



# Logbook

## Early Childhood Development NQF Level 4 – SAQA ID58761

<b>Learner Name:</b>	
<b>Workplace:</b>	

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## 1. Introduction

Learning in the workplace forms an integral part of the qualification you are enrolled for.

This logbook has been designed to record all time spent on the workplace practical activities and assignments included in the modules.

Please ensure that time spent completing all activities are signed off by a supervisor, mentor or witness.

Additional activities completed by the learner should be included and recorded below the mandatory activities as additional evidence.

After each Learning Program Logbook, Workplace Testimonial Evidence should be completed and signed off by your supervisor or mentor.

**2. LEARNING PROGRAM 1 – EXIT LEVEL OUTCOME 1A & B, EXIT LEVEL OUTCOME 3**

**2.1. Program Outline:**

**LEARNING PROGRAM 1 – 59 CREDITS**

<b>ELO 1 A – COMMUNICATE IN A VARIETY OF WAYS WITHIN EARLY CHILDHOOD DEVELOPMENT AND SOCIAL SETTINGS</b>				
	<b>US ID</b>	<b>UNIT STANDARD TITLE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Fundamental	119462	Engage in sustained oral / signed communication and evaluate spoken /signed texts.	04	5
Fundamental	119469	Read / view, analyse and respond to a variety of texts	04	5
Fundamental	119471	Use language and communication in occupational learning programmes	04	5
Fundamental	119459	Write / present /sign for a wide range of contexts	04	5
		<b>Total Credit Value</b>		<b>20</b>

<b>ELO 1 B – COMMUNICATE IN A VARIETY OF WAYS WITHIN EARLY CHILDHOOD DEVELOPMENT AND SOCIAL SETTINGS (2<sup>nd</sup> LANGUAGE)</b>				
	<b>US ID</b>	<b>UNIT STANDARD TITLE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Fundamental	119472	Accommodate audience and context needs in oral/signed communication	03	5
Fundamental	119457	Interpret and use information from texts.	03	5
Fundamental	119467	Use language and communication in occupational learning programmes	03	5

Fundamental	119465	Write / present / sign texts for a range of communicative contexts	03	5
		<b>Total Credit Value</b>		<b>20</b>

<b>ELO3 – PLAN AND PREPARE FOR ECD</b>				
	<b>US ID</b>	<b>UNIT STANDARD TITLE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Core	<a href="#">244468</a>	Prepare resources and set up the environment to support the development of babies, toddlers and young children	03	5
Core	244472	Prepare Early Childhood Development programmes with support.	04	6
Core	244485	Design activities to support the development of babies, toddlers and young children.	05	8
		<b>Total Credit Value</b>		<b>19</b>

2.2. Logbooks: ELO 1 A & B, ELO 3

ELO 1 A – COMMUNICATE IN A VARIETY OF WAYS WITHIN EARLY CHILDHOOD DEVELOPMENT AND SOCIAL SETTINGS					
<b>Unit Standard Name</b>	Engage in sustained oral / signed communication and evaluate spoken / signed texts				
ID Number	119462	NQF Level	4	Credits	5
<b>Unit Standard Name</b>	Read / view, analyse and respond to a variety of texts.				
ID Number	119469	NQF Level	4	Credits	5
<b>Unit Standard Name</b>	Use language and communication in occupational learning programmes.				
ID Number	119471	NQF Level	4	Credits	5
<b>Unit Standard Name</b>	Write / present / sign for a wide range of contexts				
ID Number	119459	NQF Level	4	Credits	5

Unit Standard and Activity		US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager/ Mentor or Witness		
						Name & Surname	Relationship to Learner	Signature
<b>Activity 1: Practical Assignment</b>								
119462	Active listening	SO 1 (AC 1 to 2)						

<b>Activity 2: Practical Assignment</b>									
119462		Style, tone and register	SO 1 (AC 3)						
<b>Activity 3: Knowledge and Practical / Roleplay</b>									
119462		Arguments and negative language	SO 2 (AC 1,2,3)						
<b>Activity 4: Knowledge and Practical / Case study</b>									
119462		Non-verbal communication	SO 1 (AC 1) SO 3 (AC 2,3)						
<b>Activity 5: Practical Assignment</b>									
119462		Oral Presentations	SO 1 (AC 2,3) SO 3 (AC 1) SO 4 (AC 1)						
<b>Activity 6: Practical Assignment</b>									
119462		Oral Presentations	SO 4 (AC 1,2,3,4)						
<b>Activity 7: Practical Assignment</b>									
119459		Writing with your imagination	SO 1 (AC 1)						
<b>Activity 8: Practical Assignment (Workplace sample)</b>									
119459		The writing process	SO 1 (AC 2,3)						
<b>Activity 9: Knowledge Assignment</b>									
119459		Narrative Voice	SO 1 (AC 4)						
<b>Activity 10: Knowledge and Practical Assignment</b>									
119459		Rhythmic, tonal and stylistic devices	SO 2 (AC 2,3)						
<b>Activity 11: Practical Assignment</b>									
119459		Drafting and editing content	SO 1 (AC 1,2) SO 2 (AC 1,2) SO 3 (AC 1,2)						

