

Action	When	Support by	Done ✓
Facilitator Preparations			
Review Checklist prepared for LSS Facilitators.			
Print a hard copy for yourself.			
Download LSS Package from LSS Portal and install on laptop to be used for the session.			
Review Facilitator Guide including programme facilitation plan.			
Review videos on the LSS Package – download from LSS Portal and clarify your role as LSS Facilitator.			
Review all the Training Packages, assignments, handouts, worksheets, feedback forms etc.			
Engage with the LSS Coordinator to confirm the timetable for delivery.			
Ensure you know the correct number of participants expected to attend per session.			
Send notification of the training and confirmation of the venue well in advance to all participants. Or ensure that the LSS Coordinator has done this.			
Inform lecturers that they need to bring the following documents to the workshop: <ul style="list-style-type: none"> • The latest ICASS Guidelines for Report 191 and/or NC(V) programmes • The latest ICASS Templates for Report 191 and/or NC(V) programmes • Textbook of one of the subjects they lecture • Subject guidelines (Syllabi) • Assessment guidelines (NC(V) programmes) 			
Send a reminder and re-confirmation of the venue to all participants one day before the actual training takes place. Or ensure that the LSS Coordinator has done that.			
Print, bind and compile a Participant File with all items as required in the Training Package: <ul style="list-style-type: none"> • Participant handout • DHET document: A quick guide to the typing and editing of question papers and marking guidelines 			

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Take note that the folder does not contain materials that are planned for distribution during the workshop. Ensure that a copy is available for each lecturer.			
Make sure that you read the instructions on the generating and processing of registers.			
Print evaluation forms.			
Ensure the availability of pens and notepads for all participants.			
Clarify any issues with DHET LSS Coordination Offices if necessary – Use <i>Contact Portal Management</i> on LSS Portal.			
Room/Venue – IT Lab			
Check venue or venues timeously. Best to check it the day before and again early in the morning of the training. Training should, as far as possible, take place in a computer room.			
Make sure that venues/rooms are marked and that lecturers are directed.			
Ensure that there are adequate power and extension cords to support Facilitator and lecturers with laptops (if required).			
Ensure that there is a screen to show videos.			
Make sure that you have booked a data-projector.			
Check the data-projector and laptop set-up beforehand.			
Make sure you have a good speaker / sound system so that participants will be able to hear the videos properly.			
Ensure that there is adequate ventilation.			
Ensure the venue is tidy and suitable for lecturer development.			
Catering			
Tea/coffee/juice/water/biscuits/sandwiches			
Lunch			

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Presentation Equipment			
Confirm laptop to be used – Not MacBook, not IPAD but a Windows based laptop.			
Check laptop for required software – mp4 viewer (e.g. Windows Media Player) email access (no college restrictions), internet access.			
Practice Test – laptop links with Projector and Projector is in excellent working condition (right colours, globe is in good condition etc).			
Test projection to screen – is it good, no unwanted glaring lights and reflections, good visibility from where participants will be seated.			
Ensure loud speakers if needed and that it links to the laptop/projector. Test the volume to be used for the Video Presentations.			
Check that the venue has a scanner for scanning documents for the LSS Office (as instructed by DHET).			
Programme Administration			
Ask the LSS Manager/Coordinator to also be present at the Opening and Closing events- briefly to welcome and thank the participants.			
Give on-going feedback to College LSS Coordinator – e.g. on attendance and lecturer performance.			
Report misbehaviour to LSS Coordinator – late arrivals, non-cooperation, early departures, not following Code of Conduct and not adhering to the completion of assessments.			
Ensure feedback to DHET as per “Feedback and Evaluation” form. This must be scanned and emailed to the DHET LSS Coordination Office.			
Attendance Registers to be completed, scanned and e-mailed to the DHET LSS Coordination Office every day.			