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Nota di contenuto	Cover; Copyright; Acknowledgement; CONTENT; About the authors; Preface; Diagrammatic presentation of events; Introduction; Theoretical underpinnings; Theoretical underpinnings; Critical cross-field outcomes; SECTION 1: A framework for the development of learning programmes for adult learners in outcomes-based mode; Identifying the needs of the organisation; Background; Step-by-step approach to identify the needs of the organisation; Analysing the job/task; Background; Step-by-step guide to performing a task analysis;; Identifying learner needs; Background Step-by-step approach to assess the needs of learners Determining learning outcomes; Background; Guide for obtaining learning outcomes; Format for learning outcomes; Checklist for writing learning outcomes; Developing assessment criteria; Background; Format for assessment criteria; Selecting, sequencing and prioritising the content; Background; Selecting of content; Level descriptors; Sequencing content; Prioritising of content; Checklist for developing and sequencing content; Selecting appropriate instructional methods; Background; Step-by-step guidelines for designing learning tasks Selecting assessment instruments and developing assessment tasks Background; Explanation of terms; Formative and summative assessment; Integrated assessment; Applied competence; Credibility of

assessment; Time planning for assessment; Choosing assessment methods and instruments; Feedback; Self-assessment; Time and location of training; Physical format for print material with a focus on distance education; Synopsis; Glossary; SECTION 2: Selecting assessment instruments and developing assessment tasks; Foreword; Appendix A: Excerpt from learning materials for face-to-face facilitation

Qualification title Purpose of the unit standard; Learning assumed to be in place; Unit standard range; Specific outcomes and assessment criteria; Unit standard accreditation and moderation options; Unit standard essential embedded knowledge; Critical cross-field outcomes (CCFO); Module 10: Develop training materials; Introduction; Purpose of the module; Specific outcomes; Assessment; Portfolio of evidence for assessment purposes; Time frame; Learning materials; Recommended text books; Learning units; Learning outcomes; Assessment criteria; Introduction; Preparing draft training materials

Closure Ponder sheet; Conclusion; Appendix B Excerpt from learning material for distance education learning programmes; Qualification title; Purpose of the unit standard; Learning assumed to be in place; Unit standard range; Specific outcomes and assessment criteria; Unit standard accreditation and moderation options; Unit standard essential embedded knowledge; Critical cross-field outcomes (CCFO); Introduction; Structure of the module; The module: Operate coagulation, flocculation and sedimentation processes; Purpose of the module; Learning unit; Learning outcomes; Learning tasks; Assessment Portfolio of evidence for assessment purposes