<b>Activity 12: Practical Assignment</b>									
119459		Proofreading texts	SO 3 (AC 1,2,3)						
<b>Activity 13: Knowledge Assignment</b>									
119469		Critically analysing texts	SO 1 (AC 1,2)						
<b>Activity 14: Knowledge and Practical Assignment</b>									
119469		Identify values, assumptions, attitudes in texts	SO 2 (AC 1,2,3)						
<b>Activity 15: Knowledge Assignment</b>									
119469		Analysing content	SO 3 (AC 1)						
<b>Activity 16: Practical Assignment</b>									
119469		Layout	SO 3 (AC 3,4)						
<b>Activity 17: Practical Assignment</b>									
119471		Technical language	SO 3 (AC 3)						
<b>Activity 18: Knowledge Assignment</b>									
119471		Using learning resources effectively	SO 1 (AC 1,2)						
<b>Activity 19 : Practical Assignment</b>									
119471		Learning techniques and summarising	SO 2 (AC 1,2,4)						
<b>Activity 20 : Practical Assignment</b>									
119471 119459		Conducting research (self-assessment)	SO 2 (AC 5,6) SO 3 (AC 2,3) SO 4 (AC 1 – 7) SO 1 (AC 2) SO 3 (AC 3)						
<b>Activity 21: Practical Assignment</b>									
119471		Lead and function in a team	SO 5 (AC 1 – 4)						



<b>Activity 22 : Practical Assignment</b>									
119467		The learning environment	SO 2 (AC 3) SO 6 (AC 1 – 3)						
		Final Summative Assessment Instrument							

<b>ELO 1 B – COMMUNICATE IN A VARIETY OF WAYS WITHIN EARLY CHILDHOOD DEVELOPMENT AND SOCIAL SETTINGS (2<sup>nd</sup> LANGUAGE)</b>				
Accommodate audience and context needs in oral / signed communication				
119472	NQF Level	3	Credits	5
Interpret and use information from texts				
119457	NQF Level	3	Credits	5
Use language and communication in occupational learning programmes.				
119467	NQF Level	3	Credits	5
Write / present / sign texts for a range of communicative contexts.				
119465	NQF Level	3	Credits	5

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
							Name & Surname	Relationship to Learner	Signature
<b>Activity 1: Practical Assignment</b>									
119472		Role play (Meeting) - Participating in an effective discussion	SO 1 AC 1,2,3,4,						
<b>Activity 2: Practical Assignment</b>									
119472		Planning a formal presentation	SO 2 AC 1,2,3,4,5						
<b>Activity 3: Practical Assignment</b>									
119472		Identify and respond to manipulative use of language	SO 3 AC 1,2,3,4						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
<b>Activity 4: Knowledge Assignment</b>									
119465		Identifying the appropriate audience, purpose, content and text-types	SO 1 AC 1,2,3,4,5						
<b>Activity 5: Practical Assignment</b>									
119465		Creating a coherent, well-structured message	SO 1 AC 4,5,6 SO 2 AC 1,2						
<b>Activity 6: Knowledge and Practical Assignment</b>									
119465		Drafting and editing a text	SO 2 AC 1,2,3 SO 3 AC 2,3,4,5,6						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
<b>Activity 7: Knowledge and Practical Assignment</b>									
119457		Reinforcing the message with visuals	SO 1 AC 1,2,3,4,5						
<b>Activity 8: Knowledge and Practical Assignment</b>									
119457		Analysing the embedded meanings in texts	SO 2 AC 1,2,3,4						
<b>Activity 9: Knowledge and Practical Assignment</b>									
119457		Following written instructions and identifying the level of formality in a text	SO 3 AC 1,2						
<b>Activity 10: Knowledge and Practical Assignment</b>									
119457		Influencing your audience	SO 2 AC 4 SO 4 AC 1						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
<b>Activity 11: Knowledge and Practical Assignment</b>									
119467		Using learning resources effectively	SO 1 AC 1,2						
<b>Activity 12: Knowledge Assignment</b>									
119467		Using learning techniques and summarising	SO 2 AC 1 to 6						
<b>Activity 13: Knowledge Assignment</b>									
119467		Using learning materials	SO 3 AC 1,2,3						
<b>Activity 14: Practical Assignment</b>									
119467		Conducting research	SO 4 AC 1 to 6						
<b>Activity 15: Practical Assignment</b>									
119467		Functioning as a team	SO 5						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
			AC 1,2,3,4						
<b>Activity 16: Practical Assignment</b>									
119467		The learning environment	SO 6 AC 1,2,3						
		Final Summative Assessment Instrument							

