Employee to the Company

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 11. Explain how to introduce a new employee to your corporate culture.
2. Explain why do we need to recruit members and keep them active?
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 21. Who should you recruit as a member?
2. Identify the recruitment strategy and methods.
3. Describe how to set up a membership system?

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 31. Develop your own recruitment strategy and plan of your own organisation.

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 41. Describe how to identify where potential new members can be found.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 51. Describe the proper ways of keeping members active.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 6* 1. List the types monitoring methods.
	2. Describe the activities to promote social learning mentoring.
	3. What is the monitoring need?
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 71. What opportunities do you see for the emergency manager to use personal influence in improving the city’s approach to emergency management?
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433801.png | Research Activity: 81. Discuss the procedure of receiving and inducting a new member.
2. List down three policies that must be explained to a new member during induction.
3. List the three types of Influence.
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# US ID: 242824: Leadership Models

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 9* 1. List the different types of leadership.
	2. Identify the two axes used in leadership Grid.
	3. Define the authoritarian leader.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 101. Discuss the roles and qualities of the following types of leaders:
* Team Leader
* Country Club Leader
* Impoverished Leader
1. Discus the types of leaders you have in your organisations giving reasons of why you say so.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 11* 1. Describe the Maslow’s hierarchy of needs.
	2. Identify the different types of leadership theories.
	3. List the Herzberg’s hygiene & motivational factors.
	4. What are the characteristics of self-actualizing people?

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433801.png | Research Activity: 121. Explain 5 responsibilities of a team leader within the context of a work environment.
2. Explain 10 roles of a team leader.
3. Explain the importance of working in a team.
4. Discuss 3 main operating procedures of a team leader.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 131. Discuss the two distinct forces that dictate how to act within an organization.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 141. What is motivation?
2. Write down what you understand by the term motivation.
3. What are the difficult aspects of HR Management?

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 151. What is change management?
2. Identify the different change management theories.
3. Give examples of change management.

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 16Assessment Task 11. Define the following terms;
	1. Performance management
	2. Performance planning
	3. Performance tracking
	4. Performance feedback and review
	5. Performance evaluation
2. List down the principles of change management to demonstrate performance management
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 171. Describe the change management challenges in an organization.
2. Why Is It Critical for Leaders and Managers to Be Successful at Organizational Change?
3. What are the benefits of change management?
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 181. Discuss the importance of the organisational change and development.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 19* 1. List the six phases of change management structured approach.
	2. List and describe the change management principles.

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433813.png | Individual Activity: 201. List the five steps accompanying change.
2. Describe the anatomy of a strategic leader.

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433801.png | Research Activity: 211. Explain 5 responsibilities of a team leader within the context of a work environment. (10marks)
2. Explain 10 roles of a team leader. (10marks)
3. Explain the importance of working in a team. (5marks)
4. Discuss 3 main operating procedures of a team leader. (6marks)

**Total marks = 25** |

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# (US: 11473) Manage individual and team performance

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 221. Discuss how performance goals can be measures.
2. Discuss how SMART objective can be described.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 231. Describe two primary styles or strategies for measuring performance
2. Discuss Principles of performance measurement.
3. Identify the performance evaluation variables
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 241. Describe how performance goals can be measures.
2. Identify the several main reasons that people fall short on their performance goals
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 251. Describe how performance goals can be achieved.
2. Discuss the different strategies used in leadership skills.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 261. Describe how performance goals can be measures.
2. Identify the several main reasons that people fall short on their performance goals
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 271. Identify the Performance evaluation techniques.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 28* 1. Identify the Performance evaluation techniques.
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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 29Identify the Performance Goals in relation to employee’s skills. |

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 301. Describe how a gant chart and a **Critical Path Analysis are used.**
2. Describe the major parts of airport.

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| C:\Users\Shawn\Desktop\CREATIVE CENTRE\POSSIBLE ICONS\j0433814.png | Individual Activity: 311. Identify the Performance Indicators in a Feedback Report.
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