FACILITATE OR ASSESS A TRAINING WEEK

RMK has put you on a training week.

BEFORE YOU START

HAVE THESE READY (ABOUT 10 MINUTES)

- Your approved facilitator or assessor account.

STEP BY STEP

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FACILITATE OR ASSESS A TRAINING WEEK

8 STEPS

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FACILITATE OR ASSESS A TRAINING WEEK

1 Step 1 of 8 — Screen: Help small businesses grow, and grow with them.

How to get there: Work with RMK.

What you see: The four roles.

Tap: Join as a facilitator

What happens next: The facilitator section: who can apply (an active Standard and every quiz of all ten tools passed), the work, and your checklist. The form shows once every line is ticked.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

2 Step 2 of 8 — Screen: Notices

How to get there: Sign in. You land on your home screen ("Dumela" and your name). The bell.

What you see: "You are on a week".

Tap: the notice

What happens next: Your week.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

3 Step 3 of 8 — Screen: Your week

How to get there: My home.

What you see: The dates, venue and learners.

Tap: the day

What happens next: That day's lesson.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

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4 Step 4 of 8 **Screen: Your week**

How to get there: Each day.

What you see: The register.

Tap: Save

Type: Who came.

What happens next: Attendance is recorded. Only learners who attend get a certificate.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

5 Step 5 of 8 **Screen: Marking**

How to get there: On the Friday.

What you see: The final submissions.

Tap: the submission

What happens next: The work and the pass mark.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

6 Step 6 of 8 **Screen: Marking**

How to get there: The same page.

What you see: The mark box.

Tap: Save the mark

Type: The mark, out of 100.

What happens next: Competent at 75% or more, else not yet competent.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

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7 **Step 7 of 8** **Screen: Your marking**

How to get there: If you assess.

What you see: The presentations to score.

Tap: the presentation

What happens next: The scoring screen.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

8 **Step 8 of 8** **Screen: Your marking**

How to get there: The same page.

What you see: Your score.

Tap: Save

Type: Your score.

What happens next: Scores are averaged across the panel.

If something goes wrong: If it still does not work, tap "Talk to a person" on the Help page and tell us what you see.

WORDS EXPLAINED

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Competent / NYC (Not Yet Competent)

The assessor's "good enough" or "not yet".

Assessor / moderator / facilitator

The person who marks the work; the person who checks the marking; the person who teaches.

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