ELO3 – PLAN AND PREPARE FOR ECD						
<b>Unit Standard Name</b>	Prepare resources and set up the environment to support the development of babies, toddlers and young children					
ID Number	244468	NQF Level	3	Credits	5	
<b>Unit Standard Name</b>	Prepare Early Childhood Development programmes with support					
ID Number	244472	NQF Level	4	Credits	6	
<b>Unit Standard Name</b>	Design activities to support the development of babies, toddlers and young children.					
ID Number	244485	NQF Level	5	Credits	8	

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
							Name & Surname	Relationship to Learner	Signature
<b>Activity 1: Practical &amp; Knowledge Assignment</b>									
244468		Developmentally appropriate activities	SO 1 (AC 1 to 3)						
<b>Activity 2: Practical &amp; Knowledge Assignment</b>									
244468		Developmentally appropriate activities	SO 1 (AC 2 - 3)						
<b>Activity 3: Practical Assignment</b>									
244468		Suitable resources	SO 2 (AC 1- 2)						
<b>Activity 4: Practical Assignment</b>									
244468		Suitable resources	SO 2 (AC 3 – 5)						
<b>Activity 5: Practical Assignment</b>									
244468		Suitable resources	SO 3 (AC 1 to 6)						
<b>Activity 6: Practical Assignment</b>									
244468		Constructing the earning environment	SO 4 (AC 1 – 5)						
<b>Activity 7: Knowledge and Practical Assignment</b>									
244468		Reflecting and resourcing the programme	SO 5 (AC 1 – 4)						

<b>Activity 8: Practical Assignment</b>								
244472		Preparation for visits to centres	SO 1 (AC 1,2,4)					
<b>Activity 9: Practical Assignment</b>								
244472		Practical project: Observations	SO 1 (AC 1,2,4)					
<b>Activity 244472 10: Practical Assignment</b>								
244472		Special needs	SO 1 (AC 2)					
<b>Activity 11: Knowledge and Practical Assignment</b>								
244472		ECD models	SO 1 (AC 3)					
<b>Activity 12: Practical Assignment</b>								
244472		Planning a daily programme	SO 2 (AC 1,4,5)					
<b>Activity 13: Practical Assignment</b>								
244472		Planning a weekly programme	SO 2 (AC 1,4,5)					
<b>Activity 14: Practical Assignment</b>								
244472		Active play	SO 2 (AC 4,5)					
<b>Activity 15: Practical Assignment</b>								
244472		Daily and Weekly Programme	SO 2 (AC 1 – 7)					
<b>Activity 16: Practical Assignment</b>								
244472		ECD centre mission	SO 3 (AC 3)					



<b>Activity 17: Practical Assignment</b>								
244472		Final analysis	SO 3 (AC 1 – 4)					
<b>Activity 18: Knowledge / Practical Assignment</b>								
244485		Suitable activities	SO 2 (AC 2)					
<b>Activity 19 : Knowledge / Practical Assignment</b>								
244485		Assessment checklist	SO 2 (AC1)					
<b>Activity 20 : Practical Assignment</b>								
244485		Block play	SO 2 (AC 6)					
<b>Activity 21: Knowledge / Practical Assignment</b>								
244485		Meeting particular needs	SO 2 (AC 5)					
<b>Activity 22 : Knowledge / Practical Assignment</b>								
244485		Balance in activities	SO 2 (AC 4)					
<b>Activity 23 : Knowledge / Practical Assignment</b>								
244485		Bias-free stories	SO 1 (AC 3)					
<b>Activity 24 : Knowledge / Practical Assignment</b>								
244485		Morning ring	SO 2 (AC 1 – 4; 7)					
<b>Activity 25 : Knowledge / Practical Assignment</b>								
244485		Drawing activity	SO 2 (AC 2 – 7)					

<b>Activity 26 : Knowledge / Practical Assignment</b>									
244485		Creative art activities	SO 2 (AC 1 – 6)						
<b>Activity 27 : Knowledge / Practical Assignment</b>									
244485		Movement rings	SO 2 (AC 1 – 6)						
<b>Activity 28 : Knowledge / Practical Assignment</b>									
244485		Music ring	SO 2 (AC 1 – 6)						
<b>Activity 29 : Knowledge / Practical Assignment</b>									
244485		Activity Evaluation Pamphlet	SO 3 (AC 1 – 5)						
		Final Summative Assessment Instrument							

### 2.3. Workplace Testimonial Evidence: ELO 1 A & B, ELO3

#### Instructions:

The following section must be completed by the learner's supervisor / manager in the workplace based on the learner's workplace performance relevant to the Unit Standards completed.

