



LESSON

How to work through this Skills Programme

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Introduction

WELCOME TO THE DATABASE SKILLS PROGRAM!

In this section of your bootcamp you will complete a database-focussed SAQA accredited skills programme. This will work slightly differently from the structure you've been accustomed to so far. The point of this task is to make things as clear as possible, highlighting any differences and what is expected of you.

SECTION 1: UNDERSTANDING THE SKILLS PROGRAMME

VIDEO

Watch [this video](#) for an understanding of the structure of this section of the bootcamp, and what is needed from you, as well as concepts like the Portfolio of Evidence (POE) and the Learner Guide.

Sign here confirming that you have watched the video:

Learner: _____

READ THROUGH THE POE DOCUMENT

Now that you've watched the video, please read through the Portfolio of Evidence (POE) document provided to you.

Sign here confirming that you have read the POE and understand the instructions:

Learner: _____

PRE-ASSESSMENT PREPARATION SHEET

Lastly, please ensure you complete the following before starting on any of the programming lessons or compulsory tasks in this section of the bootcamp. The sheet can be found on page 35 of your POE, but is reproduced here for your convenience. Remember that *your assessor will not be able to assess your portfolio if you have not read and signed this document.*

Once you have filled this in, submit the entire (signed and filled-in) document, saved under [yourname]-Task0.pdf for review.

PRE-ASSESSMENT PREPARATION SHEET

This document serves to orientate and prepare you in the assessment(s) that you are about to embark in. It is a map that informs you of the steps involved in the assessment process and will allow you to prepare for your assessment(s), helping to set you at ease, and give you the best opportunity for success.

This document MUST be completed by the Learner in the presence of the Assessor/ Facilitator conducting the Pre-Assessment Process:

Programme	Databases
Unit Standard	SAQA ID 114049 Demonstrate an understanding of Computer Database Management Systems NQF Level 5, 7 Credits SAQA ID 115373 Demonstrate an understanding of sort and search techniques used in computer programming NQF Level 5, 6 Credits SAQA ID 114048 Create database access for a computer application using structured query language NQF Level 5, 9 Credits SAQA ID 115367 Demonstrate logical problem solving and error detection techniques NQF Level 5, 8 Credits
Venue of pre-assessment meeting	
Date	
Learner full name	
Learner ID	
Facilitator full name	
Assessor full name	
Assessor number	

Moderator name	
Moderator number	

Please read the discussion points below. Tick yes, indicating that you have read and understand the information provided. Please contact your facilitator or assessor if you do not understand or need additional information on any of the points below:

Please take note of the following discussion points:	I have read and understand the information provided	
	Yes	No
Were you welcomed and made to feel at ease?		
Was the purpose and objectives of the meeting explained?		
Was the assessment process and principles of good assessment explained?		
The purpose of the assessment is to determine and recognise competence against unit standards as part of a qualification.		
All roles and their responsibilities are clear and understood: <ul style="list-style-type: none"> • Learner: To complete and submit all required evidence by the submission date • Assessor: To assess evidence submitted and provide feedback to the learner • Moderator: To quality assure the assessment process Assessment results are subject to change pending moderation.		

Please take note of the following discussion points:	I have read and understand the information provided	
	Yes	No
<p>All roles and their responsibilities are clear and understood</p> <ul style="list-style-type: none"> • Learner: To complete and submit all required evidence by the submission date • Assessor: To assess evidence submitted and provide feedback to the learner • Moderator: To quality assure the assessment process <p>Assessment results are subject to change pending moderation</p>		
Were you informed of your rights to appeal, the process and reassessment policies?		
Was an opportunity created to communicate any special needs that may affect the assessment?		
Are you familiar with the contents of the PoE and what is expected in all components?		
Are you aware that evidence has to be VALID, AUTHENTIC, RELIABLE, CURRENT and SUFFICIENT?		
Are you aware that you have to complete all sections, components, activities and administration (inclusive of signatures) in this PoE?		

Assessment judgements will be made against the specific outcomes and their assessment criteria of the unit standards in this module/cluster/programme?		
<p>The submission due date for this portfolio is:</p> <ul style="list-style-type: none"> • No late submissions will be accepted. Extension requests has to be submitted 5 (five) working days prior to the agreed date • The Skills Development Provider (SDP) reserves the right to charge an administration fee to process extension requests • Copy to be made of the PoE before submission and retain for safekeeping, and accept the consequences if the original PoE is destroyed as a result of circumstances beyond the control of the SDP 		
The assessor will provide feedback within appropriate timeframes via email. Feedback is confidential and the assessor can be contacted to clarify feedback		
<p>If the assessor identifies evidence requirements that were not met, the following apply:</p> <ul style="list-style-type: none"> • One opportunity for re-assessment is included in the assessment price • Should the assessment result remain unchanged upon remedial submission, and 		

<p>appropriate action plan will be discussed</p> <ul style="list-style-type: none"> Once areas of remediation have been addressed, application can be made for re-assessment, bearing the associated assessment costs 		
<p>All learner records are confidential, however, funders/sponsors of training will have access to assessment results, when so required and all assessment results are communicated to the relevant ETQA as well as such results will be uploaded to the National Learner Record Database (NLRD).</p>		

DECLARATION OF UNDERSTANDING AND READINESS

1. I understand the importance of this meeting
2. I declare that the above mentioned points of the pre-assessment document were explained by the Facilitator/Assessor
3. I declare that I have received copies of the qualification/unit standards, assessment plan/schedule and are aware of relevant policies and procedures pertaining to assessment
4. I was given the opportunity to clarify any issues relating to the assessment process
5. I have requested this assessment in accordance with my own free will and without redress, and that I am ready for the assessment and am satisfied that it will be conducted in a fair and valid manner

Learner Signature:	
Date:	
Facilitator/Assessor Signature:	
Date:	

Assessment Plan

Use the assessment plan to write down the dates on which you plan to meet specific targets.

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Facilitator full name	
Assessor full name	
Assessor number	
Moderator name	
Moderator number	

Action	Planned Date	Actual Date	Comments
Read and Sign Assessment Preparation Sheet.			
Complete the formative assessments – class activities.			
Complete the summative assessment activities in the Learner Portfolio of Evidence Guide: a. Knowledge Questionnaire b. Practical Activities c. Witness Testimony d. Logbook			
Complete the Assessment Activities Checklist in the Learner Portfolio of Evidence Guide.			
Submit the PoE			

Learner Signature		Date	
Facilitator Signature		Date	
Assessor Signature		Date	
Moderator Signature		Date	

I, the learner, hereby agree to the above plan and to commit to preparing for the assessment and submitting the specified documents (in my Portfolio of Evidence) on the dates

Declaration of Authenticity

I _____(fullname),

(IDnumber:)_____declare that the evidence
(the work and natural occurring) presented in this portfolio was completed by me
and is my own, against the Unit Standards in this Programme:

Programme:

with the exception of:

(detail any work that was not completed by yourself, i.e. group work, etc.)

Where assistance or advice was received, or where I used resource material from
a Learner Guide, workbook, policy wording, internet or any other printed sources,
this is acknowledged and referenced below: *(please list references here)*:

I further declare that I understand that plagiarism is a punishable offence as it
constitutes the theft of another's intellectual property rights.

In signing this, I declare that all the evidence presented in this Portfolio of Evidence is true, valid and my own work:

Learner Signature	
Date	
Witness Name	
Witness Contact Details	
Witness Signature	
Assessor Signature	
Date	
Moderator Signature	
Date	