*Constructive comments and testimonial evidence may also be attached in a separate document and referenced in the section below.*

Testimonial Comments and Evidence of Workplace Performance: ELO 1 A	
Unit Standard Title	SAQA ID
Engage in sustained oral / signed communication and evaluate spoken / signed texts	119462
<b>Supervisor / Manager Testimonial</b>	
Unit Standard Title	SAQA ID
Read / view, analyse and respond to a variety of texts	119469
<b>Supervisor / Manager Testimonial</b>	

<b>Unit Standard Title</b>		<b>SAQA ID:</b>	
Use language and communication in occupational learning programmes.		119471	
<b>Supervisor / Manager Testimonial</b>			
<b>Unit Standard Title</b>		<b>SAQA ID:</b>	
Write / present / sign for a wide range of contexts		119459	
<b>Supervisor / Manager Testimonial</b>			
<b>Supervisor Acknowledgement</b>			
Date:		Supervisor Signature	
<b>Assessor Acknowledgement</b>			
Date:		Assessor Signature	

Comments and Feedback			
<b>Learner Acknowledgement</b>			
Date:		Learner Signature	
Comments and Feedback			
<b>Moderator Acknowledgement</b>			
Date:		Moderator Signature	

<b>Testimonial Comments and Evidence of Workplace Performance: ELO 1 B</b>	
<b>Unit Standard Title</b>	<b>SAQA ID</b>
<b>Accommodate audience and context needs in oral / signed communication</b>	<b>119472</b>
<b>Supervisor / Manager Testimonial</b>	
<b>Unit Standard Title</b>	<b>SAQA ID</b>
<b>Interpret and use information from texts</b>	<b>119457</b>
<b>Supervisor / Manager Testimonial</b>	

Unit Standard Title		SAQA ID:	
Use language and communication in occupational learning programmes.		119467	
<b>Supervisor / Manager Testimonial</b>			
Unit Standard Title		SAQA ID:	
Write / present / sign for a wide range of communicative contexts		119465	
<b>Supervisor / Manager Testimonial</b>			
<b>Supervisor Acknowledgement</b>			
Date:		Supervisor Signature	
<b>Assessor Acknowledgement</b>			
Date:		Assessor Signature	
<b>Comments and Feedback</b>			

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<b>Learner Acknowledgement</b>			
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Date:		Learner Signature	
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<b>Comments and Feedback</b>			
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<b>Moderator Acknowledgement</b>			
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Date:		Moderator Signature	
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<b>Testimonial Comments and Evidence of Workplace Performance: ELO 3</b>	
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Unit Standard Title	SAQA ID
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Prepare resources and set up the environment to support the development of babies, toddlers and young children.	244468
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<b>Supervisor / Manager Testimonial</b>	
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<b>Unit Standard Title</b>		<b>SAQA ID</b>	
Prepare Early Childhood Development programmes with support.		244472	
<b>Supervisor / Manager Testimonial</b>			
<b>Unit Standard Title</b>		<b>SAQA ID:</b>	
Design activities to support the development for babies, toddlers and young children.		244484	
<b>Supervisor / Manager Testimonial</b>			
<b>Supervisor Acknowledgement</b>			
Date:		Supervisor Signature	
<b>Assessor Acknowledgement</b>			
Date:		Assessor Signature	

Comments and Feedback			
<b>Learner Acknowledgement</b>			
Date:		Learner Signature	
Comments and Feedback			
<b>Moderator Acknowledgement</b>			
Date:		Moderator Signature	

**3. LEARNING PROGRAM 2 – EXIT LEVEL OUTCOME 2 & EXIT LEVEL OUTCOME 4**

**3.1. Program Outline:**

**LEARNING PROGRAM 2 – 46 CREDITS**

<b>ELO 2 - NUMERACY</b>				
	<b>US ID</b>	<b>UNIT STANDARD TITLE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	04	6
Fundamental	9016	Represent analyse and calculate shape and motion in 2-and3-dimensional space in different contexts	04	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	04	6
		<b>Total Credit Value</b>		<b>16</b>

<b>ELO 4 – FACILITATE AND MONITOR THE DEVELOPMENT OF BABIES, TODDLERS AND DEVELOPMENT SITUATIONS</b>				
	<b>US ID</b>	<b>UNIT STANDARD TITLE</b>	<b>NQF LEVEL</b>	<b>CREDITS</b>
Core	244484	Demonstrate knowledge and understanding of the development of babies, toddlers and young children	04	8
Core	244480	Facilitate the holistic development of babies, toddlers and young children	04	16
Core	244475	Observe and report on child development	04	6
		<b>Total Credit Value</b>		<b>28</b>

### 3.2. Logbooks – ELO 2 & ELO 4

ELO 2 - NUMERACY					
<b>Course Name</b>	Early Childhood Development				
<b>Unit Standard Name</b>	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life and related problems				
ID Number	9015	NQF Level	4	Credits	6
<b>Unit Standard Name</b>	Represent, analyse and calculate shape and motion in 2-and3-dimensional space in different contexts.				
ID Number	9016	NQF Level	4	Credits	4
<b>Unit Standard Name</b>	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues.				
ID Number	7468	NQF Level	4	Credits	6

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness			
							Name & Surname	Relationship to Learner	Signature	
<b>Activity 1: Practical Assignment</b>										
7468		Personal budget	SO 1 (AC 1 to 3)							
<b>Activity 2: Practical Assignment</b>										
7468		Budgeting for an ECD centre	SO 1 (AC 2 - 3)							
<b>Activity 3: Practical Assignment</b>										
7468		Provincial budget	SO 1 (AC 1 – 3)							
<b>Activity 4: Practical Assignment</b>										
7468		Personal savings	SO 2 (AC 2 – 4)							
<b>Activity 5: Practical Assignment</b>										
7468		Purchasing a fridge	SO 2 (AC 2 – 4)							
<b>Activity 6: Practical Assignment</b>										
7468		Selling hotdogs	SO 3 (AC 1 – 4 )							
<b>Activity 7: Practical Assignment</b>										
7468		Inflation	SO 4 (AC 1 – 3 )							

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
<b>Activity 8: Practical Assignment</b>									
7468		Exchange rate	SO 4 (AC 1 -3 )						
<b>Activity 9: Practical Assignment</b>									
7468		Debate	SO 4 (AC 1 – 3)						
<b>Activity 10: Knowledge Assignment</b>									
9016		Measurement prefixes	SO 1 (AC 1)						
<b>Activity 11: Practical Assignment</b>									
9016		Measurements	SO 1 (AC 1 – 4, 6, 7)						
<b>Activity 12: Practical Assignment</b>									
9016		Area	SO 1 (AC 5,6,7)						
<b>Activity 13: Practical Assignment</b>									
9016		Volume	SO 1 (AC 5,6,7)						
<b>Activity 14: Practical Assignment</b>									
9016		Pythagoras	SO 1 (AC 5,6,7)						
<b>Activity 15: Knowledge / Practical Assignment</b>									
9016		Identify the shape	SO 2 (AC 1 – 6)						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
<b>Activity 16: Practical Assignment</b>									
9016		Scale drawing	SO 2 (AC 1 – 6)						
<b>Activity 17: Knowledge / Practical Assignment</b>									
9016		Map hunt	SO 2 (AC 6,8,9,10)						
<b>Activity 18: Knowledge / Practical Assignment</b>									
9015		Central tendency	SO 1 (AC 7)						
<b>Activity 19 : Knowledge / Practical Assignment</b>									
9015		Survey	SO 1 (AC 1 – 9)						
<b>Activity 20 : Knowledge Assignment</b>									
9015		Probability experiments	SO 2 (AC 1 – 4)						
		Final Summative Assessment Instrument							

**ELO 4 – FACILITATE AND MONITOR THE DEVELOPMENT OF BABIES, TODDLERS AND YOUNG CHILDREN**

<b>Course Name</b>	Early Childhood Development				
<b>Unit Standard Name</b>	Demonstrate knowledge and understanding of the development of babies, toddlers and young children.				
<b>ID Number</b>	244484	<b>NQF Level</b>	4	<b>Credits</b>	8
<b>Unit Standard Name</b>	Facilitate the holistic development of babies, toddlers and young children				
<b>ID Number</b>	244480	<b>NQF Level</b>	4	<b>Credits</b>	16
<b>Unit Standard Name</b>	Observe and report on child development				
<b>ID Number</b>	244472	<b>NQF Level</b>	4	<b>Credits</b>	6
<b>Unit Standard Name</b>	Design activities to support the development of babies, toddlers and young children				
<b>ID Number</b>	244475	<b>NQF Level</b>	4	<b>Credits</b>	6



Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
							Name & Surname	Relationship to Learner	Signature
<b>Activity 1: Practical Assignment</b>									
244484		UBUNTU in ECD – a discussion	SO 1 (AC 1)						
<b>Activity 2: Practical Assignment</b>									
244484		The well-being of children	SO 1 (AC 1)						
<b>Activity 3: Practical Assignment</b>									
244484		Be the theorist!	SO 1 & SO 2 (AC 1, 1 -2)						
<b>Activity 4: Practical and Knowledge Assignment</b>									
244484		Moral values	SO 2 (AC 1)						
<b>Activity 5: Practical Assignment</b>									
244484		External influences	SO 2 (AC 3)						
<b>Activity 6: Practical Assignment</b>									
244484		Help when needed	SO 2 (AC 4)						
<b>Activity 7: Practical Assignment</b>									
244480		Analysing toy advertisements	SO 1 (AC 1)						
<b>Activity 8: Practical Assignment</b>									
244480		Observe a child at your ECD site	SO 1 (AC 2)						
<b>Activity 9: Practical Assignment</b>									
244480		Create a cultural diversity activity	SO 1 (AC 3 - 4)						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
							Name & Surname	Relationship to Learner	Signature
<b>Activity 10: Practical Assignment</b>									
244480		Characteristics of ECD practitioners	SO 1 (AC 5)						
<b>Activity 11: Practical Assignment</b>									
244480		Discussion on communication barriers	SO 1 (AC 6)						
<b>Activity 12: Practical Assignment</b>									
244480		Article discussion	SO 1 (AC 7)						
<b>Activity 13: Practical Assignment</b>									
244480		Emergency plan and poster	SO 1 (AC 8)						
<b>Activity 14: Knowledge and Practical Assignment</b>									
244480		Modelling case study	SO 1 (AC 9)						
<b>Activity 15: Practical Assignment</b>									
244480		Handling conflict situations	SO 1 (AC 10)						
<b>Activity 16: Practical Assignment</b>									
244480		Keeping a journal	SO 2 (AC 1)						
<b>Activity 17: Practical Assignment</b>									
244480		Giving, receiving, responding to feedback	SO 2 (AC 2)						
<b>Activity 18: Practical Assignment</b>									
244480		ECD centre SWOT analysis	SO 2						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
							Name & Surname	Relationship to Learner	Signature
			(AC 3,5,6)						
<b>Activity 19 : Practical Assignment</b>									
244480		Organisations that influence your ECD centre	SO 2 (AC 4)						
<b>Activity 20 : Practical Assignment</b>									
244475		Observing children's activities	SO 1 (AC 1,4,5)						
<b>Activity 21: Practical Assignment</b>									
244475		Observing and note-taking	SO 1 (AC 1)						
<b>Activity 22 : Knowledge Assignment</b>									
244475		Bias, stereotyping and prejudice	SO 1 (AC 2)						
<b>Activity 23 : Practical Assignment</b>									
244475		Using assessment tools	SO 1 (AC 3)						
<b>Activity 24 : Knowledge Assignment</b>									
244475		Fact and opinion	SO 2 (AC 1)						
<b>Activity 25 : Practical Assignment</b>									
244475		Referrals	SO 2 (AC 1,2,3)						
<b>Activity 26 : Practical Assignment</b>									
244475		Giving feedback	SO 2 (AC 1 – 5)						

Unit Standard and Activity		US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
						Name & Surname	Relationship to Learner	Signature
	Final Summative Assessment Instrument							

### 3.3. Workplace Testimonial Evidence: ELO 2 & ELO 4

Testimonial Comments and Evidence of Workplace Performance: ELO 2	
Unit Standard Title	SAQA ID
Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life related problems	9015
<b>Supervisor / Manager Testimonial</b>	

Unit Standard Title	SAQA ID
<b>Represent analyse and calculate shape and motion in 2-and3-dimensional space in different contexts.</b>	<b>9016</b>
<b>Supervisor / Manager Testimonial</b>	

<b>Supervisor Acknowledgement</b>			
Date:		Supervisor Signature	
<b>Assessor Acknowledgement</b>			
Date:		Assessor Signature	
Comments and Feedback			
<b>Learner Acknowledgement</b>			
Date:		Learner Signature	
Comments and Feedback			
<b>Moderator Acknowledgement</b>			
Date:		Moderator Signature	

<b>Testimonial Comments and Evidence of Workplace Performance: ELO 4</b>	
<b>Unit Standard Title</b>	<b>SAQA ID</b>
<b>Demonstrate knowledge and understanding of the development of babies, toddlers and young children</b>	<b>244484</b>
<b>Supervisor / Manager Testimonial</b>	

<b>Unit Standard Title</b>		<b>SAQA ID</b>	
Facilitate the holistic development of babies, toddlers and young children.		244480	
<b>Supervisor / Manager Testimonial</b>			
<b>Unit Standard Title</b>		<b>SAQA ID:</b>	
Observe and report on child development		244475	
<b>Supervisor / Manager Testimonial</b>			
<b>Supervisor Acknowledgement</b>			
Date:		Supervisor Signature	
<b>Assessor Acknowledgement</b>			
Date:		Assessor Signature	

Comments and Feedback			
<b>Learner Acknowledgement</b>			
Date:		Learner Signature	
Comments and Feedback			
<b>Moderator Acknowledgement</b>			
Date:		Moderator Signature	



**4. LEARNING PROGRAM 3 – ELO 5 & ELECTIVE STREAM 1 (ELO 1 & 4)**

**4.1. Program Outline:**

**LEARNING PROGRAM 3 – 35 CREDITS**

**ELO 5 – PROVIDE CARE AND SUPPORT FOR BABIES, TODDLERS AND YOUNG CHILDREN**

	US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Core	244462	Work with families and communities to support Early Childhood Development	03	5
Core	244469	Provide care for babies, toddlers and young children.	04	10
		<b>Total Credit Value</b>		<b>15</b>

**ELECTIVE STREAM 1 – ELO 1 & ELO 4 – MANAGEMENT OF AN ECD SERVICE**

	US ID	UNIT STANDARD TITLE	NQF LEVEL	CREDITS
Elective	242816	Conduct a structured meeting	04	5
Elective	242819	Motivate and build a team	04	10
Elective	244478	Manage an Early Childhood Development service	05	5
		<b>Total Credit Value</b>		<b>20</b>

#### 4.2. Logbooks: ELO 5 & ELECTIVE STREAM 1 (ELO 1 & 4)

ELO5 – PROVIDE CARE AND SUPPORT FOR BABIES, TODDLERS AND YOUNG CHILDREN							
<b>Course Name</b>	Early Childhood Development						
<b>Unit Standard Name</b>	Work with families and communities to support Early Childhood Development						
<b>ID Number</b>	244462	<b>NQF Level</b>	3	<b>Credits</b>	5		
<b>Unit Standard Name</b>	Provide care for babies, toddlers and young children.						
<b>ID Number</b>	244469	<b>NQF Level</b>	4	<b>Credits</b>	10		
<b>Unit Standard &amp; Activity</b>		<b>US Reference</b>	<b>Start Date</b>	<b>End Date</b>	<b>Total Hours</b>	<b>Sign off by Supervisor / Manager / Mentor or Witness</b>	
						<b>Name &amp; Surname</b>	<b>Relationship to Learner</b>
<b>Activity 1: Practical Assignment</b>							
244462	Values clarification collage	SO 1 (AC 1)					
<b>Activity 2: Practical Assignment</b>							
244462	A lesson plan for adults	SO 1 (AC 2)					
<b>Activity 3: Practical Assignment</b>							
244462	What do they want to learn?	SO 1 (AC 3)					
<b>Activity 4: Practical Assignment</b>							

Unit Standard & Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
244462		Communicating with parents and the community	SO 2 (AC 1,2)						
<b>Activity 5: Knowledge Assignment</b>									
244462		Child development and child-rearing	SO 2 (AC 3)						
<b>Activity 6: Practical Assignment</b>									
244462		Finding out about families and resources	SO 2 (AC 2,4,5,6)						
<b>Activity 7: Knowledge and Practical Assignment</b>									
244469		Putting the law into action in your ECD centre	SO 1 (AC 1)						
<b>Activity 8: Practical Assignment</b>									
244469		Identify safety hazards in the ECD centre and develop a prevention strategy	SO 1 (AC 2,4)						
<b>Activity 9: Practical Assignment</b>									
244469		Make your own health hazards pamphlet	SO 1 (AC 3,5)						
<b>Activity 244472 10: Practical Assignment</b>									
244469		Emergency plans and procedures	SO 1 (AC 7,8)						
<b>Activity 11: Practical Assignment</b>									
244469		Fill out an accident report form	SO 1						
<b>Activity 12: Practical Assignment</b>									

Unit Standard & Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
244469		Immunisation and the Road to Health Card	SO 2 (AC 1)						
<b>Activity 13: Practical Assignment</b>									
244469		Design a menu plan for an ECD centre	SO 2 (AC 9,10,11)						
<b>Activity 14: Knowledge Assignment</b>									
244469		Case study: Managing illness and disease	SO 2 (AC 3,4,5)						
<b>Activity 15: Practical / Knowledge Assignment</b>									
244469		Poster: Storing and administering medication	SO 2 (AC 8)						
<b>Activity 16: Practical Assignment</b>									
244469		Protecting children's rights	SO 3 (AC 1)						
<b>Activity 17: Knowledge Assignment</b>									
244469		Promoting children's rights	SO 3 (AC 2,4)						
<b>Activity 18: Knowledge Assignment</b>									
244469		Routines and transitions	SO 4 (AC 1 – 7)						
<b>Activity 19 : Practical Assignment</b>									
244469		A daily information record	SO 4 (AC 7)						
		Final Summative Assessment Instrument							

ELECTIVE STREAM 1 – MANAGEMENT OF AN ECD SERVICE (ELO 1 & ELO 4)					
<b>Course Name</b>	Early Childhood Development				
<b>Unit Standard Name</b>	Conduct a structured meeting				
ID Number	242816	NQF Level	4	Credits	5
<b>Unit Standard Name</b>	Motivate and build a team				
ID Number	242819	NQF Level	4	Credits	10
<b>Unit Standard Name</b>	Manage an Early Childhood Development Service				
ID Number	244478	NQF Level	5	Credits	5

Unit Standard and Activity		US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
						Name & Surname	Relationship to Learner	Signature
<b>Activity 1: Knowledge and Practical Assignment</b>								
242816	Prepare for a meeting on briefing new colleagues on the rules of the ECD centre.	SO 1 AC 1,2						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
<b>Activity 2: Knowledge and Practical Assignment</b>									
242816		Role Play	SO: AC1,2,3; SO1: AC 2, 4,5 SO 4: AC 1,2						
<b>Activity 3: Knowledge and Practical Assignment</b>									
242816		Meeting	SO 3: AC 1.						
<b>Activity 4: Knowledge and Practical Assignment</b>									
242816		Case Study	SO 3: AC 1, 2.						
<b>Activity 5: Knowledge and Practical Assignment</b>									
242816		Review a meeting	SO 4: AC 2, 3.						
<b>Activity 6: Knowledge and Practical Assignment</b>									
242819		Questionnaire	SO 4: AC 2, 3.						
<b>Activity 7: Knowledge and Practical Assignment</b>									
242819		Herzberg's theory to Maslow's theory	SO 3: AC 1.						
<b>Activity 8: Knowledge and Practical Assignment</b>									
242819		What Motivates You	SO 1 AC2; SO 2 AC 1+2.						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
<b>Activity 9: Knowledge and Practical Assignment</b>									
242819		Case Study	SO 2: AC 1, 2.						
<b>Activity 10: Knowledge and Practical Assignment</b>									
242819		Case Study	SO 2 AC 2, SO 3 AC 2,3, SO 4 AC 1, 2,3 SO 5 AC 1, 2						
<b>Activity 11: Knowledge and Practical Assignment</b>									
242819		Team Motivation	SO 2 AC 2, SO 3 AC 2 & 3, SO 4 AC 1, 2,3 SO 5 AC 1,2,3,4						
<b>Activity 12: Knowledge and Practical Assignment</b>									
244478		Questionnaire	SO 1, AC 1.						
<b>Activity 13: Knowledge and Practical Assignment</b>									
244478		Questionnaire	SO 1: AC 1, 2, 3.						

Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
<b>Activity 14: Knowledge and Practical Assignment</b>									
244478		Case Study	SO 1: AC 2.						
<b>Activity 15: Practical / Knowledge Assignment</b>									
244478		SWOT Analysis	SO 1: AC 3.						
<b>Activity 16: Knowledge and Practical Assignment</b>									
244478		Policies	SO 1: AC 4.						
<b>Activity 17: Knowledge and Practical Assignment</b>									
244478		Organogram	SO 2: AC 1, 2.						
<b>Activity 18: Knowledge and Practical Assignment</b>									
244478		Communication, management and organizational policies	SO 2: AC 3, 4, 5.						
<b>Activity 19 : Knowledge and Practical Assignment</b>									
244478		Training research	SO 3: AC 2.						
<b>Activity 20 : Knowledge and Practical Assignment</b>									
244478		Supervision	SO 3: AC 3.						
<b>Activity 21: Knowledge and Practical Assignment</b>									
244478		Budget	SO 4, AC 2.						



Unit Standard and Activity			US Reference	Start Date	End Date	Total Hours	Sign off by Supervisor / Manager / Mentor or Witness		
<b>Activity 22 : Knowledge and Practical Assignment</b>									
244478		ECD Centre Finances	SO 4: AC 3.						
<b>Activity 23: Knowledge and Practical Assignment</b>									
244478		ECD Centre Finances	SO 4 AC 1, 2, 4.						
<b>Activity 24 : Knowledge and Practical Assignment</b>									
244478		Records	SO 5: AC 2, 3.						
		Final Summative Assessment Instrument							

**4.3. Workplace Testimonial Evidence: ELO 5 & ELECTIVE STREAM 1 (ELO 1 & 4)**

<b>Testimonial Comments and Evidence of Workplace Performance – ELO 5</b>			
<b>Unit Standard Title</b>		<b>SAQA ID</b>	
<b>Work with families and communities to support Early Childhood Development</b>		<b>244462</b>	
<b>Supervisor / Manager Testimonial</b>			
<b>Unit Standard Title</b>		<b>SAQA ID</b>	
<b>Provide care for babies, toddlers and young children</b>		<b>244469</b>	
<b>Supervisor / Manager Testimonial</b>			
<b>Supervisor Acknowledgement</b>			
Date:		Supervisor Signature	

<b>Assessor Acknowledgement</b>			
Date:		Assessor Signature	
Comments and Feedback			
<b>Learner Acknowledgement</b>			
Date:		Learner Signature	
Comments and Feedback			
<b>Moderator Acknowledgement</b>			
Date:		Moderator Signature	

<b>Testimonial Comments and Evidence of Workplace Performance – Elective Stream 1 (ELO 1 &amp; ELO 4)</b>	
<b>Unit Standard Title</b>	<b>SAQA ID</b>
<b>Conduct a structured meeting</b>	<b>242816</b>
<b>Supervisor / Manager Testimonial</b>	

Unit Standard Title		SAQA ID	
Motivate and build a team		242819	
<b>Supervisor / Manager Testimonial</b>			
Unit Standard Title		SAQA ID:	
Manage an Early Childhood Development Service		244478	
<b>Supervisor / Manager Testimonial</b>			
<b>Supervisor Acknowledgement</b>			
Date:		Supervisor Signature	
<b>Assessor Acknowledgement</b>			
Date:		Assessor Signature	

Comments and Feedback			
<b>Learner Acknowledgement</b>			
Date:		Learner Signature	
Comments and Feedback			
<b>Moderator Acknowledgement</b>			
Date:		Moderator Signature	